

**REGULATIONS ON THE  
IMPLEMENTATION OF EU  
INTERNATIONAL COOPERATION  
PROGRAMS AND GRANT MANAGEMENT**

## 1. General terms

1.1. Regulations on the implementation of projects of EU international cooperation programs and management of grant funds in the State Institution "Luhansk Taras Shevchenko National University" (hereinafter - the Regulations) are developed on the basis of the Laws of Ukraine "On Scientific and Technical Activities", "On Higher Education", "On Education", the Statute of the State Institution "Luhansk Taras Shevchenko National University", the resolution of the Cabinet of Ministers of Ukraine dated 15.02.2002 №153 with changes and additions "On the creation of a single system for attracting, using and monitoring international technical assistance" and other legislation of Ukraine.

1.2. This provision is developed in accordance with the Erasmus+ recommendations "Guidelines for representatives of higher education institutions and other partners of Erasmus+ projects: Development of higher education capacity (CBHE), on the specifics of project implementation in Ukraine. (September 2019)" (European Union Program - Erasmus+)

1.3. The Regulation establishes the procedure for implementing projects of EU international cooperation programs (hereinafter referred to as the Project) and managing grant funds for the implementation of the development strategy of Luhansk Taras Shevchenko National University (hereinafter referred to as the University) within the framework of these projects.

## II. Project Submission Procedure

2.1. Submission of projects for participation in EU international cooperation programs with the responsibility of the University can take place only in consultation with the University management.

2.2. Upon successful completion of the competition, it is necessary to inform the management and the chief accountant of the University.

2.3. Preparation and signing of the Agreement between the University and the grantor is accompanied by its translation into Ukrainian and submission of the necessary documents to the University's accounting department.

2.4. The project (if necessary) is registered in the Ministry of Economic Development and Trade of Ukraine with subsequent receipt of the project registration card.

2.5. Execution and monitoring of the Project is carried out in accordance with the terms of the Agreement with the grantor and the legislation of Ukraine.

### III. Project implementation

3.1. Implementation of the Project begins after receiving official confirmation from the grantor of the successful completion of the competition, signing of the relevant Agreement and receipt of grant funds.

3.2. At the stage of Project implementation, the following is carried out:

- achievement of the Project objectives in accordance with the Project implementation plan;
- effective management of available resources;
- carrying out of the actions provided by the Project;
- monitoring of project activities, if necessary - adjustment of project implementation plans.

3.3. Goals, objectives and general rules to ensure the implementation of projects of international cooperation and grant management programs must comply with the principles of integrity, non-profit, responsibility and quality of fulfillment of their obligations to foreign and domestic partners and international organizations, motivate scientific, scientific-pedagogical, pedagogical and other employees. applicants for higher education to self-development and active participation in the international activities of the University.

3.4. Relevant grant, partnership, inter-institutional agreements or other types of documents required for their implementation are signed for the implementation of the Projects.

3.5. In addition, to ensure the effective management and targeted use of the Project funds, a detailed internal budget may be prepared, which should be consistent with the budget and costs of the Project and ensure the sustainability of results, approved and agreed by the Project partnership.

3.6. Targeted use of the Project funds provides for the use of funds, including those received in excess of the Project budget due to changes in exchange rates, surplus funds, etc., to conduct additional activities in accordance with the goals and objectives of the Project, attracting more staff and students to academic mobility and other activities under the Project, purchase of appropriate equipment and consumables, development of training and methodological support, coverage of other reasonable costs for efficient and effective implementation of tasks and ensuring the sustainability of the Project results.

3.7. For the implementation of the Project the working group consisting of the working group - employees of relevant departments, which ensure fair, high quality

and timely fulfillment of obligations and works in accordance with the Project tasks to build the University's capacity is created and approved by the order of the Rector.

3.8. Accruals for work, which are specified in the tasks of draft international cooperation programs of the EU by specialists - employees of the State Institution "Luhansk Taras Shevchenko National University" are carried out in accordance with the conditions specified in grant, inter institutional, partnership or other agreements, international cooperation for specific qualitative results achieved and in accordance with the legislation of Ukraine.

3.9. Payments for foreign and business trips within the Project are accrued in accordance with the terms of the grant, between institutional, partnership or other agreements in accordance with the rules and features of the Project, Ukrainian legislation, as well as internal estimates of the State Institution "Luhansk Taras Shevchenko National University".

3.10. Participation in international events within the Project implementation - implementation, study visits, foreign internships, seminars, trainings, conferences, summer / winter schools, language competence development courses, etc. - are recognized and credited as in-service training of the University staff if such events provide relevant training results to the professional development of employees, confirmed by a certificate or other official document and meet the requirements of the post of the Cabinet of Ministers of Ukraine №800 of August 21, 2019 "Some issues of professional development of teachers, research and teaching staff."

3.11. Recognition of credits and periods of study for students in the framework of academic mobility is in accordance with the Law of Ukraine "On Higher Education" and instruments of the Bologna Process (ECTS, HPK, Diploma Supplement, etc.) and instructions (Handbook) of international cooperation programs.

3.12. Recognition procedures and mechanisms are communicated and agreed with mobility participants.

3.13. Employees and students who participated in the Projects submit a report on participation and undertake to hold at least one event (presentation, seminar, training, develop a foreign language module, update teaching materials, etc.) for the University to disseminate experience and implement the results.

3.14. Depending on the requirements of the Partnership Agreement, the Project may provide for the modernization of educational programs to incorporate elective courses, and the inclusion of disciplines from partner universities to ensure flexibility in the construction of the trajectory of teaching and learning.

3.15. If the results of the Projects are to be published on the official Internet resources of international organizations, the members of the Project Working Group

undertake to ensure the timely submission of the necessary materials in accordance with the rules of open license and copyright, within the framework of academic integrity.

3.16. Students who have participated in Academic Mobility Projects undertake to prepare recommendations for other students on the specifics of exchange mobility based on the experience of participation.

3.17. Documents on the participation of employees and students in the Projects must be posted on one of the sites of the University's cyberspace in the sections "Events", "Announcements" or "News".

3.18. For Projects officially registered as international technical assistance in the Ministry of Economic Development of Ukraine, the relevant reporting is submitted to the main beneficiary of the Project in Ukraine.

3.19. For Projects officially registered as international technical assistance in the Ministry of Economic Development and Trade of Ukraine, the purchase of equipment and other works and goods to perform the tasks of the Projects takes place on the basis of rules and features defined by international organizations / funds in grant, inter institutional, partnership or other agreements. within the framework of the international cooperation program.

3.20. In case of incomplete, improper, low-quality or non-fulfillment of the Project obligations and application of penalties to the Project, all members of the working group will be involved in the fulfillment of obligations.

3.21. Control over the fulfillment of obligations by the Project executors - members of the working groups, quality implementation of the Project and implementation of its results is entrusted to the Project Manager from the University and the Rector of Luhansk Taras Shevchenko National University.