



Alfred Nobel
University

Translated from Ukrainian into English
by Vlada Karpenko in accordance with
the original document

APPROVED BY:

RECTOR

Sergii KHOLOD



REGULATION

on the Committee for the Quality
of Academic Standards

III-551-058

Dnipro
2024

| | | | |
|---|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 3 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

CONTENT

| | |
|--|----|
| 1. Purpose and Scope | 4 |
| 2. Regulatory Reference | 4 |
| 3. Terms and Definitions | 4 |
| 4. Responsibility and Authority | 4 |
| 5. General Provisions | 4 |
| 6. Goal, Objectives and Functions of the Committee for the Quality of Academic Standards | 5 |
| 7. Structure and Procedure of Formation of the Committee for the Quality of Academic Standards | 7 |
| 8. Organization and Procedure of Work of the Committee for the Quality of Academic Standards | 8 |
| 9. Interaction of the Committee for the Quality of Academic Standards with Structural Subdivisions of the University | 9 |
| 10. Risks and Risk Management | 11 |
| 11. Rights | 12 |
| 12. Responsibility of the Committee for the Quality of Academic Standards | 12 |
| 13. Performance Indicators of the Committee for the Quality of Academic Standards | 12 |
| Record of Changes | 13 |

| | | | |
|---|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 4 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

1. Purpose and Scope

1.1 The Regulation on the Committee for the Quality of Academic Standards (hereinafter referred to as the “Regulation”) defines the procedure for the formation and operation of the Committee, its goals, objectives and structure.

1.2 This Regulation is an integral part of the quality management system of the University.

1.3 Regulation is not a confidential document within the University.

2. Regulatory Reference

| <i>Code of the document</i> | <i>Name of the document</i> |
|--|--|
| (State Standards of Ukraine) DSTU ISO 9001-2015 | Quality management systems. Requirements |
| No. 2145-VIII dated 5 September 2017 | Law of Ukraine “On Education” |
| No. 1556-VII dated 1 July 2014 | Law of Ukraine “On Higher Education” |

3. Terms and Definitions

Terms and definitions are used in this Regulation in accordance with Article 1 of the Law of Ukraine “On Education” and the Law of Ukraine “On Higher Education”.

4. Responsibility and Authority

4.1. Responsibility for organizing the development, amendments and updating of this Regulation shall rest with the Head of the Committee for the Quality of Academic Standards.

4.2. Responsibility for organizing the approval and confirmation of this Regulation shall rest with the Head of Human Resources Department.

4.3 Responsibility for the registration and storing of the original, making copies and providing the verified copies of this Regulation shall rest with the Head of Human Resources Department.

5. General Provisions

5.1. The Committee for the Quality of Academic Standards (hereinafter referred to as the “Committee”) is a permanent collegial body with the main aim to form a comprehensive system of internal quality assurance of higher education at the University.

5.2. In its activities the Committee is guided by the Constitution of Ukraine, Law of Ukraine “On Education”, Law of Ukraine “On Higher Education”, state and international standards for higher education quality assurance, other regulations governing the organization of educational activities, the Statute of Alfred Nobel University, this Regulation, orders of the Rector of the University and other internal regulations, in compliance with the Law of Ukraine “On Prevention of Corruption”, other legislation in the field of prevention of corruption, Anti-Corruption Program of the University and regulations adopted for its implementation.

| | | | |
|---|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 5 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

5.3. The Committee for the Quality of Academic Standards within its competence and authority participates in ensuring compliance with and implementation the requirements of the Law of Ukraine “On Prevention of Corruption”, other legislation in the field of prevention of corruption, Anti-Corruption program of the University and regulations adopted for its implementation.

5.4. Establishment, liquidation and reorganization of the Committee is carried out by order of the Rector of the University.

6. Goal, Objectives and Functions of the Committee for the Quality of Academic Standards

6.1. The goal of the Committee is to form a comprehensive system of internal quality assurance of higher education and provision of educational services.

6.2. The main objectives of the Committee:

- organization of development, monitoring of implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity;
- development of the strategy of the University for the quality of educational activity;
- coordination of work of all structural subdivisions on maintaining academic standards in the activity of the University:
 - participation in the development of regulatory and methodological support of the internal quality assurance system of the University;
 - preparation of the annual report on the state of the internal assurance of the quality of higher education at the University and ways to its improvement;
 - development of recommendations for management decisions based on the analysis of the quality of educational services;
 - preparation and submission of proposals on improving the quality of higher education to the National Agency for Higher Education Quality Assurance;
 - coverage of the University’s activities on ensuring the quality of higher education in the mass media, scientific and popular science publications.

6.3. Functions of the Committee for the Quality of Academic Standards.

6.3.1. Functions for the implementation of the objective “Organization of development, monitoring of implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity”:

- preparation of proposals on the criteria for monitoring the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity;
- development of tools for monitoring the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity;
- organization and monitoring of the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity, analysis of its results, development of proposals;
- analysis, examination of compliance with academic standards of quality of internal processes and documents governing the activities of structural subdivisions and the University as a whole.

6.3.2. Functions of the Committee for the implementation of the objective “Development of the strategy of the University for the quality of educational activity”:

| | | | |
|--|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 6 Version 4 |
| Alfred Nobel University | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

- making proposals to the draft development strategy of the University regarding the internal system of quality assurance of higher education, quality of educational and scientific activities;
- generalization of proposals to the draft development strategy of the University provided by structural subdivisions on the quality of higher education;
- participation in the revision of the current strategy, making proposals for its optimization in the field of quality of educational and scientific activities;
- making proposals aimed at improving the quality of services provided by the University or the introduction of new educational services;
- preparation of a report on the implementation of the objectives of the strategy in the field of internal quality assurance system of higher education.

6.3.3. Functions of the Committee for the implementation of the objective “Coordination of work of all structural subdivisions on maintaining academic standards in the activity of the University”:

- study of modern best practices, general approaches and existing problems in the field of quality assurance in higher education by getting acquainted with the existing experience of the world’s leading higher education institutions, new scientific and scientific and methodological publications;
- development of recommendations for structural subdivisions of the University based on the results of studying the world experience in the field of quality assurance in higher education;
- conducting informational and explanatory work with academic staff on the implementation of academic standards in the activities of the University.

6.3.4. Functions of the Committee for the implementation of the objective “Participation in the development of regulatory and methodological support of the internal quality assurance system of the University”:

- preparation of draft decisions of the Committee for the Quality of Academic Standards;
- developments of regulatory and methodological documents drafts and proposals for existing documents to improve the internal quality assurance system of the University;
- implementation of information and reference support for the activity of the head and members of the Committee;
- control of record keeping and archives of the Committee in accordance with the established rules.

6.3.5. Functions of the Committee for the implementation of the objective “Preparation of the annual report on the state of the internal assurance of the quality of higher education at the University and ways to its improvement”:

- organization of collection of necessary information for report preparation;
- analysis of the received information, development of the offer and recommendation;
- preparation of a report on the state of the internal quality assurance system of higher education of the University and ways to its improvement;

6.3.6. Functions of the Committee for the implementation of the objective “Development of recommendations for management decisions based on the analysis of the quality of educational services”:

- data analysis and preparation of a report on the results of monitoring the quality of educational services provided at the University;

| | | | |
|---|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 7 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

– development of proposals, recommendations, drafts of relevant documents for decision-making by the University management in order to improve and develop the system of internal quality assurance of education and provision of educational services.

6.3.7. Functions of the Committee for the implementation of the objective “Preparation and submission of proposals on improving the quality of higher education to the National Agency for Higher Education Quality Assurance”:

– development of recommendations, draft documents for submission to the National Agency for Quality Assurance in Higher Education in order to improve and develop the quality assurance system of education in Ukraine.

6.3.8. Functions of the Committee for the implementation of the objective “Coverage of the University’s activities on ensuring the quality of higher education in the mass media, scientific and popular science publications”:

– generalization of the University’s experience in ensuring the quality of education;
– internal and external provision of information on the development of the internal quality assurance system of the University, publication of the results of the University’s activity on the formation of the internal quality assurance system in the mass media, scientific and popular science publications (quality promotion).

7. Structure and Procedure of Formation of the Committee for the Quality of Academic Standards

7.1. The Committee for the Quality of Academic Standards consists of:

– by position: representatives of the University administration – vice-rectors, heads of structural subdivisions.
– academic staff – Experts of the National Agency for Higher Education Quality Assurance and/or international accreditation experts.
– higher education students – representatives of student self-government bodies (10% of the total number of Committee members).

The election of Committee members takes place at an expanded meeting with the participation of representatives of academic departments, structural subdivisions and national or international accreditation experts. Members are elected by voting, by a simple majority of those present at the meeting.

The composition of the Committee for the Quality of Academic Standards is approved by order of the Rector of the University.

7.2. The Committee for the Quality of Academic Standards are chaired by the Head. The Head of the Committee for the Quality of Academic Standards is elected by voting, by a simple majority of votes, from among the Committee members. The Head must hold a scientific degree and an academic title, and must also be an expert in national or international accreditation.

7.3. The Head appoints a Deputy Head from among the Committee members, who must hold a scientific degree and an academic title.

The Head and Deputy Head of the Committee are appointed by order of the Rector of the University.

The Head of the Committee may delegate part of their powers to the Deputy Head.

7.4. The Committee may include the highly competent specialists in the field of higher education.

| | | | |
|---|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 8 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

Membership in the Committee for the Quality of Academic Standards is taken into account in the total workload and is included by the academic staff member in the individual plan of the lecturer in the section “Organizational work”.

7.5. In case of resignation of a member of the Committee (dismissal from the University, resignation from the Committee of their own desire, etc.), the Head has the right to submit new candidates for consideration by the Rector.

7.6. Organizational and administrative issues of the Committee for the Quality of Academic Standards are managed by the secretary of the Committee, who report to the head of the Committee.

7.7. Temporary working groups, commissions, project teams, etc., may be established under the Committee to develop necessary documents and materials related to the University’s quality system. These may include Committee members, academic staff, representatives of structural subdivisions, etc. Temporary structures are created according to their objectives and by order of the Rector of the University. Performance of duties in these temporary groups is included in the overall workload and recorded by the academic staff member in their individual plan of the lecturer in the section “Organizational Work”.

8. Organization and Procedure of Work of the Committee for the Quality of Academic Standards

8.1. The preparation of the meetings of the Committee for the Quality of Academic Standards and the communication of the decisions made by it to the interested persons is carried out by the secretary of the Committee.

8.2. The meeting is chaired by the Head of the Committee (in his absence – the Deputy Head). Meetings are held once every two months, if necessary – unscheduled, and are considered valid if attended by at least 2/3 of the members of the Committee.

8.3. The decision of the Committee on the issues under consideration is made by a simple majority of votes of the present members by open voting and approved by the Head of the Committee. In case of the equal distribution of votes the deciding vote remains with the Head of the Committee.

8.4. The decision of the Committee for the Quality of Academic Standards is drawn up in minutes signed by the Head of the Committee or the Deputy Head chairing the meeting and by the secretary of the Committee and sent to its members.

Decisions of the Committee which require further implementation by the structural subdivisions of the University are made in the form of orders of the Rector or orders of the relevant Vice-Rector.

8.5. The Committee for the Quality of Academic Standards prepares reporting materials on the state of the University’s internal quality assurance system and ways of its improvement, which form part of the University’s annual institutional report. The report is published on the official website of the University.

8.6. The Head the Committee for the Quality of Academic Standards:

- carries out the general management of the Committee;
- approves the agenda of the Committee meetings;
- convenes the Committee and chairs its meetings;
- organizes the preparation of a report on the work of the Committee for the Quality of Academic Standards;

| | | | |
|--|--|---------------------|---------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 9 Version 4 |
| Alfred Nobel University | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

- approves the reports of the Committee;
- gives instructions to the members of the Committee;
- instructs the Deputy Head, members of the Committee, the head of the secretariat of the Committee to prepare issues for consideration at meetings;
- provides general management of the secretariat of the Committee;
- represents the University in the National Agency for Higher Education Quality Assurance and in departments, higher education institutions, other organizations on the activities of the head of Committee;
- is responsible to the staff of the University for the activities of the Committee.

8.7. In the absence of the head, the deputy head exercises his powers, except for the removal of members from the Committee.

8.8. Members of the Committee for the Quality of Academic Standards:

- are obliged to be present at the meetings of the Committee;
- have the right to make proposals to the Head on the agenda of the meeting;
- have the right to withdraw from the Committee on their own initiative, with the consent of the Head;
- are obliged to faithfully carry out the instructions of the Head of the Committee;
- have the right to request and receive from the management and employees of departments information on issues within the competence of the Committee;
- participate in the preparation of issues for the meetings of the Committee and in their discussion;
- participate in the development, adoption and implementation of decisions of the Committee.

9. Interaction of the Committee for the Quality of Academic Standards with structural subdivisions of the University

9.1. The Committee for the Quality of Academic Standards interacts with the academic departments on various issues:

The Committee for the Quality of Academic Standards provides:

- results of monitoring the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity;
- recommendations for compliance with academic standards in the activity of the University;
- recommendations for making management decisions based on the analysis of the quality of educational services.

The Committee for the Quality of Academic Standards receives:

- proposals to the strategy of the University on the quality of educational and scientific activity;
- materials for the preparation of annual report on the state of the internal quality assurance system of higher education of the University and ways for its improvement;
- other documents required for the implementation of joint objectives.

9.2. With the Students Office:

The Committee for the Quality of Academic Standards provides:

- results of monitoring the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity;

| | | | |
|---|--|---------------------|----------------------|
|  | Alfred Nobel University | Code III-551-058 | Page 10 Version 4 |
| | <i>Regulation on the Committee for the Quality of Academic Standards</i> | | |

- recommendations for compliance with academic standards in the activities of the University;

- recommendations for making management decisions based on the results of the analysis of the quality of educational services.

The Committee for the Quality of Academic Standards receives:

- proposals to the strategy of the University on the quality of educational and scientific activities;

- materials for the preparation of the annual report on the state of the internal quality assurance system of higher education of the University and ways to improve it;

- data on the results of the examination session (winter, summer) by subject areas;

- other documents required for the implementation of joint objectives.

9.3. With the Centre for Education Quality Management and Monitoring:

The Committee for the Quality of Academic Standards provides:

- results of monitoring activities, surveys and other forms of feedback from all stakeholder groups;

- recommendations for improving the quality of the educational process;

- results of expertise of study programs.

The Committee for the Quality of Academic Standards receives:

- proposals for improving the quality of the educational process;

- study programs at all levels of higher education (upon request);

- other documents required for the implementation of joint objectives.

9.4. With Accounting Department:

The Committee for the Quality of Academic Standards provides:

- payroll time sheet.

The Committee for the Quality of Academic Standards receives:

- material incentives for employees.

9.5. With the IT Center and the Administrative and Operational Department – on matters of technical and information support, the organization and provision of the Committee’s activities.

9.6. With the Human Resources Department:

The Committee for the Quality of Academic Standards provides:

- personnel documents of the Committee’s employees;

- proposals on the structure of the Committee;

- Regulation on the Committee;

- other documents at the request of the Human Resources Department.

The Committee for the Quality of Academic Standards receives:

- copies of the documents required for the work of the Committee which are implemented at the University;

- personnel documents (staff schedule, organizational structures, position descriptions, Regulation on the Committee for the Quality of Academic Standards) required for the work of the Committee;

- other documents at the request of the Committee.

9.7. With the Document Management Department:

The Committee for the Quality of Academic Standards provides:

– draft orders and instructions based on the results of decisions made for approval and dissemination;

other documents at the request of the Document Management Department.

The Committee for the Quality of Academic Standards receives:

- copies of orders and instructions on the University;
- copies of the documents required for the work of the Committee which are implemented at the University;
- other documents at the request of the Committee.

10. Risks and Risk Management

According to the functions of the Committee for the Quality of Academic Standards, the main risk factors are:

| Risk (name) | Frequency (number of occurrences per month, quarter or year, etc.) | Possibility to predict / forecast | List of precautions |
|---|--|--|--|
| Activity under extreme conditions (pandemic, martial law, etc.) | During officially declared emergency conditions (quarantine restrictions, martial law) | Low | Reducing impact through the implementation of remote work arrangements and strict adherence to applicable procedures |
| Non-compliance of regulatory and methodological support of the internal quality assurance system of the University with the legislation of Ukraine due to its changes | During the year | Middle | Control over changes in the legislation of Ukraine and timely amendments to the regulatory and procedural support of the internal quality assurance system |
| Non-compliance or not full compliance of the criteria for monitoring the implementation and improvement of study (study and professional, study and research) programs and standards of scientific activity | During the monitoring | Middle | Analysis of monitoring results for compliance with European standards of quality of higher education, constant informational and explanatory work with the leaders of study programs and academic staff, consultations |
| Inappropriate coordination of the work | | | Compliance control by monitoring all stakeholder |

| | | | |
|---|-------------|--------|---|
| of all structural subdivisions to comply with academic standards in the University's activities | Once a year | Middle | groups and developing appropriate recommendations |
|---|-------------|--------|---|

11. Rights

The rights of the Committee for the Quality of Academic Standards are implemented through the exercise of the rights of the Head of the Committee.

11.1. The Head of the Committee has the right to:

- make proposals to the University management to improve the state of the internal quality assurance system of higher education of the University;
- to make proposals to the Rectorate of the University on the application to the employees of the Committee of incentives and penalties provided by labor legislation;
- require the structural subdivisions of the University to provide the materials necessary to perform the objectives defined by this Regulation;
- to represent the University in departments, higher educational institutions, other organizations on issues within the scope of official duties arising from this Regulation;

12. Responsibility of the Committee for the Quality of Academic Standards

The responsibility of the Committee for the Quality of Academic Standards is exercised through the implementation of the responsibilities of the Head of the Committee and the Committee's members.

The Committee for the Quality of Academic Standards is responsible for:

- improper performance of objectives and functions defined by this Regulation and for the results and efficiency of the activity of the Committee for the Quality of Academic Standards;
- within the competence and authority for compliance and implementation in its activities of the Law of Ukraine "On Prevention of Corruption", other legislation in the field of prevention of corruption, the Anti-Corruption Program of the University and regulations adopted for its implementation;
- low executive discipline, both personal and among the personnel of the Committee for the Quality of Academic Standards;
- non-compliance with the rules of labor protection and fire safety.

13. Performance indicators of the Committee for the Quality of Academic Standards

13.1. Timeliness and completeness of the work plan.

13.2. No complaints about non-provision of informational and methodological support.

13.3. No violations of labor discipline.

13.4 Timely and high-quality performance of objectives and implementation of functions by all employees of the Committee for the Quality of Academic Standards (in percent).