

«APPROVED»

Rector of Lviv Polytechnic
National University

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Regulations on Guarantors of Educational Programs at Lviv Polytechnic National University

1. General provisions

1.1. Regulations on guarantors of educational programs in Lviv Polytechnic National University (hereinafter - University) is based on the Regulations on accreditation of educational programs for training of higher education applicants, approved by the Ministry of Education and Science of Ukraine from July 11, 2019 № 977 (hereinafter - the Regulations on Accreditation).

1.2. The Regulation determines the status of guarantors of educational programs (hereinafter - Guarantors) at the University, Educational and Scientific Institutes (hereinafter - ESI) and departments, defines their powers and responsibilities within their envisaged functions, as well as their rights.

1.3. The purpose of the Regulation is to streamline the processes of development, implementation, implementation and continuous improvement of educational programs (hereinafter - EP), processes that are part of the procedures for improving and developing internal quality assurance of educational activities and higher education in Lviv Polytechnic National University.

1.4. The requirements of this Regulation are mandatory for all structural units of Lviv Polytechnic National University.

2. Basic terms

2.1. Educational (educational-professional, educational-scientific) program is a system of educational components at the appropriate level of higher education within the specialty, which determines the requirements for the level of education of persons who can start studying according to this program, list of disciplines and logical sequence of their study, number of ECTS credits required to complete this program, as

well as the expected program learning outcomes (competencies) that must be mastered by the applicant for the relevant higher education degree.

2.2. The guarantor of the educational program is a scientific-pedagogical employee or a researcher of Lviv Polytechnic National University who works at the main place of work, is responsible for the quality of the educational program, has a degree and / or academic title in the relevant or related specialty or good experience in the field. This employee can only be the guarantor of one educational program. The guarantor of the educational program is an employee of the relevant department or in any other educational or scientific unit.

2.3. Project group of specialty is a group of pedagogical, scientific-pedagogical and / or scientific workers determined by the order of the rector, who are responsible for initiating educational activities in the specialty at a certain level of higher education and meet the qualification requirements defined by the License Terms.

2.4. Specialty support group is a group of pedagogical, scientific-pedagogical and / or scientific workers for whom the University is the main place of work and who are responsible for educational programs implementing according to the specialty at certain levels of higher education, personally participate in the educational process and meet the qualification requirements defined by the License Terms.

2.5. Stakeholders of educational programs are individuals and legal entities that have an interest in the implementation of a particular educational program, i.e. to some extent depend on it and / or may affect its structure, content and quality.

3. Status of Guarantors of educational programs

3.1. Guarantors of educational programs are appointed by the order of the rector of Lviv Polytechnic National University on the proposal of the directors of the Institute of Research among the scientific-pedagogical or research staff of the University. Guarantors appointed by the rector's order organize and coordinate activities aimed at developing, implementing, monitoring and periodically reviewing educational programs. The purpose of the Guarantors is to ensure and control the quality of training of higher education students who study in the relevant EP. Prior to the issuance of the relevant order, the responsibilities of the EP Guarantor are usually assigned to the project team leader, unless he is the Guarantor of another EP.

3.2. The Guarantors can be employees of the University who meet the following requirements:

- work at the main place of work at the University as a research and teaching or a research worker;
- are members of specialty support groups, which include the relevant EP;

- have a scientific degree and / or academic title in the relevant or related within the field of knowledge specialty, which includes the relevant EP;

- have at least 5 years of experience in scientific and pedagogical and / or scientific work for bachelor's and junior bachelor's degrees and 10 years for a doctor's degree and a master's degree;

- are not Guarantors of other (other) EP.

3.3. Proposals for candidates for appointment and replacement of the Guarantors of the EP are submitted by the heads of the graduating departments of the respective EP to the directors of the Research Institute.

4. Functions of Guarantors of educational programs

4.1. Guarantors of the EP are responsible for ensuring the quality of EP and educational activities for its implementation by:

4.1.1) during the implementation of the EP:

- periodic monitoring of the quality of EP and educational activities to ensure them;

- determining the content of the EP, as well as the processes of providing quality educational services for the training of applicants for higher education in the relevant EP;

- coordination of work on the development of educational programs, curricula and work programs (syllabi) of the components of the EP;

- ensuring compliance of the content of educational programs with the standards of higher education (professional standards, requirements of the national qualifications framework);

- coordination of activities to update the content of the EP and its components, taking into account the interests and proposals of stakeholders, based on the study of trends in the specialty and similar domestic and foreign EP, labor markets, sectoral, sectoral and regional contexts;

- coordination of measures to ensure the requirements of the accreditation criteria;

- control and operational adjustment of data on staffing and logistics of the implementation of the OP in the Unified State Electronic Database on Education (hereinafter - EDEBO) in cooperation with the Center for Information Support of the University (hereinafter - CIS);

- control and operational regulation of information on the official website of the University in the catalog of the University and on the timely posting on the official website of information on the improvement of the EP;

- control and coordination of procedures for ensuring the quality of EP documents and filling the Virtual learning environment of the University in terms of relevant EP;

- monitoring compliance with the License conditions for educational activities in terms of personnel, documentation, logistics, information support of the EP;

- carrying out planned procedures of internal quality control in order to improve the EP;

- providing proposals to the University management to improve the logistics and information support of the EP;

- control and improvement of practical training of students studying at EP, adjustment of bases of practices;

4.1.2) during the accreditation of EP:

- implementation of general guidance in the preparation of information on self-assessment of EP and posting them on the official website of the University;

- filling in the questionnaire on the NAZYAVO website about the self-assessment of the EP and placing accompanying documents there;

- coordination and placement on the official website of the University of the program of departure of the expert group during the accreditation examination;

- performing the functions of a contact person from the University on issues related to the accreditation of EP;

- acquaintance and placement on the official website of the University of the report of the group of experts on the results of the accreditation examination of the EP;

- participation (if necessary) in the meetings of the branch expert council and the NAZYAVO meetings, during which the relevant accreditation case is considered.

4.2. These functions Guarantors perform within the working hours of the research and teaching staff, which is reflected in the individual work plan of the teacher in the section "Educational and methodological work". The work performed is confirmed by the decision of the relevant department.

4.3. Guarantors of the EP are obliged to adhere to the norms of ethical behavior, academic integrity and conflict prevention at all stages of the implementation of the EP and to take measures to ensure compliance with these standards by all participants in the educational process.

5. Rights of Guarantors of educational programs

5.1. Within the framework of their functions, Guarantors have the right to:

- require from teachers of EP or EEP syllabi or work programs of academic disciplines and other documents related to the implementation and accreditation of the relevant EP or EEP;
- make proposals for approval, revision or update of the EP and curriculum for the relevant level of higher education and specialty;
- on the basis of interviews with stakeholders to conduct periodic monitoring of the quality of educational programs and educational activities;
- make reasonable proposals for the formation and change of staff who provide the educational process in the disciplines of general and professional training curriculum EP;
- participate in determining the conditions for the implementation of the EP, the development of curricula, syllabi of the components of the EP, practice programs and other documents of the EP;
- participate in the meetings of examination commissions for the certification of higher education students who study in the relevant EP specialty;
- participate in meetings of working groups, graduating departments, scientific councils of the Research Institute, which consider issues related to or may affect the implementation of the EP;
- make proposals to encourage employees who are involved in the implementation of the relevant EP;
- to receive from any structural subdivision of the University information on the implementation of the EP and filling in the information of self-assessment of the EP.

5.2. The management of the University of all levels ensures the observance and realization of the rights of the Guarantors of the EP.

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