

REGULATION
on the Internal Quality Assurance System for Educational Activities and the Quality of Higher
Education at the European Medical University
(new edition)

1. General Provisions

The "Regulation on the Internal Quality Assurance System for Educational Activities and the Quality of Higher Education at the European Medical University" (hereinafter referred to as the Regulation) is developed based on the Law of Ukraine "On Higher Education" (Article 16. Quality Assurance System of Higher Education), the Regulation on the Organization of the Educational Process at the European Medical University (hereinafter referred to as the University), and other regulatory documents. It is grounded on the principles outlined in the "Standards and Recommendations for Quality Assurance in the European Higher Education Area" of the European Association for Quality Assurance in Higher Education and the national standard of Ukraine "Quality Management Systems" DSTU ISO 9001:2015, ISO 9001:2015.

The collegial governing body of the University responsible for defining the system and approving procedures for internal quality assurance of higher education is the Academic Council of the University. For monitoring the quality of educational activities and higher education at the University, a relevant working group may be established by the order of the Rector.

2. Principles, Levels, and Procedures for Quality Assurance

The quality of educational activities and the quality of higher education comprise the following components:

- Quality of education (knowledge, skills, problem-solving abilities);
- Quality of teaching and upbringing methods (organization of cognitive activities, motivation of cognitive activities, control over the implementation of educational activities);
- Quality of personal education (acquisition of knowledge, skills, and abilities, acquisition of moral norms);
- Quality of educational services (quality of personnel, material and technical support, information provision, etc.).

The verification of the quality of specialists' training at any stage is simultaneously a verification of the quality of the teacher's activities, the quality of organizing the educational process, with the main result being the professional competence of the graduate.

Control is carried out at the levels of the teacher - department - dean's office - rectorate - Ministry of Education and Science of Ukraine, Ministry of Health of Ukraine.

The Internal Quality Assurance System (hereinafter referred to as the System) at the University is developed in accordance with the principles of:

- Compliance with European and national standards of higher education quality;
- Autonomy of the higher education institution (hereinafter referred to as HEI), which is responsible for ensuring the quality of educational activities and higher education;
- A systemic approach, which involves quality management at all levels of the educational process;

- A process approach to management;
- Quality monitoring;
- Continuous improvement of quality;
- Involvement of higher education applicants (hereinafter referred to as Applicants), employers, and other stakeholders in the quality assurance process;
- Transparency of information at all stages of quality assurance.

The System involves the implementation of the following procedures and measures:

- Improvement of educational activity planning;
- Approval, monitoring, and periodic review of educational programs;
- Enhancement of the quality of Applicants' training;
- Strengthening the personnel potential of the University;
- Ensuring the availability of necessary resources for organizing the educational process and supporting students, including their independent work;
- Ensuring and developing information systems to enhance the efficiency of educational process management;
- Annual assessment of students, academic and teaching staff, regular publication of assessment results (official website, information boards, etc.);
- Providing professional development opportunities for teaching, research, and academic staff;\
- Ensuring transparency of information about the University's activities;
- Ensuring transparency of information about educational programs;
- Ensuring adherence to academic integrity by University staff and students, including the creation of an effective system for preventing and detecting academic plagiarism.

Quality criteria for the educational process include:

- The presence of approved educational plans, work plans, schedules of the educational process, educational-professional and work programs for disciplines;
- Compliance of the content of educational plans and work programs with the requirements of national standards;
- Consistency of the schedule of classes with the logic of teaching each discipline;
- Correspondence of elements of the educational process (lectures, seminars, practical and laboratory classes, etc.) to approved plans and programs;
- Completeness and sufficiency of methodological support for disciplines;
- Sufficiency, regularity, and level of organization of ongoing monitoring (quality control of students' knowledge, quality of the educational process, their analysis);
- Timeliness of the adoption and implementation of corrective measures.

Quality control of the educational process is carried out at several levels:

- By teachers through ongoing, semester, and final assessments.
- By the head of the department.

The head of the department monitors the quality of the educational process by:

- Checking plans for the implementation of educational, educational-methodical, organizational and methodological work, which should be recorded in the individual plans of teachers, in the annual reports of teachers at department meetings, and in the minutes of department meetings;
- Checking the preparation of educational and work programs in accordance with the requirements of current legislation, forming an educational and methodological complex for each discipline of the department;

- Attending all types of classes during the academic year: lectures, practical and laboratory classes, seminars, consultations, etc. Attendance of classes by each teacher is conducted at least once per semester. The results of attendance are recorded in the attendance control journal by the head of the department;
- Conducting open classes, which are discussed at department meetings or methodological seminars, and mutual visits (each teacher during the academic year should attend 2 classes), with appropriate records made in the mutual attendance control journal of the department.

Quality control at the dean's office level:

- Regular monitoring of students' compliance with the class schedule;
- Attendance of classes at the department by the dean (deputy dean);
- Control of compliance with the requirements for documenting the results of ongoing and final assessments;
- Verification of the readiness of departments for the new academic year;
- Monitoring the elimination of students' academic debts and academic differences;

Quality control at the level of the educational department:

- Checking the organization of the educational process by the department: formation of the educational workload of the departments, qualitative distribution of the workload among teachers;
- Regular monitoring of compliance with the class schedule by teachers;
- Attendance of classes by teachers by the Vice-Rector for Academic and Methodological Work, Head of the Educational Department;
- Control of compliance with the requirements for documenting the results of ongoing and final assessments;
- Regular reports of department heads to the University Academic Council at least once a year;
- Verification of the readiness of educational and methodological documentation according to the nomenclature of departmental affairs.

Control at the Rectorate level:

- The Rector and Vice-Rectors, in conjunction with the Academic Department, conduct this control through verification of:
- The availability of approved educational and working educational plans for each field of study and specialty in accordance with established procedures.
- The availability of approved schedules for the educational process in accordance with established procedures.
- The conformity of the content of educational plans and educational programs to the requirements of state standards of higher education.
- The availability of course syllabi and their alignment with elements of the educational process (lectures, seminars, practical and laboratory sessions, independent and individual work, etc.).
- The alignment of the class schedule with the logic of teaching for each discipline, as per approved plans and programs.
- The completeness and sufficiency of methodological support for disciplines (methodological guidelines, summaries, instructions for conducting seminars, practical and laboratory work, independent and individual work, etc.).
- Adherence to the requirements for the documentation of current and final control results and the availability of its complete set.
- Organizational and methodological support for all types of internships as stipulated by educational plans, compliance with all requirements for documentation for internships.
- Organizational and methodological support for final assessment at all educational and qualification levels in accordance with the requirements of current legislation, compliance with all requirements

for documentation for final assessment.

- By conducting control visits by the Rector, Vice-Rectors, and the head of the Academic Department to all types of classes conducted by instructors.

Questions about the quality of the educational process at the University or on individual departments are considered at meetings of the University's Academic Council and the Rectorate, no less than once every six months.

3. Periodic review of educational programs

The mechanism for developing and approving educational programs is regulated by the "Regulations on Educational and Professional Training Programs for Higher Education Applicants at the European Medical University."

The review of educational programs is carried out based on the results of their monitoring. Criteria for reviewing educational programs are formulated as a result of feedback from academic and pedagogical staff, students, graduates, and employers, as well as based on forecasts for the development of the field and society's needs.

Indicators include the level of updating of educational programs, the level of employers' participation in their development and changes, the satisfaction level of students (graduates), the employment index of graduates, the rating based on employer assessments, and participation in international training programs.

Each department is obliged to review educational plans and curricula of educational disciplines for their compliance with licensing and accreditation requirements.

Responsibility for implementation and execution: departments, Academic Department, the First Vice-Rector, the University's Academic Council.

4. Assessment of Learners

The assessment of the quality of learners' knowledge is carried out in accordance with the "Regulations on the Organization and Conduct of Control Measures at the European Medical University."

Assessment criteria are a mandatory component of the discipline's educational program. At the beginning of the semester, each academic and pedagogical staff member of the department must familiarize learners with the content, structure, and format of examinations (tests) and the system and criteria for their evaluation.

To take into account learners' opinions on the quality and objectivity of the assessment system, annual sociological surveys of learners and graduates are conducted, as well as monitoring the satisfaction of learners with the assessment.

The results of learners' assessment are discussed at the meetings of the Academic Council and regularly published on the official website of the University.

Responsibility for implementation and execution: departments, the dean's office of the medical faculty, the Academic Department, student self-government bodies, the First Vice-Rector.

5. Ensuring the Quality of the Teaching Staff

The procedure for selecting and appointing academic and pedagogical staff members is regulated by the "Regulations on the Procedure for Conducting Competitive Selection for Filling Vacant Positions of Academic and Pedagogical Staff Members" at the University.

The compliance of the instructor's specialization with the educational discipline is determined by the correspondence of their specialty with documents on higher education, or with scientific degrees, or with academic titles, or with a scientific specialty, as well as the requirements of paragraphs 28 and 30 of the Resolution of the Cabinet of Ministers of Ukraine of December 30, 2015, No. 1187 (as amended by the Resolution of the Cabinet of Ministers of Ukraine of May 10, 2018, No. 347) on the approval of Licensing Conditions for Educational Activities.

The main document for planning and accounting for the work of academic and pedagogical staff members at the University is the Individual Work Plan of the academic and pedagogical staff member. The Individual Work Plan includes all types of work planned for the academic year, and the academic and pedagogical staff member reports on its implementation in the corresponding section. The main types of work include educational, methodological, scientific, and organizational work. Individual work plans of academic and pedagogical staff members are reviewed at department meetings and approved by the department head. The Individual Work Plan of the department head is approved by the dean of the medical faculty

Every year, at the end of the academic year, the fulfillment of Individual Work Plans by academic and pedagogical staff members is discussed at department meetings. The department head assesses the implementation of the Individual Work Plan of the academic and pedagogical staff member, which is then approved at the department meeting.

Annually, at the end of the academic year, academic and pedagogical staff members, in accordance with the "Regulations on the Rating System for Assessing the Activities of the Department" of the University, compile and submit an Individual Information Report on the rating indicators of their activities.

At least once every five years, academic and pedagogical staff members undergo reporting. The report is considered at department meetings and the University's Academic Council, which make conclusions and recommendations for the further work of the academic and pedagogical staff member and their suitability for the position they hold.

Responsible for implementation and execution: department heads, dean of the medical faculty, human resources department, academic department, first vice-rector.

6. Ensuring the Availability of Necessary Resources for the Educational Process

The provision of necessary resources for the educational process at the University must comply with licensing and accreditation requirements.

The material and technical base of the University is fully adapted for the training of specialists in accordance with the current University license. University buildings are equipped for the mobility of vulnerable population groups, taking into account the limitations of their life activities due to health and age. The educational process is conducted in educational buildings, on practice bases, and the provision should be at 100%.

Classes according to the schedule are conducted in classrooms, laboratories, computer labs, and other educational premises equipped with an adequate amount of visual aids, modern multimedia devices, educational mannequins, models, and simulators for practicing practical skills, laboratory equipment, and computer equipment. Conditions for access to the Internet are provided, and there is a WiFi network in University buildings.

The educational process is fully supported by educational, methodological, and scientific literature in both printed and electronic formats, thanks to the resources of the University library and its web resources. The provision of printed textbooks and teaching materials is not less than one copy for every five persons in the actual student body, in compliance with established norms.

For self-study, learners have access to an electronic resource containing educational and methodological materials for educational disciplines. The provision of educational and methodological materials on the electronic resource for each educational discipline is 90%, in compliance with established norms.

Responsible for implementation and execution: Head of the General and Clinical Pharmacy Department, Academic Department, Educational and Scientific Library, Central Methodological Commission, First Vice-Rector.

7. Provision of Information Systems for Effective Management of the Educational Process

Effective management of the quality of educational activities at the University is facilitated by the electronic document management system and internal products, including the automated system

"Dean's Office." The electronic document management system ensures a unified mechanism for working with documents, prevents duplication, helps efficiently search for them with minimal information, and allows for parallel execution of operations, reducing document processing time and increasing operational efficiency. The electronic document management system is an implementation of the concept of "paperless workflow."

The automated system (hereinafter referred to as AS) "Dean's Office" is a set of automated workstations for the staff of the deans' offices and the educational department, providing control over the educational process, including examination sessions and the modular-rating system. The AS "Dean's Office" contains a significant number of various reports, has a simple and user-friendly interface, and enhances the interaction between the deans' offices and the educational department.

Information systems enable monitoring the quality of the University's activities and making effective managerial decisions to improve it.

Responsibility for implementation and execution: Dean's offices, the educational department.

8. Ensuring Publicity of Information

The publicity of information about the University's activities is ensured in accordance with the order of the Ministry of Education and Science of Ukraine dated February 19, 2015, No. 166, "Certain Issues of Publication of Information about Higher Education Institutions." Information subject to mandatory publication according to the Law of Ukraine "On Higher Education" is posted on the official website of the University.

Responsibility for implementation and execution: Heads of structural units and employees responsible for electronic resources of structural units.

9. Ensuring an Effective System for Prevention and Detection of Academic Plagiarism

The system for preventing and detecting plagiarism applies to scientific and educational works of students, scientific and pedagogical, scientific, and other employees of the University, as well as to applicants for academic degrees, and operates in accordance with the "Regulation on Academic Integrity at the European Medical University."

All scientific works and educational publications prepared for printing are reviewed at the meetings of the departments and other structural units where these works were carried out. When recommending scientific works for publication, they are mandatory checked for the absence of academic plagiarism.

Before submitting scientific articles for consideration by the Academic Council of the University's periodical scientific publication, the editorial board verifies the submitted articles for the absence of academic plagiarism.

In case of identifying academic plagiarism in a dissertation for obtaining an academic degree, such dissertation is removed from defense, regardless of the stage of consideration.

Responsibility for implementation and execution: Heads of departments, the secretary of the Academic Council of the University, scientific supervisors of dissertation works, vice-rector for scientific work.

10. Final Provisions

This Regulation enters into force on the day of its implementation by the order of the University Rector.

Control over the implementation of this Regulation is exercised by the officials of the University within the scope of their authority established in job descriptions.

Amendments and additions to this Regulation are discussed and adopted by the University Academic Council.

After the implementation of a new version of the Regulation, the previous version of the Regulation becomes invalid.