PUT INTO EFFECT

13 June 2016

Order of Leonid Yuzkov Khmelnytskyi University of Management and Law

dated 13 June 2016 No. 316/16 (Appendix No. 4)

(amendments to the Regulations were put into effect by the Rector's Order dated 25 June 2021 No. 315/21)

Rector of the University _____ Oleh OMELCHUK

APPROVED

Decision of the Academic Council of the University dated 13 June 2016, Minutes No. 14

(as amended by the decision of the Academic Council dated 24 June 2021, Minutes No. 14)

REGULATIONS
on the Methodical Council of Leonid Yuzkov Khmelnytskyi University of Management and Law

1. General Provisions

1.1. The Methodical Council of Leonid Yuzkov Khmelnytskyi University of Management and Law (hereinafter referred to as the Methodical Council) is an advisory body of Leonid Yuzkov Khmelnytskyi University of Management and Law (hereinafter referred to as the University), which is established by the Rector of the University and determines the main areas of scientific and methodological support for the educational process.

1.2. The main tasks of the Methodical Council are the planning and coordination of scientific and methodological work at the University, monitoring its state in the University's academic units, developing educational and methodological packages for academic disciplines, practical recommendations and proposals for improving the educational process and its methodological support, enhancing the professional skills of academic and teaching staff, developing and implementing a policy for ensuring the quality of higher education, determining the main means of control and monitoring the quality of educational activities, studying and introducing into practice the latest technologies of educational and upbringing activities for persons studying at the University.

1.3. In its activities, the Methodical Council is guided by the Constitution of Ukraine, the Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activities”, other laws of Ukraine, acts of the President of Ukraine, the Cabinet of Ministers of Ukraine, and the Ministry of Education and Science of Ukraine relating to its field of activity, the Charter of the University, orders of the Rector of the University, decisions of the Academic Council of the University, and these Regulations.

2. Procedure for Forming the Composition of the Methodical Council

2.1. The numerical and personal composition of the Methodical Council is approved by the Rector of the University.

2.2. The Chairperson, Deputy Chairpersons and Secretary of the Methodical Council of the University are appointed from among leading academic and teaching staff members.

2.3. The First Vice-Rector, Vice-Rectors, heads of the University's academic and research structural units are appointed to the Methodical Council, and experienced academic and teaching staff members and heads of other structural units may also be appointed.

2.4. The Methodical Council includes representatives delegated by the student self-government bodies of the University and the Scientific Society of Students, Postgraduate Students, Doctoral Students and Young Scientists.

2.5. To ensure the implementation of the main areas of its activities, the Methodical Council may establish permanent committees from among its members.

2.6. If necessary, to address one-time tasks, the Methodical Council may establish temporary working groups from among its members and with the involvement of other University employees.

2.7. The composition of the Methodical Council is renewed, when necessary due to objective circumstances, according to the same procedure as that used for its establishment.

3. Powers of the Methodical Council

3.1. The powers of the Methodical Council include:

3.1.1. Developing and submitting proposals to the Academic Council of the University regarding the system and procedures for the internal quality assurance of higher education, and implementing methodological support and control over the functioning of the internal higher education quality assurance system.

3.1.2. Establishing requirements for:

1. developing educational (educational-professional, educational-scientific) programs and curricula for training higher education applicants at the first, second, and third levels of higher education for the degrees of Bachelor, Master, and Doctor of Philosophy;

2. developing syllabi, educational and methodological complexes, and other educational and methodological materials for academic disciplines whose study is provided for by educational programs and curricula;

3. developing textbooks and study guides for academic disciplines whose study is provided for by educational programs and curricula;

4. developing forms of accounting and control documentation for the organization of the educational process.

3.1.3. Agreeing upon and submitting for approval to the Academic Council of the University:

1. educational (educational-professional, educational-scientific) programs and curricula for training higher education applicants at the first, second, and third levels of higher education for the degrees of Bachelor, Master, and Doctor of Philosophy;

2. syllabi for academic disciplines whose study is provided for by educational programs and curricula;

3. textbooks and study guides for academic disciplines whose study is provided for by educational programs and curricula;

4. local regulatory and legal acts of the University on matters of the educational process, its quality, and methodological support;

5. the organization of new educational, methodological, and scientific structural units of the University, and the opening of new specialties and specializations.

3.1.4. Approving, upon the submission of departments:

1. educational and methodological complexes and other educational and methodological materials for academic disciplines whose study is provided for by educational programs and curricula;

2. forms of accounting and control documentation for the organization of the educational process.

3.1.5. Developing and submitting to the Academic Council of the University proposals on improving the forms and methods of the educational process, the organization of labor of scientific and pedagogical staff, the scale of norms for types of scientific and pedagogical activity, and the norms of methodological, scientific, organizational, and educational work of scientific and pedagogical staff.

3.1.6. Organizing the work of permanent and one-off methodological seminars aimed at the acquisition by scientific and pedagogical staff of theoretical knowledge and practical skills in conducting classroom and extracurricular work with students.

3.1.7. Initiating and ensuring the holding of university-wide methodological conferences, trainings, and seminars on issues of organizing methodological work, the quality of higher education at the University, methodological support of the educational process, etc.

3.1.8. Verifying and reviewing at its meetings the organizational and methodological level of the educational process and the quality of its educational and methodological support at departments and other structural units of the University, and adopting conclusions on their compliance with established requirements.

3.1.9. Submitting proposals to the Rector of the University regarding the encouragement of scientific and pedagogical staff for significant achievements in methodological work.

3.1.10. Monitoring the quality of educational activities and the quality of higher education (hearing the results of surveys of higher education applicants and teachers on the quality of the organization of the educational process, University graduates, and other stakeholders regarding the quality of educational programs and the preparedness of graduates for professional activity, etc.). Formulating, on the basis of monitoring research, recommendations for managerial decisions to improve the quality of educational activities and the quality of higher education.

3.1.11. Providing methodological support for the academic mobility of higher education applicants, pedagogical, scientific and pedagogical, and scientific staff.

3.1.12. Providing methodological support for the accreditation of the University's educational programs by the National Agency for Higher Education Quality Assurance, as well as by domestic and international independent evaluation and higher education quality assurance institutions.

3.2. The Methodical Council resolves other issues regarding the quality of higher education and methodological support of the educational process at the University.

4. Organisation of the Work of the Methodical Council

4.1. The Methodical Council of the University operates in accordance with work plans approved by it for one year.

4.2. The main form of work of the Methodical Council is its meetings, which are convened in accordance with the Council's work plan at least once every two months. If necessary, the Chairperson of the Methodical Council organises extraordinary meetings.

4.3. Meetings of the Methodical Council are generally open. Employees invited to consider specific issues may participate in the meetings of the Methodical Council with an advisory vote, as may other University employees, if they so wish.

4.4. The preparation of issues for consideration at meetings of the Methodical Council is ensured by the rapporteurs (persons responsible for implementation) designated in the work plans. Permanent committees and individual members of the Methodical Council may be involved in the preparation of planned issues, and temporary working groups may be established. Persons responsible for preparing unscheduled issues may be appointed individually by the Chairperson of the Methodical Council, subject to the consent of the persons entrusted with preparing such issues.

4.5. The announcement of the date, time, place and agenda of scheduled meetings of the Methodical Council is communicated to the members of the Methodical Council by the Secretary of the Council no later than one week before the meeting. Draft documents concerning the agenda of scheduled meetings must be submitted no later than two days before the meeting.

Extraordinary meetings are convened within shorter time limits, depending on the urgency and importance of the circumstances that necessitated the meetings.

4.6. The meeting of the Methodical Council is chaired by the Chairperson of the Methodical Council or, in their absence, by one of the Deputy Chairpersons of the Methodical Council.

4.7. A meeting of the Methodical Council shall constitute a quorum if at least two-thirds of the members of the Methodical Council are present.

4.8. Decisions of the Methodical Council are generally adopted by open voting by a simple majority of the votes of the members of the Methodical Council present at the meeting. In the event of an equal number of votes “for” and “against”, the vote of the person presiding over the meeting shall be decisive.

4.9. The meetings of the Methodical Council are recorded in minutes, which are signed by the person presiding over the meeting and the Secretary of the Methodical Council within three days from the date of the meeting.

4.10. Decisions of the Methodical Council are published on the University's website, if necessary.

4.11. Work as a member of the Methodical Council of the University is taken into account in the “Methodological Work” section of individual work plans and reports on the implementation of individual work plans of academic and teaching staff.

5. Rights and Duties of the Methodical Council

5.1. The Methodical Council has the right to:

– receive from heads of structural units and academic and teaching staff of the University the necessary materials concerning the educational and methodological support of the

educational process;

– involve academic and teaching staff and employees of the University who are competent in the relevant matters in carrying out certain types of methodological work;

– require University employees to comply with the requirements concerning the methodological support of the educational process;

– inspect the state of methodological work at departments and other structural units and require the elimination of identified shortcomings;

– submit proposals for improving the educational and methodological support of the educational process.

5.2. Members of the Methodical Council are obliged to:

– participate in the preparation of meetings and attend meetings of the Methodical Council;

– implement decisions adopted at meetings of the Methodical Council of the University;

– promote the improvement of the effectiveness of the University's scientific and methodological work.

6. Final Provisions

6.1. These Regulations shall enter into force from the moment they are put into effect by an order of the Rector of the University, unless otherwise provided for by that order.

6.2. Amendments and additions to these Regulations shall be made in accordance with the procedure established for their adoption.

Approved by the Methodical Council of the University on 22 June 2021, Minutes No. 9.
Chairperson of the Methodical Council, First Vice-Rector
(signature) Iryna KOVTUN
24 June 2021
AGREED:
Head of the Legal Department
(signature) Liliia DASIUDA
24 June 2021