



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE LICENSING AND ACCREDITATION DEPARTMENT OF THE DEPARTMENT OF EDUCATION QUALITY ASSURANCE

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<i>Regulations on the Licensing and Accreditation Department of the Department of Education Quality Assurance</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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1. General provisions

1.1. Regulations on the Licensing and Accreditation Department of the Department of Education Quality Assurance (hereinafter – the Regulations) define the structure, key objectives, functions, rights and liability of the staff of the Licensing and Accreditation Department (hereinafter – the Department), as well as the interaction with other units of International European University (hereinafter – the University).

1.2. The Department is a structural unit of the Department of Education Quality Assurance, which is established, reorganized and liquidated by the decision of the University Rector on the basis of and in the manner prescribed by the current legislation of Ukraine.

1.3. The Department is created to coordinate, implement and ensure the proper organization of the licensing and accreditation process at the University.

1.4. The Department is led by the Head appointed and fired by University Rector's order in accordance with the current legislation of Ukraine.

1.5. The Department is directly subordinated to the Director of the Department of Education Quality Assurance (hereinafter – the Department) and reports to him/her on its operations.

1.6. The Department relies on the Constitution of Ukraine, Laws of Ukraine, regulatory framework of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance (NAQA), which regulate education activities in terms of quality assurance procedures, ISO 9001:2015 recommendations, University Statute, Development Strategy, Quality Policy and Goals, anti-corruption program and internal regulatory documents of the University.

1.7. Amendments and additions to these Regulations are developed by the Head of the Department, approved and adopted in the prescribed manner.

1.8. The Department interacts with public authorities, institutions/organizations engaged in licensing and accreditation issues, as well as with structural units of the University.

1.9. The rights and obligations of the Department staff are defined by job descriptions.

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2. Key objectives of the Department

2.1. To organize and take part in the work on preparing materials for licensing of educational activities and accreditation of educational/educational and scientific programs at the University in general:

2.1.1. to coordinate the cooperation with appropriate structural units of the University on preparing materials for licensing of educational activities and accreditation of educational/educational and scientific programs;

2.1.2. to submit materials on licensing of educational activities to the Ministry of Education and Science of Ukraine via the Unified State Electronic Database on Education (USEDE) and, along with guarantors of educational programs, submit self-assessment information to the electronic offices of accreditation cases of the National Agency for Higher Education Quality Assurance and other accreditation institutions;

2.1.3. to provide heads of structural units and guarantors of educational programs of the University with information and consulting assistance in preparing materials for licensing of educational activities and accreditation of educational/educational and scientific programs;

2.1.4. to control the timely submission of applications for including educational programs in the accreditation schedule and information about the self-assessment of educational programs to the National Agency for Higher Education Quality Assurance.

2.2. To monitor the University's compliance with the Licensing conditions for educational activities and assessment criteria for educational programs in accordance with the Regulations on Accreditation of Educational Programs available to students.

2.3. To study and process conclusions and recommendations of the National Agency for Higher Education Quality Assurance and the State Education Quality Service on the higher education quality system at the University and other independent institutions engaged in higher education quality assessment and assurance accredited by the National Agency for Higher Education Quality Assurance; to introduce the results to the participants in the educational process.

2.4. To define the principles and procedures of higher education quality assurance and provide recommendations on their integration into the educational process.

2.5. To take part in the development, adoption and proper functioning of the Quality management system at the University in accordance with the ISO 9001:2015

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requirements.

2.6. To explore and generalize the best national and international practices in ensuring the quality of higher education at all levels, their analysis.

2.7. To systematize and generate modern methodological approaches to the internal system of higher education quality assurance.

2.8. To organize and carry out internal and external audits of the Quality management system.

2.9. To take part in the development and advancement of documents of the University Quality management system in accordance with the ISO 9001:2015 International Standard.

2.10. To take part in the periodical review of educational programs.

2.11. To take part in the updating of the Regulations prepared by the Department.

2.12. To analyze the compliance of the academic (teaching) and/or scientific staff with the Licensing conditions for educational activities.

3. Key functions of the Department

To accomplish its objectives, the Department:

3.1. Conducts current and promising planning of Department operations.

3.2. Analyzes amendments, additions and new legislative and other regulatory documents on licensing and accreditation.

3.3. Prepares draft orders of the University Rector and draft decrees of the Vice-rector for scientific and pedagogical work concerning Department activity areas.

3.4. Plans and organizes the work on licensing of educational activities and accreditation of educational/educational and scientific programs:

3.4.1. draws up plans (schedules) of licensing and accreditation;

3.4.2. controls the compliance of staffing, educational, methodical, material, technical and information facilities of the University with the Licensing conditions for educational activities of education institutions and requirements for accreditation of educational/educational and scientific programs.

3.5. Holds seminars, meetings, training sessions and webinars with participants in the educational process at the University; applies other innovative forms of interaction in licensing and accreditation issues.

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3.6. Consults participants in the educational process about the compliance with the Licensing conditions and accreditation procedure.

3.7. Publishes plans, accreditation expertise results, control activities, annual reports, etc. on the University official website.

3.8. Delegation of other functions not stipulated by these Regulations to the Department is allowed after introducing appropriate amendments and additions to these Regulations.

4. Rights

The Department has the right to:

4.1. Check and control the compliance of University structural units with the Licensing conditions for educational activities.

4.2. Receive the required data and documents on issues within the Department competence from University officials and heads of structural units in the prescribed manner.

4.3. Take part in meetings and other events related to licensing and accreditation issues held at the University, as well as internal meetings dedicated to issues within the Department competence.

4.4. Introduce suggestions to the Department administration on:

- improvement of staff working conditions, organizational issues of the Department.

5. Liability

5.1. The Head of the Department and its staff, in accordance with job descriptions and functional responsibilities, are liable for:

- the state of accounting and reporting on all types of their work, storage of documents, databases concerning planning, reporting, etc.;
- late performance of assigned tasks;
- non-fulfillment of the requirements for information reliability and maintaining its confidentiality until the moment of disclosure;
- non-compliance with the corporate requirements in Department operations and at the University in general;
- indiscreet behavior, dishonesty, committing corrupt acts;
- improper state of preservation of material values.

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6. Interaction with other units of the University

6.1. The Department staff establish the relationship with all participants in the educational process, structural units, etc. based on friendliness, tolerance, transparency and accessibility.

6.2. The Department interacts with the University administration in accordance with the procedure stipulated by the University.

6.3. When accomplishing its objectives, the Department interacts with public and local authorities, education institutions, scientific establishments, enterprises, organizations, foreign organizations, legal and physical entities on issues related to Department operations within its powers.

