Regulations
on the System of Internal Quality Assurance of Educational Activities and the Quality of Higher Education at Lviv Polytechnic National University

1. General provisions

1.1. The Regulations regulate the functioning of the system of internal quality assurance of educational activities and the quality of higher education (hereinafter – IQAS) at Lviv Polytechnic National University (hereinafter – University).

1.2. IQAS of the University is a component of Ukrainian system of QA in higher education.

1.3. The IQAS of the University is aimed at:

– ensuring the requirements and expectations of the University learners (entrants, students, postgraduate students), as well as employers and public authorities and administration;

– monitoring and assessment of the quality of educational process at all stages of its implementation;

– timely identification of the causes of deviations of actual quality indicators from internal and external standards, as well as the search for and implementation of ways to eliminate them through the implementation of corrective actions.

1.4. The Regulations were developed on the basis of the Law of Ukraine "On Higher Education" of July 1, 2014 № 1556-VII, "Standards and Recommendations for Quality Assurance in the European Higher Education Area" of the European Association for Higher Education Quality Assurance, National Standard of Ukraine "Quality Management Systems" DSTU ISO 9001: 2009 and professional standards.

1.5. In the Regulations, the terms are used in the following meanings:

– educational activities - the activities of higher educational institutions, which are carried out in order to ensure the attainment of higher, postgraduate education and to meet other educational needs of university students and other persons;quality of higher education - the level of knowledge, skills, abilities and other competencies acquired by a person, which reflects his / her competence in accordance with the standards of higher education;

– quality of educational activities - the level of organization of the educational process in a higher educational institution that meets the standards of higher education, provides individuals with quality higher education and promotes the creation of new knowledge;

– standard of educational activities and higher education of Lviv Polytechnic (LP HES) - the internal normative document of the University provided by these Regulations, which regulate certain processes and procedures to ensure the quality of educational activities and higher education at the University;

– system of internal quality assurance of educational activities and the quality of higher education of the university - a set of internal organizational procedures for and processes of quality assurance of educational activities and higher education, which are interconnected to implement the main objective of the system and regulated by LP HES.

1.6. The following abbreviations are used in the Regulations:

EB – Examination Board;

AI – academic institute;

AS – academic staff;

EL – educational level;

EQCh – educational and qualification characteristics.

1.7. Responsible for the organization and effectiveness of the IQAS are:

– at University level – Rector, Vice-rectors for scientific and pedagogical work, Heads of structural units;

– at AI level – AI Directors, Deans;
– at department level – Heads of Departments, guarantors of educational programmes, AS.

2. Conceptual principles of IQAS

2.1. Quality assurance of educational activities and higher education at the University is based on the following conceptual principles:

- responsibility of the University and its staff for the quality of educational activities and higher education;
- autonomy of the University;
- systematic quality assurance of educational activities and higher education;
- compliance with European and national standards for quality assurance in higher education, as well as professional standards;
- fundamental nature of educational activities;
- mobility of educational process participants;
- transparency, accessibility and openness of information;
- innovativeness of educational activities;
- continuous improvement of IQAS;
- constant monitoring and enhancement of the quality of educational services;
- involvement of students, employers and other stakeholders in improving the quality of educational services and IQAS.

2.1. IQAS envisages:

– defining the principles and procedures for the quality assurance of higher education;

– monitoring and periodic review of educational programmes;

– systematic assessment of students' learning outcomes, the effectiveness of research and academic staff and departments of the University, regular publication of the assessment results on the official website of the University, information stands and in other ways;

– provision of professional development of teachers,

researchers and academic staff;

– availability of resources necessary for the educational process to be organized, including students' independent work, for each educational programme;

– availability of information systems for the educational process to be managed effectively;

– ensuring publicity of information about educational programmes, degrees of higher education and qualifications;

– use of the effective system of prevention and detection of academic plagiarism in the scientific publications of the staff and students of the University;

– participation of the University in national and international ranking research of higher educational institutions;

– implementation of other procedures and measures.

– IQAS is the process of the quality assurance of educational activities and higher education, which involves a set of subprocesses and two subsystems:

– a subsystem for assessing the quality of educational activities and higher education according to the generalized criteria, which are determined on the basis of a set of weighted average quantitative indicators;

– a subsystem for monitoring and managing the processes and procedures to assure the quality of educational activities and higher education (see Annex).

3. University policy on quality assurance of educational activities and higher education

3.1. The University's policy on the quality assurance of educational activities and higher education (hereinafter - the policy) is part of its strategic management.

3.2. The policy is public and open to all participants in the educational process, as well as other stakeholders.

3.3. The policy takes into account the national traditions of

higher education in Ukraine and the previous experience of the University in the organization and content of education.

3.4. The policy is implemented through internal quality assurance processes with the involvement of all structural units of the University and participants in the educational process.

3.5. The policy envisages:

– availability of internal organizational procedures and processes to ensure the quality of educational activities and higher education;

– formation of criteria for the quality of higher education and the system of its assessment on the basis of its international dimension;;

– formation of a management system for processes and procedures to ensure the quality of educational activities and higher education;

– participation of educational structural subdivisions, the University administration and participants of the educational process in the implementation of quality assurance measures;

– practical implementation of innovative pedagogical and virtual technologies in the educational process;

– academic integrity and freedom, as well as combating academic fraud and plagiarism;

– prevention of intolerance or discrimination against students and employees;

– involvement of external stakeholders in quality assurance;

– integration of scientific and educational activities of the University and effective use of research results in the educational process;

– creating conditions for personal development and creative self-realization of potential professionals.

4. Internal organizational procedures and processes of the IQAS

4.1. The internal organizational procedures and processes of the IQAS are based on the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" of the European Association for Quality Assurance of Higher Education and include

– development of educational programmes and curricula, their monitoring and periodic review;

– student-centered learning;

– formation of the student body, assessment, recognition of learning outcomes and certification of students;

– staffing of educational activities;

– educational and information resources;

– information management;

– publicity of the University.

4.2. Development of educational programmes and curricula, their monitoring and periodic review.

Quality assurance of educational activities in the context of developing educational programmes involves:

– availability of a procedure for forming a flexible and mobile structure of the educational programme with theoretical and practical components;

– availability of a procedure for shaping the content of the educational programme in accordance with the standards of higher education and on the basis of the competence approach, student-centered learning and the National Qualifications Framework;

– availability of a procedure for the external independent expertise of the structure and content of educational programmes;

– availability of a procedure for approving educational programmes;

– involvement of students and employers in the development of educational programmes;

– availability of a procedure for the development of individual

curricula;

– the possibility of implementing the principle of "lifelong learning";

– assessment of the students' workload in ECTS credits;

– availability of the procedure for ongoing monitoring of educational programmess and their updating taking into account the latest achievements in a certain field of knowledge, needs of society, labour market and students' proposals.

4.3. Student-centered learning

Quality assurance of educational activities in the context of student-centered learning, teaching and assessment involves:

– the possibility of choosing disciplines and teachers, which is regulated by the relevant document;

– the opportunity to study in parallel full- and part-time majoring in different specialities (specializations);

– availability of a procedure for individual scheduling;

– the possibility of academic mobility of students;

– access to educational and information resources;

– the possibility of self-assessment and self-control of learning outcomes;

– consideration of and taking into account students' opinions on the organization of educational process, delivery of academic disciplines, content of educational programmes, system for assessing learning outcomes, etc.;

– participation of students in the governing bodies of the Institutes and the University;

– use of student-friendly forms and methods of providing educational services;

– use of innovative educational technologies in the educational process;

– availability of objective and transparent criteria for assessment of students' learning outcomes;

– periodic review and improvement of the system for diagnosing learning outcomes;

– availability of regulated procedures for considering students' appeals;

– the opportunity to study academic disciplines in foreign languages;

– availability of educational services for disability students;

– providing effective forms and methods for students' independent work;

– availability of a procedure for the formation of individual trajectories of students' learning;

– availability of regulated motivation mechanisms for students to study;

– availability of a system of student practical training, taking into account their individual needs and abilities;

– effective functioning of the institution of mentoring (mentors, tutors, consultants, etc.);

– availability of a flexible system of educational services (distance learning, part-time learning, TCC, branches at enterprises, research institutions, etc.);

– availability of a system of measures to train graduates for future professional activities and their position in the labour market;

– availability of social infrastructure for organizing and supporting everyday life, recreation and health improvement of students.

4.4. Formation of student body, assessment, recognition of learning outcomes and certification of students.

Quality assurance of educational activities in the context of student body formation, recognition of learning outcomes and certification of students provides for:

– availability of a system of vocational and career guidance of

applicants (Small Technical Academy of Science, preparatory courses, intellectual leisure centers for youth, branches of the Intellectual Educational and Scientific Center for Professional and Career Guidance in separate educational structural units);

– availability of regulated procedures and criteria for an objective, transparent competitive selection and the formation of a high-quality student body for higher education;

– the formation of the academic profile of an entrant (entrance control);

– monitoring of information concerning student's learning outcomes and taking necessary measures based on this information;

– availability of a system of transparent and objective assessment and recognition of learning outcomes;

– availability of procedures for determining the students' ranking, taking into account their academic and scientific achievements;

– availability of a system of objective, transparent and comprehensive assessment of the competencies acquired by a graduate and recognition of his/her qualifications (academic and professional).

4.5. Staffing of educational activities

Quality assurance of educational activities in the context of personnel policy formation involves:

– availability of a procedure for competitive selection of AS;

– transparency of the AS enrollment and career promotion system;

– mandatory professional development and internships;

– availability of an AS ranking system;

– availability of a system of motivation and encouragement of AS to employ innovative teaching methods and use new technologies;

– the opportunities for academic mobility of the AS;

– availability of a training system for highly qualified

personnel;

– the opportunity for students to assess the professional qualities of the AS;

– functioning of the incentive system to engage the AS in scientific and international activities;

– the possibility of involving leading Ukrainian and foreign specialists in the educational process;

– creating a favorable environment for the AS to perform educational and scientific activities effectively.

4.6. Educational and information resources

Quality assurance of educational activities in the context of educational and information resources involves the availability of:

– scientific and technical library with a developed infrastructure and library stocks;

– teaching and laboratory facilities for the educational process provision;

– teaching and methodological support of the educational process;

– IT infrastructure and relevant information resources and technologies to support the educational process;

– our own publishing and printing base for constant updating of teaching and methodological support;

– instructional and research sites, pilot production units, innovation units and a resource center.

4.7. Information management

Quality assurance of educational activities in the context of information management involves:

– availability of procedures for and means of gathering, analyzing and using information on the educational programme, organization of the educational process and the quality of teaching, learning outcomes and final certification of students to make

appropriate management decisions;

– functioning of procedures for monitoring students' achievements and career growth of graduates;

– availability of procedures for monitoring of teaching resources for the purpose of their improving;

– systematic monitoring of the labour market and the creation of a vacancy database for graduate employment.

4.8. Publicity of the University

Quality assurance of educational activities in the context of publicity of the University provides:

– openness, accessibility and transparency of information about the University, its educational and scientific activities (the university website, websites of the academic institutes, departments and other structural units);

– open and transparent information support of the admission campaign;

– availability of the information package of the University, ensuring its annual update and accessibility for citizens of Ukraine and foreign citizens;

– openness and availability of information on students' achievements, their ranking, final certification of graduates and qualifications awarded;

– openness and availability of information on the competitive selection of applicants to fill vacant academic staff positions;

– publication of the annual assessment results of the work of departments and their academic staff;

– openness and availability of information on the legal regulation of the educational activities of the University;

– openness and availability of information on the financial and economic activity of the University.

5. Internal standards for quality assurance of educational activities and higher education

HES LP 01 Development of educational programmes and curricula, their monitoring and periodic review

HES LP 01.01 Regulations on the development, approval and updating of educational programmes

HES LP 01.02 Regulations on the development and implementation of students' individual curricula

HES LP 01.03 The procedure for the curricula development, workload calculation, AS allocation, and scheduling classes

HES LP 01.04 The procedure for opening specializations at the University

HES LP 02 Student-centered learning

HES LP 02.01 Regulations on the organization of the educational process

HES LP 02.02 Regulations on academic mobility of students, PhD students, doctoral students, researchers and academic staff

HES LP 02.03 The procedure for students to elect academic disciplines

HES LP 02.04 Regulations on the organization of students' work placement

HES LP 02.05 Regulations on the organization of teaching academic disciplines in foreign languages

HES LP 02.06 Regulations on the organization and control of students' extracurricular activity

HES LP 02.07 The procedure for organizing student training according to individual schedules

HES LP 02.08 Regulations on the organization of students' research work

HES LP 02.09 Regulations on the short-cycle training to obtain a Bachelor's degree

HES LP 02.10 Regulations on the training of university students under contracts with individuals and legal entities

HES LP 02.11 Regulations on the provision of paid educational services for students to take modules (academic

disciplines) in excess of the volume established by the curricula and programmes

HES LP 02.12 Regulations on the organization and holding of All-Ukrainian Student Olympiads at the University

HES LP 02.13 Regulations on the organization and holding of All-Ukrainian competitions of theses and scientific works at the University

HES LP 03 Formation of student body, assessment, recognition of learning outcomes and certification of students

HES LP 03.01 Admission regulations

HES LP 03.02 The procedure for the formation of student body

HES LP 03.03 Rules for electronic registration, acceptance of applications and documents, formation of personal files of University applicants to study for a Bachelor's degree and ensuring the functioning of the "Applicant" system as a local subsystem of the Information retrieval system "Competition"

HES LP 03.04 Regulations on admission to Master's degree programmes

HES LP 03.05 The procedure for selecting potential applicants for Doctor's of Philosophy degree programmes.

HES LP 03.06 Regulations on interviewing applicants

HES LP 03.07 Regulations on the Appeal Commission

HES LP 03.08 Regulations on the Intellectual Educational and Career Guidance Centre

HES LP 03.09 Regulations on the Small Technical Academy of Science of the University youth

HES LP 03.10 Regulations on the organization and performance of ongoing and semester control of students' learning outcomes

HES LP 03.11 Regulations on the organization and performance of ongoing and semester control of the learning outcomes of students, studying for a Master's degree

HES LP 03.12 Regulations on the ranking assessment of students' performance

HES LP 03.13 Regulations on the assessment of students' residual knowledge in the form of comprehensive tests in academic disciplines

HES LP 03.14 Regulations on the organization of specialist training quality control

HES LP 03.15 Regulations on the certification of University students, and the work of examination boards

HES LP 03.16 The procedure for checking students' graduation projects for academic plagiarism

HES LP 03.17 Procedure for re-crediting (crediting) of academic disciplines (modules)

HES LP 03.18 The procedure for the transfer, expulsion of students and reinstatement of the expelled persons

HES LP 03.19 Regulations on the procedure for selection of students to be admited, and selection of PhD students, research and academic staff of the university to have internships at leading foreign universities and research institutions

HES LP 03.20 Regulations on the procedure for attachment and training of PhD students at the University

HES LP 04 Staffing of educational activities

HES LP 04.01 Regulations on the competitive selection of candidates to fill academic staff vacancies

HES LP 04.02 The procedure for the distribution of the academic staff and teachers

HES LP 04.03 Regulations on the assessment of the work of the department academic staff and the determination of their ranking

HES LP 04.04 Regulations on the professional development and internships of the academic staff

HES LP 04.05 Regulations on the procedure for the presentation of researchers and academic staff to the award of academic titles 'professor' and 'associate professor'

HES LP 04.06 Regulations on material encouragement of research, teaching, scientific, engineering staff and doctoral

students

HES LP 04.07 Regulations on the annual competition "Best Young Scientist of the Year" of the academic institute and University

HES LP 04.08 Regulations on the university grants for young scientists

HES LP 04.09 The procedure for granting PhDs the right to supervise postgraduates' research work

HES LP 04.10 Regulations on Honorary Doctor and Honorary Professor of the University

HES LP 04.11 Regulations on awarding the University honors

HES LP 04.12 The procedure for foreign business trips by the university employees

HES LP 05 Educational and Information resources

HES LP 05.01 Regulations on the scientific and technical library

HES LP 05.02 Regulations on the University Publishing House

HES LP 05.03 Regulations on the instructional and research laboratories

HES LP 05.04 Regulations on the procedure for planning and publication of textbooks and manuals in the University Publishing House

HES LP 05.05 Regulations on the procedure for publishing monographs

HES LP 05.06 Regulations on electronic educational publications of the University

HES LP 05.07 Regulations on the competition of monographs, textbooks and manuals

HES LP 06 Information management

HES LP 06.01 Regulations on the University website

HES LP 06.02 Guidance on the University office work

HES LP 06.03 Regulations on the virtual labour exchange

HES LP 06.04 The procedures (instructions) for functioning the University information systems

HES LP 07 Publicity of the University

HES LP 07.01 Statute of Lviv Polytechnic National University

HES LP 07.02 Regulations on the Supervisory Board of the University

HES LP 07.03 The concept of educational activities of the University

HES LP 07.04 Regulatory procedures for the Academic Board of the University

HES LP 07.05 Regulations on the academic institute

HES LP 07.06 Regulations on the Institute of Distance Learning at the University

HES LP 07.07 Regulations on the International Institute of Education, Culture and Relations with Diaspora of Lviv Polytechnic National University

HES LP 07.08 Regulations on the department

HES LP 07.09 Regulations on the department ranking

HES LP 07.10 Regulations of the regional distance learning centres of the University

HES LP 07.11 Regulations on the Admission Office of the University HES LP 07.12 Regulations on the University Council for Science and Methodology

HES LP 07.13 Regulations on the University Council for Science and Technology

HES LP 07.14 Regulations on the R&D department of the University

HES LP 07.15 Regulations on the research school of the University

HES LP 07.16 Internal rules of procedure

HES LP 07.17 Internal rules at students' halls of residence

HES LP 07.18 Regulations on student self-government at the University

HES LP 07.19 Regulations on the scientific society of University students, PhD students and young scientists

HES LP 07.20 Regulations on the University Youth Policy Council

HES LP 03.21 Regulations on scholarships for students, PhD students, doctoral students of the University

HES LP 07.22 Regulations on the students' village of the University

HES LP 07.23 Rules of students getting accommodation in University-owned halls of residence
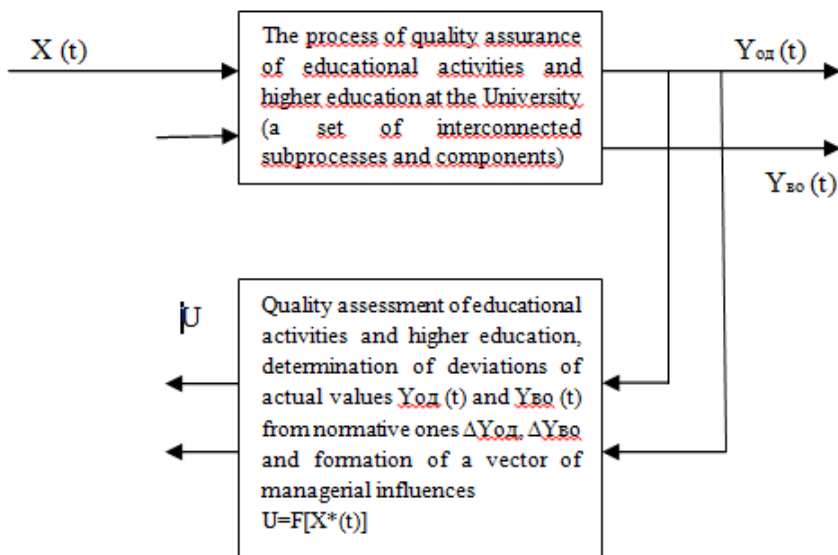
HES LP 07.24 Regulations on the Camp Council of the University

HES LP 07.25 Regulations on the People's House "PROSVITA" of the -

University

HES LP 07.26 Statute of the Sport Club of Lviv Polytechnic National university

HES LP 07.27 Regulations on the practical training centre of media technologies

Structure of the system of internal quality assurance of educational activities and higher education at Lviv Polytechnic

X (t) → [The process of quality assurance of educational activities and higher education at the University (a set of interconnected subprocesses and components)] → $Y_{од}$ (t)

$Y_{во}$ (t)

U ← [Quality assessment of educational activities and higher education, determination of deviations of actual values $Y_{од}$ (t) and $Y_{во}$ (t) from normative ones $\Delta Y_{од}$, $\Delta Y_{во}$ and formation of a vector of managerial influences U=F[X*(t)]]

$X(t) = (X1, X2, \ldots XN)$ is a vector of input variables of the process that characterize the state of the system at a particular point in time and can be measured directly or indirectly.

$Y_{од}$ (t), $Y_{во}$ (t) are vectors of output variables - generalized criteria for the quality of educational activities and higher education, which are determined on the basis of a set of weighted averages.

$X*(t) = (X*1, X*2, \ldots X*k)$ are vectors of process variables to be the basis of managerial decisions.

U is a managerial function aimed at regulating the deviations of output variables of the process of educational and research activity at the University.