



Newsletter 5 of MEDIATS project March-April 2020



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Informational materials about mediation from Turiba University

Turiba University is sharing with mediation literature and materials. First of all below you will find the materials, which Turiba University has created in the previous Erasmus project:

 Here you can find an E-book about mediation. There are chapters on mediation in 4 European countries and also chapters on various topics of mediation: <u>https://mediation.turiba.lv/index.php?id=42</u>
Here are 4 mediation videos. I recommend to use these videos both - for class work with students, where you can watch, stop, analyse and comment on video, and also for home work together with particular assignments (for instance, to identify emotions, to analyse body language, to notice topics and interests, etc.): <u>https://mediation.turiba.lv/index.php?id=43</u>

3) Here are 13 video lessons on various topics of mediation. If such topics are included in the curriculum, additionally learn from videos: https://mediation.turiba.lv/index.php?id=44 the students can 4) Here is a summary, basics of information about mediation. That is a short reading material for students mediation studies: https://mediation.turiba.lv/index.php?id=40 in the beginning of 5) Here is a simple ABC test about mediation. I usually use it for students in the beginning of study process measure their start knowledge of mediation: https://mediation.turiba.lv/index.php?id=41 6) Here is a methodology for teachers in mediation. This material can be freely used for ideas how to mediation programme: https://mediation.turiba.lv/index.php?id=36 develop 7) Here is a document named "Best practices manual", which includes suggestions for organization of mock mediation processes. The document has various chapters, which can be separately used for mediation teaching: https://mediation.turiba.lv/index.php?id=37

8) Here is a nice material called "Assessment guidelines". I love to start my mediation classes with this material, because it is easier for students to start their studies when they know what skills they must have end of studies: https://mediation.turiba.lv/index.php?id=38 in the 9) Here are 8 mediation cases, which you can use for students' mock mediation sessions and 6 activity tasks, so students could practice skills essential for mediators: https://mediation.turiba.lv/index.php?id=39 10) useful links You might find these to further reading and seminar materials: https://mediation.turiba.lv/index.php?id=46

Mediation EU 11) laws and codes of conduct of 6 countries available are here: https://mediation.turiba.lv/index.php?id=33 Especially I love this link when students work on comparative researches (legal and ethical). 12) Also for further researches, mostly done by students, I can recommend a link to professional organizations related to mediation: https://mediation.turiba.lv/index.php?id=34 13) Knowing how differently mediators are admitted to mediation organization, the following information





can be useful: <u>https://mediation.turiba.lv/index.php?id=35</u> This information for each country is prepared in uniform style and therefore easy to read and compare.



Prepared by Dr.iur Dana Rone, expert in mediation, academic coordinator of MEDIATS project at Turiba University.

UCAM offers online consultations for the partners

Dear colleagues and friends,

I hope that you and your families are well in this unfortunate situation. Just a couple of months ago, we were having a wonderful time together in both Riga and Murcia, and now it seems like we live in another world!

Allow me to introduce my colleague and friend, Francisco Aranda. He is going to support us in our work in the next few months. I hope you can meet him in person very soon!

Also, I wanted to take this opportunity to tell you that we would be more than happy to give you some help with the Development of Program in Mediation (see **WP 2.1**), and the Preparation of articles for project publication (see **WP 6.2**). In this regard, maybe we can arrange a videoconference in the next few days, to discuss the various issues.

In any case, you can send us an email to tell us more about how everything is going. As I repeat, we are at your complete disposal in this crucial (and decisive) moment of the project, and it would be a pleasure for us to give a contribution.

With best regards from the sunny Murcia, UCAM Team

Letter from Francesco de Angelis, expert in mediation, acdemic coordinator of MEDIATS project at UCAM.





Events and articles of CHNU Project Team of MEDIATS Project

1. March 5, 2020. - *Ruslana Havrylyuk*, Head of the Department of Public Law, Manager of the working group of the international project "Mediation: Training and Society Transformation / MEDIATS" of the EU Program ERASMUS+ KA 2 from the Yuriy Fedkovych Chernivtsi National University, a certified mediation trainer was the speaker of the training "Easy about mediation". In the framework of this training, Ruslana Havrylyuk helped the participants to understand the conflict of all human life, to understand the mediation of this conflict, to show the role of the needs and interests of the parties in the conflict. The participants were especially interested in the following issues: who can be a mediator; emotional competence of the mediator; mediation communication techniques and mediation procedure.

Link: https://mediats-chnu.com/easy-about-mediation/

2. **March 6, 2020.** - "THE REGULATION on prevention and counteracting discrimination at Yuriy Fedkovych Chernivtsi University" developed and proposed for a public discussion by the manager of the CHNU team on MEDIATS Project – Program ERASMUS +KA2: Capacity Building in the field of Higher Education (CBHE) *Ruslana Havrylyuk* and the member of this group by professor *Petro Patsurkivskyy*. The project of the above-mentioned Regulation was discussed at a regular meeting of the CHNU team on MEDIATS Project. The project specifies a widespread use of mediation procedures in order to prevent and counteract the discrimination in the academic environment of the university.

Link: https://mediats-chnu.com/another-innovation-from-the-chnu-mediats-project-team/

3. **March 29, 2020.** - The first theoretical and methodological seminar of the working group of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS" on-line on skype-communication took place. There was discussed the article of the head of the project team *Ruslana Havrylyuk* and member of the group professor *Petro Patsurkivskyy* "Human Right on Mediation". The article caused a lively exchange of views, their own visions of the issue. Members of the group noted the innovative and creative style of the article. According to the authors of the article, it will be published in the near future in one of the leading legal journals in Ukraine.

Link: <u>https://mediats-chnu.com/innovations-in-the-mechanism-of-cooperation-in-the-mediats-project-team-of-chnu/</u>

4. **April 2, 2020.** - Member of the project team of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS", professor *Petro Patsurkivskyy* presented the educational module "Mediation as a Value" of the PSEPP "Mediation".





The educational module "Mediation as a Value" provides the study, in short, of the anthroposociocultural code of mediation. This code includes: the anthroposociocultural concept of mediation; anthroposociocultural prerequisites for the appearance of mediation as a goodness; understanding of mediation as a worldview revolution that occurred at the end of the XX-beginning of the XXI centuries in the world; denial of violence in society; active manifestation of the subjectivity of the individual and overcoming paternalism.

Link: https://mediats-chnu.com/mediation-as-a-value/

5. **April 06, 2020.** - The updated version of the PSEPP "Mediation" was approved by the Academic Council of the University. This PSEPP was developed by the working group of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS". The PSEPP "Mediation" has been updated in half and now it has the following structure: "Mediation as a value", "The legal nature of mediation", "Psychological and ethical principles of mediation", "Mediation negotiation strategy and tactics", "Mediation in public disputes", "Mediation in family disputes", "Business mediation", "Restorative justice", "Mediation in the activity of a lawyer", "Coaching".

Link: https://mediats-chnu.com/psepp-mediation-is-improved/

6. April 11-12, 2020. – The module II of The Certification Program "Professional Mediator" has been launched and is being implemented within the framework of the task package №6 of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS". This program is a joint project of the Mediation, Negotiation and Arbitration Laboratory of the Department of Public Law and the Faculty of Law. The peculiarity was that this module was conducted online.

Link: https://www.facebook.com/profi.mediation.chnu/posts/518905798792381

7. April 24, 2020. – The scientific student conference was held at the Law faculty Yuriy Fedkovych Chernivtsi National University. The meeting was held on the Google Meet platform. The winner of the conference from the faculty was Olga Kaban, a 5th year student, who made a presentation on "Solving Legal Disputes in the 21st Century through the Prism of Nonviolent Communication" (Supervisor – *Ruslana Havrylyuk*, manager of MEDIATS Project from at Yuriy Fedkovych Chernivtsi National University). Student-winner of the conference is studying at the Master program "Mediatian" developed and supported Project team of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS". Link: https://law.chnu.edu.ua/studentska-konferentsiia-2020/





8. April 30, 2020. - On-line working meeting of the Project team of the Erasmus + KA2 project No. 599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP "Mediation: training and society transformation/MEDIATS". took place with our partners from Catholic University San Antonio (Murcia, Spain), at which many important questions were raised related to the improvement and implementation of the master's program in mediation at Yuriy Fedkovych Chernivtsi National University. At this meeting project team discussed the possibility of the UCAM to share knowledge, experience and the materials they developed, the literature that they use to train mediation specialists. Link: <u>https://mediats-chnu.com/new-forms-of-communication-of-the-mediats-project-team/ https://law.chnu.edu.ua/novi-formy-komunikatsii-mediats-chnu/</u>



Easy about mediation

This is the name of the training, which was held on March 5, 2020, for students and teachers of the Yuriy Fedkovych Chernivtsi National University, students and teachers of other higher education institutions of Chernivtsi, who showed increased interest in the values of mediation.

The speakers of the event were **Ruslana Havrylyuk**, Head of the Department of Public Law, Manager of the working group of the international project *"Mediation: Training and Society Transformation / MEDIATS"* of the EU Program ERASMUS+ KA 2 from the Yuriy Fedkovych Chernivtsi National University, a certified mediation trainer, and **Oksana Melenko**, a deputy dean of the Faculty of Law on educational and methodical work, also a certified mediator.

The event, which brought together nearly fifty people, was part of the regional initiative "Legal Clinics – agents for popularizing of mediation as a way to resolve disputes". As is known to all, this initiative is carried out within the Association of Legal Clinics of Ukraine with the support of the International Foundation "Renaissance".

In the framework of this training, Ruslana Havrylyuk helped the participants to understand the conflict of all human life, to understand the mediation of this conflict, to show the role of the needs and interests of the

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parties in the conflict. The participants were especially interested in the following issues: who can be a mediator; emotional competence of the mediator; mediation communication techniques and mediation procedure.

Oksana Melenko focused the attention of the participants on the concept and advantages of mediation, its principles, the technique of asking questions, and explained the issue of mediability of disputes.

After that, the speakers organized interesting work in groups formed from the participants of the training, conducted simulations on the basis of cases, which ended with active and interesting discussions on the development of mediation in Ukraine.



All participants of the training were presented with certificates.





PSEPP "Mediation" is improved!



Development, piloting, improvement and final at least state accreditation of the **Profile Specialized Educational and Professional Program "Mediation"** (PSEPP "Mediation") is the system-forming nucleus of the three-year work plan of the project team of the of Yuriy Fedkovych Chernivtsi National University on the implementation of the <u>project "Mediation: Training and Society Transformation"</u> of EU Program ERASMUS+ KA2: CBHE.

The first version of PSEPP "Mediation" was developed by the project team of the University during February-June 2019 and started its piloting from the beginning of September 2019. 14 Bachelor's Degree graduates of specialty 081 Law of Law Faculty of University were selected to study under the program. This version of the program provided eight training modules of theoretical training for students totaling 42.5 ECTS credits and 10 ECTS credits of production practice of persons studying under the program.

In the process of implementing this program, as well as due to the in-depth study by members of the University project team of the experience of implementing Master's programs in the mediation of our project partners – the Netherlands Breda Business Academy, TURIBA University (Riga, Latvia) and Murcia Catholic University (Spain) the decision was made to improve the PSEPP "Mediation".

The quintessence of the proposed innovations is as follows: 1) total training time for training specialists under this program is proposed to increase to 60 ECTS credits; 2) this time is decided to divide equally - 30 ECTS credits - between theoretical and practical training of students; 3) the number of modules has been increased to 10, each includes 3 ECTS credits; 4) three disciplines from the theoretical part of the training of students of





the initial version of PSEPP "Mediation", which to a different extent duplicated each other or other disciplines, were replaced by new disciplines, and also two new disciplines were added.

As a result, the draft of the new version as the whole and theoretical part of PSEPP "Mediation" has been updated in half and now it has the following structure: "Mediation as a value", "The legal nature of mediation", "Psychological and ethical principles of mediation", "Mediation negotiation strategy and tactics", "Mediation in public disputes", "Mediation in family disputes", "Business mediation", "Restorative justice", "Mediation in the activity of a lawyer", "Coaching".

On February 12, 2020, an updated version of the PSEPP "Mediation" was discussed and supported at a meeting of the University's Department of Public Law, and on February 14, 2020, it was approved at a meeting of the Academic Council of the Law Faculty of the University.

Subsequently, the PSEPP "Mediation" was published on the website of the Law Faculty of the University for open discussion, amendments and proposals.

Consideration of the updated version of the PSEPP "Mediation" by the Academic Council of the University is scheduled for April 06, 2020.

Prepared by Ruslana Havrylyuk

Head of the MEDIATS project team from Yuriy Fedkovych Chernivtsi National University

New forms of communication of the MEDIATS project team from CHNU

Today it is difficult to deny the fact that strict quarantine as a result of the coronavirus pandemic "COVID-19" cardinally changed the world, influenced the understanding of human values and their hierarchy. And as a result, most of us are increasingly aware of the importance of not only our biological needs, but also the social nature of the individual as a civilizational phenomenon: only when developing with Others, among Others, it does a person develop himself as an individual.

Therefore, it is not surprising that the MEDIATS project team from CHNU, literally a few weeks after the official approval of the master's program by the Academic Council of the University (April 6, 2020), continues to work stubbornly not only within his powerful team, but also tries to communicate effectively with project partners with the goal as an individual development of each team member and in order to best implement the joint goal: the dissemination of mediation values in Ukrainian society and the development of the most adapted to the needs of modern Ukrainian society master's program in mediation. Since the development, piloting, improvement and state accreditation of **the educational and professional program "Mediation"** is the core of the three-year work plan of the project team of CHNU on the implementation of the project <u>"Mediation"</u> is the core of training and society transformation" of the EU Program ERASMUS + KA2: CBHE.







So, on April 30, 2020, an on-line working meeting took place with our partners from Catholic University San Antonio (Murcia, Spain), at which many important questions were raised related to the improvement and implementation of the master's program in mediation at Yuriy Fedkovych Chernivtsi National University. So, we discussed the possibility of this university to share its knowledge, experience and the materials they developed, the literature that they use to train mediation specialists. We also discussed the appropriateness of using disciplines in educational programs for educational purposes while implementing a master's program in mediation of Russian-language translations of the most popular books on mediation, for example: *Parkinson L. Family Mediation – Appropriate Dispute Resolution in a new family justice system 2nded. Family Law (2011); Machteld Pel. Verwijzen Naar Mediation / Practijkgids voon een effectief mediationvoorstel. Sdu Vitgevers by Den Haag, 2008.* Since in Ukraine is currently the biggest problem with free access to high-quality new European mediation literature.

Therefore, we can safely state that life goes on and dwell on the achieved results by the MEDIATS project team of CHNU is early, we still have many horizons and peaks that await us.

Prepared by Ruslana Havrylyuk

Head of the MEDIATS project team from Yuriy Fedkovych Chernivtsi National University





BSU Psychology Clinic offers psychotherapy and mediation services to resolve family conflicts



The Psychology Clinic is launching a new service for citizens. Anxiety and social isolation caused by the COVID-19 pandemic can lead to conflict or aggravation in the family. Our clinic, within the framework of social responsibility and with the support of the project MEDIATS, offers free family therapy and family meditation services to those interested.

The psychotherapy course will be led by psychologist, psychotherapist Associate Professor Ketevan Beridze, and the meditation course will be led by lawyer, mediator, Associate Professor Levan Jakeli.

Contact us: p.clinic@bsu.edu.ge



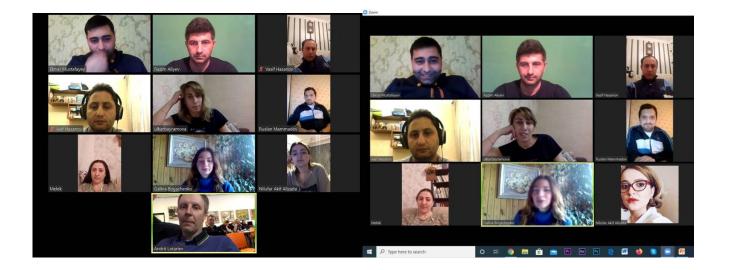


An online meeting was held between Khazar, GSU and KROK

On April 21, 2020, an online meeting was held with the MEDIATS Team of Ganja State University, Khazar University, KROK University.

During the online meeting, extensive discussions were held on the preparation, publication and opening of a master's degree in Mediation, mediation-related materials within the project for publication, cocoordinator shared their experience. The participants of the meeting also discussed what work has to be done within the project and identified the topic of the next online meeting.

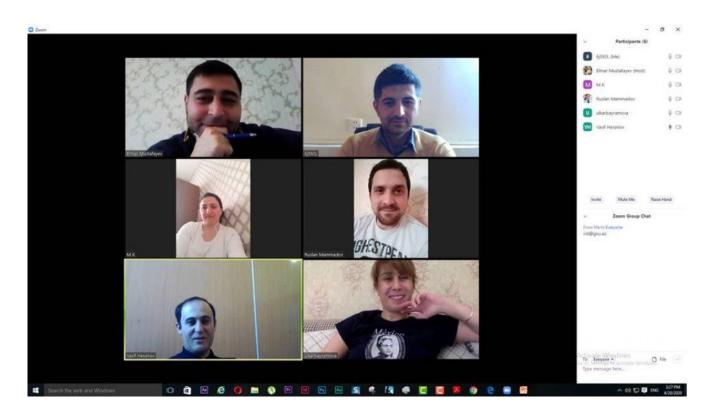
http://gdu.edu.az/onlinemeeting-with-mediats-project-coordinator/







ONLINE MEETING HAS BEEN HELD BETWEEN THE MEDIATS PROJECT TEAMS OF KHAZAR UNIVERSITY AND GANJA STATE UNIVERSITY



Due to the Coronavirus outbreak, travels, face-to-face trainings, and overall planned activities within the project have been temporarily postponed. However, with the recommendation of the European Commission, online meetings are held in order to keep the project activities ongoing. Thus, within the framework of MEDIATS project, a group meeting was held between the project teams of Khazar University and Ganja State University on 20 April 2020. The main objective of the meeting was to revise the work plan for the remaining period, analyze steps to be taken to fulfill the project obligations, and discuss many other project-related issues. To be more specific, during the local meeting, partner universities talked about the dissemination of project activities at both universities, opening of a master's degree program in mediation, and planned journal articles that are going to be published.

In the end, it is noteworthy to highlight that the main goal of the MEDIATS project is to enable Universities to be one of the key players in the facilitation of the processes of mediation in Azerbaijan, Georgia, and Ukraine to enhance democracy and objective problem resolution by acquiring best European practices.

http://gdu.edu.az/online-meeting-has-been-held-between-the-mediats-project-teams-of-khazaruniversity-and-ganja-state-university/





Monitoring in Azerbaijan

A monitoring meeting of the MEDIATS project was held at Ganja State University. Parviz Baghirov, Head of the National Erasmus + Office in Azerbaijan, Zafar Hasanov, Monitoring and Information Officer, and Elmar Mustafayev, Head of the Department of Political Science and Philosophy, a representative of Khazar University, another local partner of the project, participated in the monitoring. The main purpose of the monitoring is to get familiar with the documents within the Erasmus + program MEDIATS-Training and Society Transformation project, the work done till now, the action plan of the project, developing mediation values in Azerbaijan, making universities a leading force in mediation and improving conflict resolution. Discussions were held at the meeting and experts made recommendations on the implementation status of the project, difficulties and commitments.







Ganja State University launched the page of MEDIATS project

The page contains brief information about the project, project news: <u>http://gdu.edu.az/mediats-en/</u>







Online video meeting of Khazar University with Mediation Council

On April 21, 2020, an online meeting was held between Dr. Elmar Mustafayev, Head of the Political Science and Philosophy Department at Khazar University, and Mr. Ruslan Mirzeyev, board member of the recently established Mediation Council in Azerbaijan. The online meeting was organized with the objective to discuss possible opportunities for cooperation between Erasmus+ MEDIATS: Training and Society Transformation project (599010-EPP-1-2018-1-NL-EPPKA2-CBHE-JP) and the recently established Mediation Council in Azerbaijan.

Dr. Elmar Mustafayev briefed Ruslan Mirzeyev with the objectives of the Erasmus+ MEDIATS: Training and Society Transformation project, and the actions to be implemented within this project by Azerbaijani partner universities, Khazar University and Ganja State University. Furthermore, Elmar Mustafayev expressed the interest of both universities in taking an active part in the future endeavors of the Mediation Council and offered joint activities in training programs and the promotion of mediation values in the society.

In his turn, Mr. Ruslan Mirzeyev provided information on the upcoming plans of the Mediation Council and welcomed the cooperation offer by both partner universities of the MEDIATS: Training and Society Transformation project. Moreover, Ruslan Mirzeyev invited Khazar University and Ganja State University employees to participate in the training sessions of the Mediation Council.

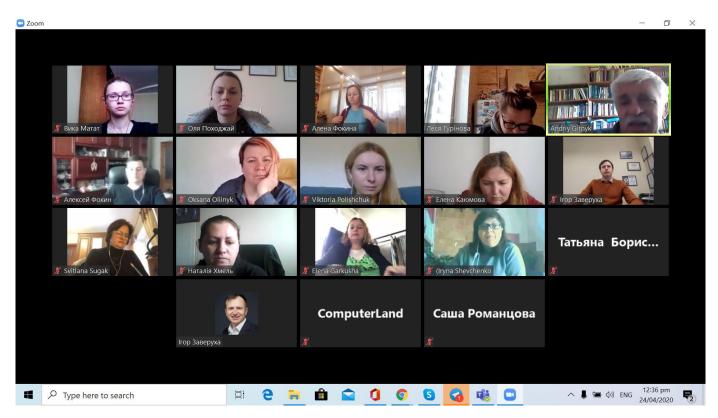
At the end of the video-meeting, parties agreed to have a face-to-face meeting following the lift of the lockdown, to discuss further cooperation.





KROK University continues to implement Master Degree in Mediation via e-learning.



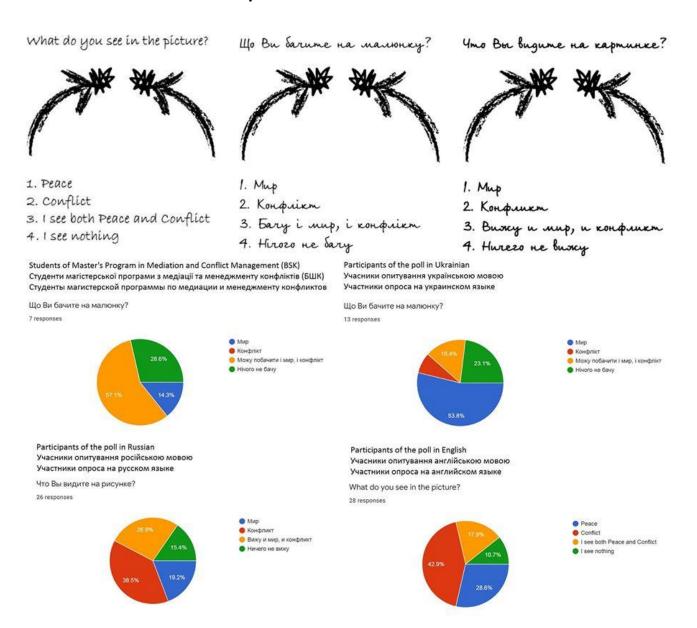


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Students of Master Degree Program in Mediation of KROK University participated in the poll "Peace or Conflict?"







Karazin Business School launches Advertisement Campaign of Mediation Program

The Karazin School of Business is launching the Master's Program in Management: MEDIATION this autumn as part of the Erasmus + MEDIATS project. Be a step ahead - find out what you need to join!



Karazin Business School 3 апр. в 21:07 · 🕄

Медіація? Останнім часом все частіше чуєте це слово? Що ж це таке? Як це застосовувати?...

Eщё





Co-funded by the Erasmus+ Programme of the European Union



Mediation?

Have you been hearing this word more and more lately? What is it? How to apply it?

Mediation is a flexible and effective way of resolving disputes when an independent third party helps the parties to reach an agreement.

In what areas is mediation applied? Who needs it? Do you know of one area where a conflict situation would not arise? - No!

Mediation is just the tool to help resolve conflict! In which cases does she come to the rescue? The following situations can be resolved with the help of a mediator:

- disputes concerning any commercial agreements, business activities, corporate conflicts;

- family conflicts, for example, disputes about determining a child's place of residence, establishing a procedure for communication with a child, about alimony, sharing of jointly-owned property, inheritance;

- disputes in banking and insurance;

- disputes related to copyright and intellectual property; - school conflicts, etc.

What are the main features and benefits of mediation?

- voluntary participation;
- confidentiality;
- informal nature of the process;
- taking into account the interests of the parties.





MEDIATS Project Launches Preparation of the Publication and Calls for the Articles



Possible topics for the publications:

Explanation of the notion "mediator", key competencies of mediator, overview of European mediation environment and analysis of situation in partner countries, the EU practices that were successfully implemented in Ukraine, Georgia and Azerbaijan during project implementation, description of national peculiarities and mediation processes etc. 2 publications in English will be issued an disseminated at MEDIATS project activities.

Target audience of the publications:

will be useful for HEIs, state authorities, Ministries, organizations related to mediation, wide public, training centres, Ministries, governmental bodies, municipal powers and NGOs.

Below you will find the requirements for the publications, that correspond to the international standards.

AUTHOR GUIDELINES

Before submission to the editorial staff of the **REVIEW**, please check **Peer-review process**, infringement of which will result in immediate rejection of the manuscript and possible sanctions against the author.

The authors are strongly recommended to read the "Guidelines for Authors and Translators of Scientific Articles to be Published in English" at the website of The European Association of Science Editors (EASE), which guides our work.





Make sure that the manuscript presents an academic value, significance of research, as well as that its originality and practical significance are well described; the manuscript makes a contribution to earlier researches concerning the topic.

The author must take a close look at the manuscript requirements. They are not too rigid, but we recommend to meet them. Therefore, we ask the authors to make every effort to meet the requirements, as it will provide the quality of their materials and will make it easier for the editorial staff to set the manuscript for publication.

Please define the type of the manuscript of four possible variants and adhere to both the general guidelines and the recommendations, which are specific for the type of the chosen manuscript.

The following types of manuscripts can be submitted to the journal:

- research paper, which is a final report on the finished original experimental study (the structure is Abstract, Introduction, Literature review, Method, Results, Discussion, Conclusion);
- theoretical paper, which is devoted to theoretical study of the problem, which complies with the journal's scope (the structure is Abstract, Introduction, Theoretical Basis, Results, Discussion, Conclusion);
- review paper, which is a study of concrete scientific problem, which complies with the journal's scope and is conducted based on the materials of the scientific publications (the structure is Abstract, Introduction, Literature review, generalization of the main statements, Discussion, Conclusion);
- short communication paper on the event (conference, seminar, exhibition, issue of the important monograph), which complies with the journal's scope (the paper is structured by the author in his/her own, but with compulsory reference to the date and place of the event, however, it does not include a big list of references and supplementary materials).

The manuscript should be sent to the journal via MANUSCRIPT SUBMISSION FORM, with the filled and signed Cover letter form. Please, try hard to send a manuscript with good level of English. Well-written manuscripts will let editors and reviewers concentrate on their academic value.

Title

The title of the manuscript should fully reflect the topic of the research and its content. It must be short and concrete (not more than 15 words). Besides it should catch the reader's interest and it should be written using the scientific style. It is appropriate to point the object of research or concretize it using the colon or the brackets. It is not recommended to use contractions, but if used, then only for the commonly known ones.

Author (authors)

Here the name (first name and last name) of the author (authors) must be written. Those authors who use the patronymic or middle name should write only the first. The authors whose names are written in the Cyrillic alphabet must transliterate them correctly.

After the names of the authors, there should be written their academic degree and academic rank, places of work (university, academic institution, etc. or the organization to which they belong) (Affiliation),





city and country. If the name of city or country is already used as author's affiliation still both the city and the country should be indicated. The name of the organization or the institution must be indicated, separated by the comma in the nominative case and this name must be full, without contractions and abbreviations. Also the authors should indicate their e-mails.

If there are several authors, they make a decision themselves concerning the order of their mentioning in the title of the paper (recommended variant – depending on the contribution to the research). The list of authors includes only those persons who have really taken part in the research and agreed to bear full responsibility for its content. Research funding or taking part in paying the article processing charge is not a prerequisite for being included in the list of co-authors. While forming the list of the authors, a special attention should be paid to the COPE (Committee on Publication Ethics) principles.

In order to bring the academic degrees, academic ranks and occupations, which are used in some emerging economies or the developing countries, in line with the international standards, the corresponding table should be used ENGLISH EQUIVALENTS FOR ACADEMIC RANKS, DEGREES AND JOB TITLES.

Abstract

It should be written using the following algorithm: first two or three sentences indicate the relevance of the topic; the aim and object of the study; the methodology (methods) of the study (for theoretical studies – its theoretical basis) are described; the obtained results and their practical value are characterized. At the same time, every statement must follow logically from the previous one. In the abstract for a research paper, it is recommended to use the numerical results. In the abstract of a review paper, the author can only point the issues discussed, without presenting the results. While writing the abstract, it is necessary to use the active voice instead of the passive voice, and such words as "thus", "for instance", "as a result", etc. In the abstract, the author should not refer to any researches or other sources of information. The abstract should be written without subsections and without subtitles, i.e., is not structured. The text should be concise and original. It is not appropriate to use the sentences in the Abstract from the text of the paper. At the same time, the material which is absent in the paper cannot be presented in the Abstract. In the Abstract, the author should not refer to any sources, use tables and figures. The number of words must be in average 150-250.

Keywords

The purpose of keywords is to provide the insight to the reader into the contents of the paper. They should reflect the area of the research. The number of keywords should be 5-10 in average. There should not be the sentences, but the words or word groups. If the object of the study is not mentioned in the title of the paper (including the country, the region), it should be added to the list of keywords. There is no need to replicate words from the title of the manuscript.

JEL Classification





If earlier the author was not aware of this classification system, he/she should attentively look through it in order to have a common understanding of all the areas defined in it <u>http://www.aeaweb.org/jel/jel class system.php</u>. The codes, indicated by the author should clearly reflect the research area. The author is welcome to use the codes from two or three areas, if they are covered in the research.

Introduction

Both scientific issues and the relevance of the research should be substantiated and explained in the introduction. Also a problem statement should be pointed out. The introduction should not be long, the author should avoid using tables and figures.

Literature Review

Literature review provides an analysis and generalization of relevant works (papers, monographs, reports, theses, etc.), which describe the essence of the problem and/or give an understanding on the previous efforts to solve it. The Literature Review should comply with the aim of the research ("fitness for purpose") and represent the results of critical analysis of the analytical base for testing the research hypothesis.

Literature review must not be limited only by works, which were published in the country where the author lives and works (the problem should be studied globally). Particularly it concerns the authors from non-English speaking countries (they are recommended to thoroughly analyze the works published in English).

If appropriate, normative legal acts are also analyzed.

Only those sources are given and analyzed in the paper, which really are valuable for the author's research. The author cannot just make long lists of authors and their works, which are related to the investigated issues. The author cannot take the pieces of review text from other works with reference to other authors and include their works in the list of references. When citing, the author is obliged to observe ethical and moral principles.

While making literature review, the author can use own publications and refer to them, but only in order to describe the problem, but not to increase the citation level.

It is recommended to finish the literature review with the presentation of unsolved issues, identification of contradictions in the results and findings of the previous researches, justification of the need to continue the studies in this area and choice of the specific topic (direction) of this study.

In the literature review and throughout the text of the paper as a whole, refer to <u>APA formatting and</u> style guide.

Aims

The aim describes main results in a short and concrete manner (in one sentence), the achievement of which is the purpose of the research. Here can also be mentioned several intermediate problems, the





solution of which will ensure that the aim is achieved. The aim should not replicate the title of the manuscript.

Methods

The methods (methodology) of the study are indicated in this section (commonly known), which author uses in the research, and/or the methodology offered by the author himself is described in a short and concrete manner. If methods and procedures offered are used in other works, the author should refer to the original sources.

In this subsection of the theoretical paper the theoretical basis of the research should be described, theories, perspectives, formulae, equations should be presented.

If commonly known statistic procedures are used in the paper, the author should not describe their essence, it is sufficient just to point them.

Results

Here empirical or theoretical data obtained in the process of the research are given. It is recommended to use figures, tables, graphs, schemes. The interpretation of the obtained results is not made in this section. Also there should not be presented the results, which were earlier obtained by the authors or other scientists.

Discussion

Here the interpretation of the results obtained during the research is made. A comparison is made with the results obtained by other researchers.

Conclusion

In this section the main ideas of the manuscript are presented, the obtained results and their novelty are demonstrated. The possibility of practical use of the obtained results should be outlined and the directions for further scientific research should be offered.

Acknowledgements

In this subsection, the relevant scientific programs, grants, scholarships, contracts are indicated. The author can also mention the persons or organizations, which helped him in conducting the research (access to information, organization of the survey, interview, etc.) and preparation of the paper (advice at the stage of writing, critical remarks, help in calculations, etc.).

References

The list of references must be made in the alphabetical order. While indicating the source, which was analyzed in the source language (not in English), it should be indicated first in the source language, then the transliteration should be made in brackets. It is recommended that it should be done with the transliteration for English-speaking systems (it is better to use transliteration of the system British Standards Institution.

Refer to <u>APA formatting and style guide</u>.





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Erasmus+ projects have to strictly respect and observe the **visual identity rules** for ERASMUS + CBHE projects, that are also indicated in the Grant Agreement and Partnership Agreement, available on the following website: <u>https://eacea.ec.europa.eu/about-eacea/visual-identity_en</u>, and are provided for you below:

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From the Grant Agreement

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1.the beneficiaries must follow the instructions available on the website (mentioned above).

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Newsletter 5 March-April 2020





Project materials, conclusion

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