

Approved by

Rector, Full Professor /signature/

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“11” September, 2020

**Stamp:** Identification code: 02125102.  
Lesya Ukrainka Eastern European National University. Ministry of Education and Science of Ukraine

## **The Regulations on the Department of Lesya Ukrainka Volyn National University**

### **1. General Regulations**

- 1.1. The' regulations on the Department of Lesya Ukrainka Volyn National University (further - the Regulations) were developed in accordance with the Law of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activities", "On Approval of Time Standards for Planning and Accounting of academic work and lists of the main types of methodical, scientific and organizational work of teaching and research staff of higher educational institutions" approved by the order of the Ministry of Education and Science of Ukraine (07.08.2002 No. 450) and other current regulations, by the Statute of Volyn National University named after Lesya Ukrainka (further - the Statute) and other Regulations of Volyn National University named after Lesya Ukrainka (further – the University) and other local acts of the University.
- 1.2. The department is a basic structural subdivision of the University (its faculties, institutes), which conducts educational and methodical activities in a certain programme subject area (professional educational program) or interdisciplinary group of programmes in one or more related programmes.

### **2. Department structure**

- 2.1. The department is created by the order of the rector at the request of the dean (director) of the faculty (institute) and the decision of the Academic Council of the University, provided that the amount of educational work allows to form a teaching staff consisting of at least five researchers and teachers, for whom the department is the main place of work and at least three of them must have an academic degree or scientific (honorary) title.

- 2.2. The staff of the department consists of scientific and pedagogical workers, researchers, engineers and technical staff, teaching and support staff. The staff list of the department is approved by the rector of the University.

The department may include scientific and educational laboratories, workshops and other subdivisions necessary to perform the assigned tasks. If necessary, in order to ensure the development of a new direction of educational, methodological and scientific activities a section can be created at the department.

The internal organization of the department and the forms of management of its subdivisions are determined by the academic councils of the faculty (institute) and the University. Quantitative and qualitative composition of the department can be adjusted in case of increasing or decreasing of scientific and pedagogical load for the new academic year.

- 2.3. The department is managed by the head of the department, who may not hold office for more than two terms. The head of the department must have a scientific degree and / or academic (honorary) title in accordance with the profile of the department, programme subject area, educational program.

The head of the department is elected to this position by secret vote by the Academic Council of the University for a term of five years, taking into account the proposals of the staff of the faculty (institute) and the department.

According to the positive decision of the Academic Council of the University, the rector signs a contract with the head of the department. The head of the department reports to the rector, vice-rectors, dean (director) of the faculty (institute) and manages the department.

- 2.4. The head of the department organizes the work of the department, is responsible for the tasks assigned to it, ensures the proper level and organization of educational, scientific, methodological and educational work, implementation of curricula and syllabi of disciplines, professional development of scientific and pedagogical staff, monitors the quality of teaching academic disciplines, compliance with the rules of internal regulations to create safe and harmless working conditions for members of the department.

The head of the department annually reports to the academic councils of the faculty (institute).

- 2.5. The department is reorganized and liquidated by the order of the rector on the basis of the decision of the Academic Council of the University on the proposal of the Academic Council of the Faculty (Institute).

### **3. The main activities and objectives of the department**

- 3.1. The main activities of the department are:

- educational work;
- methodical work;
- scientific and innovative work;
- organizational work;
- pedagogic work;
- international activities.

- 3.2. The main tasks of the department.

*In educational work:*

- organization and implementation of the educational process for certain forms of education (full-time, part-time forms of education (possible use of elements of dual, distance learning), types of educational work (classes, independent work, practical training, tests) and forms of organization training (lectures, practical (seminars) and laboratory classes, computer workshops, individual classes and consultations), on the disciplines of the department in accordance with the curriculum and working study plan of the professional educational program, syllabi of disciplines;
- ensuring high quality of the educational process in accordance with the standards of higher education and regulations on the organization of the educational process;
- improving the content of education taking into account modern achievements of science, technology, engineering and production;
- development of a common concept of implementation of the content of education in the disciplines provided by the department;
- organization of monitoring the quality of the educational process, taking into account the use of assessment scales in tests, exams and certification of students, rector's control;
- management of research work of students, organization of work of scientific circles, holding the competitions in the profile of the activity of department;
- organization and conducting of internships;
- involvement of leading scientists in conducting classes and control of students' knowledge;
- organization and holding of state certification of graduates, ensuring effective work of state examination commissions;

- organization and conducting entrance examinations for the second (master's) level;
- addressing other issues in accordance with the training needs of future professionals.

*In methodical work:*

- development of structural and logical schemes, educational and working curricula of educational programs of different educational degrees;
- carrying out expert activities on the preparation of documents received from the Ministry of Education and Science of Ukraine;
- preparation of syllabi of academic disciplines;
- development of topics of course and final qualifying works (projects);
- publication of textbooks, manuals, methodological developments, recommendations, instructions, course and final qualifying works (projects), as well as other educational literature;
- development of monitoring tools for diagnostics of academic achievements (test tasks, questions for modul examinations, examination papers, etc.);
- development and implementation in the educational process new technical teaching aids, visual equipment and samples, packaged applications;
- review and examination of educational and teaching materials;
- carrying out activities to improve the pedagogical skills of teachers;
- participation in the preparation and timely updating of educational and professional programs;
- effective use of the creative potential of scientific and pedagogical staff of the department in solving current problems of education, science, technology.

*In scientific and innovative work:*

- organization and implementation of research work on state budget, departmental issues and economic agreements, implementation of grants and international projects;
- organization of marketing and promotion of research results;
- organization of training of scientific and pedagogical staff through master's, postgraduate and doctoral studies;
- providing recommendations to the scientific reserve groups of graduate students, masters; before entering graduate school, doctoral studies;

- approval of dissertation topics, preliminary certification of graduate students and applicants; preliminary recommendation for presentation of completed dissertations;
- examination (reviewing): abstracts, dissertations, scientific publications, articles, etc., mastering dissertations;
- discussion and nomination of candidates for awards, academic and honorary titles;
- introduction of development results into production, educational process and experimental implementation;
- preparation of security documents for intellectual property, preparation of licenses;
- preparation, organization and holding of certificate courses, paid services;
- organization of scientific work of students, creation of thematic student scientific circles, organization and holding of student scientific and technical conferences, provision assistance to students in the preparation and publication of scientific articles and applications for inventions;
- organizational support for publications (monographs, dictionaries, reference books, scientific journals, articles, reports, etc.);
- preparation, certification of electronic publications.

*In the organizational work:*

- formation of staff and staffing within the approved funds and standards for all categories;
- coordination of the schedule of classes together with the dean's office of the faculty;
- creating conditions for professional growth of students and staff of the department, meeting the needs of the individual in intellectual, cultural, moral and physical development;
- organization and control of scientific and pedagogical staff of the department, organization and conducting of internships, etc .;
- establishing creative relations with higher education institutions, industry organizations, enterprises, research institutes, other enterprises and organizations, regardless of ownership (including foreign);
- organization and holding of methodical, scientific-methodical and scientific seminars, conferences, etc .;
- organization of activities for career guidance and involvement of people in training according to educational and professional programs of the department;

- preparation of contracts for internships;
- preparation of licensing and accreditation of educational and professional programs;
- organization of demonstrating of the results of the department on information stands, website of the faculty (institute), University, in the media.

*In pedagogic work:*

- implementation of a set of measures aimed at educating a highly developed personality in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine in the development of Ukrainian statehood;
- education of the future specialist, formation of his or her civic position on the assessment of social phenomena, ensuring the rights and freedoms of man and citizen;
- promoting the free development of a physically and morally healthy person who is aware of the meaning and purpose of his life, can identify and solve key professional problems as a socially active and creative citizen;
- appointment and organization of work of curators of academic groups;
- implementation of activities on observance by students of the legislation of Ukraine, moral and ethical norms of behavior in the University, and outside it, the careful attitude to property of University;
- raising the spiritual and educational level of student youth.

*In international activities:*

- development and implementation of a set of measures for integration into the international educational and scientific space;
- studying international experience in training specialists in the profile of the department and its use in the educational process;
- organization of exchange practices with related departments of partner universities;
- information and advertising work on the recruitment of foreign citizens and training of foreigners;
- participation in the performance of scientific and technical work under the order or with the participation of foreign partners;
- participation in the implementation of international projects, programs, grants;
- promoting the study and use of scientific and pedagogical and research staff of the Department of Foreign Languages;

- participation in international integration in the field of training through the implementation of the program "Double Diploma";
- organization and carrying out of joint scientifically-practical conferences, seminars, competitions, participation in exhibitions; publication of scientific articles and methodical materials, internships and other forms of professional development.

The tasks of the department are performed through the integration of teaching and practice, full and effective application of all elements of the educational process, taking into account the capabilities of modern information technology.

#### **4. Organization of work of the department**

- 4.1. The work of the department is organized and carried out in accordance with the Laws of Ukraine "On Education" and "On Higher Education", other current regulations, the Statute of the University, Regulations on the faculty / educational and scientific institute, this Regulation and other internal regulations of the University. Changes and additions to the regulations of the department are made by the decision of the Academic Council of the University.
- 4.2. The activities of the department are carried out on the basis of the annual work plan of the department, compiled for the current academic year, discussed and approved at the first meeting of the department.

The work plan of the department is based on guiding documents that determine the content of training, work plans of deans, academic councils of faculties (institutes) and provides specific measures for organizational, educational, pedagogic and research work, international cooperation, improving the training facilities, ensuring the implementation of management decisions on the organization of the educational process, analysis and evaluation of performance, performers, deadlines.

Issues of organization of educational, methodical, educational and research work of a departmental nature may be considered and discussed at joint meetings of departments of the faculty (institute). The department has the right to make independent decisions and conclusions within its competence, if they do not contradict the current legislation of Ukraine and local acts of the University. Discussion of issues related to the activities of the department is held at meetings of the department chaired by the head of the department or his deputy, at least once a month.

An extra meeting of the department may be convened to resolve urgent issues on the initiative of the head of the department or on the written initiative of at least 1/3 of the permanent staff of the department.

- 4.3. The department operates on the principles of collegiality. As a rule, all employees of the department take part in the meetings of the department. A meeting of the department is considered valid if at least half of the staff of the department is present. Employees of the department who work who are permanently employed with part-time work (0.5; 0.25; 0.75 salary) are equal in their rights with employees who work full time and have the right to vote.

Research and teaching staff who work part-time and on an hourly basis, invited employees of other departments, institutions of higher education, enterprises, institutions and organizations have the right to participate in the meeting of departments without the right to vote.

- 4.4. The meetings of the department are chaired by the head. In his absence, his functions are entrusted to his deputy or one of the members of the department on behalf of the head. Decisions of the department are made if half of the present members of the department voted for them, and are binding on all members of the department.

All members of the department (full-time employees) take part in voting on the recommendation for the position of scientific and pedagogical workers. The decision is considered valid and adopted if at least 2/3 of the full-time employees are present at the meeting of the department. The person for whom more than 50% of the present members of the department voted is considered elected. In the case of alternative candidates for the position of research and teaching staff of the department, the head submits an extract from the meeting of the department in writing form to the Academic Council of the Faculty (Institute), University with voting and discussion on each candidate and the conclusion of the department. Responsibility for the implementation of decisions of the department is imposed on the head, who systematically checks their implementation.

The head is responsible for the implementation of decisions of the department, and systematically checks their implementation.

- 4.5. Records are kept at the meeting of the department, the arrangement of which is entrusted to the secretary. The protocol is signed by the head of the department. Accounting and archiving of records of meetings of the department for the last three years is provided by the laboratory assistant of the department.



## **5. Rights and responsibilities of the department**

- 5.1. The rights and responsibilities of the staff of the department are determined by the current legislation of Ukraine, the Statute of the University, the Rules of Procedure of the University, the Collective Agreement and relevant job descriptions.
- 5.2. The department ensures the implementation of the tasks assigned to it in all areas of activity: educational, methodological, scientific, organizational, educational work, international activities.

## **6. Documentation of the department**

- 6.1. A person responsible for maintaining documentation is appointed at the department. The head of the department supervises the maintenance of documentation. The following documents must be available, stored, developed and maintained at the department:

No. (serial number)	Document title	Duration of validity and the relevant articles	Note
1	Orders of the rector, orders of the dean, decisions of the Academic Council on the organization and activities of the department	Until it will be unnecessary / art. 1b, 16 a, b	Electronic version
2	Standards of higher education of Ukraine in specialties for which specialists are trained (for the graduating department)	Until expiration	Electronic version
3	Educational and professional programs for training specialists (for the graduating department)	Constantly / art. 552 a	Copies

4	Regulations on the department, laboratory, workshop, other structural units of the department	Until expiration	Copies
5	Job descriptions of the head of the department, members of the department	Until expiration	Copies
6	Work plan of the department	5 years / art. 555 a	
7	The record of meetings of the department	Constantly / art. 14 a	
8	Reports on educational, methodical, scientific work of teachers of the department	5 years / art. 560	
9	The plan of research work of teachers of the department and annual reports	Constantly / art. 1298	
10	The plan of research work of teachers of the department and annual reports	Constantly / art. 1298	
11	Learning load of scientific and pedagogical employees of the department for the academic year	5 years / art. 555	
12	Individual work plans of teachers, distribution of workload between teachers	3 years / art. 557	

	(including workload cards)		
13	Syllabi of academic disciplines and practice	Until replacing by new ones	
14	Schedules of consultations, individual classes by teachers, schedules of open classes, schedules of mid-term and final control, schedules of RCC	1 year / art. 586	
15	Documentation on diagnostics of the quality of education (examination tickets, test tasks for residual knowledge control, test tasks, individual tasks, complex tests, etc.)	1 year / art. 550	Printed or electronic versions
16	Agreements on internships	Constantly / art. 62	Printed or electronic versions
17	Reports of managers on the practice	5 years / art. 595	
18	Reports of students on industrial (educational) practice (diaries to them)	3 years / art. 596	
19	Topics of courseworks, dissertations,	5 years / EC	

	master's theses and student applications		
20	Test works of students: a) annual; b) mid-term	3 years / art. 567 1 year / art. 567	
21	Students written exams	1 year / art. 565	
22	Course works (projects) of students (methodical documentation to them). Works awarded prizes at all-Ukrainian competitions and competitions of higher educational institutions. Works performed at the faculties of art universities	3 years / art. 566  Constantly  15 years	
23	Thesis (projects), reviews on them. After the defense of the thesis (projects) reviews are transferred to the library	5 years / art. 569	
24	Plans, training programs, internships for teachers of the department and reports on their passing	5 years / art. 512	
25	Journals of open classes, mutual and control visits to classes by the	5 years / art. 630	

	head and teachers of the department		
26	The plan of preparation of methodical, scientific editions of teachers. List of publications of teachers of the department	5 years / art. 630	
27	Information on the accounting of working hours of teachers of the department (performance of pedagogical workload, educational and research work of teachers)	1 year / art. 630	The original documents are transferred to the educational department
28	Description of cases submitted to the archive, acts of transferring of final qualifying works (projects) to the library	3 years / 137 b	
29	Documents on the organization and conducting of educational work by teachers of the department	3 years / EC	
30	Plan, topics and programs of electives, clubs, problem groups	3 years	
31	Nomenclature of affairs of the department	3 years / art. 112 b	

32	Lists of postgraduate students, applicants and doctoral students, indicating the date of enrollment / attachment and supervisors / consultants	5 years / art. 525 g	Electronic version
33	Schedule of training and support staff	3 years	

## **7. Control of the department**

- 7.1. The control is carried out at the request of the Rector and Vice-Rectors of the University by the relevant structural units of the University in order to assess the quality of the department, as well as further improve the forms and methods of work.

## **8. Responsibility**

- 8.1. The responsibility of the department is realized through the responsibility of employees of the department: the head of the department, scientific and pedagogical workers who perform the duties of the deputy head of the department, scientific and pedagogical workers and teaching and support staff of the department. The responsibility of each employee of the department depends on the duties assigned to him, has an individual character and is determined by the Statute of the University, job description, Rules of Procedure and other regulations of the University.

## **9. Property and funds of the department**

- 9.1. In order to ensure the activities provided for in these Regulations, the department is assigned the rights of operational management of premises, equipment and other necessary property. The department within its property complex is responsible for the proper conditions of the classroom and laboratory facilities, as well as for the intended use of the premises. Funding of the department is carried out within the funds of the relevant faculty (institute). The person appointed by the rector at the request of the head of the department is responsible for the preservation and use of the resource

base of the department. The head of the department constantly monitors the conditions and use of all equipment and property assigned to the department.

**Accepted by** the Academic Council of Lesya Ukrainka Volyn National University

**Protocol** No. 10 of August 28, 2020

**Approved by** the Academic Council of Lesya Ukrainka Volyn National University

/signature/

prof. Yu.V. Hromyk

Acting head of the legal department /signature/

C. V. Knish