

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
on internal accreditation of educational programs in
Chernihiv Polytechnic National University

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 internal accreditation of educational programs in National University "Chernihiv Polytechnic" (hereinafter - the Regulations) developed in accordance with Art. 30, 44 of the Law of Ukraine "On Education", Art. 1, 25, 36 of the Law Ukraine "On Higher Education", Licensing conditions for educational activities educational institutions approved by the resolution of the Cabinet of Ministers of Ukraine of December 30 2015 № 1187 (as amended by the resolution of the Cabinet of Ministers of Ukraine of May 10, 2018 № 347) (hereinafter - the License Terms), Regulations on the accreditation of educational programs, according to which training of applicants for higher education approved by the order is carried out Ministry of Education and Science of Ukraine of July 11, 2019 № 977 (hereinafter - the Regulations on accreditation), as well as the Procedure for development, approval, monitoring and closure

educational programs at the National University "Chernihiv Polytechnic" (hereinafter -The order of development of educational programs).

1.2. This Regulation defines the basic principles and procedure internal accreditation of educational programs for which training is carried out applicants for higher education (hereinafter - accreditation) as an internal tool ensuring the quality of higher education at the National University "Chernihiv Polytechnic "(hereinafter - the University).

1.3. Internal accreditation is carried out by the Academic Council of the University.

1.4. Internal accreditation is carried out on the initiative of the rector.

1.5. The purpose of internal accreditation is:

1.5.1. Establishing compliance with the quality of the educational program and educational activities under this program to the criteria defined by this Regulation;

1.5.2. Assist guarantors in identifying strengths and weaknesses of education programs and educational activities under this program;

1.5.3. Promoting the integration of the University into the European Higher Space education.

1.6. Internal accreditation of the educational program - assessment of the quality of education programs and educational activities of the support group under this program on the subject compliance with the standard of higher education, the ability to meet the requirements of the standard, and also the achievement of the learning outcomes stated in the program in accordance with the criteria

internal evaluation of the quality of the educational program (hereinafter - the Criteria), given in Annex to this Regulation. The criteria are applied taking into account the standards and recommendations of quality assurance in the European Higher Education Area.

1.7. The criteria are applied by the guarantor of the educational program for training information on self-assessment, as well as the Academic Council, the department of methodical work, accreditation and licensing (hereinafter - MRAL department) and experts during the event internal accreditation.

Correspondence of the educational program and educational activities by educational the program is carried out according to each criterion.

1.8. Within one specialty at one level of higher education can simultaneous accreditation of two or more educational programs.

1.9. Departments of the University are obliged to promote accreditation and act in good faith in relations with the Academic Council, the MRAL Department and experts.

2. PROCEDURE FOR INTERNAL ACCREDITATION

2.1. As a rule, the MRAL department draws up a plan by September 1 of each year internal accreditation of educational programs approved by the Academic Council University and implemented by order of the Rector of the University. (paragraph one of item 2.1 of section 2 of the Regulation with changes made in accordance with

by the decision of the Academic Council of 30.11.2021, protocol №11, and the order of the rector № 215 of

11/30/2021) The number of programs that the University wants is taken into account when drawing up the plan

to accredit next year, the number of applicants for higher education, accessibility experts for accreditation examination, etc.

2.2. Guarantor of the educational program, appointed in accordance with the Development Procedure educational programs, submits to the MRAL department such materials for internal accreditation in electronic form:

2.2.1. Approved in the prescribed manner educational program and curriculum for this program;

2.2.2. Information on self-assessment of the educational program in accordance with Criteria and documents confirming the information provided in them;

2.2.3. Reviews and feedback from employers (if available).

2.3. Materials for accreditation are sent in electronic form to

official e-mail of the MRAL department. All documents regarding conducting internal accreditation are formed in the accreditation case, which is conducted in electronic form. The MRA department provides formation accreditation case. If there is information in the documents of the accreditation file, which is

state secret or confidential information is allowed access to such information only in the manner prescribed by law.

2.4. The rector's order appoints the composition of the expert group, which conducts accreditation examination, determines the term of its work, including - directly at the relevant department and the deadline for submission of expert reports groups. At the same time, employees of the MRAL department accompany the accreditation examination and preparation of methodological recommendations for experts before their arrival at the department.

2.5. Expert group for internal accreditation examination educational program is formed of a head and two experts. In the case of simultaneous accreditation of two or more educational programs within one specialties or interdisciplinary educational programs the composition of the expert group may be expanded. Based on the submission of the organization (association) of employers, professional an association of employers may be involved in the work of the expert group (by agreement)

The expert group does not include experts who work (including including on a part-time basis) at the relevant department, or in the presence of other circumstances, indicating a real or potential conflict of interest.

2.6. Information on the appointment of the expert group is sent to the guarantor accredited educational program. According to the substantiated statement of the guarantor of education programs, in particular in the event of a conflict of interest or circumstances grounds for a reasonable assumption of the bias of the expert, the latter may be recalled from the expert group with simultaneous replacement by another expert.

2.7. Internal accreditation examination provides:

2.7.1. Examination by the expert group of information on self-assessment,

materials attached to them, as well as all other materials and related information educational program;

2.7.2. Arrival of the expert group at the department to clarify the facts,

specified in the information on self-assessment, survey of stakeholders parties on the educational program, the formation of recommendations for quality improvement educational activities under this program;

2.7.3. Preparation of a report on the results of internal accreditation expertise.

2.8. Materials are sent to the head and members of the expert group accreditation case in electronic form for preliminary study. During preliminary study of the materials of the accreditation case, each member of the expert.

The group has the right to receive additional information from the guarantor of the educational program at your request.

2.9. Individuals and legal entities can submit appeals to the MRAL department with information related to the accredited educational program. Such appeals are brought to the attention of the members of the expert group.

2.10. Arrival of the expert group to the relevant department is carried out in accordance with a program agreed upon by the head of the expert group and the guarantor of the educational program.

The duration of the expert group's stay at the department may not exceed three days. Compliance with the requirements of the expert group's work program is part of the commitment

departments provided by the internal accreditation procedure. The department, in particular,

ensures the presence of persons at the time determined by the program of work of the expert group, with which are planned individual interviews, interviews, focus groups (guides departments, educational and scientific institutes (faculties), pedagogical, scientific and pedagogical, scientific workers, representatives of student bodies self-government, applicants for higher education). By order of the rector to be at the department as observers can vice-rector for NPR and employees of the MRAL department.

2.11. Heads of departments, faculties, educational and research institutes and departments whose employees participate in the accreditation examination, promote participation such employees in the accreditation examination and other internal activities accreditation of educational programs.

2.12. According to the results of the study of information about self-esteem and information, collected during the inspection at the department, the expert group prepares a reasoned report on the results of the internal accreditation examination (hereinafter - the report).

2.13. The report is signed by all members of the expert group. Member of the expert group, who does not fully or partially agree with the report, has the right to sign it with a separate opinion, which is attached to the report and is an integral part of it.

2.14. The report is submitted by the head of the expert group to the MRA department no later than five working days after the end of work directly at the department in electronic form. The MRAL department within two working days sends a report to electronic guarantor of the educational program.

2.15. The guarantor of the educational program is entitled within three working days from the day receipt of the report to provide the Vice-Rector for NDP with reasoned comments on the report, which may contain, inter alia, information on the violation of the procedure by the expert group conducting accreditation defined by this Regulation.

2.16. On the day of submission of comments to the report or the day after At the end of the deadline for submitting such comments, the MRAL department is preparing a draft expert opinion, which must contain a reasoned proposal for adoption Academic Council decision on accreditation.

2.17. The accreditation case and the draft expert opinion are considered Vice-Rector for NDP, who decides on the approval of the expert opinion and sending the accreditation case for consideration by the Academic Council.

3. LEGAL STATUS OF CONDUCTING EXPERTS ACCREDITATION

3.1. The expert is a specialist who carries out the accreditation examination of education programs at the department.

An expert is a person who has the necessary knowledge and skills that give him the ability to effectively assess the quality of educational programs and educational activities of departments under these programs and develop recommendations for improvement quality of higher education in relevant specialties.

Experts are selected from the scientific and pedagogical, as well as scientific employees of the University and approved by order of the Rector.

3.2. Experts are obliged during the accreditation examination perform their functions in good faith, impartially and honestly.

3.3. The expert must know:

3.3.1. Requirements of this Regulation;

3.3.2. The criteria set out in the Annex to this Regulation;

3.3.3. Legal bases of functioning of the University;

3.3.4. Standards and recommendations for quality assurance in higher education European Higher Education Area (ESG-2015).

3.4. The expert must have methods of external quality assessment

educational programs and educational activities of higher education institutions according to the relevant

programs, including being able to:

3.4.1. Establish compliance / inconsistency of training content

applicants for higher education and graduates of the educational program to the standard of higher education;

3.4.2. Analyze, systematize and summarize information that concerns the educational program and the activities of the institution under the program;

3.4.3. Analyze the internal documentation of the institution of higher education, related to the development and implementation of educational programs and programs practices, methodological materials developed for the implementation of the educational program, other materials that ensure the quality of education, etc .;

3.4.4. Collect information through surveys, questionnaires, interviewing and other methods, as well as processing and summarizing this information;

3.4.5. Evaluate the various resources of the higher education institution;

3.4.6. Interact in the process of conducting accreditation examination with other experts, the Academic Council, the MRAL Department;

3.4.7. Compile a report on the results of accreditation examination;

3.4.8. Provide substantiated conclusions based on the results of the accreditation examination.

3.5. During the accreditation examination the expert has the right to:

3.5.1. Unobstructed access to the premises of the department on the days of departure;

3.5.2. Get acquainted with the documentation of the department required for the event expertise;

3.5.3. Receive from the department, other departments in the prescribed legislation required the information required for accreditation expertise;

3.5.4. Conduct interviews, focus groups, surveys of participants

educational process, receive information from them about the activities of the department another way.

3.6. During the stay at the department for accreditation examination expert has no right to:

3.6.1. Communicate with employees of the department authoritarian, not supportive atmosphere of mutual respect;

3.6.2. Disclosure of conclusions and results prematurely expertise.

3.7. Experts in the period of work with information with limited access during accreditation examination must be carried out in accordance with the established procedure legislation.

3.8. The MRAL department provides regular seminars, meetings, trainings, briefings for experts in order to improve their skills in the field ensuring the quality of higher education.

3.9. The expert is provided with the opportunity to:

3.9.1. Make proposals for consideration by the Academic Council for improvement requirements for the quality assurance system of higher education, educational activities of the University,

Criteria, requirements, indicators and the procedure for their implementation, changes and additions to normative legal acts in the field of quality assurance of higher education;

3.9.2. Participate in the meetings of the Academic Council during the discussion the results of the accreditation examination in accordance with the requirements of this Regulation;

3.9.3. Participate in activities organized by the Academic Council.

3.10. Experts who have violated the requirements of this Regulation, are removed from the register of experts by the decision of the Academic Council.

3.11. The Annual Regulations are used to encourage experts evaluation of research and teaching staff and departments of the National University Chernihiv Polytechnic.

4. APPEALS AGAINST THE DECISION OF THE SCIENTIFIC COUNCIL

The decision of the Academic Council may be appealed by the department in the manner prescribed and

published by the Academic Council. Based on the results of the complaint, the Academic Council accepts

reasonable decision on full or partial satisfaction of the complaint or on leaving filed a complaint without satisfaction.

Addition

to the Regulations on internal accreditation of educational programs

at the National University "Chernihiv Polytechnic" (paragraph 1.6) Criteria for evaluating the quality of the educational program

Mandatory conditions for accreditation are compliance with the educational program and educational activities of the department under this educational program to the following criteria:

1. Criterion. Design and goals of the educational program

1.1. The educational program has clearly defined goals that correspond to the mission and University strategies.

1.2. The goals of the educational program and program learning outcomes are determined from taking into account the positions and needs of stakeholders.

1.3. The goals of the educational program and program learning outcomes are determined from taking into account trends in the specialty, labor market, industry and regional context, as well as the experience of similar domestic and foreign educational programs.

1.4. The educational program provides an opportunity to achieve learning outcomes, defined by the standard of higher education in the relevant specialty and level of higher education education (if available).

In the absence of an approved standard of higher education according to the relevant specialty and level of higher education program learning outcomes have meet the requirements of the National Qualifications Framework for the relevant qualification level.

2. Criterion. The structure and content of the educational program

2.1. The volume of the educational program and individual educational components (in credits European Credit Transfer and Accumulation System) meets the requirements

legislation on workload for the relevant level of higher education and the relevant standard of higher education (if any).

2.2. The content of the educational program has a clear structure; educational components, included in the educational program, constitute a logically interconnected system and c

aggregates provide an opportunity to achieve the stated goals and program results teaching.

2.3. The content of the educational program corresponds to the subject area defined for it specialties (specialties if the educational program is interdisciplinary).

2.4. The structure of the educational program provides an opportunity for formation

individual educational trajectory, in particular through the individual choice of applicants higher education disciplines in the amount provided by law.

2.5. The educational program and curriculum provide practical training applicants for higher education, which provides the opportunity to acquire the competencies needed for further professional activity.

2.6. The educational program provides for the acquisition of higher education social skills (soft skills) that meet the stated goals.

2.7. The content of the educational program takes into account the requirements of the relevant professional standard (if available).

2.8. The volume of the educational program and individual educational components (on credit European Credit Transfer and Accumulation System) is responsible the actual workload of applicants, achieving goals and program results teaching.

2.9. The structure of the educational program and the curriculum for training applicants

higher education in dual form in the case of its implementation are consistent with the objectives and

features of this form of education.

3. Criterion. Access to the educational program and recognition of learning outcomes

3.1. The rules of admission to the educational program are clear and understandable, do not contain discriminatory provisions and are made public University website.

3.2. The rules of admission to the educational program are taken into account features of the educational program itself.

3.3. Clear and understandable rules for recognizing learning outcomes are defined, received in other educational institutions, in particular during academic mobility, that comply with the Convention on the Recognition of Qualifications concerning Higher Education in the European Union region (Lisbon, 1997), are accessible to all participants in the educational process and which consistently observed during the implementation of the educational program.

3.4. Clear and understandable rules for recognizing learning outcomes are defined, obtained in non-formal education, which are available to all participants in education process and which are consistently followed during the implementation of the educational program.

4. Criterion. Teaching and learning according to the educational program

4.1. Forms and methods of teaching and learning contribute to the achievement of the stated in the educational program goals and program learning outcomes meet the requirements student-centered approach and principles of academic freedom.

4.2. All participants in the educational process are provided with timely and accessible clear information about the goals, content and program learning outcomes, the order and evaluation criteria within individual educational components (in the form of a syllabus or in another similar way).

4.3. The university provides a combination of study and research at the time implementation of the educational program in accordance with the level of higher education, specialties and goals educational program.

4.4. Pedagogical, scientific-pedagogical, scientific workers (hereinafter - teachers) update the content of education on the basis of scientific achievements and modern practices in relevant industry.

4.5. Teaching, learning and research related internationalization of the University

5. Criterion. Control measures, evaluation of applicants for higher education and academic integrity

5.1. Forms of control measures and evaluation criteria for higher applicants education is clear, understandable, give the opportunity to establish the achievements of the applicant higher education learning outcomes for a particular educational component and / or educational program as a whole, as well as published in advance.

5.2. Forms of certification of applicants for higher education meet the requirements of the standard higher education (if available).

5.3. Clear and understandable rules for conducting control measures are defined are available to all participants in the educational process, which ensure objectivity examiners, in particular cover prevention and settlement procedures conflict of interest, determine the procedure for appealing the

results of control measures and their repeated passage, and which are consistently observed during implementation of the educational program.

5.4. The University has clear and understandable policies, standards and

procedures of academic integrity, which are consistently followed by all participants in the educational process during the implementation of the educational program. University promotes academic integrity (primarily through the implementation of this

policies in the internal culture of quality) and uses appropriate technological decisions as tools to counter violations of academic integrity.

6. Criterion. Human resources

6.1. Academic and / or professional qualifications of teachers involved in implementation of the educational program, ensures the achievement of certain relevant program of goals and program learning outcomes.

6.2. Competitive teacher selection procedures are transparent and productive the opportunity to ensure the right level of their professionalism for success implementation of the educational program.

6.3. Higher education institutions involve employers in the organization and implementation educational process.

6.4. The University attracts professional practitioners to the classroom, industry experts, employers' representatives.

6.5. The university promotes the professional development of teachers through its own programs or in collaboration with other organizations.

6.6. The university stimulates the development of teaching skills.

7. Criterion. Educational environment and material resources

7.1. Financial and logistical resources (library, other infrastructure, equipment, etc.), as well as educational and methodological support educational program guarantee the achievement of the goals set by the educational program and program learning outcomes.

7.2. The university provides free access to teachers and graduates education to the appropriate infrastructure and information resources needed for teaching, teaching and / or research activities within the educational program.

7.3. The educational environment is safe for the life and health of higher education seekers education enrolled in the educational program, and gives the opportunity to satisfy their needs and interests.

7.4. The university provides educational, organizational, informational, advisory and social support for higher education students studying for educational program.

7.5. The University creates sufficient conditions for the realization of the right to education for persons with special educational needs who study according to the educational program.

7.6. There are clear and understandable policies and procedures for resolving conflicts situations (including those related to sexual harassment, discrimination and / or corruption, etc.), which are available to all participants in the educational process and which consistently observed during the implementation of the educational program.

8. Criterion. Internal quality assurance of the educational program

8.1. The university consistently follows the procedures defined by its development, approval, monitoring and periodic review of educational programs.

8.2. Applicants for higher education directly and through student bodies self-governments are involved in the process of periodic review of the educational program and other procedures to ensure its quality as partners. The position of applicants for higher education is taken into account when reviewing the educational program.

8.3. Employers are directly and / or through their associations involved in the process of periodic review of the educational program and other support procedures its qualities as partners.

8.4. There is a practice of collecting, analyzing and taking into account information on career path of graduates of the educational program.

8.5. The quality assurance system of the University provides timely response on the identified shortcomings in the educational program and / or educational activities for implementation educational program.

8.6. Results of external quality assurance of higher education (in particular comments and suggestions made during previous accreditations) are taken to attention while watching the educational program.

8.7. In the academic community of the University formed a culture of quality that contributes to the constant development of the educational program and educational activities under this program.

9. Criterion. Transparency and publicity

This criterion is applied taking into account the requirements and restrictions disclosure of information with limited access established by law.

9.1. Clear and understandable rules and procedures governing the rights and responsibilities of all participants in the educational process, are available to them and which are consistent adhered to during the implementation of the educational program.

9.2. University not later than one month before the approval of the educational program or changes to it publishes on its official website the relevant project from in order to receive comments and suggestions from stakeholders.

9.3. The university publishes the exact date on its official website and reliable information about the educational program (including its expected goals) learning outcomes and components) to the extent sufficient to inform relevant stakeholders and society.

10. Criterion. Learning through research

This criterion is used during the accreditation of third-party educational programs (educational and scientific) level of higher education.

10.1. The content of the educational and scientific program corresponds to scientific interests graduate students and provides them with full training for research and teaching activities in higher education institutions by specialty and / or industry.

10.2. The scientific activity of graduate students corresponds to the direction of scientific research leaders.

10.3. The university organizationally and materially provides within the educational and scientific program opportunities for conducting and approbation of results of scientific research in accordance with the topics of graduate students (holding regular conferences, seminars, colloquia, access to the use of laboratories, equipment, etc.).

10.4. The university provides opportunities to attract graduate students to international academic community in the specialty, in particular through speeches at conferences, publications, participation in joint research projects, etc.

10.5. There is a practice of participation of research supervisors of postgraduate students in research projects, the results of which are regularly published and / or practical are implemented.

10.6. The university ensures the observance of academic integrity in professional activities of supervisors and graduate students, in particular taking measures for disabling the scientific guidance of persons who have committed academic violations integrity.