

«Approved»  
Rector of Lesya Ukrainka Volyn National  
University

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**REGULATION**  
**of the Language Center “Svit”**  
**of Lesya Ukrainka Volyn National University**

**1. General provisions**

1.1. The Language Center “Svit” (hereinafter referred to as the Language Center) is established at the Department of Foreign Languages and Translation at the International Relations Faculty of Lesya Ukrainka Volyn National University (hereinafter referred to as the University) for teaching foreign languages, methods of teaching foreign languages, theory and practice of translation (language school) and providing translation services (translation agency) on the terms of full reimbursement of expenses, at the expense of individuals and legal entities in accordance with the List of paid services that can be provided by state educational institutions, approved by the Resolution No. 38 of the Cabinet of Ministers of Ukraine dated January 20, 1997 (clause 1.17). The decision on opening, closing and reorganization of the Language Center is made by the Academic Council of the University.

1.2. The Language Center at the Faculty of International Relations is managed by its head.

1.3. The employees of the Language Center in their activities are guided by the Constitution and laws of Ukraine, Resolutions of the Verkhovna Rada of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, orders and instructions of the University administration, this Regulation and other

normative legal acts, the Statute, collective agreement and internal labor regulations of the University.

1.4. Reorganization and liquidation of the language center is carried out by the order of the rector of the university.

## **2. Objectives and purpose of the language center**

2.1. The language center is created to improve the quality of language educational services.

The task of the language center is to teach its students the basics of phonetic norms and grammar rules of foreign languages, their features; mastering the commonly used vocabulary; creating active and passive vocabulary and grammar; acquaintance with stylistic and dialectical variability of language means. Upon completion of the training, students will be able to communicate on topics of general interest, maintain a conversation, conduct a dialogue, master the general rules of writing. The concept of the language center organization also provides for mastering official business speech (oral and written within the framework of general business topics: organization and structure of the enterprise; legislation; official business documentation; business and language etiquette, etc.)

The objectives of the course of foreign language teaching methods are to master the basics of foreign language teaching methodology for young, middle-aged and adult children; the latest, progressive methods with the use of modern tools for teaching foreign languages, dictated by the peculiarities of language acquisition in today's society.

2.2. Assessment of students' knowledge of a foreign language is carried out according to the system of compliance with the European scale of language competence (from level A1 to level C2). Studying the course of methods of teaching foreign languages and the theory and practice of translation is certified by a certificate without specifying the level of knowledge, but on condition that the student has successfully completed the course: based on the positive results of the current assessment and control.

2.3. Training can also be carried out under special and individual programs, taking into account the level of training, interests and wishes of students, direction of training, schedule of classes.

### **3. The procedure for providing services**

3.1. Recruitment of students to the language center is carried out upon application.

Training under the programs of the language school is carried out in the presence of the necessary contingent of those wishing to receive educational services (as the groups of students are completed, usually consisting of 8-10 people, but not less than 5, and one student for individual training). The composition of groups of students is approved by the order of the rector.

3.2. Students are trained in accordance with the curricula and work programs in foreign languages (Arabic, Chinese, English, Farsi, French, Italian, Japanese, German, Polish, Russian, Czech, Spanish, Italian, Japanese, Chinese, Farsi, and Spanish) and Ukrainian (in particular for foreigners), which are developed and approved by the Department of Foreign Languages and Translation of the Faculty of International Relations, reviewed by the Methodological Commission of the Faculty of International Relations, adopted by the Academic Council of the Faculty of International Relations and approved by the Vice-Rector of the University for Academic Affairs.

Completion of the program and mastery of the material provided by it is certified by a certificate of the appropriate sample. Its form is developed by the Department of Foreign Languages and Translation together with the Dean of the Faculty of International Relations and the Vice-Rector of the University of Recruitment, agreed with the Legal Department and approved by the Rector of the University.

The schedule of classes is approved by the Deputy Dean of the Faculty of International Relations and the Vice-Rector for Academic Affairs and Recruitment.

3.3. Audit classes are held using the auditorium fund and material and technical base of the University at the Faculty of International Relations.

3.4. Translation services of the language center (translation bureau) include interpretation and translation from English, Arabic, Spanish, Chinese, Italian, German, Polish, Russian, Czech, Farsi, French, Japanese, Italian, Spanish into Ukrainian and vice versa. The possibility of translations into and from other languages with the involvement of relevant certified specialists and legalization of translation of documents is also provided. Conformity of the translation to the original is certified by the seal of the language center.

3.5. Accounting for the workload, attendance and progress of students studying at the language center, as well as accounting and quality control of translation services shall be the responsibility of the head of the language center. Accounting and control of reimbursement of expenses related to the activities of the language center is carried out in accordance with the Procedure for the provision of paid services by state educational institutions, approved by the Ministry of Education, Science, Youth and Sports of Ukraine, the Ministry of Finance of Ukraine, the Ministry of Economy of Ukraine on October 27, 1997. No 383/239/131. General control over the activities of the Language Center is carried out by the Vice-Rector of the University for Scientific, Pedagogical and Educational Work and Recruitment.

#### **4. Rights and obligations of employees and recipients of services**

4.1. The organization of training under the programs of the language school as well as the provision of translation services is entrusted to the head of the language center, who is appointed by the order of the rector of the university upon the proposal of the dean and head of the Department of Foreign Languages and Translation of the Faculty of International Relations.

4.2. Employees of the language center are obliged to :

- timely prepare materials for the provision of services;
- conduct classes in accordance with the agreed program;

- to ensure the proper level of translation services.

4.3. Employees of the language school have the right:

- with the permission of the head of the language school to postpone classes, having previously agreed the day and time with the students;
- to check the students' mastering of the program material;
- if necessary, take the initiative to adjust the program.

4.4. Recipients of services are obliged:

- pay for the service in a timely manner;
- to warn the language school staff about the postponement of classes no later than one day before the relevant lesson

4.5. Listeners have the right to:

- to postpone classes, having previously agreed the day and time with the staff and the head of the language school.

## **5. Responsibility**

5.1. Employees of the language school are responsible for non-performance or improper performance of their duties in accordance with the requirements of the current legislation of Ukraine.