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“Change in Classroom: Promoting Innovative Teaching &
Learning to Enhance Student Learning Experience in
Eastern Partnership Countries”,
PRINTeL

**BREST STATE TECHNICAL
UNIVERSITY (BrSTU)**

**TEACHING STAFF DEVELOPMENT
CENTRE'S (TSDC)**

**OPERATIONAL PLAN FOR
2019-2021**

BREST 2018

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The Training Staff Development Center (TSDC) is an element in the IPDR system. The main functional purpose of which is the continuous improvement of the knowledge level and competencies of lecturers of Brest State Technical University.

1. General information

The mission of the Brest State Technical University (hereinafter referred to as BrSTU) is to bring knowledge and experience into the world which allows to prepare highly qualified specialists in the field of civil engineering, mechanical engineering, information technology, economics and ecology, to effectively implement innovations in the field of science and higher education.

The university sees its purpose in the formation of spiritual and moral values, active life position, professional culture of a specialist balancing science, study and practice.

To accomplish this mission the university sets the **following goals of BrSTU**:

- to be a leading technical university in the Republic of Belarus which provides leadership in the market of educational services and scientific and technical products;
- formation of its own image of the University as an internationally recognized university;
- ensuring system guarantees for the client to acquire knowledge, skills, culture and comprehensive preparation for self-realization in society;
- ensuring a risk-based approach in activities;
- high-quality engineering survey work to make the right design decisions in the preparation and implementation of construction activities;
- development of high-quality design products and performance of services in the field of inspection of buildings and structures using modern and advanced technologies that maximally meet the requirements and expectations of consumers;
- performing the functions of a general designer in the development of project documentation;
- performing the functions of a customer in the implementation of investment projects in construction.

For the implementation of the stated mission and goals the BrSTU is guided by the **following principles**:

- ensuring the unity of scientific and educational activities that give specialists an advanced general scientific knowledge;

- provision of fundamental engineering, economic and practical training that allows graduates to quickly adapt to modern working conditions;
- encouraging innovation which requires students, lecturers, academics, and university managers to constantly find better ways to address the challenges they face;
- ensuring that the quality management system complies with the requirements of STB ISO 9001-2015 constantly improving performance.
- The main priorities of BrSTU when making decisions are:
 - customer satisfaction;
 - staff competency;
 - high tech;
 - consideration of external and internal factors affecting the performance of the university;
 - focus on the process management model;
 - health and safety;
 - cost optimization.

On the basis of the Education Code of the Republic of Belarus and in accordance with a special permit (license) for the right to carry out educational activities of the Educational Institution “Brest State Technical University” (license No. 02100/278 dated April 29, 2004, valid until April 28, 2019) the IPDR implements educational programs:

- retraining of managers and specialists with higher education in 19 specialties;
- retraining of managers and specialists with secondary specialized education in 1 specialty;
- professional development of executives and specialists,
- internships for executives and specialists;
- advanced training of workers (employees);
- retraining of staff (employees);
- professional training of staff (employees);
- training courses for executives and specialists, the population of the city.

Retraining, professional development of specialists and training of staff (employees) in the Institute of Professional Development and Retraining is carried out according to legal documents which take into account the specifics of the educational process of the additional adult education system and meet the requirements of the Ministry of Education of the Republic of Belarus in accordance with educational documentation. The Institute actively operates an effective control system and quality monitoring of the education of students, analyzes the need of interested organizations and enterprises for retraining, professional development of specialists. When opening new specialties of retraining and professional development

programs, improving the forms and content of the educational process at the Institute, first of all, the state interests and needs of the western region of the Republic of Belarus in specialists of this or that qualification are taken into account.

The contingent of students in IPDR is formed mainly of employees of enterprises and organizations of the Brest region, executives, faculty members of the university and senior students of higher education institutions (parallel education). Over the years of the Institute's activities more than 15,000 students have received retraining diplomas at the higher education level and certificates of state qualification.

The research activity of the institute is aimed at the development and implementation of innovative technologies in the educational process of the retraining and professional development the discussion of which takes place within the framework of the scientific-practical seminars and conferences organized by the IPDR.

The director of IPDR Androsyuk Irina Vladimirovna.

The Regional Training and Methodological Center for Labour Protection and Safety operates in the structure of the IPDR which provides professional development for executives and specialists, professional training, professional development and retraining of personnel in workers' professions in accordance with the Regulations. The head of the Regional Training and Methodological Center for Labour Protection and Safety is Andrey Petukhov.

The main task of the educational-methodical center is to promote the implementation of state policy in the field of labour protection and industrial safety on the territory of the Brest region, help organizations to create conditions that ensure the preservation of life and health of workers in the course of their work.

The implementation of the system of additional adult education at the Institute of Professional Development and Retraining of the University faculty allows to:

- purposefully solve the tasks posed to introduce advanced developments in the sector of the national economy,
- ensure a high level of education of specialists in a quality manner,
- improve the business qualities of citizens, their preparation for future professional activities.

Organizational and legal basis for the functioning of the Institute of Professional Development and Retraining of BrSTU

The Institute of Professional Development and Retraining (hereinafter referred to as the Institute, IPDR) is an organizational and administrative structural unit of BrSTU without the right of a legal entity.

The Institute is organized by order of the Ministry of Education of the Republic of Belarus dated October 24, 1997 No. 549 "On reorganization (allotment) of the

faculty of professional development and retraining of personnel of the Brest Polytechnic Institute into the Institute of Professional Development and Retraining at the Brest Polytechnic Institute.

The educational activities of the IPDR of the BrSTU are carried out in accordance with the special permit for the right to conduct educational activities (license) No. 02100/278 with amendments and additions made on the basis of the decision of the Ministry of Education of the Republic of Belarus No. 274 dated April 11, 2014.

The Institute is accredited as part of the educational institution “Brest State Technical University” and has certificates of state accreditation in 22 specialties of retraining of personnel with higher education and in one specialty of retraining of personnel with secondary special education.

A management system has been established at the Institute of Professional Education and Retraining that contributes to the development of the Institute and the improvement of the educational process quality. The general management of the Institute is carried out by the director, who is appointed and discharged by the rector of BrSTU. The Director of the Institute acts on the basis of the Provision on the Institute of Professional Development and Retraining approved by the Rector of the University No. 1 dated January 3, 2017. The responsibilities of all employees of the Institute of Professional Development and Retraining are approved by job descriptions in the prescribed manner.

The development of the internal regulatory documentation of the Institute is carried out in accordance with the regulatory framework and orders of the Ministry of Education of the Republic of Belarus, the educational institution “Brest State Technical University”.

In 2013 the Council of the Institute of Professional Education and Retraining was established that acts as the main self-government body on the basis of the Regulation dated March 26, 2013 No. 15 approved by the Rector of the University on March 26, 2013. The highest collegiate body of the Institute is the Council of BrSTU.

In 2018 the Institute as a part of BrSTU underwent a Primary Periodic Assessment of the BrSTU Quality Management System (QMS) for compliance with STB ISO 9001-2015 (the certificate of conformity is registered in the Register of the National Conformity Assessment System of the Republic of Belarus under No. BY / 112 05.01. 080 02421, registration date March 28, 2011, valid until March 28, 2020).

The Institute in its activities is guided by the Constitution of the Republic of Belarus, the Education Code of the Republic of Belarus, other laws, decrees and orders of the President of the Republic of Belarus, current legal acts of the Ministry of Education of the Republic of Belarus and other government bodies on education and science.

The Institute operates on the basis of direct contracts with organizations, enterprises, employment services of the population, as well as individuals in accordance with the Charter of the BrSTU, the Regulations on the Institute of Professional Education and Retraining.

The Institute independently solves the issues of organizing the educational process of retraining and professional development of personnel while maintaining the requirements for additional adult education in accordance with the current legislation for higher education institutions and in agreement with the educational and methodological department of BrSTU.

The main activities of the Institute are:

1. implementation of educational programs for retraining of executives and specialists with higher education;
2. implementation of educational programs for retraining of managers and specialists with secondary specialized education;
3. implementation of educational programs for professional development of executives and specialists in profiles (areas);
4. implementation of educational programs of training courses;
5. implementation of educational training programs in organizations.

Currently in accordance with a special permit (license) №02100/278, at the Institute *retraining of personnel with higher education* is open **in 22 specialties:**

- 1-02 03 71 “Foreign language (English)”,
- 1-08 01 78 “Pedagogic in English”,
- 1-24 01 72 “Economic Law”,
- 1-25 01 74 “Economics in Foreign Economic Activity”,
- 1-25 01 75 “Economics and Management of an Industrial Enterprises”,
- 1-25 01 76 “Economics and Management of Agricultural Enterprises”,
- 1-25 02 71 “Finance”,
- 1-25 02 72 “Banking”,
- 1-25 03 75 “Accounting and Audit in Industry”,
- 1-25 04 72 “Commerce in Production Means Market”,
- 1-26 02 73 “Innovation Management”,
- 1-26 02 76 “Marketing”,
- 1-26 02 85 “Logistics”,
- 1-40 01 73 “Information systems software”,
- 1-57 01 71 “Industrial Ecology and Resources Conservation”,
- 1-59 01 01 “Labour Protection in Mechanical Engineering and Instrument-Making”,
- 1-59 01 04 “Labour Protection in Construction”,
- 1-59 01 06 “Labour Protection in Non-Production Sectors”,

- 1-70 02 71 “Industrial and Civil Engineering”,
- 1-70 02 72 “Real Estate Management and Surveying”,
- 1-70 04 71 “Heat and Gas Supply, Ventilation and Air Pollution Control”,
- 1-70 06 71 “Project management in construction”

and retraining of personnel with secondary special education in specialty 2-25 03 71 “Accounting and control in industry”.

Professional development of executives and specialists is carried out in profiles and areas:

- education profile “Engineering and Technology”, directions of education “Computer Science and Computers”, “Equipment”, “Quality Assurance”;
- education profile “Humanities”, the direction of education “Humanities”;
- education profile “Architecture and Construction”, the direction of education “Construction”;
- education profile “Communications. Law. Economy. Management. Economy and organization of production”, the direction of education “Economy”.

Professional development of executives and specialists with higher education is carried out in profiles and areas:

- education profile “Engineering and Technology”, the direction of education “Labor Protection”;
- education profile “Pedagogy. Vocational education”, directions of education “Vocational education”, “Management in the field of education”.

Table 1 Composition and dynamics of the number of students of IPDR in areas of retraining and professional development for the period 2015 - 2018 (October), people.

Directions of retraining and professional development	2015	2016	+/- 2016/2015	2017	2018 (as of October)	+/-2018 (October)/2017
1	2	3	4	5	6	7
Retraining	683	652	-31	595	430	-165
Professional development of staff with higher and secondary special education	1696	1171	-525	1008	854	-154
Training in blue-collar occupations	298	379	81	294	192	-102
Training courses and seminars	228	265	37	205	107	-98
TOTAL	2907	2470	-437	2107	1589	-518

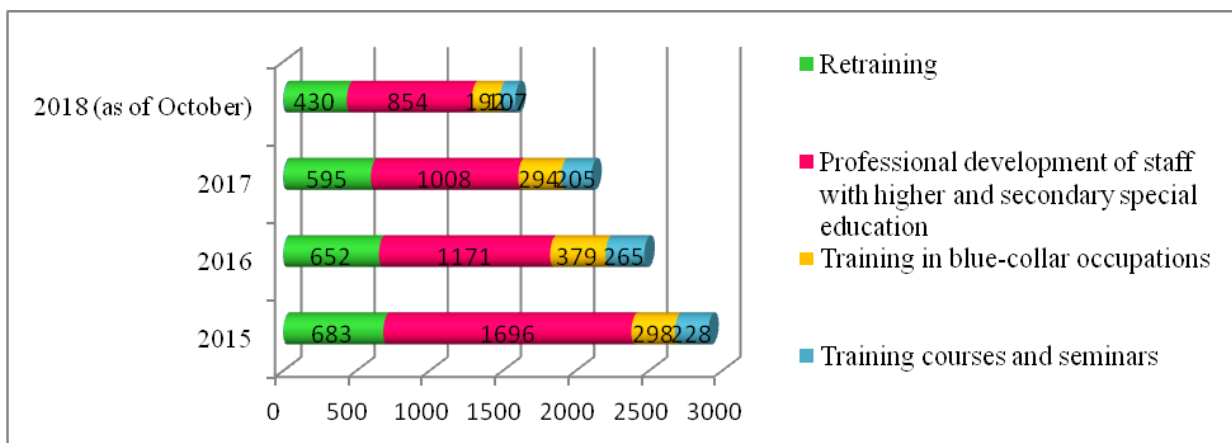


Figure 1 Composition and dynamics of the number of students of IPDR in areas of retraining and professional development for the period 2015 - 2018 (October), people.

Table 2 Structure and dynamics of the number of students of IPDR in areas of retraining and professional development for the period 2015 - 2018 (October), people.

Directions of retraining and professional development	2015	S.G., %	2016	S.G., %	2017 год	S.G., %	2018 (as for October)	S.G., %
1	2	3	4	5	6	7	8	9
Retraining	683	23,50	652	26,40	595	28,24	430	27,06
Professional development of staff with higher and secondary special education	1696	58,34	1171	47,41	1008	47,84	854	53,74
Training in blue-collar occupations	298	10,25	379	15,34	294	13,95	192	12,08
Training courses and seminars	228	7,84	265	10,73	205	9,73	107	6,73
TOTAL	2907	100,0	2470	100,0	2107	100,0	1589	100,0

Figure 2 Structure and dynamics of the number of students of IPDR in areas of retraining and professional development for the period 2015 - 2018 (October), people

Currently within the framework of the IPDR two groups are trained in the program of training university teachers in the specialty “Pedagogic in English: from 12/12/16 to 11/02/18 (9 people) and from 03/05/18 to 04/05/19 (11 people) with assignment qualifications “Teacher with knowledge of the English language”.

Organizational structure

The existing management structure of the IPDR refers to the type of linear-functional management structures where the main management functions are assigned to the line manager - the director of the institute (Fig. 1).

The director of IPDR is appointed and discharged by the rector of BrSTU. The rector of BrSTU supervises the work of the IPDR.

The distribution of responsibilities between employees of the IPDR is established by the director. The director of the IPDR controls the work of all the structural divisions and employees of the IPDR. The director is responsible for the quality and timeliness of the tasks and functions assigned to the IPDR.

The director of the IPDR should know:

- Education Code of the Republic of Belarus; other regulatory legal acts, instructive-methodical documents and informational and analytical materials which define the directions and prospects of the development of the educational system;
- development concept, policy and quality objectives of the BrSTU management;
- modern educational technologies; forms and methods of using information and communication technologies in the educational process, etc.

Responsibilities of the Director of IPDR

- Directly supervises educational and scientific work in the IPDR and the departments subordinate to the IPDR.
- Prepares and gives orders and instructions that are mandatory for the teaching staff, employees and students of the IPDR, employees of the structural subdivisions of the IPDR subordinates, etc.

In order to coordinate the work of the educational process, identify promising areas of development, address the main issues of educational, scientific activities and international cooperation, *the Council of the Institute of Professional Development and Retraining* has been created.

The staff of the Council of the Institute is formed from the heads of departments and teachers of the departments of the BrSTU, representatives of the Brest Regional Executive Committee, customer organizations of personnel and students of retraining specialties.

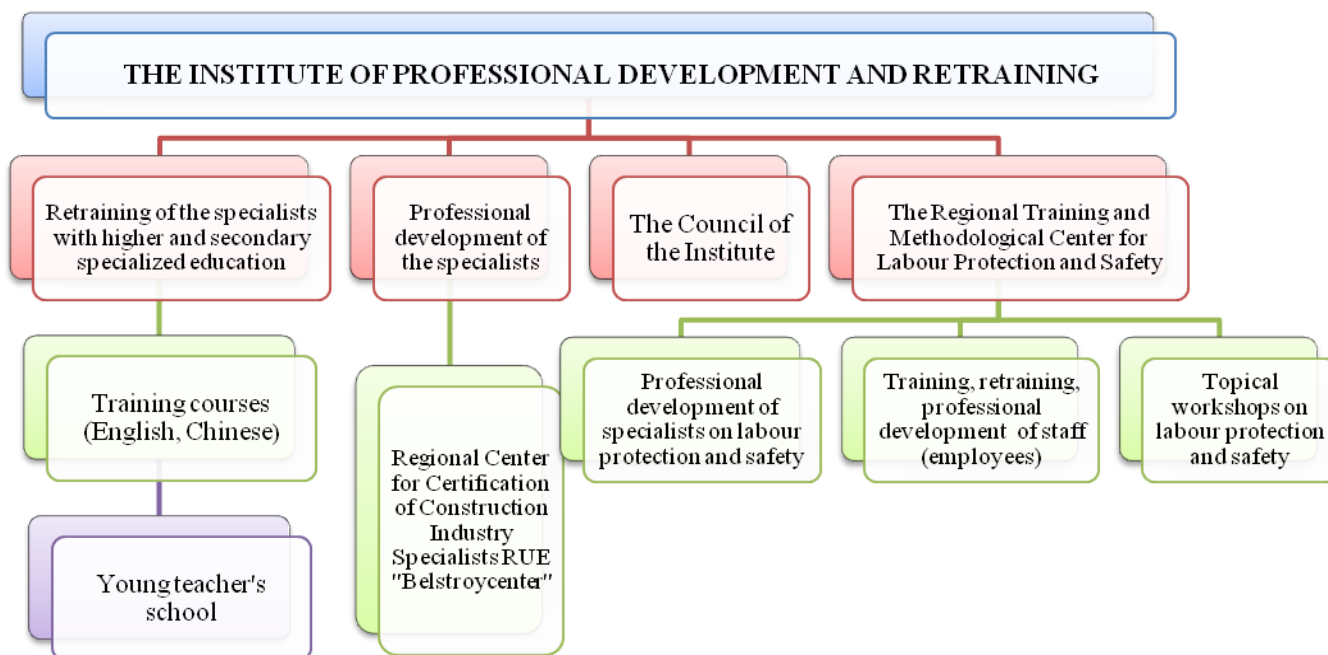
The Regional Training and Methodological Center for Labour Protection and Safety (TRC) which is headed by the head of the center operates in the structure of IPDR. The main task of the training recourse center is to promote the implementation of state policy in the field of labour protection and safety on the territory of the Brest region, help organizations to create conditions that ensure the preservation of life and health of workers in the course of their work.

The training center in the framework of the IPDR carries out the following activities:

- professional development of specialists in the field of labour protection;

- training and retraining, as well as professional development of workers and employees;
- conducting training seminars and workshops in the field of labour protection and safety.

THE STRUCTURE OF THE INSTITUTE OF PROFESSIONAL DEVELOPMENT AND RETRAINING



2. Main activities

- 2.1. Professional development courses for lecturers
- 2.2. Pedagogical consulting activities
- 2.3. Seminars, workshops and conferences
- 2.4. Dissemination and networking
- 2.5. Development projects
- 2.6. Publications and production of learning materials
- 2.7. System administration and support

2.1. Professional development courses

It's planned to organize a cycle of courses of methodological and pedagogical orientation within the framework of Institute of Professional Development and Retraining. The target group is the faculty members of BrSTU.

The purpose of the courses is:

- professional development and expansion of pedagogical competencies of the faculty members of BrSTU;

- integration of innovative educational technologies in the educational process of BrSTU.

The training program for the professional development of the faculty members of BrSTU is based on the program of raising the pedagogical potential of BrSTU within the framework of the ERASMUS+ project, within which a team of trainers with knowledge and pedagogical competences in the field of innovative interactive teaching methods (10 people) was created.

A team of trainers from the faculty of BrSTU trained under the project participates in the organization and conduction in 2019 of the following training courses in the amount of 8 academic hours each:

1. Active learning with a focus on technology-enhanced collaborative learning.
2. Active learning and learning using ICT: m-learning & gamification;
3. Video as a learning tool for teachers and students: video lecture and facilitating classroom interaction;
4. Active learning in a “Flipped Classroom”;
5. Hybrid/mixed learning and learning.

Hybrid/mixed learning and learning.

The main objective of the course “Hybrid/Mixed Learning and Learning” is to familiarize participating teachers with the Hybrid Learning method which is an innovative approach to the use of traditional teaching methods and e-learning which can be interconnected in the educational process. Questions that will be presented in the framework of this course: the role of the teacher in the online courses, online learning environment, production of multimedia which working with online project management tools.

Video as a learning tool for teachers and students: video lecture and facilitating classroom interaction.

The main goal of the course is to present participating teachers an innovative teaching and learning method, such as video lectures through which participants can use video lectures for educational purposes and therefore facilitate classroom interaction. The scope of thematic topics that will be discussed during the course includes: course introduction, video recording and video production, use of video in class, interactive class, individual projects and presentations.

Active learning with a focus on technology-enhanced collaborative learning.

This course aims to familiarize participating teachers with active learning, with particular attention to the technological expansion of collaborative learning which will enable participants to effectively use innovative learning technologies to promote interaction and collaboration in teaching and learning environments. During this

course the following topics will be covered: active learning, collaborative learning, introducing active and collaborative types of learning, the role of technology in achieving advanced learning experience.

Active learning in a “Flipped Classroom”

The main objective of the ToT course is to introduce participating teachers to an innovative method of teaching and Active Learning in an flipped class, the main idea of which is to rearrange the traditional inside and outside the classroom in order to increase student interaction and the quality of learning. The topics that will be discussed during the courses are familiarization with the course, active classroom, designing inside the class, preparing materials outside the class and developing an flipped class.

Active learning and learning using ICT: m-learning & gamification.

Active learning and learning using ICT: m-learning & gamification This course will be aimed at familiarizing participating teachers with the game method of learning and the use of mobile devices inside and outside the classroom. This will enable teachers to effectively use innovative learning technologies to promote active student learning. The innovative game method as an educational strategy is used to motivate students to learn by developing game mechanics or video game design elements in learning environments. The following topics will be presented: gamification, m-learning and virtual reality, m-learning and augmented reality, as well as the development of game intervention.

Target group: faculty members of BrSTU, master’s students

The result of the integration of the courses presented in the process of professional development of the faculty members of BrSTU is aimed at:

- formation of knowledge and competences in the field of innovative interactive and information pedagogical technologies of the faculty members of BrSTU;
- Expansion of pedagogical competencies of the faculty members of BrSTU;
- increasing the level of educational services

2.2. Pedagogical consulting activities

Consulting lecturers of BrSTU and other universities of the Republic of Belarus on the use of innovative interactive teaching methods and the use of ICT in the educational process can be carried out by the Institute of Professional Development by involving specialists (trainers) from the faculty members of BrSTU in this activity.

Counseling includes:

- Analysis of methodological and didactic materials;
- Attendance of open lectures and seminars, methodical reflection;

- Reviewing of educational materials;
- Development of recommendations on the integration of educational methods in the teaching of individual academic disciplines.

Counseling can take place free of charge for teachers of BrSTU in organizing events to improve the quality of educational services, in the process of assessing the quality of educational services, and also for a fee as part of certification activities with participation in the competition to fill the vacancies. Counseling can be organized in individual and group format.

2.3. Seminars, Workshops and Conferences

In the framework of the implementation of activities aimed at improving the skills and expanding the pedagogical competencies of the teaching staff it is planned to hold in 2018-2020 on the basis of the Institute of Professional Development the following activities:

February-December 2019 - a series of methodological seminars “Active Learning: Principles, Forms and Methods”.

Methodological seminars are aimed at implementing the principles and methods of active learning in curricula and training courses through the exchange of methodological experience of seminar participants, demonstration of methodological developments and didactic materials, presentation of results.

Seminars are held at the civil-engineering, mechanic-engineering, economic faculties, at the faculty of electronic information systems, at the engineering and economic faculty of corresponding studies in the framework of the department methodical seminars. The Department of Humanities, the Department of Management, Economics and Finance, the Department of World Economics take part in the organization of methodological seminars.

In order to integrate innovative technologies into the educational process by trainers who have completed professional development courses (TOT) in the framework of the project in February – December 2019 a pilot implementation of active learning methods in the courses is planned followed by open lectures for the faculty members of the BrSTU to demonstrate implementation of active teaching methods.

Annual Conference November 2019/April 2020. Organizing of the conference by the Department of World Economy, Marketing, Investments, the Department of Management, Economics and Finance and the Department of Humanities together with the Institute for Educational Development of the International Scientific and Practical Conference “Education of the 21st Century: Trends, Methods and Perspectives” involving a wide range of representatives from the Republic of Belarus, the Republic Poland, Russian Federation and Ukraine. The aim of the conference is to

accumulate and disseminate the experience of integrating modern innovative teaching methods and interactive teaching methods.

2.4. Dissemination and Networking.

The Institute of Professional Development will promote the accumulation and dissemination of information on the latest teaching methods, support the interaction and cooperation of the faculty members of the University with each other and colleagues at the international level.

To implement the interaction of lecturers, it is planned to create a forum for lecturers and staff involved in the activities of the Institute of Professional Development.

In the process of learning, the effective use of innovative educational technologies requires the creation of an appropriate educational environment and communication system at BrSTU. This requires solving the following tasks:

1. Creating a virtual academy of teaching and learning for online communication and learning. The policy of the virtual portal will be developed until March 2019 and will start functioning in May 2019.

2. Creating informal communication between lecturers. Lecturers trained in the project will create at least four communities in accordance with internship programs:

- Active learning with a focus on technology-enhanced collaborative learning.
- Active learning and learning using ICT: m-learning & gamification;
- Video as a learning tool for teachers and students: video lecture and facilitating classroom interaction;
- Active learning in a “Flipped Classroom”;
- Hybrid/mixed learning and learning.

3. Conducting seminars on innovative technologies in education.

Determination of the needs of teachers of BrSTU in seminars on innovative technologies in education.

4. Conducting the contest “The Best Innovative Teacher of BrSTU”.

The competition will allow to popularize the introduction of innovative teaching technologies in the practical work of BrSTU.

2.5. Development Projects.

Based on the goals, needs and opportunities the Institute of Professional Development will contribute to the development of projects aimed at expanding the pedagogical competencies of teachers of Brest State Technical University and other educational institutions of the Republic of Belarus, and improving the quality of educational services. To this end, the activities of the Institute of Professional Development will be aimed at obtaining projects and resources from international donor organizations and partner agencies.

The development of this project will be presented through integration in the implementation process with other European projects to obtain a synergistic effect.

The Institute of Professional Development participates in the project: “Change in Classroom: Promoting Innovative Teaching & Learning to Enhance Student Learning Experience in Eastern Partnership Countries”, PRINTeL. The aim of the project is to improve the learning experience in partner countries in accordance with the European Education Commission. The project also aims to develop learning and teaching methods and encourage innovation through the integration of technology and research.

Also within IPDR the **BELL project “Improving of Lifelong Learning in the Republic of Belarus” is being implemented.** The project aims to expand the interaction of universities and regional communities in the field of lifelong learning, to provide a wide range of educational programs using various training technologies, including distance learning. As part of the implementation of these Programs the proposed training courses on the basis of professional development institutes from six participating regional universities located in five regions of the Republic of Belarus will increase the level of citizens' knowledge in various popular aspects of social life and economics. Online or mixed lifelong learning courses which are developed for the population of the regions will contribute to the expansion of the availability and effectiveness of additional education for young people and adults in accordance with the state policy of the Republic of Belarus.

2.6. Publications and production of learning materials

The Institute of Professional Development of BrSTU will develop, publish and distribute methodological materials in print and electronic form on the issue of innovative educational technologies for the expansion of educational competencies, professional development of the faculty members of BrSTU and other educational institutions, for the exchange of accumulated experience.

Educational materials can be presented in the form:

- booklets,
- recommendations
- study guides
- teaching materials
- publications in scientific periodicals and scientific journals
- conference materials

Also, the project working group will develop a newsletter containing information on past events, experience in introducing innovative educational technologies into teaching activities by universities consortium members.

2.7. System administration and support

The Institute of Professional Development promotes the use of technical tools in training, for which the activities of the Institute will be aimed at expanding the technical base and equipping audiences with the necessary technical tools.

Technical support of the educational process with the use of ICT technologies is entrusted to the Department of Technical Means of Education of BrSTU.

3. Internal activities: Organization and Operation

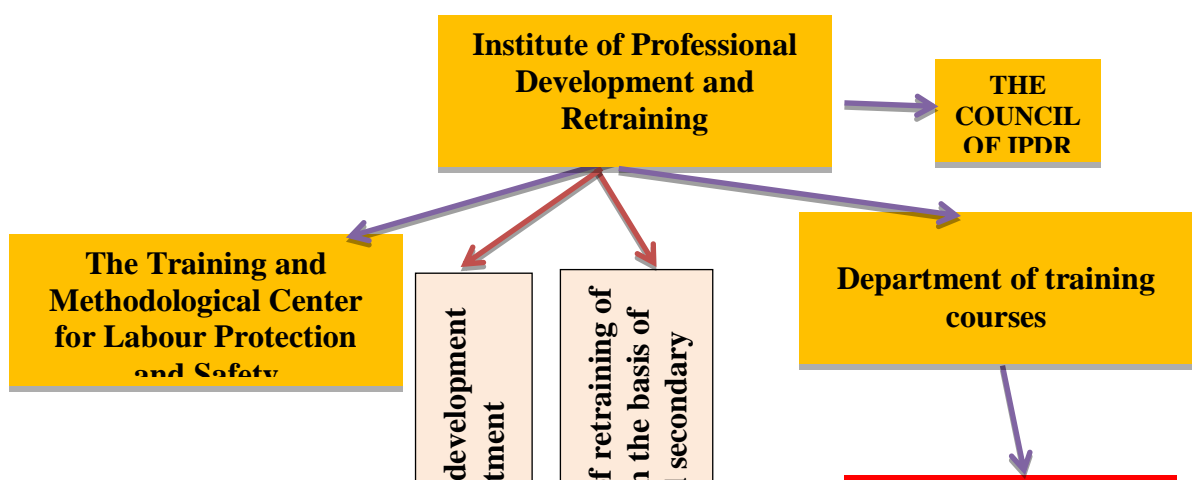
- 3.1. Organizational structure
- 3.2. Capacity Building
- 3.3. Marketing and Communication
- 3.4. Quality Assurance
- 3.5. Description of roles
- 3.6. International relationships

3.1. Organization

The Training Staff Development Center (TSDC) is an element in the system of the Institute of Professional Development and Retraining. The main functional purpose of which is the continuous improvement of the knowledge level and competencies of lecturers of Brest State Technical University.

The Training Staff Development Center will be implemented into the existing structure. An increase in staff for this event is not provided. Competences of the head of the Training Staff Development Center will be assigned to a specialist in the organization of the educational process at the IPDR which is directly subordinate to the Director of the Institute of Professional Development.

In order to improve this management structure and promote the development of innovative transformations in the educational system and teaching methods at the university, the following organizational structure of the IPDR was developed and brought in line with the requirements of the project taking into account the activity of the Training Staff Development Center (Fig. 2).



Responsibilities of the Training Staff Development Center (TSDC):

- Is engaged in the organization of training programs for staff development and ensures their implementation.
- Organizes the development of a scientifically based schedule of studies and monitors its execution.
- Coordinates the work of the Center;
- Supervises the educational process, provides general management of their scientific work.
- Provides current and advanced planning of the work of the Center.
- Manages the international activities of the IPDR and identifies promising areas related to improving its effectiveness.
- Gives suggestions to the Director of the IPDR on attracting highly qualified employees of educational institutions, leading specialists of enterprises and organizations to carry out the training load within the center.
- Develops training plans for university staff (faculty members) and monitors their implementation.

The Training Staff Development Center (TSDC), by the nature of its activities will be in interaction:

- With the rector (vice-rectors) of the university on the organization of the activities of the IPDR and TSDC.
- With university departments on the organization of educational activities of the IPDR and TSDC.
- With the Legal Service on legal issues related to the development of contracts and other documents for employees and personnel of IPDR students and training staff within the TSDC.
- With the Academic Service on the organization of the educational process of the IPDR and TSDC, in particular.
- With the Information and Technical Department on the supply, repair and maintenance of computer and other peripheral equipment.
- With the Editorial and Publishing Department on the issues of preparing and replication of blank documentation and handouts.

- With the Center for Education Quality Management on the functioning of the quality management system in the IPDR.

The technical issues of organizing the work of the Training Staff Development Center will be assigned to a specialist in support of the educational process who is on the staff of the IPDR

Thus, due to the modernization of the organizational structure of the IPDR through the creation of TSDC expanding the capabilities and responsibilities of staff, as well as attracting trainers for the implementation of innovative training programs for teachers and academic leaders in the framework of BrSTU.

In 2013 in order to coordinate the educational process, identify promising areas for development, address key issues of educational, scientific activities and international cooperation **the Council of the Institute of Professional Development and Retraining** was created by order of the university rector dated 13.11.2013 No. 162. The Council, in particular, resolves issues related to updating curricula of professional development for university lecturers taking into account modern innovative technologies in the educational process.

The research activity of the institute is aimed at the development and implementation in retraining and professional development educational process of innovative technologies the discussion of which takes place within the framework of scientific-practical seminars and conferences organized by IPDR.

3.2. Capacity Building

In order to develop the skills and competencies of lecturers of Brest State Technical University it is necessary to implement the following activities:

1. To unite lecturers and specialists with practical skills on a common platform.
2. To create an information system of continuous improvement of competencies and skills of lecturers of BrSTU:
 - prepare a plan of action for 2019–2021 for conducting seminars, courses, and conferences on improving competences and skills for university lecturers,
 - organize seminars on the development of programs for lecturers of the IPDR,
 - organize cooperation with other universities of the Republic of Belarus to improve the efficiency of teacher training.

3.3. Marketing and Communication

The training program of lecturers of the BrSTU will be implemented using marketing tools that include the 7P concept (price, product, place, promotion, etc.). Promotion of this product will be carried out through advertising in the media, posting on the university website, promotion by the use of social networks (Twitter, VK, Facebook).

The following objectives must be accomplished for this:

1. The community is in contact with the IPDR of BrSTU on issues related to the courses and provides feedback. In addition the group actively uses the web page and printed publications, updates the web page, publishes the main news on the BrSTU website; creates and distributes brochures regarding new courses.

3. Lecturers' training needs are determined by conducting appropriate surveys and using information analysis to change the content and methods of courses, as well as the selection of teachers to conduct professional development.

4. The question of the introduction of a new program is discussed at the meeting of the Council of the IPDR with the participation of staff from the Personnel Department.

To promote the program among lecturers it is necessary to work out the following questions:

1. Ensure that relevant information is received by all university staff.
2. Provide advertising printing.
3. Disseminate information about the program in other universities of Brest.

3.4. Quality Assurance

Ensuring the quality of the educational services provided is one of the strategic goals of BrSTU. The objectives of the BrSTU in the field of education quality are:

- to be a leading technical university in the Republic of Belarus which provides leadership in the market of educational services and scientific and technical products
- to prepare highly qualified specialists in the field of civil engineering, mechanical engineering, information technology, economics and ecology
- to effectively implement innovations in the field of science and higher education
- to provide system guarantees for the client to acquire knowledge, skills, culture and comprehensive preparation for self-realization in society

In accordance with the above goals and objectives a quality management system has been introduced to ensure the implementation of the objectives set in the field of education quality. The quality management system of BrSTU is aimed at monitoring and controlling the quality of the educational services provided and is ensured by conducting periodic surveys of students' satisfaction with the quality of educational services. Researches are carried out by the Laboratory of Socio-Humanitarian Studies at the Department of Humanitarian Sciences using quantitative and qualitative methods, periodic quarterly and annual surveys. The results of the survey and analysis of satisfaction with the quality of educational services are reviewed at a meeting of the University Council.

Within the framework of this project quality management will be ensured through feedback from trained lecturers. Feedback will be established through a survey of lecturers regarding satisfaction with the courses taught. As well as through

a survey of students regarding the implemented innovative educational technologies in the educational process. On the basis of these surveys a current analysis will be conducted the results of which will be used in elaborating decisions on improving the training activities of the Training Staff Development Center.

3.5. International Relations

Brest State Technical University actively cooperates with foreign universities: more than 130 cooperation agreements have been signed and are in force. The university actively participates in the projects of the program Erasmus+.

As part of the PRINTel project it is envisaged to strengthen ties with a number of partner universities (the University of Porto, the University of Barcelona, FH Joanneum University of Applied Sciences in Graz, Linkopings University and Catholic University of Leuven) and to continue cooperation especially in the area of lecturer training. The university plans to join international organizations and partners in the field of lecturer training and professional development of online and pedagogical skills.

To perform these objectives the capabilities of the International Department of BrSTU will be used. The task of the International Department is the organizational, technical and information-methodological support of international activities aimed at the development of the university as a national and international center of education, science and culture, its integration into the European and world educational system.

The main activities of the International Department include:

- Study of international practices in the field of educational activities, participation in the preparation of proposals for determining the priority areas of international university activities.
- Establishment and development of effective partnerships with educational and scientific organizations of the world.
- Preparation of cooperation programs with foreign partners.
- Participation in international programs and projects, symposia, conferences, seminars in the field of education and research.
- Organization of training, internships and the exchange of practices abroad for lecturers, staff and students of the university.
- Inviting foreign specialists to universities to give lectures, conduct consultations and joint researches;
- Carrying out activities related to the invitation of foreign citizens entering the university.
- Dissemination of information about international educational programs.
- Support of University website in English (<http://en.bstu.by/>).
- Officially certified translation of international documentation.

Participation in international projects allows lecturers, staff and students of BrSTU to get the opportunity to join the good European practices in the field of innovation and higher education.