INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE SYSTEM OF INTERNAL EDUCATION QUALITY ASSURANCE AND MONITORING OF EDUCATIONAL ACTIVITIES AT INTERNATIONAL EUROPEAN UNIVERSITY

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Regulations on the System of Internal Education Quality Assurance and Monitoring of Educational Activities	REGULATIONS
International European University	Quality management system ISO 9001:2015

CONTENT

1. General provisions

1.1. Regulations on the System of Internal Education Quality Assurance and Monitoring of Educational Activities at International European University(hereinafter – the Regulations)are developed in accordance withthe Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", Licensing conditions for educational activities of education institutions as amended by the Decree of the Cabinet of Ministers of Ukraine dd. March 24, 2021, No. 365 (hereinafter – the Licensing conditions), regulatory documents and recommendations of the Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance, the University Statute, Regulations on the Organization of the Educational Process at International European University and other regulatory documents of International European University (hereinafter – the University).

1.2. The Regulations rely on the Standards and Guidelinesfor Quality Assurance in the EuropeanHigher Education Area (ESG) of the European Association for Quality Assurance in Higher Education (Yerevan, 2015) and the National Standard of Ukraine, DSTU ISO 9001:2015 'Quality management system'.

1.3. These Regulations use the following terms:

1) **guarantor of the educational program** – a full-time academic or scientific employee who has a qualification according to the specialty, is responsible for the quality of the educational program, has an academic degree and/or academic title related to the educational program or proper experience in the field. This academic employee can be a guarantor of only one educational program. The guarantor of the educational program can work at the appropriate department or in any other University unit;

2) **group of educational program support** – a team of the full-time academic staff of at least three people with the educational and/or professional qualification according to the educational program, an academic degree and/or academic title;

3) **higher education quality assurance** – keeping the quality of higher education (as a system, process, result) at the level corresponding to the stipulated norms and standards according to the state, public and personal interests and requirements, which is constantly analyzed and continuously advanced; quality assurance includes management, material support, technical service and other activities;

4) **education quality assurance policy** – the part of University strategic management that supports the development of quality culture where all internal parties are responsible for the quality and are involved in quality assurance at all University levels;

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5) **higher education quality management** – coordinated and interrelated management activities designed to ensure reliable and seamless operations of all participants in the educational process in order to provide high-quality educational services to students; education quality management includes four main components: quality control, quality assurance, quality planning and quality improvement.

6) **higher education quality system** – a set of organizational structures, responsibilities, procedures, processes and resources that ensure the implementation of the University's education quality assurance policy, taking into account the needs and expectations of students, other involved parties and society.

Other terms are used according to legislative (Law of Ukraine "On Higher Education", Law of Ukraine "On Education", etc.) and other regulatory documents and recommendations of the Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance.

1.4. The Academic Council is the collegial governing body of the University, which determines the system and approves the procedures for internal quality assurance of higher education. The University's higher education quality system is ensured at three levels: strategic, tactical and operational.

1.5. The level of strategic management of the higher education quality system is aimed at enhancing the efficiency and performance of the University's higher education management system. Management at the strategic level is conducted by the Rector, University Academic Council, Scientific and Methodical Council and vice-rectors.

1.6. The tactical level of management of the higher education quality system ensures the development and monitoring of University's regulatory documents in terms of the organization of the educational process, coordination of operations of structural units and students when ensuring the quality of higher education. Management at the tactical level is conducted by directors of the Department of Education Quality Assurance, the Department of Organization of the Educational Process, the Department of Public Relations and Youth Policy, the Education and Research Center for Innovative Educational Technologies and Regional Training, Education and Research Institutes, and the President of the Student Parliament.

1.7. The operational level of management of the higher education quality system ensures the implementation of measures aimed at the direct organization of the educational process and solution of problems to ensure the quality of higher education at the tactical and strategic levels. Management at the operational level is conducted by heads of departments.

2. Policy and principles of higher education quality assurance

2.1. The University's higher education quality policy is based on the Standards and Guidelinesfor Quality Assurance in the EuropeanHigher Education Area and is aimed at meeting the requirements and expectations of all groups of stakeholders using feedback methods.

2.2. The system of internal education quality assurance at the University is based on the following principles:

compliance with the European and national higher education quality standards;

autonomy of the University in the quality assurance of educational activities and higher education quality;

delegation of powers at all levels of University management, which includes the responsibility of heads for system operations;

awareness of the responsibility for continuous advancement of the higher education quality system by the University staff;

monitoring of the higher education quality;

constant enhancement of the higher education quality;

continuous professional development of the academic staff and administration;

transparency of information at all stages of higher education quality;

academic integrity and freedom, detection of academic cheating;

involvement of all interested parties in the process of higher education quality improvement.

2.3. University's interested parties include:

a) authorities engaged in higher education management (Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance, etc.);

b) employers, supervisors of practical bases, etc.;

c) providers of applicants (general secondary education institutions, professional (vocational) education institutions, colleges, technical colleges, other higher education institutions, etc.);

d) graduates of University's educational programs;

e) University staff (academic, scientific, etc.);

f) students;

g) student and public self-government bodies engaged in higher education and science, etc.

3. Goal of University's educational activities and objectives of the system of internal education quality assurance

The key goal of University's educational activities is to ensure the high quality of the educational process in order to provide students with knowledge, abilities and skills at the level of the best global standards according to the public and market demands, develop highly educated individuals, citizens and specialists, as well as promote civil and professional self-fulfillment of lecturers and students.

To ensure the higher education quality, the University accomplishes the following objectives:

1) constant advancement of the quality management system, higher education quality assurance, compliance with higher education standards;

2) constant monitoring of the higher education content by periodical review of educational programs, curricula, working programs of academic disciplines for the compliance with the current requirements of the labor market and student needs, etc.;

3) advancement of the content of educational programs in management, marketing, philology, psychology, medicine, information technology, tourism, etc.;

4) systemic cooperation with stakeholders: education and scientific institutions, businesses, manufacturing industry and society to involve them in the educational process, ensure professionalization of educational programs in order to satisfy consumers of educational services;

5) increase in the practical component of the content of educational programs by involving leading specialists in holding classes in professional academic disciplines;

6) providing proper conditions for practical training of students;

7) cooperation with graduates and monitoring of their career path;

8) transparency of activities and decision making in terms of the organization of the educational process, informing of the staff, students and society, development of corporate communication means;

9) adoption of the automation of the organization of the educational process by integrating the University management automated control system;

10) systemic involvement of students in the assessment of the teaching quality (methods, forms of teaching);

11) implementation of the concept of establishing an individual educational trajectory of students, particularly by expanding the list of elective disciplines and ensuring transparency of their selection;

12) expansion of the spectrum of competitive educational programs, assurance of the high quality of their content;

13) monitoring of the implementation of the educational process and scientific activities at the University is conducted by diagnosing the level of professional orientation of future specialists in their specialties, analyzing the dynamics of student academic achievements, monitoring the quality of current control activities, as well as analyzing the involvement of students in research activities and their performance, preventing academic plagiarism in academic texts, scientific and educational methodical works of employees, implementing academic mobility of participants in the educational process;

14) monitoring of the University's resource potential: analysis of compliance of material, technical, educational, methodical and information resources with the objectivesof the available educational programs; University infrastructure with the needs and requirements of participants in the educational process; determination of the efficiency of University's information system functioning;

15) monitoring of the state of social and psychological University environment: diagnostics of the moral psychological climate in teams of structural units and student environment; establishment of the level of adaptation of new students to the educational environment;

16) control over the level of transparency of educational activities and disclosure of information about their results: analysis of information about educational programs, higher education degrees and qualifications, assessment results of the quality of higher education among students and their regular publication on the University website;

17) a systemic approach to process management and constant improvement of performance ratings based on objective measurements;

18) involvement of all participants in the educational process and the University staff in management of University operation processes, stimulation of innovations, rewarding of achievements;

19) constant data and information analysis of the quality management system;

20) practical implementation of the state education and science policy within the given powers.

4. Functional responsibilities of subjects of the system of internal education quality assurance

4.1. Level of strategic management of the higher education quality system

4.1.1.The **Rector of the University** directly manages University activities and, within his/her authority, including higher education quality assurance, exercises the following powers:

1) issues orders and instructions, including higher education quality assurance;

2) appoints and fires the staff, monitors the quality of operations of the academic, scientific and other staff, defines their functional responsibilities;

3) forms the student population at the higher education institution;

4) expels from the University and re-enrolls students with the approval of student self-government bodies;

5) organizes and implements the control over the fulfillment of curricula and programs of academic disciplines;

6) ensures labor protection, observance of laws and order, as well as provides conditions for the efficient and transparent public control, by the Supervisory Board in particular, over University activities;

7) creates conditions for activities of student self-government bodies and public organizations operating at the higher education institution;

8) promotes a healthy lifestyle among students, enhances University's sports and recreation facilities, provides proper conditions for sports;

9) ensures strict compliance with academic integrity by participants in the educational process;

10) implements the policy and procedures for resolving conflict situations;

11) concludes cooperation agreements on the organization of the educational process and establish relations with local and foreign higher education institutions, international organizations, foundations, etc.

4.1.2. The **University Academic Council** exercises the following powers in higher education quality assurance:

1) defines the strategy and promising development areas of educational, scientific and innovative University activities;

2) defines the system and approves procedures for internal education quality assurance;

3) approves educational programs and curricula for each level of higher education and specialties;

4) adopts decisions about the organization of the educational process and defines periods of study at corresponding levels;

5) approves samples and procedure for producing higher education documents, including joint and double degree diplomas;

6) approves key areas of research and innovative activities;

7) assesses academic activities of structural units;

8) makes final decisions about the recognition of foreign documents on higher education, academic degrees and academic titles when hiring the teaching, scientific, academic and other staff, as well as when enrolling applicants;

9) makes final decisions about the recognition of higher education documents issued by institutions of higher spiritual education, which statutes (regulations) are registered in the prescribed legislative manner, when enrolling applicants.

4.1.3. The **Scientific and Methodical Council of the University** exercises the following powers in higher education quality assurance:

1) approves educational programs and curricula for each level of higher education and specialties;

2) adopts decisions about the organization of the educational process;

3) approves samples and procedure for producing higher education documents, including joint and double degree diplomas;

4) approves draft regulations on the organization of the educational process and higher education quality assurance, as well as recommends them for the adoption of the University Academic Council;

5) based on the results of the analysis of the best practices of the organization of the educational process, improvement of qualitative and quantitative performance of the student population and University's structural units, provides recommendations for their application by other structural units;

6) conducts an expertise, approves methodical publications (study guides, textbooks, etc.) and recommends them for adoption to the University Academic Council;

7) approves working programs of academic disciplines, practical training programs, qualification exam programs, methodical recommendations for qualifying papers (theses);

8) listens to the results of students' practical training in Bachelor's and Master's educational programs;

9) listens to the reports on University survey results.

4.1.4. The **First vice-rector** has the following powers in higher education quality assurance:

1) general control over the efficiency of University management, its financial and economic activities;

2) control over the development and observance of academic integrity culture by all participants in the educational process;

3) ensures the independence of educational activities at the University from the influence of political parties and religious organizations;

4) coordinatesthe observance of the continuity of educational processes, research and innovation activities;

5) encourages the adoption of new educational programs that would be competitive on the labor market;

6) controls the availability of all forms and types of educational activities provided by the University to each citizen;

7) establishes prerequisites for University's integration into the international educational and scientific space;

8) controls the observance of quality culture at the University as the foundation for competitiveness of the University and its graduates;

9) controls the observance of equal conditions for each person to unlock his/her abilities, talents and comprehensive development at the University.

4.1.5. The **Vice-rector for scientific and pedagogical work** exercises the following powers in higher education quality assurance:

1) organizes, coordinates and controls the organization of the educational process in all modes of study, as well as develops material and training facilities;

2) coordinates department activities in terms of educational and methodical support and availability of educational literature;

3) coordinates the establishment of the student population and its registration in USEDE;

4) controls the observance of academic integrity and prevention of academic cheating, particularly using the Unicheck program;

5) approves orders and gives instructions (including the appointment and activities of guarantors of educational programs);

6) approves orders on the appointment and firing of the academic staff and employees of structural units subordinated to him/her; controls the quality of their work, defines their functional responsibilities within his/her powers;

7) adopts decisions about the qualitative and quantitative establishment of the student population at the University;

8) approves orders on enrollment, expulsion and re-admission of students;

9) organizes the control over the implementation of educational programs, accomplishment of curricula and working programs of academic disciplines;

10) approves plans of accreditation of educational programs and suggestions of University's structural units on licensing of educational services;

11) contributes to the cooperation of structural units subordinated to him/her with student self-government bodies;

12) ensures the observance of academic integrity by all participants in the educational process;

13) takes part as a member of committees in the implementation of procedures for resolving conflict situations;

14) controls the compliance with the Licensing conditions for educational activities by participants in the educational process, including in terms of personnel, material, technical and information support.

4.1.6. The **Vice-rector for educational and scientific work and postgraduate education** exercises the following powers in higher education quality assurance:

1) organizes, coordinates and controls the organization of the educational process in postgraduate education, as well as develops material and training facilities;

2) provides high-quality training of persons with higher medical education in thematic advancement courses and professional medical internships;

3) provides medical interns with clinical practical bases applying cutting-edge approaches to treatment;

4) controls the observance of academic integrity and prevention of academic cheating;

5) approves orders and gives instructions within his/her powers;

6) approves orders on the appointment and firing of the academic staff and employees of structural units subordinated to him/her; controls the quality of their work, defines their functional responsibilities within his/her powers;

7) approves orders on enrollment and expulsion of postgraduate students;

8) organizes the control over the implementation of educational programs and accomplishment of curricula;

9) ensures the observance of academic integrity by all participants in the educational process;

10) takes part as a member of committees in the implementation of procedures for resolving conflict situations;

11) takes part in the development of contemporary postgraduate education and continuous professional development programs, taking into account international scientific and practical achievements, involving innovative forms and methods of training.

4.2. Tactical level of management of the higher education quality system

4.2.1. The **Director of the Department of Organization of the Educational Process** undertakes to:

1) coordinate activities of University's structural units in terms of the organization of the educational process in all modes of study;

2) develop draft regulatory documents on the organization of the educational process at the University;

3) take part in the expertise of educational programs and curricula for their compliance with the approved higher education standards, National Qualifications Framework and professional standards (if applicable); coordinate timely monitoring of University's educational programs;

4) develop curricula along with guarantors of educational programs and graduate departments;

5) control the establishment of individual educational trajectories of students, particularly by the free choice of academic disciplines;

6) take part in the definition of the procedure for recognizing learning outcomes acquired at other higher education institutions or obtained as part of informal education;

7) coordinate the organization of all types of students' practical training;

8) control the quality of all types of classes;

9) provide students with information support;

10) control the observance of deadlines and content of advanced training of the academic staff;

11) form the consolidated teaching load of the academic staff;

12) prepare suggestions on time standards for educational, methodical, organizational and career guidance activities at the University;

13) draw up plans of issuing educational and methodical materials; control their fulfillment;

14) control the observance of the requirements for the content and forms of methodical elaborations by the academic staff;

15) prepare reports on the movement of the University student population and monitor the population movement in USEDE;

16) coordinatethe formation of orders on higher education documents in USEDE and academic transcripts;

17) carry out control functions to ensure the observance of academic integrity during classes, all types of practical training, assessment, current and final control by participants in the educational process;

18) form the composition of examination boards for student assessment at the University along with graduate departments;

19) draw up working curricula for each academic year based on curricula.

To fulfill these responsibilities, the Director of the Department of Organization of the Educational Process **has the following rights:**

1) to issue orders related to the organization of the educational process and higher education quality assurance that are obligatory to participants in the educational process. Such orders can be cancelled by the Rector if they contradict the legislation, University Statute, or harm the University interests;

2) to approve orders on the movement of the University student population;

3) to introduce draft orders on the approval of the consolidated teaching load of the academic staff and changes in teaching load of the academic staff;

4) to approve orders on the adoption of the composition of examination boards, topics of qualifying papers (theses);

5) to check the observance of academic discipline by participants in the educational process, the state of methodical support for academic disciplines and the quality of classes;

6) to request documents from structural units in order to check the observance of academic discipline, the quality of methodical support for academic disciplines and the quality of fulfillment of all types of the teaching load of the academic staff.

4.2.2. The **Director of the Department of Education Quality Assurance**undertakes to:

1) develop draft regulatory documents on higher education quality assurance at the University;

2) improve the organization of the educational process, provision of methodical materials on education quality, prepare and submit recommendations for new active forms, methods and technologies of training to appropriate services, analyze their content for the compliance with customers' needs;

3) process regulatory documents of the National Agency for Higher Education Quality Assurance, the State Service of Education Quality of Ukraine and the Ministry of Education and Science of Ukraine on the internal and external system of higher education quality assurance, as well as develop measures to implement them at the University;

4) examine the experience of national and foreign independent agencies for education quality monitoring and develop suggestions on its adaptation to University particularities;

5) provide methodical advice on checking text works for academic plagiarism in the Unicheck program and stress the liability for academic cheating;

6) cooperate with scientific supervisors to improve the ways of enhancing the quality of text works (term, qualifying papers (theses) of students);

7) control the work on the organization and implementation of monitoring research: adopt procedures for assessing the quality of educational services by testing and carrying out different types of control;

8) coordinate the work on theholding and processing of all types of surveys conducted by the department, control their publication;

9) controlthe development of recommendations based on the survey results to improve the quality of educational activities and higher education quality at the University;

10) control the compliance of qualification characteristics of the academic staff when forming staffing of educational programs and educational components of educational programs;

11) organize the work on preparing reports on the self-analysis of the quality of teaching activities at departments, institutes and University in general;

12) extensively cooperate with student self-government bodies in the observance of academic integrity and satisfaction with the quality of the educational process and educational activities;

13) control the observance of the Code of Corporate Ethics and Academic Integrity by participants in the educational process and the efficiency of procedures for resolving conflict situations;

14) carry out organizational and consulting activities of licensing, accreditation, compliance with academic integrity principles, quality of educational activities, etc.;

15) monitor the University official website to promptly publish information about higher education quality assurance;

16) provide organizational and methodical support for accreditation of educational programs and licensing;

17) take part in the annual monitoring of educational programs and provide recommendations on their improvement;

18) take part in the work on creating methodical recommendations on compliance with licensing conditions, accreditation of educational programs, observance of academic integrity principles, improvement of the quality of education and educational activities at the University;

19) provide advice on checking text works for academic plagiarism in the Unicheck program and stress the liability for academic cheating;

20) cooperate with scientific supervisors to improve the quality of text works (term, qualifying papers (theses) of students);

21) monitor the University official website to promptly publish information about higher education quality assurance;

22) initiate meetings of appropriate committees to solve issues in case of detecting violations of academic integrity, conflict situations, bullying, etc.;

23) control the observance of principles and rules of academic integrity by participants in the educational process.

To fulfill these responsibilities, the Director of the Department of Education Quality Assurance **has the right to:**

1) examine the experience of Ukraine's leading higher education institutions;

2) recommend Standards and Guidelinesfor Quality Assurance in the EuropeanHigher Education Area for adoption in the educational process;

3) develop regulatory documents (regulations, orders, instructions, etc.) on education quality assurance and control their execution;

4) provide participants in the educational process with recommendations on the adoption of procedures for the internal system of education quality assurance;

4.2.3. **Directors of Education and Research Institutes and the Institute of Postgraduate Education and Continuous Professional Development** undertake to:

1)develop and implement ERI development strategies, organize educational, scientific and innovative activities of ERI subordinated to them;

2) organizationallyensure accreditation of educational programs of departments at ERI subordinated to them;

3) take part in the development of documents defining the content of higher education for licensing of educational activities, accreditation of educational programs and comprehensive inspection of ERI activities;

4) develop and implement measures to improve the educational process in order to enhance the quality of student training at ERI;

5) control the organization of the educational process at ERI, particularly the accomplishment of the class schedule, liquidation of academic failure and re-crediting of student progress, transfer to the individual training schedule and practical training of students;

6) establish groups on ensuring educational programs at ERI subordinated to them according to the qualification requirements and coordinate their activities;

7) approve applications of candidates for academic positions;

8) approve changes in educational programs and curricula, as well as initiate the adoption of the new ones along with potential guarantors;

9) approve the appointment of guarantors of educational programs at ERI on the suggestion of the Head of the Department and coordinate their activities;

10) ensure the admission of students to ERI subordinated to them and control the movement of the student population (re-enrollment, expulsion, transfer, etc.);

11) comply with the procedure for appealing the results of the final control by students;

12) take part in procedures for resolving conflict situations;

13) organize the involvement of student self-government bodies and other stakeholders in assessing the quality of the educational program and ensure their actual impact on the content of learning and teaching;

14) ensure the observance of academic integrity by participants in the educational process at ERI subordinated to them.

To fulfill these responsibilities, Directors of ERIs **have the following rights:**

1) to issue orders related to the organization of the educational process and higher education quality assurance that are obligatory to participants in the educational process at ERI subordinated to them. Such orders can be cancelled by the Rector if they contradict the legislation, University Statute, or harm the University interests;

2) to introduce orders on the movement of the student population at ERI subordinated to them;

3) to approve submissions on the composition of examination boards, orders on the approval of topics of qualifying papers at ERI subordinated to them;

4) to check the observance of academic discipline by participants in the educational process, the state of methodical support for academic disciplines and the quality of classes at ERI subordinated to them;

5) to request documents from departments of ERI subordinated to them in order to check the observance of academic discipline, the quality of methodical support for academic disciplines and the quality of fulfillment of all types of the teaching load of the academic staff;

6) to organize an anonymous survey among students to examine their satisfaction with educational services;

7) to prepare assignments for heads of departments to adopt new and advance current forms and methods of teaching educational components.

4.3. Level of operational management of higher education quality

4.3.1. The **Head of the Department** undertakes to:

1) ensure the organization of the educational process, accomplishment of curricula and programs of academic disciplines at the Department; control the quality of teaching academic disciplines by the academic staff of the Department, their educational, methodical and scientific activities;

2) ensure the observance of academic integrity when teaching academic disciplines at the Department;

3) carry out orders, instructions and assignments of heads of strategic management of the higher education quality system;

4) ensure accreditation of educational programs of the Department;

5) organize career guidance activities of the academic staff at the Department;

6) organize the involvement of students in scientific activities of the Department and hold scientific communication events for participants in the educational process;

7) assist the guarantor of the educational program in its implementation, control the timely monitoring of educational programs of the Department, implement suggestions of the guarantor of the educational program on forms and methods of teaching in the educational program;

8) provideproper material and technical support for high-quality teaching of academic disciplines at the Department within his/her powers;

9) be responsible for prompt and high-quality development of methodical support for academic disciplines by the academic staff of the Department;

10) assess a possibility to recognize learning outcomes acquired as part of informal education according to submitted applications;

11) ensure the compliance of learning and teaching methods applied by the academic staff with the student-centered concept;

12) implement the concept of academic freedom of the academic staff;

13) promptly place working programs of academic disciplines and other educational and methodical materials in the electronic database of the Scientific library;

14) promptly publish reliable information about the academic staff of the Department, their professional activities, contacts of stakeholders and other crucial information on the University official website;

15) involve practicing specialists in holding classes in professional academic disciplines, training sessions and workshops for students;

16) update the content of academic disciplines at the Department according to legislative changes, the latest achievements and cutting-edge practices in the corresponding field;

17) control the accomplishment of the teaching load and other activities stipulated by the individual work plan by the academic staff of the Department;

18) carry out assignments of the Director of ERI to adopt new and advance current forms and methods of teaching educational components;

19) introduce submissions on the composition and chairs of examination boards for student assessment;

20) submit topics of qualifying papers for the approval of the Department;

21) control regular advanced training of the academic staff of the Department;

22) conduct the analysis and collective discussion of current control outcomes, examination session, defense of the qualifying paper and state assessment as part of the meeting. Following the analysis results, develop and implement all necessary measures aimed at improving the quality of the organization of the educational process and professional training;

23) carry out the selection and staffing of the Department, ensure the rational allocation of responsibilities among them, create a favorable psychological climate in the team and promote corporate ethics;

24) organize and lead research activities according to the Department's profile, involve students in scientific research, organize their participation in conferences, contests and other activities held by the University or other higher education institutions.

To fulfill these responsibilities, the Head of the Department **has the following rights:**

1) to check the observance of academic discipline by participants in the educational process, the state of methodical support for academic disciplines and the quality of classes held by the academic staff of the Department;

2) to organize an anonymous survey among students to examine their satisfaction with educational services;

3) to ask heads of strategic management of the higher education quality system for clarification on the organization of the educational process and higher education quality assurance;

4)tointroduce suggestions on the advancement of educational components to the guarantor of the educational program;

5) to introduce the latest achievements of global science in the corresponding field to participants in the educational process;

6) to issue orders related to the Department within his/her powers, which regulate its operations and are obligatory to all members of the Department;

7) tointroduce necessary corrections to work plans of the Department and its staff, working programs and other educational documents with their further approval in the prescribed manner;

8) to allocate and reallocate teaching loads among the academic staff of the Department within the annual norm of teaching load in order to rationally use labor resources of the Department when performing all types of activities;

9) to attend and control all types of classes, exams and tests held by the Department's lecturers; introduce suggestions on the improvement of current and final assessment of students;

10) to initiate written reports on all types of academic activities by the Department's staff;

11) to select candidates for positions in the prescribed manner and submit them to the University administration for approval.

4.3.2.The **group of educational program support** undertakes to:

1) ensure the quality of educational programs;

2) ensure the compliance of the educational program with the higher education standard (if applicable) or the National Qualifications Framework (if this standard is absent) and the professional standard (if applicable);

3) define a range of stakeholders to assess the educational program;

4) carry out scientific activities according to the program, integrating scientific achievements into the educational process;

5) take into account specialty development trends and the industry-specific and regional content when developing and implementing the educational program;

6) assess the compliance of the content of the educational program with its subject area and ensure the compliance of the content of professional disciplines with contemporary achievements of global and national science in the corresponding field;

7) monitor the educational program and involve students in discussions of the content of professional disciplines.

To fulfill these responsibilities, the group **has the following rights:**

1) to discuss and approve changes in the educational program;

2) to analyze specialty trends related to the educational program, introduce suggestions on the adoption of these trends to guarantors of the educational program;

3) to take part in the development of topics of qualifying papers;

4) to assess the uniqueness of the educational program;

5) to constantly enhance the level of its professional qualification and scientific activity;

6) to hold methodical seminars on the improvement of the quality of educational activities.

4.3.3. The **guarantor of the educational (educational and professional or educational and scientific) program** undertakes to:

1) meet the requirements specified in pp. 35-38 of the Licensing conditions for educational activities;

2) develop the educational program and draft amendments to it;

3) conduct general management of the content of the educational program and ensure the compliance of the content of the educational program with the Higher Education Standard (if applicable), professional standard (if applicable) and the National Qualifications Framework;

4) monitor educational programs and introduce suggestions on their advancement and efficient implementation at the meeting of the Scientific and Methodical Council;

5) analyze labor market trends and differences/similarities of the educational program with similar national and foreign programs;

6) clearly define objectives that will distinguish the educational program from others and their relationship to the mission, vision and strategy of the University;

7) control the quality of general and practical training of students;

8) ensure the quality of the implementation of the educational program along with the group of educational program support and academic staff, as well as define the compliance of forms and methods of teaching educational components with the objectives of the educational program;

9) organize the interaction between stakeholders and employers:

10) involve stakeholders in the establishment of objectives, program learning outcomes and procedures for monitoring educational programs to improve them;

11) provide feedback on the educational program and its educational components;

12) involve employers that are authoritative in the corresponding field or region and are market leaders (service sector, works, goods, products) to give theoretical and practical classes in appropriate educational programs;

13) involve employers in the development of research programs, use the scientific and industrial potential of employers for joint research activities;

14) involve practicing professionals, industry experts and representatives of employers in classroom activities;

15) be in touch with graduates;

16) establish the cooperation with practical bases;

17) ensure the interrelation between educational components of the educational program and their subject to a certain logic of learning and teaching;

18) inform students about the content of elective disciplines given soft skills stipulated by the objectives of the educational program, particularly further professional activities of program graduates;

19) be responsible for the implementation of the educational program at all stages: from adoption to accreditation;

20) ensure accreditation of the educational program.

To fulfill these responsibilities, the guarantor of the educational program **has the following rights:**

1) to establish the composition of the working group on the development of the educational program and its monitoring;

2) to take part in meetings, operations of structural units and University management bodies, which discuss and solve issues related to the implementation of the educational program;

3) to define and recommend candidates for academic and/or scientific positions to ensure the high-quality educational process and educational activities in the educational program during its implementation, taking into account the compliance of

the academic and/or professional qualification of the academic staff with the objectives and program learning outcomes;

4) to take part in the development of the practical training program;

5) to approve topics of qualifying papers and the order on their approval;

6) to approve the methodical support for the educational program and control its content and quality;

7) to analyze student survey results and develop suggestions on the advancement of educational programs and curricula based on them;

8) to initiate the closure of the educational program if it is no longer relevant;

9) to take part in the definition of the admission rules in the educational program.

4.3.4.The **academic staff** undertake to:

1) meet the requirements specified in pp. 35-38 of the Licensing conditions for educational activities;

2) be responsible for the quality of the implementation of educational components, develop the methodical support for academic disciplines, develop syllabuses;

3) directly involve students in scientific activities, inform students about academic discipline requirements and assessment criteria;

4) update the content of the academic discipline based on the latest achievements and best practices in the corresponding sector;

5) observe academic integrity in the educational process and scientific (creative) activities;

6) promote academic integrity principles among students using lectures, talks and their own example;

7) teach academic disciplines of the corresponding educational program at the high scientific, theoretical and methodical level; carry out scientific activities;

8)prepare the full methodical support for their academic disciplines and place it in the electronic database of the University's Scientific library and on the official page of the Department before the beginning of the academic year;

8) teach academic disciplines, taking into account the latest scientific achievements;

9) ensure the compliance of the objectives of the academic discipline with program learning outcomes;

10) objectively assess students;

11) meet the requirements of the guarantor of the educational program concerning the high-quality implementation of the educational program;

12) take into account suggestions and recommendations by stakeholders and the guarantor of the educational program in their activities;

13) enhance their professional level, teaching skills and scientific qualification;

14) observe teaching ethics, moral standards, respect dignity of University students, promote the love for Ukraine, educate students in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;

15) develop independence, initiative and creative abilities of University students;

16) rely on the Laws of Ukraine and all regulatory documents of the University on the organization of the educational process in their activities.

To fulfill these responsibilities, the academic staff **have the following rights:**

1) to academic freedom exercised in the interests of the individual, society and humanity as a whole;

2) to academic mobility to carry out professional activities;

3) to protection of professional honor and dignity;

4) to take part in the University management, including electing and being elected to the highest body of public self-government, the Academic Council of ERI/University or its structural unit;

5) tochoose teaching methods and means to ensure the high quality of the educational process;

6) to appropriate working conditions, enhancement of their professional level, organization of recreation and welfare stipulated by the legislation, regulatory acts of the University, employment and collective agreements;

7) to the free use of library and information resources, as well as educational, scientific, sports and cultural services of University units;

8) to protection of intellectual property rights;

9) to advanced training and internships at least once every five years;

10) to initiate and take part in methodical seminars on the improvement of the quality of educational activities;

11) to take part in the development of topics of term and qualifying papers;

12) to conduct student surveys on their satisfaction with the content, forms and methods of the implementation of the academic discipline.

4.3.5.**Student self-government bodies** undertake to:

1) carry out the active work on the compliance with the Code of Corporate Ethics and Academic Integrity of IEU and other regulatory documents of the University on the organization of the educational process;

2) observe and promote academic integrity principles among students by holding talks, roundtables, training sessions and using their own example;

3) respond to academic dishonesty among students and takeappropriate measures to prevent and avoid such violations;

4) educate students about activities incompatible with corruption, academic plagiarism, self-plagiarism, fabrication, falsification, cheating, bribery and biased assessment;

5) timely inform students about all regulatory documents of the University on the organization of educational activities.

To fulfill these responsibilities, student self-government bodies **have the following rights:**

1) to take part in activities (processes) aimed at ensuring the higher education quality;

2) to establish the education quality assurance body in their structure;

3) to take part in discussions of educational programs initiated or available at the University and curricula, as well as introduce suggestions to them;

4) to involve students by conducting surveys on their satisfaction with educational services at the University;

5) to cooperate with all structural units and governing bodies of the University in their activities.

4.3.6.**Students** undertake to:

1)respect the dignity, rights, freedoms and legal interests of all participants in the educational process, observe ethical standards;

2) comply with the legislative requirements, Statute, internal regulations of the higher education institution and other regulatory documents of the University on the organization of the educational process;

3) meet the requirements of their educational programs and individual curricula (if applicable);

4) observe academic integrity principles;

5) gain learning outcomes stipulated for the corresponding level of higher education;

6) comply with the health, safety, sanitation and fire safety requirements stipulated by the relevant rules and regulations.

To fulfill these responsibilities, students **have the following rights:**

1) to choose modes of study when entering the higher education institution;

2) to the free use of libraries, information funds, as well as educational, scientific and sports facilities of the University;

3) to free access to information for learning in available formats using technologies that take into account disabilities caused by health conditions (for people with special educational needs);

4) to take part in scientific, research and constructive activities, conferences, symposiums, exhibitions, contests, presentation of their works for publication;

5) to take part in educational, scientific, research, sports and public activities carried out in Ukraine and abroad in the manner prescribed by law;

6) to take part in discussions and solution of issues related to the advancement of the educational process, research activities, granting of scholarships, organization of leisure and welfare;

7) to choose academic disciplines within the corresponding educational program and curricula in the amount of at least 25% of the total number of ECTS credits stipulated for this level of higher education;

8) to study in several educational programs at the same time;

9) to academic mobility, including the international one;

10) to take part in the development of the individual curriculum;

11) to moral and/or material encouragement for the progress in academic, research and social work, artistic and athletic achievements, etc.;

12) to protection from all forms of exploitation and physical and mental violence;

13) to free practical training at enterprises, institutions, facilities and organizations;

14) to appeal against the actions of the University governing bodies and their officials, as well as the academic staff;

15) to special educational and rehabilitation support and free access to the University infrastructure in accordance with medical and social indications in case of disabilities caused by health conditions.

4.3.7.**Employers/stakeholders** undertake to:

1) provide appropriate conditions for practical training, compliance with health, safety and sanitationrequirements in accordance with the legislation (Article 51 of the Law of Ukraine on Higher Education).

To fulfill these responsibilities, employers/stakeholders **have the following rights:**

1) to affect the transparency of managerial, organizational and personnel process related to the organization of the educational process at the University;

2) to encourage the adaptation of students to academic life;

3) to establish the academic community incompatible with corruption, academic plagiarism, self-plagiarism, fabrication, falsification, cheating, bribery and biased assessment;

4) to take part in the development of the objectives and learning outcomes;

5) to take part in the development, monitoring and periodical review of educational programs.

5. Quality assurance of higher education personnel

5.1. The procedure for selecting and appointing the academic staff to appropriate positions is regulated by the Regulations on the Procedure of Competitive Selection to Fill Vacant Positions of the Academic Staff of International European University.

5.2. The academic and scientific staff engaged in groups of educational program support shall meet the requirements specified in pp. 35-38 of the Licensing conditions for educational activities.

5.3. The key document on planning and recording of activities of the University academic staff is the individual work plan of the academic staff. The individual work plan specifies all types of operations planned for the academic year by semester. The academic staff report on their accomplishment, filling out the relevant field by entering the number of the protocol of the Department meeting dedicated to the performance of the particular indicator. The main types of work include educational, methodical, scientific, organizational and career guidance activities. Individual plans are considered at the Department meeting and approved by the Head of the Department. The individual plan of the Head of the Department is approved by the Director of ERI.

5.4. The accomplishment of individual plans of the academic staff is discussed annually at the Department meeting at the end of the academic year. The academic staff are obliged to draw up a written report to be introduced at the Department meeting. The Head of the Department makes a conclusion about the accomplishment of the individual plan by the academic staff. The conclusion is approved at the department meeting. The employee's personal rating is defined based on his/her results.

6. Monitoring of the quality of educational activities at the University

6.1. **Monitoring of the education quality** is a system of consistent and systematic measures aimed at detecting and tracking trends in the education quality development in the country, in certain territories, at education institutions (other subjects of educational activities), defining the compliance of actual results of educational activities with the announced objectives, as well as assessing the degree, direction and causes of deviation from the objectives.

6.2. **Objectives** of monitoring:

to detect the education quality dynamics at the University and risk factors of its assurance;

to define the compliance of monitoring research findings at the University with the quality standards of higher education and educational activities, the needs of society and consumers of educational services;

to develop scientifically grounded recommendations and information system to make efficient managerial decisions about the advancement of the educational process and improvement of the education quality at the University.

6.3. Monitoring is conducted according to the following **principles**:

systematicity and consistency;

result-orientation;

the priority of the education quality;

expediency;

transparency of monitoring procedures and openness;

focus on innovations, advancement of the educational process, improvement of the education quality at the University;

feedback;

personal data security;

objectivity of obtaining and analysis of information during monitoring;

responsible attitude to activities of subjects involved in the preparation and conducting of monitoring.

6.4. Subjects and objects of internal monitoring of the quality of education and educational activities.

6.4.1. **Subjects** of monitoring:

monitoring initiators (initiate the monitoring procedure) – University Rector, vice-rectors, directors of departments, ERIs, guarantor of the educational program, student self-government, other subjects with the approval of the University Rector;

subjects of monitoring (conduct) – the staff of the Department of Education Quality Assurance, departments, directorates, the Department of Organization of the

Educational Process, representatives of the student self-government, and other persons appointed by the Rector;

monitoring participants (involved in surveys, monitoring assignments) – students, academic staff, administrative personnel of the University, external stakeholders, University graduates.

6.4.2. **Objects** of monitoring:

implementation of the higher education state policy;

the level of quality assurance of education and educational activities at the University;

particularities of the implementation of educational programs;

the state of the implementation of the academic integrity policy;

various aspects of students' educational activities, their satisfaction with the quality of educational services; possibilities for establishing the individual educational trajectory;

various aspects of educational and scientific activities of the academic staff;

quality and opportunities of professional development of the academic staff;

assurance of academic mobility (including the international one);

the level of employers' satisfaction with the quality of graduate training;

graduates' satisfaction with the level of acquired competences;

other objects within the implementation of the quality policy for educational services.

6.4.3. **Rights** of the subjects of monitoring:

confidentiality of information;

obtainingof monitoring research findings;

theuse of published research data in educational activities;

6.4.4. **Obligations** of the subjects of monitoring:

participation in monitoring research and provision of necessary information to conduct it;

observance of the principles of ethics and objectivity when organizing and carrying out research;

6.4.5. The subjects of monitoring **are responsible for**:

quality, objectivity of research, processing and publication of research findings;

non-compliance with the principles of professional ethics and confidentiality of information (including intermediate results) during research.

6.5.Types and procedures of internal monitoring of the quality of higher education and educational activities:

6.5.1. Monitoring of educational programs at the University is conducted in accordance with the Regulations on the Development, Approval, Monitoring and Cancellation of Educational Programs.

6.5.2. The Department of Education Quality Assurance is responsible for the organization and carrying out of general university monitoring research, as well as the analysis of research findings.

6.5.3. To conduct monitoring, the Department of Education Quality Assurance:

plans monitoring;

examines the experience of leading national and international higher education institutions in monitoring research and possibilities for adopting such innovations at the University;

develops questionnaires on education quality assurance and implementation of educational activities at the University;

organizes questionnaires (surveys) of monitoring participants (students, academic staff, employers, graduates) and their conducting;

analyzes obtained data, systematizes and promptly publishes the data;

gives explanations and comments on the particularities of monitoring research, analysis of obtained data, their interpretation;

assists monitoring participants during the monitoring process;

introducesmonitoring research findings to the University administration;

presents monitoring research findings to the Scientific and Methodical Council of the University;

publishes monitoring research findings on the University website;

prepares recommendations based on the obtained data for making managerial decisions to improve the quality of education and educational activities at the University.

6.6. The Department of Education Quality Assurance conducts surveys in accordance with the Regulations on Surveys Among Participants in the Educational Process (Students, Academic Staff), Graduates and Employers on Higher Education Quality Assurance at International European University:

6.6.1. Surveys are conducted twice per year on a voluntarily basis in the form of questionnaires (using Google forms) among Bachelor's and Master's students, academic staff, graduates, employers and other interested persons.

6.6.2. Monitoring of the checking of text works of students/scientific papers of the academic staff based on the analytics of the Unicheck matching/identity/similarity detection system is conducted by the Department specialists.

6.6.3.Questionnaires are the key tool for diagnosing a certain educational phenomenon, consisting of an introduction, the main part and a conclusion. The ***introduction*** of the questionnaire specifies the initiator of monitoring, explains the goal of research, guarantees the anonymity of answers, stipulates the rules of its filling, as well as stresses the importance and value of respondent's answers. The

main part contains questions revealing the content of the problem. The *conclusion* includes social and demographic questions (age, gender, etc.).

6.7. Organization and implementation of internal monitoring of the quality of education and educational activities:

6.7.1. Monitoring of the quality of education and educational activities at the University is conducted in accordance with these Regulations and the approved Plan of Monitoring Research for the academic year of the Department of Education Quality Assurance.

6.7.2. The Plan of Monitoring Research is approved by the Vice-rector for scientific and pedagogical work of the University until September 15 in the prescribed manner.

6.7.3. Questionnaires for monitoring research are prepared by the sociologist of the Department of Education Quality Assurance.

6.7.4. Participation in surveys is anonymous and is implemented by sending a hyperlink to the e-mail to all participants in the educational process, graduates, employers, etc.

6.8. Monitoring results and their publication

6.8.1. Monitoring research findings are discussed at the University Academic Council.

6.8.2. Following the monitoring research findings, one prepares recommendations and submits them to the University administration and structural units to make appropriate managerial decisions. The recommendations are also considered at the University Academic Council.

6.8.3. Analytical materials in the form of presentation reports are based on the monitoring results.

6.8.4. Monitoring research findings are published on the University official website on the page of the structural unit conducting monitoring research.

7. Final provisions

7.1. These Regulations become effective upon their approval of the University Academic Council and come into force by order of the University Rector.

7.2. Amendments and additions to the Regulations shall be approved by the decision of the University Academic Council and put into effect by University Rector's order.

7.3. Consider the Regulations on the Quality of Educational Activities and Education and the Regulations on the Procedure for Monitoring the Education Quality at International European University to be no longer valid.