

Approved by
Rector, Full Professor
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“01” December, 2020

Stamp: Identification code: 02125102.

Lesya Ukrainka Volyn National University.

Ministry of Education and Science of Ukraine

REGULATIONS ON THE ACADEMIC COUNCIL
(EDUCATIONAL AND SCIENTIFIC INSTITUTE)
OF THE FACULTY OF THE LESYA UKRAINKA VOLYN NATIONAL
UNIVERSITY

Regulations are determined by the Laws of Ukraine “On Higher Education”, regulations of the Ministry of Education and Science of Ukraine, the Charter of the Lesya Ukrainka Volyn National University (further – the Charter), the Regulations on the Academic Council of the Lesya Ukrainka Volyn National University (further – University).

1. General terms

2. The Academic Council of the Faculty (Educational and Scientific Institute) (further- Academic Council) is a collegial governing body, the membership of which is formed for a period of five years.
3. The Academic Council is headed by its chairman, and in his absence – by his vice-chairman.
4. The secretary of the Academic Council shall be responsible for the administration of the work of the Academic Council.
5. The Academic Council consists of the Dean of the Faculty, Deputy Deans, Heads of Departments, Head of Self-Government and Elected Bodies of Primary Trade Unions of faculty staff, as well as elected representatives representing academic, scientific and pedagogical workers. They are elected from among professors, doctors of sciences, candidates of sciences (doctors of philosophy), elected representatives representing other employees of the university and working in it on a permanent basis, elected representatives of graduate students, doctoral students, trainees, heads of elected bodies of primary trade unions of students and graduate students, heads of student self-government bodies defined by the Statute. The quota of elected representatives from the departments is determined by the general meeting of the faculty staff.

6. Elections to the Academic Council shall begin 30 calendar days before the expiration of the term of office of the previous Academic Council.
7. According to the decision of the Academic Council, it may also include representatives of employers' organizations. Thus, at least 75 percent of the membership of the scientific committee must be academic, scientific and pedagogical staff, who work on a permanent basis, and at least 10 percent – elected representatives from among the students.
8. Elected representatives from among the employees of the faculty are elected by the general meeting of the faculty staff upon submission of the structural units in which they work, while elected representatives from among the students are elected by direct student elections.
9. The dean of the faculty has the right to recommend the academic council to elect and dismiss from the academic council of the faculty employees of the faculty upon the submission of the structural units in which they work.
10. The staff of the Faculty (Educational and Scientific Institute) shall be approved by the Rector of the University.
11. The status of a member of the Academic Council shall be terminated at the end of the tenure (for members of the Academic Council on a permanent basis) or in connection with the termination of the employment relationship with the University (for elected representatives from faculties and academic institutions).
12. Changes in the composition of the Academic Council of the Faculty (Educational and Scientific Institute) shall be approved by the Rector of the University.

The duties of the Faculty's Academic Council (Educational and Scientific Institute)

The competence of the Academic Council of the Faculty (Educational and Scientific Institute) includes:

- 1) discussion of general directions of educational, scientific and organizational activities of the Faculty (Educational and Scientific Institute);
- 2) discussion of the organization of the educational process at the faculty (in the educational and scientific institute), measures to improve the quality and success of education;
- 3) discussion of plans of research and educational work, plans for professional development of the teaching staff of the faculty (educational and scientific institute);
- 4) discussion of practical training and results of educational and other practices of students of faculty (educational-scientific institute);
- 5) discussion and approval of reports of the dean of faculty (director of educational and scientific institute) in the educational and scientific institute);

- 6) election by competition for the positions of assistants, teachers, senior teachers and recommendation of their candidacies to the rector for appointment;
- 7) election by secret ballot to the position of associate professors in accordance with the powers delegated by the Academic Council of the University;
- 8) submission of a motion to recall the dean of the faculty (director of the educational and scientific institute) on the grounds provided by the laws of Ukraine, the Statute, the contract, which is considered by the meeting of the faculty staff (educational and scientific institute);
- 9) hearing reports on the work of graduate students, doctoral students, employees of the faculty (educational and scientific institute);
- 10) submission to the Academic Council of the University of proposals for the award of honorary titles to employees of the faculty (educational and scientific institute);
- 11) consideration of other issues related to the activities of the faculty (educational and scientific institute) that do not contradict the Law of Ukraine "On Higher Education", the Statute of the University.

Organization of the work of the Academic Council of the Faculty

(Educational and Scientific Institute)

1. The Academic Council operates on the principles of collegiality.
2. The Academic Council shall meet at least once a month. For the resolution of non-demanding issues, an evening meeting of the Academic Council is held, which may be convened at the initiative of the Dean of the Faculty (Director of the Institute) or the Head of the Academic Council. The day of the meeting shall be determined by the head of the Faculty (Director of the Institute).
3. The meeting of the Academic Council is chaired by the Chairman, and in his absence - by the Deputy Chairman.
4. A meeting of the Scientific Council shall be considered legitimate if 2/3 of the total number of its members is present.
5. Decisions of the Academic Council shall be taken by a simple majority vote, except in the case of elections for teaching and research posts.
6. The election to the position of Associate Professor is carried out by a simple majority vote (more than 50 % of the votes of the members of the Academic Council present). Before the vote for each candidate for the corresponding position, the chair's announcement shall be made and a discussion held in their presence.

A candidate who receives more than 50 % of the votes of the members of the Faculty (Academic and Research Institute) shall be deemed winner. In case of equal distribution of votes between the applicants or if none of the applicants receives more than 50 % of the votes of the present members of the Academic

Council, the applicants with the highest number of votes shall be recommended for election by the Academic Council of the University.

7. The selection for the positions of assistant, vice-principal, senior vice-principal, and internship teacher is carried out by a simple majority vote (more than 50 % of the votes of the present members of the Academic Council). Before the vote for each candidate for the corresponding position, the chair's announcement shall be made and a discussion held in their presence. A candidate who receives more than 50 % of the votes of the members of the Faculty (Research and Academic Institution) shall be deemed winner. In case of equal distribution of votes between the applicants and in case any of the applicants does not receive more than 50 % of the votes of the present members of the academic council, a second vote shall be called. Two candidates with the highest number of votes shall be entitled to a second vote.
8. The names of all the nominees for the corresponding seat shall be placed on one ballot paper for a secret ballot. Each member of the Scientific Committee shall be entitled to vote for only one candidate. In all other cases the ballot papers shall be considered invalid.
9. Decisions of the Academic Council are implemented by the Dean of the Faculty (Director of the Institute). Decisions of the Academic Council shall be binding on all employees of the Faculty (Scientific and Research Institute) and may be subject to approval by the Academic Council of the University. The rector of the university shall revoke the dean's orders that contradict current legislation, the Statute or are inimical to the interests of the university.

4. Procedure for approving amendments to these Regulations

1. The Regulations shall be reviewed and approved by a decision of the Academic Council of the University and shall be enforced by order of the Rector.
2. Amendments and additions to these Regulations shall be reviewed and approved by a resolution of the Academic Council of the University and put into effect by order of the Rector of the University.

Approved by the decision of the Academic Council of the Lesya Ukrainka Volyn National University of November 26, 2020, Minutes № 14.