

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED BY
Academic Council of Chernihiv
Polytechnic National University
31 May 2021, Protocol No.5

Put into effect by Rector's Order
No.100 as of 31 May 2021

REGULATION
on assessing the quality of educational activities
at Chernihiv Polytechnic National University

1. GENERAL PROVISIONS

1.1. Regulation on assessing the quality of educational activities (hereinafter - Regulation) at Chernihiv Polytechnic National University (hereinafter – the University) is a part of the University’s System for Ensuring the Quality of Educational Activities and the Quality of Higher Education (the System of internal quality assurance).

1.2. The Regulation was developed in accordance with the Law of Ukraine On Higher Education, Resolution of the Cabinet of Ministers of Ukraine dated 14.05.2016 No. 13 "On Approval of the Procedure for Awarding Academic Titles to Scientific and Scientific-Pedagogical Workers", "Procedure for Awarding Scientific Titles to Scientific and Scientific-Pedagogical Employees of Chernihiv Polytechnic National University", Regulation on the annual evaluation of scientific and pedagogical workers and departments of Chernihiv Polytechnic National University, Regulations on the internal system of quality assurance of higher education at Chernihiv Polytechnic National University, Regulations on the Council for Higher Education Quality Assurance at Chernihiv Polytechnic National University, Procedure for competitive selection for filling vacant positions of scientific and pedagogical workers at Chernihiv Polytechnic National University, Promotion in the position of scientific and pedagogical workers of Chernihiv Polytechnic National University.

1.3. The main purpose of this document is to specify the actions and functional responsibilities of the persons involved to ensure the organization and evaluation of the quality of educational activities, in particular, open lectures, which are mandatory elements of checking the level of teaching during the process of acquiring the academic title, promotion in the position of scientific and pedagogical workers (SPW) and competitive selection when filling SPW’s vacant positions, and are provided by Regulation in organization of the educational process at Chernihiv Polytechnic National University as well as by decisions of the University’s Academic Council.

1.4. Regulation does not determine the procedure for personnel transfers, which are the competence of heads and relevant offices of the University.

2. DEFINITIONS, OBJECTIVES AND TASKS OF ASSESSING THE QUALITY OF EDUCATIONAL ACTIVITIES

2.1. Assessing the quality of an educational class is the implementation of an educational process in accordance with the working curriculum in the form of an educational class, which is a lecture, laboratory work, practical or seminar session, both in the classroom and online. The main difference from a regular class is the presence of a methodical commission, as well as scientific and pedagogical workers of the department where the scientific and pedagogical worker conducting this class works, or a commission for assessing the quality of educational classes, free from their own classes.

2.2. The main tasks of assessing the quality of an educational class are:

- assessment of the level of professional qualifications of a scientific and pedagogical worker who applies for a promotion or to fill a vacant position;
- determination of compliance of the scientific and methodical level of teaching of the academic discipline with the requirements for awarding the academic title.

2.3. The results of the assessment of the quality of the educational class are used to make further management decisions in accordance with the laws and other normative acts of Ukraine, as well as the University Charter.

3. ORGANIZATIONAL SUPPORT FOR ASSESSING THE QUALITY OF EDUCATIONAL CLASSES

3.1. The Rector of the University creates a methodical commission to assess the quality of the educational classes conducted by SPWs.

3.2. The methodical commission for assessing the quality of the educational classes conducted by SPWs, which claims to be promoted or awarded the academic title, is usually headed by a director of an educational-scientific institute, a dean or their deputies, who, according to their functional duties, lead the relevant areas of the University's work. Heads of commissions make decisions on all issues of commission activity within their competence. SPW's of the University, who have an academic title and a scientific degree, are involved in working in methodical commissions on a voluntary basis. If necessary, commissions can have subcommittees for academic disciplines or groups of disciplines. In order to organize the work of the commission, in addition to the chairperson and their members, other employees of the University may be involved. The relevant field of knowledge or specialty determines areas of activity of methodical commissions.

3.3. The members of the methodical commission for assessing the quality of educational activities of SPWs, who are applying for a promotion or the award of the academic title, are appointed by the Vice-Rector for Scientific and Pedagogical Work. Experts may be involved in the work of the commission on a voluntary basis - leading specialists and scientists from the relevant field of knowledge from various enterprises and institutions, representatives of departments of other higher education institutions, research organizations.

3.4. After the assessment results have been discussed, the head of the department (a director of an educational-scientific institute/ a dean of a faculty) holds an open meeting of the department, to which the chairperson and members of the methodical commission are invited. In the process of discussion, compliance with such criteria defined in Annex H is clarified.

3.5. Based on the results of attending the educational class, the methodological commission participates in an extended meeting of the department, an extract from which is submitted to the secretary of the Academic Council of the University no later than 10 days before the meeting of the Academic Council (Appendix G).

3.6. In order to evaluate the quality of the educational session of the SPW, who is applying to fill the vacant position, the methodical commission, consisting of its chairperson and at least one member, attends the educational class (a lecture, practical or laboratory session, etc.) according to the approved schedule. Based on the results of the visit, a report is drawn up (Annex H).

3.7. The time spent on work in the methodical commission refers to the "Organizational work" section in the SPW's individual plan.

4. PROCEDURE FOR PREPARING FOR ASSESSMENT OF THE QUALITY OF THE EDUCATIONAL CLASS OF SPW WHO IS APPLYING FOR PROMOTION AND/OR ACQUIRING AN ACADEMIC TITLE

4.1. The head of the department submits an official notice on the organization of the quality assessment of the SPW's educational class (Annex A) to the Vice-Rector for Scientific and Pedagogical Work at least two weeks before the date of the class. The official notice must indicate the specific purpose of the quality assessment of the educational class (for example, a promotion from an assistant to a senior lecturer or from a lecturer to an associate professor, or obtaining the academic title of associate professor, etc.).

4.2. Approval of the official notice:

1) with a direction of an educational-scientific institute (with a note of agreement or objection, date and signature);

2) with the relevant representative of the HR office (with a note of years of experience, date and signature);

3) with the relevant representative of Accountancy office (with a note of a vacant position availability, date and signature).

4.3. A methodologist of the Department of Methodical Work, Accreditation and Licensing registers an official notice in the Register of attending SPW's educational classes by the methodological commission. Submitted notices are further kept in the relevant file.

4.4. The head of the Department of Methodological Work, Accreditation and Licensing draws up a list of candidates for the composition of the methodological commission.

4.5. Methodologist of the Department of Methodological Work, Accreditation and Licensing checks from a specialist of the Educational Office information on non-availability classroom load at the time of the assessment of the quality of the educational class for candidacy for the methodological commission, filling out the order to the head of the department (Annex B), instructions to the chairperson of the methodical commission (Annex C) and instructions to the members of the

methodical commission (appendix D). Information on the members of the methodological commission is also entered in the Register.

4.6. The methodologist of the Department of Methodical Work, Accreditation and Licensing submits orders and assignments to be signed by the Vice-Rector for Scientific and Pedagogical Work and hands over the invitation to the head of the corresponding department, and the assignment - personally to the addressees.

4.7. In case of refusal of the chair person or a member of the commission, the methodologist of the Department of Methodical Work, Accreditation and Licensing urgently informs the Vice-Rector for Scientific and Pedagogical Work and the head of the department of Methodical Work, Accreditation and Licensing, who propose other persons to work as part of the commission. In this case, the mark "refused" is placed against a certain name in the Register, and entries are made regarding other candidacies.

4.8. The methodological commission draws up conclusions and submits them within three days after the assessment of the quality of the educational class personally by the head of the methodical commission to the Department of Methodical Work, Accreditation and Licensing, where a corresponding entry is made in the Register.

4.9. The conclusions of the methodological commission are approved by the Vice-Rector for Scientific and Pedagogical Work.

4.10. The methodologist of the Department of Methodical Work, Accreditation and Licensing hands over the conclusions of the methodical commission to the Academic Council, which are entered in the Register.

5. PROCEDURE FOR PREPARING FOR THE QUALITY ASSESSMENT OF THE EDUCATIONAL CLASS OF SCIENTIFIC-PEDAGOGICAL WORKERS APPLYING TO FILL IN VACANT POSITIONS

5.1. At the beginning of the academic year, the HR office of the University prepares a list of SPWs whose contracts are expiring and hands it over to the head of the methodological commission (hereinafter – the Head) for assessing the quality of educational classes.

5.2. During the academic year, the head of the commission organizes visits to the educational classes in accordance with the schedule of educational classes of the university approved by the Rector.

5.3. The head of the commission draws a conclusion based on the results of the educational class, which they submit to the head of the University's competitive commission no later than June 30.

Form of a notice about the organization of the evaluation of the quality of an educational class

To Vice-Rector for Scientific-
Pedagogical Work _____
(name and surname)

From the Head of the Department

(name of the department)

(name and surname)

NOTICE

I request to assign the methodological commission to evaluate the quality of
an educational class (_____) _____
(a form of the class) (position, academic title, scientific degree,
name and surname of the scientific and pedagogical worker)

in the discipline “ _____ ” on the topic “ _____ ”
(full discipline title) (full topic title)

that takes place on _____ at _____ in room No. _____
(date) (time) (room number)

Aim of the class: _____
(acquiring an academic title, promotion, etc.)

(Submission date)

(Signature)

Form of an order to the head of the department

Chernihiv Polytechnic National University

To the Head of the Department

.....
.....
.....

ORDER

..... at in room an assessment of the quality of the educational class of the lecturer of your department will be carried out.

.....
..... is assigned as Chairperson of the Methodological Commission.
..... are assigned as members of the Methodological Commission.

I ask you to ensure that scientific and pedagogical workers of the department, who are free from scheduled classes at this time, attend this class. According to the results of attending the class, an extended meeting of the department should be held with the participation of the chairperson and members of the methodological commission, where it should be discussed.

Sincerely,

Head of the Department of Methodological
Work, Accreditation and Licensing

“ ” _____ 20__

(signature)

Instructions to the chairperson of the methodical commission

Chernihiv Polytechnic National University

“ ” _____ 20__

INSTRUCTION No. _ _ _

Dear colleague!

In order to assess the quality of the educational session, a methodical commission is created, the head of which is you personally. Members of the commission are:

.....
.....

It is necessary for you and the members of the Commission to organize a visit and discussion of an educational class

.....
in a discipline
on the topic
that will take place at in room.....

According to the results of the assessment of the quality of the educational session, it is necessary to take part in the meeting of the department and prepare the conclusions of the commission within a three-day period (the questions that must be noted in them are on the reverse side).

The conclusions are signed by the chairperson and members of the Commission.

The time spent on this assignment is included in the "Organizational work" section of the lecturer's individual plan.

Please indicate your consent by means of the notification below to the Department of Methodological Work, Accreditation and Licensing.

Sincerely,

Head of the Department of Methodological Work,
Accreditation and Licensing

“ ” _____ 20__

(signature)

Notification No. _____

agree to perform the duties

do not agree to perform the duties, because

.....
.....
.....

(signature, name and surname)

Instructions to a member of the methodical commission

Chernihiv Polytechnic

“ ___ ” _____ 20__

INSTRUCTION No. ___

Dear colleague!

We are writing to you with instructions as part of the methodological commission, whose chairperson is to conduct the quality assessment of an educational class

.....
in a discipline
on the topic
that will take place at in room.....

According to the results of the assessment of the quality of the educational session, it is necessary to take part in the meeting of the department and prepare the conclusions of the commission within a three-day period (the questions that must be noted in them are on the reverse side).

The conclusions are signed by the chairperson and members of the Commission.

The time spent on this assignment is included in the "Organizational work" section of the lecturer's individual plan.

Please indicate your consent by means of the notification below to the Department of Methodological Work, Accreditation and Licensing.

Sincerely,

Head of the Department of Methodological Work,
Accreditation and Licensing

“ ___ ” _____ 20__

(signature)

Notification No. _____

agree to perform the duties

do not agree to perform the duties, because

.....
.....
.....

(signature, name and surname)

Form of the reverse side of the instruction to the chairperson and members of the methodical commission

Issues that are recommended to be noted in the conclusions of the commission:

1. Correspondence of the class topic to the work program of the discipline, its availability in the MOODLE distance learning system.
2. If the topic and class plan, educational, methodical, reference literature, tasks and recommendations for independent work are announced; whether there are local conclusions and a general summary, a connection with other disciplines and previous classes. What is the purpose of the class? What problems are there in the professional plan, in the assimilation of the material? Are the major and minor points emphasized?
3. Is the connection between theoretical material and practice highlighted?
4. In what language is it taught; quality of speech; diction, pace; accessibility, imagery.
5. Does the lecturer know the material they teach and at what level; is there a professional orientation of the class?
6. Use of technical teaching aids (only in this class or constantly), methodical expediency of their use.
7. Contact with students. Does the lecturer ask questions? Do students ask questions; do they get a complete answer?
8. Start and end of the class (on time or not).
9. The lecturer's attitude towards disciplinary violations (whether students who are late are allowed to attend classes, extraneous conversations, engagement in other matters, etc.).
10. General impression.

Example of an extended meeting of the department

APPROVED BY
Vice-Rector for Scientific-
Pedagogical Work of CPNU

_____ Volodymyr Kalchenko
“ ” _____ 20__

PROTOCOL No. 20
of a joint meeting of the Methodological Commission of CPNU
and the Department of Renewable Energy as of April 11, 2020

PRESENT: the Chairperson of the Methodological Commission, Prof. I. Marchuk; the Dean of the Faculty of the Social Economics; members of the Methodological Commission Assoc. Prof. V. Zozulia; the Head of the Department of Renewable Energy Prof. Yu. Dobryi, Assoc. Prof. T. Krasovska, Assoc. Prof. N. Pertrenko, Assoc. Prof. D. Akulenko, Senior Lecturer P. Onopko, Senior Lecturer V. Samsonenko, Lecturer N. Mykhailenko, Lecturer V. Petrov, Assistant M. Peresytko, Assistant P. Zoshchenko

LISTENED TO: information from the Chairperson of the Methodological Commission of Chernihiv Polytechnic National University, the Dean of the Faculty of the Social Economics Prof. I. Marchuk on the results of the quality assessment of the educational class – a lecture of the PhD in Economics, Assoc. Prof. of the Department of Renewable Energy *Olena Stepanchenko*.

The Methodological Commission of the University consists of the Chairperson of the Methodological Commission, the Dean of the Faculty of the Social Economics Prof. I. Marchuk;; a member of the Commission – Assoc. Prof. V. Zozulia in presence of the Head of the Department of Renewable Energy Prof. Yu. Dobryi, Assoc. Prof. T. Krasovska, Assoc. Prof. N. Pertrenko, Assoc. Prof. D. Akulenko, Senior Lecturer P. Onopko, Senior Lecturer V. Samsonenko, Lecturer N. Mykhailenko, Lecturer V. Petrov, Assistant M. Peresytko, Assistant P. Zoshchenko attended a lecture in the discipline “Accounting of generated electricity” for students of CE061, CE062 groups conducted by Assoc. Prof. of the Department of Renewable Energy *Olena Stepanchenko* on the topic “Peculiarities of daily and seasonal tariffs and their use for the development of electrical equipment operation schedules” on April 10, 2020 at 16:25 in room I-210 at Chernihiv Polytechnic National University.

The lecture started according to the schedule, on time, without students being late, the attendance of students was 96%. The topic and plan of the lecture corresponds to the work program of the discipline "Accounting of generated electricity".

In the introduction to the lecture "Features of daily and seasonal tariffs and their use for the development of electrical equipment operation schedules" Olena Stepanchenko announced the topic of the class, the purpose of the lecture, the task and relevance of the topic, recommended a list of educational, methodical, and reference literature. During the lecture, the connection between the course topics and other disciplines was shown.

Structurally, the lecture material is systematically ordered. The lecturer logically connected the material with previous and subsequent lectures, with related disciplines, such as "-----", "--", "-----", "- -----", which contributed to revealing the content of the lecture. The topic of the

lecture is relevant and aroused the interest of the students. Each issue of the lecture was considered at a high scientific and pedagogical level.

The pace of the lecture is even, the voice is loud, the diction is clear. Olena Stepanchenko used explanatory-illustrative, partially-research and research teaching methods. The lecture was delivered in Ukrainian.

From a methodological point of view, the lecture was structured professionally and correctly. The structure of the lecture was determined by a logical sequence, the constituent parts were proportional and interconnected. Theoretical points were well-grounded. The lecture material was well-developed, interesting, the structure of the lecture was thought out and includes examples that clarify the theoretical and methodological essence of the topic. Technical means were used in the teaching process. The students worked with handouts.

During the lecture Olena Stepanchenko freely talked to students, asked questions, encouraged students to be active and interact.

At the end of the lecture, conclusions are made, the connection with practical classes is emphasized. The lecture was organized at a high level.

SPEAKERS:

1. Chairperson of the Methodological Commission of Chernihiv Polytechnic National University Prof. I. Marchuk:

The topic and content of the lecture correspond to the content of the work program and the thematic plan of the discipline "Accounting of generated electricity". The text of the lecture, list of literature, handouts are given to the students. In the structure of the lecture, there is an introduction, which contains a clear formulation of the topic of the lecture and setting the task; logical sequence; conclusions; specificity of the task for independent work. Olena Stepanchenko expressed her thoughts clearly and precisely, presented educational material freely without depending on the lecture outline, providing the opportunity for students to outline the main content of the material. Contact with the audience, the ability to activate attention and the educational influence of the teacher's personality on the students are observed. The assessment of the level of Olena Stepanchenko's lecture in the discipline "Accounting of generated electricity" is high.

2. PhD in Economics, Assoc. Prof. V. Zozulia:

The topic, purpose, and task of the lecture were clearly and precisely stated. The list of educational and methodological literature was announced. The presentation of the material is consistent and focused, during the lecture technical teaching aids were used. Detailed explanations and practical examples are provided. Good contact with the audience, attention and discipline are excellent. Local and general conclusions are made. The purpose of the lecture was achieved. There are no remarks.

3. Phd in Economics, Assoc. Prof. D. Akulenko

The topic of the lecture corresponded to the work program; after the announcement of the lecture plan, the purpose and tasks of the lecture were formulated; during the course of the lecture, the secondary and the primary points were emphasized; the pace and imagery of teaching meets the requirements of a higher school, the lecturer is fluent in the material, conclusions were drawn during the lecture and at the end of the class.

4. The Head of the Department of Renewable Energy, PhD in Economics, Prof. Yu. Dobryi.

The lecture meets the requirements of teaching in a higher education institution, the lecturer has high professional training, maintains close contact with the audience; the lecturer has a confident command of the material. Remarks: the lecturer needs to pay more attention to fostering in students drawing their own conclusions and opinions during the presentation of the material; general impressions from the lecture are positive.

Olena Stepanchenko's lecture on the topic "Peculiarities of daily and seasonal tariffs and their use for the development of electrical equipment operation schedules" in the discipline "Accounting of generated energy" was conducted at a high professional and methodical level;

accessible, consistent, fully disclosed the content of the lecture in accordance with the work program.

AGREED BY:

Taking into account the experience of scientific research and educational and methodological work, as well as the desire to continue working in the field of education and science, *Olena Stepanchenko* can be recommended for the award of the academic title of Associate Professor at the department of Renewable Energy Sources.

APPROVED BY:

Chairperson of the Commission

Doctor of Economic Sciences, Professor

I. Marchuk

Member of the Commission

PhD in Technology, Assoc. Professor

V. Zozulia

Head of the Department of Renewable Energy

PhD in Economics, Professor

Yu. Dobryi

Report on the results of visiting the educational class

Date and time _____, place _____ (campus, room). Group _____

Title of the discipline _____

Topic _____

Number of students: in the list _____, present _____.

Form of the class: lecture, laboratory class, practical class, other.

<i>Criteria</i>	<i>Result</i>		
1. Start and end of the class	on time (1 point)	late (0 points)	
2. Language of instruction	Ukrainian, English (1 point)	other (reprimand)	
3. Speech quality, diction, tempo, accessibility, imagery, accented presentation of lecture material (highlighting tempo, voice, intonation, repetition of the most important information).	enough (1 point)	needs improvement (0 points)	
4. Speech culture, speaking skill, expressiveness of speech, oratory, pedagogical tact	high (1 point)	partially (0,5 points)	needs improvement (0 points)
5. The use of technical teaching aids and information technologies, visual aids, didactic material, slides, videos, educational films, etc., methodical expediency of their use.	used (1 point)	not used due to the lack of methodological feasibility of their use (1 point)	not used, but there is a methodical expediency of their use (0 points) used, but there is no methodical expediency of their use (0 points)
6. Correspondence of the topic of the lesson to the work curriculum of the discipline, its availability in the MOODL distance learning system.	corresponds (1 point)	doesn't correspond (0 points)	work curriculum is not available in the MOODL distance learning system (reprimand)
7. If the topic and class plan, educational, methodical, reference literature, tasks and recommendations for independent work are announced; whether there are local conclusions and a general summary, a connection with other disciplines and previous classes.	yes (1 point)	partially (0,5 points)	no (0 points)
8. Connection of theoretical material with practice (disclosure of practical significance of knowledge, bright facts from	yes (1 point)	partially (0,5 points)	no (0 points)

practice).Professional orientation of the lesson.			
9. Use of own developments from the course.	yes (1 point)		no (0 points)
10. If the teacher know the material he teaches; teaching level.	high (1 point)	sufficient (0,5 points)	low (0 points)
11. Ability to establish contact with students. Activation of students' thinking by raising problematic questions and resolving contradictions during the lesson. Use of techniques for maintaining attention (rhetorical questions, jokes, rhetorical techniques).	yes (1 point)		no (0 points)
12. Discipline and attention of the audience in class. The attitude of the teacher to the violation of discipline (conversations, doing other things, etc.).	no discipline violations (1 point)	there is a correspondent respond (1 point)	the lecturer does not respond (0 points)