



# Alfred Nobel University

## Quality management system

**APPROVED BY:**

**THE HEAD OF ACADEMIC COUNCIL**

\_\_\_\_\_ **A.O. ZADOIA**

« \_\_\_\_ » \_\_\_\_\_ **2020**

**AGREED BY:**

**PRESIDENT** \_\_\_\_\_ **B.I. KHOLOD**

« \_\_\_\_ » \_\_\_\_\_ **2020**

## **REGULATION**

### **on the Committee for the Quality of Academic Standards**

### **III-551-058**


**ADOPTED BY:**

**THE DECISION OF THE ACADEMIC COUNCIL**  
**Protocol № 1 of February 22, 2018**

**With changes and additions made in accordance with the**  
**DECISION OF THE ACADEMIC COUNCIL**  
**Protocol № 3 of May 30, 2019**

**Dnipro**

**2020**

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***Letter of approval***

**Issued by:** secretariat of the Committee for the Quality of Academic Standards


	<i>Position</i>	<i>Full name</i>	<i>Signature</i>	<i>Data</i>
Prepared by	The Head of the Committee	Mytrofanova H.Ya.		
	The Head of the secretariat of the Committee	Haviada V.V.		

**The document agreed by:**

<i>Position</i>	<i>Full name</i>	<i>Signature</i>	<i>Data</i>
First vice-rector for Scientific and Pedagogical Work	Pietkov S.V.		
Vice-rector for Quality Assurance in Higher Education	Shkura I.S.		
The Head of Human Resources and Electronic Document Management Department	Ruban O.O.		
The Head of the Quality Management Center	Vakarchuk S.B.		
Legal adviser of the Legal Department	Smogol Yu.Yu.		
The authorized person for the prevention and detection of corruption	Lezhnieva T.M.		


**The document is reviewed once every three years**

<b>UPDATED</b>				
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Data				
Signature				
Surname, initials				

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## 1. Purpose and Scope

- 1.1 Regulation on the Committee for the Quality of Academic Standards (hereinafter - the Regulation) determine the procedure of the Committee, its goals, objectives and structure.
- 1.2 This Regulation is an integral part of the Quality Management System of the University.
- 1.3 Regulation is not a confidential document within the University.

## 2. Regulatory Reference

<i>Code of the document</i>	<i>Name of the document</i>
ДСТУ ISO 9001-2015 № 2145-VIII Від 5 вересня 2017 р. № 1556-VII від 1 липня 2014 р.	Quality management systems. Requirements Law of Ukraine “On Education” Law of Ukraine “On Higher Education”

## 3. Terms and definitions

Terms and definitions are used in this Regulation in accordance with Article 1 of the Law of Ukraine “On Education” and the Law of Ukraine “On Higher Education”.

## 4. Responsibility and Authority


- 4.1. Responsibility for the development, amendments and updating of this Regulation is carried out by the Head of the secretariat of the Committee for the Quality of Academic Standards.
- 4.2. Responsibility for the approval and confirmation of this Regulation is carried out by the Head of Human Resources and Electronic Document Management Department.
- 4.3 Responsibility for the registration and storage of the original, copying and issuance of the registered copies is carried out by the Head of Human Resources and Electronic Document Management Department.

## 5. General Provisions

5.1. The Committee for the Quality of Academic Standards (hereinafter – Committee) is a permanent collegial body with the main aim to form a comprehensive system of internal quality assurance of higher education at the University.

5.2. In its activities The Committee is guided by the Constitution of Ukraine, Law of Ukraine “On Education”, Law of Ukraine “On Higher Education”, state and international standards for higher education quality assurance, other regulations governing the organization of educational activities, the Charter of the Alfred Nobel University, this Regulation, orders of the President of the University and other internal regulations, in compliance with the Law of Ukraine “On Prevention of Corruption”, other legislation in the field of prevention of corruption, Anti-Corruption Program of the University and regulations adopted for its implementation.

5.3. The Committee for the Quality of Academic Standards within its competence and authority participates in compliance with the requirements and implementation of the Law of Ukraine “On Prevention of Corruption”, other legislation in the field of prevention of corruption, Anti-Corruption program of the University and regulations adopted for its implementation.

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5.4. Establishment, liquidation and reorganization of the Committee is carried out by order of the President of the University.

## **6. Goal, objectives and functions of the Committee for the Quality of Academic Standards**

6.1. The goal of the Committee is to form a comprehensive system of internal quality assurance of higher education and provision of educational services.

6.2. The main objectives of the Committee:

- organization of development, monitoring of implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity;
- development of the strategy of the University for the quality of educational and scientific activity;
- coordination of work of all structural subdivisions on maintaining academic standards in the activity of the University;
- participation in the development of regulatory and procedural support of the internal quality assurance system of the University;
- preparation of the annual report on the state of the internal assurance of the quality of higher education at the University and its improvement;
- development of recommendations for management decisions based on the analysis of the quality of educational services;
- preparation and submission of proposals on improving the quality of higher education to the National Agency for Higher Education Quality Assurance;
- coverage of the University's activities on ensuring the quality of higher education in the mass media, scientific and popular science publications.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*


6.3. Functions of the Committee for the Quality of Academic Standards

6.3.1. Functions for the implementation of the objective "Organization of development, monitoring of implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity":

- preparation of proposals on the criteria for monitoring the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity;
- development of tools for monitoring the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity;
- organization and monitoring of the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity, analysis of its results, development of proposals;
- analysis, examination of compliance with academic standards of quality of internal processes and documents governing the activities of structural subdivisions and the University as a whole.

6.3.2. Functions of the Committee for the implementation of the objective "Development of the strategy of the University for the quality of educational and scientific activity":

- making proposals to the draft development strategy of the University regarding the internal system of quality assurance of higher education, quality of educational and scientific activities;

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- generalization of proposals to the draft development strategy of the University provided by structural subdivisions on the quality of higher education;
- participation in the revision of the current strategy, making proposals for its optimization in the field of quality of educational and scientific activities;
- making proposals aimed at improving the quality of services provided by the University or the introduction of new educational services;
- preparation of a report on the implementation of strategy objectives in the field of internal quality assurance system of higher education.

6.3.3. Functions of the Committee for the implementation of the objective “Coordination of work of all structural subdivisions on maintaining academic standards in the activity of the University”:

- study of modern best practices, general approaches and existing problems in the field of quality assurance in higher education by getting acquainted with the existing experience of the world's leading higher education institutions, new scientific and scientific and procedural publications;
- development of recommendations for structural subdivisions of the University based on the results of studying the world experience in the field of quality assurance in higher education;
- conducting informational and explanatory work with faculty on the implementation of academic standards in the activities of the University.

6.3.4. Functions of the Committee for the implementation of the objective “Participation in the development of regulatory and procedural support of the internal quality assurance system of the University”:

- preparation of draft decisions of the Committee for the Quality of Academic Standards;
- developments of regulatory and procedural documents drafts and proposals for existing documents to improve the internal quality assurance system of the University;
- implementation of information and reference support for the activity of the head, deputy head and members of the Committee;
- control of record keeping and archives in accordance with the established rules.


6.3.5. Functions of the Committee for the implementation of the objective “Preparation of the annual report on the state of the internal assurance of the quality of higher education at the University and its improvement”:

- organization of collection of necessary information for report preparation;
- analysis of the received information, development of the offer and recommendation;
- preparation of a report on the state of the internal quality assurance system of higher education of the University and ways to its improvement;
- posting the report on the official website of the University.

6.3.6. Functions of the Committee for the implementation of the objective “Development of recommendations for management decisions based on the analysis of the quality of educational services»:

- data analysis and preparation of a report on the results of monitoring the quality of educational services provided at the University;
- development of proposals, recommendations, drafts of relevant documents for decision-making by the University management in order to improve and develop the system of internal quality assurance of education and provision of educational services.

6.3.7. Functions of the Committee for the implementation of the objective “Preparation and submission of proposals on improving the quality of higher education to the National Agency for Higher Education Quality Assurance”:

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- development of recommendations, draft documents for submission to the National Agency for Quality Assurance in Higher Education in order to improve and develop the quality assurance system of education in Ukraine.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

6.3.8. Functions of the Committee for the implementation of the objective “Coverage of the University’s activities on ensuring the quality of higher education in the mass media, scientific and popular science publications”:

- generalization of the University's experience in ensuring the quality of education;
- internal and external provision of information on the development of the internal quality assurance system of the University, publication of the results of the University’s activity on the formation of the internal quality assurance system in the mass media, scientific and popular science publications (quality promotion).

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

## **7. Structure and Procedure of formation of the Committee for the Quality of Academic Standards**

7.1. Approval of the composition of the Committee for the Quality of Academic Standards is carried out by order of the President of the University for a period of three years.

The Committee consists of thirteen members including the Vice-Rector for Quality Assurance in Higher Education, who is a member of the Committee according to position. The mandatory requirement is the including of the students in the composition of the Committee. The personnel of the Committee and its head are appointed by the President.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

7.2. The Committee for the Quality of Academic Standards are chaired by the Head. The Head of the Committee for the Quality of Academic Standards is choose from among the faculty who has the degree of Doctor of Science and academic title.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

7.3. The Head elects a deputy from among the members of the Committee who must have a scientific degree and academic title.

The Head and Deputy Head of the Committee are appointed by order of the President of the University.

The Head of the Committee may delegate part of his powers to the Deputy.


*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

7.4. The Committee may include the highly competent specialists in the field of higher education.

Membership in the Committee for the Quality of Academic Standards is taken into account in the total workload and is included by the scientific and pedagogical employee in the individual plan of the lecturer in the section “Organizational work”.

7.5. In case of resignation of a member of the Committee (dismissal from the University, resignation from the Committee of his own desire, etc.), the head has the right to submit new candidates for consideration by the President.



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7.6. Organizational and administrative issues of the Committee for the Quality of Academic Standards are managed by the head and specialist of the secretariat of the Committee, who report to the head of the Committee.

7.7. The Committee may organize temporary working groups, commissions, project teams, etc. to develop necessary documents and materials on the quality system of the University, which may include the members of the Committee, faculty, representatives of the structural subdivisions, etc. Temporary structures within the Committee are created in accordance with the goal and in accordance with the order of the President. Assignment performance in such temporary groups is taking into account in the total workload and is included by the scientific and pedagogical employee in the section "Organizational work".

## **8. Organization and Procedure of work of the Committee for the Quality of Academic Standards**

8.1. The committee reports to the President. The decisions of the Committee are binding on all structural subdivisions of the University.

8.2. The preparation of the meetings of the Committee for the Quality of Academic Standards and the communication of the decisions made by it to the interested persons is carried out by the head and specialist of the secretariat of the Committee.

8.3. The meeting is chaired by the Head of the Committee (in his absence - the Deputy Head). Meetings are held once every two months, if necessary - unscheduled, and are considered valid if attended by at least 2/3 of the members of the Committee.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

8.4. The decision of the Committee on the issues under consideration is made by a simple majority of votes of the present members by open voting and approved by the Head of the Committee. In case of the equal distribution of votes the deciding vote remains with the Head of the Committee.

8.5. The decision of the Committee for the Quality of Academic Standards is drawn up in a protocol signed by the Head of the Committee or the Deputy Head chairing the meeting and by the Head of the secretariat of the Committee and sent to its members.


Decisions of the Committee which require further implementation by the structural subdivisions of the University are made in the form of orders of the President or orders of the relevant Vice-Rector.

8.6. The Committee for the Quality of Academic Standards annually prepares a report on the state of the internal quality assurance system of higher education of the University and ways of its improvement. The Head of the Committee reports to the Academic Council and the President of the University. The report is published on the official website of the University.

8.7. The Head the Committee for the Quality of Academic Standards:

- carries out the general management of the Committee;
- approves the agenda of the Committee meetings;
- convenes the Committee and chairs its meetings;
- organizes the preparation of a report on the work of the Committee for the Quality of Academic Standards;
- approves the reports of the Committee;
- gives instructions to the members of the Committee;
- instructs the Deputy Head, members of the Committee, the head of the secretariat of the Committee to prepare issues for consideration at meetings;



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- provides general management of the secretariat of the Committee;
- represents the University in the National Agency for Higher Education Quality Assurance and in departments, institutions of higher education, other organizations on the activities of the Committee;

- is responsible to the staff of the University for the activities of the Committee.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol*

*№3)*

8.8. In the absence of the head, the deputy head exercises his powers, except for the removal of members from the Committee.

8.9. Members of the Committee for the Quality of Academic Standards:

- are obliged to be present at the meetings of the Committee;
- have the right to make proposals to the head on the agenda of the meeting;
- have the right to withdraw from the Committee on their own initiative, with the consent of the head;
- are obliged to faithfully carry out the instructions of the Head of the Committee;
- have the right to request and receive from the management and employees of departments information on issues within the competence of the Committee;
- participate in the preparation of issues for the meetings of the Committee and in their discussion;
- participate in the development, adoption and implementation of decisions of the Committee.

## **9. Interaction of the Committee for the Quality of Academic Standards with structural subdivisions of the University**

9.1. The Committee for the Quality of Academic Standards interacts with the departments on various issues:

The Committee for the Quality of Academic Standards provides:

- results of monitoring the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity;
- recommendations for compliance with academic standards in the activity of the University;
- recommendations for making management decisions based on the analysis of the quality of educational services.

The Committee for the Quality of Academic Standards receives:


- proposals to the strategy of the University on the quality of educational and scientific activity;
- materials for the preparation of annual report on the state of the internal quality assurance system of higher education of the University and ways for its improvement;
- other documents required for the implementation of joint objectives.

9.2. With the Student Office:

The Committee for the Quality of Academic Standards provides:

- results of monitoring the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity;
- recommendations for compliance with academic standards in the activities of the University;
- recommendations for making management decisions based on the results of the analysis of the quality of educational services.

The Committee for the Quality of Academic Standards receives:

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- proposals to the strategy of the University on the quality of educational and scientific activities;

- materials for the preparation of the annual report on the state of the internal quality assurance system of higher education of the University and ways to improve it;
- data on the results of the examination session (winter, summer) by specialties;
- other documents required for the implementation of joint objectives.

9.3. With Accounting Department:

The Committee for the Quality of Academic Standards provides:

- payroll time sheet.

The Committee for the Quality of Academic Standards receives:

- material incentives for employees.

9.4. With engineering and technical and economic services - on technical and information support of the organization and ensuring the activities of the Committee.

9.5. With Quality Management Center:

The Committee for the Quality of Academic Standards provides:

- documents of the quality management system or their copies prepared by the Committee;
- proposals for inclusion in the annual plan measures to ensure and improve the quality management system;

- plan of measures to eliminate inconsistencies, as well as their causes and a report on their implementation;

- information that will contribute to the improvement of QMS;
- data on the results of complaints and proposals for their elimination;
- applications for participation in conferences, seminars, trainings on quality issues.

The Committee for the Quality of Academic Standards receives:

- Quality Policy approved by the President;
- approved plan of measures on quality improvement;
- plans of external and internal audits;
- plans of conferences, seminars, trainings on quality issues;
- conclusions on the results of inspections, corrective and preventive measures on quality improvement;

- plan of "Quality Days" and the results of its implementation.

9.6. With the Human Resources and Electronic Document Management Department:

The Committee for the Quality of Academic Standards provides:

- draft orders and instructions based on the results of decisions made for approval and dissemination;


- personnel documents of the Committee's employees;
- proposals on the structure of the Committee;
- Regulations on the Committee;
- other documents at the request of the Human Resources and Electronic Document Management Department.

The Committee for the Quality of Academic Standards receives:

- copies of orders and instructions on the University;
- copies of the documents required for the work of the Committee which are implemented at the University;

- personnel documents (staff schedule, organizational structures, position descriptions, Regulations on the Committee for the Quality of Academic Standards) necessary for the work of the Committee;

- other documents at the request of the Committee.

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## 10. Risks and risk management

According to the functions of the Committee for the Quality of Academic Standards, the main risk factors are:


<b>Risk (name)</b>	<b>Frequency (number of occurrences per month, quarter or year, etc.)</b>	<b>Possibility to predict / forecast</b>	<b>List of precautions</b>
Non-compliance of regulatory and procedural support of the internal quality assurance system of the University with the legislation of Ukraine due to its changes	During the year	Middle	Control over changes in the legislation of Ukraine and timely amendments to the regulatory and procedural support of the internal quality assurance system
Nonconformity or not full conformity of the criteria for monitoring the implementation and improvement of study (educational and professional, educational and scientific) programs and standards of scientific activity	During the monitoring	Middle	Analysis of monitoring results for compliance with European standards of quality of higher education, constant informational and explanatory work with guarantors of study program and faculty, consultations
Inappropriate coordination of the work of all structural subdivisions to comply with academic standards in the University's activities	Once a year	Middle	Compliance control by monitoring all stakeholder groups and developing appropriate recommendations

## 11. Rights

The rights of the Committee for the Quality of Academic Standards are implemented through the exercise of the rights of the Head of the Committee.

11.1. The Head of the Committee has the right to:

- make proposals to the University management to improve the internal quality assurance system of higher education of the University;
- to make proposals to the Rectorate of the University on the application to the employees of the Committee of incentives and penalties provided by labor legislation;
- require the structural subdivisions of the University to provide the materials necessary to perform the objectives defined by this Regulation;

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- to represent the University in departments, higher educational institutions, other organizations on issues within the scope of official duties arising from this Regulation;
- select personnel and make proposals for the composition the Committee in accordance with the staff list;
- to demand from the personnel of the Committee timely and high-quality performance of functional duties, observance of internal regulations.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

## **12. Responsibility of the Committee for the Quality of Academic Standards**

The responsibility of the Committee for the Quality of Academic Standards is exercised through the implementation of the responsibilities of the Head of the Committee and the personnel.

The Committee for the Quality of Academic Standards is responsible for:

- improper performance of objectives and functions defined by this Regulation and for the results and efficiency of the Committee for the Quality of Academic Standards;
- within the competence and authority for compliance and implementation in its activities of the Law of Ukraine “On Prevention of Corruption”, other legislation in the field of prevention of corruption, the Anti-Corruption Program of the University and regulations adopted for its implementation;
- low executive discipline, both personal and personnel of the Committee for the Quality of Academic Standards;
- non-compliance with the rules of labor protection and fire safety.

*(Completed in accordance with the decision of Academic Council of 30.05.2019 protocol №3)*

## **13. Performance indicators of the Committee for the Quality of Academic Standards**

13.1. Timeliness and completeness of the work plan.

13.2. No complaints about non-provision of informational and methodological support.

13.3. No violations of labor discipline.

13.4 Timely and high-quality performance of objectives and implementation of functions by all employees of the Committee for the Quality of Academic Standards (in percent).

