

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Lviv Polytechnic National University**

APPROVED  
Rector of  
Lviv Polytechnic National University  
\_\_\_\_\_ Nataliya SHAKHOVSKA  
Order No. \_\_\_\_\_  
dated « \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_

**REGULATIONS**  
**ON THE DIGITAL TRANSFORMATION OFFICE**  
**AT LVIV POLYTECHNIC NATIONAL UNIVERSITY**

Approved by  
the Academic Council of  
Lviv Polytechnic  
National University  
Minutes No. 29  
dated November 25, 2025

	<i>Position</i>	<i>Name and SURNAME</i>	<i>Signature</i>
<i>Developed by</i>			

## 1. GENERAL PROVISIONS

1.1. These Regulations govern the general organizational, managerial, and legal principles of the Digital Transformation Office activities at Lviv Polytechnic National University (hereinafter referred to as the *Office*), establish its main tasks, functions, rights, and responsibilities, and define its relations with other structural units of the University.

In its activities, the Office is guided by the laws of Ukraine (“On Higher Education”, “On Information”, “On Telecommunications”, “On Protection of Information in Information and Telecommunication Systems,” “On Personal Data Protection,” “On Access to Public Information”, “On Electronic Identification and Electronic Trust Services”, “On the Basic Principles of Ensuring Cybersecurity of Ukraine”, etc.), other regulatory legal acts of the current legislation of Ukraine, regulatory acts of the Ministry of Education and Science of Ukraine, the Charter of the University, these Regulations, other regulations in force at the University, and internal regulatory and administrative documents of the University.

1.2. The Office is a structural unit of Lviv Polytechnic National University (hereinafter referred to as the *University*) and carries out university-wide activities.

1.3. The following names may be used to designate the Office: Digital Transformation Office, abbreviated as DTO.

## 2. MAIN TASKS AND FUNCTIONS

2.1. The purpose of the Office’s activities is to ensure the strategic development of the University’s digital environment in accordance with the strategy of digital development of innovations in Ukraine, the introduction of innovative technologies into the educational process, the planning and coordination of digital transformation, and the development of information security.

2.2. The main tasks of the Office are:

- development and implementation of the University’s digital transformation strategy, taking into account the needs of all stakeholders;
- formation and monitoring of the implementation of the digital transformation roadmap;
- implementation of informatization projects within the strategic goals of the University in cooperation with other structural units;
- introduction of digital tools and services aimed at increasing the accessibility of educational resources, improving internal communications, and developing electronic interaction among learners, academic and teaching staff, administrative personnel, and governing bodies of the University;
- technical support of existing systems;
- implementation of electronic document management at the University;
- establishment of rules for integrations between systems and services;
- management of information security and cybersecurity of the University, in particular the development of the Information Security Policy and analysis of its effectiveness in countering cyber threats;
- monitoring compliance with cybersecurity policy requirements by the University structural units;

- development of an inclusive digital environment of the University, implementation of technologies that accommodate the requirements of learners and employees with special needs;
  - development and implementation of the Policy on Responsible Use of Artificial Intelligence in educational and administrative activities, taking into account requirements for transparency, data protection, and compliance with academic integrity;
  - implementation of data analytics for managerial decision-making.
- 2.3. The main functions of the Office are:
- development of regulatory documents on issues of digitalization of the University;
  - development of the Information Security Policy, analysis of its effectiveness, and initiation of updates;
  - organization and conduct of audits of the University digital infrastructure;
  - coordination of the implementation of new IT solutions, automation of information processes, and integration of these solutions into the Unified Information Environment (UIE);
  - coordination of the operation of the electronic document management system;
  - organization of activities to enhance the digital competence of learners and University staff;
  - creation of development and training programs for internal information systems developers.

### **3. STAFFING AND MANAGEMENT**

3.1. The staffing levels and structure of the Office shall be approved by the Rector within the staffing plan of the University.

3.2. The Office is headed by a Head (English title – Chief Digital Transformation Officer, abbreviated as CDTO), who has relevant experience in the field of digital transformation, information technologies, and IT project management, possesses skills in strategic planning and organizational management, and has an appropriate level of digital competence.

3.3. The Office shall be established or dissolved by an order of the Rector on the basis of a resolution of the Academic Council of the University. The initiator of considering the issue of establishing or dissolving the Office by the Academic Council of the University may be the Rector or the Vice-Rector responsible for the relevant area of activity.

3.4. The Head of the Office shall be appointed by an order of the Rector upon submission by the Vice-Rector responsible for the relevant area of activity.

3.5. The rights and duties of the Head of the Office include:

- overall management of the Office's activities, planning and organization of its work;
- selection, appointment, distribution of duties, and supervision of the Office staff;
- development and implementation of the Office's development strategy in accordance with the overall strategy of the University and the legislation in the field of digitalization of education;
- oversight of the implementation of digital policy;
- establishment of practices for software development and implementation;
- organization and supervision of information security at the University;

- monitoring and evaluation of the effectiveness of the Office's programs and services, and implementation of measures for continuous improvement;
- attraction of funding and material and technical resources for the Office's activities;
- interaction with institutes, departments, and other structural units of the University to implement digital solutions;
- interaction with external institutions and organizations on issues of inclusive digitalization;
- verification of compliance with cybersecurity requirements by structural units;
- reporting on the activities of the Office.

3.6. The job responsibilities of the Office staff are defined by job descriptions (in accordance with current legislation).

3.7. The Head of the Office reports to the Vice-Rector responsible for the relevant area on the activities of the Office and also provides ongoing informational reports, as necessary.

3.8. The Office may employ staff members who have appropriate professional training and practical experience in software development and implementation.

3.9. The Office staff shall be appointed and dismissed by the order of the Rector.

3.10. The Office may engage students and University staff in performing certain functions.

#### **4. INTERACTION WITH OTHER STRUCTURAL UNITS**

4.1. While performing its assigned duties, the Office interacts with the structural units of the University on issues related to fulfilling the tasks and functions defined in these Regulations.

4.2. The specific powers and the procedure for interaction between the Office staff and the structural units of the University are established in their respective job descriptions.

#### **5. FINAL AND TRANSITIONAL PROVISIONS**

5.1. Proposals for amendments and additions to the Regulations on the Office shall be submitted by the Head of the Office, in coordination with the Vice-Rector responsible for the relevant area of activity, and shall be approved by the order of the Rector.

5.2. Issues relating to the restructuring or dissolution of the Office shall be initiated upon submission by the Vice-Rector responsible for the relevant area of activity to the Rector of the University.

5.3. The decision on the restructuring or dissolution of the Office shall be adopted by the Academic Council of the University and approved by the order of the Rector of the University.

5.4. In the event of restructuring or dissolution of the Office, employees who are dismissed shall be guaranteed the preservation of their rights and interests in accordance with the labor legislation of Ukraine.