

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
ECONOMIC AND TECHNOLOGICAL INSTITUTE NAMED AFTER
ROBERT ELWORTHY

Approved
by the Rector of ETI named after Robert Elworthy

_____ S.S. Dubrovskyi

May 8, 2020

**POSITION ON THE SYSTEM OF INTERNAL QUALITY
ASSURANCE OF HIGHER EDUCATION IN THE ECONOMIC
AND TECHNOLOGICAL INSTITUTE NAMED AFTER
ROBERT ELWORTH**

CONSIDERED AND APPROVED
by the decision of the Scientific Council
of ETI named after R. Elworthy
protocol No. 10 of May 8, 2020

Kropyvnytskyi, 2020

1. GENERAL PROVISIONS

1.1. This Regulation was developed in accordance with the Law of Ukraine "On Higher Education" and is based on the principles set forth in the "Standards and recommendations for quality assurance in the European area of higher education" of the European Association for Quality Assurance of Higher Education and the national standard of Ukraine "Quality Management System" DSTU ISO 9001:2009.

1.2. The regulation was developed as a component of the institute's internal system of ensuring the quality of education. The regulations establish uniform requirements for the organization, operation and continuous improvement of the Institute's internal education quality assurance system.

1.3. The system of internal quality assurance of education at ETI is developed according to the following principles:

- autonomy - quality assurance is carried out through independent, independent and responsible decision-making regarding the selection of procedures, methods, means, tools for determining the condition and improving quality;
- responsibility - the institute bears primary responsibility for the quality of education provided by it;
- academic integrity - quality assurance is based on the principles of honesty, justice, responsibility and mutual respect of all participants in the educational process;
- systematicity - constant continuous improvement of the quality of education in the institute;
- adequacy - the involvement of educational service recipients, employers and other stakeholders in improving the quality of educational services and the internal system of quality assurance in the institute;
- compliance - quality assurance aimed at compliance with European and national standards of educational activity and quality of higher education, as well as professional standards;
- measurability - quality assurance is based on a qualitative basis, implementation of monitoring procedures;
- openness - quality assurance is accompanied by disclosure of information about processes and results, involvement of interested parties.

2. GOALS AND OBJECTIVES

2.1. The main goals of the system of internal quality assurance of education at the Institute are:

- Ensuring and improving the quality of educational activities and the quality of higher education, their compliance with national licensing conditions for the provision of educational services, state, European and international educational standards;
- Formation of stable trust in higher education degrees awarded by the Institute for all educational programs in Ukraine and abroad;
- Training of graduates in accordance with modern requirements of the labor market;
- Ensuring the understanding, consideration and coordination of the needs for the provision of educational services of all stakeholders;
- Implementation of the self-analysis mechanism as an integral component of the continuous development of the Institute;
- Development of the reputational capital of ETI named after R. Elworthy.

2.2. The tasks of the Institute's internal education quality assurance system are:

2.2.1. Implementation of the Institute's policy on ensuring the quality of educational activities and higher education, which provides for:

- Education quality planning (definition of strategy, policy, goals and quality requirements of higher education);
- Development and updating of the regulatory and methodological base for ensuring the quality of educational activities and higher education at the Institute;
- Preparation of proposals, recommendations for improving the internal system of education quality at the Institute;
- Coordination of structural divisions of the Institute on the quality of educational activities and the quality of higher education.

2.2.2. Organization and implementation of quality monitoring of educational activities and higher education in the following directions:

- The quality of the organization of the educational process (the quality of conducting educational classes. The quality of the functioning of the educational

environment, the satisfaction of students with the teaching activities of scientific and pedagogical workers);

- The quality of the conditions of the educational process (level of training of applicants, personnel, material and technical, information support, professional development of pedagogical, scientific and scientific-pedagogical workers);
- The quality of the results of the educational process (success rate of higher education applicants, level of formation of general and professional competences, employment of graduates);

2.2.3. Organization and conduct of marketing-monitoring and social-psychological studies of stakeholders (target groups of applicants, parents, students, teachers, graduates, employers) to determine external and internal requirements for the quality of education, directions for improving educational activities.

2.2.4. Ensuring the functioning and continuous improvement of the Institute's information system for effective management of the quality of higher education:

- Creation of an information bank of data for monitoring the quality of education and educational activities of the Institute;
- Provision of an effective system of prevention and detection of academic plagiarism in scientific works of the Institute's employees and students of higher education;
- Informing all interested parties about the state of the quality of education and educational activities of the Institute through information resources.

2.2.5. Analysis and generalization of the state of the quality of higher education and educational activities of the Institute provides:

- Analysis and generalization of the results of monitoring the quality of the educational process;
- Analysis of the results and summaries of students' studies and the work of attestation (examination) commissions;
- Analysis of the results of the rating assessment of the professional activity of scientific and pedagogical workers, departments of the Institute;
- Analysis of personnel support and professional development of pedagogical and research-pedagogical workers;
- Introduction of world-class scientific achievements and innovative learning technologies into the activities of the Institute;

- Analysis of providing the educational process with the necessary material and technical and informational resources.

3. STRUCTURE AND ORGANIZATION OF THE INSTITUTE'S EDUCATION QUALITY ASSURANCE SYSTEM

3.1. The structure of the system of internal quality assurance of education has the following components:

- 1) Quality assurance policy.
- 2) Development and approval of programs.
- 3) Student-centered learning, teaching and assessment.
- 4) Enrollment, recognition of achievements and attestation of students.
- 5) Teaching staff.
- 6) Educational resources and student support.
- 7) Information management.
- 8) Public information.
- 9) Current monitoring and periodic review of programs.
- 10) Cyclical external quality assurance.

3.2. Measures and procedures for ensuring the quality of educational activities at the Institute in Table 3.2.

Table 3.2

<i>Components of the internal system of ensuring the quality of education</i>	<i>Measures/procedures of the internal system of quality assurance of higher education</i>
Quality assurance policy	<ol style="list-style-type: none"> 1. Formation of a strategy in the field of quality as separate documents that determine the specific goals and objectives of the Institute; 2. Definition of the decision-making procedure, division of powers, definition of quality assurance processes and measures; 3. Formation of a system of indicators for monitoring and correction of the quality assurance policy.
Development and approval of programs	<ol style="list-style-type: none"> 1. Regulation of the procedure for development, consideration, approval and closing programs of educational programs; 2. Formalization of the criteria by which the compliance of educational programs with the Development Strategy of ETI named after R. Elworthy and programs of events for the corresponding period; 3. Regulation of management (management and administration, distribution of powers) of the educational program.
Student-centered learning, teaching and assessment	<ol style="list-style-type: none"> 1. Formation of individual educational trajectories; teaching and assessment; 2. Formation of a system of participation of higher education seekers in the development and monitoring of educational programs and ensuring the quality of education; 3. Formation of the system of evaluation of higher education applicants.

Learning resources and student support	<ol style="list-style-type: none"> 1. Determination of technical and other resource support necessary for the implementation of the educational program; 2. Development of resource support for educational programs and educational activities; 3. Academic and non-academic support of higher education seekers; 4. Information support for students of education at the Institute.
Information management	<ol style="list-style-type: none"> 1. Ensuring effective processes of collection, analysis and use of information about educational programs and other activities of the Institute; 2. Collection and analysis of information on the performance indicators of the Institute and separately for each program; 3. Informational support for management decisions.
Public information	<ol style="list-style-type: none"> 1. Publication of information about their activities on the website of the Institute and its divisions, provision of regular updates of public information in the state and English languages; 2. Provision of information about the activities of the Institute, including through external information resources (publications in mass media, speeches, answers and requests, etc.).
Current monitoring and periodic review of programs	<ol style="list-style-type: none"> 1. Development of a formalized mechanism for annual monitoring and periodic review of individual educational components and educational programs as a whole; 2. Development of a formalized mechanism for periodic review of educational programs and making changes to them; 3. Informing all interested parties about changes in the educational program made based on the results of the review.
Cyclical external quality assurance	<ol style="list-style-type: none"> 1. The procedure for preparing documents for mandatory external quality assurance of quality assessment; 2. Decision-making procedure regarding voluntary (including international) quality assessment.

3.3. The functioning of the internal system of quality assurance of higher education at the Institute involves the distribution of decision-making and evaluation powers between five levels of quality assurance of education:

3.3.1. The fifth level of quality assurance of higher education is implemented by the Supervisory Board, the rector, the Academic Council and provides for the general organization of the educational process in accordance with the Law of Ukraine "On Higher Education".

3.3.2. The composition and functions of the Supervisory Board, the Academic Council, and the rector's powers are regulated by the Law of Ukraine "On Higher Education", the Statute of the Institute and the Regulations on the Academic Council of the Robert Elworthy Institute of Economics and Technology.

3.3.3. At the fifth level, quality assurance of higher education is carried out:

- Determination of the strategy and prospective directions of the development of educational, scientific and innovative activities of the Institute;
- Adoption of institutional-wide decisions regarding the formation of quality assurance strategies and policies. Approval of normative acts, action programs and specific measures;
- Approval of educational programs and curricula for each level of higher education and specialties;
- Making decisions on the organization of the educational process;
- Optimizing the Institute's structure by organizing, reorganizing or liquidating the Institute's structural subdivisions.

3.3.4. The fourth level of quality assurance of higher education at the Institute is implemented by the following structural divisions and working bodies:

- Center for management and monitoring of the quality of education;
- Commission on ethics and conflict management;
- Department of International Relations;
- Admissions;
- Human Resources Department.

3.3.5. The composition and functions of structural divisions and working groups of the Institute are regulated by the Law of Ukraine "On Higher Education", the Statute of the Institute and relevant Regulations;

3.3.6. At the fourth level of quality assurance of higher education, the Institute carries out:

- Determination of the system and procedure of internal assurance of the quality of education, evaluation of educational and scientific-pedagogical activity of structural units;
- Implementation of the principles of academic integrity and corporate ethics of employees and students of higher education of the Institute;
- Effective management of the educational process through information systems;
- Carrying out systematic inspections of departments;
- Organization and support of mutual control over the quality of educational activities;
- Provision of advanced training and foreign internships of scientific and pedagogical workers;
- Determination of personal ratings of teachers and students and publication of their results on the official website of the Institute;
- Annual monitoring of the organization and quality of educational activities;
- Ensuring an effective system of prevention and detection of plagiarism in scientific and scientific-methodical research of the Institute's employees.

3.3.7. The third level of quality assurance of higher education at the Institute is implemented by the faculty dean and student self-government bodies.

3.3.8. The rights and duties of the dean of the faculty, principles of student self-government are regulated by the Statute of the institute, the Rules of Internal Procedure. Regulations on the organization of the educational process.

3.3.9. At the third level of quality assurance of higher education, the Institute carries out:

- General organization of the educational process at the faculty, planning and implementation of internal control measures and analysis of its effectiveness;
- Implementation and administration of educational programs, annual monitoring of programs and needs of the sectoral labor market;
- Provision of conditions for external control over the quality of educational activities and the quality of higher education;

- Control over the organization of the educational process by the departments: the formation of the teaching load of the departments, the quality of the distribution of the load between teachers; readiness of educational and methodical documentation and nomenclature of the department's cases;
- Control of compliance with the requirements for registration of the results of current and final control, analysis of these results;
- Cooperation with student self-government in the field of quality control of educational activities and the quality of higher education;
- Organizational and methodical support for the formation of an individual educational trajectory of a student of higher education.

3.3.10. The second level of quality assurance of higher education at the Institute is implemented by department heads, guarantors of educational programs, and teachers.

3.3.11. The rights and duties of the head of the department and teachers are regulated by the Statute of the Institute, the Rules of Internal Procedure, the Regulations on the Organization of the Educational Process, the Regulations on the Department, job instructions.

3.3.12. At the second level of quality assurance of higher education, the Institute carries out:

- Ensuring the organization of the educational process at the department;
- Development and implementation of educational programs, ongoing monitoring;
- Control over the quality of teaching of educational disciplines;
- Control over the implementation of individual plans of teachers;
- Control over the periodicity of professional development of scientific and pedagogical workers;
- Collection and generalization of control indicators regarding the quality of educational activities of students and teachers;
- Ensuring the teaching of academic disciplines of the educational program at the appropriate scientific, theoretical and methodical level.

3.3.13. The first level of quality assurance of higher education at the Institute is implemented by the students.

3.3.14. The rights and responsibilities of students are regulated by the Statute of the Institute, the Rules of Internal Procedure, the Regulations on the Organization of the Educational Process, and the Regulations on Student Self-Government Bodies.

3.3.15. At the first level of ensuring the quality of education at the Institute, the following is carried out:

- Direct participation in the educational process, fulfilling the requirements of the educational program;
- Participation in the discussion and resolution of issues of improvement of the educational process;
- Participation in measures (processes) to ensure the quality of educational activities and the quality of higher education;
- Making proposals regarding the content of educational programs;
- Ensuring the actual implementation of academic integrity measures.

4. FINAL PROVISIONS

Regulations on the Institute's Higher Education Quality Assurance System, changes and additions to it are approved by the rector and considered by the Institute's Academic Council. The Regulation on the Quality Assurance System of Higher Education of the Institute provides for a system of measures for internal assurance, management and monitoring of the quality of education, which is regulated by the Regulation on Monitoring the Quality of Education and Educational Activities of ETI and R. Elworthy Development, implementation and support of the system of quality assurance of higher education at the Institute is carried out by the Center for Management and Monitoring of the Quality of Education, whose activities are regulated by the relevant provision.