

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**State Institution
«South Ukrainian National Pedagogical University
named after K.D. Ushynsky»**

REGULATIONS

**«The implementation of projects, international cooperation programs and
grant funds management of the State Institution «South Ukrainian National
Pedagogical University named after K. D. Ushynsky»»
(new edition)**

APPROVED
by the meeting of
the Academic Council
State Institution
«South Ukrainian National
Pedagogical University
named after K.D. Ushynsky»»
from 27.02.2020, resolution №7

Odesa – 2020

1. This Regulations establish the procedure for implementing projects, international cooperation programs and grant funds management to accomplish the internationalization strategy, strategic priorities and development plan of the South Ukrainian National Pedagogical University named after K.D. Ushynsky for 2014-2022 (as amended).
2. Purpose, objectives and general rules for ensuring implementation of projects, international cooperation programs and grant management must comply with the principles of good faith, unprofitability, responsibility and quality of obligations fulfilment towards foreign and domestic partners and international organizations; they have to motivate scientific, scientific-pedagogical, pedagogical and other employees and students to self-development and active participation in the international activity of the State Institution "South Ukrainian National Pedagogical University named after KD Ushynsky".
3. Relevant grant, partnership, inter-institutional agreements or other types of documents shall be signed required for the project implementation.
4. To ensure effective management and targeted use of project or international cooperation program funds, a detailed internal estimate shall be drawn up, approved and agreed by the project partnership; it should be in line with the budget and project costs and ensure the sustainability of results that are not included to the other agreements but shall be agreed additionally within the limits and according to the rules of the international cooperation program.
5. Targeted use of project or EU international cooperation program grant provides for the use of funds, including those received in excess of the project budget due to the changes in exchange rate, surplus funds, etc., to carry out additional activities according to the project purpose and objectives, involve more staff and students to academic mobility and other project activities, purchase of appropriate equipment and consumables, development of educational and methodological support materials, coverage of other reasonable costs for efficient and effective implementation of tasks and ensuring sustainable results of the international cooperation program.
6. For the sake of the project and international cooperation programs implementation, focus groups shall be created and approved by the order of the rector of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushinsky"; they shall consist of project executives, that are employees of relevant departments, ensuring fair, high quality and timely fulfillment of obligations and work in accordance with the objectives of the project to develop potential of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky".
7. Implementation of international cooperation projects requires a more complex level of training, including use of foreign languages, knowledge of international experience, intercultural communication skills, etc. Hence, to calculate payment for the performed work, specified in the tasks of projects and international cooperation programs for the specialists, employees of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky" a higher level of payment shall be applied than the usual rates defined in the grant, inter-institutional, partnership or other agreements in accordance with the rules and peculiarities of the implementation of projects, international cooperation programs for specific quality results achieved.
8. Payment of travel expenses for international and domestic business trips within the framework of international cooperation projects implementation shall be accrued according to the conditions specified in the grant, inter-institutional, partnership or other agreements pursuant to

the rules and peculiarities of projects, international cooperation programs and internal estimates of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky".

9. Participation in international activities within the project, EU international cooperation programs, i.e. teaching, study visits, international internship, seminars, trainings, conferences, summer / winter schools, courses of language competence development, etc. shall be recognized and credited to the employees of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky" as advanced training / internships, if such activities provide for respective training results relevant to the professional development of employees, confirmed by a certificate or other official document and last at least 3 days during the project period, or international cooperation program. Certificates, or other documents confirming participation, must indicate the name and type of activity, duration, competencies / educational outcome / credits, etc.

10. Recognition of credits and periods of study for the students within the framework of academic mobility is in accordance with the Law of Ukraine "On Higher Education", Regulations on the enforcement of the right for academic mobility for the educational process participants of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky", as well as Bologna Process instruments (ECTS, NQF, Diploma Supplement, etc.) based on the obligations of inter-institutional and other agreements on study / practice and the relevant rules and instructions of international cooperation programs.

11. Recognition procedures and mechanisms shall be let known to and agreed with mobility participants.

12. Employees and students, who took part in international cooperation projects should submit a report on participation and undertake to hold at least one event (presentation, seminar, training, develop a module in a foreign language, update teaching materials, etc.) for the State Institution "South Ukrainian National Pedagogical named after K.D. Ushynsky University" to spread experience of participation and implementation of the obtained results.

13. If a provision has been made to publish the results of projects on the official Internet resources of international organizations, members of the project focus group undertake to ensure timely submission of the necessary materials in accordance with the rules of open license and copyright, within the framework of academic honesty.

14. Documents on the participation of employees and students in the projects shall be posted on the website of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky".

15. Relevant reporting shall be submitted to the main project beneficiary in Ukraine for the projects officially registered in the Ministry of Economic Development of Ukraine as international technical assistance.

16. For projects officially registered in the Ministry of Economic Development and Trade of Ukraine as international technical assistance, procurement of equipment and other works and goods for EU projects and international cooperation programs shall be based on rules and peculiarities defined by international organizations / funds in grant, inter-institutional, partnership or other agreements concluded within the framework of the international cooperation program.

17. In case of incomplete, improper, poor or non-fulfilment of project obligations and application of penalties to the project and international cooperation programs, all members of the focus group shall be involved in the fulfilment of obligations.

Control over the fulfilment of obligations by project and international cooperation program executives, i.e. members of focus groups, quality project implementation and implementation of its results shall be imposed on the project manager from the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky" and the Rector of the State Institution "South Ukrainian National Pedagogical University named after K. D. Ushynsky".