

KROK UNIVERSITY
REGULATIONS ON THE PROFESSIONAL DEVELOPMENT OF
SCIENTIFIC AND TEACHING STAFF

*Translated into English from the official version
and approved by the Rector of KROK University on October 07, 2024*

1. General provisions

1.1. This Regulation has been developed in accordance with the Laws of Ukraine “On Education,” “On Higher Education,” “On Professional Development of Employees”; the Procedure for Advanced Training of Pedagogical and Academic Staff, approved by the Resolution of the Cabinet of Ministers of Ukraine dated August 21, 2019, No. 800; the Methodological Recommendations for the Professional Development of Academic Staff, approved by the Order of the Ministry of Education and Science of Ukraine dated December 4, 2020, No. 1504; and the Professional Standard for the group of professions “Higher Education Institution Lecturers,” approved by the Order of the Ministry for Development of Economy, Trade and Agriculture of Ukraine dated March 23, 2021, No. 610.

This Regulation defines the procedure for advanced training and internship (hereinafter referred to as professional development) of academic staff (hereinafter – AS) of the Higher Education Institution “University of Economics and Law ‘KROK’” (hereinafter – the University).

1.2. Professional development of AS involves a continuous process of acquiring new and improving previously acquired professional and general competencies necessary for professional activity. It includes ongoing self-education and other types and forms of professional growth and may be carried out through formal and non-formal education, internships, professional activities, etc.

1.3. Methods of professional development for AS include: obtaining the next level of higher education (educational, educational-professional, educational-scientific, educational-creative, scientific), including in another specialty; specialization; advanced training; internship and/or self-education; performing new or more complex professional duties, etc., which enable academic staff to maintain or improve their level of professional qualification throughout their professional career.

1.4. The main forms of professional development for academic staff are advanced training and internship.

Advanced training refers to the acquisition of new and/or improvement of previously acquired competencies within the scope of professional activity or field of knowledge and is a mandatory component of the education quality assurance system.

Internship refers to the acquisition of practical experience in performing tasks and duties in a specific professional activity or field of knowledge.

1.5. The trajectory and content of professional development are determined by the academic staff member. If necessary, the academic staff member may receive consultative support from colleagues, the head of the basic structural unit of the higher education institution (department) where they work, or another official responsible for professional development at the appropriate level. The head of the department where the AS works may provide recommendations regarding the direction and content of their professional development.

- 1.6. Planning of professional development and coordination of the schedule of relevant activities is carried out at the level of the basic structural unit (department) or structural unit of the University (faculty, institute, college).
- 1.7. Professional development activities for AS may be conducted both in Ukraine and abroad. Participation in professional development programs in a country recognized by the Verkhovna Rada of Ukraine as an aggressor or occupying state is not permitted.

2. Advanced Training

Advanced training is carried out according to an advanced training program, including participation in seminars, workshops, trainings, webinars, master classes, academic mobility programs, scientific internships, self-education, obtaining a scientific degree, or higher education. Academic staff of the University independently choose the forms, types, directions, and providers of advanced training.

2.1. Frequency and Scope of Advanced Training

- 2.1.1. Academic staff of the University must undergo advanced training at least once every five years. During this period, their average salary is preserved. The scope (duration) of advanced training is calculated using an accumulative system: over five years, it must be no less than six ECTS credits (European Credit Transfer and Accumulation System, one ECTS credit equals 30 hours).
- 2.1.2. College academic staff are required to undergo advanced training annually, and the total number of academic hours over five years must be no less than 120 hours, with a certain number of hours necessarily dedicated to improving knowledge, skills, and practical abilities in working with students with special educational needs and adult learners.
- 2.1.3. The accumulative system allows for the recognition of the scope of advanced training or other types of professional development that are considered as advanced training and were completed during the inter-certification period.
- 2.1.4. Academic staff of the University and the Vocational College of KROK University who are newly appointed to the positions of: head or deputy head of an educational institution, head or deputy head of a faculty, institute or other structural unit, head of a department, head of postgraduate or doctoral studies, division, or cycle commission, are required to undergo advanced training relevant to their position within the first two years of employment. The scope of such training must be at least 2 ECTS credits.

2.2. Providers of Advanced Training

- 2.2.1. The University is a provider of advanced training. The organization of processes related to advanced training procedures for academic staff is entrusted to the Department of Adult Education of the Educational and Research Institute of Management and Adult Education.
- 2.2.2. Academic staff of the University are free to choose their advanced training providers and may undergo training at the educational institution where they

work (excluding the structural unit in which they are employed, i.e., their direct workplace).

2.2.3. Advanced training may be conducted by various providers offering such educational services. The main criteria for selection are the openness and reliability of information about the provider's activities and programs, and the quality of the services provided.

2.3. Advanced Training Program

The advanced training program is approved by the head of the training provider, published on its website, and includes information about:

Developer(s);

Program title;

Purpose;

Direction;

Content;

Scope (duration) of the program, defined in ECTS credits based on actual duration including independent (out-of-class) work;

Form(s) of advanced training;

List of competencies to be improved/acquired (general, professional, etc.);

Document issued upon completion of the training, etc.

2.4. Forms, Types, and Directions of Advanced Training

2.4.1. The main forms of advanced training are:

Institutional (full-time – day or evening, part-time, distance, network-based);

Dual;

On-the-job, in production, etc.

Forms of advanced training may be combined. The selected form is specified in the training program and indicated in the contract.

2.4.2. The main types of advanced training are:

Training under an advanced training program;

Internship;

Participation in seminars, workshops, trainings, webinars, master classes, etc.

2.4.3. The main directions of advanced training are:

Development of professional competencies (specialized methods, technologies, etc.);

Psychological and physiological characteristics of learners of a certain age, basics of andragogy;

Use of information and communication technologies and digital tools in the educational process, including e-learning, information and cybersecurity;

Speech, digital, communication, inclusive, emotional and ethical competencies;

Development of managerial competencies (for heads of educational institutions, scientific-methodological institutions, and their deputies), etc.

If teaching multiple academic disciplines, academic staff independently choose the sequence of advanced training in specific directions during the inter-certification period within the overall scope (duration) defined by legislation.

2.5. Organization of Advanced Training

- 2.5.1. The advanced training plan for academic staff (AS) shall be developed for the corresponding academic year based on proposals submitted by academic staff members. These proposals may be reviewed and approved by the relevant basic structural unit (department). The plan is approved by the decision of the University Academic Council.
- 2.5.2. The advanced training plan for the University's head and their deputies, heads of structural units and their deputies is implemented according to the plan approved by the University Academic Council.
- 2.5.3. The advanced training plan for AS must include information on: approximate timeframes for training, programs and their scope, the training provider, and other relevant details.
- 2.5.4. The advanced training plan may be amended during the year following discussion at an Academic Council meeting. The plan must be published on the official website of the University.
- 2.6. Recognition of Advanced Training Results
 - 2.6.1. Advanced training results obtained from providers licensed to offer such training or conducting educational activities under an accredited educational program do not require separate recognition or confirmation. Training conducted at the AS's primary place of employment also does not require separate confirmation.
 - 2.6.2. Advanced training results obtained from other providers are recognized by decision of the University Academic Council.
 - 2.6.3. The following providers are recognized by the University Academic Council:
Scientific Center of Innovative Research
Prometheus
Kyiv City Educational Hub
FutureLearn
Coursera
- 2.7. Conditions and Procedure for Recognition of Other Advanced Training Results
 - 2.7.1. Within one month after completing advanced training, the AS must submit a request to the University Academic Council for recognition of the training results, along with a document confirming completion.
 - 2.7.2. In cases of advanced training through informal education (self-education), instead of a certificate, a report in free form or a creative work, a personally developed electronic educational resource published on the University website on the AS's branded page may be submitted. The format of the report is determined by the educational institution.
 - 2.7.3. The request is reviewed within one month from the date of submission at a meeting of the University Academic Council.
 - 2.7.4. Preliminary review of requests is conducted by the permanent Commission for Recognition of Advanced Training Results (hereinafter – the Commission), established by decision of the Academic Council and operating under procedures approved by the Council. The Commission provides

recommendations to the Academic Council regarding recognition or non-recognition of training results.

2.7.5. Based on the review, the University Academic Council makes a decision on recognition or non-recognition of the advanced training results.

2.7.6. In case of non-recognition, the Academic Council may recommend repeating the training with other providers and/or decide to exclude the provider from the University's training plan until effective measures are taken to improve the quality of educational services.

2.7.7. Certain types of AS activities may be recognized as advanced training. These include:

Academic mobility programs, counted within recognized learning outcomes, up to 30 hours or one ECTS credit per year;

Scientific internships, where one week equals 30 hours or one ECTS credit (one day equals 6 hours or 0.2 ECTS credits);

Recognized learning outcomes acquired through informal education (self-education), up to 30 hours or one ECTS credit per year (for AS holding academic degrees and/or honorary titles);

Obtaining the first (bachelor's), second (master's), third (educational-scientific/educational-creative), or scientific level of higher education for the first time or in another specialty within the scope of professional activity or field of knowledge, in accordance with the volume defined by the educational program in hours or ECTS credits, excluding previously recognized learning outcomes from earlier education levels.

2.7.8. Advanced training results are taken into account during:

AS certification;

Competitive selection or employment contract signing;

Annual AS ranking at the University.

2.8. Advanced Training Certificate

All AS participants in advanced training programs conducted by the University shall receive a certificate upon successful completion of the training.

2.9. Funding of Advanced Training

2.9.1. Sources of funding for the advanced training of academic staff at the University include funds from individuals and/or legal entities, the institution's own revenues, and/or other sources not prohibited by law.

2.9.2. The issue of payment for advanced training conducted within the University is regulated by a separate order issued by the President of the University.

2.9.3. Advanced training conducted outside the University is generally paid for by the academic staff member independently.

2.9.4. During advanced training, according to the approved plan and with temporary release from work (educational process) for the period defined by law, the academic staff member retains their position and receives their average salary.

2.9.5. Expenses related to advanced training are reimbursed in accordance with the procedure established by law.

- 2.9.6. The fact of advanced training is confirmed by an act of service provision, prepared in accordance with legal requirements, signed by the head of the educational institution or their authorized representative and the training provider. This act serves as the basis for payment for the services under the concluded agreement. The act is not required if no agreement was signed and the academic staff member paid for the training independently or received it free of charge.
- 2.9.7. The act is a primary accounting document and may be prepared in paper or electronic form. It must contain all mandatory details specified in Part Two of Article 9 of the Law of Ukraine “On Accounting and Financial Reporting in Ukraine.”

3. Internship

- 3.1. Internship is a key component of the professional development of academic staff.
- 3.2. Internships may be conducted at educational institutions, establishments, organizations, enterprises, and also at the University, excluding the direct workplace of the academic staff member. Among the entities recognized by the University’s Academic Council that also offer internships (including teaching mobility programs) for academic staff is the University’s Institute of International Education.
- 3.3. The internship supervisor is appointed from among academic or research staff employed by the training provider at their primary place of work, holding an academic degree and/or title, and having at least ten years of experience in academic or research positions.
- 3.4. Internships at other training providers are conducted under the supervision of a staff member with relevant experience and qualifications.
- 3.5. An agreement is concluded between the educational institution whose academic staff member is undergoing the internship and the training provider. At the request of either party, amendments (clarifications) may be made to the agreement through a supplementary agreement (annex).
- 3.6. The remuneration of the internship supervisor at other training providers is determined by those providers independently or based on the internship agreements concluded with academic staff.
- 3.7. Internship Program
- 3.7.1. Internship is carried out according to an individual program developed and approved by the training provider. The program must include:
- Duration of the program;
- Expected learning outcomes.
- 3.7.2. The individual internship program may also include other relevant information. If an agreement is concluded, the individual program(s) shall be an integral annex(es) to the agreement.