



# **INTERNATIONAL EUROPEAN UNIVERSITY**

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## **REGULATIONS ON THE ORGANIZATION AND HOLDING OF SCIENTIFIC EVENTS AT INTERNATIONAL EUROPEAN UNIVERSITY**

**APPROVED BY**  
the Academic Council  
of International European University  
dd. November 30, 2023, protocol No. 9

**BECAME EFFECTIVE**  
by Order of the Rector of  
International European University  
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## **1. GENERAL PROVISIONS**

1.1. These Regulations stipulate the procedure for organizing and holding scientific, scientific and technical and scientific and methodical events (conferences, forums, round tables, seminars, etc., hereinafter referred to as scientific activities) at International European University (hereinafter referred to as the University).

1.2. The organization of scientific events is one of areas of ensuring scientific activities of higher education institutions and one of the key areas of University operations.

1.3. Scientific events are aimed at developing cooperation of the University with national and foreign higher education institutions, scientific institutions, organizations, enterprises; testing the results of scientific research; dissemination of information about areas of scientific activities of the University, presentation of scientific products and services among consumers of scientific services; advanced training of the scientific and academic staff.

1.4. The Regulations are developed in accordance with the Laws of Ukraine On Higher Education, On Scientific and Scientific Technical Activities, the University Statute, the Regulations on the Department of the Organization of Scientific Activities of the University and other regulatory documents.

1.5. The Regulations apply to the University's structural units, scientific and academic staff, students, and partners engaged in organizing and holding scientific events organized or co-organized by the University.

1.6. The Regulations are valid to the extent that does not contradict the current legislation of Ukraine, international agreements of Ukraine, and the University's regulatory documents. Issues not stipulated in the Regulations shall be resolved by the Rector in accordance with the specific circumstances according to the current legislation.

1.7. The expediency of holding a scientific event is determined based on consideration of suggestions of structural units and officials by the Vice-Rector in the activity area that corresponds to the focus of the event.

## **2. GOAL AND OBJECTIVES OF SCIENTIFIC EVENTS**

2.1. Scientific events are held in order to present and test scientific findings and scientific and methodical work of the academic and scientific staff and students of the University.

2.2. Objectives of scientific events:

2.2.1. presenting the results of scientific research and scientific and methodical solutions to the scientific and educational community, business representatives, government authorities and the public;

2.2.2. exchange of experience, establishment of new contacts and deepening of existing scientific relations between scientists from different regions of Ukraine and from other countries;

2.2.3. creation of conditions for the fulfillment of the innovative potential of the University, including by implementing the results of scientific activities and scientific and methodical solutions;

2.2.4. testing the scientific findings of students and young scientists;

2.2.5. finding and revealing the abilities of talented young people studying and working at the University to scientific and innovative activities.

### **3. PLANNING, REGISTRATION AND REQUIREMENTS FOR LEVELS OF SCIENTIFIC EVENTS**

3.1. University's scientific events are held in accordance with the Summary Plan of Scientific Events of the University for the calendar year.

3.2. Directors of institutes, heads of other structural units who initiate the scientific event (hereinafter referred to as initiators of the event) submit an application in the prescribed form (Annex 1) to the Vice-Rector for Scientific, Educational and Methodical Work to draw up an appropriate plan for holding scientific events for the next calendar year and approve the level of the event.

3.2.1. The application deadline for International, All-Ukrainian Scientific Conferences of Students and Young Scientists and Scientific Conferences on Higher Education and Science Issues to be held along with the Ministry of Education and Science of Ukraine and the State Scientific Institution "Institute of Education Content Modernization" aimed at solving educational and scientific problems of the state and international level is November of the current year;

3.2.2. The application deadline for scientific events of the University, Institute and Department level involving up to 30 people is 1.5 month prior to the date of the event.

3.3. The level of the scientific event is determined depending on the composition of its participants, namely:

3.3.1. scientific events of the first level include events involving representatives of at least five other countries (except Ukraine) – international;

3.3.2. scientific events of the second level include events involving representatives of less than three other countries (except Ukraine) as well as all-Ukrainian conferences, symposia, seminars, etc. involving representatives of other regions of Ukraine – all-Ukrainian;

3.3.3. scientific events of the third level include other events that do not meet the above requirements – university, institute, departmental, etc.

3.4. The Summary Annual Plan is drawn up by the Department of the Organization of Scientific Activities based on plans of scientific events of University's structural units. The Plan specifies the name of the event, period, approximate number of participants and unit initiating the event and being responsible for it.

3.5. The Vice-Rector for Scientific, Educational and Methodical Work submits the Summary Plan of Scientific Events for the next year to the Academic Council for consideration in December. After approval by the Academic Council, the plan is approved by the University Rector.

3.6. The Department of the Organization of Scientific Activities:

3.6.1. coordinates the publication of the University's Summary Plan of Scientific Events for the next calendar year on the University website;

3.6.2. Informs the Institute of Education Content Modernization about International, All-Ukrainian Scientific Conferences of Students and Young Scientists and Scientific Conferences on Higher Education and Science Issues to be held along with the Ministry of Education and Science of Ukraine and the State Scientific Institution "Institute of Education Content Modernization" aimed at solving educational and scientific problems of the state and international level in the next calendar year.

3.6.3. no later than four months prior to the scheduled date of the scientific event of the first or second level, decides on the registration of the mentioned event in the Ukrainian Institute of Scientific and Technical Expertise and Information that ensures the inclusion of University's scientific events to the Plan of Scientific, Scientific and Technical Events in Ukraine in the calendar year;

3.7. The introduction of changes to the University's Summary Plan of Scientific Events is agreed with the Vice-Rector for Scientific, Educational and Methodical Work and approved by the Rector's Order.

#### **4. ORGANIZATION OF SCIENTIFIC EVENTS**

4.1. To fulfill the University's Summary Plan of Scientific Events for the current calendar year, initiators of scientific events of the first and second levels introduce the draft order on preparation and holding of the corresponding scientific event at the University no later than three months prior to the event. The Order approves the personal composition of the organizing committee, the schedule and the period of preparation and holding of the scientific event.

4.2. According to the approved schedule and stipulated deadlines, the organizing committee prepares and holds the scientific event, namely:

4.2.1. determines the form, procedure and deadlines of the event, as well as agrees on the organizational fee;

- 4.2.2. determines topics and the list of areas to be examined at the scientific event, foresees the composition and the number of participants, including solving the issue of potential engagement of scientists and specialists from other countries;
- 4.2.3. draws up and approve the content and languages of newsletters, programs of the scientific event, draft summary scientific recommendations, taking into account foreign partners and participants of the event;
- 4.2.4. accepts and processes applications for participation in the conference, determines the compliance of presentations with topics and level of the conference, ensuring the expertise of texts for plagiarism;
- 4.2.5. determines the number of certificates and diplomas to award winners and participants at the event;
- 4.2.6. develops the layout and, if necessary, and prints relevant materials (newsletters, invitation letters, event programs, certificates, diplomas, collections of key points of presentations) and solves the issue of their dissemination, including open access, via the Internet by sending e-mail newsletters, publishing on the University website and social media;
- 4.2.7. solves organizational and administrative issues, namely:
- location and period of the scientific event (previously agreeing on the mentioned issues with corresponding University officials if necessary);
  - organization of catering for event participants;
  - a cultural program for event participants, etc.
- 4.2.8. when preparing the event, the organizing committee (if necessary) draws up the following requests to: the Vice-Rector for Administrative and Economic Work to provide the necessary stationery, prepare premises for scientific events; provide appropriate technical means, video and photo shooting.
- 4.2.9. during the scientific event, the Secretary (Secretaries) of the Organizing Committee registers participants;
- 4.2.10. organizes the work of plenary and section sessions along with section coordinators;
- 4.2.11. coordinates the organization of the exhibition of scientific solutions, printed publications of the University, etc.;
- 4.2.12. disseminates information about the scientific event in the international and national educational and scientific environment via electronic means of communication;
- 4.2.13. after the scientific event, the organizing committee:
- 4.2.14. submits the report according to the structure attached hereof (Annex 2) to the Department of the Organization of Scientific Activities within three weeks;
- 4.2.15. draws up materials of the scientific event submitted to the scientific library and placed in the University's institutional repository within one month;
- 4.2.16. The financial support for scientific events is generally organized due to organizational fees of participants, target agreements on the provision of services

to ensure participation in events (hereinafter referred to as the target agreement), sponsorship and the University's own funds.

## **5. HOLDING OF SCIENTIFIC EVENTS**

5.1. Scientific events are held in premises providing comfortable accommodation for participants and equipped with multimedia devices for demonstration of presentation materials.

5.2. The process of holding the scientific event includes the registration, plenary session, section sessions, coffee breaks, summary session, cultural mass events, etc.

5.3. During the registration, one fills out the list of participants in the scientific event. Besides, the list shall necessarily include persons receiving handout materials and using services provided during the event.

5.4. The plenary session of the scientific event is held by the Chair of the Organizing Committee; the Chair and the Secretary of the section hold section sessions.

5.5. If foreign participants take part in events, a contact person among members of the organizing committee is appointed to consult them on staying in the city.

5.6. The awarding of winners and active participants of the scientific event takes place at the summary session in accordance with the protocol of the section's decision signed by the Chair and the Secretary of the appropriate section.

5.7. The stay of foreign citizens in the city during conferences and seminars is carried out in accordance with the approved plans.

5.8. Based on the results of the plenary session and section sessions, one submits suggestions on the scientific event's decision organized and generalized by the organizing committee and being the foundation for the resolution (decision) of the scientific event.

## **6. SUMMARIZING SCIENTIFIC EVENTS**

6.1. To highlight University achievements on the website and on social media, the Department of the Organization of Scientific Activities prepares information on University's scientific events and submits it to the Department of Public Relations and Youth Policy.

6.2. Within a month after the scientific event, the Department of the Organization of Scientific Activities together with the University's Document Management Sector ensures the distribution of printed materials of the conference according to the approved newsletter list (Annex 3).

Form of application for holding a scientific event

**APPLICATION**

name of the University's unit

for holding a scientific event

No.	Title of the scientific event <sup>1</sup>	Location <sup>2</sup>	Period (dates)	Approximate number of participants		List of participants' countries (specify the number of participants from each country in brackets) <sup>3</sup>	Institute, Department responsible for the event	Institutions, organizations being partners, co-organizers of the scientific event
				total	including the ones from other countries			
1	2	3	4	5	6	7	8	9

Notes:

<sup>1</sup> – title for international scientific events is duplicated in English;

<sup>2</sup> – specify the country and city of the scientific event (if the scientific event is not held at the University);

<sup>3</sup> – for international scientific events.

Key issued to be examined at the scientific event:

- 1.
- 2.
- ...

Head of the unit \_\_\_\_\_ First name, LAST NAME  
signature

Director of the Institute \_\_\_\_\_ First name, LAST NAME  
signature

Annex 2

Form of reporting on the scientific event

REPORT  
ON THE SCIENTIFIC EVENT

1. Title of the conference
2. Name of the Institute hosting the conference.
3. Date of the conference.
4. Grounds for holding the scientific event (number and date of the Rector's Order).
5. Form of the scientific event (offline, online, blended).
6. Number of participant from Ukraine, separately – from foreign countries.
7. Number of student involved in the conference, separately young scientists.
8. List of education institutions involved in the conference.
9. Conference program (attached).
10. Collection or key points of the conference (attached).
11. Resolution, recommendations, decision of the conference (attached).

Chair (Deputy Chair)  
of the Organizing Committee \_\_\_\_\_ / First name, LAST NAME  
(signature)

Executive Secretary \_\_\_\_\_ / First name, LAST NAME  
(signature)

Annex 3

**LIST OF RECIPIENTS OF COMPULSORY FREE COPIES OF UKRAINIAN  
PUBLICATIONS**

According to the Resolution of the Cabinet of  
Ministers of Ukraine dd. May 10, 2002, No. 608

Recipient	Types of publications
President of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
Verkhovna Rada of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
Cabinet of Ministers of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
State Committee for Television and Radio Broadcasting	all publications in all languages published in Ukraine
Vernadsky National Library of Ukraine	all publications in all languages published in Ukraine, including small editions (up to 100 copies) – in two copies; regulatory legal acts in standardization, metrology and certification – in two copies, all periodicals and continuing publications in all languages – in two copies
National Parliamentary Library	all publications in all languages published in Ukraine, including small editions (up to 100 copies); regulatory legal acts in standardization, metrology and certification; all periodicals and continuing publications in all languages
Book Chamber of Ukraine	all publications in all languages published in Ukraine, including small editions (up to 100 copies); regulatory legal acts in standardization, metrology and certification; all periodicals and continuing publications in all languages