

PRIVATE ESTABLISHMENT OF HIGHER EDUCATION  
«DNIPRO INSTITUTE OF MEDICINE AND PUBLIC HEALTH»



APPROVED BY  
RECTOR OF PEHE DIMH  
\_\_\_\_\_ T.LESHCHEVA  
\_\_\_\_\_ *march* 2019 p.  
order № 23 dated 27<sup>th</sup> March.2019 p.

**THE PROVISION ABOUT THE ACADEMIC COUNCIL  
PRIVATE ESTABLISHMENT OF HIGHER EDUCATION  
«DNIPRO INSTITUTE OF MEDICINE AND PUBLIC HEALTH»**

APPROVED BY  
ACADEMIC COUNCIL OF PEHE  
«DNIPRO INSTITUTE OF MEDICINE  
AND PUBLIC HEALTH»  
02d march.2019 p., order № 1

**Dnipro**

**2019**

## **1. GENERAL PROVISIONS**

1.1. ACADEMIC COUNCIL OF PEHE «DNIPRO INSTITUTE OF MEDICINE AND PUBLIC HEALTH» (hereinafter – Academic council) is a collegial advisory body for scientific, scientific-pedagogical, scientific-methodical, scientific-organizational and publishing activities of the Private Institution of Higher Education "Dnipro Institute of Medicine and Public Health" (hereinafter - Institute), which is formed for a five years period with the right of members cooptation.

1.2. The Academic Council is guided by the Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", other legislative acts of Ukraine, resolutions of the Verkhovna Rada of Ukraine, decrees and orders of the President of Ukraine, orders of the Cabinet of Ministers of Ukraine, regulations of the Ministry of Education and Science of Ukraine, the Charter of the Private Institution of Higher Education "Dnieper Institute of Medicine and Public Health" and these Regulations in its activities.

1.3. The regulations on the Academic Council are approved by the Academic Council and approved by the Rector of the Institute.

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

1.5. The number of the Academic Council's members is determined by its Charter.

1.6. The Academic Council of the Institute is formed by representatives and elected representatives, who are elected by the structural units in which they work and the general meeting of students, and approved by order of the Rector of the Institute.

1.7. The Academic secretary is responsible for the Academic Council of the Institute meetings organizations and is elected on the staff position in accordance with the order of the Rector of Institute in agreement with the Supervisory Board from among scientific or scientific-pedagogical workers with scientific degree and / or academic title.

## **2. THE ACADEMIC COUNCIL OF THE INSTITUTE COMPETENCIES**

2.1. The main tasks of the Academic Council of the Institute are:

- the determination of the main current and prospective directions of educational, scientific and innovative activity Institute development;

solving issues of organization of the educational process and research at the Institute in order to train specialists who meet modern requirements.

2.2. Decisions of the Academic Council, adopted in the prescribed manner, are enforced by orders of the Rector of the Institute and take effect from the moment of their signing, unless otherwise specified, and no later than 7 days after the meeting of the Academic Council are published on the website of the PEHE 'Dnipro Institute of Medicine and Public Health'.

2.3. Decisions of the Academic Council on the approval of internal documents are enforced by orders of the Rector, except for orders signed by the Chairman of the Supervisory Board of the Institute.

2.4. In accordance with the tasks assigned to it, the Academic Council of the Institute:

- determines the strategy and perspective directions of educational, scientific and innovative activity Institute development;
- defines the system, approves the procedure of higher education internal quality assurance;
- considers and adopts on the proposal of the President of the Institute decisions on the formation, reorganization and liquidation of structural units of the Institute;
- approves educational programs and curricula for each level of higher education and specialty;
- makes decisions on the organization of the educational process, determines the terms of study at the appropriate levels of higher education;
- elects by secret ballot to the positions of deans of faculties, heads of departments and professors, associate professors, head of the library;
- approves the sample and procedure for preparing its own document on higher education obtained at the Institute, regulations on the procedure and grounds for its issuance to graduates, as well as samples, procedure, procedure and grounds for issuing joint and double diplomas to graduates;
- approves the main directions of research and innovation;
- evaluates the scientific and pedagogical activities of structural units of the Institute;
- decides on candidates for the honorary titles "Honored Worker of Science and Technology", "Honored Doctor of Ukraine", "Honored Healthcare Worker";
- assigns academic titles of professor, associate professor, senior researcher and submits the relevant decisions for approval to the attestation board of the central executive body in the field of education and science;



- decides on candidates for election as academicians and corresponding members of the National Academy of Medical Sciences and the National Academy of Sciences of Ukraine;
- approves the topics of candidates for scientific degrees or doctors of philosophy dissertations (candidates of sciences) studying in postgraduate studies (doctoral studies) of the Institute;
- listens to the reports of vice-rectors and other heads of structural subdivisions of the Institute;
- makes final decisions on the recognition of foreign documents on higher education, scientific degrees and academic titles during the employment of pedagogical, scientific, scientific-pedagogical and other employees, as well as during the enrollment of entrants;
- provides recommendations for the publication of monographs, textbooks, manuals of scientific and pedagogical staff of the Institute;
- considers other issues related to the activities of the Institute, in accordance with the Statute of the Institute and legislation.

2.5. Responsibility for timely and high-quality implementation of the decisions of the Academic Council of the Institute rests with the persons indicated in the decisions as responsible for the implementation.

### **3. THE ACADEMIC COUNCIL STAFF**

3.1. The Academic Council of the Institute is headed by its chairman.

3.2. The composition of the Academic Council of the Institute is approved by the order of the Rector of the Institute within five working days from the date of expiration of the previous composition of the Academic Council of the Institute. The number of members of the Academic Council of the Institute should not exceed 45 people.

3.3. The personal composition of the Academic Council of the Institute is approved by the order of the Rector of the Institute.

3.4. The Academic Council of the Institute includes:

3.4.1. By positions:

- Rector,
- Deputy Rector for Educational and Methodological Root,
- Assistant Rector for Communication and International Relations (if a person is in office),
- Vice-Rector for Research and Teaching and Postgraduate Education (if a person is in office),
- Vice-Rector for Clinical Affairs (if a person is in office),

- Scientific Secretary,
- deans of faculties,
- head of the library,
- Head of Human Resources,
- Head of the international department,
- Chief Accountant,
- administrator of the EDEBO database.

3.4.2. The Academic Council of the Institute staff includes elected representatives who represent scientific, scientific and pedagogical workers and are elected from among the heads of departments, professors, doctors of sciences, doctors of philosophy; elected representatives representing other employees of the Institute working in it on a permanent basis; elected representatives of graduate students, doctoral students, assistant trainees, interns, resident doctors, clinical residents; heads of student self-government bodies of the Institute in accordance with the quotas defined by this Regulation.

3.5. The quota of representation in the Academic Council of the Institute of elected representatives from departments, other departments, self-government bodies, bodies of primary trade unions is determined as follows:

- from each department - 1 representative from among the head of the department, professors, doctors of sciences, associate professors, doctors of philosophy;
- from the legal department - 1 representative;
- from the educational and methodical center - 1 representative;
- from the department of industrial practice - 1 representative;
- from the internship department - 1 representative;
- from masters, postgraduate students, doctoral students, trainee assistants, doctors / pharmacists-interns, resident doctors, clinical residents - 1 representative.

3.6. The quota of student representation in the Academic Council of the Institute is determined in the number of 4 representatives, who are elected by direct secret ballot at the general meeting of students.

3.7. The candidacy for members of the Academic Council of the Institute from departments, other structural subdivisions, self-government bodies is discussed and elected at the meeting of employees of the structural subdivision.

3.8. Heads of departments, other structural units, self-government bodies submit candidates elected to the Academic Council of the Institute representatives within a specified period to the Scientific Secretary of the Institute for further approval of the proposed candidates by order of the Rector of the Institute.



3.9. The total quota of research and teaching staff who are members of the Academic Council of the Institute and elected to it is not less than 75%, and the total quota of elected representatives from among students is not less than 10% of the total number of Academic Council of the Institute.

3.10. Elections to the Academic Council begin 30 calendar days before the expiration of the previous term of the Academic Council of the Institute.

3.11. Changes in the composition of the Academic Council of the Institute may be made as a result of changes: in the structure of the Institute, in the teaching staff, for various reasons that do not contradict the Law of Ukraine "On Higher Education".

3.12. The procedure for making changes to the composition of the Academic Council of the Institute. Changes in the composition of the Academic Council of the Institute can occur by:

- election of new members in a certain order;

- exclusion of members in the following cases:

- 1) if the members of the Academic Council have changed the place of their main activity and work outside the Institute;

- 2) if the members of the Academic Council missed more than half of its meetings during the year;

- 3) for health reasons;

- 4) for other reasons.

3.13. Changes in the composition of the Academic Council of the Institute are approved by order of the Rector of the Institute.

#### **4. THE WORK ORGANIZATION OF THE ACADEMIC COUNCIL OF THE INSTITUTE**

4.1. The work of the Academic Council of the Institute is planned. The work plan of the Academic Council of the Institute for the relevant academic year is formed on the basis of proposals of the Rectorate, departments, departments and members of the Academic Council of the Institute, considered and approved at its meeting, approved by its chairman. The work plan of the Academic Council of the Institute is a component of the annual work plan of the Dnipro Institute of Medicine and Public Health, which is approved by the Rector of the Institute.

4.2. Organizational forms of the Academic Council of the Institute work are meetings that take place according to the schedule (at least once a month) and are held in the state language. Meetings can be scheduled or unscheduled. Unscheduled meetings of the Academic Council of the Institute are appointed by the decision of its chairman to address urgent issues caused by the current activities of the Institute.

- 4.3. The procedure for preparation and holding of meetings of the Academic Council of the Institute is determined by the Regulations for preparation and holding of meetings of the Academic Council of the Dnipro Institute of Medicine and Public Health (Appendix), which is an integral part of this Regulation.
- 4.4. The draft agenda of each meeting of the Academic Council of the Institute is formed by the Scientific Secretary of the Institute in accordance with its work plan and proposals of the Rector, Vice-Rectors, heads of departments and members of the Academic Council and notified in advance to its members.
- 4.5. The meeting of the Academic Council of the Institute is chaired by its chairman, and in his absence - by the deputy chairman or vice-rector, who acts as rector of the Institute.
- 4.6. By decision of the Academic Council of the Institute or on behalf of its chairman, the preparation of materials for consideration of a specific issue at a meeting of the Academic Council of the Institute is provided by commissions (working groups) and heads of relevant departments together with the Scientific Secretary of the Institute.
- 4.7. Employees who prepare the materials for the meeting of the Academic Council of the Institute are responsible for carefully studying the actual state of affairs on the issue to be discussed, proper paperwork and specific proposals to eliminate identified shortcomings and improve work in this area.
- 4.8. For each issue submitted for discussion by the Academic Council of the Institute, materials (report, draft decision, etc.) are prepared, which summarize the essence of the problem, indicate the shortcomings, their causes and solutions.
- 4.9. The draft decision should contain an assessment of the activities under discussion, specific measures, and deadlines for their implementation, executors and persons responsible for ensuring control.
- 4.10. The person who is responsible for the preparation of materials (reports, draft decisions, etc.) on issues submitted to the Academic Council of the Institute, submit them (on paper and electronic media) no later than one day before the meeting, the Scientific Secretary of the Institute, who provides them for review to the Chairman of the Academic Council.
- 4.11. At the meetings of the Academic Council of the Institute at least twice a year, the issues of the state of implementation of its previous decisions are considered. The draft decisions of the Academic Council of the Institute on the implementation of previous decisions in case of non-compliance with their individual items indicate the reasons for non-compliance, the persons guilty of it, proposals for the application of measures of influence, as well as new deadlines.



4.12. On the day of the Academic Council of the Institute meeting, the Scientific Secretary of the Institute organizes: registration of members of the Academic Council of the Institute and other meeting participants; providing members of the Academic Council of the Institute and guests with handouts; demonstration of presentation materials for speeches.

4.13. The meeting of the Academic Council of the Institute is held provided that it is attended by at least 2/3 of the total number of members of the Academic Council of the Institute. Meetings of the Academic Council of the Institute are attended by its members in person and invited to consider certain issues.

4.14. The participation of members of the Academic Council of the Institute in the meeting is mandatory. The Rector has the right to bring a member of the Academic Council of the Institute to disciplinary responsibility for non-attendance at a meeting without a valid reason. Business trip, illness, vacation, lecturing, conducting practical and laboratory classes, taking exams, etc. are considered valid reasons for absence from the meeting of the Academic Council of the Institute.

4.15. The presence of members of the Academic Council of the Institute is certified in the registration card of the prescribed form by the signatures of the members of the Academic Council who are present at the meeting.

4.16. Chairman of the Academic Council of the Institute:

- organizes the work of the Academic Council of the Institute in accordance with the Charter of the PEHE "Dnipro Institute of Medicine and Public Health" and this Regulation;
- conducts a meeting of the Academic Council of the Institute;
- organizes work to monitor the implementation of decisions of the Academic Council of the Institute;
- gives instructions on issues related to its competence;
- decides on changing the date of the regular meeting or holding an extraordinary meeting of the Academic Council of the Institute;
- adds to the agenda of the Academic Council of the Institute additional issues that require prompt consideration;
- signs decisions and other documents related to the competence of the Academic Council of the Institute;
- resolves other issues of organization of the Academic Council of the Institute in accordance with the Statute of the Dnipro Institute of Medicine and Public Health, regulations of Ukraine and this Regulation.

4.17. Chairman (chairman) at the meeting of the Academic Council of the Institute:



- opens, impartially conducts and closes meetings of the Academic Council, announces breaks in its work;
- provides consideration of issues on the agenda;
- gives the floor for the report, co-report, speeches, information, closing remarks, statements, resolutions, explanations, remarks, questions, messages and references, making suggestions, amendments, answers to questions, remarks, expressing a dissenting opinion, announces the next speaker;
- submits draft decisions for discussion, ensures their discussion and voting on their adoption.

4.18. At the beginning of the meeting of the Academic Council of the Institute the agenda and work regulations are considered and approved.

4.19. Decisions of the Academic Council of the Institute are made by voting. Only its members have the right to vote at the meeting of the Academic Council of the Institute.

4.20. Decisions of the Academic Council of the Institute on management, scientific, educational, scientific-pedagogical, scientific-methodical, research, innovation, educational and personnel work are taken by open voting by a simple majority of votes.

4.21. Secret ballot is held in cases provided by current regulations (when elected to the position of head of department, professor, associate professor, etc.). The decision to hold a secret ballot on certain issues can be made by a simple vote.

Rules of secret ballot:

- voting is conducted in conditions that guarantee its secrecy;
- a counting commission consisting of, as a rule, 3 persons is elected for secret ballot (in case many candidates are running, a decision may be made on a larger number of members of the counting commission). The chairman of the counting commission is one of the members of the Academic Council of the Institute. The composition of the counting commission is approved by a simple majority of votes;
- voting is carried out separately for each candidate;
- secret ballot is conducted by ballots issued to members of the Academic Council of the Institute on the basis of a ballot paper for voting by the counting commission. Members of the counting commission also take part in the secret ballot. If a person running is a member of the Academic Council of the Institute, then such a person does not participate in the voting, is not included in the quorum and cannot be a member of the counting commission;

- each member of the Academic Council of the Institute has the right to vote only for the candidacy of one candidate, in all other voting options the ballots are considered invalid;
- before providing the members of the Academic Council of the Institute with ballots for secret ballot, the members of the counting commission are obliged to check the correspondence of the number of ballots in the envelope to the total number of members of the Academic Council of the Institute. Ballots that have not been distributed bear the inscription "unused";
- in the event that the candidates received the same number of votes as a result of voting, a re-vote shall be appointed;
- after a secret ballot, the members of the counting commission draw up and sign the protocol of the established sample;
- the minutes of the meeting of the counting commission are announced at the meeting of the Academic Council of the Institute by the chairman of the counting commission and approved by the Academic Council of the Institute by a simple majority of votes;
- a candidate who has won at least 75% (3/4) of the votes of the present members of the Academic Council of the Institute is considered elected;
- after drawing up the minutes of the secret ballot, the counting commission seals the ballots for each certified person in separate envelopes and attaches them together with the ballot paper (with notes on the issuance of ballots) to the materials of the Academic Council of the Institute;
- members of the counting commission are fully responsible for the procedure of secret ballot, ensuring personal participation in this procedure of all members of the Academic Council of the Institute who received ballots, accurate calculation of the quorum and votes cast;
- in case of violation of voting conditions, the decision of the Academic Council of the Institute is invalid;
- appeals against the decision of the Academic Council of the Institute regarding the award of an academic title are made within 10 days after its meeting and are considered at the next meeting. To consider appeals, the Chairman of the Academic Council of the Institute has the right to appoint a commission, the conclusions of which are heard at a meeting of the Academic Council of the Institute and are recognized as final. In cases where the appellant is denied the title of academic candidate (there is a conclusion of the commission that considered the appeal), the term of reconsideration is determined by the Academic Council of the Institute. The Academic Council of the Institute decides on all issues related to the re-examination of



attestation cases. When committing procedural violations, when considering other issues, the rector submits the issue for reconsideration, the decision of which is final.

4.22. After the meeting of the Academic Council of the Institute, those responsible for preparing the issues on the agenda within three working days (unless the Chairman of the Academic Council sets another deadline) finalize draft protocol decisions, taking into account comments and suggestions approved by the Academic Council.

4.23. The meeting of the Academic Council of the Institute is recorded in the minutes, which are entrusted to the Scientific Secretary of the Institute. The orders and decisions of the Academic Council of the Institute shall be signed by its chairman or chairman of the meeting and the scientific secretary of the Institute within ten days after the submission by those responsible for the preparation of the considered finalized and agreed draft decisions.

4.24. Orders of meetings of the Academic Council of the Institute, materials on the agenda and decisions are documents of permanent storage, accounting and storage of which is provided by the Academic Secretary of the Institute with their subsequent submission to the archives of the Institute.

4.25. Excerpts from the minutes of the meeting of the Academic Council of the Institute are signed by the Scientific Secretary of the Institute, if necessary, sent to the structural units of the Institute or issued to interested persons.

4.26. The Academic Secretary of the Institute reports directly to the Rector of the Institute and in the course of his activity:

- organizes the work of the Academic Council of the Institute;
- summarizes the proposals to the work plan of the Academic Council of the Institute, prepares draft work plans of the Academic Council of the Institute and reporting materials on its work;
- prepares the meeting of the Academic Council of the Institute:
  - forms the agenda of the next meeting in accordance with the work plan of the Academic Council of the Institute and submits it for approval to the Chairman of the Academic Council of the Institute;
  - informs the members of the Academic Council of the Institute about regular and extraordinary meetings;
  - participates in the organizational support of the meetings of the Academic Council of the Institute, collegial discussion of the agenda and finalization of its decisions; preparation of materials and draft documents on the agenda of the Academic Council of the Institute;
  - maintains the documentation of the Academic Council of the Institute in accordance with the requirements of office work;

- prepares minutes of meetings of the Academic Council of the Institute and extracts from them;
  - prepares documentation for secret ballot;
  - supervises the work of counting commissions by secret ballot (certifies the minutes of counting commissions);
  - not later than 7 days after the meeting of the Academic Council of the Institute submits to the information-analytical department of the Institute the decisions of the Academic Council of the Institute for their further placement on the site;
  - carries out preliminary consideration of attestation cases of applicants for academic titles of professor, associate professor, senior researcher;
  - prepares attestation cases on assignment of academic titles of professor and associate professor to the attestation commission of the Ministry of Education and Science of Ukraine;
  - certifies reviews, reviews, lists of scientific works of employees, graduate students and applicants for scientific degrees of the Institute (if there are submitted original works);
  - analyzes the performance of scientific departments. Prepares orders, instructions (with the consent of the rector) in order to eliminate shortcomings and increase the efficiency of scientific units;
  - Participates in the development of plans for the training of scientific personnel, improving their scientific and business skills; certification of scientific personnel; passing the competition to replace the positions provided by the relevant documents;
  - complies with current legislation, proper implementation of labor discipline and internal regulations of the Institute;
  - ensures the submission for consideration and discussion of candidates for vacant positions of research and teaching staff (faculties, heads (heads) of departments, professors, associate professors and director of the library) in the prescribed manner and a secret ballot at a meeting of the Academic Council of the Institute;
  - provides systematic monitoring of the implementation of the decisions of the Academic Council and based on its results informs the Chairman and members of the Academic Council of the Institute about the state of their implementation.
- 4.27. Members of the Academic Council of the Institute have the right to:
- make proposals for consideration of issues at meetings of the Academic Council of the Institute and the plan of its work;
  - to get acquainted with all the materials related to the agenda of the Academic Council of the Institute;



- Participate in the discussion of issues submitted to the Academic Council of the Institute, and make proposals to draft decisions;
- supervises the work of counting commissions by secret ballot (certifies the minutes of counting commissions);
- not later than 7 days after the meeting of the Academic Council of the Institute submits to the information-analytical department of the Institute the decisions of the Academic Council of the Institute for their further placement on the site;
- carries out preliminary consideration of attestation cases of applicants for academic titles of professor, associate professor, senior researcher;
- prepares attestation cases on assignment of academic titles of professor and associate professor to the attestation commission of the Ministry of Education and Science of Ukraine;
- certifies reviews, reviews, lists of scientific works of employees, graduate students and applicants for scientific degrees of the Institute (if there are submitted original works);
- analyzes the performance of scientific departments. Prepares orders, instructions (with the consent of the rector) in order to eliminate shortcomings and increase the efficiency of scientific units;
- Participates in the development of plans for the training of scientific personnel, improving their scientific and business skills; certification of scientific personnel; passing the competition to replace the positions provided by the relevant documents;
- complies with current legislation, proper implementation of labor discipline and internal regulations of the Institute;
- ensures the submission for consideration and discussion of candidates for vacant positions of research and teaching staff (faculties, heads (heads) of departments, professors, associate professors and director of the library) in the prescribed manner and a secret ballot at a meeting of the Academic Council of the Institute;
- provides systematic monitoring of the implementation of the decisions of the Academic Council and based on its results informs the Chairman and members of the Academic Council of the Institute about the state of their implementation.

4.27. Members of the Academic Council of the Institute have the right to:

- make proposals for consideration of issues at meetings of the Academic Council of the Institute and the plan of its work;
- to get acquainted with all the materials related to the agenda of the Academic Council of the Institute;
- Participate in the discussion of issues submitted to the Academic Council of the Institute, and make proposals to draft decisions;

## **5. RESPONSIBILITY OF MEMBERS OF THE SCIENTIFIC COUNCIL OF THE INSTITUTE**

For non-compliance with the decisions and instructions of the Academic Council of the Institute, its members are responsible in accordance with applicable law.

## **6. PROCEDURE FOR MAKING CHANGES TO THE PROVISIONS**

6.1. Amendments to the Regulations on the Academic Council of the Institute are made by the Chairman of the Academic Council and adopted if half or more of those present at the meeting voted for such a decision.

6.2. If in the course of activity there are issues that are not provided by this Regulation, they are regulated in accordance with applicable laws and regulations.

## **7. THE MAIN DOCUMENTS OF THE SCIENTIFIC COUNCIL OF THE INSTITUTE ARE:**

1. Regulations on the Academic Council of the Institute.
2. Orders on the establishment of the Academic Council of the Institute and changes in its composition.
3. Work plans of the Academic Council of the Institute.
4. Minutes of meetings of the Academic Council of the Institute.
5. Decision of the Academic Council of the Institute.
6. Certification cases of applicants for the academic titles of associate professor and professor

## **8. FINAL PROVISIONS**

This Regulation shall enter into force upon its approval by the Academic Council of the Institute and approval by the Rector of the Dnipro Institute of Medicine and Public Health.