

**REGULATIONS**  
**on the Department of Management and Innovative Development**  
**of the Higher Educational Institution «KROK» University»**

*Translated into English from the official version  
and approved by the Rector of «KROK» University on March 28, 2024*

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## **I. General provisions**

- 1.1. The Department of Management and Innovative Development is a basic structural unit of the University "KROK", which conducts educational and methodological activities in one or more related specialties, specializations or academic disciplines and carries out scientific, research and scientific and technical activities in a certain direction.
- 1.2. The Department of Management and Innovative Development (hereinafter referred to as the Department) is part of the KROK Business School.
- 1.3. The Department is guided in its activities by the Constitution of Ukraine, the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific and Technical Activities", regulatory acts of the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine, the Charter of the University, orders of the President, the Rector and these Regulations.
- 1.4. The decision to create (change the name, reorganization, termination) of the Department is made by the Academic Council of the University, which is put into effect by the order of the Rector.

The department is created on the condition that it includes at least five scientific and pedagogical employees, for whom the department is the main place of work, and at least three of whom have a scientific degree or academic title.

If during the academic year the staff of the Department becomes inconsistent with the requirements of the legislation and these Regulations, the Department may carry out its activities until the end of the current academic year by attracting part-time workers.

- 1.5. The department is responsible for organizational and methodological support for the training (retraining) of specialists with a higher education degree of "Master" in the specialty "Management" (educational and professional programs: "Business Administration", "Mediation and Conflict Management", "Project and Process Management", "Global Business Management").
- 1.6. The department cooperates with related departments of the University and its separate structural divisions; coordinates work on the development of educational and methodological documentation.

## **II. Main areas of activity and tasks**

2.1. The main areas of activity of the Department are:

- educational work (implementation of educational and professional programs, curricula for training, retraining and advanced training of specialists);
- methodological work;
- research work;
- organizational work;
- educational work;
- international activity.

2.2. The main tasks of the Department:

2.2.1. In educational work:

- ensuring the educational process in various forms of education, forms of organization of the educational process (classes, independent work, practical

- training, control measures) and types of educational activities (lectures, practical, laboratory, seminar, individual classes, consultations) in academic disciplines that are within the scope of responsibility of the Department;
- developing a unified concept of implementing the content of education and unified assessment criteria for disciplines taught by the Department;
  - ensuring high quality of the educational process in accordance with the standards of higher education and regulatory documents on the organization of the educational process;
  - improving the content of education considering modern achievements of science, engineering, technology and production, organizing various types of training sessions, methods of their conduct and development of teaching skills;
  - implementing progressive methods and modern information technologies of education;
  - improving methods of assessing the quality of the educational process, conducting tests, exams and certification of students, participating in the rector's control;
  - organizing and conducting internships and diploma design;
  - organizing and conducting state certification of graduates, ensuring the effective work of examination committees;
  - participating in the formation of a contingent of applicants for education, including conducting entrance exams in accordance with the University's Admission Rules;

#### 2.2.2. In methodological work:

- participation in the development of structural and logical schemes, educational and working curricula
- development and systematic updating of complexes of educational and methodological support of educational disciplines, curricula of selective disciplines, cross-cutting programs and work programs of practices, which are assigned to the sphere of responsibility of the Department;
- development of topics for diploma theses;
- publication of educational literature, teaching aids and educational equipment according to the profile of the Department;
- development of means of current and final control of students' knowledge, including for computer testing;
- development and implementation of new laboratory works, computer workshops, technical means of teaching, current samples, visual equipment and samples, packages of applied programs into the educational process;
- review and examination of educational and methodological materials;
- development of component standards of higher education in the specialty of the Department;
- carrying out measures to improve the pedagogical skills of teachers;

#### 2.2.3. In scientific research:

- organization and training of highly qualified scientific personnel (training of postgraduate and doctoral students, preparation for the defence of dissertations; providing recommendations for admission to postgraduate and doctoral studies; preliminary approval of dissertation topics; preliminary certification of

- postgraduate students; preliminary review and recommendation of completed dissertations for defence);
- conducting planned scientific research on scientific topics of the University with the preparation of scientific reports, publications in professional, popular science and educational publications, reports at scientific and scientific-practical conferences, etc.;
- discussion and nomination of candidates for academic and honorary titles;
- organization and creation of conditions for conducting scientific work in the profile of the Department;
- organization of marketing and promotion of the Department's scientific achievements on the markets, implementation of development results in production, other areas of practical activity and in the educational process;
- organizational support for the preparation and publication of publications (monographs, dictionaries, reference books, State standards of Ukraine, scientific journals, articles, reports, etc.). Preparation, certification of electronic publications. Expertise/review: R&D, abstracts, dissertations, scientific publications, articles, etc., defence of dissertations;
- organization, holding and participation in (all-Ukrainian, university) scientific seminars, conferences, exhibitions;
- creation of conditions for involving students in scientific work, preparation of students for participation in student Olympiads and competitions;
- effective use of the creative potential of teachers and scientific staff of the department in solving current problems of science, engineering, technology.

#### 2.2.4. In organizational work:

- formation of the department's staff, providing recommendations for the election and re-election of scientific and pedagogical employees;
- participation in the formation of the class schedule by the deans of faculties (institutes, colleges, branches);
- development of proposals for improving the activities of the University and the quality of education in it, development of new educational programs and services;
- creation of conditions for the professional growth of the Department's employees, satisfaction of the needs of the individual in intellectual, cultural, moral and physical development;
- organization and control of conducting scientific and pedagogical employees of the Department of classes, internships, etc.;
- establishment of scientific and professional contacts with other higher education institutions, scientific and research institutes, other enterprises, organizations and institutions in Ukraine and abroad;
- assistance in retraining and advanced training of scientific and pedagogical employees of the Department and control of these activities;
- organization and holding of methodological, scientific-methodical and scientific seminars, conferences, master classes, round tables on the basis of the University, etc.;

- organization of cooperation with departments that teach academic disciplines that ensure the educational process of the Department;
- participation in corporate events of the University;
- organization of career guidance activities and attracting people to study in the specialty and educational programs of the Department;
- organization of activities to attract people to postgraduate education and advanced training programs;
- organization of systematic communication with graduates of the University;
- search for counterparties for concluding contracts for internships;
- preparation of licensing and accreditation cases for specialties of educational programs;
- organization of coverage of the results of the Department's activities on information stands, on the University website and in social networks;
- organization of educational and scientific work of scientific and pedagogical workers with students through the University website;
- participation of the Department's employees in the work of expert councils, scientific-methodological and expert commissions, working groups of the Ministry of Education and Science of Ukraine, the National Agency for Quality Assurance in Higher Education, etc., specialized councils for the defence of dissertations, the Academic Council of the University;
- participation in the rating of scientific and pedagogical workers.

#### 2.2.5. In educational work:

- implementation of a set of measures aimed at educating a highly developed personality in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine in the context of the development of Ukrainian statehood;
- participation in the appointment and organization of the work of curators of academic groups;
- carrying out measures to ensure that students comply with the legislation of Ukraine, moral and ethical norms of behaviour both at the University and beyond, and take care of the University's property (buildings, premises, furniture, equipment, inventory, educational publications, devices, etc.);
- carrying out measures to introduce a healthy lifestyle in the student environment;
- increasing the spiritual and cultural and educational level of student youth;
- broadening the worldview of students;
- fostering respect for self-education and upbringing;
- developing thinking;
- instilling skills for independent creative and research work.

#### 2.2.6. In international activities:

- development and implementation of a set of measures for integration into the international educational and scientific space;
- study of international experience in training specialists in the Department's profile and its use in the educational process;
- organization of exchange practices with related departments of partner universities;
- participation in information and advertising work on recruiting foreign citizens for training and ensuring the training of specialists from among foreigners;

- participation in the performance of commissioned scientific works;
- participation in the implementation of international projects and programs;
- promotion of the study and use of foreign languages by scientific and pedagogical workers;
- participation in international integration in the field of personnel training through the implementation of programs such as "Double Diploma";
- organization, participation in international conferences, seminars, competitions, exhibitions.

### **III. Work organization, structure and management**

3.1. The organization of the work of the Department is carried out according to the work plan for the academic year.

3.2. The Department is managed by the Head of the Department, who has the academic title of Professor and/or the scientific degree of Doctor of Sciences and has at least five years of experience in scientific and pedagogical work. The Head of the Department is personally responsible for the fulfilment of the tasks assigned to him by the unit and is the direct supervisor of all employees of the Department.

The Head of the Department is subordinate to the Rector of the University, the Dean of the KROK Business School, and the Vice-Rectors of the University in accordance with the powers delegated to them. The Head of the Department reports annually on its activities to the Council of Teachers of the KROK Business School.

The Head of the Department is elected to this position through a competition by the Academic Council of the University. A contract is concluded with the Head of the Department in accordance with the legislation.

Upon the proposal of the head of the department, by order of the rector, one of the scientific and pedagogical employees of the department may be assigned the duties of the deputy head of the department.

During the period of long-term absence of the head of the department, his functions are performed by the deputy head of the department or another employee appointed by order of the rector.

3.3. The main issues of the Department's activities are discussed at a meeting of the Department, the decision of which is mandatory for its employees. Department meetings are held at least once every two months (except for the summer vacation period).

3.4. The participants of the meeting are scientific and pedagogical employees of the Department, other employees participate in the Department meeting with the right to an advisory vote. A Department meeting is considered valid if at least half of the full-time scientific and pedagogical employees are present, and the decisions of the Department are made by a simple majority of votes.

The Department meeting is recorded in minutes, which are signed by the head of the department (in the absence of the head - by his deputy) and the secretary of the department. The functions of the secretary of the meetings (as a rule) are performed by the methodologist or laboratory assistant of the Department.

- 3.5. Employees of other departments and higher educational institutions, enterprises, institutions and organizations may be invited to the meetings of the Department.
- 3.6. In case of need to unite teachers, who provide educational and methodological and educational work in one or more related disciplines, or teach disciplines at one faculty (institute), a subject-methodical section may be created within the department, if it includes at least three scientific and pedagogical employees. The management of the subject-methodical section is carried out by the head of the section.

The creation (termination) of the section and the appointment of its head are carried out by order of the rector upon the submission of the head of the department, agreed with the dean of the faculty (director of the institute), which includes the department.
- 3.7. The Department may include educational laboratories, offices and other units that ensure the fulfilment of its tasks. The structure of the Department is approved by the rector of the University.
- 3.8. The Department's documentation is determined by the Department's Nomenclature of Cases, which is approved annually by the Head of the Department in consultation with the Director of the Human Resources and Documentation Department.

#### **IV. Labor team**

- 4.1. The Department's staff consists of scientific and pedagogical workers, teaching and support staff, and other employees of the Department. The staffing list of the Department is approved by the President of the University.
- 4.2. Scientific and pedagogical workers of the Department hold the positions of head of the department, professor, associate professor, senior lecturer, assistant (lecturer).

The positions of scientific and pedagogical workers of the Department are filled in accordance with the "Procedure for competitive selection and election of scientific and pedagogical workers of the University "KROK" and the "Regulations on the procedure for appointing officials of the University and its structural divisions".
- 4.3. Scientific and support workers of the Department may hold the positions of laboratory assistant or methodologist.
- 4.4. The rights and obligations of the Department's employees are determined by the legislation of Ukraine, the Statute of the University, the Rules of Internal Regulations, relevant job descriptions and employment agreements (contracts).

The recommended list of types of educational, methodological, scientific and organizational work of scientific and pedagogical, scientific and pedagogical workers is determined by the order of the Ministry of Education and Science of Ukraine dated February 16, 2022, No. 186.