

Перекладено з української мови.
Оригінал Положення про Центр
забезпечення якості вищої освіти
Сумського державного університету
розміщено за посиланням
<http://surl.li/qqcn>

THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Sumy State University

REGULATION

on the Center for Quality Assurance of Higher Education of Sumy State University

Version 01

1. General provisions

1.1 The Center for Quality Assurance of Higher Education (hereinafter – the Center) is a structural unit of Sumy State University (hereinafter – SumDU).

The full name of the Center in Ukrainian is Центр забезпечення якості вищої освіти.

The full name of the Center in English is Center for Quality Assurance of Higher Education.

The abbreviated name of the Center is CQAHE.

The Center is not a legal entity.

1.2 The Regulation determines the procedure for establishing the Center, the purpose of its activities, tasks, functions, the procedure for organizing its work, organizational structure, the procedure for interaction with other departments of the University.

1.3 The purpose of the Center is to implement the strategic goals of SumDU development to improve the quality of higher education, ensuring compliance with the quality of educational services to the requirements of stakeholders.

1.4 The Center carries out its activities in accordance with the current legislation of Ukraine, the regulatory framework of the national and intra-university levels, orders and directives of relevant officials.

1.5 The Center cooperates with the structural units of the university within its tasks and functions to ensure the quality of higher education at SumDU.

1.6 The Regulation is placed in the electronic Register of the main current regulatory framework of the quality assurance system of higher education of SumDU, which is part of the general information section of the official website of the university.

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2 The main tasks and functions of the Center

2.1 The main task of the Center is to provide administrative guidance and support for quality assurance in higher education at all levels of SumDU.

2.2 In accordance with the defined task, the main functions of the Center are as follows:

- formation of strategy, policy, procedures and practices for academic quality assurance of higher education at SumDU;
- implementation of strategic developments related to quality, in the framework of quality assurance procedures, as well as their improvement in accordance with the SumDU Development Strategy;
- promoting the formation of an academic culture of quality at SumDU;
- analysis and generalization of the quality of higher education at the university based on the results of accreditation of educational programmes by the National Agency for Higher Education Quality Assurance, development of proposals for consideration by the Academic Council, the Rector and relevant advisory bodies to improve this activity, taking into account the latest educational technologies, the formation of relevant recommendations and other normative documents on its improvement;
- development and support of processes of learning outcomes assessment at SumDU, and also documents accompanying these processes (templates, methodical recommendations, etc.);
- development of policies and principles to ensure the quality of Academic Staff;
- coordination of the work of structural units of the university on the quality of the educational process;
- prompt response (preparation of draft orders and other materials on the quality of the organization of the educational process) to identify violations of higher education standards for the organization of the educational process at the university;
- development of an action plan for monitoring the quality of higher education at SumDU for the academic year;
- development of a system of indicators characterizing the state of quality of higher education at SumDU;
- formation on the basis of monitoring studies of recommendations for management decisions to improve the quality of higher education at SumDU.

2.3 The Center, by the relevant orders of senior officials, may be entrusted with other tasks within its functional purpose.

3. Management and staffing

3.1 The Center is managed by the Head, who is appointed by the order of the rector from among the leading scientific and pedagogical workers who have an academic title and scientific degree, and is directly subordinate to the First Vice-rector.

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3.2 The duties and powers of the Head are directly related to the fulfillment of the tasks and functions of the Center and are determined by job instructions developed by the First Vice-rector and approved by the Rector.

3.3 The number of employees of the Center and the amount of their salaries shall be approved by the Rector in accordance with the staff list.

3.4 The functioning of the Center and its structural subdivisions is ensured by its full-time employees and, if necessary, by other persons on a part-time basis or by concluding civil law contracts and agreements.

3.5 Duties, tasks and functional powers of the Center's staff are determined in accordance with this Regulation and are regulated by job descriptions developed by the head of the Center, agreed and approved in the prescribed manner.

4 Organizational structure of the Center

4.1 The organizational structure of the Center includes the following subdivisions:

- the Bureau for Monitoring of Higher Education Quality (hereinafter – the Bureau);
- the Laboratory of Measuring the Quality of Higher Education (hereinafter – the Laboratory);
- the Student Agency for Promotion Education Quality (hereinafter – the Agency).

4.2 The Center's structural subdivisions are managed by the Head of the Bureau for Monitoring of Higher Education Quality, the Scientific Supervisor of the Laboratory of Measuring the Quality of Higher Education and the Head of the Student Agency for Promotion Education Quality.

4.3 The Head of the Bureau and the Scientific Supervisor of the Laboratory are appointed by the order of the Rector on the proposal of the Head of the Center, to whom they are directly subordinated.

4.4 Duties and functional powers of the Head of the Bureau and the Scientific Supervisor of the Laboratory are regulated by this Regulation and job instructions, developed by the Head of the Center, agreed and approved in the prescribed manner.

4.5 The Head of the Student Agency for Promotion Education Quality is elected from among its members at the first meeting by open voting, provided that at least 2/3 of the members are present.

5 Functional powers and tasks of the Bureau for Monitoring of Higher Education Quality (BM)

5.1 The main purpose of the Bureau is to ensure and support the monitoring of the quality of higher education in its various components at the university.

5.2 The main tasks and functions of the Bureau are as follows:

- organization and conducting of surveys (questionnaires) of higher education learners, graduate students, students of training, retraining and advanced training, teachers of the educational process quality, university graduates, labor market representatives on the

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quality of educational programmes and the readiness of graduates for professional activities; analysis of results;

- providing organizational and methodological assistance to student self-government bodies in conducting surveys and questionnaires, organizing conferences "Educational process through the eyes of students" and other situational activities on the organization of the educational process;
- analysis of the quality of training sessions (organization of study visits etc.);
- analysis of the success and achievements of higher education learners (outcomes of certification activities, examination sessions, etc.).

6. Functional powers and tasks of the Laboratory of Measuring the Quality of Higher Education (LM)

6.1 The main purpose of the Laboratory is to monitor the quality of higher education in its various components at the university.

6.2 The main tasks and functions of the Laboratory are as follows:

- organization and conduct of monitoring research using software for the collection and processing of research statistics and quality assessment of higher education, namely:
 - together with BM development of the structure and content of monitoring research tools;
 - together with BM, the formation of the parameters of a sample of sociological research in order to ensure the representativeness of their results and submission for approval to the Council for Quality Assurance of Higher Education of university;
 - ensuring the collection of information and its initial processing;
 - transfer of information to BM for its further professional processing, analysis of the obtained results and report formation;
 - support of survey networks together with BM (groups of higher education learners, employers, graduates, etc.) during monitoring studies;
- providing technical support for monitoring the quality of higher education at the university, namely:
 - making proposals for software optimization to achieve the required level of monitoring research;
 - organizational administration of software by laboratory specialists, accumulation, storage of obtained research data;
- providing methodological assistance on conducting thematic surveys and other measures to monitor the quality of higher education to student governments, councils on the quality of higher education institutes (faculties) and other structural units of the university.

7. Functional powers and tasks of the Student Agency for Promotion Education Quality

7.1 The main purpose of the Agency is to participate in organizing and conducting quality assessment of higher education at SumDU, informing higher education learners about the

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necessity to participate in the survey and disseminate the basic principles of academic integrity among students.

7.2 The main tasks and functions of the Agency are as follows:

- conducting an information campaign among students on their survey as an effective tool for influencing on the educational process; participation in the organization and conduct of surveys of higher education learners on the quality of the organization of educational activities in the study of academic disciplines;
- development of proposals to facilitate the implementation of the questionnaire of higher education learners and the content of the questionnaire together with BM;
- organization and holding of focus groups, round tables, meetings, seminars, debates together with BM about the quality of higher education;
- informing the participants of the educational process about the effectiveness of the activities;
- participation in the process of development, monitoring and periodic review of educational programmes and other procedures to ensure the quality of educational programmes and educational activities of the university, etc.
- formation and implementation together with the Unit for Promotion of Academic Integrity of the action plan of the Student Rectorate and the Agency for the Promotion of Academic Integrity among higher education learners;
- participation in the creation and improvement of the regulatory framework for academic integrity, etc.

7.3 The Agency in its activities is functionally subordinated to the Center for Quality Assurance of Higher Education, Student Rectorate, works with structural units of the university within its tasks and functions.

8. Material and technical supplies

8.1 The Center and its structural subdivisions are located and function on the material and technical base of SumDU.

8.2 The Center and its structural subdivisions have the right to use the material and technical base and equipment of other structural subdivisions of the university in accordance with the established procedure.

8.3 The accounting and financial operations of the Center and its structural subdivisions are carried out by the relevant structural subdivisions of SumDU.

9. Organization of activities

9.1 The activity of the Center and its structural subdivisions is based on the approved work plans, tasks of senior officials and in accordance with the established procedure proposals of the educational subdivisions of the university.

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9.2 The Center and its structural subdivisions shall report about the implementation of planned tasks and the results of their activities in accordance with the procedure established for the subdivisions.

9.3 Within the limits of its powers, the Center and its structural subdivisions carry out organizational measures, coordination of activities and control over the relevant areas of work of other structural subdivisions, including non-basic and separate ones.

9.4 In order to perform its functions and powers within its competence, the Center and its structural subdivisions have the right to request the necessary information from other structural subdivisions of SumDU, regardless of their subordination within the limits established by law.

10. Financial and economic activities

10.1 The Center's and its structural divisions activities are financed from the University general and special fund, including:

- received from legal entities and individuals for the provision of paid services;
- funds accumulated on the sub-accounts of other divisions of SumDU (in case of completing the relevant orders);
- revenues from the implementation of grant projects;
- sponsorship from organizations, enterprises, citizens;
- other sources not prohibited by current legislation.

10.2 Provision of funds may be carried out on the basis of agreements with customers, concluded and agreed in the prescribed manner.

10.3 The accounting of funds from the provision of paid services by the Center is carried out in the prescribed manner on the relevant accounts of the special fund of the University, including the relevant sub-account of the Center.

11. Final provisions

11.1 The Regulation (changes and additions) shall enter into force on the day following its approval by the Rector's order by decision of the Academic Council, unless otherwise provided by the same order.

11.2 The Center is reorganized or liquidated by the decision of the Academic Council of the University, adopted on the proposal of the Rector of the University, which is determined by the inclusion of this issue or directly the relevant Regulation on the agenda of the Academic Council. Changes and additions to the Regulation, approval of its new version or cancellation of the Regulation are carried out by order of the Rector by decision of the Academic Council.

11.3 Responsibility for updating the Regulations and monitoring the implementation of its requirements are borne by SumDU officials in accordance with their functional responsibilities.