

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL
UNIVERSITY**

APPROVED BY

a conference of the university staff,
protocol № 1

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Б.Б.Буяк

RULES

**of internal labor regulations of
Ternopil Volodymyr Hnatiuk
National Pedagogical University**

TERNOPIL-2018

1. General provisions

1.1. According to Art. 43 of the Constitution of Ukraine, citizens of Ukraine have the right to work, i.e. to receive guaranteed work with remuneration by its quantity and quality and not lower than the established state minimum size, including the right to choose a profession, occupation according to vocation, ability, profession education and taking into account social needs.

At Ternopil Volodymyr Hnatiuk National Pedagogical University (hereinafter TNPU; University) labor discipline is based on the conscious and conscientious performance of employees, graduates (HER) of their labor, and educational responsibilities, which is a prerequisite for effective organization of labor and learning process.

Labor and academic discipline are provided by methods of persuasion and encouragement to conscientious work and study. Violators of discipline are subject to disciplinary and social influence.

1.2. Rules of internal procedure for employees and free economic affairs of the university are developed under the Constitution of Ukraine, the Law of Ukraine "On Higher Education", other laws and regulations, the statute of the university.

1.3. The rules of the internal labor regulations of the university (hereinafter the Rules) are aimed at defining the responsibilities of employees and free labor of the university, ensuring a clear organization of work, proper safe working conditions, improving productivity and efficiency, rational use of working time, strengthening labor disciplines.

1.4. All issues related to the application of the Rules of Procedure are decided by the Rector of the University within the powers granted to him, and in cases provided by applicable law and rules of procedure, jointly or in agreement with trade union committees of employees and students.

2. The procedure for hiring and firing employees

2.1. Admission to the university is carried out under an employment agreement, contract, or on a competitive basis following the current legislation of Ukraine.

2.2. When hiring a person who is employed, the following is required: submission of a workbook, drawn up in the prescribed manner, presentation of a passport, diploma, or another document on education or vocational training. Військовослужбовці, звільнені із The Armed Forces of Ukraine, the National Guard of Ukraine, the Security Service of Ukraine, the Border Troops of Ukraine, the Civil Defense of Ukraine, the Department for the Protection of Senior Officials of Ukraine, and other military formations established under Ukrainian legislation shall present a military ID.

Persons who are employed are obliged to submit the relevant documents on education or professional training (diploma, secondary school certificate), copies of which are certified by the rector of the university and remain in the personal file of the employee.

When concluding an employment contract, it is prohibited to demand from persons who are hired information about their party affiliation and nationality, origin, and documents, the submission of which is not provided by law.

2.3. Positions of scientific and pedagogical workers are filled under the requirements of the Law of Ukraine "On Higher Education", Regulations on the procedure for hiring and firing pedagogical workers of educational institutions, which are in state ownership (as amended and supplemented) approved by the order of the Ministry of Education of Ukraine dated 24.12.2002, № 744 and registered with the Ministry of Justice of Ukraine on 15.07.2003 under № 600/7921.

2.4. Employees of the University may work part-time under the labor legislation of Ukraine.

2.5. Admission to the university is made out by the order of the rector, which is announced to the employee under the receipt.

2.6. Workbooks are kept for people who have worked at the university for more than five days. For those who work part-time, employment records are kept at the main place of work. For persons working at the university on an hourly basis, the employment record is kept provided that this work is the main one. Entry in the employment record of information on part-time work is carried out at the request of the employee at the place of main employment. Maintenance of labor books is carried out under the Instruction "On the procedure for maintaining labor books at enterprises, institutions and organizations", approved by a joint order of the Ministry of Labor, Ministry of Justice and the Ministry of Social Protection of Ukraine of July 29, 1993, 42 58/7/20 5 of October 6, 2014). Employees' employment records are kept as documents of strict reporting at the university. The rector of the university is responsible for the organization of accounting, storage, and issuance of employment records.

2.7. When hiring an employee or transferring him to another job in the prescribed manner, the university administration is obliged to:

a) explain to the employee his rights and responsibilities and essential working conditions, the presence in the workplace where he/she will work, dangerous and harmful production factors that have not yet been eliminated, and the possible consequences of their impact on health, his/her right to benefits and compensation for work in such conditions by current legislation and the collective agreement;

б) to acquaint the employee with the Rules of Procedure and the collective agreement;

в) to determine the employee's workplace, to provide him with the necessary means to work;

г) to instruct the employee on the rules of safety, sanitation and occupational health, and fire safety.

2.8. Termination of the employment agreement (contract) may take place only on the grounds provided by applicable law and the conditions provided therein.

2.9. Termination of the employment agreement on the initiative of the administration is allowed in cases provided by labor legislation and the terms of the employment agreement (contract).

Dismissal of a pedagogical employee in connection with the reduction of workload can take place only at the end of the academic year.

Dismissal of pedagogical employees based on the results of attestation, as well as in cases of liquidation of the university, reduction of staff is carried out under the labor

legislation of Ukraine.

2.10. Termination of the employment agreement is made by order of the rector of the university.

2.11. On the day of dismissal, the university administration is obliged to issue the employee with a properly executed employment record book and to settle with him/her in accordance with the labor legislation. Records on the reasons for dismissal in the employment record book are made in accordance with the wording of labor legislation concerning the relevant paragraph, article of the law. The day of dismissal is considered to be the last day of work.

3. Basic rights and responsibilities of employees and applicants for higher education.

3.1. Scientific and pedagogical, scientific, pedagogical workers have the right to:

- academic freedom, which is realized in the interests of the individual, society, and humanity in general;
- academic mobility for professional activities;
- protection of professional honor and dignity;
- participation in the management of the university, including to elect and be elected to the highest body of public self-government, the academic council of the university or its structural unit;
- choose teaching methods and tools that ensure high quality of the educational process;
- ensuring the creation of appropriate working conditions, improving their professional level, organization of recreation and life, established by law, regulations of the institution of higher education, the terms of the individual employment agreement and collective agreement;
- free use of the library, information resources, services of educational, scientific, sports, cultural and educational departments of higher education;
- protection of intellectual property rights;
- advanced training and internship at least once every five years;
- obtaining housing, including office, in the manner prescribed by law;
- obtaining preferential long-term loans for construction (reconstruction) and purchase of housing in the manner prescribed by law;
- participation in associations of citizens;
- social and pension provision in the manner prescribed by law.

3.2. Scientific and pedagogical, scientific, pedagogical workers are obliged:

- comply with the statute of TNPU, laws, and other regulations;
- comply with the educational regime, orders and instructions of the administration, the Rules of internal labor regulations of the university, comply with the requirements of labor discipline;
- to provide teaching at a high scientific-theoretical and methodological level of disciplines of the relevant educational program in the specialty, to conduct scientific activities (for research and teaching staff);
- to increase the professional level, pedagogical skills, scientific qualification (for

scientific and pedagogical workers);

- adhere to the norms of pedagogical ethics, morals, respect the dignity of persons studying in higher education institutions, educate in them a love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;
- adhere to the principles and rules of academic integrity;
- to develop in persons studying in higher education institutions, independence, initiative, creative abilities;
- comply with the requirements for labor protection, safety, sanitation, fire safety, provided by the relevant rules and regulations;
- to protect equipment, inventory, materials, teaching aids, etc., to educate in the Free Economic Zone respect for the property of the university;
- take measures to immediately eliminate the causes and conditions that hinder or inconvenience the normal conduct of work;
- immediately inform the university administration about what happened orally or in writing;
- keep your workplace, equipment, and devices in order and cleanliness, serviceability, maintain cleanliness in the room and on the territory;
- economically and rationally spend materials, energy, fuel, and other material resources;
- behave with dignity, follow the rules of relationships based on mutual respect;
- to provide conditions for mastering of free educational programs of educational programs at the level of obligatory state standards, to promote the development of their abilities;
- to affirm respect for the principles of universal morality by attitude and personal example: truth, justice, devotion, patriotism, the humanism of kindness, restraint, diligence, moderation, other virtues;
- to cultivate respect for parents, women, cultural and national, spiritual, historical values of Ukraine, country of origin, state and social system, civilization, care for the environment;
- to prepare for conscious life in the spirit of mutual understanding, peace, harmony between all peoples, ethnic, national, political and religious groups;
- adhere to pedagogical ethics, morals, respect the dignity of students, undergraduates, graduate students, colleagues;
- to protect young people from any form of physical or mental violence, to prevent their use of alcohol, drugs, smoking, and other harmful habits;
- to raise the professional level, pedagogical skills, and general culture;
- adhere to the requirements of scientific ethics;
- to prevent various types of violations of academic integrity during educational and scientific-innovative activities;
- not to allow manifestations of receiving/offering illegal rewards for gaining any advantages in teaching, research, employment (bribery);
- in case of dismissal, submit a bypass letter signed by the relevant structural units of the university to the personnel department.

3.3. The range of responsibilities performed by each employee in his specialty, qualification, or position is determined by job descriptions and the terms and conditions of

the contract, where these responsibilities are specified.

3.4. Applicants for higher education at the university have the right to:

- the choice of form of education when entering the university;
- safe and harmless conditions of study, work and life;
- employment in extracurricular time of graduation (as an exception to pre-graduation) courses (transition to selective attendance and study outside the schedule of academic groups, including the use of distance learning technologies);
- additional paid leave in connection with studies at the main place of work, reduced working hours and other benefits provided by law for persons who combine work with study;
- free use of libraries, information funds, educational, scientific and sports facilities of higher education institutions;
- free provision of information for education in accessible formats with the use of technologies that take into account the limitations of life due to health conditions (for people with special educational needs);
- use of production, cultural, educational, household, health facilities of the institution of higher education in the manner prescribed by the Statute of the University;
- providing a dormitory for the period of study in the manner prescribed by law;
- participation in research and development work, conferences, symposiums, exhibitions, competitions, presentation of their work for publication;
- participation in events on educational, scientific, research, sports, artistic, public activities held in Ukraine and abroad, in the manner prescribed by law;
- participation in the discussion and resolution of issues of improving the educational process, research, scholarships, leisure, life, health;
- making proposals on the terms and amount of tuition fees;
- participation in public associations;
- election to the highest collegial body of the university;
- participation in the activities of public self-government bodies of TNPU, institutes, faculties, departments, academic council of the university, faculty (institute);
- the choice of disciplines within the limits provided by the relevant educational program and the working curriculum, in the amount of not less than 25 percent of the total number of ECTS credits provided for this level of higher education;
- study at the same time in several educational programs, as well as in several institutions of higher education, provided that only one higher education for each degree at the expense of the state (local) budget;
- academic mobility, including international;
- receiving social assistance in cases established by law;
- enrollment in the insurance period in accordance with the Law of Ukraine "On Compulsory State Pension Insurance" periods of full-time study at the university, graduate school, doctorate, subject to voluntary payment of insurance premiums;
- use of benefits established for excellent education;
- receiving scholarships and material assistance in accordance with the current legislation of Ukraine;
- academic leave or a break in studies with the preservation of certain rights of the

applicant for higher education, as well as the resumption of studies in the manner prescribed by the central executive body in the field of education and science;

- participation in the formation of an individual curriculum;
- moral and / or material encouragement for success in education, research and social work, for artistic and sports achievements, etc. ;
- protection from all forms of exploitation, physical and mental violence;
- free internships at enterprises, institutions, establishments and organizations, as well as wages during the performance of production functions in accordance with the law;
- vacation leave lasting at least eight calendar weeks per academic year;
- obtaining targeted preferential state loans for higher education in the manner prescribed by the Cabinet of Ministers of Ukraine;
- appeal against the actions of the governing bodies of higher education institutions and their officials, pedagogical and scientific-pedagogical workers;
- special training and rehabilitation support and free access to the infrastructure of the higher education institution in accordance with medical and social indications in the presence of health restrictions due to health conditions;
- a break in training due to circumstances that make it impossible to implement an educational (scientific) program (due to health, conscription in case of loss of the right to deferment from it, family circumstances, etc.). Such persons are granted academic leave in the prescribed manner. Study or internship in educational and research institutions (including foreign countries) may be grounds for a break in study, unless otherwise provided by international acts or agreements between higher education institutions.
- preservation of places of study and scholarships called up for military service in connection with the announcement of mobilization;
- preservation of the place of study and payment of scholarships in accordance with the provisions on the procedure for exercising the right to academic mobility to applicants for higher education who exercise the right to academic mobility during training, internship or carrying out scientific activities in another institution of higher education (scientific institution) on the territory of Ukraine or abroad.

3.5. Applicants for higher education at the university are required to:

- comply with the requirements of the legislation, the charter, the Rules of internal labor regulations of the university, the rules of internal regulations in the student dormitory;
- comply with the requirements of labor protection, safety, industrial sanitation, fire safety, provided by the relevant rules and regulations;
- comply with the requirements of the curriculum within the timeframe specified in the schedule of the educational process;
- attend classes according to the selected individual plan;
- timely inform the university management in case of impossibility for good reasons to attend classes, take (retake tests and exams, perform tests, etc.); in case of illness higher education seeker presents the dean of the faculty with a certificate of the relevant medical institution;
- to help the heads of the university and its subdivisions to maintain proper order in the territories adjacent to the university, the campus, other cultural and household facilities that serve students, undergraduates and graduate students.

After obtaining higher education at the bachelor's, master's and educational-scientific levels, higher education seeker is obliged to submit a bypass letter to the personnel department

(full-time), methodologist of the relevant faculty, institute (correspondence) of the form of study.

3.6. For failure to perform their duties and violation of the Rules of Procedure, academic measures may be applied to applicants for higher education in accordance with current legislation.

3.7. Applicant for higher education may be expelled:

- after completing the relevant educational (educational-scientific, scientific) program;
- at one's own request;
- regarding transfer to another educational institution;
- for non-fulfillment of the curriculum;
- for violation of the terms of the agreement (contract) concluded between the higher education institution and the person who is studying, or a natural (legal) person who pays for such education;
- for violation of academic discipline if the student did not attend academic classes for 10 academic days without good reason;
- by a court judgment that enters into force, or by a resolution of a body within whose competence the imposition of an administrative penalty or the application of measures of public influence;
- on the basis of health on the basis of the conclusion of the medical-consultative commission;
- for other cases provided by law.

For violation of academic integrity, students may be held subject to the following academic liability:

- re-assessment (control work, exam, test, etc.);
- re-passing the relevant educational component of the educational program;
- deprivation of tuition benefits provided by the university;
- other types of penalties provided by law.

Before being expelled from the number of students (graduate students), the University may require the higher education seeker to sign a bypass letter.

3.8. All employees and students of higher education are obliged to comply with the provisions of the Anti-Corruption Program of the University.

4. The main responsibilities of the university administration

4.1. The university administration is obliged:

- a) to provide the necessary organizational and economic conditions for the educational process at the level of state standards of education, for the effective work of employees, students, master's degree students and postgraduate students of the university.
- b) to identify work-places for pedagogical workers, classrooms for students' classes; to timely inform them of the schedule of classes, provide them with the necessary means of work;
- c) to improve the educational process, to introduce in practice the best work experience, suggestions of employees, and higher education seekers of the university aimed at improving the work of the university;
- d) to organize the preparation of the necessary number of scientific and pedagogical, pedagogical personnel and staff, their certification, legal and professional

training both in their educational institution and according to agreements in other educational institutions;

e) to conclude and terminate agreements, contracts with employees of structural subdivisions, pedagogical, scientific and scientific and pedagogical workers in accordance with labor legislation, the Law of Ukraine “On Higher Education” and the Regulations on the procedure for hiring and firing pedagogical employees of state-owned educational institutions;

f) to bring to the attention of scientific and pedagogical workers at the end of the academic year (before granting leave) the pedagogical load in the next academic year;

g) to issue salaries to pedagogical and other employees and scholarships to higher education seekers in due time and provide vacations to all employees, based on the financial capabilities of the university, in accordance with the schedule of vacations;

h) to provide conditions of safety, sanitation, proper technical equipment of all workplaces, to create healthy and safe working conditions necessary for employees, students, master's degree students and postgraduate students to perform their work and study duties;

i) to adhere to current legislation, actively use tools to improve management, strengthen contractual and labor discipline;

j) to adhere to the terms of the collective agreement, be sensitive to the daily needs of employees, students, master's degree students and postgraduate students of the university, ensure the provision of established benefits;

k) to ensure the functioning of food establishments at the university;

l) to timely submit to the central bodies of state executive power the established statistical and accounting reports, as well as other necessary information on the work and state of the educational process;

m) to conclude agreements with financially responsible employees on full material responsibility;

n) to ensure proper maintenance of premises, heating, lighting, ventilation, equipment, to create appropriate conditions for the storage of outer clothing of employees, students, master's degree students and postgraduate students of the University.

4.2. The administration of the university performs its duties in certain cases jointly or in agreement with the trade union committees of the university, as well as taking into account the powers of the employees.

5. Working time and its use

5.1. The working time of scientific and pedagogical workers is 36 hours per week. The working time of a scientific and pedagogical worker includes the time they perform educational, methodical, scientific, organizational work and other work duties. The maximum teaching load per one position of a scientific and pedagogical worker should not exceed 600 hours per academic year.

5.2. The working hours of **scientific workers** include the time they perform scientific, research, consulting, expert, organizational work and other work responsibilities.

5.3. The working time of **pedagogical workers** includes the time they perform educational, methodical, organizational work and other work duties. Involvement of scientific and pedagogical workers in work not provided for in the employment contract may be carried

out only with their consent or in cases provided by law.

5.4. A five-day working week with two days off is set for university staff. A five- or six-day working week is set for the teaching staff, teaching and service staff and students, taking into account the student workload of the courses, the objective working conditions of the university, and is determined by the class schedule and work schedules.

5.5. Study **week for higher education seekers** amounts to 54 academic hours (classroom and independent work hours). Time of beginning and end of classes for students of higher education of the university: classes of the first shift from 8.00 to 12.30; classes of the second shift from 12.45 to 17.15.

5.6. Working week for scientific, pedagogical, educational support staff and administrative workers amounts up to 40 hours. Time of beginning and end of work and lunch break:

- administrative and economic department, educational and methodical department, research department, department of youth affairs, department of technical means of education, pre-university education center, postgraduate education center, center of monitoring the quality of education, center of distance learning, computer center, center of international relations, personnel department, accounting department, administrative support offices, libraries, - 9.00 - 17.30 with a lunch break from 13.00 to 13.30;
- for service staff from 10.00 to 18.30; lunch break from 14.00 - 14.30.

5.7. On pre-holiday and pre-weekend days, the end of work is set 1 hour earlier than the specified time for all university employees.

5.8. A different mode of work may be provided for individual employees hired under a contract or agreement. In agreement with the trade union committee, some structural units and certain groups of employees may set a different time of start and end of work.

5.9. In the absence of a teacher or other employee of the university, the administration is obliged to take urgent measures to replace him/her with another teacher or employee.

5.10. Overtime or work on weekends and holidays is not allowed. The teaching staff can be involved in work on weekends and holidays to fulfill their academic workload. Other employees of the university are also involved in work on holidays and weekends, when these days are provided for them by the work schedule. Work on holidays is paid in this case in the amount of a single hourly or daily rate in excess of the monthly salary (rate). At the request of an employee who works on holidays, he/she may be given another day off.

5.11. During vacations that do not coincide with the regular leave, the university administration engages scientific and pedagogical workers in pedagogical and organizational work within a six-hour working day.

5.12. The schedule for granting annual leave is agreed with the trade union committee and is provided for each calendar year. Granting leaves to employees of the university is made out by the order of the rector of university, and to the rector it is made out by the order of the Ministry of Education of Ukraine.

5.13. At the employee's request, annual leave may be divided into parts of any duration, provided that the main continuous part of the leave is at least 14 calendar days.

5.14. It is prohibited not to grant annual leave for two consecutive years (article 80 of the Labor Code of Ukraine). At the employee's request, part of the annual leave can be replaced by monetary compensation. The duration of annual and additional leave granted to the employee must not be less than 24 calendar days.

5.15. University employees are prohibited:

- to change the class schedule and work schedule at their own discretion;
- to prolong or reduce the duration of classes and breaks between them;
- to delegate the performance of their work duties;
- to distract university employees from performing their professional duties;
- to engage higher education seekers at the expense of study time to work and implement activities not related to the education process, except as provided by current legislation of Ukraine.

6. Encouragement for success at work and study

6.1. For model fulfillment of their duties, long and impeccable work, innovation in practice and other achievements the following encouragements are given:

- a) to express of gratitude;
- b) to give a reward;
- c) to award with a valuable gift;
- d) to award a Certificate of Honor.

These encouragements are also given to higher education seekers who are conscientious about their studies, take an active part in the public life of the student group, faculty, university, etc.

Encouragement, for higher education seekers who pay tuition fees, may be to transfer them to study free of charge in accordance with the "Regulations on the procedure for transfer, expulsion and renewal of students in ECTS" and "Regulations on transfer students to vacancies in the state order ».

6.2. For outstanding achievements in teaching and education, pedagogical workers are presented with state awards, prizes, badges, diplomas, honorary titles, and other types of moral and material encouragement.

6.3. Workers who successfully and conscientiously fulfill their duties are provided primarily with benefits and social privileges within their powers and at the expense of the university. Such workers are also given preference when filling higher vacancies.

Encouragements are announced by order, brought to the attention of the entire staff of the university and entered in the employment record book.

7. Responsibility for violation of labor discipline

Violation of labor discipline, namely improper performance of work responsibilities through the fault of the worker, entails the application of disciplinary and social measures.

7.1. One of the following types of penalties may be applied to a university worker for violation of labor discipline (Article 147 of the Labor Code of Ukraine):

- a) reprimand;
- b) dismissal.

Dismissal, as a disciplinary penalty, may be applied in accordance with paragraphs 3,4,7,8 of Article 40, paragraph 1 of Article. 41 of the Labor Code of Ukraine.

7.2. One of the following penalties may be applied to the higher education seekers for violation of the internal regulations:

- a) reprimand;
- b) expulsion.

Expulsion, as a disciplinary penalty, may be applied in accordance with paragraph 3.8 of these rules.

7.3. Special disciplinary liability (Article 147 of the Labor Code of Ukraine) is characterized by the possibility of applying to the violator of labor discipline, in addition to reprimand and dismissal, also such measures of disciplinary penalty and influence, in particular, as:

- demotion;
- withdrawal of a badge;
- incomplete compliance warning;
- delay of up to one year in confer an academic rank or appointment to a higher position;
- verbal warning, remarks, severe reprimand, demotion in a special rank by one step.

For violation of academic integrity, pedagogical, scientific-pedagogical and scientific workers of educational institutions may be brought to the following academic liability (paragraph 5, Article 45 of the Law of Ukraine "On Education"):

- refusal to award a scientific degree or confer an academic rank;
- deprivation of the awarded scientific (educational and creative) degree or assignment of an academic rank;
- refusal to assign or deprivation of the assigned academic rank, qualification category;
- deprivation of the right to participate in the work of statutory bodies or to hold statutory positions.

7.4. Disciplinary penalties are imposed by the university administration.

7.5. Workers elected to trade union bodies and not dismissed from production activities may not be subject to disciplinary action without the prior consent of the trade union committee of the university (Article 252 of the Labor Code of Ukraine).

Before applying a disciplinary penalty, the administration must require a written explanation from the violator of labor discipline. In case of refusal of the worker to give a written explanation, the relevant act is drawn up.

Disciplinary penalty is applied by the administration immediately after the revealing of guilt, but not later than one month from the date of its revealing, not taking into account the time of worker's illness or his/her furlough.

Disciplinary penalty may not be imposed later than six months from the date of the misconduct.

7.6. Only one disciplinary penalty is imposed for each violation of labor discipline.

7.7. Disciplinary penalty is announced in the order (instruction) and notified to the worker against a receipt.

7.8. If within a year from the date of imposition of a disciplinary penalty an employee is not subjected to a new disciplinary penalty, he/she shall be deemed not to have had a disciplinary penalty.

If the worker has not committed a new violation of labor discipline and also proved to be a conscientious employee, the penalty may be lifted before the end of one year.

No encouraging measures shall be applied to the worker during the term of the disciplinary penalty.

Instead of imposing a disciplinary penalty, the university administration has the right to submit the issue of violation of labor discipline to the labor collective (Article 152 of the Labor Code of Ukraine).

Teams of faculties or departments may apply to the administration to remove a disciplinary penalty from the worker early, if he/she did not commit a new violation and proved to be a conscientious worker.

8. Training schedule

8.1. At the university classes are scheduled according to the curriculum.

8.2. Schedule is created for the whole semester in advance, approved by the First Vice-Rector, and posted no later than 10 days before the beginning of each semester.

8.3. The duration of the training class is 80 minutes. The break between classes is at least 15 minutes.

8.4. Students, master's degree students, and postgraduate students are prohibited to enter the classroom after the bell till the beginning of the break.

8.5. Before each class (and during breaks) in classrooms, laboratories, training workshops, and offices, laboratory assistants prepare the necessary study guides and equipment.

8.6. Each course is divided into academic groups in order to conduct practical classes in classrooms, laboratories, and training workshops. Each group of students is determined by the administration depending on the type of practical classes.

8.7. By order of the Rector (according to the Dean), the best student is appointed to be the class president.

The class president reports directly to the Dean of the faculty, then in the group hosts all his orders and instructions. The functions of the class president include:

- a) personal record of students' attendance;
- b) delivering the daily report on non-appearance or lateness of students to the Dean of the faculty;
- c) monitoring the working process of the group at lectures, practical, seminar and

laboratory classes, as well as the preservation of educational equipment and inventory;

d) timely organization of receiving textbooks among students;

e) notification of students about the credits which are included in the schedule by the Dean of the faculty;

f) appointment of the student on duty for the following day.

The order of the class president is obligatory for all students of the group.

8.8. Each group has a journal, which is kept in the Dean's office. On a daily basis, the class president notes in it the present and absent students.

8.9. In case of non-attendance due to valid causes, on the first day of appearance at the university the student has to inform the reason of absence to the Dean of faculty. In case of illness, one submits the relevant certificate. Non-attendance during 10 academic days without firm reason is grounds for expelling from the university.

8.10. Students have to be disciplined and tidy both inside and outside the university, also in public places.

9. Order in the university premises

9.1. The commandant is responsible for the accomplishment of educational premises (availability of furniture, educational equipment, temperature regulation, lighting, etc.).

The staff is responsible for the observance of the equipment in the laboratories and offices in working condition and for the preparation of the study guides for classes.

9.2. The following is prohibited in the university premises:

a) walking in coats, hats;

b) loud conversations, noise during classes;

c) smoking;

d) drinking alcohol.

9.3. The protection of buildings, property, and responsibility for fire and sanitary conditions is entrusted to specific persons of the administrative staff of the university.

9.4. The following hours are set at the university:

Deans, heads of departments of the university set reception hours for lectures, students, master's degree students, postgraduate students, and other visitors depending on the working hours of the faculty.

9.5. The present security should keep keys from the university premises, as well as from classrooms, laboratories, and offices and give them according to the list established by the Vice-Rector of Socio-Economic Affairs.

9.6. The rules are placed in the premises of the university and should be attached to the prominent place and published on the website.

“Agreed”

by Chairman of the Trade Union
Committee of Ternopil V. Hnatiuk
National Pedagogical University

/Hryhoruk/ A. A. Hryhoruk

“Agreed”

by Head of Students’ Administration of Ternopil
V. Hnatiuk National Pedagogical University

/Pihovskyi/ M. M.
Pihovskyi

“Agreed”

by Chairman of the Students' Trade Union
Committee of Ternopil V. Hnatiuk
National Pedagogical University

/Kydaniuk/ A. V.

Kydaniuk