

Internal Regulations of Lviv Polytechnic National University

Internal regulations (hereinafter called the “Regulations”) of Lviv Polytechnic National University (hereinafter called the “University”) have been developed on the basis of the current legislation of Ukraine, Statute of Lviv Polytechnic National University and Standard Internal regulations for the staff of formal teaching and educational establishments of Ukraine.

Internal regulations are in force at University and are obligatory to all persons working, studying or staying in the campus of Lviv Polytechnic National University. The campus of University is determined according its territorial settlement.

These Regulations cover all structure subdivisions of University comprising those being detached. When necessary, additional regulations not contradicting these Regulations could be approved by the Rector’s executive order.

1. Generalities

1.1. The Regulations are introduced for improving the efficiency of labour and reinforcement of labor discipline.

1.2. The Regulations regulate major rights and duties, norms of behavior and relationship between representatives of teaching staff, students, postgraduates, doctoral candidates and other staff of University.

1.3. All issues referring to the implementation of the Regulations are solved by the Rector acting within its

authority, and in the cases foreseen by the current legislation of Ukraine and these Regulations – together or with agreement of the Trade union of University.

1.4. The Regulations and additions to them are adopted by the workforce meeting according to the Rector's proposal and the primary elective body of establishment's trade union representing the workforce.

1.5. Acquaintance with the Regulations is obligatory for employees being employed or persons being enrolled at University. The Regulations and extracts from them are put on the bulletin boards in the premises of University.

1.6. Ignorance of the Regulations is no excuse and shall not exempt from liability to punishment for their violation.

2. The Regulations considering employing and discharging / dismissing from office

2.1. The employees of University are employed with employment agreements, including labour contracts, in particular, on a competitive basis.

2.2. While concluding an employment agreement with would-be employee, the Rector or a person (body) on his behalf is obliged to require submitting the following documents: work record card, passport, certificate or other document providing information on education or vocational training. Military personnel, transferred to the reserve from Armed Forces of Ukraine, National Guard of Ukraine, Security Service of Ukraine, Border Forces of Ukraine, Civil Defense of Ukraine, State Protection Service of Ukraine or other military formations created according to the legislation of Ukraine, is required to submit a military identity card.

Persons applying for a job requiring special knowledge, must submit relevant certificates confirming education or vocational training (diploma, certificate of degree), the copies of which are validated by the Human Resources Department of University and are kept in the dossier of the employee.

The list of the documents required during the process of recruitment is validated by the rector according to requirements established in the current legislation. It is prohibited to demand the information on party affiliation, nationality, origin, as well as submission of the documents not stipulated by law from persons applying for a job.

2.3. Vacant positions of research and educational personnel of University are filled according to the requirements of Law of Ukraine “On Higher Education”, Code of Labour Laws of Ukraine and the requirements of the internal Regulations on competitive selection of job applicants to fill vacancies of research and educational personnel.

2.4. Regulations on employing other staff categories of University are determined by the Code of Labour Laws of Ukraine and current legislation of Ukraine.

2.5. University employees may seek for secondary jobs according to the current legislation of Ukraine.

2.6. The employee must be acquainted with the order of employment issued by the Rector and sign the fact by his/her signature.

2.7. An employment record book is issued if the person employed has worked on his/her main job more than five days. A person responsible for organizing the record keeping, storing and issuing the employment record books is the Head

of HR department of University.

2.8. During the recruiting process or transferring the employee to any other position in accordance with the established procedure, the Rector or a person on his behalf is obliged to:

- clarify employee's rights, duties and work conditions; presence of possible dangerous or harmful work factors in the workplace which can cause certain influence on the employees' health, his/her rights to benefits and compensations for such work conditions according to the current legislation of Ukraine and the Collective agreement;
- determine an employee's workplace, provide him/her with necessary facilities ;
- acquaint the employee with these Regulations and the Collective agreement;
- instruct the employee in safety regulations, as well as occupational sanitation, labour hygiene and fire safety regulations;
- obtain the agreement on the use of his/her personal data in accordance with the established procedure.

2.9. The termination of the employment agreement (contract) can occur on employee's own initiative or the Rector's initiative according to the current legislation of Ukraine.

2.10. Termination (breach) of the employment agreement is executed by the Rector's order.

2.11. The Rector or a person on his behalf is obliged on the day of termination of the employment contract to issue the employment record book to the employee and finalize residual contract payments according to the current legislation of Ukraine. The records in the employment record

book concerning the cause of termination must be provided according to the current legislation and with the reference to its proper clause. The day of termination is considered to be the last working day.

3. Main responsibilities of University Administration

3.1. University management within the current legislation is conducted by the University administration. Its members are the Rector, vice-rectors, directors of the Institutes, heads of the departments and heads of other structural units.

3.2. The University administration is obliged to:

- provide proper organizational and economic conditions for conducting educational process meeting state standards for educational activities and higher education, as well as for efficient and effective work of research and educational employees and other personnel of University according to their specialty, qualification or position;

- determine working places for research and educational personnel, inform about the schedule on time, approve individual plans of employees for the next academic year and monitor their execution;

- conclude and terminate employment agreements including those with research and educational personnel according to the current legislation of Ukraine;

- inform research and educational personnel at the end of the academic year (before the leave) about teaching load and other kinds of work during the next academic year;

- create conditions for research activity, promote the development of R&D creativity and students' research work;
- create conditions for improving the quality of preparing specialists taking into account the demands of modern industry, the last achievements of science and technology, prospects of their developments and scientific management;
- organize and implement state-of-the-art educational methods and technologies;
- create conditions for conducting cultural and educational work, physical education;
- provide observing the labour discipline strengthening it regularly, eliminate losses of working time, organize rational use of labour force and forming stable team work;
- prevent bribing among the employees and students of University;
- take measures against persons violating labour discipline;
- within given funds realize measures for preventing occupational traumatism, professional and other diseases of the employees; in the cases included in the current legislation of Ukraine, promptly provide proper benefits and compensations (part-time job, additional leaves, medioprophylactic nutrition etc.) regarding harmful work conditions, provide the employees with special clothing, special footwear and other means of self-defense according to the current legislation of Ukraine and their proper storage;
- continuously monitor knowledge and observing the

rules of safety regulations, as well as occupational sanitation, labour hygiene and fire safety regulations;

- provide payments of salaries and wages to employees and scholarships to students at the scheduled time, except the cases not depending on administration of University;

- grant annual leave to the employees according to a leave schedule;

- promote introduction of inventions and technical innovations, support and encourage industrial innovators;

- provide regular advanced training and in-depth training of employees;

- observe the conditions of collective agreement, tactfully treat everyday needs of employees and students of University, provide them with proper benefits and preferences;

- provide proper maintenance of premises and facilities, heating, lighting and ventilation systems, create proper conditions for keeping University employees' and students' outerwear.

4 Rights and duties of Employees and students

4.1. University employees have rights to:

- protection of their honour and dignity;

- participation in community self-government;

- usage of payed leave;

- advance training, retraining, free choice of content, programs, forms of training, organizations and establishments providing advance training and retraining, with which

University has concluded agreements on providing above mentioned services.

4.2. All employees of University are obliged to:

- work honestly, observe work discipline, the requirements of the University Statute and these Regulations, promptly and accurately execute Rector's directions and orders, use all working time for productive work, abstain from activities disturbing the work of other employees;

- meet relevant requirements of labour protection, safety regulations, occupational sanitation, labour hygiene and fire safety regulations, take measures for immediate elimination of causes and conditions disturbing or complicating normal work process (standing idle, accidents) and immediately inform the manager (immediate supervisor) about it and, in the case of his/her absence, the labour protection department and fire safety Service;

- observe the established order of storage of material assets and documents;

- take care of and use efficiently equipment, tools, measuring devices, protective clothing and efficiently use raw materials, other materials, power, fuel and other material resources;

- systematically undertake advance training.

4.3. Research and educational employees of University have right to:

- academic freedom realized for the interests of the individual, society and mankind in general;

- academic mobility for conducting professional

activity;

- free choice of forms, methods and means of teaching, showing pedagogical initiative;

- participating in the University management, including electing and being elected to the highest community self-government, University Academic Board and academic boards of the research and educational institutes;

- using library and other information sources of University free of charge;

- having right to defend their intellectual property.

4.4. Research and educational employees of University are obliged to:

- conduct educational and methodological activities at a high professional and research level directed to mastering knowledge by studying persons with the use of University syllabi at the level of mandatory formal requirements, promote the development of their abilities;

- carry out research and participate in the implementation of its results;

- advance professional and general cultural level, theoretical knowledge, enrich practical experience, improve methods of carrying out research and pedagogical skills;

- help students choose personal training routes;

- reveal the causes of students' academic failures, help them organize self-education process, as well as actively participate in the vocational guidance and involve young people to studying at University;

- guide students' research work;
- maintain contacts with University graduates, analyze their professional activity and, on the basis of the analysis, improve educational syllabi;

- set a personal example for their students by stating respect to the mankind moral principles – truth, justice, devotion, patriotism, humanism, kindness, moderation, diligence, discretion and other merits.

4.5. Persons studying at University have the right to:

- protection of their honour and dignity;
- choice of the form of education while entering University;
- attend lessons on other specialties and specializations;
- safe and harmless conditions of studying, working and everyday life;
- participation in the work of students' and community self- government;
- work beyond the studying hours;
- usage of production, cultural and educational, domestic, recreational basis of University according to the order established by the Statute of University;
- being provided with accommodation for the period of studies according to the order established by the current legislation of Ukraine and internal regulations of University;
- participating in research and R&D activities, conferences, symposia, exhibitions, competitions, submitting their works for publications;
- participation in educational, scientific, sporting, artistic

and social events carried out in Ukraine and abroad according to the order established by the internal regulations of University;

- choice of academic disciplines within the list included in the proper syllabus or curriculum according to the order established by the internal regulations of University;

- academic mobility including international one;

- vacations for the duration of not less than eight calendar weeks per academic year;

- continuation of education according to the specialty and acquired educational level, obtaining additional educational services according to the relevant agreement with University;

- other rights stipulated by the Law of Ukraine “On higher education”.

4.6. Persons studying at University are obliged:

- fulfil the requirements of the current legislation, Statute and these Regulations of University;

- attend lessons and fulfil all kinds of tasks listed in syllabi;

- meet requirements of educational (research) curricula;

- fulfil the requirements of labour protection and safety regulations, occupational sanitation, labour hygiene and fire safety regulations stipulated by the relevant rules and instructions;

- rationally utilize and take care of University property.

4. All employees and studying persons are obliged to maintain cleanness and order, not to smoke in academic

premises, hostels and on the campus of University, not to take alcohol and illegal drugs and prevent using them by other persons while staying in academic premises, hostels and on the campus of University, prevent using abuse and foul language and gambling etc.

5. Working and studying hours and their usage

5.1. For employees of University, except research and educational staff, a five-day working week is established with a following schedule of a working day:

- start of work at 8.30 a.m.;
- lunch break 45 min., from 13.00 to 13.45 (as a rule);
- end of the working day at 17.15, and on the day before holidays at 16.15.

Work-schedule arrangements different from above mentioned are approved by the Rector's executive order on the basis of the application of the head of relevant department and the agreement with the Trade Union of University staff.

The duration of the working day of University employees is 8 (eight) hours, if other is not stipulated by the legislation or collective agreement.

The employee is obliged to observe the working day schedule.

5.2. The duration of the working time of the educational personnel is fixed at 1548 hours per year at average weekly duration of 36 hours. The duration of the working day of educational personnel cannot exceed 8 academic hours.

5.3. The schedule of the educators' working day is determined by the schedule of study-room lessons and consultations, testing events and other kinds of work, mentioned in the individual plan of the educator, is approved by the head of the department, director of the Institute or the Rector. If necessary, the head of the department is entitled to change the schedule of the educator with his/her order.

5.4. Changes in the individual plan of the educator are made in accordance with the established procedure.

5.5. Working days and their duration for the University employees (except for educators) are determined by the yearly schedules for certain departments. A schedule for the department for the next calendar year is planned by its head according to the current legislation of Ukraine, agreed with trade union of the University employees and approved by the Rector one month before the beginning of the calendar year.

5.6. Under the conditions of shiftwork, the schedule of shifts is approved by the Rector according to application of the head of the department and considering the current legislation of Ukraine.

5.7. Changes in the approved yearly schedules of working time for all employees of University are introduced by the order of the Rector only on the basis of the decisions of relevant public authorities .

5.8. If necessary, the employee can work according to the individual work schedule, approved by the Rector on the basis of the application of the head of the department agreed with

the Trade union of University employees.

5.9. Ad hoc changes in daily work schedule for employees providing educational process are made on the basis of the order of the head of the department or a Dean.

5.10. The activity of statute bodies of University is conducted during the working time. Meetings of the University administration, University Academic Board, academic boards of educational and research institutes, department meetings are conducted according to relevant schedules. The schedule of Meetings of the University administration are made up by the Rector. The schedules of meetings of academic boards are made by the heads of the relevant boards, department meetings are conducted according to the schedules made by the heads of the departments. The days for above mentioned meetings are determined by the Rector.

5.11. It is prohibited to distract students and educators from scheduled lessons, consultations and testing events.

5.12. It is prohibited during the working hours to involve the employees in any activities not related to performing their official (professional) duties or the work in statute bodies of University, except the cases, stipulated by the current legislation.

5.13. Studying time of a day-time student consists of study-room lessons and self-education and equals 45 academic hours per week. The amount of study-room lessons is stipulated by the “Regulation on the organization of educational process in Lviv Polytechnic National

University”. The duration of the working day of the day-time student should not exceed 8 (eight) academic hours.

5.14. Studying days are scheduled. The schedule for the next academic year is made by the Department of education and methodology considering mutually transferred working days and holidays, which submit it to the Trade Unions of employees and students for approval. Finally, this schedule is endorsed by the Rector to April 30 of a current academic year.

5.15. Study-room lessons (classes) start at 8.30 a.m. and are conducted during two academic hours with 5 minute break between them. Academic hour equals 45 minutes. A break between classes is 15 minutes, and after the third pair of classes the break is 30 minutes.

6. Organization of educational process

6.1. The main normative document determining the educational process is a syllabus, endorsed by the Rector of University. The organization of educational process is based on the Law of Ukraine “On Higher Education”, the standards of educational activity and higher education, other acts of Ukraine on education issues and “Regulations on organization of educational process at Lviv Polytechnic National University.

6.2. Organization of educational process is conducted by educational departments, namely, institutes, departments, faculties, centers in the following forms:

- study-room lessons (classes);

- fulfilling individual tasks;
- self-education students' activities;
- practical training;
- testing events.

Classes include: lectures, laboratory classes, practical training, seminars, individual classes, consultations and other kinds of activities which can be provided by the decisions of educational and methodological specialty commissions at University.

6.3. The head of the department is obliged to submit his/her proposals concerning the schedule of study-room classes and consultations (for disciplines provided by this department) for next semester to the department of monitoring and planning of educational process not later than month before the end of the current semester.

6.4. The Department of Monitoring and Operational Planning of Educational Process is obliged to submit the created schedule with the director of a relevant educational and research institute for its endorsement. Then it should be endorsed by the Rector and uploaded to the web-site of University not late then a week before the beginning of studies. Changes in the schedule are made only on the basis of Dean's submission to the department of monitoring and planning of educational process.

6.5. Research and educational employees are prohibited from:

- changing at their own discretion schedules of classes and work;

- releasing studying persons from classes (lectures);
- prolonging or reducing the duration of classes (lessons, lectures) and breaks between them;
- shifting at their own discretion their work responsibilities onto other persons.

6.6. Students' self-education activities in University premises are also regulated:

- at libraries by the library regulations;
- in methodology rooms, educational and research premises including laboratories, computer laboratories etc by the labour protection and safety regulations, occupational sanitation and labour hygiene regulations and relevant instructions.

6.7. Testing events include:

- entrance control of students' knowledge;
- current testing of students' achievements during practical and laboratory training, seminars and individual consultations;
- semester control in the form of credits and examinations;
- assessment of students' academic progress after finishing his/her theoretical studying and practical training at the certain educational (qualification) level.

6.8. The schedule of examinations is made by the Department of monitoring and efficient planning of educational process on the basis of Deans' submissions and taking into account the proposals of departments and the bodies of students' self-governing (proposals are submitted not later than a month before the beginning of the examination

session) and is endorsed by the Rector. Educators and students are provided with the examination schedule not later than two weeks before the beginning of the examination session.

6.9. The schedules of graduation examinations and defence of qualification projects are made by the Department of monitoring and efficient planning of educational process on the basis of the submission of the heads of the departments and confirming them by the director of the institute. Above mentioned schedules are endorsed by the Rector and provided to the educators and students of University not later than a month before their the beginning.

6.10. During the lessons, quiet and order should be observed in all educational and neighbouring premises. It is prohibited to interrupt lessons (classes), leave study-rooms during lessons. In some cases, the educator may allow the student to leave the study-room or come in during the lesson.

6.11. Attending lessons is obligatory for students, or it could be free in the case of facultative attendance endorsed by the order of a proper body of University.

6.12. If a student is absent at the lesson for a valid reason, he/she is obliged during one week to inform the Dean's office, and during the week after finishing the reason to provide them with proper documents confirming the cause of his/her absence. In the case of a student's illness, he/she provide the Dean with a medical certificate of a standard form. On the day of submitting the document, it is registered by the Dean's Office.

7. Usage of facilities and observing order in the premises and on the campus of University

7.1. The premises of University are used according to their functional purpose determined by their certificates.

7.2. Documents determining the purpose of facilities and premises and the order of their usage on the University campus is endorsed by the Rector.

7.3. The Administration provides preparation of facilities to exploitation, their proper exploitation, protecting facilities, grounds and property, as well as maintenance of order in the campus and in premises of University.

7.4. All responsibility for the usage of premises lies with the heads of the departments according to the order or directive of the Rector on assigning premises.

7.5. In the premises of University it is prohibited:

- to stay there in outerwear and a headgear;
- speak loudly and make noise during the lessons;
- smoke tobacco products in the premises and on the campus of University;
- keep and drink alcohol, take illegal drugs and toxic substances, gamble, behave immorally;
- misbehave and use of obscene words.

7.6. Protection of premises and assets and responsibility for fire prevention are entrusted to particular employees of administrative and economic body of University.

7.7. Keys to study-rooms, laboratories, offices and

other premises in educational buildings are kept by the officer in charge of the University Security Service and are provided as required to employees (procedure being confirmed with their signatures) according to the list endorsed with the established procedure. Research and educational employees receive keys to the study-rooms, laboratories, offices and other premises from the officer in charge before the beginning of the classes and return them after the end of classes.

7.8. For providing the possibility of accessing to premises in case of anthropogenic or natural emergency (fire, flood etc.) at any time beyond working hours, as well as for observing these Regulations, all keys to premises in educational buildings of University after the end of the working day are returned by the proper employees to the officer in charge of the University Security Service with the proper entry in a key log.

7.9. Behavioral norms for persons staying on the campus of University are as follows:

- mutual kindness, exactingness and respect among people, treating with respect their dignity, national and religious convictions, reputation of University;
- respect for cultural and national, spiritual and historical values of Ukraine;
- dutiful treatment of studying and working process;
- careful treatment of bodies, territory and assets: observing current legislation, as well as law and order stipulated by the state, Statute of University, these Regulations

and other normative documents.

7.10. In the premises and on the campus, actions contradicting principles determined in 7.9 are prohibited, as well as

- using premises with the aim contradicting their purpose;
- damaging and smearing facilities, territory and assets;
- selling goods in places not intended for such activities or without permission of administration;
- being under the influence of alcohol.

8. Measures to reward employees and students

8.1. The administration of University, with the concurrence of the Trade Union of University employees, rewards and stimulates employees for their professional achievements and perfect work, as well as those who has made a valuable contribution to the development of University or enhancing its prestige. The University takes measures to reward and stimulate them with moral motivation and financial incentives.

8.2. Rewarding the employees of University is regulated by a “Regulation on financial incentives for research, pedagogical, technical and engineering employees and postgraduate students of University” and “Regulation on moral motivation of employees”.

8.3. For especially remarkable achievements in working activities the employees of University are

recommended to be rewarded with State awards, including Honorary degrees of Ukraine, State Prizes, orders, medals, as well as official and sectoral badges of honour, letters of commendation and other kinds of moral motivation and financial incentives.

8.4. Students of University can be rewarded for their achievements in education and research work:

- with being awarded personal scholarship of the institute;

- with being awarded personal scholarship of University;

- with being awarded scholarship of local authorities, Cabinet of Ministers, the Supreme Council of Ukraine, the President of Ukraine;

- with being awarded scholarship of certain establishments or funds;

- with being assigning to study at educational and research establishments abroad.

Awarding scholarships is conducted with the established procedure.

8.5. Students of University can be rewarded for notable achievements in educational, scientific, socio-cultural and sporting activities with:

- being commended;

- being awarded letter of commendation;

- being awarded a bonus or valuable gift as a prize.

9. Supervision over observing the Regulations and liability for their violation

9.1. Supervision over observing the Regulations is conducted by the heads of the departments of University.

9.2. For violation of Regulations the Rector can administer one of following disciplinary measures:

- reprimand;
- dismissing employee from his/her post;
- expelling from University.

9.3. Disciplinary measures for violation of the Regulations are announced in a proper order of the Rector.

9.4. The reason for taking disciplinary measures is the report on the violation of Regulations issued by the persons listed in Clause 9.1 and a written explanation of a person which is blamed.