

МИНОБРНАУКИ РОССИИ
Федеральное государственное бюджетное
образовательное учреждение
высшего образования



«Пензенский
государственный
университет»
(ФГБОУ ВО «ПГУ»)

APPROVED BY
Rector of FSBEI HE "PSU"

_____ A.D. Guliakov
01.10.2019

REGULATION

01.10.2019 №_02-21/06_

On the centre «For teaching and learning Erasmus+»

1. General provisions

1.1. This Regulation determines the status, main objectives, functions, rights and responsibilities of the centre "For teaching and learning Erasmus +" (hereinafter referred to as the Centre).

1.2. The Centre is a structural unit of Penza State University (hereinafter referred to as the University, PSU).

1.3. The Centre is a group of PSU employees and external contractors (not employees of PSU), organized for the period of implementing the Erasmus + Capacity Building project 586225-EPP-1-2017-1-DE-EPPKA2-CBHE-JP "Enhancing Teaching Practice in Higher Education in RUSSIA and CHINA" (hereinafter referred to as the Project), which provides for the function of implementing the Project.

1.4. The main activity areas are: educational, teaching and cultural-educational.

1.5. The center reports directly to the Vice Rector for International Affairs of PSU.

1.6. The shortened name of the Centre is «For T&L Erasmus+».

1.7. The Centre performs its educational activity according to the University license.

1.8. The Centre is not a legal entity.

1.9. The address of the Centre is: 440026, 40 Krasnaya Street, Building no.3, Penza.

1.10. The activities of the Center are regulated by the following documents:

1.10.1. Federal Law of the Russian Federation of December 29, 2012 no. 273-ФЗ "On education in the Russian Federation".

1.10.2. Partnership agreement between Technical University of Dresden (Germany) and Penza State University on the grant no. 2017-3103 / 001-001, 586225-EPP-1-2017-1-DE-EPPKA2-CBHE-JP «Enhancing Teaching Practice in Higher Education in RUSSIA and CHINA»

1.10.3. License from the Ministry of Education and Science of the Russian Federation of 15.06.2016 no. 2191.

1.10.4. State Accreditation Certificate of 15.05.2018 no. 2831.

1.10.5. Charter of the Federal State Budgetary Educational Institution of Higher Education "Penza State University".

1.10.6. Internal labour rules and regulations of the Federal State Budgetary Educational Institution of Higher Education "Penza State University".

1.10.7. Local acts of the University concerning the activity of the Centre;

1.10.8. This Regulation.

1.11. This Regulation will go into effect upon its approval and enactment.

1.12. The paper copy of the Regulation (original) is kept at the Institute of International Cooperation. The electronic version of the Regulation is stored at the Office of Strategic Development and Quality System, and is also available on the University official website at: <https://www.pnzgu.ru>.

2. Aim and objectives of the Centre

2.1. The aim of the Center is to ensure the necessary quality of the Project implementation through the formation and timely provision of reliable information on the Project for the head of the consortium, its participants and the management of PSU.

2.2. The main objectives of the Centre are:

- developing and introducing a new model of organizing the system for professional pedagogical development of the University teachers into PSU practice;
- creating, examining and introducing new models of educational programmes to the educational activity;
- designing teaching, methodological and instructional guides on the profile of the Centre activity;
- methodological support for introducing qualification requirements of the world of work (professional standards) in the system of professional development, vocational education and training;
- counselling on the issues of organizational, research and methodological, and informational support for vocational education organizations on the profile of the Centre activity
- implementing supplementary vocational education programmes for developing pedagogical competences of teaching staff in vocational education organizations of the Russian Federation;
- implementing interregional and international cooperation on the Centre areas of activity;
- participating in organizing and conducting research conferences, seminars, round tables, displays, exhibitions, contests and other socially important events in education, including international ones;
- organizing the reception of foreign partner organizations representatives on the profile of the Center.

3. Functions

3.1. To achieve the objectives, the Centre has the following functions:

- controlling and ensuring the performance of the Project regulations and procedures;
- forming reports and reporting on the progress of the Project;
- monitoring the implementation of instructions of the Project management: the Project coordinator of Technical University of Dresden (Germany) and the Project coordinators council;
- managing changes and risks of the Project concerning its implementation at PSU;
- registering, forming and storing the Project documentation, as well as maintaining archives of the Project documentation, their transfer to the Project management.

4. Rights and responsibilities of the Centre

4.1. The Centre has the right to:

- ask for and get from the staff and structural units the information, statistics, and data necessary for achieving the Centre objectives;
- require from the Project participants to timely perform tasks and to participate in the events under the Project implementation;
- invite representatives of PSU departments and external agencies to the events and meetings organized by the Centre;
- conduct official correspondence in the established manner with organizations and citizens on issues within the competence of the Center;
- prepare within its competence guidance documents mandatory for the Project participants;
- independently choose methods and technologies for educational activities;
- address the PSU management on issues of providing the Centre with material and technical and informational resources for effective organization of the Centre activity and receive responses;

- cooperate with organizations and individuals on issues within the competence of the Centre, prepare and submit cooperation agreements for the Rector's approval;
- attract additional sources of finance and material resources from Russian and foreign investors to educational and other projects on the profile of the Centre activity;
- carry out other activities, including income-generating activities, not prohibited by the Russian Federation legislation, not contrary to the Charter of PSU and this Regulation.

4.2. The center is responsible for:

- ensuring high quality of educational and cultural activities;
- being governed in their activities by the regulatory documents of the University;
- complying with the decisions of the Academic Council of the University, orders of the Rector, orders of vice-rectors, heads of departments, requirements of local regulatory acts.

5. Responsibility of the Centre and its staff

5.1. Under the statutory procedure of the Russian Federation the Centre is responsible for:

- quality, relevance and credibility of the results of the Project implementation, educational, reporting and analytical materials, timeliness of their submission, correspondence of the materials to the Project requirements;
- failure to perform or improper performance of the functions within its competence;
- failure to ensure the safety and functioning of the property;
- non-compliance with the requirements of labour and health protection, fire safety, and civil defense established in the local regulatory acts of PSU.

6. Interaction

6.1. The Center accepts and carries out all orders and instructions for the University regarding the activities of the Centre.

6.2. The Centre accepts and carries out all the decisions made by the Academic Council of The University concerning the activities of the Centre.

6.3. The Centre interacts with:

- educational, administrative and other units of the University according to the approved Regulation on its structural units;
- institutions and educational bodies in order to generalize and disseminate the best practices and to obtain research and methodological assistance;
- partner educational institutions within the Project on the issues of cooperation in educational and cultural activities.

7. Evaluation of effectiveness of the Centre activity

7.1. Evaluation of the Centre activity effectiveness is carried out on the basis of annual monitoring of activity indicators approved by the Project plan.

7.2. Progress review is based on comparing the actually achieved indicators of the Project with their planned values.

7.3. On the results of evaluating the quality of the Center activities, measures are planned and implemented to improve the quality and effectiveness of the Project implementation.

Head of
International Projects Department

K.Yu. Korolev

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