

The Statutory Provisions of the Academic Excellence Laboratory

I. General Provisions

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

1.2. The Laboratory submits and is accountable to and controlled directly by the Head of CELASA.

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

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

1.5. Creation, reorganisation and liquidation of the Laboratory can be made 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 Laboratory structure and number of employees are determined by the organisational structure and staffing of the University with regard to objectives of the Division.

1.7. The Statutory Provisions of the Laboratory (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 Laboratory

2.1. Purpose of the Laboratory:

- development of uniform assessment requirements of electronic courses quality at the University level
- development of criteria, facilities and quality control systems of e-learning
- development of a method of creating a database and processing the results of control actions;

- preparation of informational, methodological and instructional materials to improve the quality of educational resources;

2.2. Main functions of the Laboratory:

- development of requirements for e-learning courses quality;
- monitoring of the need for e-learning courses and courses that use e-learning elements;
- implementation of methods for gathering statistics using e-learning services and their subsequent analysis;
- development of the concept of quality management of educational process, regulation of quality management procedures in accordance with ISO;
- conducting quality control of e-learning training materials and issuing certificates confirming their qualification level;
- ensuring the preparation of the test materials for admission to the educational-qualification level of “Master” and “Specialist” and processing of the test results;
- assistance in organizing and education quality monitoring of other sociological services of the University;
- development, testing and protection of the University Professor ranking system (the diagnostic program of scientific and methodological support of teaching, methods of diagnostics of scientific-pedagogical activities of professors, reference standards and criteria for monitoring the quality of teaching);
- development of the tentative scheme-graphics of the internal University control;
- development of recommendations for management decisions based on education quality analysis;
- preparation and holding of scientific-practical, educational-methodological conferences, seminars and publication of reports;
- preparation of materials, evaluation criteria of the University activity for participation in the ranking competitions of higher education institutions;
- studying and summarizing of the experience in the activities of expert services and monitoring studies of other higher educational institutions;
- interaction and cooperation with the leading higher educational establishments of Ukraine and departments of education quality management;

- development and implementation of standardized testing technologies of education quality;
- development and implementation of sectoral qualifications frameworks;
- providing of the access to public information managed by the Laboratory;
- protection of classified information within its powers;
- providing of regularly scheduled reports of its work specified by the legislation of Ukraine, these Statutory Provisions and local regulatory acts of the University;
- performing of the duties assigned by the current legislation, other legal acts, the Statute of the University and the Statutory Provisions.

III. Rights of the Laboratory

3.1. The Laboratory has the following rights:

3.1.1. to participate in the development of new elements and forms of the education quality control in cooperation with other higher educational institutions of Ukraine, according to concluded contracts with the University;

to receive assistance on the part of the University administration and other University divisions when fulfilling its tasks established by the current legislation, the Statute of the University, and the Statutory Provisions of the Division;

3.1.2. to perform researches and development of technological and methodological aspects of e-learning system quality in accordance with the basic tasks, as well as under contracts signed with the University at the request of other enterprises, institutions and organizations in the order established by the current legislation of Ukraine;

3.1.3. to make suggestions to the head of the CELASA about the provision Lab necessary materials and tools for work (computer and office equipment, supplies, etc.) and the expenditures connected to its activities;

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

3.1.5. to have other rights established by the current legislation and the Statutory Provisions of the Division.

IV. Interaction with Other University Structural Divisions, Bodies and Officials

4.1. The Laboratory within its competence interacts with other University structural divisions, profiling departments, scientific library, faculties, colleges, laboratory of sociological research, scientific-methodological department and

purchase department 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.

4.2. The Laboratory 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.

V. Responsibility of the Laboratory

5.1. Responsibility of the Laboratory is the responsibility of its employees. Employees of the Laboratory 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 Laboratory employees are liable to disciplinary action in the course established by the current legislation of Ukraine on the proposal of the Head of CELASA .