

Перекладено з української мови.  
Оригінал Положення про Раду  
із забезпечення якості освітньої  
діяльності та якості вищої освіти  
структурного підрозділу  
розміщено за посиланням  
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## **MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

### **Sumy State University**

#### **REGULATION**

#### **on the Council for Quality Assurance in Higher Education of the structural unit (institute, educational and scientific institute, faculty, center of extramural and distance education)**

#### **Sumy State University**

*Version 02*

(the basic version of the Regulation is approved by the decision of the Academic Council, protocol № 4 from 14.12.2017 and put into effect by order of the rector № 0578-I from 15.12.2017)

#### **1. General provisions**

1.1. Regulation on the Council for Quality Assurance of Higher Education of the structural unit (institute, educational and scientific institute, faculty, center for extramural and distance education of Sumy State University (hereinafter - the Regulation) were concluded to determine its functions, composition, the order of organization of work and interaction with other divisions, the corresponding rights, and responsibilities.

1.2. The Council for Quality Assurance of Higher Education of the structural unit (institute, educational and scientific institute, faculty, center for extramural and distance education) of Sumy State University (hereinafter - the Council for Quality, the Council for Quality of the structural unit) - is advisory management body under the Head of the structural unit, which under this Regulation, considers educational-methodical and scientific-methodical issues of organization of the educational process, develops measures to ensure the quality of higher education in accordance with the standards of higher education and the introduction of educational innovations.

1.3. The activity of the Council for Quality is based on the principles of collegiality and publicity of discussion of issues related to its tasks.

1.4. In its activities, the Council for Quality is guided by the current legislation of Ukraine, the regulatory framework of the national and intra-university levels, orders, and directives of relevant officials.

1.5. The Regulation applies to institute of advanced educational and research levels, all educational and scientific institutes, and faculties of the university, including non-basic institutes, and the center for extramural and distance education.

1.6. Peculiarities of the activity of the Councils for Quality of separate structural subdivisions may be taken into account by separate regulations and (or) appendices to this Regulation, which are approved by the Academic Council of the University and approved in accordance with the established procedure.

1.7. The Regulation is placed in the electronic Register of the main current regulatory framework of the quality management system of the university, which is part of the section "General Information" of the official website of the university.

## **2. Functions of the Council of Quality of the structural unit and its structure**

2.1. The Council of Quality of the structural unit is a participant in the internal quality assurance system of higher education of the university at the level of the institute (faculty, center of extramural and distance education) and performs certain functions, namely:

- analysis of the state of educational activity and quality of higher education of the structural unit, development for consideration by the Council for Quality of the University proposals to improve this activity taking into account the latest trends in higher education;
- examination of the quality of educational programmes for training specialists and providing recommendations to the Council for Quality of the University on the approval of educational programmes;
- analysis of the results of accreditation of educational programmes of the structural unit by the National Agency for Higher Education Quality Assurance and approval of the action plan to address identified shortcomings related to the competencies of the Director (Dean), Head of department, Head of the support group, guarantor of educational programmes;
- analysis of the results of the survey of internal and external stakeholders on the quality of higher education of the structural unit and approval of the action plan to address the identified shortcomings and take into account the needs of stakeholders;
- analysis of staffing and professional development of pedagogical and scientific-pedagogical employees of the structural unit for compliance with accreditation requirements, as well as stimulating the introduction of innovative learning technologies in educational activities;
- analysis of the scientific and methodological level of teaching of teachers; the level of organization of the educational process by teachers; the level of residual knowledge, skills and other competencies of higher education seekers; fulfillment by the teacher of qualification requirements, scientific and professional activity;

- approval and control over the implementation of the long-term plan of publications of educational and methodical literature in terms of departments and the structural unit as a whole;
- formation of recommendations on planning by departments of work on improvement of educational programmes (organizational-methodical and scientific-methodical work) for academic year, including taking into account results of accreditation of educational programmes by the National Agency for Higher Education Quality Assurance, domestic and international independent institutions of estimation and maintenance quality of higher education.

2.2. Analysis of educational programmes is provided by the Analytic Group on Enhancement of the Quality of Educational Process which is a part of the Council for Quality of structural unit and carries out such functions:

- analysis of the consistency of educational programmes with the needs of external and internal stakeholders;
- analysis of the results of labor market research, regional needs for specialists in relevant educational programmes;
- evaluation of the results of the analysis of educational programmes and similar domestic and foreign programmes, their benchmarking;
- examination of the description of the educational programme and its profile, including structural and logical scheme of the educational programme, the matrix of compliance of programme competencies to the components of the educational programme, matrices for providing programme learning outcomes with relevant components of the educational programme;
- examination of curricula of educational programmes in terms of educational components, practices of attestation activities of applicants for higher education, other types of educational activities, their sequence and distribution by periods of study;
- assessment of staffing of the educational programme in terms of analysis of accumulated data on faculty and scientists involved in the implementation of the educational programme, containing information about their profile education, academic degrees and titles, research work, status at the university (full-time/part-time) / without registration of labor relations), etc. Analysis of data on leading domestic and foreign scientists and practitioners in the field of production and science, who are involved in the implementation of a particular educational programme;
- - assessment of logistics of educational programme, which includes analysis of data on logistics and financial issues of educational programme, including the availability of specialized laboratories and offices, complex equipment, special logistics and/or information support (if teaching disciplines of educational programme requires it);
- analysis of the socio-cultural and scientific-educational environment of the educational programme on the opportunities and conditions for the development of personal qualities, socio-personal competencies and professional skills of higher education students, meeting

their individual educational, research and cultural needs, expanding worldviews, created in addition to studying according to this educational programme;

– analysis of documents and other materials confirming the changes made to the educational programme as a result of the last revision, with the motivation by which they were justified.

### **3. Composition of the Council for Quality of the structural unit**

3.1. One of the Deputy Heads of the structural subdivision, who is responsible for the organization of the educational process by the order of the rector, is appointed as the Chairman of the Council for Quality of the University (hereinafter - Council for Quality) on the proposal of the Head of the structural unit in agreement with the Head of the Council for Quality Assurance of Higher Education and scientific and methodical work.

3.2. The Council for Quality includes:

– *by position*: Deputy Heads of the structural unit, who in their functional responsibilities take care of the organization of the educational process and scientific and methodological work; Heads of departments; Heads of specialty support groups;

– *representatives of applicants for higher education*: first and second levels of higher education - Student Dean; Deputy Student Dean for academic affairs; third (educational and scientific) level of higher education - a representative of the scientific society of students (listeners), postgraduates, doctoral students and young scientists of the institute (faculty) at the request of the Head of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of the institute (faculty).

3.3. The Group of examination of the quality of educational programmes of the Council for Quality of structural units includes:

– *by position*: Deputy Head of the structural unit for methodical work; leaders of the group of specialties of the institute (faculty);

– *representatives of applicants for higher education*: Student Dean; representative of the scientific society of students (listeners), postgraduates, doctoral students, and young scientists of the institute (faculty).

3.4. Other highly qualified scientific and pedagogical employees of the university (by consent), representatives of the student self-government bodies of the institute (faculty) and the scientific society of students (listeners), postgraduates, doctoral students and young scientists of Sumy State University may be involved on a permanent or temporary basis in the Council for Quality and / or the examination team of quality of educational programmes.

3.5. The personal composition of the members of the Council for Quality of the structural unit is approved by the order of its Head and brought to the notice of the Head of the Council for Quality of the university.

### **4. Organizational principles and forms of work of the Council for Quality of the structural unit**

- 4.1. The work of the Quality Council is carried out according to the work plan made for the academic year and approved by its Head on the proposal of the Head of the Council for Quality of the structural unit.
- 4.2. The form of work of the Council for Quality is meetings that are held at least 2 times within semester.
- 4.3. Meetings of the Council for Quality of the structural unit are held, as a rule, with the participation of the Head of the structural unit.
- 4.4. A meeting of the Council for Quality is considered valid if at least half of the members of the Council for Quality of the structural unit are present.
- 4.5. Invited persons have the right to participate in the meetings of the Council for Quality.
- 4.6. Decisions of the Council for Quality are taken by a majority vote of the members of the Quality Council of the structural unit present at the meeting and are drawn up in the minutes signed by the Head and the scientific secretary of the Council for Quality. Each member of the Council has one vote.
- 4.7. The materials of the meetings of the Council for Quality are published on the website of the structural unit or in another way.
- 4.8. Decisions of the Council for Quality of the structural unit, as a rule, are of a recommendatory nature, binding is those that are put into effect by order of the Head of the structural unit, or, in justified cases by order of the rector.
- 4.9. Organizational support of the work of the Councils for Quality of structural units is provided by the Directorates (Deans' offices of the relevant institutes (faculties), the Councils for Quality of the center for extramural and distance education - full-time employees of the center.
- 4.10. Preparation of meetings, materials of information support for members of the Council for Quality, and minutes of meetings are organized by the Scientific Secretary of the Council for Quality.
- 4.11. Technical support of the specified works is carried out by the Technical Secretary of Council who is appointed from among regular employees of the corresponding structural division by the order of its Head.

## **5. Final provisions**

- 5.1. The Regulation puts into effect from the next day after its approval by the order of the rector.
- 5.2. The Council for Quality is created, reorganized, or liquidated by the order of the Rector by the decision of the Academic Council of the University. The Regulation may be amended and supplemented in the same manner, new version may be approved, or the Regulation may be repealed.
- 5.3. Changes and additions to the Regulation, including by concluding a new version, may also be approved by order of the Rector without consideration by the Academic Council and (or) advisory bodies.

5.4. Responsibility for updating the Regulation and monitoring the implementation of its requirements is borne by university officials in accordance with their functional responsibilities.

5.5. Identify as invalid version 01 of the Regulation on the Council for Quality Assurance of Higher Education and the Quality of Higher Education of the Structural Unit (Academic and Research institute, faculty, center for extramural and distance education) of Sumy State University (by rector's order № 0578-I from 15.12.17).