

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

Regulation
about the sector of higher education quality management systems
at the National University "Chernihiv Polytechnic"

with changes made in accordance with the decision
Academic Council of 30.11.2021, Minutes №11,
and the order of the rector №215 as of 30.11.2021

Chernihiv 2020

1. General provisions

1.1 Regulations on the sector of quality management systems of higher education

(hereinafter - the SMYAVO sector) of the National University "Chernihiv Polytechnic "(hereinafter - the University) concluded in order to establish order creation and reorganization of the SMYAVO sector, determination of the purpose of its activity, tasks, functions, the order of organization of its work, its definition structure, order of interaction with other departments of the University, relevant rights and responsibilities, etc.

1.2 The sector of higher education quality management systems is structural a division of the University.

1.3 The main goal of the SMYAVO sector is to ensure the quality of education activities and quality of higher education in its various components at the University.

1.4 In its activities, the SMYAVO sector is guided by the current one legislation of Ukraine, the regulatory framework of the University and data Regulations.

1.5 The Sector cooperates with all structural units in its activities departments of the University, the Council for Quality Assurance in Higher Education

University, student government of the University, stakeholders public organizations, etc.

2. Main tasks and functions

2.1. The main tasks and functions of the SMYAVO sector are:

- monitoring the quality of educational activities of the University in the following components:
- organization, conducting and analysis of survey results (questionnaires)
- higher education seekers, teachers and stakeholders on quality issues
- organization of the educational process at the University, the quality of educational programs, quality teaching disciplines and the level of preparedness of graduates University to professional activity;
- providing organizational and methodological assistance to the authorities student government to conduct their own surveys and questionnaires and other situational measures on the organization of educational process;
- analysis of the quality of training (organization attending classes, etc.) based on the results of the planned and unscheduled open classes;
- monitoring the quality of higher education in the following components:
- evaluation of applicants for higher education (organization and conduct rector's control of residual knowledge of higher education students);
- analysis of success and achievements of higher education seekers (results credit-examination sessions, assessment of practices, certifications, etc.).
- □ coordination of the work of structural divisions of the University on issues quality of the educational process;
- prompt response (preparation of draft orders and other materials on the quality of the organization of the educational process) for identified violations
- licensing and / or accreditation conditions, norms of higher education standards and educational programs of the University;
- acquaintance and analysis of educational and methodical complexes on disciplines;
- making recommendations to the departments on improving the curriculum process;

- acquaintance of departments with innovative technologies of training which implemented at certain departments of the University;
- preparation of a report and informing teachers and applicants for higher education University on the results of monitoring the quality of the educational process;
- analysis of the system of organization of educational activities at the University as a whole;
- development of proposals for consideration by the Academic Council of the University, the rector and the relevant advisory bodies to improve this activities taking into account the latest educational technologies, formation relevant recommendations and other regulations on it improvement.

3. Management and staffing

3.1. The management of the SMYAVO sector is carried out by scientific and pedagogical an employee who is entrusted with the performance of duties by order of the Rector University on a voluntary basis. The SMYAVO sector is part of this the order includes leading scientific and pedagogical staff of the University, the number of which is determined by the rector. Head of the SMYAVO sector reports to the Vice-Rector for Research and Teaching.

4. Logistics

4.1. The SMYAVO sector is located and operates on the material and technical base of the University.

4.2. The SMYAVO sector has the right in accordance with the established procedure use the material and technical base and structural equipment divisions of the University.

5. Organization of activities

5.1. The activities of the SMYAVO sector are carried out in accordance with the provisions of internal system of quality assurance of higher education of the National University "Chernihiv Polytechnic" and is based on development strategies National University "Chernihiv Polytechnic", approved annual work plans of the University and tasks of the rector (vice-rector).

5.2. The SMYAVO sector, within its powers, carries out organizational activities measures and control over the relevant activities of other structural units

6. Final provisions

6.1. This Regulation is approved by the Academic Council of the University and put into effect by order of the rector.

6.2. The SMYAVO sector is created or liquidated by the order of the rector for by the decision of the Academic Council of the University. In the same order changes are made and additions to the Regulations, its new wording or Regulations are approved is canceled. This Regulation is not an original scientific text and the authors do not claim authorship and primary source. This text is based on European and domestic practices, regulations, methodological development of individual institutions of higher education, as well as materials and cases National Agency for Quality Assurance in Higher Education.