

Non-official translation

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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KYIV NATIONAL UNIVERSITY OF CONSTRUCTION AND
ARCHITECTURE
(KNUCA)**

APPROVED
Academic Council of KNUCA
Protocol
«17» January 2024 p. # 17

IMPLEMENTATION
of the Order of the Rector of KNUCA
«17» January 2024 p. # 21

**REGULATIONS
ON THE EDUCATIONAL LABORATORY
OF THE PROJECT MANAGEMENT DEPARTMENT
(name of the structural unit)**

Kyiv 2024

1. GENERAL INFORMATION

1.1. The educational laboratory of the Project Management Department is a structural educational unit of the Project Management Department within the Automation and Information Technology Faculty at KNUCA (hereinafter - Educational Lab). It is established for the organization and conduct of educational activities aimed at the practical validation of certain theoretical principles of academic disciplines within the educational and professional programs implemented by the Project Management Department.

1.2. The Educational Lab is established, reorganized, and liquidated by the relevant orders of the university rector based on the submission of the department head.

1.3. The Educational Lab is established, provided that laboratory and practical classes are planned for the educational components of the Project Management Department in accordance with the educational and working curricula.

1.4. The activities of the educational laboratory are determined by the regulatory legal acts of Ukraine in the fields of science and education, the university's charter, orders and directives of the rector, and these regulations.

1.5. The activities of the Educational Lab are carried out according to the approved schedule of academic classes, exam schedules, consultation schedules, and annual plans approved by the department head.

1.6. These regulations define the main tasks, functions, structure, and organization of the Educational Lab's activities, the procedure for its staffing, as well as the principles of interaction with other structural units of KNUCA.

1.7. The regulations for the Educational Lab are reviewed by the scientific and methodological council and approved by the university rector. Changes to the regulations are made in the same manner.

2. The MAIN TASKS

2.1. The Educational Lab is established with the aim of providing high-quality training for higher education seekers at the educational-qualification levels of "bachelor," "master," and "doctor of philosophy" according to the specialties and curriculums involving the scientific and pedagogical staff of the department.

2.2. The main tasks of the Educational Lab are:

2.2.1. Conducting laboratory and practical classes at a high scientific, methodological, and technical level according to the educational components, in line with the educational-professional programs implemented by the scientific and pedagogical staff of the Project Management Department.

2.2.2. Providing higher education seekers with workplaces equipped with modern equipment, methodology, and reference literature.

2.2.3. Systematic updating and improvement of the educational-laboratory base, technical teaching aids, computerization, and informatization of the educational process.

2.2.4. Conducting labor protection briefings as stipulated by the current legislative and regulatory acts.

2.2.5. Preserving the material assets of the Kyiv National University of Construction and Architecture.

3. FUNCTIONS

5.1. Conducting laboratory and practical classes according to the current educational plans for the educational components taught by the scientific and pedagogical staff of the Project Management Department.

5.2. Improving the quality of the educational process and active participation of the scientific and pedagogical staff of the Project Management Department in scientific, educational, and extracurricular work with higher education seekers.

5.3. The activities of the Educational Lab are carried out according to the schedule of classes approved for the respective semester of the academic year in the established manner.

4. RIGHTS AND OBLIGATIONS

4.1. The duties of the Head of the Educational Lab include:

- Ensuring conditions for conducting educational classes;
- Facilitating the renewal and improvement of the Educational Lab's material base;

- Ensuring compliance with occupational safety rules, cleanliness, and order;
- Maintaining records and decommissioning equipment and materials;
- Managing and supervising the work of employees, providing them with scientific and methodological assistance, and promoting their professional development;
- Organizing annual checks of the insulation resistance of electrical equipment and grounding;
- Conducting initial, periodic, and unscheduled safety and occupational health briefings with students and employees, with registration in the journal.

4.2. The duties of the staff include:

- Assisting teachers in organizing and conducting educational classes;
- Ensuring sanitary conditions and the proper placement of teaching aids and equipment in the Educational Lab;
- Maintaining educational equipment in working condition and ensuring safety during students' practical work;
- Systematically improving their knowledge, skills, and abilities in teaching the subject, occupational safety, fire safety, and sanitation rules.

4.3. The Educational Lab is located on the university premises assigned to it.

4.4. The Educational Lab premises should have natural and artificial lighting and be bright, warm, and dry. The colors of the walls and equipment should be selected according to ergonomic requirements, using signal colors and safety regulations.

4.5. The Educational Lab is equipped with teaching materials, technical teaching aids, general-purpose equipment for educational institutions, and specialized equipment for performing educational tasks according to its activity objectives.

4.6. Furniture is arranged in the premises in accordance with the requirements of DBN V 2.2-3-97 "Buildings and Structures of Educational Institutions" (as amended by Change No. 1, effective from 01.04.2005, Change No. 2, effective from 01.10.2008, and Change No. 3, effective from 01.07.2012).

4.7. Teachers' workplaces are equipped with a classroom board and devices for using technical teaching aids, among other things.

4.8. The Educational Lab are equipped with:

- corners for occupational safety and fire safety;

- a first aid kit with a set of medications for providing first aid;
- primary fire extinguishing means in accordance with the Fire Safety Rules for educational institutions, establishments, and organizations of the education system of Ukraine (NAPB V.01.1.050-98/920).

4.9. The educational and methodological support of the Educational Lab consists of:

- educational and working educational programs;
- methodological guidelines for conducting laboratory and practical work;
- reference and normative-technical literature;
- other educational and methodological materials (boards, models, etc.).

4.10. The use of the premises of the Educational Lab, its equipment, and educational-methodical support for purposes not provided by this Regulation is prohibited.

4.11. The Educational Lab has the right to enable faculty members of the department and doctoral students to conduct research according to scientific direction.

5. MANAGEMENT

5.1. Direct management of the Educational Lab is carried out by the Head of the Educational Lab in accordance with her official duties.

5.2. The head of the Educational Lab reports to the head of the department.

6. ORGANIZATION OF WORK

6.1. The activities of the Educational Lab are conducted according to the schedule of classes approved for the respective semester of the academic year in the established procedure.

6.2. Throughout the semester, the staff of the Educational Lab provide operational information about their activities to the head of the department.

6.3. The documentation of the Educational Lab must include:

- Job descriptions of the Head of the Educational Lab and engineer;
- Instructions on occupational safety, fire safety, and life safety for employees;
- Register of briefings on occupational safety, fire safety, and life safety;
- Sanitary and technical passports of the Educational Lab.

6.4. Material and technical assets of the Educational Lab are recorded in the inventory list of the established sample and in the passport of the Educational Lab (a document that defines the main parameters characterizing the actual condition and capabilities of the Educational Lab to perform its primary functional tasks).

6.5. Accounting and write-off of morally and physically obsolete equipment, educational aids, normative literature, and reference literature are conducted in accordance with the instructions approved by the Ministry of Finance of Ukraine.

6.6. Before the start of the academic year, a commission appointed by the rector conducts an inspection of the laboratories to determine their readiness to conduct classes.

7. RELATIONSHIPS WITH OTHER UNIVERSITY'S STRUCTURAL UNITS AND OUTSIDE ORGANIZATIONS

7.1. The procedure for cooperation with other departments of the university is defined by the Statute of KNUCA and monitored by the Educational Lab (department) management.

7.2. The procedure for cooperation of the Educational Lab with external organizations is determined by the order of the rector upon the submission of the head of the department, in accordance with established procedures.

Head of the Educational Lab

Alla NAIDON

Head the Project Management Department,
Dr. of Sc., Professor

Sergiy BUSHUYEV

APPROVED:

The First Vice-Rector

Denys CHERNYSHEV

Acting Dear of the Faculty

Oleksandr TARENTIEV

The Chief of the Educational Department

Oleksandr VOITENKO

Head of the Legal Department

Dmytro LAPOSHA

Head of the Human Resources Department

Oksana KOMORNA