

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020 p.

PROCEDURE

**of development, approval, monitoring and closure
of educational programs at the National University
Chernihiv Polytechnic**

Chernihiv 2020

1. This procedure is developed in accordance with Art. 1 of the Law of Ukraine "On Education", Art. 1, 10, 16, 25, 36 of the Law of Ukraine "On Higher Education", Licensing conditions for educational activities of educational institutions, approved by the Cabinet of Ministers of Ukraine dated December 30, 2015 № 1187 (as amended by the Cabinet of Ministers of Ukraine dated May 10, 2018 № 347) (hereinafter - the License Terms), as well as the Regulations on the accreditation of educational programs, which are training applicants for higher education, approved by the order of the Ministry of Education and Science of Ukraine dated July 11, 2019 № 977 (hereinafter - the Regulations on Accreditation).

2. This procedure is such a component of the Quality Assurance System of Higher Education at the National University "Chernihiv Polytechnic" (hereinafter - the University), which determines the procedure for development, approval, monitoring and closure of educational programs.

3. Educational (educational-professional, educational-scientific or educational-creative) program - a single set of educational components (list of disciplines and logical sequence of their study, the number of ECTS credits, individual tasks, tests, etc.), planned and organized to achieve certain learning outcomes (competencies), which must be mastered by the applicant of the appropriate degree of higher education.

4. The standard of education of the appropriate level (if any) defines the following requirements for the educational program:

- the amount of ECTS credits required to obtain the appropriate degree of higher education;
- list of graduate competencies;
- normative content of training of applicants for higher education, formulated in terms of learning outcomes;
- forms of certification of applicants for higher education;
- requirements for the existence of a system of internal quality assurance of higher education;
- requirements of professional standards (if any).

5. Educational programs should provide educational components for free choice by students. Student self-government bodies may provide suggestions and comments on the content of curricula.

6. The University may use standard or other educational programs that are developed and approved in accordance with the laws of Ukraine "On Education" and "On Higher Education".

7. The construction, presentation, design and content of educational programs are considered by the Academic Council of the University and approved in the form of development recommendations for research and teaching staff.
8. The new educational program is developed on the initiative of the management of the University, educational and scientific institute, faculty and / or initiative group of scientific and pedagogical workers.
9. The initiator of the new educational program conducts a comparative analysis of similar programs that operate in leading foreign and domestic higher education institutions, and formulates conclusions on:
 - relevance of the educational program;
 - duration of the educational program, list of educational components, requirements for the level of teaching, etc .;
 - sufficiency of available resources (personnel, financial, organizational, logistical, etc.).
10. The Graduate Department submits to the Department of Methodological Work, Accreditation and Licensing proposals on the composition of the project team, which must meet the License Terms.
11. The composition of the project group, which is responsible for initiating educational activities, is formed and approved by the order of the Rector of the University separately for each educational program.
12. The head of the project group - the guarantor of the educational program is responsible for the implementation of the educational program.

Another full-time scientific-pedagogical or scientific employee of the University may be appointed (by a separate order of the Rector of the University) as a guarantor of the educational program.

13. Development and approval of educational programs involves the following actions.
 - 13.1. Planning and organization of the project team.
 - 13.2. Acquaintance with the standard of higher education for a certain specialty.
 - 13.3. Formulation of expected learning outcomes.
 - 13.4. Development of components of the educational program (profile, list of components, form of certification of applicants, matrix of conformity of program competences, matrix of providing program learning outcomes).
 - 13.5. Verification and approval of the educational program by the educational department and the department of methodical work, accreditation and licensing.
 - 13.6. Coordination with stakeholders and (or) review of the educational program.

13.7. Approval of the educational program by the Academic Council of the University.

13.8. Adjustment of the Rules of admission to the University regarding the list of accredited and non-accredited educational programs.

13.9. Adjustment of the quality assurance system of educational activities and the quality of higher education of the University in relation to the schedule of revision of the educational program.

13.10. Posting information about the educational program for public access on the official web resources of the University.

14. A typical process for developing and updating an educational program involves following the following calendar schedule:

14.1. From September 15 to November 1 - development or updating of the educational program by the project team taking into account the recommendations of stakeholders both on the basis of self-assessment and external evaluation.

14.2. From November 1 to December 1 - publication of the draft educational program on the official website of the University.

14.3. From December 1 to January 1 - finalization of the educational program by the project team taking into account the received proposals, comments and recommendations.

14.4. From January 1 to March 1 - approval of the educational program by the Academic Council of the University.

14.5. Until March 15 - publication of the approved educational program on the official website of the University.

15. Monitoring and periodic review of the educational program is carried out by stakeholders, the guarantor of the educational program and the management of the University by analyzing the effectiveness of its further implementation in the same form. This takes into account:

15.1. Adoption or adjustment of the standard of higher education.

15.2. Conclusions of accreditation examination.

15.3. Feedback from stakeholders.

15.4. Review of the mission and strategy of the University.

15.5. The results of scientific research.

15.6. The results of the introductory campaign.

15.7. Other.

16. If it is necessary to make changes, the guarantor of the educational program adjusts the necessary elements of the educational program, coordinates it with the educational department, the department of methodical work, accreditation and licensing, submits for approval by the Academic Council of the University. The changes are implemented by order of the Rector and must be published on the official web resources of the University by March 31.

17. In case of establishment of inefficiencies based on the results of monitoring or periodic review, the guarantor of the educational program prepares a substantiation of the need to close the educational program.

18. Closing of the educational program may be carried out after the completion of training by those applicants for higher education who have previously entered the educational program.

19. The decision to close the educational program is made by the Academic Council of the University after consideration of the application from the guarantor of the educational program.

20. The decision to close the educational program is published on the official web resources of the University and is the basis for termination of admission to this educational program.