

Approved by
Rector, Full Professor
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Lesya Ukrainka Volyn National University.

Ministry of Education and Science of Ukraine

REGULATIONS ON THE ACADEMIC COUNCIL OF THE LESYA UKRAINKA VOLYN NATIONAL UNIVERSITY

The Regulation was developed in accordance with the Law of Ukraine “On Higher Education”, normative legal acts of the Ministry of Education and Science of Ukraine, the Charter of the Lesya Ukrainka Volyn National University (hereinafter – the Charter).

1. General terms

1. The Academic Council of the Lesya Ukrainka Volyn National University (hereinafter – the Academic Council, University) is a collegial governing body of the University, which is formed for a period of five years.
2. The personal composition of the Academic Council shall be approved by the order of the Rector within five working days from the date of expiration of the previous composition of the Academic Council.
3. The Academic Council of the University is headed by its chairman, who is elected by secret ballot from among the members of the Academic Council of the University who have a degree and / or academic (honorary) title, for the term of the Academic Council.
4. In the absence of the Chairman of the Academic Council of the University, his duties are performed by the Deputy Chairman, who is elected by open ballot by a simple majority of members of the Academic Council of the University who have a degree and / or academic (honorary) title for the term of the Academic Council.
5. The Secretary of the Academic Council is the Academic Secretary.
6. The Academic Council of the University consists of the Rector of the University, Vice-Rectors, Deans of Faculties (Directors of Educational and Scientific Institutes), Director of the Professional College of Technology, Business and Law (hereinafter – the Professional College), Academic Secretary, Library Director, Chief

Accountant, Heads of Self-Government and elected bodies of primary trade unions of employees of the University, as well as elected representatives representing scientific and pedagogical workers and elected from among the heads of departments, professors, doctors of philosophy, doctors of science, 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 of the University in accordance with quotas set by the Statute of the University. The quota of elected representatives from faculties, educational and scientific institutes, Vocational College is determined by the Statute in the amount of 1 (one) person.

7. Elections to the Academic Council shall begin 30 calendar days before the expiration of the previous term of the Academic Council.

8. According to the decision of the Academic Council, it may also include representatives of employers' organizations. At the same time, at least 75 percent of the Academic Council must be scientific and pedagogical staff of the University and at least 10 percent – elected representatives from among students.

9. Elected representatives from among the employees of the University are elected by the conference of the staff of the University at the request of the structural units in which they work, and elected representatives from among the students are elected by students by direct secret ballot.

10. The Rector has the right to enter and remove employees from the Academic Council by orders of the Academic Council on the proposals of the Chairman of the Academic Council, Vice-Rectors, heads of structural units of the University in which they work.

11. The status of a member of the Academic Council is lost with the expiration of the term of office (for members of the Academic Council) or due to termination of employment with the University (for elected representatives of faculties and educational and research institutes).

12. Decisions of the Academic Council of the University are put into effect by orders of the Rector of the University.

2. Main tasks of the Academic Council

1. The Academic Council determines the strategy and perspective directions of development of educational, scientific and innovative activity of the University.

2. Develops and submits to the conference of the staff of the University the draft Statute of the University, as well as the decision to make changes and additions to it.

3. Approves the financial plan and annual financial report of the University.
4. Defines the system and approves the procedure for internal quality assurance of higher education.
5. Decides on the placement of own revenues in the territorial bodies of the central executive body in the field of treasury servicing of budget funds, or in banking institutions.
6. Adopts on the proposal of the Rector of the University decisions on the formation, reorganization and liquidation of structural units.
7. Elects by secret ballot the chairman of the Academic Council from among the members of the Academic Council who have a doctorate and / or academic title of professor (honorary title of Ukraine) for the term of the Academic Council.
8. Elects by simple voting the Deputy Chairman of the Academic Council from among the members of the Academic Council who have a doctorate and / or academic title of professor (honorary title of Ukraine), for the term of the Academic Council.
9. Elects by secret ballot for the positions of heads of departments - professors of departments, heads of departments, professors, associate professors (in case of controversial issues, equal distribution of votes between candidates or provided that none of the candidates gets more than 50 % of votes present at the meeting). faculty (educational and scientific institute)).
10. Approves educational programs and curricula for each level of higher education and specialty.
11. Makes decisions on the organization of the educational process, determines the terms of training at the appropriate levels.
12. Approves the model and procedure for preparing documents on higher education, including joint and double diplomas.
13. Approves the main directions of research and innovation.
14. Evaluates the scientific and pedagogical activities of structural units.
15. Assigns academic titles of professor, associate professor and senior researcher and submits the relevant decisions for approval to the attestation board of the Ministry of Education and Science of Ukraine.
16. Assigns the title of “Honorary Professor of Lesya Ukrainka Volyn National University”, “Honorary Doctor Honoris causa of Lesya Ukrainka Volyn National University”.

17. Accepts residual decisions on the recognition of foreign documents of higher education, academic degrees and academic titles during the hiring of teachers, scientists, educators, and other staff, as well as during the registration of applicants for training.
18. Makes final decisions on the recognition of documents on higher education issued by institutions of higher spiritual education, the statutes (provisions) of which are registered in the manner prescribed by law, when enrolling entrants.
19. Decides on the nomination of candidates for honorary titles of Ukraine and other state awards, and on the nomination of textbooks for state awards of Ukraine.
20. Decides to award the titles “Recommended by the Scientific Council of the Lesya Ukrainka Volyn National University” and “Approved by the Scientific Council of the Lesya Ukrainka Volyn National University” to educational and methodological literature, teaching aids and educational equipment.
21. Considers proposals for the establishment of educational (teaching, research and production) complexes and other associations.
22. Considers proposals for changes in the structure of the University (faculties, educational and research institutes, Vocational College, departments, libraries, laboratories and other departments).
23. Approves the decision to join unions, associations, other economic or commercial structures.
24. Decides on the opening of postgraduate or doctoral studies and on the expansion of the list of scientific specialties in postgraduate and doctoral studies.
25. Approves topics for theses and dissertations, individual work plans for graduate students, doctoral students.
26. Decides to pass the candidate exam in a foreign language other than English, German, French, Italian, Spanish, if knowledge of this language is required to work on the dissertation.
27. Defines additional candidate exams.
28. Considers the conclusions of the department, laboratory on the applicant for doctoral studies and decides on his enrollment.
29. Provides recommendations to the admissions committee for enrollment in graduate school in case the entrants receive the same grades.
30. Decides on the approval of research topics of graduate students (doctoral students) and the appointment of a supervisor or scientific advisor.

31. Evaluates the circumstances that exclude the possibility of working on a dissertation and determines the period for which the study continues in graduate or doctoral studies (usually not more than one year).

32. Decides on further stay in postgraduate studies (doctoral studies) on the basis of the report on the implementation of the individual work plan of postgraduate students (doctoral students) or on deductions from postgraduate studies (doctoral studies).

33. Annually considers the issues of training scientific and scientific-pedagogical staff, reviews the composition of scientific supervisors, consultants and removes from scientific guidance or scientific advice persons who do not provide timely and quality training of graduate and doctoral students.

34. Considers the internship of teachers abroad and in Ukraine for four months or more.

35. Has the right to submit a motion to recall the Rector of the University on the grounds provided by law, the Statute of the University, the contract, which is considered by the conference of the staff of the University.

36. Defines the powers of academic councils of faculties (educational and scientific institutes) in accordance with the Statute of the University. Delegates part of its powers to the academic councils of faculties (educational and scientific institutes). The composition of the academic councils of the faculties is formed on the basis of the composition of the academic council of the University, as set forth in this paragraph.

37. Upon the request of the Rector of the University or at the request of the Dean of the Faculty (Director of the educational and research institute), the University shall consider the conflicting issues of the structural units and take appropriate decisions.

38. Considers other issues of the University.

3. The duties of the Academic Council of the University, which are delegated to the academic councils of the faculties (educational and scientific institutes)/

1. Academic councils of faculties (educational and scientific institutes) are formed at the University, the powers of which are determined by the Academic Council of the University.

2. The Academic Council of the University delegates part of its powers to the Academic Councils of the faculties (educational and scientific institutes).

3. The Academic Council of the Faculty (Educational and Scientific Institute):

1) determines the general directions of scientific activity of the Faculty (Educational and Scientific Institute);

- 2) elects by secret ballot the chairman of the Academic Council from among the members of the Academic Council who have the degree of Doctor of Sciences, Candidate of Science (Doctor of Philosophy) and / or academic title of Professor (Associate Professor) for the term of the Academic Council;
 - 3) elects by simple voting the Deputy Chairman of the Academic Council from among the members of the Academic Council who have the degree of Doctor of Sciences, Candidate of Science (Doctor of Philosophy) and / or academic title of Professor (Associate Professor) for the term of the Academic Council;
 - 4) elects by secret ballot to the positions of assistant, teacher, senior lecturer, associate professor;
 - 5) recommend by secret ballot to the Academic Council candidates for election to the position of associate professor provided that the votes are equally distributed among the candidates or if none of the candidates receives more than 50% of the votes of the members of the Academic Council;
 - 6) hears the reports of the dean of the faculty (director of the educational and scientific institute), heads of departments, heads of other departments and other persons in accordance with the Regulations on the faculty (educational and scientific institute);
 - 7) decides on the organization of the educational process at the faculty (educational and scientific institute);
 - 8) considers other issues that fall within its competence, related to the activities of the faculty (educational and scientific institute).
4. The activity of the academic council of the faculty (educational and scientific institute) is regulated by the Regulations on the academic council of the faculty (educational and scientific institute).

4. Organization of work of the Academic Council of the University

1. The Academic Council of the University carries out its activities on the principles of collegiality.
2. The Academic Council meets at least once a month. To resolve urgent issues, an extraordinary meeting of the Academic Council is held, which may be convened on the initiative of the Rector, the Chairman of the Academic Council or the Rectorate. The day of meetings of the Academic Council, as a rule, is the last Thursday of each month: the beginning of work – at 15 o'clock (if necessary – on other days).
3. The meeting of the Academic Council is chaired by the Chairman, and in his absence – by the Deputy.

4. A meeting of the Academic Council is valid if at least two thirds of its members are present.
5. Decisions of the Academic Council are taken, as a rule, by open voting by a simple majority of votes (at least half of the members of the Academic Council present at the meeting). Secret ballot is held in case of election to the positions of heads of departments-professors of departments, heads of departments, professors, associate professors (in case of controversial issues, equal distribution of votes between candidates or (educational and scientific institute)), awarding academic titles, nominating candidates for honorary titles of Ukraine, other state awards, textbooks for obtaining state awards of Ukraine. The decision to hold a secret ballot on other issues may be made by the Academic Council of the University.
6. Decisions on election to the positions of heads of departments-professors of departments, professors, associate professors are made by secret ballot by a simple majority of votes (not less than half) present at the meeting of members of the Academic Council.
7. The names of all candidates for the relevant position shall be entered on one ballot paper by secret ballot. Each member of the Academic Council has the right to vote for only one candidate. For all other voting options, ballots are considered invalid.
8. In case of equal distribution of votes between the candidates and in case none of the candidates gets more than 50 % of the votes of the present members of the Academic Council, a second vote is announced at the next meeting of the Academic Council. No more than the two candidates who received the largest number of votes during the first election to the relevant position shall be put to a second ballot.
9. Decisions on conferring the academic title of professor, associate professor, senior researcher shall be made by secret ballot by a qualified majority (not less than three quarters) of the members of the Academic Council present at the meeting.
10. Decisions on nominations for honorary titles of Ukraine, other state awards, on nomination of textbooks for state awards of Ukraine are made by secret ballot by a qualified majority (not less than three quarters) present at the meeting of members of the Academic Council.
11. The draft agenda of each meeting of the Academic Council is drawn up by the Academic Secretary on the basis of the work plan of the Academic Council for the current academic year and the materials planned for consideration. The Rector, Vice-Rectors, Chairman of the Academic Council, Deputy Chairman of the Academic Council, Deans of Faculties, Directors of Educational and Scientific Institutes and other members of the Academic Council have the right to submit proposals to the work plan, but not later than seven days before the Academic Council meeting.

12. On behalf of the Chairman of the Academic Council preparation of materials for consideration of a specific issue at meetings of the Academic Council provides vice-rectors and heads of relevant departments together with the Academic Secretary subject to prior discussion at meetings of the Scientific Council, Scientific and Methodological Council politics and social work, etc.

13. Leaders who prepare materials for the meeting of the Academic Council are responsible for carefully studying the facts of the problem to be discussed and making specific proposals to address deficiencies, for preparing written information and draft decisions. They may be accompanied by the conclusions of the inspection. The information summarizes the essence of the problem, indicates the shortcomings, their causes, the state of affairs on the implementation of previous decisions.

14. Supervisors who prepare materials for the meeting of the Academic Council are personally responsible for the content and timely (no later than five days before the meeting of the Academic Council) submission of draft decisions to the Scientific Secretary. The draft decision should include an assessment of the activities of the units and their managers on the issue under discussion and specific implementation measures, indicating the deadlines, executors and persons responsible for ensuring control.

15. Recommendations of departments, meetings of labor collectives of faculties (educational and scientific institutes) for election to the positions of heads of departments-professors of departments, heads of departments and recommendations of departments for election to positions of professors are submitted to the Scientific Secretary not later than 2 days before the Academic Council meeting.

16. Documents for conferring academic titles of professor, associate professor, senior researcher, for obtaining honorary titles of Ukraine, other state awards, for nominating textbooks for state awards of Ukraine, etc. shall be submitted to the Scientific Secretary not later than 3 days before the Academic Council meeting.

17. No later than four days before the meeting of the Academic Council, the Academic Secretary shall agree on the agenda and draft decisions with the Chairman of the Academic Council.

18. The Academic Secretary informs the members of the Academic Council and the invited guests about the date, place, time and agenda of the meeting of the Academic Council three days before its holding.

19. Responsibility for the implementation of the decisions of the Academic Council rests with the vice-rectors responsible for the direction of activity, as well as the persons specified in the decisions.

20. At the meeting of the Academic Council twice a year the issues of the work of the Academic Council, the implementation of decisions made at previous meetings,

the state of attendance at meetings of members of the Academic Council are considered.

21. At the meeting of the Academic Council a transcript and minutes are kept, the execution of which is entrusted to the Scientific Secretary. The decision of the Academic Council is signed by the chairman and the scientific secretary. Accounting and storage of protocols is provided by the Scientific Secretary.

22. The Academic Secretary reports to the Chairman of the Academic Council.

23. The chairman of the meeting of the Academic Council opens, closes the meeting, announces breaks in the meetings; organizes consideration of issues; submits draft decisions for discussion; gives the floor for the report (co-report), speech, announces the next speaker; makes official announcements, as well as those that it deems necessary to announce.

24. At the beginning of the meeting the agenda is considered and approved. Time allowed for the report – up to 15 minutes, discussion – up to 5 minutes.

5. Procedure for approving amendments to these Regulations

1. This Regulation is considered and approved by the decision of the Academic Council of the University and is enforced by order of the Rector.

2. Changes and additions to this Regulation are considered and approved by the decision of the Academic Council of the University, which is 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.