

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL**  
**UNIVERSITY**

**APPROVED**  
by the Academic Council of the University  
Protocol №7, dated February 23, 2016,  
enacted by the Rector's order  
№45-p dated February 23, 2016.

With changes and additions,  
approved by the Academic Council of the University,  
Protocol №3, dated October 24, 2017,  
enacted by the Rector's order  
№278-p dated October 24, 2017.

With changes and additions,  
approved by the Academic Council of the University,  
Protocol №1, dated August 31, 2018,  
enacted by the Rector's order  
№216-p dated August 31, 2018.

Rector

B. Buyak

**REGULATIONS ON THE ACADEMIC COUNCIL OF THE UNIVERSITY**

## **1. MAIN REGULATIONS**

1.1. The Academic Council is a collegial governing body of a higher education institution which is established for a five-year-term. The membership is approved by the order of the head of a higher education institution within five working days from the end of the previous term of the Academic Council.

1.2. In its activities, the Academic Council of the University is guided by the Laws of Ukraine “On Education” and “On Higher Education” and legal normative documents of the Ministry of Education and Science of Ukraine.

1.2.1. Regulations are based on the requirements of:

- Article 36; Article 40; Article 54 of the Law of Ukraine “On Higher Education”;
- Article 27; Article 59 of the Law of Ukraine “On Education”;
- the Statute of Ternopil Volodymyr Hnatiuk National Pedagogical University (hereinafter referred to as TNPU).

## **2. FUNCTIONS AND TASKS OF ACADEMIC COUNCIL**

The Academic Council of the University:

- 1) determines the strategy and perspective directions of development of educational, scientific, and innovative activity of the University;
- 2) develops and submits to the University Staff Conference a draft statute of the University, as well as decisions on making changes and additions to it;
- 3) approves the financial plan and annual financial report of the University;
- 4) defines the system and approves the procedures for internal quality assurance in higher education;
- 5) makes decisions 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) makes decisions on the formation, reorganization, and liquidation of structural subdivisions on the proposal of the Rector of the University;
- 7) elects by secret ballot for the positions of heads of departments, professors, and a library director applying the competitive process;
- 8) approves educational programs and curricula for each level of higher education and specialty;
- 9) makes decisions on the organization of the educational process, determines the terms of study at each level;
- 10) approves the sample and procedure of production of its own document on higher education, regulations on the procedure and grounds for its issuance to graduates, as well as samples, the procedure of production, the procedure and grounds for issuance of joint and double diplomas to graduates;
- 11) approves the main directions of scientific research and innovative activity;
- 12) evaluates the scientific and pedagogical activities of structural subdivisions;
- 13) assigns the academic titles of professor, associate professor and senior researcher and submits relevant decisions for approval to the Attestation Board of the central executive body in the field of education and science;

14) makes final decisions on the recognition of documents on higher education issued by the institutions of theological higher education, that have their statutes (regulations) registered in accordance with legal procedure, as well as during the enrollment of applicants;

15) has the right to file 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 University Staff Conference;

16) approves the annual plan of professional development (on-the-job and off-the-job training) for the teaching staff (the academic staff) based on the proposals from the teaching staff (the academic staff); (Article 59 of the Law of Ukraine “On Education”);

17) considers other activities of the University in accordance with the Statute.

### **3. COMPOSITION OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

3.1. The Academic Council of the University is headed by its chairperson who is elected by secret ballot for the term of the Academic Council from among the members of the Academic Council of the University that have an academic degree and/or an academic (honorary) title.

3.2. The Academic Council of the University includes the Rector of the University, Vice-Rectors (Deputy Rectors), Deans of faculties, the Academic Secretary, the Library Director, the Chief Accountant, the heads of self-government bodies and elective bodies of primary trade unions of university employees; representatives of researchers and academic staff who are elected from among the heads of departments, professors, doctors of philosophy, doctors of sciences; elected representatives of other university employees who work in the university on a permanent basis; elected representatives of postgraduates, doctoral students, listeners, assistant trainees; the heads of elective bodies of primary trade union organizations of students and postgraduates; the heads of student self-government bodies of the university in accordance with the quotas determined in the Statute of TNPU.

3.3. The Secretary of the Academic Council is the Academic Secretary of the University.

3.4. The Academic Council elections begin 30 calendar days prior to the expiration of the term of the previous composition of the Academic Council.

3.5. Elected representatives are elected from among university employees by the highest collegial body of public self-government of the University at the request of the structural subdivisions in which they work; elected representatives from among students are elected by the students by direct and secret ballot.

3.6. The University has Faculty Academic Councils, the powers of which are determined by the Academic Council of the University in accordance with the Statute. The Academic Council of the University may delegate part of its powers to Faculty Academic Councils.

### **4. ORGANIZATION OF WORK OF THE ACADEMIC COUNCIL OF THE UNIVERSITY**

4.1. To implement its functions, The Academic Council holds meetings.

4.2. The meetings of the Academic Council are held in the main building of the University in the Conference Hall, No. 31 (Ternopil, M. Kryvonosa St., 2).

4.3. The meetings of the Academic Council are held monthly (except July), usually on the fourth Tuesday of the month and begin at 1.30 p.m. Announcements about the time, place and draft agenda of the meeting are posted on the bulletin board no later than 5 days before the meeting. If the day of the meeting falls on a non-working day or public holiday, the date of the next meeting is determined by the Head of the Academic Council and notified by the Academic Council Secretary.

4.4. Representatives of faculties, employees of the Rector's Office, representatives of public organizations, students, and mass media may be invited to the meeting. In case of addressing the issue of conferral of academic titles of Professor, Associate Professor or election to the positions of Professor, Head of the Department, Director of Scientific Library, presence of the persons under consideration is mandatory. If a candidate for the academic title or position is absent, the candidacy is considered with his/her written consent.

4.5. The work of the Academic Council of the University is carried out according to the plan developed for each academic year and approved by the Rector after consideration at the meeting of the Academic Council.

4.6. Extraordinary meetings of the Academic Council are held when it is deemed necessary to address current issues determined in the Statute of the University. The date, time and place of extraordinary meetings are set by the Head of the Academic Council. The Secretary of the Academic Council personally conveys information on the date, time, place, and agenda of extraordinary meetings to each member of the Academic Council by e-mail or phone no later than 3 days before the meeting.

4.7. Regular meetings of the Academic Council are held in accordance with the agenda established by the Secretary of the Academic Council based on the approved work plan of the Academic Council.

4.8. Before the opening of a regular meeting, all members of the Academic Council must sign in a register "The registration card of presence". The late signing in the "The registration card of presence" is considered as the absence of a member of the Academic Council at the meeting.

The reasons for absence of the member of the Academic Council at the meeting may be the following: fulfillment of the requests of the Academic Council, business trips, temporary incapacity for work, vacations determined by the Law of Ukraine "On Labour", as well as other valid reasons.

4.9. The Chairperson of the Academic Council meeting:

- adheres to the stipulations of the Statute of the University and the rules of procedure of the meeting, takes measures to comply with them by all present;
- announces the results of registration of members of the Academic Council and the number of members of the Academic Council absent from the meeting for valid reasons;
- opens, conducts and closes meetings;
- gives the floor to present reports (co-reports) and questions, to deliver speeches, announces the next speaker;
- takes measures to maintain order at the meeting of the Academic Council if necessary;
- organizes consideration of issues in accordance with the rules of procedure;
- announces the results of voting and the agreed conclusion;

- makes proposals on procedural issues regarding the course of the meeting;
- consolidates discussions of several related issues on the agenda;
- sums up the debates;
- asks the speaker for clarification at the meeting;
- reads aloud or entrusts the First Vice Rector (other Vice Rectors) to read the written proposals and other documents concerning the issue under discussion aloud;
- exercises other powers for the efficient conduct of the meeting.

4.10. The agenda includes relevant sections:

- main issues (i.a. scientific reports and presentations);
- personnel issues;
- current issues.

4.11. The procedure for consideration of issues at the meeting of the Academic Council includes:

- the report of the member of the Academic Council on the issue under discussion, questions to the speaker, answers to the questions;
- speeches delivered by the members of the Academic Council;
- speeches delivered by guest speakers, if they are stipulated by the process of preliminary preparation of issues for consideration.

Suggestions regarding text revision of draft documents made by the members of the Academic Council, expressed during discussion and accepted by the Academic Council, are documented by the Secretary of the Academic Council and taken into account in preparing the final version of the text of the document.

4.12. The documents prepared for consideration of the main issues by the Academic Council are: a draft resolution of the Academic Council; statements and annexes thereto; conclusions of commissions on the recommendation that the Academic Council should consider a current issue, if necessary; excerpts from the minutes of the meetings of collegial bodies of structural subdivisions; memoranda; service notes; reports; materials to be sent to executive authorities and local self-government bodies, etc.

The documents must be signed by the persons who prepare the issues for consideration at the meeting of the Academic Council and agreed upon consideration with the Head of the Academic Council and the Rector. Agenda is submitted to the Academic Council for consideration only after previous consideration or approval by commissions.

The documents prepared for consideration by the Academic Council of the University are provided to the Academic Secretary of the University in hard copy with corresponding signatures (visas) no later than 5 days before the date of the meeting.

4.13. Draft decisions on issues on the agenda are provided by the persons responsible for preparation of a particular issue.

A draft decision on the agenda should be agreed upon with the Head of the Academic Council (in his/her absence with one of his deputies) no later than 5 days before the meeting of the Academic Council of the University.

The draft decision of the Academic Council necessarily indicates the persons responsible for its execution and deadlines for its implementation.

4.14. The Academic Council decisions are taken by open or secret voting. Open voting is done by a show of hands. Secret voting is done by casting a ballot. In cases stipulated by

current normative legal acts (election for the positions of Library Director, Head of the Department, Professor, Head of the Academic Council; assignment of academic titles, etc.), voting is done by secret ballot. Secret voting is done in the presence of at least 2/3 of the members of the Academic Council of the University.

4.15. At the beginning of the meeting, a counting board is elected to organize the voting procedure (open or secret) and count the votes. The counting board:

- organizes the voting process at the meeting of the Academic Council;
- explains the voting procedure on the matters put to the vote;
- counts the votes and sums up the voting results;
- draws up the protocol on voting results and prepares the excerpts from it;
- files voting ballots and other documents for their further storage.

The protocol of the counting board is the basis for making an entry about the voting results in the protocol of the meeting of the Academic Council. After compilation of the protocol on voting results and its signing, the voting ballots are sealed by the counting board and handed over to the Secretary of the Academic Council for 5 year storage.

The counting board stops its work at the end of the meeting of the Academic Council.

4.16. The agenda and the procedure for consideration of certain issues are approved by a simple majority vote of the members of the Academic Council present at the beginning of the meeting. The time allocated for consideration of one issue on the agenda shall not exceed 40 minutes: the time allowed for speech delivery shall not exceed 10 minutes and time limit on speaking during the discussion is up to 5 minutes.

If no decision is made within the time specified in the regulations, the Head of the Academic Council removes the issue from consideration or postpones its consideration to one of the next meetings of the Academic Council.

4.17. The proceedings of the Academic Council meetings are recorded in the minutes. Preparation of the Academic Council meeting minutes is provided by the Academic Secretary of the University within 5 days after the meeting. After compilation of the protocol, source materials are compiled.

The minutes of the Academic Council meetings are signed by the Head and the Secretary of the Academic Council.

The minutes of the Academic Council meetings and relevant materials are preserved by the Secretary of the Academic Council within a year, after that they are transferred to the archive of the University in accordance with the established procedure.

4.18. The Academic Council decisions, made in accordance with the established procedure, come into force by the Order of the Rector upon the submission of the Secretary of the Academic Council. The Academic Council decisions are published on the website of the University.