

## **MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

### **Sumy State University**

#### **REGULATION**

#### **on the Expert Councils of Employers of Sumy State University**

Version 01

#### **1. General Provisions**

1.1. The Regulation on the Expert Councils of Employers of Sumy State University (hereinafter referred to as the Regulation) was concluded in order to determine their functions, composition, procedure for organizing work and interaction with other divisions and corresponding rights and responsibilities.

1.2. Expert Councils of Employers of Sumy State University (hereinafter – Expert Councils, Councils) – are advisory bodies that, in accordance with this Regulation, carry out their activities to ensure high quality training through cooperation of graduate departments of the university with interested enterprises and organizations – leading employers (hereinafter – partner companies, employer companies, employers).

1.3. The activity of the Expert Councils is based on the principles of collegiality and publicity of discussion of issues related to their tasks.

1.4. In their activities, the Expert Councils are 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 all educational and scientific institutes (faculties) of the university and the relevant graduate departments.

1.6. Peculiarities of the activity of separate Expert Councils may be taken into account by separate provisions and/or annexes to this Regulation, which are approved by the Academic Council of the university 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 “General Information” section of the official website of the university.

MES of Ukraine	Regulation on the Expert Councils of Employers of Sumy State University	Page 2
SumDU		Version 01

## **2. Composition, Organizational Principles and Forms of Work of the Expert Councils of Employers**

2.1. The Expert Council is formed on the proposals of the graduate department separately for each major (educational programme), or in motivated cases, for a group of related specialties (educational programmes).

2.2. Skilled experts on the corresponding specialties (educational programmes) who are representatives of associations of employers' organizations (with confirmation by the corresponding letters), Heads (Deputy Heads) of enterprises and other leading specialists-representatives of institutions, organizations and enterprises (further – experts), interested in the services of specialists, whose training is performed by the graduate department, are involved as permanent members of the Expert Council, with their written consent.

2.3. Expert councils for individual specialties (educational programmes) are formed with the representation of at least five organizations, while in the formation of the Expert Council for a group of related specialties (educational programmes) each major (educational programme) must be represented by at least three experts with the possibility of representation by an expert of several specialties (educational programmes).

2.4. Participation of representatives of employers in the work of the Expert Council is carried out on a voluntary basis.

2.5. The personal composition of the Expert Council is approved by the order of the Rector on the proposal of the Head of the graduate department and in agreement with the Head of the Academic Department for Practical Training and Network with Employers (hereinafter – ADPTNE) and the Director of the relevant Academic and Research institute (Dean of the faculty). For medical specialties the personal composition of expert councils shall be approved by the order of the Rector upon presentation of the Director of the Medical Institute and coordination with the Head of ADPTNE.

2.6. A draft order on the composition of the Expert Council shall be accompanied by the relevant applications, letters, and references, which shall contain the following information: name of the institution where the Council member works; position held; academic degree and academic rank; name and year of graduation from a higher education institution; qualification awarded and major by diploma; and work experience in the major.

2.7. The Head of the Expert Council shall be elected at the first (organizational) meeting.

2.8. By order of the Head of the graduate department, a person from among the full-time scientific and pedagogical employees of the department is appointed as the Secretary of the Council to perform the functions of organizational and technical support of its work.

2.9. The Expert Council organizes its work according to a plan developed jointly with the graduate department and approved by the Head of the Council. Forms of work (meetings, round tables, etc.) are determined by the Council.

2.10. Meetings of the Expert Council are held, as a rule, with the participation of the Head of the graduate department (in case of his absence – with the participation of the Deputy Head). A meeting of the Council is considered competent if attended by at least half of the permanent members of the Council.

MES of Ukraine	Regulation on the Expert Councils of Employers of Sumy State University	Page 3
SumDU		Version 01

- 2.11. The invited persons have the right to take part in the meetings of the Council.
- 2.12. Decisions of the Expert Council are taken by a majority vote of the permanent members of the Council present at the meeting and are recorded in the minutes signed by the Head and the Secretary of the Council. Each permanent member of the Council has one vote.
- 2.13. Decisions of the Expert Council are usually of a recommendatory nature; mandatory are those that are put into effect by order of the Director of the Academic and Research institute (Dean of the faculty), or in justified cases, by order of the Rector.
- 2.14. The Expert Council interacts with groups (project groups) for the development and provision of educational programmes, Councils for Quality Assurance of Higher Education of institutes and faculties and the Center for Extramural and Distance Education.
- 2.15. The Expert Council has the right to address questions, proposals and recommendations to the Council for Quality Assurance of Higher Education, other advisory bodies of the University and to officials.
- 2.16. Information materials (work plan, reports on the examination of educational programmes, etc.) on the activities of the Expert Council are published on the website of the graduate department or in another way.
- 2.17. Organizational and technical support for the work of the Expert Council is carried out by the relevant graduate department.
- 2.18. General coordination of the activities of the Expert Councils at the level of scientific and educational institutes (faculties) is carried out by the Director of the corresponding institute (Dean of the faculty), at the university level – by the Head of ADPTNE.

### **3. Functions of Expert Councils of Employers**

3.1. Expert Councils are participants in the system of internal quality assurance of educational activities and the quality of higher education at the university at the level of graduate departments, they perform the following functions:

- carry out expert evaluation of educational programmes and curricula in terms of determining their relevance to the requirements of the labor market, taking into account modern industry characteristics, employment opportunities, the availability of the necessary amount of practical training, etc.;
- participate in the development of educational programmes in terms of defining the objectives of the programme, programme competencies, programme learning outcomes and improving the content of educational programmes and curricula;
- participate in the implementation of educational programmes and provide organizational and resource support by
  - organizing targeted training of specialists at the request of employers, including the formation of individual training trajectories of higher education applicants to meet the needs of partner companies;
  - recruiting recognized professionals with experience in management, innovation and scientific work as part of the educational process (lectures, practical exercises,

MES of Ukraine	Regulation on the Expert Councils of Employers of Sumy State University	Page 4
SumDU		Version 01

supervision of production practices, course and qualification works, course projects, research works, etc.);

- organizing the protection of qualification works on the basis of partner companies, for which the subject of the works submitted for protection has scientific and theoretical or practical relevance, as well as if an applicant for higher education works at this company or is referred to it for employment;
  - organizing practical training on the basis of partner companies;
  - evaluating the relevance of the topics of qualification works to the current state of professional activity of graduates;
  - shaping the topics of qualification and course work (projects) at the request of partner companies;
  - developing partner infrastructure (creating departments, laboratories, etc.);
- carry out an expert assessment of the level of preparation of graduates for professional activity, including through participation in the work of examination commissions for certification of applicants for higher education;
  - promote the employment of university graduates (in particular, by pre-assigning future graduates to their first job)
  - participate in the study of the labor market needs for specialists in specialties (educational programmes);
  - on the basis of employers' enterprises, promote the organization of advanced training and internships for scientific and pedagogical staff and university employees, and on the basis of the university – specialists of employers' enterprises;
  - contribute to the creation and testing of effective mechanisms of interaction between the university and employers.

## **5. Final Provisions**

5.1 This Regulation is enacted by order of the Rector on the basis of the decision of the Academic Council of the University.

5.2 By order of the Rector or by order of the Rector by decision of the Academic Council of the University or the relevant advisory body, the Regulations may be amended and supplemented. In the same order, the Regulations shall be repealed.

5.3 Declare null and void Order of the Rector No. 0966-I of November 11, 2015 “On the Establishment of Expert Councils of Employers”.

5.4 University officials are responsible for updating the Regulations and monitoring compliance with its requirements in accordance with their functional responsibilities.