Rector
of Lesya Ukrainka
Volyn National University

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REGULATION

on the system of internal quality assurance of higher education

at Lesya Ukrainka Volyn National University

1. General regulations

1.1. Regulations on the system of internal quality assurance of higher education in

Lesya Ukrainka Volyn National University (hereinafter — the University) determines basic principles, characteristics, procedures, structure, and criteria for assessing the quality of educational services, as well as regulates professional interaction and division of powers in relation to internal quality assurance of higher education between participants in the educational process.

1.2. The regulations were developed on the basis of the Law of Ukraine "On Education", "On Higher Education", "On scientific and scientific—technical activities ", Standards and recommendations for quality assurance in the European Higher Education Area, National Recommendations agencies for quality assurance in higher education regarding the implementation of the internal system quality assurance. Charter of the University. University Development Strategies, Programs implementation of the Development Strategy of Lesya Ukrainka Volyn National University on 2020—2024 and other regulations of the University.

1.3. In order to document the necessary procedures for the operation of internal quality assurance systems for higher education at the University normative documents and regulations governing the activities of all participants educational process have been developed and published (in accordance with the rules on access to public information) on the official website.

1.4. The system of internal quality assurance of higher education is based on such principles:

— academic freedom, autonomy and self—regulation;

— openness to new knowledge and criticism;

— honesty and tolerance towards all team members and partners;

— mutual demands and trust;

— initiative;

— leadership;

— public and individual responsibility for results;

— inclusive educational environment: universal design and reasonable facilities.

1.5. The purpose of the internal quality assurance system of higher education is to ensure

competitiveness of the University, creating an algorithm for continuous quality improvement of higher education, maintaining conditions for quality training of highly qualified specialists

of the appropriate level of education.

1.6. In this Regulation, the terms are used in the following meanings:

The internal system of quality assurance of education is a set of conditions, procedures, and measures in the educational institution, ensuring the effectiveness of educational and management processes, which directly affect the quality of learning outcomes of students.

Stakeholders — individuals or institutions interested in quality educational

activities and higher education: management of the University, faculties/institutes, scientific and pedagogical workers, applicants for higher education, graduates, employers, other partners of the University.

Educational activity — the activity of an Institution of higher education, which is carried out in order to ensure the acquisition of higher, postgraduate education and meeting other educational needs of applicants for higher education and other people.

The quality of higher education — the level of knowledge, skills, abilities acquired by a person, which reflects his/her professional competence in accordance with higher educational standards.

2. Conceptual principles of the internal quality assurance system of higher education

2.1. Effective functioning of the internal quality assurance system of higher education

is provided by the following components of the University:

2.1.1. coordination of actions of all subjects of the scientific and educational process;

2.1.2. optimal distribution of powers;

2.1.3. transparency of decision—making at all management levels;

2.1.4. student—oriented teaching and evaluation of results;

2.1.5. free formation of the individual educational trajectory of higher education by students;

2.1.6. rating system for assessing the knowledge of applicants for higher education and activities of scientific and pedagogical workers;

2.1.7. regular collection and processing of information on quality: teaching, learning

(survey of students), research (scientific, scientific—methodical, methodical publications), teaching staff and management processes (survey of research and teaching staff), providing educational services (survey of graduates and employers);

2.1.8. regular monitoring, review, updating of educational programs and programs academic disciplines/syllabus, their improvement, as well as the development of proposals;

2.1.9. ensuring academic integrity;

2.1.10. advanced training of research and teaching staff (at least once every 5 years) in various forms;

2.1.11. introduction of innovative forms and methods of teaching;

2.1.12. high—quality staffing of training specialists for existing educational programs, monitoring the compliance of research and teaching staff with current licenses conditions for conducting educational activities;

2.1.13. ensuring public activities of the University to promote the national level of proven educational and innovative technologies;

2.1.14. ensuring internal communication, feedback, and accessibility of all important information for the university community;

2.1.15. providing communication with stakeholders;

2.1.16. communication with the Ministry of Education and Science of Ukraine and the National Agency for Quality Assurance in the higher education of Ukraine on these issues.

3. The structure of the internal quality assurance system of higher education

3.1. The structure of the system of internal quality assurance of higher education in the institution is formed by the university community, namely: structural units, research and teaching staff, students, representatives of the administration and support services of the University, acting within their powers.

3.2. The organization of the internal quality assurance system of higher education at the University operates at the following five levels:

3.2.1. The first level — students of higher education at the University. At the first level of the organization of the system of internal quality assurance of higher education, sociological surveys of higher education students are conducted on:

— the quality of 'training sessions (lectures, practical, laboratory, seminar), organization of independent work, practices, etc.);

— the quality of the functioning of the educational environment, the activities of individual structural units that support the educational process;

— the quality of the content of professional (including practical) training in the educational program;

— academic support and support.

3.2.2. The second level (guarantors of educational and professional, educational and scientific programs, heads of departments, research and teaching staff, curators of academic groups) organization of the internal quality assurance system of higher education is carried out in the following areas:

— initiation, formation and direct implementation of educational programs;

— compliance with the requirements and established standards for the quality organization of educational activities; monitoring and periodic (annual) review of educational programs;

— formation of the list of elective disciplines, ensuring their free choice by students through the catalog of elective disciplines;

— monitoring of current, intermediate, final results of higher education seekers is carried out during the test and examination sessions and certification (defense of qualification work and/or passing the qualification exam);

— constant professional self—development, advanced training of scientific and pedagogical workers;

— organization of the educational environment, assistance in adaptation to student life;

— establishing and assessing the level of achievement of professional competencies of higher education seekers, achieved by them at a certain stage of study;

— prevention and detection of academic plagiarism in scientific and scientific—methodical works of higher education seekers and scientific and pedagogical workers.

3.2.3. The third level of organization of the internal quality assurance system of higher education is implemented at the faculties/institutes (dean/director, deputy deans/directors,

methodical and scientific council of faculties/institutes) in the following areas:

— planning the quality of higher education (quality of educational programs, training, staffing), control of the level of achieving quality in educational programs at all levels of higher education;

— quality management (methods and activities of an operational nature used to meet the requirements for higher education and established standards, teaching quality);

— the periodic organization with the participation of participants in the educational process (applicants, guarantors of educational programs, faculty, external stakeholders) monitoring of educational programs, curricula, work programs of disciplines/syllabi for their compliance with modern labor market requirements, needs of higher education;

— internal inspection of the quality of professional training of applicants for higher education,

compliance of graduates with qualification requirements (organization of assessment of knowledge in certain disciplines);

— control over the preparation and passage of procedures for external and internal quality assurance of higher education (internal audit of educational programs, licensing, and accreditation of educational programs).

3.2.4. The fourth level of organization of the highest internal quality assurance system of Education — structural subdivisions of the University responsible for the implementation of procedures and measures to ensure the quality of higher education (educational and methodological department of quality assurance of higher education; training department; scientific—methodical council; postgraduate and doctoral department; research part: Scientific Society of Postgraduate Students and Students of Lesya Ukrainka Volyn National University,

Council of Young Scientists of Lesya Ukrainka Volyn National University; Research Ethics Committee; expert council and expert professional commissions of the University; bioethics commission; selection committee; Human Resources Department; Department of Technical Means of Training "Center for Innovative Technologies and computer testing "; Department of International Relations; information policy department; department of youth policy and social work; student council; Council of Employers; library. Alumni Association of Lesya Ukrainka Volyn National University) and perform the following functions:

— examination of educational programs;

— evaluation of the quality of the scientific and pedagogical staff of the University;

— providing methodological assistance in the organization of the educational process;

— organization of work of the University departments on accreditation of educational programs;

— providing advanced training of pedagogical, scientific, and scientific—pedagogical workers;

— organizational, methodological support of academic mobility of students and teaching staff of the University;

— maintaining the highest standards of integrity in all aspects of educational and scientific activities in accordance with ethical, legal, and professional norms, obligations, and standards;

— coordination of innovative, scientific, and publishing activities of the University;

— encouraging and supporting innovative and scientific research and promoting the results of this activity in academic circles;

— ensuring the availability of the necessary resources for the organization of the educational process, including the independent work of higher education seekers, for each educational program;

— ensuring the functioning and continuous improvement of the information system of the University for effective management of the educational process;

— ensuring publicity of information about educational programs, degrees of higher education and qualifications;

— cooperation with business, assistance for graduates with employment;

— promoting the academic mobility of students, graduate students and teachers, other forms of internationalization, promotion of educational services, cooperation with employers, NGOs;

— ensuring an effective system for preventing and detecting academic plagiarism in the scientific works of employees and graduates of the University;

— examination of scientific and methodological publications and projects of scientific and pedagogical staff of the University (including distance learning courses, electronic publications);

— establishing prompt feedback from University graduates and employers;

— promoting and supporting student initiatives, participating in quality assurance and making important decisions;

— survey of higher education students of the University;

— monitoring the reputation of the University in the educational space of Ukraine, etc.

3.2.5. The fifth level of organization of the internal quality assurance system of higher education (Supervisory Board of the University, Rectorate, Academic Council of the University) provides:

— higher education quality planning (formation of strategy, policy, goals and requirements for the quality of higher education at the University);

— management decisions on further improvement and development of the internal quality assurance system of higher education;

— regulatory and legal support of internal quality assurance procedures at the University, approval of regulations, approval and closure of educational programs;

— improving the ability of the University to meet the requirements of all stakeholders for the quality of higher education based on the results of the study of satisfaction with the quality of higher education of graduates and employers.

4. Improving the educational process, educational programs and disciplines

4.1. The division of responsibilities for the improvement of educational programs and disciplines is in accordance with the Regulations on the development, approval, monitoring,

revision and closing of educational programs at Lesya Ukrainka Volyn National University and the Procedure for Forming Educational Programs, Curricula for the First Bachelor's and Second (Master's) Levels of Full—Time and Part—Time Education at Lesya Ukrainka Volyn National University.

4.2. Online surveys of students are conducted in order to use the positive experience and eliminate negative teaching practices, to study the dynamics of improving the quality of courses at the University, regular (at the end of each semester) The results of such surveys are submitted for discussion at department meetings with students and stakeholders invited.

4.3. The formation of the list of elective subjects is in accordance with the Regulations on the procedure for forming the individual trajectory of students of Lesya Ukrainka Volyn National University.

4.4. Surveys (which may be periodic) of graduates and employers are conducted in order to form the main tasks of the University to train professionals who are competitive in the labor market and able to build a successful career.

5. Information support for the functioning of the internal quality assurance system

of higher education

5.1. Necessary procedures for the implementation of the internal quality assurance system of higher education at the University, the characteristics of the institution of higher education and its educational and scientific activities,

educational and methodical materials are regulated by normative documents, which are published on the official website of the University, in accordance with the norms on access to public information.

5.2. The University has introduced an electronic internal information system for organizing and conducting current and final control of knowledge of students in the form of

computer testing.

5.3. The educational process is organized using e—learning systems and distance learning technologies in order to provide additional opportunities to improve the quality of educational services along with traditional ones (according to the Regulations on e—learning at Lesya Ukrainka Volyn National University and the Regulations on Distance Learning in Lesya Ukrainka Volyn National University).

5.4. The University Library uses an electronic system and specialized software products to provide information on information support of educational and scientific activity (including access to scientometric databases); formation of personal content and integration of the internal system with external sources of information; placing qualification works of bachelors, masters, degree seekers, candidates and doctors of sciences in the repository; electronic resource of textbooks, manuals, methodical recommendations, as well as an electronic catalog of art publications of modern and classical Ukrainian writers.

5.5. Research and teaching staff of the University use the corporate environment Office 365, programs: Teams, One Drive. Moodle. Zoom in the educational process and to communicate with students.

5.6. Information support of educational activities and the educational process in the field of higher education and science meets the licensing requirements for the training of higher education specialists.

6. Assessment of applicants for higher education,

scientific—pedagogical and pedagogical workers

6.1. Assessment of learning outcomes is carried out in accordance with the Regulations on the current and final assessment of knowledge of students of Lesya Ukrainka Volyn National University and the Regulations on organization and conduct of current and final control in the form of computer testing at Lesya Ukrainka Volyn National University.

6.2. The system of assessment of knowledge of higher education seekers consists of the following types of control: current, final control, and certification. Forms and criteria for

assessing current and final control are determined in the work program/syllabus of the discipline rating system for assessing the learning outcomes of higher education.

6.3. The results of the rating assessment of students are published on the website of the University.

6.4. Evaluation of the results of educational activities, scientific achievements of scientific and pedagogical workers is carried out in accordance with the Regulations on rating evaluation of scientific and pedagogical workers, departments, faculties (institutes) of Lesya Ukrainka Volyn National University.

6.5. The results of the rating of scientific—pedagogical and pedagogical workers are published by December 1 of the current year on the website of the University. Winners in terms of educational and research activities are marked according to the system material and moral stimulation of their activities.

7. Ensuring professional development of scientific—pedagogical

and pedagogical teachers

7.1. Professional development of scientific and pedagogical staff of the University is carried out through a system of professional development and aimed at continuous improvement of professional competencies, individual pedagogical skills, mastery of modern technologies, information transfer techniques, application of new methods of distance and dual education, perception of innovative methods, management decisions, methodical and creative innovations in the educational process.

7.2. Advanced training of research and teaching staff is organized by the University in cooperation with other institutions of higher education, professional domestic and international partners.

7.3. Scientific—pedagogical and pedagogical workers improve their qualifications in accordance with the Regulations on the professional development of pedagogical and scientific—pedagogical workers of the Lesia Ukrainka Volyn National University.

8. Ensuring access to public information

8.1. Publicity of information about the activities of the University is ensured in accordance with the Law of Ukraine "On Higher Education", the order of the Ministry of Education and Science of Ukraine dated 19.02.2015 №166 "Some issues of disclosure of information about the activities of higher education institutions".

8.2. The information published on the official website of the University is constantly updated and covers the main educational, educational—scientific, publishing, attestation activities of higher educational institutions: the regulatory framework of the University; Information on the implementation of educational activities in the field of higher education, certificates of accreditation of specialties and educational programs; structure of the University (educational and scientific structural subdivisions and their composition), rules of admission to the University and other information.

9. Ensuring an effective system of academic integrity

9.1. Academic integrity presupposes that all participants in the educational process adhere to the norms of academic ethics, corporate rules, and values, avoid conflicts of interest, form traditions and hold events related to their own internal culture.

9.2. In order to implement the principles of intolerance to violations of academic integrity and ethics of academic relations, as well as procedures to prevent and combat academic plagiarism at the University developed the Code of Academic Integrity of Lesya Ukrainka Volyn National University and Regulations on prevention and

detection of academic plagiarism in research activities of applicants for higher education and research and teaching staff of Lesya Ukrainka Volyn National University.

9.3. Implementation and control of observance of ethical principles and norms of scientific research at the University are carried out by the Committee on Ethics of Scientific Research, and observance of bioethical norms and principles in the process of development, implementation and use of scientific, clinical and practical results — Bioethics Commission.

9.4. In order to promote the principles of academic integrity and raise awareness of all participants in the educational and scientific activities of the University on topical issues of academic integrity created a web page "Academic Integrity" on the official website of the University.

9.5. Every year, all final qualification works of higher education students of the University are tested for academic plagiarism, and their electronic copies are placed in the Electronic fund of final qualification works.

9.6. Mandatory plagiarism testing procedures are also passed on: monographs, textbooks and manuals recommended for publication by collegial bodies of the University, scientific papers submitted for publication in scientific journals (co—) founded by the University, dissertations completed by the applicant, degrees considered at meetings of the Department of the University; dissertations and abstracts of dissertations submitted for the defense at the specialized academic council of the University.

9.6. In order to implement and promote the policy of academic integrity at the university, it is regular to hold informational and information technology events (open lectures, seminars, training) for all participants in educational and scientific processes on the inadmissibility of violating the principles of academic integrity and ethics and implementation of scientific research.

10. Final provisions

10.1. The Regulation shall enter into force on the day of its approval by the Academic Council of the University.

10.2. In case of making changes or additions to the state normative—legal documents regulating the issues of this Regulation, the relevant clauses of the Regulation shall lose their validity.

10.3. Changes and additions to this Regulation are considered and approved by the Academic Council of the University.

Approved by the Academic Council of the Lesya Ukrainka Volyn National University (protocol № 10 of 30.09.2021)