



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE DEPARTMENT OF MONITORING KNOWLEDGE AND ADHERENCE TO THE PRINCIPLES OF ACADEMIC INTEGRITY OF THE DEPARTMENT OF EDUCATION QUALITY ASSURANCE

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<i>Regulations on the Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity 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. The Department of Monitoring Knowledge and Adherence to the Principles of Academic Integrity (hereinafter – the Department) is a structural unit of the Department of Education Quality Assurance of International European University (hereinafter – the University).

1.2. The Department relies on the Constitution of Ukraine, the Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activities”, “On Copyright and Related Rights”, Decrees of the Cabinet of Ministers of Ukraine, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), other regulatory documents and Regulations on the Department of Education Quality Assurance.

1.3. 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.

1.4. Executive activities of the Department within its powers and job duties are organized by its Head appointed by University Rector’s order in the prescribed manner and with the approval of the Department Director.

1.5. The Department cooperates with all structural units of the University within its powers and by order of the Department Director in issues related to higher education quality monitoring and academic integrity assurance.

2. Administration and staff of the Department

2.1. The Department is led by the Head relying on the orders of the Department Director, these Regulations and job description.

2.2. The structure and staffing of the Department is formed in accordance with the given tasks and approved by Rector’s order.

3. Key objectives of the Department

3.1. To implement the University policy on ensuring the quality of education, educational activities and academic integrity; to develop the quality and academic integrity culture among participants in the educational process.

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3.2. Continuous and systematic monitoring of the quality of educational services and activities, safe and comfortable educational environment, the quality of educational achievements of students and educational and scientific activities of the academic staff, their sustainable professional development.

3.3. Systematic advancement of tools for conducting surveys, ratings and other forms of quality monitoring.

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

3.5. To develop the efficient system for preventing and detecting academic plagiarism in educational activities of participants in the educational process.

3.6. To explore and generalize national and foreign experience in ensuring the quality of higher education at all levels; to develop the information database of higher education research and create the practice in the efficient response to collected information.

3.7. To develop and advance the regulatory and informative framework regulating the functioning of the system for promoting academic integrity principles and preventing academic integrity violations by participants in the educational process at the University.

3.8. To promote academic integrity as one of the indicators of the high level of corporate culture at the University.

3.9. To prevent and detect academic plagiarism in scientific, educational, scientific and methodical works of the academic staff, doctoral and postgraduate students, as well as qualifying papers (theses) of students of all degrees and modes of study.

3.10. To create and apply various innovative forms of interaction with participants in the educational process to develop a sustainable intolerance to any kind of academic dishonesty.

4. Key functions of the Department

4.1. According to the key objectives, the Department's key functions include:

4.1.1. regulatory, document and methodical support of Department activities;

4.1.2. development of questionnaires, their approval in the prescribed manner and preparation of Google forms based on them, as well as other forms of surveys;

4.1.3. carrying out of surveys (using developed questionnaires and online resources)

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among participants in the educational process to find out their opinions about the satisfaction with the quality of educational services, organization of educational activities and safety of the educational environment;

4.1.4. rating of student knowledge and professional development of the academic staff; other ratings (including international ones);

4.1.5. carrying out of social, psychological and other monitoring research according to the University needs;

4.1.6. collection and processing of data obtained as a result of surveys and rating calculations, their analysis and publication of generalized results;

4.1.7. consultations and information support for participants in the educational process during surveys and rating formation;

4.1.8. providing recommendations on the education quality improvement based on the results of monitoring activities;

4.1.9. analysis of monitoring results concerning the particularities of academic integrity assurance at the University;

4.1.10. holding of roundtables, webinars, public lectures and other innovative forms of interaction with participants in the educational process to promote academic integrity principles, their regulatory consolidation, types of violations, and application of various types of academic liability for dishonest behavior;

4.1.11. consultations, recommendations, dissemination of informative and illustrative materials on specialized academic integrity assurance;

4.1.12. dissemination of information about the possibilities of the UNICHECK online system to check text works of students and scientific papers of the academic staff for matching/identity/similarity;

4.1.13. checking of text works of students and scientific papers of the academic staff for matching/identity/similarity in the UNICHECK system;

4.1.14. cooperation with student self-government bodies in education quality assurance and academic integrity issues;

4.2. other operations by the orders of the Department Director within its competence.

5. Rights

The Department has the right to:

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5.1. Receive the required data and documents on issues within the Department competence from University officials and heads of structural units with the approval of the Department Director.

5.3. Take part in Department meetings and hold internal meetings according to the operational needs of the Department.

5.7. Introduce suggestions to the Department Director on:

- improvement of staff working conditions and performance rewards;
- application of disciplinary measures for the violation of labor discipline and internal work regulations of the structure, staff schedule and staff selection of the Department.

6. Liability

6.1. 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.

7. Interaction with other units of the University

7.1. The Department interacts with structural units of the Department, all structural units of the University (with the approval/by the order of the Department Director), student self-government bodies, students and academic staff on issues arising in the process of work within the Department competence.

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

