

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 august 2023, protocol № 9

Put into effect by Rector's Order
№ 125/BC as of 31 August 2023

**REGULATION
ON THE IMPLEMENTATION PROCEDURE OF
INTERNATIONAL PROJECTS, GRANTS AND AGREEMENTS
AT CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY**

Chernihiv 2023

1. GENERAL PROVISIONS

1.1. The regulation on the implementation procedure of international projects, grants and agreements (hereinafter – the Regulation) at Chernihiv Polytechnic National University (hereinafter – the University) is developed in correspondence to Laws of Ukraine „On Higher Education“, „On Education“, „On Scientific and Scientific-Technical Activities“; decrees „On international technical aid involvement, utilisation and monitoring system establishment“ of the Cabinet of Ministers of Ukraine as of 15.02.2002 №153 with amendments and supplements, Chernihiv Polytechnic National University Statute, the Regulation on International activity at Chernihiv Polytechnic National University (by Rector’s Order №135 as of 31 August 2021), Framework, Grant and Partnership Agreements, MES and Chernihiv Polytechnic National University regulatory documents.

1.2 The regulation determines the procedure of preparation and implementation of international projects, grants and agreements (hereinafter – the Project) in all kinds of activities, in which, according to applicable legislation, the University performs as a beneficiary.

1.3 The regulation manages the processes of international project activity planning, executing, reporting and assessing, regulates the procedure of workers involvement, their work and business trips payment cover, procedure of the reporting concerning Projects execution.

2. PROJECT PREPARATION AND IMPLEMENTATION ARRANGEMENT QUESTIONS

2.1 The International Relations Office cooperates with the Scientific and Research Department of Chernihiv Polytechnic National University for the purpose of collecting information regarding available opportunities of applying to international programmes and competitions, and for the dissemination of this information among the educational-scientific workers of the University by means of published grant digests, mailing and the International Relations Office’s channel on Telegram.

2.2. If competition is successfully passed, the manager of the project group informs the International Relations Office and the Scientific and Research Department (if project is scientific).

2.3 The Grant Agreement is adjusted and signed in correspondence to grant program demands.

2.4. The ground for the project implementation start is the University's Rector's Order (with application of project coordinator (a person, who is in charge for the project)). Project execution and project team (group) members selection are determined by the Order. The internal estimate and plan of assignments, where it is appropriate, are involved for project implementation.

2.5. The project, if necessary, can be registered either at the Ukrainian Institute of Scientific Technical Expertise and Information (for scientific projects), or at the Ministry of Economic Development and Trade of Ukraine (for educational projects) with receiving of the corresponding project registration Card.

2.6. Project execution and monitoring are conducted in correspondence to conditions of agreement with grantor and to the legislation of Ukraine.

2.7. Project manager is responsible for:

- the project organization management;
- selection of the team in charge for project implementation and anticipated results achievement;
- the appropriate utilisation of funds allocated for the project implementation;
- completing official papers required for project;
- timely submission of defined reporting and of other data related to project;

2.8. Educational and scientific, scientific, educational and other workers, doctoral candidates, postgraduate and undergraduate students of the University can become participants of the project team to whom the accomplishment of the required works is committed, according to the project objectives.

2.9. Project tasks and administration are performed by the project team, in cooperation with administrative departments of the University, such as International Relations Office, Scientific and Research department, the accounting, the Educational office and other units selected correspondingly to project demands.

2.10. Within the project execution, the University arranges public events, develops and presents data demonstrating project results. The preparation of all of these is provided by the project implementors, backed by several University administrative units if necessary.

2.11. The University's workers' participation in international events (teaching, study visits, internships abroad, seminars, trainings, conferences) within the project implementation is recognised and considered an advanced training if verifying documents are provided to the University's Career Development Center.

2.12. The University's symbols, along with those of the grantor (if the latter exist) are used at the public events, if nothing else is determined by the Grant Agreement.

3. FINANCIAL FACTORS OF PROJECT IMPLEMENTATION

3.1. For the purpose of providing the effective management and appropriate utilisation of project funds, the project manager, alongside the University's accounting office, creates an internal estimate for project execution for the project duration in a whole and in stages, on the grounds of the Grant Agreement and project's funding.

3.2. Project implementors can be involved either through the inclusion in the staffing table, or through civil-law and/or publishing agreements closure.

3.3. The ground for payment to project implementors, who are engaged in correspondence to the employment contract, is a document on accounting of completed business office hours within the project.

3.4. The ground to reward each of project implementors is the act of completed works (services).

3.5. The implementors of the project obtain reward either in stages or at the termination of the project execution (depending on the project duration) and after funds are transferred to the University's account.

3.6. The amount of reward for project implementors must align with the grantor's demands. The provisions that do not appear in the Grant Agreement must be implemented in accordance with the legislation of Ukraine.

3.7. The business trips funding and other kinds of expenditures that are not provided in the specific provisions of the Regulation, but considered by project estimate, are implemented correspondingly to grantor's demands.

3.8. Equipment purchase is arranged due to the amount of the project funds, in accordance with the legislation of Ukraine, if other is not determined by the Grant Agreement.

3.9. If the project co-funding aligns with the Grant Agreement terms, the University manages these terms implementation.

3.10. The utilisation of the project funds must be appropriate, that is, only those of the events must be funded that are determined within the project.

3.11. The university can modify the budget of its projects by itself or in accordance with the grantor's suggestion. For significant changes introduction, the grantor provides his/her written permission.

4. RESULTS REPORTING AND ASSESSMENT

4.1. The project team navigated by the project manager report generally on the implementation of the project, along with preliminary conclusions as regards its assessment; the financial section of the report is developed in cooperation with the accounting office of the University.

4.2. For those of projects that are officially registered in the Ministry of Economy of Ukraine as an international technical aid, a correspondent report is presented to the project main beneficiary in Ukraine.

4.3. All reports are signed by the University's Rector (the First Vice Rector, Vice Rector for Scientific Work) before the final report is brought to the grantor.

4.4. The project is considered accomplished only providing that the grantor accepts the final reports on the project implementation, on the condition that other is not provided by the Grant Agreement.

4.5. All documentation regarding the project (both financial and descriptive) must be contained at the University's correspondent subdivisions and kept by the project manager throughout the project execution term and five years after the project termination, under conditions that other scenario is not considered by the Grant

Agreement. In case of the project manager's dismissal or the five-year-period expiry, the project documentation is transferred to the University's archive.

5. FINAL PROVISIONS

5.1. This regulation is put into action by the Rector's order on the grounds of the University's Academic Council decision.

5.2. The Regulation can undergo modifications and complementations in accordance with Rector's order and by decision of the Academic Council or the responsible advisory agency. A cancellation of the Regulation occurs through the similar sequence.

5.3 University officials are responsible for this Regulation's statements implementation within their professional duties.