

**STATUTE**  
**OF THE CENTER OF INNOVATIVE METHODS IN TEACHING AND**  
**RESEARCH IN EUROPEAN STUDIES**  
**AT THE NATIONAL UNIVERSITY OF KYIV-MOHYLA ACADEMY**  
(Approved by the NaUKMA Academic Board on 23 June 2016, decision # )

**1. GENERAL PROVISIONS**

1.1. The Center of Innovative Methods in Teaching and Reserarch in European Studies at the National University of Kyiv-Mohyla Academy (hereinafter called as “The Center”) is a research division of NaUKMA which fulfillls educational, research and other kinds of activities and involves staff and faculty, doctoral, graduate and undergraduate students.

1.2. The main goal of the Center is development of teaching and research in the field of Social Sciences with a special focus on European Studies.

1.3. In its operation the Center obeys the Constitution of Ukraine, the Law of Ukraine “On the Higher Education”, normative documents, NaUKMA Statute, Regulation of research divisions (institutes, centers, laboratories) operation as well as this Statute.

1.4. In its operation the Center collaborates with the public administration institutions, local authorities, civil society institutions of Ukraine, legal and physical entities, foreign institutions on the issues related to the Center operation.

1.5. In its operation the Center is subordinated to the NaUKMA Vice President on Research and Informatization.

1.6. The Center is established for 3 years. Its operation may be prolonged to the next 3 years after submitting the corresponding application to the NaUKMA Vice President on Research and Informatization and by the NaUKMA Academic Board decision.

**2. THE MAIN FUNCTIONS, PRINCIPLES, GOALS AND TASKS**

2.1. The Center main functions are:

- Fulfillment of research projects in the field of Social Sciences and especially European Studies;
- Publishing research papers, articles, almanacs, translations of international researchers’ works on the related issues;
- Organization of national and international conferences, seminars, roundtables, summer schools, lectures and public discussions;
- Development and dissemination of innovative methods of teaching and learning of Social Science courses, specifically in the field of European Studies, support of their implementation into the academic process;

- Development and improvement of the structure and content of academic courses/programs in European Studies, support of their implementation into the academic process;
- Development and creation of multimedia and presentation materials in the field related to the Center operation using the innovative methods;
- Cooperation with foreign institutions, development and implementation of joint projects and research, organization of joint conferences;
- Expertize and consultations in the development of documents and practical actions targeted to the European Integration of Ukraine, study of European Union policies, institutions and legislation;
- In-service training of academic, research and civil service cadres in the field of European Integration and studies of the European Union;
- Participation in the development and analysis of normative documents related to the plans and actions within the European Integration activities of Ukraine.

2.2. The Center operation is based on the following general principles:

- Combination of research with educational, informational, and practical activities;
- Openness to cooperation, creative approach in teaching, theoretical and applied research;
- Interdisciplinary approaches in educational and research activities.

2.3. The main goals of the Center operation are:

- Creation and dissemination of new knowledge in the Social Sciences with the focus on European Studies;
- Development, testing and dissemination of innovative methods of teaching, learning and research in the Social Sciences with the focus on European Studies;
- Retraining and in-service training of researchers, faculty and civil servants on the issues related to the Ukraine European Integration as well as to the studies and organization of cooperation with the European Union institutions;
- Research and development works in the fields related to the Center focus;
- General propagation of knowledge about the European Union, its institutions, public policies, principles of European Integration.

2.4. The main tasks of the Center are:

- Theoretical and applied research in Social Sciences and specifically European Studies;
- Development and implementation of new methods of teaching and learning in academic process of NaUKMA and other educational institutions;
- Consultative activities;
- Analytic activities.

2.5. To fulfill its tasks the Center interacts with the structural units of NaUKMA, other educational institutions, public and local authorities, business enterprises, domestic and international organizations and foundations according to the scope of its operation.

### **3. THE CENTER KINDS OF OPERATION**

3.1. Research and development in Social Sciences with the focus on European Studies and implementation of the results in academic process (development of educational programs, course syllabi etc.).

3.2. Development and testing of innovative methods in teaching and learning of Social Sciences with the focus on European Studies.

3.3. Dissemination and adaptation of innovative methods in teaching among other faculty and departments of NaUKMA and other educational institutions.

3.4. Involvement of new scientific and pedagogical cadres into the studies and development, assistance to beginning researchers (students and doctorate), coordination of their cooperation with skilled specialists.

3.5. Organization and conducting of educational and research practical work of students NaUKMA and other educational institutions.

3.6. Creation of electronic informational resources, scientific and popular multimedia/presentational materials in the field of interest (including creation of various databases and participation in Internet-projects).

3.7. Establishing contacts with other Ukrainian and international institutions for deepening scientific cooperation, dissemination and practical application of the Center operation results.

3.8. Publishing of research papers, almanacs, translation of international researchers' works, methodical and practical manuals for propagating and popularizing the Center operation results.

3.9. Involvement of NaUKMA faculty and students to the Center operation.

3.10. Organization and conducting of national and international conferences, seminars, roundtables, summer schools, master-classes etc.

3.11. Involvement of faculty and students to participation in contests, pilot projects development, innovative methods of teaching and learning of Social Science related disciplines with the focus on European Studies.

3.12. Creating the Center web-page in the NaUKMA site and regular updating of the information about its operation, research and development results, national and international events (conferences, seminars etc.).

### **4. ORGANIZATION STRUCTURE AND STAFF**

4.1. The Center staff consists of the Director, research fellows and servicing personnel. The staff receives salary for their job in case of gaining funds for these purposes.

4.2. The Center general administration is fulfilled by its Director who is to be appointed by the NaUKMA President according to the Academic Board recommendation.

4.3. The Center Director duties are:

- General administration, provision of planned tasks fulfillment in predefined terms;
- Yearly definition of the direction and themes of research;
- Participation in research and development works, educational activities and other projects of the Center;
- Participation in preparation of courses, lectures, manuals, textbooks, research articles etc.;
- Representation of the Center interests before the NaUKMA administration and Academic Board, other Ukrainian organizations and institutions, as well as international organizations and institutions;
- Distribution of the Center staff duties, control over the operation and is responsible for the discipline;
- Organization of involving students, doctoral students and post-docs into the Center operation;
- Establishment of task teams to fulfill specific activities and implementation of projects, personnel hiring proposals (in case of corresponding finances availability);
- Control over the financial resources spending; coordination of the Center budget development to submit to the NaUKMA administration for approval;
- Yearly financial reporting on the Center operation;
- Signing corresponding documents related to the Center operation (except financial ones).

#### 4.4. Staff and personnel of the Center:

- Fulfill works and activities, provide technical support of projects;
- Provide maintenance of the Center equipment and other assets;
- Do other jobs according to the distribution of duties within the Center.

## **5. FINANCES AND TECHNICAL PROVISION OF THE CENTER OPERATION**

5.1. The Center operates on the principles of self-financing, material and technical provision.

5.2. The Center sources of finances are: budget financing of projects, domestic and international grants, contracts on fulfilling research and development works, sponsor and charitable donations, other sources not forbidden by the Ukrainian legislation.

5.3. The Center funds which have come for financing its projects/programs fulfillment, research and development works, are to be accumulated on the special NaUKMA account and use for the operational purposes of the Center as well as for salary/wages for the Center personnel.

5.4. Wages to the Center staff/personnel are paid for the actually fulfilled job according to corresponding agreements which are to be concluded after funds coming to the Center from contractors, granters, or direct budgets of specific projects.

5.5. Financial reporting of the Center is obligatory. The Center Director yearly submits financial reports to the Vice-President on Research and Informatics.

5.6. The Center may possess equipment and techniques necessary for its operation. The Center does not gain the right of property to these assets.

## **6. CHANGES AND AMENDMENTS TO THIS STATUTE**

6.1. Changes and amendments to this Statute are made by the decision of the NaUKMA Academic Board according to the Center Director recommendations.

## **7. THE CENTER OPERATION PROLONGATION**

7.1. No later than 2 months before the 3-year term of the Center operation is over its Director may apply to the NaUKMA Vice-President on Research and Informatics with a call to prolong its activity to the next term. It is necessary to attach a plan of the following activities to the application.

7.2. NaUKMA President calls for a commission to the Center operation analysis.

7.3. Conclusions and recommendations of that Commission are discussed by the NaUKMA Academic Board which makes a decision concerning the prolongation or denial.

## **8. TERMINATION OF THE CENTER OPERATION**

8.1. The Center operation after 3-years term and in absence of its Director application for the prolongation of its existence is stopped by a decree of the NaUKMA President.

8.2. The Center should move out of the rooms used for its operation and pass the assets to the NaUKMA authorities.

## **9. THE CENTER LOCATION МІСЦЕЗНАХОДЖЕННЯ ЦЕНТРУ**

9.1. Address: 2 Skivoroda Str., Kyiv 04655, Ukraine.

9.2. Phone: +38(044)-425-60-48

9.3. E-mail: [demyanchuk@ukma.edu.ua](mailto:demyanchuk@ukma.edu.ua)

9.4. Official name in Ukrainian: «Центр інноваційних методів викладання і досліджень у Європейських студіях Національного університету «Києво-Могилянська академія»».

Abbreviation: ЦІМЄС.

Official name in English: Center of Innovative Teaching and Research in European Studies at the National University of Kyiv-Mohyla Academy.

Abbreviation: CIMES.

(Signatures, seal)