

Approved by

Rector, Full Professor

Anatolii Tsos /signature/

“11” September, 2020

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

The Regulations on the Rectorate of Lesya Ukrainka Volyn National University

1. General Regulations

- 1.1. The regulations on the Rectorate of Lesya Ukrainka Volyn National University (further - the Regulations) were developed in accordance with the Law of Ukraine "On Higher Education", "On Education" of the Statute of Lesya Ukrainka Volyn National University (further - the Statute).
- 1.2. The Rectorate of Lesya Ukrainka Volyn National University (further - the Rectorate) is a permanent working body that carries out the collegial management of Lesya Ukrainka Volyn National University (further – The University), in order to address current issues of educational, scientific, pedagogic, economic and financial activities of the University in accordance with the laws of Ukraine, decrees and orders of the President of Ukraine, resolutions of the Verkhovna Rada and the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine.
- 1.3. The Rectorate includes: Rector, Vice-Rectors, Assistant to the President, Academic Secretary, Deans, Directors of Institutes, Director of College of Technology, Business and Law, Chief Accountant, Head of Human Resources, General Department, Education Department, Higher Education Quality Assurance Department, Planning and Finance Department, Legal Department, Labor Safety and Accident Prevention Department, Science and Research Department, Youth Policy and Social Work Department, Head of the Department of Postgraduate and Doctoral Studies, Chief Librarian, Executive Secretary of the selection committee, chairmen of trade unions of workers and students, chairperson of the student council and by the decision of the rector, the heads of other

departments of the University. The personal composition of the Rectorate is approved annually by order of the Rector of the University.

- 1.4. Other officials and employees of the University, whose competence includes issues submitted for consideration and discussion at the Rectorate may be invited to the meeting of the Rectorate.
- 1.5. The Rector of the University manages the activities of the Rectorate, and in absence of the latter - the person who performs his or her duties by order (instructions) manages the activities of the Rectorate.

2. The main tasks of the Rectorate

- 2.1. The main tasks of the Rectorate are to consider:
 - organization of the educational process and solving issues of educational, scientific, pedagogic, personnel, economic and financial activities of the University;
 - compliance with state standards of education;
 - creating appropriate conditions for the implementation of an effective educational process, scientific and professional activities;
 - organizations of international cooperation;
 - addressing of other issues related to the tasks, rights and responsibilities of the University.

3. Main responsibilities of the Rectorate

- 3.1. The Rectorate in accordance with its tasks:
 - coordinates the activities of departments of the University, provides an assessment of their work, provides guidance;
 - ensures the implementation and monitors compliance with the requirements of the Statute of the University;
 - listens to reports and information of vice-rectors, deans of faculties, heads of departments, other officials of the University on planned and current issues of organization of educational process, research, innovation, personnel and economic activities, instructions of the rector and decisions of the Rectorate;
 - considers the results of educational work, trainings and internships of students, graduate students and doctoral students, the formation of the number of students, as well as the consequences / results of inspections of the educational process, certification and accreditation of the University;
 - processes the conclusions of the supervisory authorities on the results of inspections of the University, makes decisions and develops measures to eliminate identified shortcomings;

- raises the question to the rector about convening an extra meeting of the Academic Council of the University, etc.
- 3.2. Submits for consideration to the Academic Council of the University:
 - projects of annual work plans, educational and professional programs, curricula;
 - proposals on priority areas of financing the activities of the University;
 - proposals for improving the organization of the University, educational process, research, staffing and logistics of the educational process;
- 3.3. In the period between meetings of the Academic Council of the University, if necessary, the Rectorate has the right to consider issues within the competence of the Academic Council with further approval of the decision by the Academic Council of the University.
- 3.4. Decisions of the Rectorate are binding on all departments and officials of the University.

4. Organization of work of the Rectorate

- 4.1. The Rectorate operates on the principles of collegiality. The main form of work of the Rectorate is a meeting. Meetings are held according to the work plan or if necessary. The meetings of the Rectorate are chaired by the Rector of the University, and in his absence - the person who performs the duties of the Rector by order (instruction). The Rectorate meets, usually once a month. An extra meeting of the Rector's Office may be convened on the initiative of the Rector of the University to resolve urgent issues.
- 4.2. The work plan of the Rectorate for the current academic year is discussed and approved at its first meeting.
- 4.3. Vice-rectors, deans of faculties (directors of institutes), heads of structural subdivisions preparing materials for the meeting are responsible for careful examination of the actual situation on the issue to be discussed and making specific proposals to address existing shortcomings.

Written information and a draft decision are prepared for each of the issues submitted for discussion. The information summarizes the essence of the problem, indicates the shortcomings, their causes, the state of affairs on the implementation of previous decisions. The draft decision should include an assessment of the activities of the departments and their heads on the issue under discussion, and specific implementation measures, indicating the deadlines, executors and persons responsible for ensuring control.

The Secretary of the Rectorate is in charge of the arrangement, recording and storing of the protocol, written at the meeting of the Rectorate.

- 4.4. Decisions of the Rectorate are made if two thirds of the present members of the Rectorate have voted for them. Decisions of the Rectorate are made out by the order of the rector of the University and come into force from the moment of issuance of the order.

The executors of the set tasks and the heads of the departments of the University, who are further responsible for their implementation, get acquainted with the order according to the decision of the Rectorate.

The Rector or the Vice-Rector designated by him organizes a systematic review of the implementation of the decisions of the Rectorate, about which he reports at the first meeting of the Rectorate of the next academic year.

5. Entry into force, amendments and additions to the Regulations

Entry into force, amendments and additions to the Regulations Changes and additions to these Regulations are made by the decision of the Rector's Office with further approval by the Academic Council of the University. This Regulation shall enter into force after approval by the Academic Council of the University and approval by the Rector.

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

/signature/

C. V. Knish

department