



# ALFRED NOBEL UNIVERSITY

Quality management system

APPROVED BY  
PRESIDENT \_\_\_\_\_ B. KHOLOD

« \_\_\_\_\_ » \_\_\_\_\_ 2020


## REGULATION

on Groups on Content and Quality  
III-551-044

ADOPTED BY:  
THE DECISION OF THE ACADEMIC COUNCIL  
protocol № 1 of February 12, 2016

With changes and additions made in accordance  
with the  
DECISION OF THE ACADEMIC COUNCIL  
Protocol № 1 of February 27, 2020

Dnipro  
2020

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**Issuing subdivision: Rectorate**


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**The document is to be revised every three years**

<b>BROUGHT UP TO DATE</b>				
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## **Section 1. General provisions**

1.1. Regulations on groups on the content and quality of education (hereinafter referred to as the Regulations), determines the order of the activity of the groups on the content and quality of education, as well as the order of its formation.

1.2. The Regulation was developed to implement the Law of Ukraine “On Higher Education” (since 2014, as amended and supplemented) and the Law of Ukraine “On Education” (since 2017, as amended and supplemented).

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

1.3. In their work, groups on the content and quality of education are guided by current legislation of Ukraine, as well as this Regulation, complying with the Law of Ukraine ‘On Prevention of Corruption’, other legislation in the field of corruption, Anti-Corruption Program of the University and regulations adopted for its implementation.

1.4. The staff composition of the group on the content and quality of education is formed at each department (or subdivision), which prepares students on the study programs of bachelors, masters, doctors of philosophy, and is approved by order of the President.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

## **Section 2. Purpose and functions of groups on the content and quality of education**

2.1. The **purpose** of the group on the content and quality of education is the activities at the department/subdivision, aimed at ensuring and improving the quality of higher education and educational activities for the implementation of study programs at all levels of education in accordance with the strategic goals of the university as well as the formation of a quality culture with the involvement of the entire educational community.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*


### **2.2. Functions of groups on the content and quality of education:**

2.2.1. To organize of the process of forming a list of general and special competencies that must be formed by students to develop and review on their basis study programs, which provides:

- coordination and clarification of lists of general competencies in study programs;

- questionnaires of employers, lecturers and graduates of the University to form a list of special competencies for creating or reviewing the study programs;

- organization of expert assessment and discussion with employers of the list of general and special competencies for the creation or revision of study programs;

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- formation of the final list of general and special competencies in a specific subject area after the analysis of the results of the questionnaire, expert evaluation and discussion. Competences for the subject area should be determined collegially on the basis of consensus during discussions, as well as based on international experience of studying on a similar study program in the world's leading educational institutions.

2.2.2. Direct participation in the development of the study program.

2.2.3. To coordinate the main elements of the study program, namely competencies, learning outcomes, curriculum structure, criteria for assessing the level of achievement of learning outcomes with relevant groups.

2.2.4. To coordinate the study programs.

2.2.5. To analyze the conformity of the working program of educational discipline with the planned results within the limits of the study program.

2.2.6. To analyze the quality of classes conducted by lecturers on study programs.

2.2.7. To analyze the compliance of qualification works with the standards of a certain educational level, quality of qualification works.

2.2.8. To participate in the monitoring of study programs and revision of study programs to improve them.

2.2.9. To form proposals for improving the internal quality assurance system of education and submitting them for consideration to the Vice-Rector for Quality Assurance in Higher Education.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

### **Section 3. The composition, structure and procedure for the formation and organization of the group on the content and quality of education**

3.1. The group consists of representatives of scientific and pedagogical staff of the University's departments, representatives of doctoral students (graduate students), representatives of students, graduates and representatives of organizations, institutions, enterprises whose activities are related to the specifics of the study program (subject area). The presence of international experts is welcome.


The group on the content and quality of education includes the head of the group, the secretary of the group, the members of the group.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

3.2. The head of the group on the content and quality of education is the head of the graduating department or the head of the subdivision, which is responsible for training on certain study programs.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

3.2.1. The head of the group on the content and quality of education:

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- carries out the general management of group work;
- is responsible for compliance with legislation in the field of education by members of the group;
- controls the timeliness of consideration of issues at group meetings and deadlines for preparation of documents;
- makes proposals to the University management on changes in the composition of the group.

### 3.3. Group Secretary:

- keeps records of the group;
- interacts with subdivisions within the powers;
- prepares materials to ensure the work of the group.

3.4. The number of group members can be odd - from nine people (including at least three representatives of employers and graduates in each specialty).

If the department or structural subdivision graduates students for study programs in various specialties, then the number of group members at such a department should be increased. This group must include representatives of students (2-3 people), graduates and employers in this specialty.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

3.5. The meeting of the group takes place in case of necessity of consideration of the questions which are within its competence, but not less often than once a semester.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*

3.6. Meetings are recorded in the minutes, which are placed in free access on the University website in the appropriate section.

*(Completed in accordance with the decision of Academic Council of 27.02.2020 protocol №1)*


## **Section 4. Rights and responsibilities of group members on the content and quality of education**

4.1. Members of the group on the content and quality of education **have the right to:**

- makes proposals in the prescribed manner on issues within the competence of the group;
- request and receive information from the University management, which is necessary for the activity of the group.

The **powers** of the group on the content and quality of education include:

- conducting by the group on the content and quality of education systematic working meetings, meetings, as well as consultations with experts in the subject area;

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- preparation and submission of proposals for improving the quality of education by making changes to the content and structure of study programs.

4.2. Group members **are obliged to:**

- adhere to the established requirements of the organization of the group;
- implement collective decisions of the group;
- be guided by the principles of openness, interest in obtaining objective results;
- comply with the requirements 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.



