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BELARUSIAN  
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**ERASMUS + PROJECT # 585760-EPP-1-2017-1-AM-EPPKA2-CBHE-JP**  
**"Changes in the educational environment: promoting innovative teaching and learning to improve the educational activities of students in the Eastern partnership countries", PRINTeL**

**BELARUSIAN STATE UNIVERSITY (BSU)**

**ACADEMIC STAFF DEVELOPMENT CENTER (ASDC)**

**STIPULATION AND PLAN OF ACTION FOR THE 2019-2021**

**Minsk 2018**

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5. The scheme of interaction with structural units of the BSU  
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## 1. General provisions

1.1. Academic Staff Development Center (further referred to as the Center) is being established within the framework of the international project "Changes in the educational environment: promotion of innovative teaching and learning to improve the educational activities of students in the Eastern partnership countries" (registered in the Ministry of Economics No. 2/18/000906 of 18.07.2018).

1.2 The Center ensures coordination of work of BSU structural units in the field of innovation development in teaching and learning, application of information technologies in educational activities, sharing best practices in the organization of the educational process and application of distance education technologies.

1.3 The Center shall be created, reorganized and dissolved by the order of the rector of the Belarusian State University.

1.4 The Center in its activity shall be guided by the legislation of the Republic of Belarus, the Charter of the Belarusian State University, Policy and standards of BSU in the field of quality, local laws and regulations of BSU and the given Provisions.

## 2. Information note on the implementation of additional education programs

### 2.1 National legislation on additional adult education

Under the current legislation of the Republic of Belarus, training of employees through professional training, advanced training, internships and retraining (additional adult education) is both a responsibility and a right of the employer (Article 220-1 of the Labor Code of the Republic of Belarus).

By the Resolution of the Council of Ministers of the Republic of Belarus of July 15, 2011 № 954 "On Certain Issues of Additional Adult Education" the "Regulation on Continuing Professional Education of the management personnel and specialists" was approved, in which the objectives of continuing professional education were formulated: this type of education is aimed primarily at the professional improvement of an employee and a specialist, the mastering of new methods, technologies and elements of professional activity, the development of professional skills required to obtain a new qualification.

Under the Education Code of the Republic of Belarus, additional education is aimed at the professional development of a trainee, an intern and the fulfillment of their intellectual needs (Article 240).

The programs of additional education are divided into:

Educational programs of training courses;

Educational advanced training programs - from 36 hours;

Internships - from 1 week;  
 Training in the organization;  
 Retraining programs - from 1000 hours;  
 Pre-academic preparatory programs.

Educational programs of additional adult education are implemented in full-time (day and evening) and part-time (including distance) forms.

The needs of management personnel and specialists in professional development, retraining, internship, as well as ensuring the implementation of their continuing professional education are charged to the heads of organizations. The heads of organizations send teaching personnel of educational institutions from among the academic staff to improve their qualifications as required, but at least once every 5 years.

## 2.2 The system of additional education at BSU

The system of additional adult education in the Belarusian State University is implemented both by the educational institutions as a legal entity, which operate within the BSU complex, and by internal structural units of the university. The first group of institutions includes the institutes that implement programs of additional adult education, the second group is represented by structural units of the university, both of academic and administrative kind.

### 2.2.1. Organization of additional education for adults in the Institution of Advanced Training of BSU

1. National Institute of Higher Education of BSU (NIHE, [www.nihe.bsu.by](http://www.nihe.bsu.by)). The department was founded in 1973 as an Institute of Advanced Training of lecturers of social studies in higher educational establishments. At that time NIHE was one of 7 Institutions of Advanced Training of similar specialty of national standing. The department was transformed into “National Institute of Higher Education of Belarusian state University” in 1996.

Currently NIHE offers more than 30 various programs of professional development and additional training, including fields of educational innovations:

- modern information technologies in the teaching of natural sciences;
- computer technologies in the process of education (at the basic, advanced and professional levels);
- technologies of development of electronic educational resources;
- computer graphic in the process of education;

- e-learning technologies;
- cloud technologies and Web 2.0 services in the process of education;
- technology of computer-based testing;
- basic principles of computer and i-technologies in the process of education;
- modern educational technologies in teaching “Philosophy” and “Political Science” and their additional subjects;
- active training and educating methods in educational institutions.

2. Institute of advanced and additional training in the field of information technologies and management (<https://itiu.bsu.by>). The department was established in 1987 as a “Special department of additional training in applied mathematics of Belarusian state University”. Currently the department conducts additional training at the level of higher education, advanced training at the level of higher education, authorized and author courses, as well as training courses and seminars in such spheres as information security, programming and software, information technology, professional English, etc.

3. Institute for retraining and qualification upgrading of judges, prosecutors and legal professionals at Belarusian state University (<http://www.lawinstitute.bsu.by>). The Institute was founded in 1998 to provide planned and systematic retraining and advanced training of judges, prosecutors, legal professionals and institutions of justice. The Institution of Advanced Training offers a number of training and retraining programs, including the field of improving the methodology of teaching legal disciplines, which is focused primarily on University lecturers. 4. School of Business of BSU (<http://www.sbmt.bsu.by>). It was established in 1996 as an international educational project in cooperation with American business schools. Along with the training of specialists of the first and second stages of higher education, as well as of postgraduate education, the department offers a number of educational programs of retraining and advanced training in the field of finance, management, foreign languages, etc.

### 2.2.2. Organization of additional adult education by structural units of BSU

1. Faculty of advanced and additional training of the BSU (<https://fpk.bsu.by>). It was established in 2008 as a structural unit of the Institute of Journalism of BSU, it became an independent structural unit of the BSU in 2018. Currently, the faculty of advanced and additional training annually implements more than 30 educational programs and training courses in the fields of foreign languages, information

technologies, personnel management, economics, management, journalism, PR and psychology. At the moment the faculty offers training on the topic of “Effective techniques of creative thinking” in the course of the development of innovative pedagogical technologies.

2. Department of the Human Resources Management of BSU (<http://hrm.bsu.by>). As part of the personnel development function, the Department implements the project "BSU as a Corporate University", within the framework of which the competence of employees is increased and the understanding of the basic principles of corporate culture is formed. The Department annually conducts training events for BSU employees, which are called “School of the Leader”. They are aimed at developing personnel management skills, structuring professional activities, and team building. Training events are conducted by leading experts, business coaches and consultants of Belarusian consulting companies, practicing psychologists, as well as lecturers and specialists of BSU.

3. Educational and methodological laboratory of innovations in education of BSU. The laboratory was established in 2018 for the purpose of conducting research and methodological work aimed at the adaptation of innovative and creative educational technologies in the educational process, the development and implementation of electronic, scientific and methodological resources designed to promote innovation in higher education. The laboratory coordinates the activities of lecturers of BSU on the organization of training with the use of distance and information technologies, and also performs testing models of development of professional competence of the lecturers. The inter-university portal named “Methodology, content, practice of creative education” (<http://didact.bsu.by>) began to function at BSU in 2018. The portal accumulates the results of the BSU and GRSU face-to-face and distance course “Methods of learning through discovery: how to teach everyone differently, but equally.” On the portal lecturers of any educational establishment of Belarus can share their publications, ideas, innovative methodological projects; it uploads and conducts online thematic webinars, round tables, seminars and conferences.

4. The project named “School of scientific competence” implemented by the participants of the task group “BSU Rating” (<http://science.bsu.by>). The project was implemented in the 2017/18 academic year and was designed for young scientists, graduate students and postgraduates. It contains reference information on scientometrics, webinar recordings, and video tutorials that contribute to the development of academic writing skills and increase the level of proficiency in scientific communications, the use of information systems in education

management. In 2017, the project participants carried out an advanced training program on the topic of “Online Educational Resources”, aimed at developing the competence of BSU lecturers in the development of educational resources in the taught academic disciplines at LMS Moodle. An online self-study guide for lecturers “How to create your own online resource in 3 weeks” has been developed for methodological support.

### 3. Mission, vision, tasks of the center

#### 3.1. Mission

The mission of the Center is to develop the potential of the academic staff of BSU by creating conditions for the formation of innovative and technologically advanced teaching and learning skills, abilities of competence-based and science-oriented teaching.

#### 3.2. Vision

As a result of the Center’s activities at BSU, an environment will be created that will stimulate increased creativity of educational content, develop innovative educational approaches, widely introduce active learning methods aimed at solving design, communication and research tasks, as well as the widespread use of information technologies, including distance learning, open educational resources and multimedia content.

#### 3.3. Tasks of the center

- information and methodological assistance to the structural units of the BSU in terms of the development of innovations in teaching and learning;
- expanding the use of information technology in educational activities;
- studying the best domestic and foreign experience in the organization of the educational process and the use of distance education technologies;
- dissemination of best practices for the academic staff of the university of innovative and technologically advanced teaching and learning skills.



## 4. Functions of the center

### 4.1. Needs analysis.

The center conducts surveys among the academic staff and students of BSU to identify existing needs in the application of innovation and information technology in teaching and learning. On the basis of the needs analysis, the Center forms a list of promising directions of additional education programs development for the academic staff of university.

### 4.2. Identifying opportunities

The market for additional adult education programs is monitored by the Center both in the Republic of Belarus and abroad. The aim is to identify the opportunities for improvement of academic staff skills in the field of innovation and information technology.

### 4.3. Training

The center coordinates the work on the development of intra-university training courses and advanced training programs of academic staff, ensures the programs implementation on the basis of the Advanced Training and Retraining Faculty.

### 4.4. Methodological assistance.

Methodological assistance to the faculty in the development of electronic teaching materials, educational video and multimedia content is one of the functions of the Center. This assistance is provided in the form of seminars for academic staff, publication of methodical manuals, including online resources of the portal [didact.bsu.by](http://didact.bsu.by), the functioning of multimedia studio on the basis of the Corporate Communication Center.

### 4.5. Development of electronic teaching materials.

The center coordinates work of structural units of the university in the field of open educational resources establishment and use of information systems of training management (LMS Moodle).

### 4.6. Experience exchange.

Creation of a platform for teachers and experts communication for the purpose of experience and knowledge exchange, as well as dissemination of best practices in the application of educational innovations is an important function of the center. This function is implemented in the form of meetings and conferences, as well as awareness campaigns in the mass media and the Internet.

#### 4.7. Publication of resource materials.

The Center publishes methodological and information materials including their publication in the Internet on the portal didact.bsu.by; the aim is to support the work of academic staff on the development and implementation of innovative methods of teaching and learning.

#### 4.8. Participation in projects.

The Center develops projects, including international ones, which aim is to promote the capacity development of the academic staff of BSU in the use of innovative and technologically advanced methods of teaching and training.

### 4. Organization Structure

#### 4.1. Center Council

Center governance board is Center Council. The members of the Center Council are university authorized officials covered such issues like, 1) organizational and methodological support of learning process (Head department of educational operations(HDEO)), 2) adoption of innovative and creative educational technologies and electronic scientific and methodological resources in educational process (Academic Innovation Laboratory in Education(AILE)), 3) advanced training of academic staff of the BSU (Faculty of Advanced Training and Staff Retraining(FATSR)), as well as other university members of academic staff – experts in the relevant areas.

Decisions governing the work of the Center are made at meetings of the Center Council and are reflected on the record of meetings of the Council.

#### 4.2. The Chair of the Center Council

The Chair of the Center Council is Vice-rector for academic work and educational innovations who controls the observation of national legislation and local regulatory legal acts and the conformity of the activities of the Center for Development Strategy of the BSU.

#### 4.3. The Center Coordinator

Direct management and coordination of the Center's activities is provided by the Center Coordinator. The Center Coordinator is the Dean of the Faculty of Advanced Training and Staff Retraining of the BSU.

#### 4.4. Center Experts

In furtherance of its tasks the Center attracts experts from the academic staff of the BSU to implement programs for additional adult education in the field of the use of innovations and information technologies in teaching and learning.

By the time the Center was created the experts include the academic staff members from among the workers who had been trained on the basis of the European universities participating in the project on the use of innovative educational technologies in training and teaching.

#### 4.5. Consultants at the faculties

In order to ensure sustainable interaction with faculties and institutes of the BSU responsible members in structural units are assigned among the academic staff / without specifying to provide permanent counselling the academic staff on the issue of implementation of promising high-tech approaches in the work of learning management system (LMS Moodle), to disseminate information about the activities carried out by the Center and proposed programs for additional education for adults. Consultants at the faculties can act including experts.

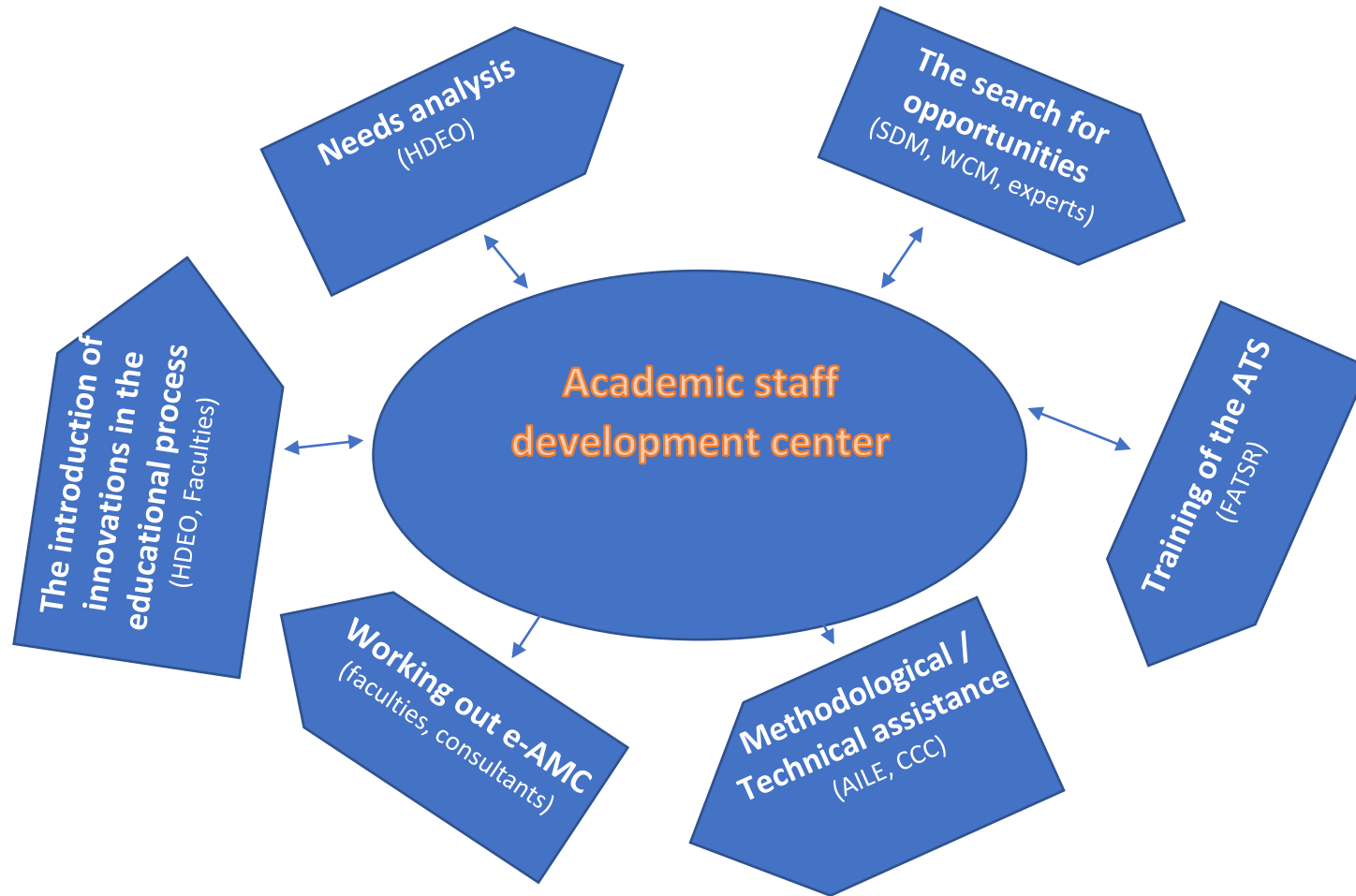
#### 4.6. Center Structure

The following structural units of the BSU are directly involved in the activities of the Center:

- Head department of educational operations(HDEO);
- Faculty of Advanced Training and Staff Retraining(FATSR);
- Academic Innovation Laboratory in Education(AILE);
- Staff Development Management(SDM);
- World Communication Management(WCM);

Faculties / institutes and other departments of the university, including legal entities of the BSU, also take part in the work of the Center.

#### 4.7. The scheme of interaction with structural units of the BSU



## 5. Plan of events for the 2018-2019 academic year.

<b>№</b>	<b>Title</b>	<b>Terms</b>	<b>Accountable</b>
1.	Conducting an academic staff and students on the needs of innovative methods and technologies of teaching and learning.	January 2019	HDEO
2.	Preparation of proposals on the available training opportunities in the Institution of Advanced Training of the Republic of Belarus. Formation of a program bank for additional adult education.	january - march 2019	SDM
3.	Preparation of proposals on available opportunities for studying abroad. Supplement of program bank of additional adult education.	january - march 2019	WCM
4.	Responsible for the development of e-AMC in the faculties (?)		AILE
5.	Conducting a cycle of training seminars on the topic "Mixed teaching and learning"	January 2019	ASDC experts, faculties Tozik O.V. philological Grinev V.V. biological Tumilovich N.V. faculty of journalism
6.	Conducting a series of training seminars on the topic "Active Learning with an Emphasis on Cooperative Learning Using High Technologies"	February 2019	ASDC experts, faculties
7.	Conducting a cycle of training seminars on the topic "Video technologies for teachers and students"	February 2019	ASDC experts, faculties
8.	Conducting a series of training seminars on " training in the format of 'Inverted class'»	March 2019	ASDC experts, faculties
9.	Conducting a series of training seminars on " ICT in teaching: mobile learning and gamification»	March 2019	ASDC experts, faculties
10.	The internally-distance Organizational course "Methods of learning through discovery: how to teach everyone differently, but equally"	February-March 2019	AILE, faculties
11.	Development of educational and program documentation of the course "innovations And high technologies in training and teaching" (working title).	April 2019	FATSR, experts,

	This is the course consisting of 5 modules of the PRINTEL project		
12.	Conducting an academic staff and students about the needs in the field of innovative methods and technologies of teaching and learning	January 2020	HDEO