

I APPROVE
Rector of Lesya Ukrainka Volyn
National University
/signature/ Anatolii Tsos
"19" October 2020

/Round Seal: Ministry of Education
and Science of Ukraine* Lesya
Ukrainka Volyn National University*
identification code 02125102* State
Emblem of Ukraine/

Regulation on the Educational Department of Lesya Ukrainka Volyn National University

I. General provisions

1.1. The Educational Department is a structural subdivision of the Lesya Ukrainka Volyn National University (hereinafter - the University). Its activities are aimed at ensuring the organization and control of the educational process and coordination of the relevant structural units of the University.

1.2. The educational department is guided by the Constitution of Ukraine, current legislation of Ukraine on education and higher education, legislative and other regulations of public authorities and local governments, as well as the Statute and Rules of Procedure of Lesya Ukrainka Volyn National University, orders and directives of the University administration, this Regulation.

1.3. The work of the educational department is carried out in accordance with the tasks and plan developed for the academic year. The work plan of the department is approved by the Vice-Rector for Academic Affairs and Recruitment.

1.4. The educational department consists of: chief, deputy chiefs, methodologists, engineers, dispatchers and other officials according to the staff list, who are appointed and dismissed by order of the rector.

1.5. The educational department is managed by the head of the Educational Department, who reports to the Vice-Rector for Academic Affairs and Recruitment. Appointed and dismissed by order of the Rector of the University.

1.6. The rights and responsibilities of employees of the educational department are determined by the relevant job descriptions, approved in the prescribed manner.

2. Tasks of the educational department

2.1. Implementation of the concept of educational activities of the University, control over the implementation of faculties (institutes) of legislation and regulations on higher education, decisions of the Academic Council and the Rector's Office, orders of the Rector, orders of the Vice-Rector for Academic Affairs and Recruitment on the organization of educational process.

2.2. Study, generalization and introduction of best practices of the higher education organization and new learning technologies.

2.3. Providing methodological assistance in the organization of the educational process at the faculties (institutes), holding meetings-seminars with Deputy Deans for Academic Affairs, methodologists (dispatchers) and staff of faculties (institutes) on the organization of the educational process, office work, planning and distribution of teaching load composition, organization and conduct of internships, certificate courses, preparation for state exams, defense of final qualifying works and reporting.

2.4. Development of instructional materials, provisions aimed at improving the educational process in order to increase its quality.

3. Functions of the educational department

3.1. Learning process planning:

3.1.1. examination of curricula of specialties (educational and professional programs) on their compliance with the requirements of the standard, established standards, providing methodological assistance and advice on their preparation;

3.1.2. formation of working curricula of specialties (educational and professional programs);

3.1.3. formation of the catalog of elective disciplines of the University;

3.1.4. coordination of the annual schedule of the educational process and control over its observance, control over the implementation of the schedule of classes, terms of credit-examination sessions, meetings of the State Examination Commissions;

3.1.5. control over the planning, implementation and compliance with the established norms of the workload of the teaching staff and the generalization of such data;

3.1.6. coordination and formation of proposals for the staff list of the teaching staff of faculties (institutes) and departments.

3.2. Organizational and methodological support of the educational process:

3.2.1. organization of the work of the Rectorate, Scientific and Methodological Council of the University;

3.2.2. preparation of draft decisions, orders and instructions on the organization of the educational process, preparation of the necessary materials for consideration by the Academic Council of the University, Scientific and Methodological Council of the University and Rectorates;

3.2.3. methodical assistance and control over the organization of the educational process on a full-time, part-time basis;

3.2.4. methodical assistance in forming the catalog of elective disciplines of departments (of University);

3.2.5. methodical assistance in the procedure of obtaining of the stamp of the University by publishing houses;

3.2.6. informing students and teachers about changes in the organization of the educational process;

3.2.7. formation of the workload of the departments;

3.2.8. advising methodologists (dispatchers) on the preparation of documents on higher education;

3.2.9. preparation and approval of schedules of streaming lectures, schedules of classes in general university disciplines for deg. "Bachelor", "Master".

3.2.10. drawing up and approving the schedule of sessions of general university disciplines for full-time and part-time students deg. "Bachelor", "Master";

3.2.11. preparation of individual student curricula and providing advice on their formation and management at the faculties (institutes);

3.2.12. organization and control over training and production (pedagogical) practices;

3.2.13. advising on the expulsion, transfer and renewal of students, granting academic leave;

3.2.10. preparation of orders on the appointment of chairmen and members of the State Exam;

3.2.11. organization of registration and issuance of student tickets, diplomas and diploma supplements, their duplicates;

3.2.12. providing faculties (institutes) and departments with educational forms and accounting documentation;

3.2.13. organization and holding of meetings of the scholarship commission, commission on transfer of students to study by state order;

3.2.14. accumulation of the fund of normative documents of the Ministry of Education and Science of Ukraine on measures to improve the system of higher education in Ukraine;

3.2.15. prompt response to regulatory information, which comes from the Ministry of Education and Science of Ukraine and its structural units;

2.3.16. Preparation of statistical reports:

- in the form of 2-3-NK;

- about the results of examination sessions.

3.3. *Control over the organization of the educational process:*

3.3.1. accounting for the distribution of the workload of departments and control over its implementation;

3.3.2. control over the educational process at the faculties (institutes) and analysis of the results of credit and examination sessions;

3.3.3. accounting of the auditorium fund and control over the efficiency of its use. Preparation of the order on distribution of educational audiences between faculties (institutes) of the University;

3.3.4. introduction of the automated system of preparation and conducting documentation according to curricula, formation and control of educational load of teachers:

3.3.5. accounting of the contingent of students and control over their movement:

3.3.6. participation in the control over the implementation of the decisions of the Rectorate on educational and educational-methodical issues.

The administration of the university may delegate to the educational department the performance of duties on other issues related to the organization of the educational process.

Agreed:

Vice-Rector for Academic Affairs and /signature/

Yurii HRONYK

Recruitment

Head of the Educational Department

/signature/

Liubov ZAIETS

Head of the Legal Department

/signature/

Serhii KNYSH

Head of the Planning and Finance
Department

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Viktoriia MARCHUK

Head of the Personnel Department

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Nataliia CHECHEL

Head of the Labor Protection Department

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Mykola NEHODIUK