

The Statutory Provisions of the Center of E-Learning Academics Standards and Architecture

I. General Provisions

1.1. The Center of E-Learning Academics Standards and Architecture of the Ivan Franko National University of Lviv (hereinafter – the CELASA) is a unit of the University that ensures fulfilment of its main objectives.

1.2. The CELASA submits and is accountable to and controlled directly by the rector of the University.

1.3. The CELASA is headed by the Person appointed and dismissed by the rector of the University on the grounds and in the course stipulated by the current legislation of Ukraine and the Statute of the University. The head manages the CELASA staff, provides the organisation of its activities and is personally responsible for the activities of the CELASA.

1.4. The CELASA operates in accordance with the current legislation of Ukraine and the Statute of the University, Internal regulations, Collective agreements of the University and the Statutory Provisions of the CELASA, which are a local legal act regulating the activities of the CELASA.

1.5. Creation, reorganisation and liquidation of the CELASA can be performed on the basis of the decision of the Academic Council of the University, which comes into effect by order of the rector in the course established by the current legislation of Ukraine.

1.6. The CELASA structure and number of employees are determined by the organisational structure and staffing of the University with regard to objectives of the CELASA.

1.7. The Statutory Provisions of the CELASA (hereinafter – the Statutory Provisions) are to be approved by the rector of the University in the established course.

II. Purpose and Main Functions of the CELASA

2.1. The purpose of the CELASA consists in:

- analysis and study of experience of e-learning in domestic and foreign institutions of higher education for the purpose of practising it in the University;
- generalisation and implementation in the educational process of the University practices of the use of modern information and communication technologies of e-learning;
- implementation of administration and management of the educational process systems for the purpose of the quality of education improvement;

- integration of e-learning computer technologies into corporate information systems of the University;
- increasing of the level of the University staff training in the field of e-learning and e-teaching methods;
- implementation of current legislation in accordance with the OMCEL activities and monitoring its implementation.

2.2. The CELASA in accordance with its objectives performs the following functions:

- coordination of subordinate divisions: the Laboratory of the e-learning system administration, the Laboratory of methodological support of e-learning system and the Laboratory of education quality control;
- creation and support of the logistics, informational and technical base of the CELASA and its divisions for the purpose of the valid functioning of e-learning;
- implementation, development and support of e-learning at the level of environment administration;
- studying, generalisation and introduction of modern methods of e-learning;
- increasing of the level of the University staff training in the usage of modern technology of e-learning support and methods of forming electronic courses.
- development of the concept of educational process quality management, regulation of the quality management procedures in accordance with international standards of ISO, quality control of the e-learning educational materials;
- providing access to public information managed by the **CELASA**;
- protection of classified information within its powers;
- providing regularly reports on its work specified by the legislation of Ukraine, the Statutory Provisions and local regulatory acts of the University;
- performing duties assigned by the current legislation, other legal acts, the Statute of the University and the Statutory Provisions.

III. Rights of the CELASA

3.1. The CELASA has the following rights:

- to carry out research and develop technological and methodological aspects of e-learning in accordance with the main objectives of the CELASA, and in accordance to contracts with other enterprises, institutions and organisations in the order established by the current legislation of Ukraine;
- to participate in the development of new elements and forms of e-learning at the university chairs of other higher educational institutions of Ukraine under the agreements and instructions of the University and of the Ministry of Education and Science of Ukraine;

- to receive teaching materials (tests, topics of tests etc.) from the University chairs for data bank enlargement purposes in time;
- to get materials and tools necessary for the CELASA work (computer and office equipment, paper etc.) in time;
- to receive assistance on behalf of the University administration and other University divisions in the process of fulfilling its tasks established by the current legislation, the Statute of the University, and the Statutory Provisions of the CELASA;
- to make suggestions to the University administration about the expenditures connected to its activities;
- to use seals and letterheads of the CELASA;
- to have other rights established by the current legislation and the Statutory Provisions of the CELASA.

3.1.3. to participate in meetings of collegiate bodies and other University events related to the Division activities;

3.1.4. to inform the University administration about the situation on information provision and to make proposals for its improvement;

3.1.5. to provide the University divisions with recommendations on issues within the competence of the Division;

IV. Structure of the CELASA

4.1. The structure of the CELASA is the following:

- the E-Learning Administration Laboratory;
- the E-Learning Management and System Content Development Laboratory;
- the Academic Excellence Laboratory.

V. Interaction with other University Structural Divisions, Bodies and Officials

5.1. The CELASA within its competence interacts with other University structural divisions, corresponding university chairs, scientific library, faculties, colleges, supply division for the purpose of establishment of the conditions for the provision of the consistent and coordinated activities regarding the timing and frequency of exchange of the information necessary for the proper performance of its objectives.

5.2. The CELASA and its employees are entitled to receive the information necessary and sufficient for the proper performance of its objectives and the realisation of planned activities from the administration of the University, other structural divisions of the University, bodies and officials.

VI. Financial and Economic Issues of the CELASA

6.1. Financing of the CELASA is provided from the following sources:

- the general and special funds of the University;
- international grants;
- funds received by the CELASA from the University paid services;
- other sources established and not prohibited by the legislation of Ukraine .

6.2. To ensure the proper functioning the rector by his order provides CELASA with classrooms, production areas, service rooms and other facilities and assets (tangible assets) that belong to the University property.

V. Responsibility of the CELASA

5.1. Responsibility of the structural division is the responsibility of its employees. Employees of the CELASA are liable under the current legislation of Ukraine for non-performance or improper performance of their duties established by their job descriptions.

5.2. The CELASA employees are liable to disciplinary punishment in the course established by the current legislation of Ukraine according to the proposal of the CELASA Head.