

**THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Sumy State University**

**REGULATION**  
**on the Council for Quality Assurance in Higher Education Sumy State University**  
Version 02

(the basic version of the Regulation is approved by the decision of the Academic Council, protocol № 4 from 14.12.2017 and put into effect by order of the Rector № 0578-I from 15.12.2017)

**1. General provisions**

1.1. Regulation on the Council for Quality Assurance of Higher Education (hereinafter - the Regulation) was concluded to determine its functions, composition, the order of organization of work and interaction with other divisions, the corresponding rights, and responsibilities.

1.2. The Council for Quality Assurance of Higher Education of Sumy State University (hereinafter - the Council for Quality, the Council, CQ) - is advisory management body, which under this Regulation, develops the university's strategy in the field of quality assurance of higher education.

1.3. The activity of the Council for Quality is based on the principles of collegiality and publicity of discussion of issues related to its tasks.

1.4. In its activities, the Council for Quality is guided by the current legislation of Ukraine, the regulatory framework of the national and intra-university levels, orders, and directives of relevant officials.

1.5. The Regulation is placed in the electronic Register of the main current regulatory framework of the quality management system of the university, which is part of the section "General Information" of the official website of the university.

**2. Functions of the Council of Quality and its structure**

2.1. The Council of Quality is a participant of the internal quality assurance system of higher education of the university and performs certain functions in the field of quality assurance of higher education at the university level, namely:

– analysis of the state of educational activity and quality of higher education of the university, development for consideration by the Academic Council and Rectorate of the

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university, proposals to improve this activity taking into account the latest trends in higher education;

- preparation of recommendations to the Academic Council about the formation of the optimal portfolio of educational programmes of the university
- examination of educational programmes and providing recommendations to the Academic Council for the approval of educational programmes;
- analysis of the results of monitoring the quality of higher education at the university in the following components: approval of a system of indicators characterizing the quality of higher education, forms of questionnaires (surveys, etc.) and other materials for monitoring research and evaluation, monitoring research reports and evaluations; formation on the basis of monitoring studies of recommendations for management decisions to improve the quality of higher education;
- analysis of human resources and professional development of academic staff as a process of continuous professional development aimed at ensuring the quality of teaching and research, as well as stimulating the introduction of innovative educational technologies in scientific and educational activities at the university;
- analysis of providing the educational process with the necessary resources (informational, material and technical, financial, etc.);
- formation of recommendations on planning by structural divisions of university of work on realization of educational programs for academic year;
- dissemination of best practices of leading educational institutions in order to improve the quality of higher education at the university.

2.2. Organizational support for the work of the Council for Quality is provided by a situational-analytical group to improve the quality of higher education, the main tasks of which are:

- formation of proposals for consideration and approval by the Council for Quality the system of indicators characterizing the quality of higher education at the university; forms of questionnaires (surveys, etc.) and other materials for monitoring research and evaluation;
- providing organizational and methodological assistance to student self-government bodies in conducting surveys and questionnaires, organizing conferences "Educational process through the eyes of students" and other situational measures of the quality of the educational process;
- prompt response (preparation of draft orders and other materials on the quality of the educational process) to identified violations of higher education standards for the organization of the educational process at the university;
- coordination of the activities of the Councils for Quality of structural units and other structural units of the university, which take care of the quality of higher education, the Expert Councils of Employers.

2.3 Examination of educational programmes in terms of quality monitoring and periodic review of educational programmes, updating educational programmes in accordance with the mission and strategy of the university and requirements of the National Agency for Higher Education Quality Assurance to the accreditation of educational programmes are provided by the Group of Examination of the Quality of Educational Programmes, the main tasks of this Group are:

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– monitoring of compliance with the criteria of the Regulation on Accreditation of Educational Programmes, which provide training for higher education learners, in particular in the part:

- assessing the compliance of the goals of the educational programme to the mission and the Development Strategy of the University;
- identifying the relationship between teaching, learning and research related to the internationalization of the University;
- assessment of the level of provision of the educational programme with financial and material and technical resources.

### 3. Composition of the Council for Quality Assurance of Higher Education

3.1. The Council for Quality Assurance of Higher Education is headed by its chairman, who is appointed by order of the rector.

3.2 The Council for Quality includes:

– **by position:** First Vice-rector, Vice-rectors for Scientific and Pedagogic work who by their functional responsibilities take care of the organization of the educational process, technical support of the educational process and international activities; directors of institutes (deans of faculties) and chairmen of Councils for the Quality of Higher Education of institutes (faculties, centers); deputy directors of institutes (deans of faculties, centers), who by their functional responsibilities take care of the organization of the educational process and scientific and methodological work; directors of professional colleges of SumDU; directors: Center for Extramural and Distance Education, the Department for Human Resources and Staff Development, the Library of SumDU, the Center for Vocational and Postgraduate Education, the E-learning technologies Center; Heads: the Center for Staff Professional Development, the Center for Quality Assurance of Higher Education, the Bureau for Monitoring of Higher Education Quality, the International Affairs Department, the Department of Internationalization of Educational Activities, the Academic and Organizational Center, the Academic Department, the Department for Practical Training and Network with Employers, the Academic and Methodical Department, Benchmarking and Statistics Department, the Academic and Organizational Department for Work in Non-basic Structural Subdivisions, the Center of Information Systems; leaders: Unit for Promotion of Academic Integrity, Licensing and Accreditation Unit; the scientific director of the Laboratory of Measuring the Quality of Higher Education, the chairman of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of SumDU;

– *representatives of higher education learners:* on first and second level of higher education – Student Rector, Student Vice-rector for Academic Work, Student Deans; third (academic and scientific) level of higher education – representatives of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of the institute (faculty) at the request of the Head of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of SumDU.

3.3 The Situational-Analytical Unit includes:

– *by position:* the Head of the Center for Quality Assurance of Higher Education; the Head of the Bureau for Monitoring of Higher Education Quality, the scientific director of

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the Laboratory of Measuring the Quality of Higher Education, heads of: the Academic and Organizational Center, the Academic department, the Department for Practical Training and Network with Employers, the Academic and Methodical department; chairmen of Councils for Quality of institutes (faculties);

– *representatives of higher education learners*: the Student Rector, the Head of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of SumDU.

Also, other highly qualified Academic Staff of the university and representatives of higher education learners may be involved in the Situational-Analytical Group as experts on a permanent or temporary basis.

3.2. The Unit of Examination of the Quality of Educational Programmes includes:

- *by position*: the Head of the Academic and Organizational Centre; the Head of the Center for Quality Assurance of Higher Education, the Head of the Academic and Methodical Department, Head of the Academic Department, Head of the Department of Practical Training and Network with Employers;

- *representatives of higher education learners*: the Student Rector, the Head of the Scientific Association of Students, Doctoral Students, Post-Doctoral Students and Young Scientists of SumDU.

Also, other highly qualified Academic Staff of the university and representatives of higher education learners may be involved in the Unit of Examination of the Quality of Educational Programmes as experts on a permanent or temporary basis.

3.3. The personal composition of the members of the Council for Quality, including the Deputy Chairman (s) of the Council, the Academic Secretary of the Council, other members of the Council not specified in clause 3.2, shall be approved by the Rector's order submitted by the Chairman of the Council.

#### **4. Organizational principles and forms of work of the Council for Quality of Higher Education**

4.1. The work of the Quality Council is carried out according to the work plan made for the academic year and approved by the Rector on the proposal of the Head of the Council for Quality (in his absence - the deputy).

4.2. The form of work of the Council for Quality is meetings that are held at least 4 times a year.

4.3. A meeting of the Council for Quality is considered valid if at least half of the members of the Council for Quality are present.

4.4 Invited persons have the right to participate in the meetings of the Council for Quality.

4.5 Decisions of the Council for Quality are made by a majority vote of the members of the Council present at the meeting and are recorded in the minutes signed by the Head of the Council (in his absence - the Deputy) and the Scientific Secretary of the Council. Each member of the Board has one vote.

4.6 The materials of the Council meetings are published on the university website or in another way.

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4.7 Decisions of the Council for Quality, as a rule, are of a recommendatory nature, and binding is those that are put into effect by the Rector's order.

4.8 Preparation of meetings, materials of information support for members of the Council for Quality, and minutes of meetings are organized by the Scientific Secretary of the Council for Quality.

4.9 Technical support of the specified works is carried out by the Technical Secretary of Council who is appointed from among regular employees of the Center for Quality Assurance of Higher Education by the order of its Head.

4.9 The work of the Situational-Analytical Unit is organized by the coordinator of the group - the Head of the Center for Quality Assurance of Higher Education.

4.10 The work of the Unit of Examination of the Quality of Educational Programmes is organized by the coordinator of the group - the Vice-rector for scientific and pedagogical work in accordance with the division of functional responsibilities.

## **5. Final provisions**

5.1. The Regulation puts into effect from the next day after its approval by the order of the Rector.

5.2. The Council for Quality is created, reorganized, or liquidated by the order of the Rector by the decision of the Academic Council of the University. The Regulation may be amended and supplemented in the same manner, new version may be approved, or the Regulation may be repealed.

5.3. Changes and additions to the Regulation, including by concluding a new version, may also be approved by order of the Rector without consideration by the Academic Council and (or) advisory bodies.

5.4 Responsibility for updating the Regulation and monitoring the implementation of its requirements is borne by university officials in accordance with their functional responsibilities.

5.5. Identify as invalid version 01 of the Regulation on the Council for Quality Assurance of Higher Education and the Quality of Higher Education of Sumy State University (by Rector's order № 0578-I from 15.12.17).