# MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
## SUMY NATIONAL AGRARIAN UNIVERSITY

**AGREED UPON:**
by the Academic Council of Sumy
NAU, Minutes No. 6 dated 20.12.
2021

**APPROVED:**
by the Decree of Rector of Sumy NAU
No. 527-k dated 22.12. 2021

# REGULATION
on the Institutional Structure of the Internal System for Education Quality Assurance
of Sumy National Agrarian University

**Sumy-2021**

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Regulation on the Institutional Structure of the Internal System for Education Quality Assurance of Sumy National Agrarian University determines the distribution of functions in the institutional structure of the internal quality assurance system of higher education.

Considered by the Council for Ensuring Quality of Educational Activities and Higher Education Quality of Sumy NAU (Minutes No. 2 dated 16.12. 2021).
Approved by the Academic Council of Sumy National Agrarian University (Minutes No.6 dated 20.12.21)

# List of abbreviations used in the Regulation

EP – educational program

EC – educational component

PLO – program learning outcomes

LO – learning outcomes

HE – higher education

EA– educational activities

WP– work program

PG - project group

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# 1. GENERAL PROVISIONS

This Regulation is a part of the quality assurance policy of Sumy National Agrarian University and determines the distribution of functions in the institutional structure of the internal quality assurance system of higher education.

1.1. Regulation is developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", Licensing Conditions for the Implementation of Educational Activities, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015), taking into account the Recommendations of the National Agency for Higher Education Quality Assurance on the System of Internal Quality Assurance.

1.2. The main goal of this Regulation is to establish a system of internal quality assurance in higher education that allows broad participation of all institution representatives, and in which all internal stakeholders understand their responsibility for the quality and are involved in quality assurance at all levels.

1.3. Appendices are an integral part of this Regulation.

# 2. PRINCIPLES OF FORMATION OF THE INSTITUTIONAL SYSTEM OF QUALITY ASSURANCE AT THE UNIVERSITY

2.1. Institutional structure of the internal quality assurance system of education determines the distribution of functions and responsibilities between internal stakeholders and the university's structural units in implementing the defined policy and procedures for quality assurance of education.

2.2. The main purpose of the institutional quality assurance system at the university is to form interactions between teachers, students and the educational environment of the university and to create a culture of quality education.

2.3. The university forms a system of education quality assurance based on the following principles:

2.3.1. *Accountability* involves the provision of information gathered through quality assurance processes, and it is publicly available. This information shows that expectations and necessary minimum

requirements for education quality have been achieved. Information is focused on a wide range of external stakeholders.

2.3.2. *Improvement* means that the development of internal procedures forms a cycle of continuous upgrading through the participation of the academic community.

2.3.3. *Combining expert assessment and self-assessment* that involves critical self-assessment and thorough expert assessment of academic and administrative procedures based on a holistic approach. Implementation of expert assessment through reviewing educational programs and accreditation procedures.

2.3.4. *Partnership* involves decision-making on quality assurance policy and procedures in partnership with students and external stakeholders (employers). This principle is based on the understanding that qualitative teaching and learning, student experience, research and innovation, involvement of the community and graduates are essential for the university's mission, goals and activities.

2.3.5. *Collegiality* means that quality assurance processes at the university are integral for all staff, focusing on effective management, planning and resource processes to achieve continuous improvement provision.

2.3.6. *Comparative analysis and provability* mean that internal evaluation procedures are carried out by comparing relevant national and international standards and best practices, and quality assurance methods are based on actual data where results and reviews from stakeholders (including students, staff, employers and community) provide a basis for analysis and conclusions on the basis of which decisions are made.

## 3. GUARANTOR OF EDUCATIONAL PROGRAM AND PROJECT GROUP

3.1. Project group of the educational program is a group of people responsible for the development, academic management and review of the educational program, keeping to specific monitoring and evaluation procedures for ensuring competitiveness relevance of the educational program, its

compliance with stakeholder needs. The project team includes:

3.1.1. **obligatory** – three scientific-pedagogical and/or scientific workers working at the university at the main place of work and who have educational and/or professional qualifications relevant to the educational program, information about these persons is entered in JSEBE (Joint State Electronic Base on Education) in the section "Staffing EP/specialities".

3.1.2. **by the decision of the Faculty Academic Council** – additionally, scientific and pedagogical workers (SPW), who are employees of the university, have qualifications that allow them effectively form the content of individual components of the educational program, including the development of "soft" skills, language training, practical training and more.

3.1.3. **by the decision of the Faculty Academic Council** – higher education seeker – for the involvement of students in the process of monitoring and periodic review of EP, giving them official status in the procedures of making decisions on the educational program they study in.

3.2. The project group of educational and scientific programs for training doctors of philosophy shall include at least one doctor of sciences whose scientific interest sphere corresponds to the content of the educational and scientific program.

3.3. Guarantor of the educational program (scientific and pedagogical worker) is a member of the project team, appointed by a decree of the rector to be its head and responsible for the formation of EP in accordance with current requirements, its review and implementation, communication with EP stakeholders, including support for accreditation procedure of the educational program.

3.4. A scientific-pedagogical or scientific worker with a scientific degree and experience of scientific-pedagogical work not less than 5 years may be appointed to be a guarantor.

3.5. The guarantor of the educational program may not manage other project

groups at the same time in the current academic year.

3.6. Candidates for head and members of the project group of the educational program are recommended by graduating department and are approved by the minutes of the department meeting. In case of several graduating departments on a particular speciality of the appropriate level of higher education, candidates for head and the project group members are discussed at a joint meeting of departments and approved by the minutes of the joint meeting of departments.

3.7. Assignments assigned to the guarantor and members of project groups are performed within working hours in the part of methodological work in individual plans of employees and approved by the decision of the department (faculty), and taken into account when forming the rating of SPW.

3.8. Composition of project groups for educational programs, based on the memos of department heads, information about project groups of educational activities in the field of higher education and extracts from the minutes of departments, shall be discussed and approved at the meeting of the Faculty Academic Council.

3.9. The composition of project groups for all educational programs training specialists at SNAU is approved by the decision of the Academic Council of SNAU and a decree of the rector.

3.10. Any changes in the composition of the project team in case of its unsatisfactory work or changes in the staff of SNAU are made on the basis of memos of relevant department heads or faculty dean, an extract from the minutes of department meeting (Faculty Academic Council), changed information about project group of educational activity in the field of higher education are approved by the decision of the Academic Council of the University and by decree of the rector of SNAU.

3.11. The appointment of a guarantor is a strategic decision concerning the development of EP to be made based on his/her personal consent if he/she meets the requirements.

3.12. The grounds for changing the guarantor may be the decision of the

Faculty Academic Council where EP is implemented, the own initiative of the guarantor, his/her dismissal from the university.

3.13. The functions of the guarantor include:

3.13.1. work coordination of project group concerning development and revision of the educational program, curriculum and educational and methodological support for educational components of the educational program;

3.13.2. interaction with structural subdivisions of the university on implementation of quality assurance procedures for the relevant educational program;

3.13.3. academic management of the educational program in accordance with the policies and procedures of the university, requirements of external agencies, including the National Agency for Higher Education Quality Assurance and regulatory bodies, while the qualification of the guarantor has to ensure the appropriate level of management.

3.13.4. involvement of academic staff, students and external stakeholders (employers, external experts, HEI-partners) in the processes of monitoring and periodic review of the educational program;

3.13.5. implementation of internal and external procedures of ensuring and improving the quality of education within the educational program, designed to meet quality standards of program implementation and improving the experience of students;

3.13.6. improvement of the educational program, including the introduction of innovative approaches to teaching, learning and assessment.

3.13.7. formation of proposals for international cooperation, including implementation of international academic mobility programs;

3.13.8. accumulation, management and interpretation of information about the educational program ensuring accuracy, completeness and reliability of data at the program level; providing up-to-date information on EP for placement on the official website.

3.13.9. preparation of information on self-assessment of the educational

program in the process of its accreditation;

3.13.10. personal reporting on the results of the educational program implementation, its monitoring and periodic review to the Faculty Academic Council and/or the Academic Council of the University and/or Council for Quality Assurance of Educational Activities and Higher Education. This reporting is mandatory in the cases:

- obtaining conditional (deferred) accreditation for EP before undergoing re-accreditation procedure and in case of accreditation refusal;

- change of the guarantor on his/her own initiative.

3.14. The guarantor has the right to:

3.14.1. make proposals concerning the promotion and presentation of the education program in the market of educational services in accordance with the needs of the labour market;

3.14.2. recommend scientific and pedagogical workers for teaching the educational program;

3.14.3. make proposals for improvement of the educational program at the faculty and university level, including through participation in internal bodies of quality assurance of university education (Council for Quality Assurance of Educational Activities and Higher Education, Methodological Council, Scientific Coordination Council)

3.14.4. make proposals for improvement of material and technical support for the implementation of the educational program in order to ensure achievement of program learning outcomes and fulfilment of the License conditions for educational activities;

3.14.5. coordinate topics of qualification works;

3.14.6. for educational programs training doctors of philosophy to coordinate the plan of scientific work of postgraduate students;

3.15. The guarantor shall:

3.15.1. ensure academic coherence of the educational program,

3.15.2. ensure that learning outcomes at all levels are clear and meet the requirements of higher education standard and the level of the

National Qualifications Framework for which the educational program is developed;

3.15.3. ensure the compliance of educational program with the needs of stakeholders;

3.15.4. ensure that all educational components are consistent and allow achievement program learning outcomes;

3.15.5. adhere to the principles of academic ethics and integrity, report on conflicts of interest that arise in the decision-making process regarding the educational program;

3.15.6. examine changes in approaches to teaching and learning, best practices in a speciality, changes in higher education standards, implement appropriate changes and best practices for improving the educational program.

3.16. Coordinator of the educational component is a scientific and pedagogic worker whose activity results (educational, scientific) fully comply with the Licensing Conditions for the implementation of educational activities at a certain level of higher education and which provides general management of educational component implementation, is responsible for:

- coordination of learning outcomes on EC with program learning outcomes, methods of teaching, learning and assessment;

- review of EC in accordance with changes in EP and results of student surveys.

3.17. The coordinator of EC is appointed for such educational components, where several teachers carry out teaching.

# 4. INTERNAL STAKEHOLDERS IN THE QUALITY ASSURANCE SYSTEM OF HIGHER EDUCATION

4.1. Key internal stakeholders ensuring the quality of higher education at Sumy NAU are:

4.1.1.2. 4.1.1. at the program level:

4.1.1.1. Guarantor of the educational program.

4.1.1.2. Project group.

4.1.1.3. Coordinator of educational component (EC).

4.1.1.4. Teacher who implements EC.

4.1.1.5. Scientific supervisor of a postgraduate student (for EP of level III of higher education).

4.1.1.3. <u>4.1.1.2. at the faculty level</u>

4.1.1.3.1. Faculty Academic Council.

4.1.1.3.2. Faculty Dean

4.1.1.3.3. Deputy of Faculty Dean on quality assurance in education

4.1.1.3.4. Department Head

4.1.1.4. <u>at institutional (university level)</u>

4.1.1.4.1. Rector of the University

4.1.1.4.2. Academic Council of the University

4.1.1.4.3. Council for Quality Assurance in Higher Education and Educational Activity

4.1.1.4.4. Methodical Council

4.1.1.4.5. Scientific Coordination Council

4.1.1.4.6. Department of Education Quality, Licensing and Accreditation

4.1.1.4.7. Academic Department

4.1.1.4.8. Department of Postgraduate and Doctoral Studies

4.1.1.4.9. Department of International Cooperation

4.1.1.4.10. Advanced Training Centre

4.1.1.4.11. Commission on academic ethics

4.1.1.4.11. Department for organising educational activities with students

4.2. Students are involved in quality assurance procedures through:

4.2.1. Inclusion into project group;

4.2.2. Participation in governing bodies of faculty and university level.

4.2.3. Student committee of partnership for quality assurance in higher education.

4.3. At the faculty level of quality assurance in higher education, Sumy

NAU provides coordination between institutional and program levels, formation of joint for EPs quality assurance procedures in higher education which are implemented at the faculty.

4.4. The Dean Deputy for Quality Assurance in Higher Education is appointed by decree of the Faculty Dean.

4.5. The main functions and responsibilities of the Dean Deputy for Quality Assurance are defined in Appendix 1 to this Regulation.

## 5. FUNCTIONS OF INTERNAL STAKEHOLDERS IN THE QUALITY ASSURANCE SYSTEM OF HIGHER EDUCATION AT THE INSTITUTIONAL LEVEL

5.1. Functions of internal stakeholders in the quality assurance system of higher education at the institutional level are determined by regulations on relevant structures and are detailed in Appendix 1 to this Regulation on quality assurance procedures.

Distribution of functions and responsibilities in the system of internal quality assurance of higher education at Sumy NAU

| Responsible people | Procedures for quality assurance in higher education | | | |
| --- | --- | --- | --- | --- |
| | Development of EP | Approval of EP | Monitoring and periodic review of EP | Implementation of EP |
| | Functions/responsibilities | Functions/responsibilities | Functions/responsibilities | Functions/responsibilities |
| **PROGRAM LEVEL** | | | | |
| **2.1.1 Guarantor of EP** (*programme leader*) | Coordinates the work of PG, determines forms of communication and documentation related to the development of EP, its keeping | | Initiates self-assessment, review of EP in accordance with the procedures provided by the regulatory framework of SNAU or appearance of information which significantly affects the conditions and/or quality of implementation of EP | Communication with the department of international cooperation to provide academic mobility of students studying at EP |
| | Forms EP project, sends for promulgation within specified time | | Forms the project of changes to EP, sends for promulgation within specified time | |
| | Communicates with stakeholders in the process of public discussion of the EP project | | Communicates with stakeholders in the process of public discussion of changes to EP | |
| | Forms and submits EP development strategy (together with EP project) to the Faculty Academic Council | | Presents EP in the accreditation process | |
| | Evaluates resource needs for implementation of EP (including staff, equipment, library resources, etc | | Reports to the council of ensuring HE and ED quality, Academic Council on EP quality | |
| | - Evaluates the work program of EC (syllabus) according to the following criteria:<br>- the focus of EC on the achievements of PLO, which are given in the matrix of compliance of EC and PLO by EP<br>- consistency of LO by EC to program LO; | **2d level f WP approval** (syllabus) - approval by the guarantor of EP. Only after the guarantor's signature the work program of EC (syllabus) moves to another level of approval | | |

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| | - compliance with student expected workload with the discipline;<br>- consistency of EC (training-teaching-assessment);<br>- relevance of information sources. | | | |
| **2.1.2. Members of project groups – PG, including the guarantor of EP** (*programme team*) | Analysis and generalisation of information related to EP;<br>The project group should provide:<br>- compliance of EP project with the License terms;<br>- realistic nature of PRE, which reflects the uniqueness of EP, compliance of additional PRE with the level of ERC;<br>- sufficiency of EC amount to expected PRE,<br>- logical sequence of EC<br>- adequacy of student workload to EC volume | | Generalisation of information on EP received from external stakeholders | Consideration of the issue on enrolment of LO received in other HEIs or non-formal education and formation of appropriate recommendations |
| | Determining which PRE will be ensuring implementation of qualification work, forms tasks, requirements and evaluation of qualification work | | Generalisation and analysis of information obtained during the survey of students, in case of the need for forming proposals concerning changes in EP and/or WP | |
| | Formation of EP development strategy | | | |
| | Formation of proposals concerning curricula and working curricula | **1st level of approval EP** - approval of agreed variant of EP, including curriculum. Only after signing EP by the guarantor and all members of PG, it moves to another level of approval | Preparation of self-analysis report by EP for accreditation procedure. Summary of recommendations received in the process of communication with experts, formation of a proposal concerning changes in EP | |

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| | Development of tasks, recommendations concerning implementation and defence of qualification work and/or program and qualification exam in accordance with PLO, provided by the standard | | Analysis of the results of state qualification exam for specialities defined by Resolution of the Cabinet of Ministers No. 684, 17.08.2019 | |
| **2.1.3 Coordinator of EC** (*Module leader*) | Development of work programs in accordance with PLO and regulatory framework of SNAU | After signing EC by the coordinator, it moves to approval by the guarantor of EP | Annual EP review based on proposals PG taking into account:<br>- results of student survey;<br>- updating information that forms the content of EC (curriculum - updating legislation, etc.) | Integrity |
| **2.1.4. Lecturer** | Development of work programs in accordance with PLO and regulatory framework of SNAU | | Recommendations of external stakeholders | Teaching EC in accordance with developed work programs and PRE and regulatory framework of SNAU |
| | Application of methods of teaching, learning and evaluations which assist maximally in the implementation of integrity in the education process | | | Keeping to the principles of academic integrity, their promotion among students |
| **2.1.5 Scientific supervisor (for EP of level III of HE)** | Projecting selective component of EP | | | Assistance to the academic integrity of graduate students |
| **FACULTY LEVEL** | | | | |
| **2.2.1. Faculty Academic Council** | | Approves candidacy of the guarantor | | |
| | 3 | **3d level of EP approval - approves EP at the faculty level** | Approves changes to EP | |
| | | Approves the strategy of EP development | | |

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| **2.2.2. Faculty dean** | Forms composition of project group and submits it for approval to Academic Council | Approves working programs of academic disciplines (syllabuses) | Provides communication with expert councils of employers, bodies of student self-government at the faculty on issues of reviewing EP | Supervises implementation of discipline curriculum |
| | Provides communication with expert councils of employers | | Formation of a commission for internal quality assessment (self-assessment) and internal audit of the educational program | Decisions on student appeals in case of disagreement on assessment |
| | | | Monitoring of graduate career paths | The organisation of the final certification of HE seekers |
| | | | | Cooperation with employers on expanding opportunities for practical training |
| **2.2.3. Dean deputy on issues of education quality assurance** | Advisory support of PG in the process of developing EP, to provide administrative support for QA requirements | | Coordinates the process of preparing self-assessment information | |
| | Assess compliance of EP project:<br>- Law of Ukraine "On Higher Education"<br>- License conditions<br>- NQF,<br>- HE standard,<br>- professional standard,<br>- internal regulations of SNAU,<br>- decisions of the Academic Council and the Council for quality assurance of HE and ED;<br>- the uniqueness of EP. | **2d level of EP approval** - certifies compliance of EP project, including the curriculum:<br>- Law of Ukraine "On Higher Education"<br>- License conditions;<br>- standard of HE, NQF,<br>- internal regulations of SNAU,<br>- decisions of the Academic Council and the Council for quality assurance of HE and ED at SNAU;<br>- compliance with SNAU strategy; the presence of a unique component of EP | | |
| | Analyses consistency of several EP, which are implemented within one speciality of the | | | |

| faculty | | | |
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| | Organisation of selective professional disciplines offered within the faculty/between faculties | | | |
| | Coordination of selection procedure for general university selective disciplines in interaction with Department of Education Quality, Licensing and Accreditation | | | |
| **2.2.4. Heads of departments** | | **2d level of WP approval (syllabus)**<br><br>approval of WP after department consideration | | Organisation of final certification for HE applicants<br><br>Organisation of evaluation procedures<br><br>Participation in the appeal procedure<br>Monitoring and control of implementing curriculum by teacher |
| **INSTITUTIONAL LEVEL** | | | | |
| **2.3.1. Rector of SNAU** | | Approves composition of project groups, guarantors of EP, the composition of the Council for Quality Assurance of HE and ED, the composition of expert councils of employers by specialities, the composition of student partnerships committee in ensuring the quality of education<br>Puts EP into operation | Initiates self-assessment of EP, report of EP guarantor | |
| **2.3.2. Academic Council of SNAU** | | Approves EP and curricular | | |
| **2.3.3. Council for ensuring the quality of ED and HE** | | Approves requirements for disciplines of free student choice | Approves questionnaires for interviewing students, teachers, graduates | |

| | | Approves list of selective disciplines, university disciplines | Approves reports of guarantors by results of the implementation of EP | | |
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| | | Considers EP before moving it for approval by Academic Council | | | |
| **2.3.4. Scientific coordination council** | | Considers EP of the 3d level of HE before submitting them for approval to Academic issues of appointing scientific supervisors | | | |
| **2.3.5. Department of Education Quality, Licensing and Accreditation (Quality assurance office)** | Assessment of proposals of PG concerning the implementation of EP to compliance with License conditions, accreditation requirements, regulations of SNAU | **4th level of EP approval:** Certifies the compliance of EP project: <br>- Law of Ukraine "On Higher Education" <br>- standard of HE, NQF, <br>- internal regulations of SNAU, <br>- by decision of the Academic Council and the Council for Quality Assurance of HE | Analyses and summarises information obtained in the accreditation process, forms proposals concerning the revision of EP, submits for consideration to the Council for Quality of HE and EA | | |
| | Formation of requirements for implementation of elective disciplines | | Organises the procedure of interviewing students by the results of studying EC and EP in general, including the formation of questionnaires for a survey on a separate EC. Organises procedure of student survey | Interaction with student self-government bodies on the improvement of HE quality assurance procedures | |
| | Formation of decrees projects for the creation of PGs for EP of the I-II HE level | | | Organizes procedure of checking for textual borrowings in qualification works of students | |
| | Advisory support PG in the process of developing EP | | | | |
| **2.3.6. Department of Postgraduate and Doctoral Studies** | Approval of curricula in accordance with EP of the III level of HE | **Level 4 of EP approval:** Approval of curriculum for EP of the III level of higher education | Organisation of monitoring procedure for EP of the III level of HE | Promotion of academic integrity principles among young researchers - applicants | |
| | Forming decrees on the creation of PG on EP of the III level of HE | | | Checking research papers of graduate students for the presence of textual | |

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| **2.3.7. Academic Department** | Approval of curricula in accordance with EP and normative documents of SNAU, formation and management of working curricula | **4th level of EP approval:** Approval of EP curriculum of the I and II levels of HE concerning compliance with SNAU regulations | | Administration of practical training |
| | Formation of education schedule | | Control over observance of education schedule | Administration of educational process, including in JSEBE |
| **2.3.8. Department of International Cooperation** | | | | Organisational support of students' academic mobility processes |
| **2.3.9. Advanced training centre** | | | | Organizes procedure of advanced training for teachers, including programs for the development of teaching skills |
| **2.3.10. Commission on Academic Ethics** | | | | Considers violations of academic ethics code by employees |
| **2.3.11 Educational department** | | | | Social and psychological support for higher education seekers |