

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

APPROVED BY

Academic council of Chernihiv
Polytechnic National University
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Regulation
about the internal quality assurance system of higher education
at the National University "Chernihiv Polytechnic"

Chernihiv 2020

1. General provisions

1.1. Regulations on the internal quality assurance system Education (hereinafter - the Regulations) of the National University "Chernihiv Polytechnic" developed on the basis of the Law of Ukraine "On Higher Education" and on principles set out in "Quality Assurance Standards and Guidelines in the European Higher Education Area" of the European Association for Assistance quality of higher education and the national standard of Ukraine "Management systems quality" DSTU ISO 9001: 2015 IDT.

1.2. Internal quality assurance system of higher education (hereinafter - The system) of the University is developed according to the principles:

- compliance with European and national quality standards higher education;
- autonomy of the University, which is responsible for ensuring quality of educational activities;
- quality monitoring;
- a systems approach that involves quality management for all stages of the educational process;
- continuous improvement of the quality of scientific and pedagogical potential and quality of education;
- Involvement of higher education seekers, employers and others stakeholders in the quality assurance process;
- openness of information at all stages of quality assurance.

1.3. The system provides for the implementation of the following procedures and measures:

- improving the planning of educational activities;
- improving the quality of the contingent of applicants for higher education;
- strengthening the human resources of the University;
- improvement of material and technical support of the educational process and support for higher education;
- use of information systems to increase efficiency management of educational activities;
- ensuring publicity of information about the activities of the University;
- creation of an effective system of prevention and detection of academic plagiarism in the scientific works of scientific and pedagogical workers and graduates education;
- participation of the University in national and international rankings research of higher education institutions.

1.4. The main components of the system are documents on the organization of education activities and ensuring the quality of higher education in relation to the functioning of the system quality management at the University according to the list presented in Annex 1 to this Regulation.

2. Planning of educational activities

2.1. Based on higher education standards for each level of higher education

within each specialty the University develops educational programs in accordance with the procedure for developing, approving, monitoring and closing educational programs in

Chernihiv Polytechnic National University.

2.2. Educational (educational-professional, educational-scientific) program for a particular specialty is developed by the working group of the relevant faculty (Educational and Scientific Institute), which includes leading experts in this field specialties, representatives of employers and student government.

The educational program is approved by the decision of the Academic Council of the University and is introduced in effect by order of the rector. Review of educational programs and curricula takes place at the results of their monitoring, taking into account the development of the industry and needs society, as well as the results of feedback from scientific and pedagogical employees, graduates, graduates and employers

2.3. On the basis of educational-professional (educational-scientific) program graduating department in accordance with the regulations on the organization of the educational process in Chernihiv Polytechnic National University is developing a study a plan that determines the content of education and regulates the organization of education process. The curriculum is approved by the decision of the Academic Council of the University and put into effect by order of the University.

2.4. For each academic year by the directorates of educational and scientific institutes (deans' offices of faculties) taking into account the selected applicants for higher education disciplines are developed individual curricula that contain information on the list and sequence of study disciplines, volume educational load of the applicant of higher education (all types of educational activities), types of individual tasks, assessment system final control of knowledge, certification of the applicant of higher education). Selective academic disciplines included in the individual curriculum of the applicant higher education are required for study. Individual curriculum signed by the applicant for higher education, approves the director of the educational and scientific institute (dean of the faculty, director center)

2.5. On the basis of individual curricula training department draws up a working curriculum of the educational (academic) group in which the peculiarities of the organization of the educational process for each group are specified applicants for higher education of all forms of education and the content of the sample. Working the curriculum is approved by the director of the Institute, the dean of the faculty, head of the graduating department, head of the educational department and approved by the first vice-rector. Based on working curricula the educational department draws up a schedule of the educational process for the academic year, schedule of classes, schedule of credit-examination session and schedule of attestations.

2.6. For each discipline (educational component) research and teaching staff annually develops (updates) educational and methodological support of the educational process: working programs of educational disciplines and syllabi, cross-cutting programs and internship programs, training and methodical materials (textbooks, manuals, methodical developments, recommendations, instructions, as well as other educational literature) in accordance with the requirements regulations on the organization of the educational process at the National University "Chernihiv Polytechnic" and other documents on the organization of educational activities and ensuring the quality of higher education in accordance with Annex 1. Applicants for higher education are provided with free permanent access to electronic database of educational and methodological support (web resources of educational disciplines) in the university-wide distance learning system Moodle.

3. The system of assessing the level of knowledge of higher education seekers

3.1. The system of assessing the level of knowledge of higher education seekers operates in compliance with the following regulations of the University:

- provisions on the organization of the educational process in the National Chernihiv Polytechnic University;
- provisions on the assessment of knowledge of applicants for higher education Chernihiv Polytechnic National University;
- regulations on the organization and procedure of the rector's office control of residual knowledge of higher education students of the National University Chernihiv Polytechnic;
- provisions on the procedure for creating and organizing work examination commissions for the certification of applicants for higher education of the National Chernihiv Polytechnic University.

3.2. The system of assessment of knowledge of higher education seekers includes current, intermediate and semester control of knowledge in each discipline, evaluation of the results of practices and certification of applicants for higher education according to a certain educational degree, as well as rector's control of knowledge.

3.3. Current control is carried out during the semester during conducting lectures, practical, laboratory, seminar classes, performance of individual tasks and is estimated by the sum of the gained points.

3.4. Intermediate control aims to assess the results of the applicant's knowledge higher education after studying the material from the logically completed part discipline. This type of control can be carried out in the form of control work (tests) and is evaluated by the corresponding sum of points.

3.5. Semester control is conducted in the form of an exam, differentiated credit (credit), defense of course work (project), determined by the curriculum in the terms provided by the training schedule process, and is evaluated in points on a 100-point system, on the national scale and ECTS scale.

3.6. Evaluation criteria are a mandatory part of the working training discipline and syllabus programs. At the beginning of the semester scientific and pedagogical the employee who teaches the discipline must acquaint the applicants for higher education with the content, structure of the discipline, as well as with the system of evaluation criteria.

3.7. Ratings are determined and published after each session applicants for higher education by performance.

3.8. To take into account the views of higher education seekers on the quality and objectivity of the evaluation system are constantly conducted annual sociological survey of applicants for higher education and graduates, as well as student monitoring the quality of the educational process using an electronic system

<https://poll.stu.cn.ua/auth.php> (survey of higher education applicants on quality of scientific and pedagogical staff and educational programs), systems Moodle (survey of higher education students on the quality of teaching for each academic discipline), etc.

3.9. The control of residual knowledge is carried out some time after study of the discipline. This type of control does not affect the effectiveness (evaluation) training of the applicant for higher education and is carried out selectively in accordance with the regulations on the organization and procedure of rector's control of residuals knowledge of higher education students at the National University "Chernihiv Polytechnic »» to determine the level of residual knowledge of higher education, quality control of the educational process and improvement of evaluation criteria educational achievements of higher education seekers.

3.10. According to the results of the rector's control of applicants' knowledge

higher education educational department conducts its detailed analysis, results which are considered at meetings of departments, methodical commissions of educational and scientific institutes (faculties) and are brought to the attention of the rector.

3.11. Certification of higher education seekers is an establishment compliance of learning outcomes of higher education students with the requirements of education program and / or requirements of the single state qualification program exam.

3.12. Forms of certification of applicants for higher education are determined for each level of higher education within a specific educational program. Certification can be carried out in the following forms:

- attestation exam (exams);
- public defense of qualifying works;
- unified state qualification exam;
- qualification test state exam "Step" and practice-oriented exam.

Applicants for higher education who have fully completed it are admitted to the certification curriculum and successfully passed all exams and tests.

3.13. The main requirements for certification are determined regulations on the procedure for establishing and organizing the work of examination papers commissions for attestation of higher education seekers of the National University Chernihiv Polytechnic.

3.14. Requirements for writing and design, evaluation criteria qualification works are determined by methodical recommendations on performance and registration of qualification works of applicants for higher education educational degrees "Bachelor" and "Master" of the National University Chernihiv Polytechnic

3.15. Responsible for implementing and improving the system assessment of the level of knowledge of applicants for higher education: departments, educational and scientific institutes, faculties, educational department, first vice-rector.

4. Ensuring the quality of staff

4.1. The procedure of competitive selection and appointment to the position of scientific and pedagogical workers is regulated by the procedure of competitive competition selection when filling vacancies of scientific and pedagogical workers in National University "Chernihiv Polytechnic".

4.1.1. For the positions of scientific and pedagogical workers are elected as a rule, persons with scientific degrees and / or academic titles.

4.1.2. Basic requirements for persons who can apply for positions scientific and pedagogical workers, determined by the procedure of the competition selection when filling vacancies of scientific and pedagogical workers in National University "Chernihiv Polytechnic"

4.1.3. The term of the employment agreement (contract) is set by agreement of the parties, but not for more than five years.

4.1.4. In some cases, in case of impossibility to provide educational process by available full-time employees, vacant positions of research and teaching staff may be filled under the employment contract before conducting competitive replacement of these positions in the current academic year.

4.2. Work planning and reporting of research and teaching staff.

4.2.1. The working hours of research and teaching staff are regulated Law of Ukraine "On Higher Education" and regulations on the organization of education process at the National University "Chernihiv Polytechnic".

4.2.2. The main document of planning and accounting of the work of research and teaching staff of the University is the individual work plan of the research and teaching staff, which indicates all types of work planned for academic year and for which the research and teaching staff reports.

The main types of work are educational, methodical, scientific and organizational. Individual plans are considered at the meeting of the department and approved head of the department. The individual plan of the head of the department is approved Director of the Educational and Scientific Institute (Dean of the Faculty).

4.2.3. Annually at the end of the school year at a meeting of the department the implementation of scientific and pedagogical staff of Individuals is discussed plans. The scientific and pedagogical worker is obliged to make a written report, which is heard and approved at the meeting of the department.

4.3. Evaluation of scientific and pedagogical workers.

4.3.1. Evaluation of research and teaching staff provides objective analysis of the quality of their work and serves to enhance professional activity.

4.3.2. Evaluation of scientific and pedagogical workers is carried out by determining their ratings based on the results of the calendar year.

4.3.3. Individual ratings are the basis for stimulating research and teaching staff: bonuses, allowances, etc.

4.3.4. The rating indicators are based on the list of types of work scientific and pedagogical workers, accreditation requirements, official requirements instructions of scientific and pedagogical workers, requirements to activity University, taking into account the indicators for determining the ratings of institutions higher education and the requirements of the strategic development plan of the National University Chernihiv Polytechnic.

4.3.5. Determining the ratings of research and teaching staff is held at the end of the school year using an electronic system reporting, in accordance with the provisions of the annual evaluation of research and teaching staff and departments of the National University "Chernihiv Polytechnic".

4.3.6. Rating lists of scientific and pedagogical workers published on the official website of the University.

4.3.7. Component of monitoring the quality of education and performance appraisal scientific and pedagogical workers are sociological surveys of graduates education and graduates, conducted using an electronic system surveys, Moodle systems, and the Student Council of the University.

4.4. Professional development of scientific and pedagogical workers.

4.4.1. The purpose of professional development and internships of research and teaching staff of the University is to improve the professional training by deepening, expanding and updating professional competencies.

4.4.2. To improve the skills of research and teaching staff.

The university conducts:

- external professional development of teachers;

- internship of teachers at leading enterprises, institutions and establishments relevant profile;
- internal training of teachers (conducting and visiting open classes; introduction of innovative methods training sessions).

4.5. Responsible for ensuring the quality of staff: first Vice-Rector, Vice-Rector for Scientific and Pedagogical Work, Directors of Educational and Scientific Institutes (Deans of Faculties), Heads of Departments, Personnel Department, training department.

5. Ensuring the availability of necessary resources for the organization of educational process and support for higher education

5.1. Providing the necessary resources for the educational process and support for higher education at the University meets the license and accreditation requirements.

5.2. Providing the necessary resources for the educational process.

5.2.1. The material and technical base of the University is completely adapted for the preparation of applicants for higher education. The educational process is carried out in 16 training and laboratory buildings, training and production sites and on practice bases.

5.2.2. Provision of computers to the existing contingent of applicants higher education meets the license conditions. Conditions have been created at the University for Internet access, WiFi network operates in the University buildings.

5.2.3. The educational process is provided with educational, methodical and scientific literature on paper and electronic media thanks to scientific funds library, activities of the editorial and publishing department, web resources University.

5.3. Support for higher education is provided in a developed way social infrastructure: 6 dormitories, sports and health, cultural and educational centers, recreation centers and entertainment complexes.

5.4. Assessing the level of provision of resources for the educational process and support for higher education is provided by the student monitoring of the educational process, internal accreditation procedures according to

regulations on internal accreditation of educational programs in the National University "Chernihiv Polytechnic", as well as permanent holding stakeholder surveys.

5.5. Responsible for providing the necessary resources: Vice-Rector administrative and economic work and economic issues, vice-rector for scientific-pedagogical and educational work, head of educational-scientific information and computing center, head of the scientific library, editorial and publishing department.

6. Information systems for effective educational management activities

6.1. Effective quality management of educational activities in Universities are facilitated by an electronic system for collecting and analyzing information Automated management system of higher education institution (ACS) "University").

6.2. The components of the system of collection and analysis of information AS "V N Z" are databases on the main areas of educational activities of the University:

- contingent of applicants for higher education;
- staffing of educational activities;
- curricula for higher education;

- resource provision of the educational process (lecture halls and laboratories).

6.3. ACS "University" allows you to synchronize database data with Unified State Electronic Database of Education (EDEBO).

6.4. Responsible for information systems in educational management process: first vice-rector, administrator of ACS "University", educational department, Human Resources Department.

7. Prevention and detection of academic plagiarism in scientific, methodical and educational works of scientific and pedagogical workers and applicants for higher education

7.1. The plagiarism prevention and detection system is designed in accordance with Regulations on Academic Integrity of Higher Education Applicants and Scientific and Pedagogical Workers of the National University "Chernihiv Polytechnic University", the procedure for checking the qualification works of applicants higher education on plagiarism at the National University of Chernihiv

Polytechnic "" and the procedure for conducting inspections of scientific, educational and educational and methodical publications on plagiarism at the National University Chernihiv Polytechnic.

7.2. The system for preventing and detecting academic plagiarism includes himself:

- procedures and measures to create conditions that make it impossible academic plagiarism;
- detection of academic plagiarism in scientific articles, monographs, dissertations, textbooks, educational publications;
- prosecution for academic plagiarism.

7.3. Academic plagiarism prevention and detection system extends to scientific and educational works of scientific and pedagogical, researchers and other employees of the University, doctoral students, graduate students and applicants for higher education.

7.4. All scientific papers and educational publications prepared for publication are checked for academic plagiarism and considered on meetings (scientific seminars) of departments, other structural units in which authors of works work.

7.5. Before submitting for consideration to the Academic Council of the University periodical scientific edition of the University editorial board checks accepted to publishing an article on the absence of academic plagiarism.

7.6. When considering a dissertation completed at the University, on a scientific seminar (meeting of the department) is a review of the dissertation and abstract in the absence of academic plagiarism.

7.7. Before accepting the dissertation submitted for defense to

specialized Academic Council of the University, a dissertation review and abstract on the absence of academic plagiarism.

7.8. Responsibility of scientific and pedagogical, scientific and others employees of the University for academic plagiarism is determined by them job descriptions and internal regulations of the University.

7.9. For technical support of the examination of scientific and educational works on the presence of academic plagiarism on the official website of the University links to free programs on online services from checks of works for plagiarism.

8. Functioning of the university-wide sector of the system quality management

8.1. At the University, in accordance with the regulations on the systems sector Quality Management of Higher Education at the National University "Chernihiv Polytechnic" operates the sector of quality management systems, which includes leading scientific and pedagogical workers.

8.2. It directly coordinates the work of the quality management systems sector Vice-Rector for Scientific and Pedagogical Work of the University. The main document regulating the goals, objectives and work of the sector is a list of documents from the organization educational activities and ensuring the quality of higher education in relation to the functioning of the system quality management at the National University "Chernihiv Polytechnic" (Annex 1).

8.3. The main tasks of the sector are:

- analysis of the system of organization of the educational process;
- acquaintance and analysis of educational and methodical complexes on disciplines;
- acquaintance and analysis of current, intermediate and final control knowledge and skills acquired by higher education students in academic disciplines;
- preparation of a report and informing teachers and applicants for higher education University on the results of monitoring the quality of the educational process;
- 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.

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