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Оригінал Положення про підвищення кваліфікації співробітників СумДУ, педагогічних та науково-педагогічних працівників інших закладів освіти у СумДУ розміщено за посиланням <http://surl.li/kzgt>

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Sumy State University

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REGULATION
on advanced training of SumDU employees, pedagogical
and scientific staff of other
educational institutions at Sumy State University

Version 02

(Basic version of the Regulation on advanced training of scientific and pedagogical staff of Sumy State University approved by the decision of the Academic Council of SumDU, Minutes №4 of November 8, 2012)

1. General provision

1.1. Regulation on advanced training of SumDU employees, pedagogical and scientific staff of other educational institutions at Sumy State University (hereinafter - the Regulation) regulates the procedure, types, forms, scope, frequency, conditions of recognition of advanced training results of SumDU employees, including Konotop and Shostka institutes, pedagogical and scientific staff of other educational institutions (hereinafter – Audience members) at Sumy State University (hereinafter - the University).

The procedure and features of advanced training of employees of institutions of professional higher education, which are structural subdivisions of the

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University, are determined by separate Regulations approved by their pedagogical councils.

1.2. The Regulation applies the following concepts and definitions:

Continuing advanced training is a continuous process of training and improving the professional competencies of specialists after obtaining higher and / or postgraduate education, which allows the specialist to maintain or improve the standards of professional activity and lasts throughout the period of his professional activity.

European Credit Transfer and Accumulation System (hereinafter - ECTS) - the credit transfer and accumulation system used in the European Higher Education Area to provide, recognize, validate qualifications and educational components and to promote the academic mobility of higher education applicants. The system is based on determining the study load of the student, necessary to achieve certain learning outcomes, and is accounted for in ECTS credits.

Competence - a dynamic combination of knowledge, skills, abilities, ways of thinking, views, values, other personal qualities, which determines a person's ability to successfully socialize, conduct professional and / or further educational activities:

- *digital competence* – confident, critical and responsible use and interaction with modern digital technologies for learning, professional activities (work) and participation in society;
- *managerial competence* – a set of abilities of a person, their qualification knowledge and experience, which allow to solve the issues of managing the activities of a particular unit or team due to the availability of relevant knowledge and skills and make appropriate management decisions independently;
- *communication competence* - the ability of a person to establish and maintain the necessary contacts with people in the process of language communication;
- *media competence* - a set of knowledge, skills and abilities that allow individuals to analyze, select, use, critically evaluate, create and transmit media products in various fields and genres;
- *inclusive competence* - a person's understanding of the essence and principles of inclusive education, the ability to organize the educational process taking into account the interests and capabilities of people with special educational needs.

Accumulative advanced training system is a system that stimulates continuous superior advanced training of the University teacher by calculating the acquisition of new and / or improvement of existing competencies through training, internships and other non-formal education and self-education and / or professional activities.

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Advanced training - the acquisition of new and / or improvement of previously acquired competencies within a professional activity or field of knowledge.

Advanced training programme - a structured set of educational activities (learning sessions, seminars, trainings, tasks, control activities, etc.), which is aimed at mastering, updating and deepening competencies of employees, as well as studying domestic and foreign experience, which contributes to the quality of their official duties.

Learning outcomes - knowledge, skills, abilities, ways of thinking, views, values, other personal qualities acquired in the process of learning and development, which can be identified, planned, evaluated and measured.

Internship - advanced training, which is carried out in order to form and consolidate in practice the professional competencies acquired as a result of theoretical training, to perform tasks and responsibilities in a position or position of higher level, learning domestic and foreign experience, forming personal qualities to perform professional tasks at a new, higher quality level within a particular major.

The subject of advanced training is an educational institution (its structural subdivision), a scientific institution, another legal or natural person, including a natural person - an entrepreneur who provides educational services for advanced training.

1.3. The purpose of advanced training is the advanced training of pedagogical, scientific and other employees of the University in accordance with the priority goals, objectives and directions of its development.

1.4. The tasks of advanced training are:

- improvement of previously acquired and / or acquisition of new competencies within the professional activity or field of knowledge, taking into account the requirements of the relevant professional standard (if any);
- gaining practical experience in performing tasks and responsibilities in professional activities;
- formation and development of digital, managerial, communication, media, inclusive and other universal competencies.

1.5. Advanced training is a component of the system of internal quality assurance of the University's education, formed in the manner prescribed by law.

1.6. The results of advanced training are taken into account during the competitive selection for the positions of academic and scientific employees of the University and during the certification of pedagogical employees.

1.7. This Regulation applies to activities related to:

- organization of advanced training at the University in various types and forms;

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- advanced training of the University staff on the basis of other subjects of advanced training;
- motivation of SumDU employees to continuous professional development;
- financial support for advanced training at the University.

1.8. The Audience Members can improve their skills in various forms and types.

Forms of advanced training are institutional (full-time, part-time, remote, network), dual, in the workplace and so on. Forms of advanced training can be combined.

Types of advanced training are:

- training under the advanced training programme, including participation in seminars, workshops, trainings, etc.;
- internship;
- certain activities that, in accordance with this Regulation, are recognized as advanced training.

Based on the results of self-assessment of competencies and professional needs, the content of their own teaching activities or job responsibilities, Audience Members can independently choose specific types, forms, directions and subjects of providing educational services for advanced training.

1.9. The amount and duration of advanced training is calculated in hours and / or ECTS credits on a cumulative basis. The mechanism of enrollment of various types, forms and results of advanced training in the accumulative system is determined by this Regulation.

1.10. This Regulation applies to the extent that it does not contradict the current legislation, the regulatory framework of the national and intra-university levels. Including both in the Regulation, and in direct activity requirements of such regulatory documents (with changes and additions) are considered:

- The procedure for advanced training of pedagogical and scientific staff is approved by the resolution of the Cabinet of Ministers of Ukraine;
- The list of paid services that can be provided by educational institutions, other institutions and institutions of the education system that belong to the state and communal form of ownership is approved by a resolution of the Cabinet of Ministers of Ukraine;
- The procedure for providing paid educational services by state and municipal educational institutions is approved by a joint order of the Ministry of Education and Science of Ukraine, the Ministry of Economy of Ukraine and the Ministry of Finance of Ukraine.

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1.11. The Regulation is placed in the electronic Register of the main current regulatory framework of the quality management system of the University, which is part of the section "General Information" of the official website of SumDU.

2. General organization of advanced training by different categories of Audience Members

2.1. The pedagogical and scientific staff of the University are obliged to constantly improve their skills, at least once every five years. The amount of advanced training for five years may not be less than 6 ECTS credits.

2.2. Pedagogical and scientific staff of institutions of professional higher education, which are structural subdivisions of SumDU, improve their qualification every year, not less than 120 hours in five years, which is a necessary condition for their certification.

2.3. For the first time, the Rector, Vice-Rectors, Heads of departments, Heads of structural subdivisions and their Deputies appointed to the relevant position must undergo advanced training in accordance with the position during the first two years of work with at least 2 ECTS credits.

Advanced training of other categories of employees is determined primarily by the strategic priorities of advanced training and the need to improve digital, speech and communication skills.

2.4. Pedagogical and scientific staff of other educational institutions may improve their skills at the University in the manner and under the conditions specified in this Regulation.

2.5. The organization and coordination of all advanced training processes at the University is carried out by the Center for Staff Professional Development (hereinafter - CSPD), control - Director of the Department for Human Resources and Staff Development (hereinafter - DHRSD). CSPD may involve in the organization and conduct of professional development activities of the University staff, as well as other educational institutions, establishments, organizations, etc.

2.6. CSPD ensures openness and availability of information about the forms, types, schedule, pricing (if any), place and results of advanced training, placing it on the website of CSPD (www.crkp.sumdu.edu.ua).

2.7. Employees of the University improve their skills according to the plan for a certain academic year. If necessary, the plan can be adjusted during the year.

2.8. The Heads of the relevant structural units form proposals for advanced training of pedagogical, scientific and other employees of the unit in the academic

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year and submit them to the CSPD in the form of a memo by July 1 of the year preceding the planned one.

2.9. CSPD forms the Annual plan of advanced training of the University staff and, in agreement with the director of DHRSD, by September 1 of the planning year submits it for approval to the Rector of the University.

3. Advanced training of pedagogical, scientific and other categories of employees by different types

3.1. Studying in advanced training programmes provides the acquisition of competencies necessary for mastering modern methods of teaching disciplines and effective implementation of other types of educational activities.

3.1.1. The scope of advanced training programmes is determined in ECTS credits. According to the scope of the training programme, they are divided into short-term (1-2 ECTS credits) and long-term (3 or more ECTS credits).

3.1.2. For the development and implementation of advanced training programmes CSPD involves leading research and teaching staff of the University and other institutions that have significant scientific and / or practical achievements on relevant topics.

3.1.3. CSPD ensures the relevance and compliance of advanced training programmes with the priority goals, objectives and directions of education and science development.

The Head of the CSPD ensures the development of advanced training programmes and submits them for approval to the Director of the DRC.

Current training programmes are published on the website of the CSPD (www.crkp.sumdu.edu.ua).

3.1.4. Approval of advanced training programmes, lists of students, the amount of training assignments and achieved learning outcomes is carried out by the Director of the DHRSD on the request of the Head of the CSPD.

3.2. The internship is carried out on the basis of efficient enterprises, the most successful organizations of the real sector of the economy, public authorities and other institutions, including foreign ones, which have innovative experience, the latest equipment, software, modern production technologies, etc. and can help deepen professional competence.

3.2.1. Internships of pedagogical and scientific staff can be carried out at the University, in another educational or scientific institution under the guidance of a academic staff or researcher who has a scientific degree and / or academic title and not less than ten years of academic activity or scientific experience. Internships in institutions, organizations and enterprises are carried out under the guidance of an employee who has sufficient work experience and qualifications.

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For pedagogical and scientific employees of the University, one day of internship is estimated at 0.2 ECTS credits. For pedagogical and scientific employees of technical schools and colleges of SumDU one day of internship is estimated at 6 hours.

3.2.2. The organization of the internship, including the approval of the lists of interns, their supervisors, the scope of training assignments, etc., is carried out by relevant orders or other administrative documents submitted by the Head of the CSPD and signed by the Director of the DHRSD.

3.3. University staff can improve their skills by participating in seminars, workshops, trainings, webinars, workshops and more. The amount of such training is determined according to its actual duration in hours.

3.4. Certain types of activity of pedagogical and scientific employees (participation in academic mobility programmes, scientific internship, self-education, obtaining a scientific degree, higher education) are recognized as advanced training or its components in accordance with this Regulation.

3.4.1. Advanced training of pedagogical and scientific employees through their participation in academic mobility programmes is credited in accordance with the recognized learning outcomes.

3.4.2. The amount of advanced training of pedagogical and scientific employees of the University who participated in the scientific internship is credited within the recognized results. One week of research is estimated at 30 hours or one ECTS credit.

3.4.3. The results of informal education (self-education) are recognized as advanced training for pedagogical and scientific employees who have a scientific degree and / or a scientific, honorary or pedagogical title. The amount of advanced training through informal education (self-education) is credited in accordance with the recognized learning outcomes.

3.4.4. Acquisition of the first (bachelor's), second (master's) level of higher education, third (educational-scientific / educational-creative) level or scientific level of higher education for the first time or in another major within a professional activity or field of knowledge is recognized as advanced training of pedagogical and scientific employees.

The amount of advanced training by obtaining a scientific degree, the level of higher education is credited as advanced training in accordance with the established volume of educational-professional (educational-scientific, educational-creative, scientific) programme in hours or ECTS credits, except for recognized (credited) learning outcomes of previously obtained levels of education.

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4. Documenting of advanced training

4.1. Depending on the types of advanced training of pedagogical and scientific employees of SumDU, the following documents may be submitted to the CSPD:

- application for referral for advanced training (internship) to another organization (institution);
- referrals for advanced training;
- individual internship programme;
- report on the results of the internship at the University;
- other documents provided by another Entity.

If necessary, the agreement is concluded between such Entity and SumDU. In this case, the individual internship programme is an integral part of the contract.

The fact of advanced training of a pedagogical or scientific employee is confirmed by the relevant document on advanced training and subject to the conclusion of the relevant agreement by the act on providing advanced training services, which is drawn up in the manner prescribed by law, signed by the Director of DHRSD and the Entity of advanced training.

After the completion of advanced training in other Entities, pedagogical and scientific employees of the University submit a copy of the document on advanced training to the CSPD, which ensures the entry of its results in the relevant electronic database.

4.2. With employees of other organizations who intend to improve their skills at the University in any types and forms or a legal entity that is a customer of relevant educational services, a contract is concluded, which specifies the cost of training services, type, form and other conditions of training. An individual internship programme is an integral part of the contract. To conclude the contract, students must submit the following documents to the CSPD:

- application for advanced training (for individuals who independently finance advanced training);
- referral for advanced training (for individuals whose advanced training is financed by the educational institution or the state budget);
- individual advanced training programme.

The formation of of statement of estimates and the provision of paid training services is carried out in accordance with the current national and intra-university regulations, including the Regulation on the Center for Staff Professional Development.

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Upon completion of advanced training, employees of other educational institutions submit a report on advanced training to the CSPD.

4.3. Based on the results of advanced training of Audience Members of various types and forms at the University, CSPD provides the formation and issuance of certificates of advanced training. The coding of certificates is carried out in accordance with the established procedure in Annex 7.

For pedagogical and scientific employees of SumDU certificates of advanced training are formed in electronic form and brought to them through the service "E-Cabinet". If necessary, CSPD can issue certificates of advanced training to SumDU employees in paper.

For pedagogical and scientific employees of other educational institutions, certificates of advanced training are issued in paper after fulfillment of financial obligations under the relevant agreement.

Based on the results of training in advanced training programmes, participation in internships, as well as the calculation of control indicators of the accumulative system, certificates are formed according to the approved templates. Certificates are formed based on the results of participation in seminars, trainings, workshops, webinars, etc.

Within 15 calendar days after the issuance of certificates of advanced training, the CSPD publishes their list on the CSPD website (www.crkp.sumdu.edu.ua).

5. The order of recognition and crediting of results of advanced training of pedagogical and scientific employees of the University

5.1. The results of advanced training of pedagogical and scientific employees of SumDU at the University do not require separate recognition.

5.2. In order to recognize and credit the results of advanced training of pedagogical and scientific employees of the University in other institutions and organizations, by different types and forms, students submit to the CSPD documents on advanced training of the established form.

5.3. The mechanism for calculating the results of advanced training based on the benchmarks of the accumulative system is given in the Annex 11. The minimum amount of advanced training of pedagogical and scientific employees for the last five years on the accumulative system must be at least 1000 points, corresponding to 6 ECTS credits.

Enrollment of the results of advanced training based on the benchmarks of the accumulative system is carried out in the following order:

- pedagogical and scientific employees submit a report on the results of advanced training and accompanying documents to the CSPD;

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- CSPD considers the submitted reports by the 1st day of each month and makes proposals for approval of the results of advanced training of pedagogical and scientific employees to the academic councils of relevant institutes / faculties according to the prescribed form. The results of advanced training of teachers of the Department of Military Training are approved by the Academic Council of SumDU.
- CSPD on the basis of decisions of academic councils prepares the draft order on enrollment of results of advanced training and forms the corresponding documents.

6. Financing of advanced training of SumDU employees

6.1. Financing of expenses related to advanced training of scientific and pedagogical employees of SumDU is carried out at the expense of the state budget, funds of individuals and / or legal entities, as well as other sources not prohibited by the legislation of Ukraine.

6.2. In the minimum allowable amounts provided for in paragraphs 2.1-2.3 of this Regulation, financing of advanced training of pedagogical and scientific employees of SumDU at the University is carried out at the expense of all-university means. Financing of advanced training of pedagogical and scientific employees of SumDU on its basis in the volumes exceeding minimum allowable, and also advanced training of employees of general university divisions can be carried out, first of all, at the expense of subaccount of the corresponding structural division, and also at the expense of other, not forbidden by law, sources including university funds.

At the time of advanced training in accordance with the approved plan with a break from the main activity in the amount specified by law, the pedagogical or scientific employee retains a job (position) while maintaining the average salary. Thus the term of such advanced training (according to paragraph 3.2.1 - 1 day of advanced training corresponds to 6 hours or 0,2 credits of ECTS) as a rule should not exceed:

- 30 days for 5 years, for employees defined in paragraph 2.1;
- 20 days for 5 years, for employees defined in paragraph 2.2;
- 10 days for 2 years, for employees defined in paragraph 2.3.

6.3. Financing of advanced training by pedagogical, scientific and pedagogical, employees of all-university divisions of SumDU on the basis of other subjects of advanced training can be carried out, first of all, at the expense of subaccount of the corresponding structural division, and also at the expense of other sources not forbidden by the law, including university funds.

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6.4. Financing of advanced training of pedagogical, scientific and other employees of the university, which takes place during the implementation of their right to academic mobility, can be carried out primarily from the subaccount of the relevant structural unit, the host party, as well as other sources not prohibited by law.

6.5. CSPD constantly monitors the quality of the organization of educational activities by teachers of the University and their qualifications. In the absence of implementation of the results of advanced training, which was financed by university funds, within a year after its completion, in the educational activities of the relevant pedagogical or scientific staff, the Director of DHRSD may submit to the Rector reasonable proposals for compensation for such training at the expense of the relevant structural unit.

6.6. Payment for advanced training services is made in accordance with the agreements concluded in accordance with current legislation and other national and intra-university regulations. The basis for payment for services in accordance with the concluded agreement on advanced training is the act on the provided advanced training services.

7. Final provisions

7.1. The Regulation shall enter into force on the day following its implementation by order of the Rector, unless otherwise provided by the same order.

7.2. The Director of the DHRSD monitors the implementation of the Regulation.

7.3. Changes and additions to the Regulation may be made by order of the Rector or by order of the Rector on the basis of the decision of the Academic Council. The Regulation is canceled in the same order.