

Approved by
Rector, Full Professor
Anatolii TSOS /signature/

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Lesya Ukrainka Volyn National University.
Ministry of Education and Science of Ukraine

REGULATION

ON THE SCIENTIFIC AND METHODOLOGICAL COUNCIL

OF THE LESYA UKRAINKA VOLYN NATIONAL UNIVERSITY

1. General provisions

Regulation on the Scientific-Methodological Council of the Lesya Ukrainka Volyn National University (hereinafter – the University) was developed on the basis of the Laws of Ukraine “On Education”, “On Higher Education”.

1.1. The Scientific and Methodological Council of the University is created by order of the Rector in order to solve important issues of organization and implementation of the educational process at the University, implementation of innovative teaching methods in the educational components, exchange of experience in pedagogical, scientific work, development of recommendations on the use of information and communication technologies at the University, updating the content of national education, organizing effective communication with other educational bodies. The Scientific and Methodological Council is an advisory body under the Vice Rector for Academic Affairs and Recruitment.

1.2 The general management of educational, scientific, methodological work at the University is carried out by the Vice-Rector for Academic Affairs and Recruitment, who is also the Chairperson of the Scientific and Methodological Council.

1.3 The University Scientific and Methodological Council shall be guided in its activity by the normative acts of the Ministry of Education and Science of Ukraine, the Charter of the Lesya Ukrainka Volyn National University, decisions of the University Academic Council, University Rector’s orders and university administration’s decisions.

2. Goals and areas of activity of the Scientific and Methodological Council of the University

2.1 The main activities of the Scientific and Methodological Council are:

- development of recommendations on the principles of the organization of teaching and methodological work at the University;
- formulation of proposals for the schedule for the organization of the educational process at the University;
- study and generalization of the experience of scientific-methodological work and its implementation into educational process of the University;
- implementation of the University policy in the field of quality assurance and activities quality of higher education;
- approval of the action plan for monitoring the quality of educational activities and the quality of higher education for the academic year;
- providing clarifications, interpretations, consultations on the application of normative documents on educational and methodological work;
- forming proposals for improving the system of internal quality assurance system at the university;
- making proposals to ensure the quality of educational activities and higher education at the University in accordance with the latest educational technologies, developing appropriate recommendations and regulations;
- analysis of the results of monitoring the quality of the University educational activities and development of recommendations for its conceptual development and procedural improvement;
- expertise of curricula of specialties (educational and professional programs) training of students for all educational levels and forms of education;
- development and coordination of regulations, recommendations on the organization of educational process at the University;
- review and recommendation of educational-methodological and teaching literature editions and recommendations for their approval;
- reviewing and examining educational, practical, informational, and cartographic publications, teaching aids, and educational equipment that qualify for the “Recommended” or “Approved” designation by the Academic Council of the University;
- control of the level and quality of scientific and methodological support of disciplines, making suggestions for its improvement;
- planning measures to improve the quality of training and conducting knowledge monitoring;

- control and coordination of scientific-methodological commissions of faculties (Institute);
- holding in the University scientific and methodological conferences, seminars on the issues of improving the organization and analysis of the current state of scientific and methodological work;
- development of recommendations on the forms and methods of in-process and summary control of students' knowledge;
- monitoring the information displayed on the web pages of the faculties (institutes) and submitting a proposal to the information that is publicised.

3. Rights of the Scientific and Methodological Council of the University

3. 1. The Scientific and Methodological Council has the right to:

- write notes to faculties (institutes) and departments on the required information and research and methodological materials;
- recommend reports on teaching and methodological issues to the scientific and methodological conferences of the university and publish them on the website of the university;
- recommend teaching and methodological literature to the students;
- involve, in coordination with the deans (directors) and heads of departments, professors and lecturers as consultants and reviewers of teaching and methodological materials;
- recommend the chair teachers to work in expert committees for the evaluation of educational materials submitted to the Academic Council of the university for the title “Recommended” or “Approved”.

3.2 The members of the Scientific and Methodological Council of the University have the right to:

- review the teaching and methodological and scientific and methodological work in the departments, (Institutes);
- control the efficiency of scientific and methodical work of the faculties' (institutes') committees (Institutes);
- receive required documentation and information from faculties (institutes), other departments to study the experience or review the work;
- review teaching and methodological materials submitted to the Scientific and Methodological Council of the University;

– submit to the discussion of the Scientific and Methodological Council of the University the issues aimed at improving the quality of the University’s educational activities.

4. Structure and Activity of the Scientific and Methodological Council

4.1 The Scientific and Methodological Council is chaired by the Vice-Rector for Educational Work and Recruitment.

The Scientific and Methodological Council consists of: the head of the educational department, the head of the educational-methodical department for quality assurance of higher education, the head of the department of technical means of training “Center for Innovation Technologies and Computer-based Testing”, representatives of faculties (institutes), usually heads of the methodological committees of faculties (institutes), or leading teachers.

The staff of the Methodological Council is approved by order of the rector for one academic year.

4.2 The activities of the Scientific and Methodological Council are carried out in accordance with its work plan. The work plan of the scientific and methodological council is discussed and agreed upon at the first meeting in the academic year.

4.3 The head of the Scientific and Methodological Council of the university shall conduct the meeting of the committee, coordinate its activities, and supervises the preparation of materials for the meeting.

Secretary of the Council maintains documentation that reflects the activities of the Scientific and Methodological Council, draws up the minutes of the meetings.

The members of the scientific and methodological council propose issues for discussion, make suggestions for improvement of scientific and methodological work in the University, have the right to contribute to the implementation of decisions of the scientific and methodological council and are required to carry out the instructions of the head of the scientific and methodological council.

The work of the scientific and methodological council of the University and the methodological committees of the faculties (institutes) is described in the “Educational and Methodological Work” section of the individual plans of the teaching staff.

4.4 The meeting of the Scientific and Methodological Council is legitimate, if not less than 2/3 of the total number of its members. All employees of the university may participate in the meetings of the Scientific and Methodological Council, requested by employees of other organizations and institutions.

4.5 Decisions of the University's Scientific and Methodological Council are taken as draft decisions at the Academic Council meetings. University, academic councils of faculties (institutes), rector's office, are implemented as recommendations for the structural divisions of the University. Scientific and Methodological Council decisions are considered adopted if at least half of the members of the University's Board of Directors have voted in favor of Decisions of the IAOC shall be formalized by minutes and orders of the Vice Rector for academic work and recruitment.

4.6 Control of execution of the decisions of the Scientific and Methodological Council is carried out by the Vice-Rector for Educational Work and Recruitment, the head of the educational department.

5. Procedure for implementation of the Regulations

This Statute becomes effective upon approval by the Rector of the University.

Amendments and additions to the Regulations on the Scientific and Methodological Council are made by the decision of by resolution of the Scientific and Methodological Council of the University.

Approved by the Academic Council

Lesya Ukrainka Volyn National University

Minutes № 10 of June 28, 2020

Approved by

Vice-Rector for Academic Work and Recruitment Prof. Y. V. Hromik

Head of Academic Affairs Department Associate Professor L. O. Zaiets

Head of Legal Department Ph. V. Knish