

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
TERNOPIL VOLODYMYR HNATIUK NATIONAL
PEDAGOGICAL UNIVERSITY

APPROVED BY
the Academic Council of the University,
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No. 281-p of 23rd December, 2019
Rector */signed/* Bohdan Buyak

**REGULATIONS
ON IMPLEMENTATION OF PROJECTS
OF INTERNATIONAL COOPERATION PROGRAMS**

Ternopil, 2019

1. GENERAL PROVISIONS

- 1.1. The basis of the Regulations is a system of measures, the implementation of which should create favorable conditions for effective implementation of the Projects of international cooperation programs, implementation of European integration policy at the university level and engagement of international technical assistance. The Regulations corresponds to the regulatory framework of the Law of Ukraine “On Higher Education”; the Law of Ukraine “On Education”; Development strategies of Ternopil Volodymyr Hnatiuk National Pedagogical University (TNPU), TNPU Strategy for Internationalization, TNPU Regulations on the procedure for exercising the right of academic mobility; the Statute of Ternopil Volodymyr Hnatiuk National Pedagogical University, adopted by the staff conference on 22nd December, 2015, approved and registered at the Ministry of Education and Science of Ukraine on 3rd August, 2016 No. 930; Resolution of the Cabinet of Ministers of Ukraine of 15th February, 2002 No. 153 with amendments and additions “On design of a unified system for engagement, use and monitoring of international technical assistance”, Framework, Grant and Partnership Agreements.
- 1.2. The Regulations establish the procedure for Projects of international cooperation implementation and grant funds management at TNPU.
- 1.3. The Regulations regulate the procedures for planning, implementation, reporting and evaluation of the Project activity results, determines the procedure for attracting employees, remuneration for their work, business trips, the reporting procedure on the implementation of the Projects.
- 1.4. The international technical assistance provided by donors within the framework of technical and technical-economic cooperation enables to attract additional investments for the strategic development of the university and meets the modern criteria for the effectiveness of scientific and international activities of the higher educational institution, proposed by the Ministry of Education and Science of Ukraine.

2. PROJECT SUBMISSION AND IMPLEMENTATION PROCEDURE

- 2.1. The goals, objectives and general rules for ensuring the implementation of the projects of international cooperation programs and grant funds management must comply with the principles of integrity, non-profitability, responsibility and quality of performance of their duties to foreign and domestic partners and international organizations. In addition, they must motivate scientific, scientific-pedagogical, pedagogical and other workers, higher education graduates to self-development and active participation in international activities of TNPU.
- 2.2. Project implementation procedure:
 - ✓ Offers generation for the submission of the project application for the competition, approval of the preliminary estimate of the Project and co-financing (if provided by the grantor) with the university accounting;
 - ✓ signing of the project application by the Rector (Vice-Rector for Scientific Work and International Cooperation) of TNPU and its registration in the Scientific Department; notification of the Scientific Department and the

International Relations Department (for international projects), if the competition is successful;

- ✓ preparation and signing of the Agreement between TNPU and the Grantor, its translation and submission to the Scientific and the International Relations Department (for international projects);
- ✓ submission of necessary documents to the accounting department of the university;
- ✓ registration (if necessary) of the Project at the Ukrainian Institute of Scientific and Technical Expertise and Information and the Ministry for Development of Economy, Trade and Agriculture of Ukraine, receiving the Project Registration Card;
- ✓ formation of the internal estimate of the Project with the participation of the accounting department of the University;
- ✓ implementation and monitoring of the Project in accordance with the terms of the Grant Agreement and the legislation of Ukraine;
- ✓ preparation of reporting documentation on the implementation of the Project, submission to the Grantor and the Scientific Department, after the completion of the Project.

3. PROJECT IMPLEMENTATION

- 3.1. The implementation of the Project begins after the formal confirmation from the Grantor about the successful completion of the competition, grant funds presentation and signing of the relevant Agreement.
- 3.2. During the implementation phase of the Project the following must be exercised:

- ✓ achievement of the Project objectives in accordance with the Project implementation plan;
- ✓ effective available resources management;
- ✓ carrying out of measures provided with the Project;
- ✓ monitoring of Project activities, Project implementation plan revision, if necessary.

3.3. Contractors of the Project:

- 3.3.1. Project Manager is a person who provides overall direction of the Project as appointed by the Rector's order.

Project Manager's Duties:

- ✓ to carry out organizational management of the Project implementation;
- ✓ to suggest a team of contractors to ensure the implementation of the Project and the achievement of the expected result;
- ✓ to be responsible for the designated use of funds earmarked for the implementation of the Project and the results obtained;
- ✓ to summarize the results obtained during the implementation of the Project;
- ✓ to ensure timely submission of the established reporting and other information on the Project (both within TNPU and the grantor).

- 3.3.2. The team of contractors (in some cases – a contractor) is a group of scientific, scientific-pedagogical, pedagogical and other employees, doctoral students, graduate students and students of the University, who, with their consent, are

instructed to carry out the corresponding works stipulated in the objectives of the Project.

3.4. Implementation organization and financial aspects of the Project:

3.4.1. Contractors of the Project can be involved both through enrollment in the staff list and through the conclusion of civil contracts.

3.4.2. The basis for the implementation of the Project is the order of the University Rector, issued in accordance with the Agreement and the submission of the Project Manager. The Order implements the Project and creates a team of contractors to implement the Project during its operating time at the University.

3.4.3. In order to ensure the effective management and purposeful use of the International Cooperation Program funds, a detailed internal budget should be drawn up. The budget should correspond to the budget and costs of the Project activities, it should ensure the sustainability of results approved and agreed by the Project Partnership, not included in addition to other agreements, but concluded according to the rules of the international cooperation program.

3.4.4. Purposeful use of the EU International Cooperation Program grant through the Project involves the use of funds, including those received in excess of the budget of the Project by the changed currency exchange rate, surplus funds, etc., in order to undertake additional activities in accordance with the purpose and objectives of the Project. It means involvement of more staff members and students for academic mobility and other Project activities, including the purchase of appropriate equipment and supplies, the development of study guides, covering other reasonable costs for the efficient and effective implementation of the tasks and ensuring the sustainability of the results of the Project of the International Cooperation Program.

3.4.5. Payments to specialists - TNPU employees - for the work, performed and specified in the tasks of the EU International Cooperation Programs projects, are made according to the conditions, specified in the grant, inter-institutional, partnership or other agreements. It is in accordance with the rules and specific features of the implementation of the International Cooperation Programs, according to the particular achieved results, but should not exceed the limits set by the Project budget, Grant and Partnership Agreements and other European Commission regulations of Erasmus + projects.

3.4.6. Refunding for international business trips and domestic business trips within the implementation of the International Cooperation Programs projects are calculated in accordance with the conditions defined in the grant, inter-institutional, partnership or other agreements according to the rules and features of the implementation of the International Cooperation Programs projects, as well as the internal estimates of TNPU. In this case, TNPU pays for participants the VAT from grant funds in case of exceeding national norms.

3.4.7. For Projects, formally registered as international technical assistance in the Ministry of Economic Development of Ukraine, appropriate reports are submitted to the main beneficiary of the Project in Ukraine.

3.4.8. Purchase of the equipment and other facilities and goods necessary for EU International Cooperation Programs projects, officially registered as international technical assistance in the Ministry of Economic Development and Trade of Ukraine,

is based on the rules and requirements, specified by international organizations/funds in grant, inter-institutional, partnership or other agreements concluded within the framework of the international cooperation program.

3.4.9. In order to carry out the work (provided services) under the Project, civil contracts or employment contracts are concluded at certain stages.

3.4.10. The basis for payment of remuneration to each of the contractors (in some cases - the contractor) of works is the act of acceptance of the performed works (services) and the order of the Rector of the University on payment of remuneration to the contractors of the Project.

3.4.11. The remuneration of the Project executors is made in stages or at the end of the Project implementation period and after the funds have been received by the University.

3.4.12. The basis for payment of wages to contractors, engaged in accordance with employment contracts, is the time sheet.

3.4.13. The amount of remuneration to the Project Contractors is eligible for the grantor.

3.4.14. Business trips, equipment purchases, and other expenses as provided in the Project budget in accordance with the terms of the grantor.

3.4.15. If the terms of the Grant Agreement provide for co-financing of the Project, TNPU ensures that these conditions are met.

3.4.16. The use of the Project funds should be purposeful, that is, the funds should be used exclusively for the activities provided for in the Project.

4.3.17. The possibility of amending the budget of the Project is envisaged by the Agreement and provided by the written permission of the grantor or carried out at his proposal. The University can make changes to the budgets of its Projects, subject to the approval of the grantor in the event of significant changes in the project activity.

IMPLEMENTATION, RESULTS INDICATORS AND PUBLICITY OF INTERNATIONAL COOPERATION PROGRAMS

Participation in international events, certified or proved with another official document, if performed during at least 5 days within the framework of the EU International Cooperation Program, including teaching, study visits, internships, seminars, trainings, conferences, summer/winter schools, language competency development courses, etc. is recognized and considered as advanced training for TNPU staff, providing for appropriate learning outcomes relevant to the professional development of employees.

Certificates or other documents proving the participation should include information on the name and type of event, duration, competences/learning outcomes/assessment, and so on.

Recognition of credits and periods of study for students, engaged in academic mobility programs, is in accordance with the Law of Ukraine "On Higher Education", Bologna Process Instruments (ECTS, HPK, Diploma Supplement, etc.) based on the obligations and agreements between institutions, other training/practice agreements, and relevant rules and instructions for international cooperation programs.

Recognition procedures and mechanisms are communicated and agreed by the mobility participants. Employees and students, who have participated in International

Cooperation Projects, submit a participation report and undertake to hold at least one event (presentation, seminar, training, development of a foreign language module, updating teaching materials, etc.) for TNPU in order to share the experience of participation and practice the results obtained.

It is necessary to provide modernization and upgrading of educational programs for the implementation of the "mobility window" and offer elective disciplines, included in the list of disciplines from the partner institutions to provide flexibility in the construction of the trajectory of learning and teaching.

During public events, the University uses the symbols of the University and the grantor of the Project (logos, banners, posters, etc.), unless otherwise provided in the terms of the Agreement.

If the results of the Projects are required to be public on the official Internet resources of international organizations, the members of the Project Working Group are obliged to ensure the timely submission of the necessary materials and data in accordance with the rules of open license and copyright, in the framework of academic integrity.

Students are required to make recommendations to other students regarding mobility features based on their experience of participation.

Reports on the participation of employees and students in the Projects are published on the official site of TNPU. In the case of incomplete, improper, poor performance of the Project's obligations and the application of penalties to the Project by the International Cooperation Programs to the Partnership of the Project, and all the members of the working group will be involved in the fulfillment of the obligations.

The control over the fulfillment of the obligations of the contractors of the Project of international cooperation as members of the working groups. The qualitative implementation of the Project and the implementation of its results is entrusted to the Project Manager by TNPU, Vice-Rector for Scientific Work and International Cooperation and Rector of TNPU.