

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

APPROVED BY  
Academic council of Chernihiv  
Polytechnic National University  
12 December 2019 Protocol No. 4

Put into effect by Rector's Order  
No. 26 as of 31 August 2020

**PROVISIONS ON THE SCIENTIFIC COUNCIL  
OF THE NATIONAL UNIVERSITY "CHERNIGIVSKA  
POLYTECHNICS »**

## **1. GENERAL PROVISIONS**

### **1.1. Regulations on the Academic Council of the National University**

"Chernihiv Polytechnic" is a normative document in which it is defined main functions, composition and procedure for organizing the work of the Academic Council National University "Chernihiv Polytechnic" (hereinafter - the University).

### **1.2. Academic Council of the National University "Chernihiv**

Polytechnic "is a collegial governing body of the University, which is formed for a period of five years according to Article 36 of the Law of Ukraine "On Higher education " .

### **1.3. The Academic Council of the University in its work is guided by the Law of Ukraine**

"On higher education", "On education", the Procedure for awarding academic titles scientific and scientific-pedagogical workers approved by the order of the Ministry of Education and Science Of Ukraine from 14.01.2016 №13 with changes, the Charter of the National University "Chernihiv Polytechnic", this Regulation, as well as others regulations.

### **1.4. Regulations on the Academic Council of the National University "Chernihiv Polytechnic" is approved by the Labor Conference staff of the University.**

## **2. COMPOSITION OF THE SCIENTIFIC COUNCIL**

2.1. The Academic Council of the University is headed by its chairman, who is elected by secret ballot by voting from among the members of the Academic Council of the University who have a scientific degree and / or academic (honorary) title for the term of the Academic Council.

### **2.2. The Academic Council of the University includes**

- by positions: rector, vice-rectors, directors of educational and scientific institutes, deans of faculties, scientific secretary, director of the library, chief accountant, heads of self-government bodies and elected primary bodies trade unions of employees of the University;

- as well as elected representatives who represent scientific, scientific and pedagogical workers and are elected from among the heads of departments, professors, doctors of philosophy, doctors of sciences, elected representatives who represent other employees of the University and who work in it on a permanent basis, elected representatives of graduate students, doctoral students, trainees, assistant trainees, heads of elected bodies of primary trade union organizations of students and graduate students, heads of student government of the University in accordance with the quotas set by the statute of the National University "Chernihiv Polytechnic".

2.3. According to the decision of the Academic Council, it may also be a part of it representatives of employers' organizations. At least 75 percent composition of the Academic Council should be scientific, scientific and pedagogical employees of the University and not less than 10 percent - elected representatives of number of students.

2.4. Elected representatives from among the employees of the University elected by the highest collegial body of public self-government University at the request of the structural units in which they work, and elected representatives from among the students are elected by the students by direct secret elections.

2.5. The composition of the Academic Council of the University is approved by order of the Rector University within five working days from the date of termination of office previous composition of the Academic Council.

2.6. Changes in the composition of the Academic Council of the University may be in the case of: changes in the structure of the University, dismissal, dismissal (transfer) from position, which provides for membership in the Academic Council or expulsion from University, college of the University, or in case of submission by a member of the Academic Council a written statement of withdrawal from the Academic Council. Vacancies in the Academic Council until the expiration of its term deal with the relevant representatives of the category to which it belonged previously elected representative who resigned from the Academic Council of the University. Changes in the composition of the Academic Council of the University are approved by order rector.

2.7. Elections to the Academic Council begin in 30 calendar days until the end of the term of office of the previous Academic Council.

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

Academic Council of the University:

3.1 determines the strategy and future directions of educational development, scientific and innovative activity of the University;

3.2 develops and submits to the highest collegial public body self-government draft charter of the University, as well as the decision to make changes and additions to it;

3.3 approves the financial plan and annual financial report of the University;

3.4 defines the system and approves internal procedures ensuring the quality of higher education;

3.5 decides on the placement of own revenues in territorial bodies of the central body of executive power in the sphere treasury service of budget funds, or in banking institutions;

3.6 decides on the proposal of the Rector of the University on the formation, reorganization and liquidation of structural subdivisions;

- 3.7 elects by competition by secret ballot to the positions of managers departments, professors and associate professors, library directors, branch managers;
- 3.8 approves educational programs and curricula for each level higher education and specialty;
- 3.9 makes decisions on the organization of the educational process, determines terms of study at the appropriate levels;
- 3.10 approves the sample and procedure for the preparation of documents on higher education education, including joint and double diplomas;
- 3.11 approves the main directions of scientific research and innovation activity;
- 3.12 evaluates the scientific and pedagogical activities of structural units;
- 3.13 confers the academic titles of professor, associate professor and senior researcher and submits the relevant decisions for approval to the attestation board central executive body in the field of education and science;
- 3.14 makes final decisions on the recognition of foreign documents on higher education, academic degrees and academic titles at the time of employment pedagogical, scientific, scientific-pedagogical and other employees, as well as when enrolling entrants to study;
- 3.15 has the right to file a motion to recall the Rector of the University on the grounds provided by law, the charter of the University, the contract, which is considered by the highest collegial body of public self-government University;
- 3.16 approves general university regulations, regulations on structural subdivisions of the University and others, makes changes to them;
- 3.17 approves the Rules of admission to the University in accordance with the Terms admission to higher education institutions of Ukraine;
- 3.18 approves the Procedure for competitive selection at filling vacancies of scientific and pedagogical workers in Chernihiv Polytechnic National University;
- 3.19 nominates employees of the University to the state awards;
- 3.20 determines the limit of scholarship holders to whom an academic may be assigned scholarship;
- 3.21 provides recommendations for the publication of collections of scientific papers, scientific magazines, monographs, textbooks and manuals;
- 3.22 decides on the award of the title "Honorary Professor National University "Chernihiv Polytechnic", "Honorary Doctor National University "Chernihiv Polytechnic";

3.23 creates one-time councils for the defense of the dissertation for the award of the degree Doctor of Philosophy and decides on the issuance of a Doctor of Philosophy diploma;

3.24 considers other issues of the University's activity in accordance with its statute.

#### **4. RIGHTS AND RESPONSIBILITIES OF THE CHAIRMAN, SCIENTIFIC SECRETARY AND**

##### **MEMBERS OF THE SCIENTIFIC COUNCIL**

4.1 The Chairman of the Academic Council opens, closes the meeting of the Academic Council; organizes consideration of issues; gives the floor for a report, speech; take out on discussion of draft decisions; makes official announcements as well as those that considers it necessary to announce.

4.2. The Academic Secretary of the Academic Council is elected by open ballot number of members of the Academic Council.

4.3. Responsibilities of the Academic Secretary:

- organizes the work of the Academic Council and ensures the execution of its decisions;

- participates in the planning of meetings and preparation of materials on them;

- controls the preparation of meetings of the Academic Council;

- provides monitoring of the implementation of the decisions of the Academic Council, as well as informs based on its results, the chairman and members of the Academic Council;

- prepares information and reports on the activities of the Academic Council;

- organizes the execution of attestation documents for assignment academic titles;

- performs other tasks of the Chairman of the Academic Council.

4.4. Members of the Academic Council of the University are required to attend meeting of the Academic Council in person.

4.5. Members of the Academic Council participate in the consideration of issues at meetings Academic Council of the University, inform employees of structural units

The university whose interests they represent, to consider on meetings of the Academic Council and ensure the implementation of the decisions of the Academic Council University.

4.6 The grounds for the absence of a member of the Academic Council at meetings which are carried out in accordance with the work plan, there are good reasons: temporary disability, business trip, vacation, etc.

#### **5. ORGANIZATION OF THE WORK OF THE SCIENTIFIC COUNCIL**

5.1. At the first meeting of the Academic Council of the University chaired by the Rector, to

election of the chairman of the Academic Council by secret ballot.

The meeting of the Academic Council is chaired by the Chairman of the Academic Council, and for his absence - Deputy Chairman of the Academic Council. Deputy Chairman of the Academic Council

elected from among the members of the Academic Council by open ballot.

In case of early termination of powers of the Chairman of the Academic Council University, its meeting is held by the Rector of the University, until the moment election of a new chairman. In the absence of the Academic Secretary of the Academic Council, his duties entrusted by order of the Rector to another member of the Academic Council of the University.

5.2 Scheduled meetings are held in accordance with the Scientist's Work Plan councils are usually monthly on the last Monday of the month.

5.3. Extraordinary meetings of the Academic Council of the University are convened by at the initiative of the Chairman of the Academic Council as necessary.

5.4. The agenda of the meetings of the Academic Council is formed on the proposal Chairman of the Academic Council of the University, as well as on the proposals of its members, and has contain information about the names of issues to be considered, surnames speakers responsible for preparing the issue for consideration by the Scientist council.

5.5. To the agenda of meetings of the Academic Council provided by the plan work, additional questions may be entered. Issues included in the order meeting may be postponed, amended or removed. The issues on the agenda must be submitted to the Scientific Secretary University no later than 5 working days before the meeting, and on the issue assignment of academic titles 10 calendar days before the meeting.

5.6. Information or formal issues that are not require discussion, include in the item "Miscellaneous" agenda. Proposals on the issues of this item shall be submitted in writing to all signatures no later than 3 calendar days before the meeting of the Academic Council.

5.7. Responsibility for the accuracy of the information submitted for consideration Academic Council of the University, are the heads of departments, and speakers identified in the agenda of the Academic Council.

5.8. No later than three days before the meeting, the Scientific Secretary agrees agenda with the chairman of the Academic Council.

5.9. The Academic Secretary informs the members of the Academic Council and the guests persons on the date, place, time and agenda of the meeting no later than one day before its holding.

5.10. The meeting of the Academic Council is recorded in the minutes, which signed by the Chairman of the Academic Council and the Scientific Secretary.

5.11. Decisions of the Academic Council of the University are made in the presence of no less than two-thirds of its total membership by a simple majority of votes by open ballot and, if necessary, by secret ballot each question separately.

5.12. Decision of the Academic Council of the University on conferring academic titles Professor, Associate Professor and Senior Researcher is considered secret by voting, if not less than three quarters of the members of the council voted for it present at the meeting.

5.13. The decision of the Academic Council of the University in the election to the positions of scientific and pedagogical workers is taken by secret ballot and is considered valid if at least 2/3 of the members of the Academic Council took part in the voting. The candidate who won more than 50% of the votes is considered elected members of the Academic Council.

5.14. For secret ballot from among the members of the Academic Council present at the meeting, the counting commission is elected by open voting. She carries full responsibility for the procedure and results of the secret ballot.

5.15. In some cases, by decision of the Chairman of the Academic Council (in connection with quarantine, etc.) meetings of the Academic Council may be held remotely form (synchronous mode) with authentication of all members Academic Council.

If the meeting of the Academic Council is held with the use of funds video communication in real time, secret ballot may be held using Microsoft Teams software using Google Forms service, which provides anonymity and verification of such voting.

5.16. Decisions of the Academic Council of the University are put into effect by orders Rector of the University.

5.17. Excerpt from the minutes of the meeting of the Academic Council for internal use is signed by the scientific secretary, and in case of its use outside the University - Chairman of the Academic Council and Academic Secretary and these signatures are sealed with a seal.

5.18. At the decision of the Academic Council, including the assignment / refusal of conferring the academic title within two months from the date of the decision The Academic Council may appeal to the Academic Council.

In the case of an appeal to the Academic Council, a composition is formed of the Board of Appeal, except in cases where the appeal does not contain arguments on the essence of the identified shortcomings. The Appeals Commission is formed of the chairman and members of the commission. Decision on the formation of the appeal commission and approval its composition is adopted by the Academic Council. The Appeals Commission is preparing an opinion signed by all members of the commission. Based on the conclusion of the appeal commission, the Academic Council makes a decision on satisfaction or refusal to satisfy the appeal.