



# 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 Internal System of Quality Assurance in Education**

### **III-551-057**

**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 № 6 of November 30, 2020**

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

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## 1. Purpose and scope

1.1 The Regulation on the internal system of quality assurance in education (hereinafter referred to as the Regulation) describes the internal system of quality assurance in education at Alfred Nobel University, as well as sets the purpose and objectives of the system of quality assurance in education.

1.2 This Regulation is a component of the University's quality management system.

1.3 This Regulation applies to the structural subdivisions that ensure the quality of education at the University.

1.4 The Regulation is not a confidential document within the University.

## 2. Regulatory references

<i>Code of the document</i>	<i>Name of the document</i>
ДСТУ ISO 9001-2015 No. 2145-VIII of 5 September 2017	Quality Management Systems. Requirements
No. 1556-VII of 1 July 2014	Law of Ukraine "On Education"
2010	Law of Ukraine "On Higher Education"
	Salzburg Principles

## 3. Terms and definitions

The terms and definitions are used in this Regulation according to the clause 1 of the Law of Ukraine "On Education" and the Law of Ukraine "On Higher Education".

## 4. Responsibilities and powers

4.1. The Vice Rector for Quality Assurance in Higher Education is responsible for organizing the development, making amendments and updating of this Regulation.

4.2. The Head of the Department of Personnel Development and Electronic Document Management is responsible for organizing the agreement and approval of this Regulation.

4.3 The Head of the Department of Personnel Development and Electronic Document Management is responsible for is responsible for the registration and storage of the original, replication and issuance of the registered copies of the Regulation.


## 5. Purpose and objectives of the internal system of quality assurance in education

5.1. The internal system of quality assurance in education is a subsystem of the general system for managing the University.

5.2. The purpose of the internal system of quality assurance in education is to ensure compliance of the quality of education and educational activities at the University with the requirements prescribed by the legislation and requirements of all groups of stakeholders.

5.3. To implement the purpose, one should perform the following tasks:

- to implement systematically organizational measures for the comprehensive analysis and unbiased assessment of educational activities of all the University's structural subdivisions;

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- to determine the main trends in the development of the quality of educational activities at the University;
- to identify factors influencing the quality of education and the quality of educational activities;
- to establish compliance of the quality of education at the University with the requirements of state standards and other normative legal documents in the field of education;
- to adjust the educational process in order to improve the quality of training graduates;
- to prepare recommendations for making management decisions on the improvement of the internal system of quality assurance at the University;
- training of learners on the third level of higher education on the basis of the Salzburg principles.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

## **6. Internal system of quality assurance in education at Alfred Nobel University**

6.1. The general management of the internal system of quality assurance in education of all the University's structural divisions is conducted by the University's President/Rector.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*


6.2. The Alfred Nobel University's internal system of quality assurance in education includes:

- strategy (policy) and procedures for ensuring the quality of education;
- system and mechanisms for ensuring academic integrity;
- published criteria, rules and procedures for assessing students;
- published criteria, rules and procedures for assessing of academic activities of academic staff members;
- published criteria, rules and procedures for assessing of management activities of the University's top officials.

6.3. The University's system of internal quality assurance includes the implementation of the following procedures and measures according to the clause 16 of the Law of Ukraine "On higher Education":

- 1) determining principles and procedures for quality assurance in higher education;
- 2) monitoring and periodic review of study programs;
- 3) annual assessment of the higher educational institution's students, academic staff members/teachers and regular publication of the outcomes of such assessment on the official website of the University, on information stands and in any other way;
- 4) providing professional development for teachers and academic staff members;
- 5) providing the required resources for organization of the educational process, including the students' self-directed learning, for each study program;
- 6) providing information systems for efficient management of the educational process;
- 7) ensuring publicity of information on study programs, academic degrees and qualifications;
- 8) ensuring the academic integrity of the higher educational institutions' staff and students, including creation and maintenance of an efficient system for preventing and detecting academic plagiarism;
- 9) other procedures and actions.

6.3.1. *Determining the principles and procedures for quality assurance in higher education*

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The University determines the policy and related procedures that ensure the quality and standards of study programs and diplomas.

The University announces publicly its commitment to create an atmosphere and practice that recognizes the importance of quality and quality assurance.

In addition to monitoring of quantitative indicators, the University's internal strategy for quality assurance in education is aimed at supporting the system of values, traditions and norms (both at the University's level and at all levels) which, in fact, determine the efficiency of the University's operation.

The strategy of quality culture is implemented by involving and proactive participation of all the University's employees (administration, heads of structural subdivisions, teachers and academic staff members, educational support and operations staff (the staff maintaining the University's facilities, buildings and territory) and students.

The implementation of the basic functions of the quality assurance system of the educational process covers all stages of the provision of educational services. Quality management is performed at all stages of the educational process.

#### *6.3.2. Monitoring and periodical review of study programs*

Careful development of study programs, regular monitoring and periodic review of these programs ensure their relevance and demand for them.

The basic principles underlying the development of study programs:

- increasing the attractiveness and transparency of the University's study programs for potential consumers;
- focus not on a teacher, but on a student;
- taking into account the requirements of the labor market by implementing into practice surveys of employers and graduates regarding the students' expected professional knowledge and skills;
- taking into account trends in the development of study programs and requirements for these programs in the market of educational services of Europe and the world as a whole, in particular, in a specific subject area;
- providing the students with academic mobility;
- enhancing graduates' ability to find employment both on a near future and in the future (in the light of changing the requirements of the labor market);
- special requirements for different forms of study (full-time, part-time, distance learning, learning with the help of electronic resources).


The procedure for developing and reviewing study programs is determined in the Regulation on the organization of the educational process (III-551-047).

The responsibility for the development and revision of study programs is carried out by the guarantors of study programs.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The process of reconciling the interests of all stakeholders (employers, graduates, students, representatives of the academic community) is implemented through the activity of the groups on content and quality of education at degree-granting departments according to the Regulation on the groups on content and quality of education at Alfred Nobel University (III-551-044).

Study programs are developed, taking into account the perspectives of employers, professionals and the academic community. In addition, criteria are set for reviewing study programs as a result of feedback from teachers, students, alumni, and employers, and also as a result of forecasting the development of the field concerned and society.

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The profile of a study program is determined according to the level of qualifications and taking into account the standard types of studies of the graduates.

The study program determines the general and professional competencies that are to be mastered within this program and are required for the recognition of professional or academic qualification, as well as the final learning outcomes (a description of what a student should know and be able to demonstrate after completing his/her studies).

When developing the study program, the University supports a student-based approach, that is, the area of interest of academic staff members should be taken into account when forming the curriculum, but the role of this area of interest is much less significant in comparison with the intended learning outcomes.

6.3.3. *Annual assessment of students, academic staff members/teachers and regular publication of the outcomes of such assessment on the official website of the University, on information stands and in any other way*

The University-wide approaches to the continuous and summative assessment of the student's knowledge are determined in the Regulation on the organization of the educational process (III-551-047).

The methods of verification of the students' knowledge:

- are designed, taking into account all possible consequences for the student;
- have a clear regulation of the cases of absence of the student for various reasons;
- are subjected to internal (and, if necessary, external) examination;
- include feedback to the student (each student should have an opportunity to find out the reasons why his/her academic performance has been assessed with the relevant grades).

To assure high quality of education, the University introduces internal control of the quality of educational activity. This control is implemented in the following areas:

- monitoring (rating) of research activity of the University's academic staff;
- monitoring (rating) of educational activities.


*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The University introduces a performance appraisal rating system for research activity of the University's academic staff and departments, the procedure for calculating individual ratings of the University's teachers and departments, procedures for using the received information when making decisions on rewarding the academic staff, requirements for the management process of the research activity at the University as a whole. The rating is an indicator of the efficiency of the research activity and research and methodological work of teachers, as the results of the teachers' work can be compared with each other by the rating's values. The main purpose of the rating system for research activity and research-methodological work at the University is to constantly improve the efficiency of the above-mentioned activity/work among the academic staff and to provide conditions for direct use of the achieved results in the educational process according to the requirements of the Law of Ukraine "On Education", the quality standard "ISO 9001:2015" adapted to the conditions of activity of the higher educational institution, as well as the University's internal system of quality assurance.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The University introduces a performance appraisal rating system for the quality of educational activity in specific specialties, namely: assessment of the efficiency of organization of academic, research and creative activity, as well as cultural and sports activity of the students of each specialty at the University. The university's purpose is to achieve the set of objectives for efficient encouragement of students in their learning, research and social activities. The results of rating-based monitoring are used to develop measures to improve the quality of educational activity and the quality of higher education.



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The results of the internal evaluation of the education quality are used in the annual summarizing of the activities of the University's departments.

#### 6.3.4. *Providing professional development for teachers and academic staff members*

Every five years, each teacher should undertake professional development within his/her academic courses or have certificates in each course. The preference should be given to internships / teaching at partner European higher educational institutions.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The University's academic staff members take part in the University's research and administrative activities.

Procedures for the selection and appointment of academic staff members, as well as the mechanism of removal from the posts of those teachers who demonstrate their professional inability, are set in the Regulation on the procedure for holding a competition to fill the vacancies for academic staff (II-621-001).

The University provides teachers with the opportunity to improve their professional skills.

The University introduces a system for evaluating the efficiency of the teachers' activity. This system includes, in addition to information about engagement in research and about the number of research and methodological findings, indicators that can be used to describe the following:

- the quality of teaching;
- the level of students' progress;
- the quality of assessing the students' academic performance;
- the level of teaching inventions;
- professional development;
- engagement in the departments' methodical work;
- engagement in organization of educational process;
- engagement in career guidance;
- engagement in other activities / projects aimed at improving the education quality at the University and at improving the efficiency of the University's activity, etc.

After enrolling for a job (full-time or part-time), the department is obliged to provide an academic staff member with an accurate and relevant description of his/her functional duties, profile of the department's activity, requirements for organization of the educational process, expected learning outcomes for the program (programs) of training of professionals, in which the department is involved, etc.

Taking into account the role of English in the contemporary scientific world and in the market of educational services, the University provides conditions for improving the academic staff members' proficiency level in English.

#### 6.3.5. *Providing the required resources for organization of the educational process, including the students' self-directed learning, for each study program*


The University guarantees that the resources providing the educational process are sufficient and appropriately maintained to support the content of the study programs offered by the institution.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

Heads of departments should encourage teachers to introduce multimedia technologies in delivering academic courses – both lectures and practical sessions.

The heads of departments should encourage and control the teachers' activities regarding consistent reduction of the reproductive component of teaching (by placing learning resources in Google Classroom) and tightening the requirements for the students' work during extracurricular time (The student should attend a lecture or practical session after studying the material beforehand).



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*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The University supports the teachers' and departments' actions aimed at tightening the requirements for the students' self-directed learning.

*6.3.6. Ensuring the availability of information systems for efficient management of the educational process*

The university-wide information system for monitoring the quality is described in terms of:

- the students' achievements and indicators of students' academic performance;
- the graduates' employment opportunities / results of employment;
- the students' satisfaction with the study programs they fulfill;
- qualitative composition and efficiency of the activity of teachers;
- qualitative and quantitative characteristics of the student body;
- available educational and material resources and their cost;
- key performance indicators of structural subdivisions, etc.

To automate the management of the educational process and to improve the system of automatic collection and analysis of the indicators of the University's own activity, the University applies the automated control system (ACS).

The ACS provides the systems of information accounting that are designed primarily to provide reporting on specific components of the activity: personnel policy, financial activities, accounting of the student body and its academic performance, teaching load, accounting of material resources, etc.

To ensure the efficiency of the internal system of quality assurance at the University, the ACS makes it possible to expand analytical capabilities: to draw up reports for a new task; to monitor the dynamics of processes over time, across structural subdivisions, types of economic activity and study programs, etc.; provides automated exchange of the sets of non-confidential information.

The University updates systematically the databases of enrollees and graduates and develops feedback systems for graduates and leading employers in the field concerned. The main objective of these databases and systems is to study the careers of the University's graduates, their employment, the dynamics of employment, career advancement, as well as the employers' satisfaction with the graduates' qualifications.

*6.3.7. Publicity of information on study programs, academic degrees and qualifications*


The university publishes regularly the most up-to-date and unbiased information – both quantitative and qualitative – about its activities.

All the University's departments form (in Ukrainian, English and Russian) and regularly update the sets of information on the existing study programs, the list of courses in the study programs and the qualifications they offer.

All the University's structural subdivisions publish: self-evaluation reports of structural subdivisions; the results of evaluation conducted by external bodies for quality assurance (including licensing, accreditation, certification, etc.); the results of evaluation conducted by rating agencies; the results of internal and external sociological surveys of students and their parents, graduates, employers, etc.

*6.3.8. Ensuring observation of academic integrity by employees of higher educational institutions and students, including creating and ensuring operation of the efficient system of preventing and detecting academic plagiarism*

Pursuant to the provisions of the clause 42 of the Law of Ukraine "On Education" and the clauses 16, 32, 58, 69 of the Law of Ukraine "On Higher Education" and in order to develop new approaches to learning and teaching, to promote honesty and ethical values in the educational process and research, to create new mechanisms for making communication at the University,

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which will contribute to the development of high academic culture to be borne by academic staff members and students, Alfred Nobel University characterizes the types of violation of academic integrity (academic plagiarism, self-plagiarism, fabrication, falsification, cribbing, fraud, bribery, biased assessment) and introduces mechanisms for preventing, detecting and eliminating the given types of violation, which is disclosed in detail in the paragraph 4.9 of the Regulation on the organization of the educational process.

According to the Salzburg Principles, awareness of the proper conduct of research by doctoral students is important for the development of general research ethics at the University. Awareness of ethical issues related to specific methods or situations is embedded in everyday practice and is constantly evolving.

A key component of doctoral studies is the acquisition of new knowledge through original research. The training of scientific personnel must meet the requirements of the labor market, which should not be limited to academic activities in higher educational institutions and scientific institutions.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

#### *6.4. Institutional support of the University's system for quality assurance in higher education*

Institutional support for the University's quality assurance system for educational activity and higher education provides for operation of such bodies and structural subdivisions as the Supervisory Board, Committee for the Quality of Academic Standards, Quality Management Center, Didactics Department, Student Association for Higher Education Quality, Council of Young Scientists, Groups on Content and Quality of Higher Education at the Departments, the activities of which are governed by the relevant Regulations.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

##### *6.4.1. Supervisory Board*

The Supervisory Board is a public advisory body. The *purpose* of this Board is to provide recommendations to the University's administration on the basis of the activities performed by the Board's members. These activities are related to independent expert oversight and evaluation of the quality of educational services provided by the University. The Board's recommendations are taken into account by the University's administration, discussed at the meetings of the Academic Council and Rectorate, and are the basis for making the relevant decisions.


The activity of the Supervisory Board is aimed at performing the following *tasks*:

- 1) to ensure independent expert evaluation and oversight of the quality of educational services provided by the University as a whole and its individual departments and teachers;
- 2) to engage representatives of the public and employers in the given oversight;
- 3) to increase the efficiency of the University's interaction with employers and to search for different forms of cooperation to improve the quality of educational services provided;
- 4) to overcome the elements of partiality and stereotypes when assessing the knowledge and professional competencies of the University's students and graduates.

The activity of the Supervisory Board is governed by the Regulation on the Supervisory Board of Alfred Nobel University.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The Supervisory Board makes decisions and draws conclusions through collective discussion of issues at its meetings held at least once every three or four months (three times per academic year). The Supervisory Board consists of the chairman, deputy chairman, secretary and board's members. Employers and representatives of professional associations, state and local authorities, judicature, employment service and the public are invited to join the Supervisory Board.

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The University's full-time staff members may not be more than one third of the members of the Supervisory Board.

#### 6.4.2. *Committee for the Quality of Academic Standards*

The Committee for the Quality of Academic Standards (hereinafter referred to as the Committee) is a permanent collegial body, the main purpose of which is to establish a comprehensive system of internal quality assurance in higher education at the University.

*The purpose* of the Committee is to establish comprehensive system of internal quality assurance in higher education and to provide educational services.

*The main objectives* of the Committee:

- to organize development, monitoring of implementation and improvement of study programs (educational and professional programs, academic programs) and standards of research;
- to prepare and submit the proposals on improving the quality of higher education to the National Agency for Quality Assurance in Higher Education;
- to develop the University's strategy for the quality of educational and research activities;
- to coordinate all structural subdivisions' activity aimed at meeting the academic standards in the University's activity;
- to take part in development of guidelines and regulations for the University's system of internal quality assurance;
- to prepare of an annual report on the status of the system of internal quality assurance in higher education at the University and ways to improve the given system;
- to develop recommendations for making management decisions based on the analysis of the quality of educational services;
- to publish the University's activities on ensuring the quality of higher education in the media, scientific and popular science publications.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

The Committee's activities are regulated by the Regulation on the Committee for the Quality of Academic Standards (III-551-058).

#### 6.4.3. *Quality Management Center*

The Quality Management Center (hereinafter referred to as the QMC) is an independent structural subdivision of Alfred Nobel University. This Center is created to improve the quality management system of educational activity of the University according to the requirements of national and international standards.


The main *purpose* of the QMC is to ensure the operation and continuous improvement of the quality management system of the University's educational activity according to the requirements of national and international standards.

The main *objectives* of the QMC are:

- to organize development and implementation of the quality management system (hereinafter referred to as the QMS) according to the requirements of the standard "ISO 9001:2015";
- to instruct the University's staff on how to meet the requirements of the standard "ISO 9001:2015" regarding the development and operation of the QMS;
- to control the operation of the QMS;
- to organize external audits;
- to organize the certification of the QMS at national and international certification bodies;
- to improve continuously the QMS.

#### 6.4.4. *Didactics Department*

The Didactics Department is the University's structural subdivision which is responsible for the university-wide standard of the activity on quality assurance in education according to the

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international standards and takes part in organization of the University's educational activities according to the existing legislation. This Department also monitors the quality of educational activities and takes part in organization of the teachers' professional development and responsive regulation of the educational process in order to improve the process's quality.

The main *purpose* of the Didactics Department's activity is to coordinate the efforts of the departments, academic staff members/teachers, which will result in achieving the international quality level of education and undisputed competitive advantages by the participants in the educational activity. This is achieved by contributing to the organization of the educational process according to the existing legislation, by monitoring the quality of educational activity, by analyzing the compliance of the knowledge and skills mastered by students with the content of education, by planning teaching and methodical work, by organizing the development of teaching skills and qualifications of teachers, by developing didactic recommendations on improvement of the organization of the study process, methods and organizational forms of teaching, as well as by introducing new up-to-date technologies/techniques of teaching.

The main *objectives* of the Didactics Department are:

- to standardize didactic and methodological support of the quality of the educational process;
- to organize didactic and methodological support of the quality of the educational process;
- to organize evaluation of educational activities and education quality in order to ensure their development.

#### 6.4.5. Student Association for Higher Education Quality

The purpose of the Student Association for Higher Education Quality is to improve the quality of the educational process at the University. Proactive and caring students who are interested in improving the learning process and increasing the motivation of all participants in the educational process are engaged in the activity of the association.

The objectives of the Student Association for Higher Education Quality are:

- to develop a student initiative aimed at improving the education quality at the University;
- to engage students in solving the issues of organization of the educational process, improvement of facilities and development of infrastructure of socially significant student objects;
- to elaborate proposals aimed at improving the quality of the educational process, taking into account the students' academic and professional interests;
- to make recommendations on amendments to the existing local acts regulating the rights, obligations and interests of students;
- to promote actively the normative foundations of the educational process among the students, including informing the students on the policy in the field of education quality, content of educational standards, steering documents, curricula, etc.

The Student Association for Higher Education Quality includes students who represent all specialties. Membership in this student association is voluntary.


The meetings of the Student Association for Higher Education Quality are usually held once a month. Decisions are made by simple majority of votes.

#### 6.4.6 Council of Young Scientists

The *purpose* of the Council of Young Scientists of Alfred Nobel University is to promote training of staff for research and scientific, pedagogical and methodological activities, promotion of the new scientific achievements, reflection, protection and realization of professional, intellectual and social interests and rights of scientific youth at the university.

The main *tasks* of the Council of Young Scientists:

- support of scientific activity of young scientists, providing them with organizational and informational assistance;

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- involvement of persons engaged in research professional activities at the University in research work;
- participation in the organization of conferences, seminars, competitions of young scientists, series of lectures of leading scientists of Ukraine and other countries;
- promoting the encouragement of talented young scientists;
- assistance in organizing the participation of young scientists in scientific conferences, seminars, symposia, etc. ;
- cooperation with scientific, student and other organizations in Ukraine and abroad;
- assistance in obtaining operational information on scientific activities;
- methodical and organizational support for the publication of scientific works of young scientists;
- promoting the implementation of research results of young scientists and professionals;
- assistance in solving social problems of young scientists of the University;
- assistance in the protection of intellectual property of young scientists;
- carrying out public control over the observance of the rights of young scientists;
- carrying out other activities that meet the objectives of the Council, and which are not prohibited by current legislation of Ukraine.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

#### 6.4.7. Groups on Content and Quality of Education at the Departments

The Regulations on groups on the content and quality of education, determines the order of the group on the content and quality of education, as well as the order of its formation.

The *purpose* of the group on the content and quality of education is activities aimed at ensuring and improving the quality of higher education and educational activities within the department / subdivision in accordance with the strategic goals of the University, as well as forming a culture of quality involving the entire educational community.

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

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

*The tasks* of groups on content and quality of education at the departments are:

1. to organize the process of drawing up a list of general and special competences that should be mastered by students for the development of modernized curricula on their basis, which includes the following:


- coordination and clarification of primary lists of general competencies for study programs;
- questioning of employers, teachers and graduates of the University for drawing up a list of special competences to create or review study programs;
- organization of expert assessment and discussion with employers of the list of general and special competencies for the creation or revision of educational programs;
- drawing up the final list of general and special competences in a specific subject area after the analysis of the results of the questioning, expert assessment and discussion. Competences for the subject area should be determined collegially on the basis of consensus during discussions, as well as to be based on the international experience of studying within similar educational program in the world's leading educational institutions.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

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

3. Ensuring the coordination of the main elements of the study program, namely competences, learning outcomes, curriculum structure, criteria for assessing the level of achievement of learning outcomes with relevant groups.



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4. Coordination of study programs.

5. Performing analysis of compliance of the academic course's steering document with the intended outcomes within the framework of the study program.

6. Analyzing the quality of classes conducted by teachers.

7. Analyzing the compliance of qualifying papers with the standards of a specific educational level, quality of qualifying papers.

8. Participation in the monitoring of study programs and revision of study programs in order to improve them.

9. Making proposals on improvement of the system of quality assurance in education at the department and submitting them to the Vice Rector for Quality Assurance in Higher Education for him/her to consider these proposals.

## **7. Participation of internal and external stakeholders in the development and implementation of the policy on quality assurance**

In this document, the term “stakeholders” encompasses all participants (subjects) within the institution, including students, academic staff members and other staff, as well as external stakeholders such as employers, graduates and partners of the University.

### *7.1. Students*

7.1.1. Develop the policy on quality assurance by participating in:

- activities of student self-government bodies /parliament;
- the work of the Committee for the Quality of Academic Standards;
- the work of the Council of Young Scientists;
- the work of groups on content and quality of education at the departments;
- activities of the Student Association for Higher Education Quality;
- surveys and questionings on the assessment of the internal system of quality assurance in higher education.

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

7.1.2. Implement the policy on quality assurance by:

- observing academic integrity and freedoms and preventing academic fraud (plagiarism);
- preventing intolerance of any kind or discrimination against students or employees;
- participating in the discussion of innovations in the educational process;
- assessing the study load in the courses of the study program;
- participating in the revision of the existing study programs, as well as determining demands for new study programs.


### *7.2. Academic staff members*

7.2.1. Develop the policy on quality assurance by participating in:

- activities of the Committee for Assuring Quality of Academic Standards;
- activities of groups on content and quality of education at the departments;
- surveys and questionings on the assessment of the internal system of quality assurance in higher education.

7.2.2. Implement the policy on quality assurance by:

- observing academic integrity and freedoms and preventing academic fraud (plagiarism);
- preventing intolerance of any kind or discrimination against students or employees;
- participating as members of expert panels on assessment of the quality of teaching and the level of pedagogical excellence;
- developing study programs;
- monitoring, reviewing and updating study programs;
- internal review of the content / steering document of the course.

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### 7.3. Employers, graduates and partners of the University

#### 7.3.1. Develop the policy on quality assurance by participating in:

- activities of the Supervisory Board for Assessing Professional Competences of Graduates;
- activities of groups on content and quality of education at the departments;
- surveys and questionings on the assessment of the internal system of quality assurance in higher education;
- the expert examination of study programs;
- the assessment of learning outcomes of study programs;
- participating in the revision of the existing study programs, as well as determining demands for new study programs;
- external review of the content / steering document of the course;
- activities of certification and examination boards.

## **8. Distribution of responsibilities for the implementation of procedures and measures of the University's system of internal quality assurance in order to ensure quality in the European Higher Education Area (ESG)**

8.1. All officials, structural subdivisions and associations of the University, namely: President, Rector, Academic Council, Supervisory Board, Committee for the Quality of Academic Standards, Quality Management Center, Vice Rector for Quality Assurance in Higher Education, Vice Rector for the Strategic Development and Communication, Vice Rector for Research, Vice Rector for International Cooperation, Didactics Department, Committee for Transfer, Academic Integrity Committee, groups on content and quality of education at the departments, Student Association for Higher Education Quality, Student Office, departments, Marketing Department, Department of Personnel Development and Electronic Document Management, Department of International Educational and Research Activities, Department of Science, Center for Program and Information Technology, PhD and Post-Doctoral Programs Office, Student Council, European Projects Centre, International Education Centre, Consulting Centre, International Business School, Admissions Office, Website Administration Center, legal adviser and library are involved in the implementation of procedures and measures of the University's system of internal quality assurance in order to ensure quality in the European Higher Education Area (ESG).

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*

8.2. The procedures and measures of the University's system of internal quality assurance take fully into account into account the recommendations of and comply with the Standards for Quality Assurance in the European Higher Education Area (ESG) 2015.

8.3. The responsibilities of officials, structural subdivisions and associations for the implementation of procedures and measures of the system of internal quality assurance are reflected in the matrix of responsibilities for the implementation of procedures and measures of the University's system of internal quality assurance in order to ensure quality in the European Higher Education Area (ESG) (Appendix A).

*(Completed in accordance with the decision of Academic Council of 30.11.2020 protocol №6)*





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