

**KROK UNIVERSITY
REGULATIONS ABOUT THE SCIENTIFIC AND PRACTICAL
CONFERENCE OF KROK UNIVERSITY**

*Translated into English from the official version
and approved by the Rector of KROK University on October 31, 2019*

1. General provisions

- 1.1. The Regulations on the Scientific and Practical Conference of KROK University (hereinafter referred to as the Regulations) establish the procedure for organizing and conducting international and nationwide scientific and practical conferences at KROK University (hereinafter referred to as the University).
- 1.2. The Conference is organized and held with the aim of increasing the effectiveness of scientific research aimed at improving the educational process and the activities of academic staff and degree seekers at all levels.
- 1.3. The main objectives of the Conference are:
 - coordination of research activities of the University's departments;
 - professional development of the University's academic staff;
 - formation of research skills among degree seekers at all levels and mastery of research methodology;
 - improvement of the quality of personnel training for the University;
 - conducting scientific inquiries by combining research results with the experience of practical units;
 - strengthening international and domestic scientific ties with educational and research institutions in the scientific field.

2. Organization of Conference Preparation

- 2.1. The conference is held in accordance with the University's Research Work Plan for the current calendar year or on an unscheduled basis by decision of the University administration, ministries, and agencies.
 - 2.2. The date of the conference, the composition of the organizing committee, the names of working sections, and the list of section chairs and secretaries are determined by the Rector's Order.
 - 2.3. The organization and conduct of the conference are carried out by the relevant departments and the Postgraduate and Doctoral Studies Office (hereinafter – PDSO).
 - 2.4. When organizing the conference, the relevant departments submit to the PDSO the conference program, the list of participants, and the package of documents for each participant as specified in the Rector's Order (application, abstract of the report or full report, etc.).
 - 2.5. The structure of the organizing committee includes a chairperson or co-chairs, a deputy chairperson, an executive secretary, and members.
 - 2.6. The organizing committee may include: the Rector, Vice-Rector for Research, head of the relevant department, head of the Postgraduate and Doctoral Studies Office, other leading scholars of the University, as well as heads and members of institutions, organizations, and agencies that initiated the conference.
- If the conference has student status, the organizing committee includes the chair and representatives of the Young Scientists' Council and the Student Council of the University.

- 2.7. The organizing committee of the conference:
determines the venue and time of the conference;
informs other higher education institutions, organizations, and institutions about the conference;
establishes the regulations for participants' work during the conference;
determines the list of invited participants and speakers for the plenary session.
- 2.8. Within the timeframes specified by the Rector's Order, the organizing committee develops the conference program, indicating the date, time, venue, full name, position, academic degree, academic title, and presentation topic of each participant.

3. Procedure for Conducting the Conference

- 3.1. On the eve of the conference, the organizing committee, in accordance with the Rector's Order, defines the tasks and distributes responsibilities regarding the course of the conference.
- 3.2. On the day of the conference, prior to the plenary session, participant registration is carried out. During the plenary session, the conference program, schedule, procedure for discussing reports and presentations, and other organizational matters are announced.
- 3.3. After the plenary session, section meetings and/or poster presentations are held.
- 3.4. Upon completion of the section meetings, a final session is held to summarize the work of the conference participants.

4. Publication of Conference Materials

- 4.1. Following the conference, by decision of the organizing committee, a collection of conference materials may be compiled and published on the University's conference website using the Open Conference Systems platform.
- 4.2. Responsible persons submit the conference materials to the Postgraduate and Doctoral Studies Office, which compiles and formats the collection.
- 4.3. The organizing committee reserves the right to reject materials of low quality, submitted after the deadline, or those that do not comply with the Academic Integrity Code.
- 4.4. Authors and their academic supervisors (if participants are degree seekers) bear responsibility for the scientific content and quality of the materials.