

Ministry of Education and Science of Ukraine
Lviv Polytechnic National University

**Temporary Regulations on the Center for Quality Assurance
in Education of Lviv Polytechnic National University**

*Logo of Lviv Polytechnic
National University*

Lviv 2020

1. GENERAL PROVISIONS

1.1. The Center for Quality Assurance in Education (here in after referred to as the Center) is a structural subdivision of Lviv Polytechnic National University and ensures the implementation of tasks assigned to it.

1.2 The purpose of the Center is to continuously monitor the quality of educational activities and higher education at the University and draw conclusions about their state at the University, as well as to develop recommendations for making the necessary decisions to improve the quality of education and monitor their implementation.

1.3 The Center is created, reorganized and liquidated by the order in accordance with the procedure established by the University.

1.4 The Center reports directly to the Rector of the University.

1.5 The structure and staffing table of the Center is approved by the order of the Rector of the University.

2. TASKS OF THE CENTER

The main tasks of the Center are:

2.1. Ensuring the improvement in quality of education at the University.

2.2. Providing a comprehensive picture of the quality of educational activities and higher education at the University and their dynamics.

2.3. Development of tools for education quality management at the University.

2.4. Continuous and systematic monitoring of the quality of educational services at the University for compliance with the criteria for accreditation of educational programs.

2.5. Moderation of the processes necessary to ensure the quality of educational activities and higher education at the University (informational, advisory, role, target, etc.)

3. FUNCTIONS OF THE CENTER

3.1. Analysis of opportunities and provision of recommendations to the management of the University regarding the ways to improve the efficiency and ensure the quality of educational activities and higher education at the University.

3.2. Development of tools for monitoring the procedures and processes for internal quality assurance of educational activities and higher education at the University.

3.3. Monitoring of processes regarding the periodic review of educational programs, curricula and other documents in order to ensure their compliance with the criteria for accreditation of educational programs and higher education standards with a view to improving the quality of educational activities and higher education at the University.

3.4. Analysis of the results of students' academic achievements.

3.5. Provision of advice and clarification regarding the assurance of quality in educational activities and higher education at the University to developers and guarantors of educational programs, heads of structural subdivisions, student councils, etc.

3.6. Development of recommendations for the implementation of the criteria for accreditation of educational programs and creation of the effective system of preparation for the accreditation procedures at the University.

3.7. Providing consultation on filling in the information of self-assessment of educational programs and their monitoring for compliance with accreditation requirements.

3.8. Organization and provision of regular surveys of students, academic staff, graduates and employers on the quality of the educational process at the University.

3.9. Organization of effective cooperation with the National Agency for Higher Education Quality Assurance (hereinafter referred to as the NAHE) and international accreditation agencies.

3.10. Coordination of activities based on cooperation and consultation with the structural subdivisions of the University in terms of ensuring the quality of educational activities and higher education at the University.

3.11. Interaction with the independent assessment institutions regarding the assurance of quality in educational activities and higher education at the University.

3.12. Study, analysis and implementation of international experience in ensuring the higher education quality into the educational process at the University.

3.13. Participation in projects and programs of international cooperation, as well as in regional and local programs to improve the quality of higher education.

3.14. Conducting trainings for guarantors of educational programs, members of scientific and methodological commissions and other concerned parties regarding the accreditation of educational programs and improving the quality of educational activities and higher education at the University.

4. RIGHTS OF THE CENTER

The Center has the right to:

4.1. Use the information and material resources provided to the Center.

4.2. Obtain data, documents and information, necessary for work within its competence, from other structural subdivisions and services.

4.3. Participate in meetings and make proposals for improving the quality of education at the University.

4.4. Get acquainted with the draft decisions of the management related to the activities of the Center.

4.5. Participate in the preparation of regulations on education quality assurance at the University.

4.6. Carry out other activities determined by the regulatory and administrative documents of the University.

5. ORGANIZATIONAL STRUCTURE AND STAFF OF THE CENTER

5.1. The Center consists of sectors and their heads, advisor and specialists: head of the sector for monitoring the procedures and processes of the internal system for education quality assurance (Deputy Director of the Center); head of the sector for analyzing the results of students' academic achievements (Deputy Director of the

Center); head of the sector for monitoring the quality of educational programs (Deputy Director of the Center); adviser on coordination of relations with NAHE and international accreditation agencies; specialists according to the staff table.

5.2. The employees of the Center are hired and dismissed under the current legislation of Ukraine in accordance with the procedure established by the University.

5.3. The functions, rights, tasks and responsibilities of the employees of the Center are determined by the current legislation of Ukraine, the Charter, Internal Rules of the University, this Regulation and job descriptions.

5.4. The job descriptions of the Center's employees are developed and approved in accordance with the procedure established by the University.

5.5. If required and in accordance with the orders of the University, temporary groups for quality analysis can be additionally created at the Center to perform short-term complex tasks.

6. MANAGEMENT OF THE CENTER

6.1. The general management of the Center is carried out by its director, who is appointed and dismissed under the current legislation of Ukraine in accordance with the procedure established by the University.

6.2. The Director of the Center is obliged to:

- directly manage the operation of the Center, ensure the implementation of regular tasks and functions of the Center in compliance with the deadlines;

- ensure timely familiarization of the Center's employees with their job descriptions, Internal Rules of the University, collective agreement, Charter of the University and Regulation on the Center;

- provide information and proposals to the structural subdivisions of the University within the competence of the Center;

- perform other tasks determined by the University management within the competence of the Center.

6.2. The Director of the Center has the right to:

- receive, in accordance with the established procedure, the necessary information and materials from the structural subdivisions for the fulfillment of the tasks assigned to the Center;

- act within the competence of the Center and represent the University in public and other authorities on behalf of its administration;

- make proposals for appointment and dismissal of employees of the Center, their encouragement and imposition of disciplinary penalties;

- other powers determined by the University administration.

7. INTERACTION OF THE CENTER WITH OTHER SUBDIVISIONS AND THE EXTERNAL ENVIRONMENT OF THE UNIVERSITY

7.1. In its activities, the Center interacts with the structural subdivisions of the University on issues arising in the process of work within the competence of the Center.

7.2. In carrying out its tasks, the Center cooperates on behalf of the University administration with public authorities, local governments, educational institutions, research institutions, enterprises, institutions, organizations, foreign organizations,

legal entities and individuals on issues related to the Center's activities within its competence.

8. RESPONSIBILITY OF THE CENTER

8.1. Depending on job descriptions and functional duties, the Director and staff of the Center are responsible for:

- proper performance or non-performance of official duties in accordance with job descriptions;
- keeping accounts and maintaining records on all types of their work, storage of documents, databases for planning and logistics;
- storage of valuables;
- preparation for the adoption and control over the implementation of timely decisions on the issues related to the education quality assurance at the University.

8.2. All employees of the Center in accordance with their powers are responsible under the current legislation for the proper and faithful performance of functions and duties, accuracy and fairness in decision-making, compliance with the requirements for accuracy and confidentiality of information, timely reporting and compliance with corporate requirements in the work of the Center and the University as a whole.

Director of
Institute of Computer Technologies,
Automation and Metrology

M.M. Mykyichuk

Director of
Institute of Economics and Management

O.Y. Kuzmin

Director of
Center for Quality Assurance in Education

R.V. Shuliar