

Ministry of Education and Science of Ukraine  
Robert Elvorti Economics and Technology Institute

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REGULATIONS  
ON MONITORING THE QUALITY OF HIGHER EDUCATION OF  
ROBERT ELVORTI ECONOMICS AND TECHNOLOGY INSTITUTE

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Of Robert Elvorti Economics and  
Technology Institute  
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## 1.GENERAL PROVISIONS

Monitoring of the internal system of ensuring the quality of education has an important place in the structure of measures to improve the quality of education and must correspond to the specified characteristics in planning, organization of implementation and processing of results educational process.

"Regulations on monitoring the quality of higher education in ETI named after Robert Elworthy" determines the monitoring procedures, it is developed in accordance with Law of Ukraine "On Higher Education", "On Education", Internal Regulations of the Institute from this field of activity.

The following terms are used in this Regulation:

*Monitoring of the quality of education* is a system of consistent and systematic measures carried out in order to identify and track trends in the development of the quality of education in the country, in certain territories, in educational institutions (other subjects of educational (other subjects of educational activity), establishing compliance of the actual results of educational activity its stated goals, as well as assessing the degree, direction and causes of deviations from goals.

*The quality of higher education* is compliance with the conditions of conducting educational activities and learning outcomes in accordance with the requirements of legislation and standards of higher education, professional and/or international standards (if available), as well as needs the interests of the parties and society, which are ensured by the implementation of procedures internal and external quality assurance.

*The standard of higher education* is a set of requirements for higher educational programs of education, which are common to all educational programs within a certain level of higher education education and specialty.

*The purpose of monitoring* is objective, informative reflection state and dynamics of the quality of provision of educational services, management efficiency, quality training of higher education seekers at the Institute.

1.1 The main tasks of monitoring at the Institute are:

- organizational and methodical provision of information collection, processing, and storage about the state and dynamics of education quality indicators;
- technological and technical support for the collection, processing, storage of information about the state and dynamics of the quality of education at the Institute;
- carrying out a comparative analysis and analysis of factors affecting the dynamics of the quality of education;
- timely detection of changes occurring in the educational process; factors that contribute to this;
- forecasting the development of the most important processes at the level structural division;
- prevention of negative trends in the organization of the educational process;

- design and presentation of information: the state and dynamics of the quality of education.

1.2 *The objects of monitoring are:*

- educational environment (student contingent, staffing);
- educational process (educational and methodological support, analysis of all types control);
- the quality and effectiveness of scientific and pedagogical activity of the teaching staff.

1.3 Monitoring is carried out in accordance with the following principles:

- systematicity;
- expediency;
- openness and transparency of monitoring procedures;
- security of personal data;
- objectivity of obtaining and analyzing information during monitoring;
- responsible attitude to their activities of the entities involved in preparation and conduct of monitoring.

1.4 The Institute uses various types of measurements to monitor the quality of education: statistical, pedagogical, didactic, sociological, psychological, etc.

1.5 The methods of research during monitoring may include:

- surveys (questionnaires, interviews);
- testing;
- observation of the educational process and educational activities;
- focus group;
- documentation analysis;
- analysis of statistical data;
- other methods.

1.6 Control over compliance with the requirements for organizing and conducting monitoring is assigned to the dean's office and the Center for Education Quality Management and Monitoring.

1.7 Control over compliance with the requirements for the organization and conduct of rectorial control and the results of examination sessions is assigned to the dean's office.

## 2. MAIN DIRECTIONS AND TYPES OF MONITORING

Monitoring is carried out in different directions, taking into account the goals, level of implementation and functions of the object under investigation. The periodicity and types of monitoring studies of the quality of education are determined by the order of the rector, which defines the list of indicators, deadlines, forms and the procedure for submitting data, as well as the persons responsible for providing information.

The main areas of monitoring include:

- implementation of state policy in the field of higher education, monitoring of compliance departments of the Institute of Legislative Acts and

Regulatory Legal Documents systems of higher education;

- security of the educational process;
- level of educational achievements in terms of individual students, group, course;
- study and generalization of the state of organization of educational and methodical work
- departments of the Institute;
- study of the state of conformity of educational and work training programs, normative and selective disciplines according to the established norms;
- organization of management activities;
- organization and conduct of rector's control works;
- summing up the results of examination sessions.

Monitoring of quantitative and qualitative indicators of staffing educational activities is carried out on the basis of the following qualitative characteristics:

- basic education, academic degree, academic title or pedagogical title;
- compliance with the types or results listed in the License Terms conducting educational activities (at least 4 points for teaching at the bachelor's level, at least 7 points for teaching at the master's level);
- experience in scientific and pedagogical and/or research work;
- effectiveness of scientific activity;
- effectiveness of educational, methodological and educational work;
- advanced training.

The relevance of the teacher's qualifications to the discipline is determined by compliance with his specialty according to the documents on higher education or scientific degree, or practical experience in the relevant specialty, or passing the relevant scientific and pedagogical internship and having three individual publications in this discipline in peer-reviewed foreign or professional scientific or professional scientific journals of Ukraine, or a published textbook or textbook on this discipline in accordance with the requirements of the Ministry of Education and Science, Ministry of Health of Ukraine.

Monitoring the quality of educational and methodological support of educational activity is one of the basic components of determining the quality of the educational process and quality of training of higher education students, it involves checking the availability of approved in the prescribed manner:

1. educational (educational and professional or educational and scientific) program;
2. description of the educational program;
3. curriculum and explanatory note to it;
4. working curriculum;
5. educational and methodological complexes of disciplines for each academic discipline of the curriculum, which are concluded according to the standard structure in accordance with the Regulations on the educational and methodological complex of the discipline;
6. practical training programs, work programs of practices;

7. methodological materials for certification of applicants.

Monitoring of the assessment of the quality of knowledge of applicants is carried out in order to identify the real level of students' academic achievements and includes the following procedures such as diagnosing the level of students' knowledge, establishing specific indicators of academic achievement, the level of formation of complex competencies of future specialists, as well as measuring the residual knowledge of students.

Monitoring the assessment of the quality of students' knowledge involves regular monitoring of the quality of knowledge, skills and abilities of students in academic disciplines and includes several types:

- current control;
- intermediate (module) control;
- final (semester) control;
- certification;
- control of residual knowledge (rector's test).

All types of control are regulated by the Regulations on the procedure for for Assessment of Knowledge of Students.

Based on monitoring and analysis of training results, current and semester performance of students, rector's control tests on academics disciplines, the effectiveness of educational work is established.

### 3. STAGES OF MONITORING THE QUALITY OF EDUCATION AT THE INSTITUTE

3.1 The first stage (regulatory and installation) involves:

- development of local acts accompanying the monitoring;
- defining the goals and objectives of monitoring;
- defining the main indicators and criteria;
- selection of the method of establishing the real achievements of the monitored object and selection of tools.

3.2 The second stage (information and diagnostic) involves collecting information according to the list of indicators using selected methods (observation, interviewing, oral and written questionnaires, study of policy, regulatory, instructional, methodological and other issues).

3.3 The third stage (analytical) involves analyzing the results of the work performed, assessing the state of the monitored object, comparing it with the normative indicators, determining the cause of deviations based on logical analysis, development of a strategy for development activities.

3.4 The fourth stage (summary and prognostic or final) includes:

- assessment of the state of the monitored object using various
- diagnostic techniques;
- comparison of the obtained results with the initial ones;
- conclusions about the compliance of the selected goals and objectives of monitoring with the obtained to the results of the activity;

- determination of the effectiveness of the work performed based on logical analysis.

The deadline for submitting the results of the analysis is 7 business days after the monitoring. Based on the results of the analysis of the monitoring data reference and analytical materials are prepared. Based on the results of monitoring the quality of education quality monitoring, recommendations are developed and management decisions are made, planning and forecasting of the development of the Institute and its individual and its individual areas. The information obtained during the monitoring must meet the following requirements:

- objectivity (reflection of the real state of affairs);
- accuracy (minimum measurement errors);
- completeness (optimality of information sources);
- sufficiency (making informed decisions);
- efficiency (timeliness of information);
- accessibility (reality of the problems being solved).

#### 4. ORGANIZATION AND MANAGEMENT OF MONITORING

Persons conducting monitoring are personally responsible for the accuracy and objectivity of the information provided.

Persons organizing monitoring shall be personally responsible for processing of monitoring data, its analysis and use, and dissemination of results.

Given the changes taking place in higher education, it is possible to revise of the system of monitoring indicators and improvement of research methods and areas.

Monitoring involves the widespread use of modern information technologies at all stages technologies at all stages: collection, processing, storage, and use of information.

Electronic communication and regular updating of electronic databases carry out storage and operational use of information.

#### 5. QUALITY INDICATORS OF THE EDUCATIONAL PROCESS

The system of monitoring the quality of education at the Institute includes the following indicators:

- fulfillment of the Licensing conditions for educational activities and State requirements for accreditation of educational activities;
- level and quality of academic achievements of students, in particular the level of competence of students;
- level of socialization of applicants: formation of competencies, social experience that allow them to adapt to society, their personal achievements;
- level of development of the material and technical base, in particular compliance with the requirements of the educational process to the educational programs of the higher education system;
- provision of participants in the educational process with educational

and methodological materials, reference literature, modern sources of information, access to digital (electronic) libraries;

- staffing of the educational process.

## 6. SOURCES OF DATA FOR MONITORING THE QUALITY OF EDUCATION

6.1 Internal inspections of the structural subdivisions of the Institute are based on orders the Rector, which define the purpose, terms, objects of inspection, composition of the commission.

The object of the inspection is the fulfillment of the requirements of the National Agency for Quality Assurance in Higher Education for the implementation of a particular educational program and the quality of management activities: maintaining the documentation required by local regulatory legal acts; execution of orders, instructions; organization and quality of practical training; planning, implementation and accounting of educational and methodological work, etc.

6.2 Before the start of the inspection, the unit conducts an internal audit, existing inconsistencies with the approved requirements are established and carried out corrective actions. During the internal audit, the commission studies documents of the structural unit. The commission includes representatives relevant departments in areas that check the activity of the structural division. The commission, when conducting an internal audit, is guided by the relevant ones normative documents, principles of objectivity and professional ethics. By based on the results of the commission's work, an analytical report and a plan of measures are drawn up elimination of inconsistencies found during the inspection. Internal results inspections are considered at the meetings of the departments and the Academic Council.

6.2 The self-analysis is carried out in accordance with the order of the Rector, which determines the composition of the commission, the schedule, and responsible persons. During the self-analysis, an analysis is carried out for all educational programs of the Institute and the compliance of the content with the level and quality of training of graduates of a particular specialty and compliance with the license requirements. The self-analysis procedure includes the following stages:

- planning and preparation of self-analysis works;
- organization and conduct of the self-analysis;
- generalization of the results obtained, preparation of a report based on them;
- review and approval of the report at the meetings of the Academic Council. Reports on the on the results of the self-analysis are posted on the official website of the of the Institute.

6.3 Surveys of of students, teachers, staff, and employers are conducted anonymously to determine the degree of satisfaction with the educational process (content, organization and quality of the educational process), as well as assessing the quality of teaching disciplines and the work of teachers. To conduct surveys, we

use questionnaires, the questions of which can be changed in accordance with the the tasks set by the management. Student surveys on individual teachers is conducted by the decision of the heads of the structural units concerned. Based on the the results of the survey, a report is prepared and submitted to the management of the Institute and departments.

6.4 Feedback from employers. Determining the requirements and degree of satisfaction of employers with the quality of graduates' training is determined during the internships, as well as collecting and analyzing employers' feedback on the quality of training of graduates who have been working in the organization for more than a year after graduation the Institute. In accordance with the agreements concluded with organizations, enterprises, institutions, the heads of internships are obliged to provide feedback for each student, as well as at the request of the Institute provide information about students and graduates employed in the organization (enterprise, and graduates employed in the organization (enterprise, institution). The Institute's internship supervisors conduct analyze employers' feedback on the levels of students' competencies, summarize suggestions for improving the quality of training and include information in the internship report. The heads of the departments report to the management information on the results of competence development and proposals to improve the quality of training. Analysis of feedback, results and measures for further improvement of practices are discussed at meetings of the departments and the Academic Council of the Institute.

## **7. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS IN MONITORING OF EDUCATION QUALITY MONITORING STUDIES**

The subjects of the educational process have the right to confidentiality of information.

Persons monitoring the quality of education have the right to publish data for scientific or scientific and methodological purposes.

The quality of the organization and conduct of monitoring, untimely and unreliable and untimely or inaccurate data provision or non-provision shall be the responsibility of the responsible persons, appointed by order of the rector.