

**Ministry of Education and Science of Ukraine**

**Lviv Polytechnic National University**

**I APPROVE**

Rector of  
Lviv Polytechnic  
National University

\_\_\_\_\_ Yu.Ya. Bobalo

Order № 265 -1-10  
dated "02" 06 2020

Standard for Ensuring the Quality  
of Educational Activities and Higher Education\_Higher Education Standards  
(HES LP 04.02)

**Regulations on Professional Development of Research and Teaching  
Staff at Lviv Polytechnic National University**  
*(amended according to the order № 654 -1-10 dated 11.11.2021)*

**Approved**  
**by the Academic Council**  
of the Lviv Polytechnic  
National University

Minutes № 263 dated "26" 05 2020.

## **1. The general part**

1.1. Regulation on professional development of research and teaching staff at the Lviv Polytechnic National University (hereinafter - the Regulation) was developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On scientific and scientific-technical activities", "Procedure for professional development of pedagogical, research and teaching staff"(hereinafter - the Procedure), approved by the Cabinet of Ministers of Ukraine dated August 21, 2019 № 800 (resolution with amendments), "Regulations on the procedure for exercising the right to academic mobility", approved by the Cabinet of Ministers of Ukraine resolution dated August 12, 2015 № 579, Order of the Ministry of Education and Science of Ukraine "Some issues of organization of recruitment and training (internship) of foreigners and stateless persons" dated November 1, 2013 № 1541.

1.2. The Regulation defines the procedure, types, forms, scope (duration), frequency, conditions of professional development of research and teaching staff (hereinafter - RTS) of the Lviv Polytechnic National University (hereinafter - the University), as well as the procedure of professional development of the teaching staff at the University detached and territorially separated structural units (colleges), pedagogical, research and teaching staff of other educational institutions.

1.3. Professional development means increasing a person's level of readiness to perform his / her professional tasks and responsibilities or acquiring a person's ability to perform additional tasks and responsibilities by obtaining new knowledge and skills within a professional activity or field of knowledge.

1.4. Professional development is part of the system of internal quality assurance of educational activities and the quality of higher education at the University, formed according to the law.

1.5. RTS are obliged to constantly improve their qualification.

1.6. RTS professional development is the result of the advanced training in accordance with the state policy in the sphere of higher education and ensuring the quality of higher education.

1.7. University RTS may improve their qualification in Ukraine and abroad, except the states recognized by the Verkhovna Rada of Ukraine as aggressor or occupant ones.

1.8. The results of RTS professional development are taken into consideration when electing to a position on a competitive basis and concluding an employment contract. The results of RTS professional development including training in the department field of studies, internship at a higher education institution, scientific (or scientific and technical) institution in a country which is a member of the Organization for Economic Cooperation and Development and/or the European Union are taken into account while conferring scientific titles.

1.9. The main tasks of RTS professional development are the following:

- improvement of the previously acquired competencies or acquisition of new ones within the sphere of professional activity or field of knowledge;
- gaining experience in performing additional tasks and responsibilities within a specialty, profession or position;
- formation and development of digital, managerial, communication, media, inclusive, speech competencies, etc.

1.10. Taking into account the results of self-assessment of their competencies and professional needs, the content of their own teaching activities or job responsibilities, RTS choose on their own specific forms, types, directions and educational services providers of professional development (hereinafter - professional development providers).

1.11. The forms of professional development include institutional (classroom (full-time, evening training), extramural, distance, online), dual, in the workplace, production etc. Forms of professional development can be combined.

1.12. The main types of professional development are the following:

- joining the in-service training program, including seminars, workshops, trainings, webinars, master classes, etc .;
- internship.

Certain RTS activities, specified in paragraph 7.8 of the Regulation, may be recognized as professional development.

1.13. The University, another institution of higher education (its structural unit), research institution and other legal entities may be professional development providers.

## **2. Professional development planning and organization**

2.1. The Academic Council of the University determines the organizational issues of the University full-time RTS professional development planning and training taking into account the requirements of the Regulation.

2.2. The University RTS professional development at other institutions of higher education, research institutions and enterprises of Ukraine is carried out by the Rector's orders according to the University annual RTS professional development plan (hereinafter - the Plan) and agreements between the University and professional development providers.

2.3. Professional development for RTS from other educational institutions of Ukraine is carried out by the Rector's orders in accordance with the agreements between the University and the customer institutions.

2.4. RTS professional development should take place according to the Regulation **at least once every five years.**

2.5. RTS professional development amount (duration) is measured in hours or credits of the European Credit Transfer and Accumulation System (hereinafter - ECTS) according to the accumulation system. One ECTS credit consists of 30 hours.

2.6. The total amount of RTS professional development within five years should not be less than **six ECTS credits or 180 hours.**

2.7. Within first two years of their official activity Rector, Vice-Rectors, Directors of educational and scientific institutes, their deputies, Director of the library, Heads of departments, Head of the department of doctoral and postgraduate studies, appointed to the relevant position for the first time, undergo corresponding advanced training, the scope of which is determined by the University Academic Council.

2.8. The University RTS professional development is carried out in correspondence with the Plan, which is formed, approved and implemented according to the Regulation.

2.9. The information system (hereinafter - IS) "Staff" is used at the University for the informational support of RTS professional development organization.

2.10. IS "Staff" data entering for the formation of departments RTS professional development plan is provided by the heads of departments.

2.11. Based on the IS "Staff" data entered, educational and scientific institutes RTS professional development plans are formed and submitted to the Personnel Department after being signed by directors of educational and scientific institutes.

2.12. Based on the educational and scientific institutes RTS professional development plans, the Personnel Department in the IS "Staff" forms a draft of the Plan and submits it for approval to the Rector of the University.

2.13. RTS have the right to increase their qualification level even not being included into the Plan on the basis of the RTS application agreed with the head of the department, which is submitted to the Personnel Department for signing by the Rector of the University.

2.14. In case of the necessity to change the RTS professional development time period or provider, the heads of departments prepare a submission justifying the reasons for such changes and submit it to the Personnel Department for signing by the Vice-Rector for Scientific and Pedagogical Activities and Strategic Development of the University.

2.15. RTS professional development should be started in time and its program completed in full.

2.16. Scientific and methodological support for RTS professional development is provided at the place the latter is being carried out.

2.17. RTS professional development is organized and supervised by a professional development provider.

2.18. RTS professional development results are testified by a professional development document, technical description of which, its design, method of manufacturing, the issuance and accounting procedure are determined by the relevant professional development provider.

2.19. A professional development document should contain the following information:

- full name of the professional development provider;
- topic (direction, name), amount (duration) of professional development in hours or ECTS credits;
- last name, first name and patronymic of the person who improved his/her qualification;
- description of the learning outcomes achieved;
- date of issue and account of the document;
- name of the position, surname, initials of the head of the professional development provider, his/her signature and seal of the institution.

2.20. Professional development documents (certificates, certifications, etc.) issued as a result of advanced training at professional development providers - non-residents of Ukraine, may contain information different from the one specified in the Regulation.

2.21. The list of professional development documents of RTS, the University being a provider for, is published on the University's website within 15 calendar days after their issuance and contains the following information:

- last name and initials of the RTS, professional development is carried out by;
- form, type, topic (direction, name) of professional development and its amount (duration) in hours or ECTS credits;
- date of issue and account of the professional development document.

2.22. Implementation of the Plan is monitored by the Vice-Rector for Scientific and Pedagogical Activities and Strategic Development.

2.23. Heads of departments and heads of other structural units are responsible for the University RTS professional development being carried out in time.

2.24. Personal data processing of the RTS, improving their qualification, is carried out in accordance with the requirements of the Law of Ukraine "On Personal Data Protection".

### **3. Training of research and teaching staff according to professional development programs**

3.1. The University may organize the provision of professional development educational services for RTS at the place of their own educational activities or the place they work at, at other place(s) or remotely, if provided by the contract or relevant program.

3.2. The University RTS can be trained according to professional development programs (hereinafter - the Program) implemented at the University, participate in trainings, seminars etc., conducted by the Institute of Administration and Postgraduate Education, Institute of Distance Learning, Personnel Training and Development Department, Center for Innovative Educational Technologies, International Education Center and other subdivisions.

3.3. Training according to professional development programs is aimed at studying current and actual issues of higher education and science within professional activity or field of knowledge, relevant regulations, domestic and foreign experience, raising the level of professional culture etc.

3.4. Programs implemented at the University are developed by departments, educational and scientific institutes, other subdivisions and are approved by the Rector.

3.5. The Program should contain information about its topic (direction, name), content, amount (duration) in hours or ECTS credits, type, form of professional development, place(s) of educational services provider and learning outcomes expected.

3.6. The program may also contain information about:

- distribution of hours according to the activity types (consultation, classroom, practical, independent and control work, etc.);
- person(s) fulfilling the program (level of higher education, category, academic degree, pedagogical/scientific title, place of work or work experience, etc.);
- program implementation period;
- place of program implementation (the location of professional development provider or the location of the customer, etc.), learning outcomes expected;
- cost (if established) or free educational service;

- educational process schedule;
- minimum and maximum number of people in the group;
- academic and professional opportunities based on the results of the program mastering;
- the possibility of providing further support or conduct;
- additional services (accommodation, list of possible services for people with disabilities, etc.);
- a document issued according to the results of professional development, etc.

3.7. The scope of the Program is determined according to its actual duration in hours excluding self-guided (extracurricular) work or in ECTS credits including self-guided (extracurricular) work.

3.8. Information on professional development programs implemented at the University is published on the website.

3.9. Professional development of RTS from other educational institutions may be carried out according to the University Programs on the basis of agreements concluded.

3.10. The University RTS can be trained remotely on domestic and foreign educational portals, which is confirmed by the relevant professional development document.

#### **4. Internship of research and teaching staff**

4.1. Internship is a process of gaining personal experience in performing tasks and responsibilities of a certain professional activity or field of knowledge.

4.2. Internship is aimed at forming and consolidating in practice the professional competencies acquired as a result of theoretical training related to the tasks and responsibilities performed in the relevant position or high-level position, obtaining domestic and foreign experience, forming job related personal qualities for performing professional activities at a new, advanced level within a certain specialty.

4.3. RTS carry out their internship according to an individual program, which should contain information about its scope (duration) and learning outcomes expected. The individual internship program may also contain other information related to the RTS internship.



4.4. RTS internship supervisor may be a person working full-time at professional development provider and meeting the following requirements:

- for professional development providers - institutions of higher education and scientific institutions - an academic degree or scientific title and work experience at the positions of research and teaching or scientific staff not less than 10 years;
- for other professional development providers - relevant work experience and qualifications.

#### **4.5. Organization of the University RTS internship in Ukraine:**

4.5.1. RTS internship can be carried out in higher education establishments, institutions, organizations and enterprises.

4.5.2. RTS internship is carried out according to the agreements (Appendix 1) concluded between the University and professional development providers. A list of such agreements is available at the University's website.

4.5.3. RTS internship is carried out according to an individual program developed and approved by the professional development provider.

4.5.4. RTS internship duration is determined in accordance with the individual program and depends on the schedule of hours at the place of work (in the case of on-the-job internship).

4.5.5. Organizational support of the RTS internship is provided by the Personnel Department.

4.5.6. The University RTS who are going to carry out their internship according to the Plan or without being included into the Plan, should submit an application for internship referral to the Personnel Department no later than 14 calendar days prior to the first day of internship (Appendix 2).

4.5.7. Within 5 working days from the date of application receipt, the Personnel Department draws up an RTS internship referral using the "Staff" system (Appendix 3), prepares a draft of the corresponding order and submits it for signature to the Rector of the University.

4.5.8. No later than 7 calendar days before the internship starts, the University RTS submit an internship referral to a professional development provider and approve their individual program with the internship supervisor / head of the department of higher education institution.

4.5.9. After completing the internship RTS report on the results obtained at a meeting of the department at the University full- or part-time place of work. The report results are reflected in the department meeting minutes.

#### **4.6. Organization of internship at the University for RTS from other institutions of higher education of Ukraine:**

4.6.1. RTS internship is carried out according to the agreements concluded between the University and the customer institutions.

4.6.2. The organization of the RTS internship is carried out by the Personnel Department and the relevant departments.

4.6.3. The individual internship program is developed by the department organizing the internship and is approved by the Rector.

4.6.4. No later than 7 calendar days before the internship starts, RTS submit to the University Personnel Department an internship referral and an individual internship program (Appendix 4), approved by the internship supervisor and head of the relevant University department.

4.6.5. The internship being over, the RTS submit to the Personnel Department a review of the internship results (Appendix 5), signed by the internship supervisor and the head of the department.

4.6.6. The Personnel Department prepares, registers and issues internship certificates (Appendix 6).

### **5. Organization of research and teaching staff professional development abroad**

5.1. RTS professional development abroad is carried out according to cooperation agreements concluded between the University and foreign higher education institutions,

research institutions, enterprises and organizations. A list of such agreements is posted by the Center for International Education at the University website.

5.2. Organizational support of the RTS professional development abroad is provided by the Center for International Education in accordance with the "Procedure for Personnel Business Trips and Referrals of Students Abroad".

5.3. No later than 7 calendar days prior to their departure abroad the University RTS, who are going to carry out their professional development according to the Plan or without being included into the Plan, should submit to the Center for International Education the following documents:

- submission of the head of the structural unit, agreed with the director of the educational and scientific institute, the head of the Personnel Department (whether included or not included into the Plan) and the chief accountant (with information on maintaining the pay and sources of professional development funding);
- invitation for RTS from the professional development provider, which should contain information about the official name of the professional development provider, type, form and professional development time period (including periods of full-time and distance training), information about sources of professional development funding, trip and stay abroad;
- training program / program of participation in seminars, workshops, trainings, webinars, master classes, etc. / individual internship program.

5.4. Within 5 working days from the date of documents receipt, the Center for International Education draws up a draft of the order on a business trip abroad and submits it for signature to the Rector of the University.

5.5. The amount (duration) of the RTS internship is determined as 30 hours or one ECTS credit per each week of the internship.

5.6. No later than 10 calendar days after returning from a business trip RTS should submit to the Center for International Education a report on a business trip abroad based on the professional development results.

5.7. RTS report on their professional development results at a meeting of the department at the University full- or part-time place of work. The report results are reflected in the department meeting minutes.

## **6. The University scientific internship procedure for employees of foreign institutions of higher education**

6.1. Substantive provisions.

6.1.1. Scientific internship is aimed at gaining personal experience in performing tasks and responsibilities in a particular professional activity or field of knowledge.

6.1.2. Scientific internship for employees of foreign institutions of higher education is carried out in full-time, distance and mixed forms according to short-term programs lasting up to 90 days.

6.1.3. The main results of scientific internship are:

- writing a joint scientific work and preparing it for submission to a publication included into the scientometric databases;
- writing a joint application for an international project;
- development or improvement of the discipline of educational and scientific program;
- other results recognized by the Academic Council of the educational and scientific institute.

6.1.4. Admittance of employees from foreign institutions of higher education is carried out throughout a year according to agreements with individuals and/or legal entities, international agreements of Ukraine and agreements between Lviv Polytechnic and a foreign institution of higher education on international academic mobility and internship.

6.1.5. The agreements between the University and a foreign institution of higher education determine the conditions of scientific internship at Lviv Polytechnic for an employee of a foreign institution of higher education, including financial aspects. The agreement sample on the organization of mutual scientific internship for employees of

Lviv Polytechnic and employees of a foreign institution of higher education on a cost-free basis is provided in Appendix 7.

6.1.6. The scientific internship for an employee of a foreign institution of higher education is carried out according to a scientific internship individual plan on the basis of the University structural subdivision conducting it.

6.2. Organizing procedure of scientific internship for employees of foreign institutions of higher education at the University.

6.2.1. The Center for International Education (hereinafter - CIE) on the basis of the submission of the head of the structural unit (Appendix 8) which will accept a foreigner for scientific internship, issues an invitation addressed to the Rector of a foreign institution of higher education (draft invitation is presented in Appendix 9). The invitation should be signed by the Vice-Rector on scientific & pedagogical work and international relations, and a scan copy addressed to the Rector of a foreign institution of higher education emailed.

6.2.2. At the University scientific internship admittance of employees from foreign institutions of higher education is carried out according to the "Procedure for organizing the hosting of foreign delegations, groups and individual foreigners at the Lviv Polytechnic National University". The Head of the structural unit admitting a foreigner submits the following documents to the CIE:

- internship submission from the Head of the structural unit on (internship admittance (in case of arrival at the University) or participation in a scientific internship (in case of distance participation)) of a foreigner (Appendix 10);
- admittance program (Appendix 11) (issued only in case of foreigner's arrival);
- individual plan of scientific internship (Appendix 12).

6.2.3. One week of scientific internship for an employee from a foreign institution of higher education is determined as an internship of 30 hours or one ECTS credit.

6.2.4. After completing a scientific internship by the employee from a foreign institution of higher education, the Head of the structural unit admitting the foreigner submits to the CIE a report (Appendix 13) on the foreigner's scientific internship and a draft Certificate of his/her scientific internship (Appendix 14).

6.2.5. Based on the report of the Head of the structural unit, the employee from a foreign institution of higher education carried out his/her scientific internship at the CIE prepares the Certificate and returns it to the structural unit that received the foreigner to be awarded.

6.3. Scientific internship financing of employees from foreign institutions of higher education at Lviv Polytechnic.

6.3.1. Employees from foreign institutions of higher education can carry out their scientific internships at the University at the expense of individuals and/or legal entities, in accordance with international agreements of Ukraine and agreements between institutions of higher education on international academic mobility.

6.3.2. Internship Admittance payment is made in accordance with the terms of the agreement between institutions of higher education on international academic mobility.

## **7. Recognition of professional development results of the University research and teaching staff**

7.1. The results of RTS professional development carried out at professional development providers having professional development license or conducting educational activities according to an accredited educational program do not require special recognition or confirmation.

7.2. The results of professional development carried out at other professional development providers are recognized by the decision of the Academic Council of the relevant educational and scientific institute.

7.3. Professional development documents (certificates, certifications, etc.), issued according to the results of professional development carried out at professional development providers non-residents of Ukraine, require recognition by the Academic Council of the relevant educational and scientific institute.

7.4. To this end, within one month after the professional development is over, the RTS submits to the Academic Council of the educational and scientific institute a request (Appendix 15) for recognition of the professional development results and a document confirming the training.

7.5. In case of the professional development through informal education (self-education), instead of the professional development document, an RTS submits a professional development results report or creative work, personal development of e-learning resource being the results of his/her professional development process and posted at the University website or RTS's e-portfolio.

7.6. The Academic Council of the educational and scientific institute considers the request within one month from the date of its submission, listens to the RTS report regarding the quality of professional development program fulfillment, professional development results, professional development provider's support in terms of the agreement, and takes a decision concerning recognition or non-recognition of the professional development results.

7.7. In case of non-recognition of the professional development results, the Academic Council of the educational and scientific institute may recommend RTS retraining at other professional development providers, and may also decide that such professional development provider cannot be further included into the Plan prior to the effective measures taken on improving the quality of educational services.

7.8. Certain activities actually not being regarded as professional development, may be recognized as such, due to the relevant activity results and RTS' new or improved previously acquired competencies within their professional activities or field of knowledge:

7.8.1. Acquisition of the third (educational-scientific/ educational-creative) level or scientific level of higher education for the first time or in another specialty within a professional activity or field of knowledge **is recognized** by the University as RTS professional development amounting to 180 hours or six ECTS credits.

7.8.2. RTS participation in academic mobility programs according to the Laws of Ukraine "On Education", "On Higher Education", Regulation on the procedure for exercising the right to academic mobility, approved by the Cabinet of Ministers of Ukraine decree dated August 12, 2015 № 579 and other acts of legislation, **is recognized** by the Academic Council of the relevant educational and scientific institute as RTS professional development. The amount of professional

development through RTS' participation in academic mobility programs, i.e. participation in joint projects, teaching, research, is credited within the recognized results, but not more than 30 hours or one ECTS credit per year.

7.8.3. RTS internship carried out in accordance with Article 34 of the Law of Ukraine "On Scientific and Scientific-Technical Activity", **can be recognized** by the Academic Council of the relevant educational and scientific institute as RTS professional development. One week of such RTS' internship is credited as 30-hour professional development or one ECTS credit.

7.8.4. The informal education (self-education) results of RTS having an academic degree and/or scientific, honorary or pedagogical title, **can be recognized** by the Academic Council of the relevant educational and scientific institute as RTS professional development. The amount of professional development through informal education (self-education) is credited according to the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

7.9. Professional development being over, RTS submit to the Personnel Department copies of professional development documents (certificates, certifications, diplomas, credentials etc.) and, if necessary, an extract from the meeting minutes of the Academic Council of the educational and scientific institute concerning recognition of the professional development results (Appendix 16).

7.10. The Personnel Department enters information on RTS professional development into the IS "Staff", transmits copies of the professional development documents to the Human Resources Department and forms the University RTS professional development report using the IS "Staff".

7.11. Copies of the professional development documents are kept in the personnel file of the RTS. Professional development information is displayed in the personal account of the teacher [staff.lpnu.ua](http://staff.lpnu.ua).

## **8. Professional development financing**



8.1. The state and local budgets, individual or legal entities' money funds and other sources not forbidden by the legislation serve as RTS professional development financing sources.

8.2. The University full-time RTS who carry out professional development without being included into the Plan and other persons working for the reconciliation or as part-time RTS at the University self-finance their professional development.

8.3. The RTS carry out their professional development off-the-educational process according to the Plan approved, in the amount specified by law, with retention of their job (post) and average salary.

8.4. Professional development expenses are reimbursed as prescribed by law.

8.5. The fact of RTS professional development is confirmed by the act on rendering professional development service as prescribed by law and signed by the Head of educational institution or the person authorized by him/her and the professional development provider. Such an act is the basis for payment for the services of a professional development provider in accordance with the agreement on professional development.

**Form of the agreement on internship of research and teaching staff**  
**AGREEMENT**  
**on internship of research and teaching staff**  
**of the Lviv Polytechnic National University**  
**at institutions of higher education, research institutions, other legal entities**  
**engaged in educational activities in the field of professional development of**  
**research and teaching staff**

\_\_\_\_\_ 20\_\_ (year)

Lviv Polytechnic National University (hereinafter - *the Customer*) represented by the Rector, Bobalo Yuriy Yaroslavovich, acting on the basis of the Charter, on the one part, and institution of higher education / research institution / other legal entity (hereinafter - professional development provider - *the Contractor*), conducting educational activities in the field of professional development of research and teaching staff (hereinafter - RTS, interns) \_\_\_\_\_

\_\_\_\_\_  
(full name of the professional development provider - the Contractor)

represented by the Head \_\_\_\_\_  
(last name, first name and patronymic of the Head)

acting on the basis of \_\_\_\_\_  
(Charter, Regulations, etc.)

on the other part, have entered into this Agreement as follows.

### **1. Subject Matter of the Agreement**

1.1. The subject matter of the Agreement is the improvement of professional training of the Lviv Polytechnic National University RTS through internships at the professional development provider.

### **2. Contractor's Responsibilities**

2.1. To determine the internship procedure, to appoint the internship supervisor from among RTS, experienced experts.

2.2. Develop and approve an individual RTS internship program indicating the time frame (period), duration (amount) of the internship in hours and/or credits of the European Credit Transfer and Accumulation System (ECTS). One ECTS credit equals 30 hours.

2.3. Determine place(s) for the internship performance according to the individual internship program meeting rules and norms of labor protection and safety, industrial sanitation; provide intern(s) with safe conditions during the internship. Conduct for intern(s) introductory briefing on labor protection, as well as the initial one - directly on the place(s) of the internship.

2.4. Create appropriate conditions for the intern(s) to perform an individual internship program, not involving him/her (them) in the activities which are not related to this program. Give intern(s) the opportunity to work with special technical and other literature, documentation necessary for the implementation of an individual internship program.

2.5. To process the personal data of the Customer's RTS in accordance with the requirements of the Law of Ukraine "On Personal Data Protection".

2.6. An individual internship program being completed, issue to the intern(s) documents (certifications, diplomas, certificates, etc.) on the time frame (period), duration (amount) of the internship in hours and/or ECTS credits.

### **3. Customer's Responsibilities**

3.1. Determine the time frame (period) and form (full-time, distance, on-the-job, etc.) of the RTS internship. Forms of internship can be combined.

3.2. No later than 7 calendar days before the internship starts, submit to the Contractor documents necessary for the RTS internship and provided for by the resolution of the Cabinet of Ministers of Ukraine of August 21, 2019 № 800 "Some professional development issues of pedagogical, research and teaching staff" (as amended) and other current regulations.

#### **4. Intern's (Interns') Responsibilities**

- 4.1. Complete the tasks provided by the individual internship program.
- 4.2. Adhere to the rules of internal labor regulations established by the Contractor, as well as comply with the requirements of regulations on labor protection and safety.
- 4.3. Take care of the Contractor's property.
- 4.4. Do not disclose information that became known to him/her (them) during the internship, which is a trade secret or information with limited access.

#### **5. Responsibility of the Parties and Dispute Resolution**

- 5.1. In case of non-fulfillment or improper fulfillment of obligations under the Agreement, the Parties shall be liable in accordance with the current legislation of Ukraine.
- 5.2. Disputes between the Parties shall be resolved in accordance with the procedure established by the current legislation of Ukraine.

#### **6. Pre-Final Provisions**

- 6.1. The Agreement enters into force on the date of signing by the Parties and is valid until \_\_\_\_\_ 20 \_ (year).
- 6.2. The Agreement is concluded in two copies, having the same legal force and kept by each of the Parties.
- 6.3. The Agreement may be amended when approved by both Parties.
- 6.4. Amendments and addendums to the Agreement are made by the Parties by concluding additional agreements.
- 6.5. Each Party has the right to terminate the Agreement by notifying the other Party one month prior to the termination.
- 6.6. The Agreement does not provide for any financial obligations of the Parties (the provision of educational services under the Agreement is free of charge).
- 6.7. If the Agreement provides for the internship of one or more RTS, then the individual program(s) is(are) an integral appendix (appendices) to this Agreement.

## 7. Addresses and requisites of the Parties

Professional development provider \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

(signature) (initials, last name)

\_\_\_\_\_ 20 \_\_\_\_ (year)

(LS)

Lviv Polytechnic  
National University  
12, S. Bandera str., Lviv, 79013,  
Ukraine  
tel. (032) 258-24-82

Rector \_\_\_\_\_ Yu.Ya. Bobalo

(signature)

\_\_\_\_\_ 20 \_\_\_\_ (year)

(LS)

## Internship Referral Application Form

To the Rector of  
Lviv Polytechnic  
National University  
Prof. Yu.Ya. Bobalo

\_\_\_\_\_  
(last name, first name and patronymic of RTS)

\_\_\_\_\_  
(position, academic degree, scientific title)

### Application for an Internship Referral

I am inquiring into the possibility of sending me for an internship to \_\_\_\_

\_\_\_\_\_  
(name of the professional development provider)

from " \_\_ " \_\_\_\_\_ 20 \_\_ (year) to " \_\_ " \_\_\_\_\_ 20 \_\_ (year)

Information about the internship referral was heard at the department meeting

\_\_\_\_\_  
" \_\_ " \_\_\_\_\_ 20 \_\_ (year), meeting minutes № \_\_\_\_.

" \_\_ " \_\_\_\_\_ 20 \_\_ (year)

\_\_\_\_\_  
(signature)

AGREED:

Head of Department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initials, last name)

## Internship Referral Form for Research and Teaching Employee

\_\_\_\_\_

(name of the professional

\_\_\_\_\_  
development provider)

## Internship Referral for Research and Teaching Employee

Please enroll \_\_\_\_\_  
(last name, first name and patronymic)

for internship from "\_\_\_" \_\_\_\_\_ 20 \_\_ (year) to "\_\_\_" \_\_\_\_\_ 20 \_\_ (year)

Position \_\_\_\_\_  
(name of the department or other structural unit RTS works at)

Academic degree \_\_\_\_\_

Scientific title \_\_\_\_\_

E-mail, phone: \_\_\_\_\_

Rector of  
Lviv Polytechnic  
National University

\_\_\_\_\_  
(signature)

Yu.Ya. Bobalo

(LS)

## Individual Internship Program Form

APPROVED  
Rector of Lviv Polytechnic  
National University  
\_\_\_\_\_ Yu.Ya. Bobalo  
" \_\_ " \_\_\_\_\_ 20 \_\_ (year)

### Individual Internship Program

\_\_\_\_\_ (last name, first name, patronymic of the employee)

\_\_\_\_\_ (position, name of the department or other structural unit, Academic degree, Scientific title)

\_\_\_\_\_ (name of the institution of higher education RTS works at)

Topic of professional development: \_\_\_\_\_

Form of internship \_\_\_\_\_  
(institutional (classroom (full-time, evening training), extramural, distance, online), dual, in the workplace, etc.)

Amount: \_\_\_\_\_ ECTS credits, \_\_\_\_\_ hours

Time period: from " \_\_ " \_\_\_\_\_ 20 \_\_ (year) to " \_\_ " \_\_\_\_\_ 20 \_\_ (year)

#### Individual program tasks

№	Task content	Amount, ECTS credits, (hours)	Results expected

Internship Supervisor \_\_\_\_\_ (signature) \_\_\_\_\_ (initials, last name)

Head of Department \_\_\_\_\_ (signature) \_\_\_\_\_ (initials, last name)

RTS employee \_\_\_\_\_ (signature) \_\_\_\_\_ (initials, last name)



# Internship Results Feedback Form

## Feedback on

## Internship Results

\_\_\_\_\_ (last name, name and patronymic)

Academic degree \_\_\_\_\_

Scientific title \_\_\_\_\_

Name of the institution of higher education (department, structural unit) RTS works at

\_\_\_\_\_

Name of the Lviv Polytechnic National University department the internship took place

at \_\_\_\_\_ Internship period:

from "\_\_\_" \_\_\_\_\_20 \_\_ (year) to "\_\_\_" \_\_\_\_\_20 (year) Amount (duration) of the

internship: \_\_\_\_\_ ECTS credits, \_\_\_\_\_ hours.

Form of internship \_\_\_\_\_

(institutional (classroom (full-time, evening training), extramural, distance, online), dual, in the workplace, etc.)

In accordance with the University order of "\_\_\_" \_\_\_\_\_ 20 \_\_ (year), №\_\_.

Information on the individual internship program implementation

(description of the results achieved)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship Supervisor

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initials, last name)

Head of Department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initials, last name)

Date

# Professional Development Certificate Form

## CERTIFICATE

This Certificate is awarded to \_\_\_\_\_  
(position, name of the department or other structural unit)

\_\_\_\_\_  
(name of the institution of higher education)

\_\_\_\_\_  
(last name, first name and patronymic of RTS)

in recognition of his (her) successful participation in a professional development program from "\_\_\_" \_\_\_\_\_ 20 \_\_ (year) to "\_\_\_" \_\_\_\_\_ 20 \_\_ (year).

Type of professional development \_\_\_\_\_  
(professional development program, internship)

Form of professional development \_\_\_\_\_  
(institutional (classroom (full-time, evening training), extramural, distance, online), dual, in the workplace, etc.)

Topic (direction, name) of professional development: \_\_\_\_\_

\_\_\_\_\_

Amount: \_\_\_\_\_ ECTS credits, \_\_\_\_\_ hours

Professional development results: \_\_\_\_\_

\_\_\_\_\_

Order on professional development enrollment of "\_\_\_" \_\_\_\_\_ 20 \_\_ (year), № \_\_\_\_.

Rector of

Lviv Polytechnic

National University

\_\_\_\_\_  
(signature)

Yu.Ya. Bobalo

(LS)

**Appendix № \_\_\_\_\_**  
**to the concluded Agreement on Cooperation (Memorandum of Cooperation) of**  
**\_\_\_\_\_ 20 \_\_ (year)**  
**between**  
**Lviv Polytechnic National University (Lviv, Ukraine)**  
**and**  
**University \_\_\_\_\_,**  
**(city, country)**

**Article 1**

Acting on the basis of the article \_\_\_ of the cooperation agreement dated \_\_\_\_\_ 20(year), the parties determine additional conditions for cooperation in the sphere of employees academic mobility in the field of scientific internship:

1. Scientific internships for employees of the Lviv Polytechnic National University and the institution of higher education \_\_\_\_\_ (hereinafter the Parties) for \_ persons per year, conducted on the basis of the Agreement (Memorandum) on cooperation, have no financial consequences for either Party.
2. Scientific internships for employees of the Parties are free of charge.
3. Trainees pay for their own travel and accommodation.

**Article 2**

The provisions of the agreement on cooperation between the institution of higher education \_\_\_\_\_ (city, country) and the Lviv Polytechnic National University (Lviv, Ukraine) remain unchanged.

Vice-Rector for Scientific and  
Pedagogical Activities and  
International Relations of Lviv  
Polytechnic National University

Vice-Rector  
of the institution  
of higher education – partner

Date

\_\_\_\_\_ 20 \_\_ (year)

Date

\_\_\_\_\_ 20 \_\_ (year)

*Appendix 8*

To the Vice-Rector for

Scientific and Pedagogical Activities  
and International Relations of  
Lviv Polytechnic National University  
from Head of the department \_\_\_\_\_

\_\_\_\_\_  
(last name, first name and  
patronymic)\_\_\_\_\_

### Submission

I ask for your consent to invite \_\_\_\_\_ (*full name*)  
\_\_\_\_\_ (*position, academic degree, scientific title*)  
\_\_\_\_\_ (*name of the institution of higher education, department  
and institute*) \_\_\_\_\_ (*city, country*) \_\_\_\_\_ for a  
scientific internship, which will be held from "\_\_\_" \_\_\_\_\_ to "\_\_\_" \_\_\_\_\_ 20  
\_\_\_\_\_(year) at the department \_\_\_\_\_ of the Lviv Polytechnic National University  
educational and scientific Institute \_\_\_\_\_ in (*classroom, distance, mixed  
form*) within \_\_\_\_\_ hours.

The topic of scientific internship is \_\_\_\_\_.

Scientific internship of \_\_\_\_\_ (*full name*) will be funded  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*at the expense of individuals / legal entities; under the project  
№ \_\_\_\_\_; without funding according to the cooperation Agreement  
(Addendum to the Agreement) between Lviv Polytechnic and the University  
\_\_\_\_\_ (city, country).*)

Responsible for organizing the scientific internship \_\_\_\_\_ (*Full name :  
last name, first name and patronymic*) \_\_\_\_\_ (*position, academic  
degree, scientific title, department, educational and scientific institute*).

Head of Department \_\_\_\_\_ (last name, first name and patronymic)

### Agreed:

Director of the educational  
and scientific institute \_\_\_\_\_

Appendix 9

**SAMPLE INVITATION TO A FOREIGNER FOR SCIENTIFIC INTERNSHIP  
IN LVIV POLYTECHNIC**

Rector \_\_\_\_\_  
University \_\_\_\_\_  
Address: \_\_\_\_\_

Dear Prof. \_\_\_\_\_,

We are honoured to invite (*Prof., Dr.*) \_\_\_\_\_ (*name, title, position, department, institute*) to participate in the scientific internship \_\_\_\_\_ that will be held at Lviv Polytechnic National University in Lviv, Ukraine from \_\_ 20\_ to \_\_ 20 in \_\_\_\_\_ (*full-time, remote, mixed*) form according to the Agreement of cooperation between our universities.

The topic of the internship ( \_\_\_\_\_ hours) is \_\_\_\_\_.

We will be delighted to see \_\_\_\_\_ (*name, title, position*) in Lviv, the historical and cultural centre of Ukraine.

Sincerely,  
Vice-Rector

\_\_\_\_\_

To the Rector \_\_\_\_\_  
University \_\_\_\_\_  
Address: \_\_\_\_\_

Dear Sir,

We invite (*Mr./Mrs.*) \_\_\_\_\_ (*name, position, title, department, institute*) to participate in a scientific internship to be held at Lviv Polytechnic National University from \_\_ 20\_ to \_\_ 20 in a \_\_\_\_\_ (*full-time, remote, mixed*) form within \_\_\_\_\_ hours according to the Agreement of cooperation between our universities.

The topic of the internship is \_\_\_\_\_.

We will be delighted to see you in Lviv, the historical and cultural center of Ukraine.

Sincerely,  
Vice-Rector

\_\_\_\_\_

*Appendix 10*

To the Rector of  
Lviv Polytechnic National University

Prof. Yu.Ya. Bobalo  
from Head of the department \_\_\_\_\_

\_\_\_\_\_  
(or Director of the educational  
and scientific institute) \_\_\_\_\_

\_\_\_\_\_  
(last name, first name and patronymic)  
\_\_\_\_\_

## SUBMISSION

I ask for your consent \_\_\_\_\_ (to accept for a scientific internship (subject to arrival at the Lviv Polytechnic National University); for joining the scientific internship (subject to distance participation)) at the Lviv Polytechnic National University representative of \_\_\_\_\_ (name of university or institution) \_\_\_\_\_ (city, country) \_\_\_\_\_ (full name of the person in Ukrainian, position), who will be at the Lviv Polytechnic National University for \_\_\_\_\_ days from \_\_ 2020 to \_\_ 2020 according to \_\_\_\_\_ (invitation letter, order, cooperation agreement, project, contract, intergovernmental agreement, etc.).

***The list of foreigners is attached (provided the number of foreigners is more than 3 people).***

*Scientific internship will be conducted in (full-time, distance, mixed form) within \_\_\_\_\_ hours.*

The topic of scientific internship is \_\_\_\_\_.

Individual scientific internship plan is attached.

Please appoint \_\_\_\_\_ (Full name: last name, first name and patronymic) \_\_\_\_\_ (position, academic degree, scientific title, department, educational and scientific institute) to be responsible for the implementation of the admission program and the organization of the scientific internship.

Head of the Department \_\_\_\_\_ (last name, first name, initials)

Agreed: Director of the  
educational and scientific

Institute \_\_\_\_\_ (last name, first name, initials)

*Appendix 1  
PAGE 1*

I APPROVE:  
Vice-Rector for

Scientific and Pedagogical Activities  
and International Relations

\_\_\_\_\_ 20 \_\_ (year)

**PROGRAM**

admission to the department \_\_\_\_\_ Institute \_\_\_\_\_  
representative from \_\_\_\_\_ (*name of the higher education institution*)  
\_\_\_\_\_ (city, state)

\_\_\_\_\_  
(Full name, position)

Grounds: participation in scientific internships

Duration of stay: \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_ 20 (year)

Composition of the delegation: \_\_\_\_\_ (or according to the list attached).

Purpose of stay: \_\_\_\_\_ (scientific internship).

Responsible for the implementation of the admission program: position, full name: last name, first name and patronymic \_\_\_\_\_

Date of admission	Hours	Name of events and venue (indicate only the activities carried out on the territory of Lviv Polytechnic)	Responsible for the implementation of the event (at least 2 people)
1	2	3	4
24.04.20__ Tuesday		Meeting with the Director of the institute _____ prof. _____ LH № ____, bldg. № ____  Conducting research LH № ____, bldg. № ____  Other activities LH № ____, bldg. № ____	Organizers: 1. _____ 2. _____  Organizers: 1. _____ 2. _____

Note:

1. Acquaintance of foreigners with information having limited access or transfer of such materials **is not provided**.

2. **No** use of film, photo, audio, video equipment and other technical means by foreigners is envisaged (if provided, indicate the place of application).

Director of the Institute \_\_\_\_\_ prof. \_\_\_\_\_

Agreed:

Head of the Center for International Education \_\_\_\_\_ Гоц Н.Є.

Head of Information Protection Department \_\_\_\_\_ Ліщинський Т.Б

\_\_\_\_\_ 20 \_\_ (year)

Appendix 1

PAGE 2

I APPROVE:  
Vice-Rector for

\_\_\_\_\_

\_\_\_\_\_

"\_\_" \_\_\_\_\_ 20 \_\_ (year)

### Scientific Internship Individual Plan

\_\_\_\_\_

(last name and initials of the employee)

\_\_\_\_\_

(position, name of the department, institute)

\_\_\_\_\_

(academic degree, scientific title)

\_\_\_\_\_

(name of educational institution)

Period of scientific internship is from \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_ (year).

Topic of scientific internship is \_\_\_\_\_.

Form of scientific internship \_\_\_\_\_ (full-time, distance, mixed).

Amount: \_\_\_\_\_ ECTS credits, duration \_\_\_\_\_ hours

#### Execution of tasks of the scientific internship individual plan

№	Task content	Amount, ECTS credits/hours	Results expected
1			
2			
3			
4			
5			

Responsible

for organizing a scientific internship \_\_\_\_\_ (last name, initials)

Foreigner,

undergoing scientific internship \_\_\_\_\_ (last name, initials)

Head of the department

\_\_\_\_\_ (last name, initials)

*Appendix 1*

*PAGE 3*

I APPROVE:  
Vice-Rector for  
Scientific and Pedagogical Activities



\_\_\_\_\_ 20 \_\_ (year)

**REPORT**  
**on scientific internship of the lecturer from the foreign higher education institution**

Full name \_\_\_\_\_  
Name of the institution (establishment) scientific internship trainee works at \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Educational and Scientific Institute \_\_\_\_\_

Academic degree \_\_\_\_\_

Scientific title \_\_\_\_\_

Form of scientific internship \_\_\_\_\_ (*full-time, distance, mixed*).

Duration of scientific internship \_\_\_\_\_ hours.

Topic of scientific internship is \_\_\_\_\_.

Period of scientific internship is  
from "\_\_\_" \_\_\_\_\_ to "\_\_\_" \_\_\_\_\_ 20 \_\_ (year).

Results of scientific internship:

- 1.
- 2.
- 3.
- ....

The report was considered and approved at the meeting of the department \_\_\_\_\_  
Meeting minutes № \_\_\_ dated 20\_\_ (year).

Suggestions for scientific internship results implementation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Responsible for organizing a scientific internship  
\_\_\_\_\_ (last name, initials)

Head of the department \_\_\_\_\_ (last name, initials)

Educational and scientific Institute \_\_\_\_\_ (last name, initials)

## Certificate of Scientific Internship

This Certificate is awarded to

\_\_\_\_\_ (*Scientific title, (Dr., Prof)*) \_\_\_\_\_ (*first name, last name*)

in recognition of his (her) contribution (\_\_\_hours) in Scientific Internship

at Lviv Polytechnic National University  
Lviv, Ukraine

during the time period

from « \_\_\_ » \_\_\_\_\_ 20\_\_ to « \_\_\_ » \_\_\_\_\_ 20\_\_ p.

The topic of the Scientific Internship is \_\_\_\_\_

Rector

\_\_\_\_\_ prof. Yuriy Bobalo

*Appendix 15*

### **Request Form for Recognition of Professional Development Results**

To the Head of the Academic Council of  
the Educational and Scientific Institute

\_\_\_\_\_  
\_\_\_\_\_  
(position, last name and initials)

\_\_\_\_\_  
(RTS position, last name, first name and patronymic)

**Request**  
**on the recognition of the professional development results**

Please, in accordance with para.25 of the "Procedure for professional development of pedagogical, research and teaching staff", approved by the Cabinet of Ministers of Ukraine regulation dated August 21, 2019 № 800, consider at a meeting of the Academic Council of the Educational and Scientific Institute \_\_\_\_\_ and recognize the results of professional development \_\_\_\_\_ at

\_\_\_\_\_ at  
from " \_\_ " \_\_\_\_\_ to " \_\_ " \_\_\_\_\_ 20 \_\_ (year).

The document on professional development dated " \_\_ " \_\_\_\_\_ 20\_\_ (year), with registration number \_\_\_\_\_ (or a professional development results report or creative work, personal development of e-learning resource being the results of the professional development process and posted at the University website or RTS's e-portfolio) is attached herewith.

" \_\_ " \_\_\_\_\_ 20\_\_ (year)

\_\_\_\_\_  
(signature)

*Appendix 16*

**Form of an extract from the minutes of the meeting of the Academic Council of  
the Educational and Scientific Institute**

**EXTRACT**

from the minutes № \_\_\_\_\_

of the meeting of the Academic Council of the Educational and Scientific Institute

dated " \_\_ " \_\_\_\_\_ 20 \_\_ (year)

**LISTENED TO:**

1. Information by the Head of the Academic Council of the Educational and Scientific Institute (*position, last name and initials*) on the submission to the Academic Council of the Educational and Scientific Institute of the request from (*position, last name and initials*) on recognition of professional development results at

\_\_\_\_\_ from " \_\_ " \_\_\_\_\_ to " \_\_ " \_\_\_\_\_ 20 \_\_ (year).

**SPEAKER:**

1. (*position, last name and initials*) on the quality of the professional development program fulfillment, professional development results, compliance with the agreement terms by professional development contractor.

**APPROVED:**

Recognize the results of professional development (*position, last name and initials*) at

\_\_\_\_\_ from " \_\_ " \_\_\_\_\_ 20\_\_ (year) to " \_\_ " \_\_\_\_\_ 20\_\_ (year).

Head of the Academic Council

of the Educational and Scientific Institute \_\_\_\_\_ (*last name, initials*)  
(*signature*)

Secretary

\_\_\_\_\_ (*last name, initials*)  
(*signature*)