

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TRANSPORT UNIVERSITY**

APPROVED

Rector of NTU, professor

_____ **M. F. Dmytrychenko**

“ _____ ” _____ **2018**

**PROVISIONS
about the International Education Center
National Transport University**

Kyiv, 2018

1. General provisions

1.1. This provision was developed in accordance with the current legislation of Ukraine, the statute of the National Transport University, the decision of the Academic Council of the University "On optimization of the structure of the University according to the Law of Ukraine" On Higher Education "of 28.01.2016 (Protocol No. 1) and the Order on the University of 01.02.2016 No. 27, which regulates the activities of the International Education Center (hereinafter IEC) of the National Transport University. 1.2. IEC is the educational and scientific structural unit of the National Transport University, which provides training for citizens of Ukraine and foreign citizens to enter higher educational establishments of Ukraine, provides training of foreign citizens for educational and qualification levels: bachelor, master.

1.3. The main areas of activity of the IEC of the National Transport University are:

1.3.1. Issuing legal invitations to study and secure the stay of foreigners and stateless persons in Ukraine.

1.3.2. Preparation of foreign nationals for admission to the National Transport University through the preparatory department.

1.3.3. Preparation of foreign nationals for basic directions, specialties, educational programs.

1.3.4. Methodical activity related to the peculiarities of adaptation of foreign citizens to the educational process at NTU.

1.4. The IEC of the National Transport University can train foreign nationals at the following educational and qualification levels: bachelor, master.

1.5. IEC of NTU can train foreign citizens in the specialties for which NTU is licensed, as well as in other specialties for which licenses have been obtained.

1.6. IEC of NTU carries out its activity in accordance with the current legislation of Ukraine and this provision.

1.7. IEC of NTU works on the terms of self-financing.

1.8. IEC of NTU is responsible for:

1.8.1. Compliance with the requirements of the Laws of Ukraine "On Higher Education", "On the Legal Status of Aliens and Stateless Persons" and other legislative acts.

1.8.2. Compliance with state education standards.

1.8.3. Providing the necessary conditions for educational activities.

1.8.4. Compliance with contractual obligations with other educational, manufacturing, and citizens.

1.8.5. Social protection of participants in the educational process.

1.9. IEC of NTU has the right to issue a diploma of higher education in the specialties provided for in paragraph 1.5. of this Regulation on the models approved by the Cabinet of Ministers of Ukraine.

1.10. IEC of NTU makes its own decisions and carries out its activities within the limits of the rights stipulated by these Regulations, the Laws of Ukraine "On Higher Education" and other legislative acts.

1.11. IEC of NTU has the seals and stamps with its name.

2. Functions and objectives of the IEC of NTU

2.1. IEC of NTU provides the following functions:

2.1.1. Organizational-educational - organizes the educational process for the preparation of foreign students according to the full-time and part-time forms of study envisaged by this Regulation, registration of invitations to study and ensuring the stay of foreigners and stateless persons in Ukraine legally.

2.1.2. Educational and methodological - development and implementation of methodological support of full-time, correspondence, pre-university and other forms of education in the educational process.

2.1.3. Educational - conducts educational work among students-foreigners.

2.2. The educational objectives of the IEC of NTU are:

2.2.1. Carrying out educational activity, which includes educational, educational, methodical activity.

2.2.2. Provision of conditions for mastering the system of knowledge about human, nature and society. Formation of a social, mature, creative personality. Education of a morally, mentally and physically healthy generation of citizens. Formation of citizenship, patriotism, dignity, readiness for work, responsibility for one's own destiny, the fate of society, the state and humanity. Ensuring high ethical standards, an atmosphere of goodwill, mutual respect in relationships between employees, faculty, students and listeners.

2.2.3. Providing students and listeners with knowledge in relevant areas of expertise and professional activity.

2.2.4. Ensuring compliance with the terms of the contract and other training agreements.

3. IEC of NTU Rights

3.1. IEC of NTU is entitled to (in order to carry out the objectives assigned, it has the right to):

3.1.1. Determine forms and methods of educational process.

3.1.2. To prepare specialists on the order of natural and legal persons, and also if necessary - on the state order.

3.1.3. To develop and implement training programs.

3.1.4. Receive funds and tangible assets (buildings, structures, equipment, vehicles, etc.) from executive authorities, enterprises, institutions, organizations, citizens and charitable foundations.

3.1.5 Enter into agreements on joint activity with enterprises, institutions and organizations for performance of statutory tasks in accordance with the current legislation.

3.1.6. Develop educational and methodological base.

3.1.7. Repair and reconstruct the classrooms, classrooms, other objects.

3.1.8. Use the privileges established by the current legislation for educational institutions.

3.1.9. Carry out publishing activities in due course.

3.1.10. Enter into contractual relations with legal entities and individuals for the training of specialists, jointly determine the cost of training depending on the actual costs.

3.1.12. Form curricula (studying plans) according to educational standards.

3.1.13. Consider and make a request to the Scientific Council of NTU for assignment of academic titles of associate professor and professor.

3.1.14. Determine the duration of training based on education standards and other legislation and regulations.

3.2. IEC of NTU carries out operative activity on logistical support of the basic directions of activity.

4. Interaction with other departments of NTU

4.1. For successful implementation of the curricula, IEC attracts leading (prominent) teachers of the departments of the university.

4.2. IEC students carry out laboratory and practical work in specialized laboratories and offices of their respective departments.

4.3. During self-assignment work, IEC students use scientific and educational literature, other educational and methodological support, which is available in the reading room, library and departments of the university.

4.4. Graduating departments of the university determine the places of undergraduate practice of students of IEC, from their composition appoint the leaders of practice and prepare an order for the organization of undergraduate practice, which agree with the leadership of IEC.

4.5. Leading (prominent) teachers of the departments involved in conducting classes at IEC develop and prepare educational literature and educational-methodical documentation necessary for quality management of the educational process.

4.6. During the training sessions, the teachers of the departments conduct educational work with students and students of IEC.

5. Form and procedure of exercising powers

5.1. The IEC's authority fulfillment is carried out by issuing orders for University upon submission of the disposal center.

5.2. When interacting with other structural units of the IEC authority fulfillment is carried out through the initiation of the issuance of orders for the university.

6. Status of the head of IEC NTU - director of the institute

6.1. The IEC authority is managed by the director. The director is appointed to the position as rector of the University. The director issues orders that apply activities of IEC. The director may delegate some of his powers to the deputy or heads of units. Deputy director for educational work and heads of units are appointed to positions by the rector of the university on the proposal of the IEC director.

6.2. In his work, the IEC director reports to the rector of the university and pro-rectors according to the distribution of their functional responsibilities.

6.3. The Director may be dismissed on the grounds specified labor law, as well as in violation of the university Statute, this State and conditions of the contract.

6.4. The IEC Director is obliged to:

6.4.1. Directly manage organizational, educational, scientific, methodical and educational work at IEC.

6.4.2. Ensure curriculum and programs are implemented.

6.4.3. Organize work on curriculum development, timetable activities and control over their implementation.

6.4.4. Organize student record keeping and apply deadlines exam sessions.

6.4.5. Develop and implement educational process improvement measures to enhance the quality of specialist training.

6.4.6. Ensure the execution of orders and instructions of the Cabinet Ministers of Ukraine, Ministry of Education and Science of Ukraine and rector of NTU according to issues of qualitative training of specialists of educational and qualification levels, provided by this Regulation, in accordance with the requirements of the state educational standards.

6.4.7. Provide personal guidance to academic, scientific and educational work at IEC.

6.4.8. Implement curriculum and programs, implement control over student practices.

6.4.12. Provide general guidance in the preparation of textbooks, tutorials and methodological manuals and guidelines for the disciplines of the departments, including the use of the latest teaching technologies.

6.4.13. Participate in the University Admissions Committee work or lead the selection board of the IEC.

6.4.14. To take part in the examination of labour safety knowledge of IEC staff.

6.5. The Director of the IEF, within the limits of his powers:

6.5.1. Provides orders binding on all staff and students of the center.

6.5.2. Forms a contingent of students and listeners studying at the center.

6.5.3. Defines the functional responsibilities of employees.

6.5.4. Selects and implements the teaching staff of the university and other persons with relevant qualifications and experience in the educational process at the center. Supervises their work in accordance with the labour legislation of Ukraine and the Internal Order Rules of the University.

6.5.5. Oversees the work of departments and other departments of the University regarding their activities related to IEC. Receives explanations from their managers and staff and makes proposals to the rector to improve the work of the relevant departments and departments of the University.

6.5.6. Participates in the work of the University Academic Council the admissions, certification and examination committees.

- 6.5.7. Checks the progress of the educational process and examination sessions of IEC students.
- 6.5.8. Prepares materials for students transfer to the following courses, deductions and renewal of training for persons studying at the CMO.
- 6.5.9. Delegates part of its authority to the deputy for educational work or heads of structural units.
- 6.5.10. Exercise other powers provided for by the applicable law, the University Charter and this Regulation.
- 6.5.11. Provides suggestions for improving the quality and efficiency of university training.

7. Interaction by office

7.1. The IEC Director interacts with the Rector of NTU, Vice-Rectors, Deans of NTU faculties, heads of departments of the university, teachers, heads of departments involved in the educational process at IEC, students of the faculty.

8. Responsibility

- 8.1. The IEC Director is responsible for:
- 8.1.1. Adherence to state standards of quality of education.
 - 8.1.2. State of organizational, educational and educational work at IEC.
 - 8.1.3. Implementation of curricula and study programs.
 - 8.1.4. Organization of student achievement accounting.
 - 8.1.5. Organization of implementation of the orders of the rector, rules of law, requirements of the University Charter and rules of internal labor regulations.
 - 8.1.6. Adherence to the rules of study documentation.
 - 8.1.7. Timely transfer of documentation to the archive, the list of which is set by regulatory documents.
 - 8.1.8. Implementation of the requirements of labour protection and fire safety.

9. Structure of the Center for International Education at NTU

9.1. The CIE structure is approved by the Rector of NTU upon the submission of the Director of the Center.

9.2. The activities of the CIE structural subdivision are governed by separate provisions, which are approved by the CIE Director.

10. Liquidation and reorganization of CIE NTU

10.1. Liquidation and reorganization of CIE (merger, acquisition, division, conversion) are carried out in accordance with applicable law.