MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
STATE UNIVERSITY OF TRADE AND ECONOMICS
CHERNIVTSI INSTITUTE OF TRADE AND ECONOMICS

APPROVED
By the Academic Council of ChITE SUTE
June 26, 2025. (Protocol No.8, cl.12)

ENACTED
By the order of ChITE SUTE
No. 4 as of June 26, 2025

REGULATIONS

ON THE ChITE SUTE INTEGRATED DIGITAL SMART LABORATORY

within the framework of the project LINKSROUACBE

(ID HUSKROUA/23/23/RS/3.1/043)

Chernivtsi – 2025

I. GENERAL PROVISIONS

1.1. The Integrated Digital Smart Laboratory - SmartDigitalLab (hereinafter referred to as the Laboratory) created within the framework of the LINKSROUACBE(ID HUSKROUA/23/23/RS/3.1/043) Project is a structural unit of the Chernivtsi Institute of Trade and Economics of the State University of Trade and Economics (hereinafter referred to as the Institute) and is directly subordinate to the Director of the Institute.

1.2. The decision on the establishment (reorganization, liquidation) of the Laboratory shall be made by the Academic Council of the Institute and put into effect by the Director of the Institute.

1.3.In its activity, the Laboratory is guided by the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific - Technical Activity", other laws of Ukraine and regulatory documents governing relations in the field of education and science, and the Charter of SUTE, Regulations on the Chernivtsi Institute of Trade and Economics of SUTE, the Development Program of the separated structural subdivision of the Chernivtsi Institute of Trade and Economics of SUTE /for the period up to 2027/, other regulatory documents of the Institute, the Contract for granting a subsidy for the implementation of the Project No. HUSKROUA/23/RS/3.1/043 with the abbreviated title: UNKSROUACBE entitled "Linking theory and practice in cross-border education in Romania and Ukraine" within the framework of the Program "Interreg VI-A NEXT Hungary Slovakia Romania Ukraine 2021-2027".

1.4. The Laboratory cooperates with the departments and other structural subdivisions of the Institute.

II. PURPOSE, TASKS AND CONTENT OF ACTIVITY OF THE LABORATORY

2.1. The purpose of the Laboratory (SmartDigitalLab) is the digital transformation of the Institute's activity based on the integration of modern innovative solutions into the educational process through organizational, systematic and technical support, namely: scientific and methodological support, improving the webometric rating indicators of the Institute; research on the digitalization of educational and scientific activities; development of the infrastructure of the digital educational environment; creation of an innovative, safe and technologically equipped educational environment that will facilitate the transformation of the educational process in response to the requirements of the digital economy, internationalization of the educational process and current labor market trends.

The Laboratory aims to provide top-quality student training, develop digital competencies, support cross-border inter-university cooperation, and create conditions for flexible learning based on active methods and close connection with practice.

2.2. Tasks of the Laboratory

2.2.1. Development and implementation of innovative educational modules:
creation of at least six interdisciplinary educational modules with a strong practical focus; adaptation of academic program content to meet the needs of the modern labor market in Ukraine and in Romania.

2.2.2. Organization of international faculty cooperation:
conducting online collaboration sessions between teaching faculty members of Ukrainian and Romanian universities to exchange experiences and teaching methodologies; familiarizing

Ukrainian educators with the higher education system and business environment in both Ukraine and in Romania.

2.2.3. Implementation of hybrid learning:
conducting courses simultaneously for students physically present in classrooms and those studying online; providing interpretation during courses to ensure international accessibility.

2.2.4. Enhancement of students' digital competencies:
providing knowledge and practical skills in using digital tools aligned with the demands of the modern digital market; preparing students for adaptation in a dynamic economic environment.

2.2.5. Support for academic mobility and exchange of practices:
creating conditions for at least 200 students from both countries to participate in inter-university courses; establishing a joint open educational space that promotes an inclusive approach to education and enhances the accessibility of educational services.

2.2.6. Cooperation between faculty members from both countries:
aiming to adapt academic programs to the new realities of the labor market through online meetings.

2.3. Content of the Activity of the Laboratory

2.3.1. Organization of the educational process:
utilization of a hybrid learning model, combining in-person and remote student participation; application of modern teaching methods (project-based learning, case studies, problem-based learning, practice-oriented tasks).

2.3.2. Development of technical infrastructure:
equipping laboratories with 2-in-1 PCs, laptops with specialized software, interactive displays, and multifunction printers; integrating the equipment into the IT infrastructure of ChITE SUTE; ensuring stable internet connection, security, ventilation, and ergonomic conditions.

2.3.3. Creation of conditions for research activity:
support for student and faculty research initiatives in the field of digital transformation of education and the economy; conducting interdisciplinary research involving both partner countries.

2.3.4. Development of soft skills and digital literacy:
enhancement of teamwork skills, critical thinking, digital security, and communication in digital environments; organizing trainings and workshops with the participation of trainers trained within the project framework.

The Laboratory will serve as a platform for the integration of innovations, technologies, and international educational experience, contributing to the qualitative transformation of professional training for the modern digital society.

III. STRUCTURE, FUNCTIONAL AND STAFF SUPPORT
OF THE DIGITAL LABORATORY

3.1. Structure of the Laboratory
The *SmartDigitalLab* consists of two specialized educational and research spaces, each with

clearly defined functions in accordance with the goals of the project **LINKSROUACBE** (ID HUSKROUA/23/23/RS/3.1/043).

3.1.1. Applied Modeling Laboratory (for lab work) with 16 workstations.
Purpose: development of applied digital and technical skills through the practical application of theoretical knowledge.
Core activities: use of modern specialized software for modeling, data processing, and development of digital solutions; creation of individual and team projects, testing of IT products, and conducting laboratory work.

Advantages: Students gain hands-on experience in a technologically secure, ergonomic environment equipped with high-quality tools.

3.1.2. Seminar-Type Laboratory (Seminar Laboratory) with 27 seats
Purpose: development of soft skills, enhancement of communication and analytical abilities, encouragement of discussion and interdisciplinary interaction.
Core activities: conducting seminars, presentations, case analyses, discussions, and brainstorming sessions; working with interactive displays, projectors, and digital platforms.
Advantages: it promotes the development of critical thinking, teamwork, adaptability to digital environments, and problem-solving skills.

3.1.3. Material and Technical Equipment of the Laboratories:
2-in-1 PCs, laptops with professional software; interactive displays, video projectors, multifunction printers; ergonomic furniture (desks, chairs, cabinets); high-speed internet and digital services with secure access to the IT infrastructure of ChITE SUTE; fire safety systems, ventilation, and compliance with occupational health and safety standards.

3.1.4. Laboratory Software:
In addition to utility programs, the software includes the installation and use of modern ERP systems aligned with the educational programs of the Institute's departments. The laboratory's educational software infrastructure also includes integration and content management by the Institute's departments within the LMS-system.

The entire infrastructure meets the standards of digital education and ensures flexibility, comfort, and functionality in the learning process.

3.2. Staffing of the Laboratory

The staffing of the Laboratory is carried out within the regular staff structure of the Institute, engaging relevant personnel as part of their core academic and teaching duties or in supporting roles. To ensure the effective operation of *SmartDigitalLab*, the following staff positions are provided (as needed):

- **Laboratory Coordinator** – responsible for overall administration, technical maintenance, and implementation of educational initiatives.
- **Teaching Staff** – tutors, trainers, and instructors trained within the project framework, responsible for the development and delivery of hybrid learning courses.
- **Digital Technology Methodologist** – supports the educational process, provides technical and methodological assistance to students and instructors, offers organizational support during classes, and monitors compliance with safety regulations.
- **IT Specialist** – maintains equipment, configures software, and oversees the digital infrastructure.

3.3. Cooperation with Partners

Educational mobility and knowledge exchange are carried out in collaboration with *Ştefan cel Mare University of Suceava* (Suceava, Romania). The partnership involves the alignment of academic programs, joint online sessions, development of educational modules, and mutual exchange of pedagogical experience and best practices. In cooperation, joint strategies are developed to adapt the curriculum to the evolving labor market needs of Romania and of Ukraine.

SmartDigitalLab functions as a comprehensive educational ecosystem, where high-quality equipment, modern infrastructure, and qualified personnel collaborate to effectively prepare students for the digital economy and the European labor market.

3.4. Use of Laboratory Resources by the Institute Departments.

The scientific and educational resources of the Laboratory should be actively utilized by the Institute's departments to ensure high-quality training of specialists within educational programs. For this purpose, the Institute's Academic Department provides for annual planning and coordination of the Laboratory's resource usage in the educational process.

3.5. Information Support of the Laboratory

Information support for the Laboratory is ensured through active publishing by all its users of news and updates about its activities on the official website of the Institute, official social media pages of the Institute, official information platforms of the '**LINKSROUACBE'** Project (ID HUSKROUA/23/23/RS/3.1/043), and in news media.

IV. RIGHTS AND RESPONSIBILITIES OF THE LABORATORY

4.1. The Laboratory has the right to:
– plan its activities according to the tasks outlined in this Regulation, orders and directives of the Director, and the Collective Agreement of the Institute;
– carry out operational planning of its activities within the framework of approved research plans and current projects;
– engage other departments and faculties of the Institute for collaboration;
– use the premises and equipment assigned to it for their intended purposes;
– utilize the services of the accounting department, human resources department, and other departments of the Institute;
– submit requests to the Institute's management for the creation of conditions necessary for the effective implementation of the Laboratory's scientific, practical, and production tasks, as well as propose improvements to the educational, scientific, research, administrative, and other activities of the Institute.

4.2. The Laboratory must:
– ensure proper execution of the tasks and duties defined in this Regulation and other normative documents of the Institute;
– carry out work in its areas of specialization (including within current projects) with quality and in a timely manner, according to approved plans;
– provide necessary consultations, methodological, and technical support to the Institute's departments on matters directly related to the Laboratory's functions;
– facilitate the implementation of the Laboratory's outcomes into the activities of the Institute;

– submit reports on completed work in a timely manner and in accordance with established procedures.

V. FINANCIAL ACTIVITY AND PROPERTY RELATIONS OF THE LABORATORY

5.1. The Laboratory has the right to use the property recorded on the balance of the Institute in accordance with the current legislation of Ukraine and the internal regulatory documents of the higher education institution.

5.2. The Institute provides the Laboratory with the necessary premises, material and technical resources, equipment, and modern information and communication technologies. The Institute also undertakes to take measures to neutralize the impact of negative factors that may hinder the Laboratory's functioning, specifically:

- maintaining the material and technical base in proper condition;
- ensuring safe and hygienic working conditions;
- creating favorable social conditions for Laboratory staff;
- establishing and maintaining, in accordance with occupational safety regulations, a fire-safe and well-ventilated environment equipped with essential safety systems.

This preparation ensures a safe and appropriate learning environment for academic and research activities.

5.3. Funding for the Laboratory's activities is provided in accordance with current legislation and through the budget of the international project **LINKSROUACBE** (ID HUSKROUA/23/23/RS/3.1/043), within the framework of the EU cross-border cooperation program. The funds are directed toward the modernization of educational infrastructure, procurement of equipment, development of educational modules, staff training, and support for the Laboratory's innovative activities.

5.4. The Laboratory has the right to attract additional sources of funding not prohibited by Ukrainian law, including charitable donations, grants, funds from partner organizations, etc., provided that transparent financial reporting procedures and the targeted use of resources are followed.

5.5. Material assets acquired or received by the Laboratory through international technical assistance projects or other funding sources are transferred to the Institute's accounting balance and are used exclusively for their intended purposes, in accordance with the funding terms and the objectives specified in the project.