

**LIMITED LIABILITY COMPANY
"HIGHER EDUCATIONAL INSTITUTION
"AMERICAN UNIVERSITY KYIV"**

APPROVED

By the Academic Council
LLC «American University Kyiv»
Protocol No. 06 dated May 30, 2025

PUT INTO EFFECT

By order of the Rector
LLC «American University Kyiv»
dated May 30, 2025 No. 33-OD

**REGULATIONS
ON THE PROCEDURE FOR THE IMPLEMENTATION OF
INTERNATIONAL PROJECTS, GRANTS,
AGREEMENTS IN
AMERICAN UNIVERSITY KYIV
(new edition)**

Kyiv, 2025

1. GENERAL PROVISIONS

1.1. Regulations on the Procedure for the Implementation of International Projects, Grants and Agreements in the Limited Liability Company "Higher Educational Institution "American University Kyiv" (hereinafter referred to as the Regulations) was developed on the basis of the Laws of Ukraine "On Scientific and Scientific-Technical Activities", "On Higher Education", "On Education", the Statute of the University, the Resolution of the Cabinet of Ministers of Ukraine dated 15.02.2002 No. 153 with amendments and additions "On the creation of a unified system for attracting, using and monitoring international technical assistance", the Framework, Grant, Partnership Agreements, regulatory documents of the Ministry of Education and Science of Ukraine and in LLC "Universities "American University of Kyiv".

1.2. The Regulations determine the procedure for the preparation and implementation of international projects, grants and agreements (hereinafter referred to as the Project) at LLC "Universities "American University Kyiv" (hereinafter referred to as the University).

1.3. The Regulation regulates the procedures for planning, implementation, reporting and evaluation of the results of project activities, determines the procedure for attracting employees, remuneration for their labor, business trips, and the procedure for reporting on the implementation of Projects.

II. PROJECT SUBMISSION AND IMPLEMENTATION PROCEDURE

2.1. Submission of Projects for participation in international cooperation programs, with the responsibility of the University, can take place only in agreement with the University management.

2.2. In case of successful completion of the competition, it is necessary to inform the management 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 Financial Director of the University.

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

2.5. With the participation of the Financial Director of the University, an internal estimate of the project is formed.

2.6. The implementation and monitoring of the Project is carried out in accordance with the terms of the Agreement with the Grantor and the legislation of Ukraine.

2.7. After the completion of the Project, reporting documentation on the implementation of the Project is prepared and submitted to the grantor within the time limits specified in the Agreement.

III. PROJECT EXECUTION

3.1. The implementation of the Project begins after receiving official confirmation from the grantor about the successful completion of the competition, signing 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 goals in accordance with the Project implementation plan;

- effective management of available resources;
- implementation of all planned activities provided for by the Project;
- monitoring of project activities;
- adjustment of project implementation plans (if necessary).

3.3. For the implementation of the Project, a working group is created, which consists of employees of the relevant departments, the relevant thematic area, who ensure the honest, high-quality and timely fulfillment of obligations and works in accordance with the tasks of the Project.

3.4. Organization of the Project:

3.4.1. Project executors can be involved both through enrollment in the staff list and through the conclusion of civil law and/or copyright agreements.

3.4.2. For the implementation of the Project, an internal detailed estimate is drawn up to ensure the targeted use of funds.

3.4.3. Internal estimates are drawn up to ensure effective management of funds and their intended use, including savings to ensure, among other things, the sustainability of project results, the implementation of additional activities, the involvement of more employees, graduate students, doctoral students in mobility, the purchase of equipment, and the coverage of other costs for the effective implementation of project tasks.

3.4.4. Payment for the work performed, which is specified in the Project tasks, is accrued to the members of the working group in accordance with the conditions prescribed in grant, interinstitutional, partnership or other agreements in accordance with the rules and features of the Project implementation.

3.4.5. Payments for foreign business trips are accrued in accordance with the conditions prescribed in grant, interinstitutional, partnership or other agreements in accordance with the rules and specifics of the Project implementation, as well as internal estimates.

3.4.6. For a Project registered as international technical assistance, the purchase of equipment and the conclusion of other contracts for the implementation of the tasks of the International Cooperation Project are carried out on the basis of the rules and features prescribed in grant, interinstitutional, partnership or other agreements.

3.4.7. To recognize and enroll the participation of University employees in international events of such Projects as internships abroad, advanced training, development of language competence if such events provide for relevant learning outcomes, relevant for advanced training and development of employees, confirmed by a certificate and take place during the period of project implementation.

3.4.8. Recognition of credits and periods of study for postgraduate and doctoral students is carried out in accordance with the Law of Ukraine "On Higher Education" and the instruments of the Bologna Process (ECTS, NQF, Diploma Supplement, etc.) on the basis of the obligations of inter-institutional and study/internship agreements and the relevant instructions of international cooperation programs.

3.4.9. If the terms of the Agreement with the grantor provide for co-financing of the Project, then the University ensures the fulfillment of these requirements.

3.5. As part of the project activities, the University organizes public events and develops and presents materials demonstrating the results of the Project. Public

the University's activities should ensure the achievement of the strategic goals of the University and correspond to the goals of project activities. During such events, the symbols of the University and the symbols of the grantor (logos, banners, posters, etc.) are used, unless otherwise provided by the terms of the Agreement.

3.6. The use of the Project's funds must be targeted, i.e. the funds must be used exclusively for those activities provided for in the Project.

IV. REPORTING AND EVALUATION OF THE RESULTS OF THE PROJECT ACTIVITIES

4.1. The final and interim reports on the implementation of the Project are prepared by the members of the Project working group, including the financial part – together with the Financial Director of the University.

4.2. The Project is considered completed only if the grantor accepts the final report on the implementation of the Project, unless otherwise provided by the Agreement.

4.3. All project documentation (financial and descriptive) must be kept in the relevant structural divisions of the University and the Project Manager during the validity of the Project and five years after its completion. In case of dismissal of the Project Manager or expiration of the five-year storage period, the project documentation is transferred to the archive of the University. The documentation also includes event programs, lists of participants with signatures, presentation materials, minutes of meetings, current reports, developed materials, descriptive and financial reports, contracts, invoices, acts of work performed, tickets, receipts, etc.

V. FINAL PROVISIONS

5.1. The Regulations come into force from the date of its approval by the order of the Rector of the University.

5.2. Changes and additions to the Regulations can be made by order by the decision of the Academic Council of the University.