

Regulations on the Editorial Board of the Journal "Engineering Education"

(Approved by the AEER Administrative Board Decision №1/2018 on March 29, 2018)

1. The Editorial Board (Board) of the Journal "Engineering Education" (Journal) is a permanent collegial body, which dealt with support, assistance and development of the Journal, while ensuring the high level of published materials.

The Editorial Board is established and liquidated by the AEER Administrative Board Decision.

2. The main areas of the Editorial Board activities are:

- analysis of content of materials submitted for publication in the Journal;
- identification of priority topics for published materials, approval of the Journal's list of headings;
- consideration and approval of plans for the Journal's release;
- organization of review of scientific articles submitted for publication;
- work with authors, aimed at increasing the relevance of publications and their value to readers;
- identification of main activities of the Journal;
- preparation of recommendations on the organization, development and improvement of the journal's edition;
- review and compilation of the Editorial Board work results;
- interaction with the Journal's readers.

3. The Editorial Board members take part in its work on a voluntary basis.

4. The Editorial Board includes the Editor-in-Chief, the Editorial Board members, and the Executive Secretary.

5. The Editor-in-Chief of the Editorial Board (hereinafter – Editor-in-Chief):

- manages the activities of the Editorial Board;
- holds meetings of the Editorial Board (internally, in absentia or in on-line format);
- approves minutes of the meetings of the Editorial Board;
- appointed by the AEER Administrative Board Decision.

6. The Executive Secretary of the Editorial Board is appointed by the Editor-in-Chief of the Editorial Board from among its members.

7. The Editorial Board meetings are held as necessary, but not less than twice a year. The specific dates and times of meetings are determined by the Editor-in-Chief.

8. The Editorial Board decisions can be made both at a full-time meeting and by absentee voting.

9. Decisions made at the Editorial Board meetings are reproduced in the form of minutes signed by the Chairman of the Editorial Board. The decisions of the Editorial Board are of a recommendatory nature and are communicated to all stakeholders in the form of an extract from minutes of the Editorial Board meeting.

10. The Editorial Board decision is regarded as adopted if the majority of the Editorial Board members vote for it; when the votes are equal, the Chairman has the casting vote.

11. The Executive Secretary of the Editorial Board:

- corresponds with the authors;
- works to ensure a high level of published materials;
- prepares the content and layout of the Journal;
- ensures the preparation of the work plans of the Editorial Board, makes an agenda for its meetings, organizes the preparation of materials for meetings;
 - informs the Editorial Board members about place and time of the of the Editorial Board meetings, the agenda, provides the necessary information and reference materials;
 - draws up the decisions and minutes of the Editorial Board meetings and monitors the implementation of decisions taken.

12. The composition of the Editorial Board can be changed by the AEER Administrative Board Decision upon the proposal of the Editor-in-Chief of the Journal.