

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
National University "Yuri Kondratyuk Poltava Polytechnic"**

CONFIRMED:

Order of the National  
University "Yuri Kondratyuk  
Poltava Polytechnic",  
№ 43, dated March 5, 2021

**REGULATIONS  
on the guarantor of the educational program,  
the specialty support group and the project group  
of the National University "Yuri Kondratyuk  
Poltava Polytechnic"**

APPROVED:

Academic Council of the  
National University  
"Yuri Kondratyuk Poltava  
Polytechnic",  
minutes of meeting № 2,  
dated February 25, 2021

**Poltava, 2021**

## 1. GENERAL PROVISIONS

1.1. Regulations "On the guarantor of the educational program, specialty group and project group of the National University" Yuri Kondratyuk Poltava Polytechnic "(hereinafter - the Regulations) defines the formation and main tasks of the project group and specialty group, functions, rights and responsibilities of the guarantor.

The purpose of the regulations is to streamline the organization of development, implementation, implementation and revision of educational programs, as well as the development of the internal quality assurance system of educational activities of the National University " Yuri Kondratyuk Poltava Polytechnic".

1.2. The project group is a group of scientific and pedagogical and / or scientific workers determined by the order of the Rector of the University, who are responsible for initiating educational activities in the specialty at a certain level of higher education and in the field of postgraduate education for persons with higher education and fall in with qualification requirements specified in the License Conditions.

1.3. The Working Group of Educational Activities (hereinafter – the Working Group) is a group of scientific and pedagogical and / or researchers determined by the order of the Rector of the University who are responsible for implementing a new educational program within a licensed specialty at a certain level of higher education and postgraduate education. higher education and meet the qualification requirements specified in the License Term.

1.4. The guarantor of the educational program is a scientific and pedagogical worker of the National University "Yuri Kondratyuk Poltava Polytechnic" (hereinafter – the University), who is appointed by order of the Rector to organize activities for the development, implementation, implementation, review and monitoring of the educational program. the quality of training of applicants for higher education under the relevant educational (educational-professional or educational-scientific) program.

1.5. Specialty support group – a group of scientific and pedagogical and / or researchers for whom the University is the main place of work and who are responsible for the implementation of educational programs in the specialty at certain levels of higher education, in the field of postgraduate education for people with higher education. educational process and meet the qualification requirements specified in the License Conditions.

## 2. FORMATION OF THE PROJECT GROUP

2.1. The project group is established at the University to conduct licensing to start educational activities in the field of higher education in the specialty, a certain level of higher education and in the field of postgraduate education for people with higher education in the relevant specialty within the field of knowledge. After obtaining a license for the specialty, the project group as a working group of the educational program is included in the specialty group.

2.2. A working group is being set up at the University to implement a new educational program within a licensed specialty at a certain level of higher education and in the field of postgraduate education for people with higher education. After the implementation of the decision of the Academic Council of the University on the approval and implementation of the educational program, the working group is included in the specialty support group.

2.3. The project (working) group should consist of research and teaching or research staff working at the University at the main place of work and qualified in the specialty and not included in any project group of the University or other higher education institution in the current semester (except project team in the same specialty at the University).

2.4. Depending on the level of education, the following requirements are set for the project (working) group:

2.6.1. For a bachelor's degree, there must be at least three people with an academic degree and/or academic title.

2.6.2. For a master's degree, there must be at least three persons with an academic degree and academic title, including one doctor of sciences and/or professor.

2.6.3. For the degree of Doctor of Philosophy, there must be at least three persons with a academic degree and academic title, including at least two doctors of sciences and/or professors.

2.7. To obtain a license to teach foreigners and stateless persons, one of the members of the project team must speak English at B2 level according to the European guidelines for language education or qualification documents (diploma of higher education, academic degree) related to the use of this language.

2.13. The functions assigned to the head and members of the project (working) group, the guarantor of the educational program are performed within the working hours of the second half of the working day, which is noted in individual plans and approved by the relevant department (faculty/institute).

2.14. The composition of the project (working) group is approved by the order of the rector on the basis of a memorandum of the dean (director), an extract from the minutes of the academic council of the faculty (educational and scientific institute) and information about the project (working) group.

2.15. Any changes in the composition of the project (working) group are made by order of the rector on the basis of a memo from the dean of the faculty (director of the educational and scientific institute), an extract from the minutes of the academic council of the faculty (educational and scientific institute) and changed information about the project (working).

### 3. FUNCTIONS OF THE PROJECT (WORKING) GROUP AND GUARANTOR OF THE EDUCATIONAL PROGRAM

3.1. Project (working) group develops an educational program in the specialty, a certain level of higher education.

3.2. When designing the educational program, the project (working) group provides: - clearly stated goals of the educational program, which demonstrate the features and / or uniqueness of the educational program, compliance with the objectives of the educational program mission and strategy of the University;

- taking into account the interests and proposals of stakeholders in formulating goals and program results of the educational program, namely employers, academia, higher education, other stakeholders (collects reviews, feedback, conducts surveys, involved in designing the educational program);

- analysis of the labor market, trends in the specialty, taking into account the regional and sectoral context;

- comparative analysis of similar domestic and foreign educational programs;

- compliance with the standard of higher education by specialty and level of higher education (if any) and the requirements of the National Qualifications Framework for the relevant qualification level.

3.3. Not later than one month before the approval of the educational program, submit to the Research and Production Center of Infocommunications of the University for publication on the official website of the University draft educational program to receive comments and suggestions from stakeholders (stakeholders).

3.4. Project (working) group:

3.4.1. Develops curriculum in accordance with regulatory requirements,

structural and logical scheme of the educational program and other documentation for the relevant educational program.

3.4.2. Carries out the analysis of providing the educational program with educational and methodical materials, necessary information resources, scientific and pedagogical personnel, material and technical resources (equipment, equipment, technical means of training, etc).

3.4.3. Prepares educational program, license materials for approval by the Academic Council of the University.

#### 4. APPOINTMENT OF THE GUARANTOR OF THE EDUCATIONAL PROGRAM AND THEIR MAIN TASK

4.1. The candidacy of the guarantor of the educational program is proposed for approval by the head of the graduating department. If there are several graduating departments under one educational program, the guarantor's candidacy must be approved by all heads of graduating departments. At the request of the head of the department, the candidacy of the guarantor of the educational program is approved by the Scientific and Methodological Council of the University.

Prior to the issuance of the relevant order, the responsibilities of the guarantor may be assigned to a member of the working group for the development (revision) of the educational program or to the head of the project group or a member of the specialization team, if he is not a guarantor of another educational program.

The guarantor of the educational program within the rights and obligations regulated by this Regulation is subordinated to the head of the department, which is determined by the graduation according to the relevant educational program.

The guarantor of the educational program is guided by this Regulation, as well as: Laws of Ukraine "On Education", "On Higher Education", Resolutions, orders of the Cabinet of Ministers of Ukraine, License conditions for educational activities of educational institutions, approved by the Cabinet of Ministers of Ukraine from December 30, 2015 № 1187 with changes, orders of the Ministry of Education and Science of Ukraine, Regulations "On accreditation of educational programs for training higher education", legal documents of the National Agency for Quality Assurance in Higher Education, the University Statute, orders and directives of the University Rector and other legislative and regulations.

4.2. Requirements for the guarantor of the educational program:

4.2.1. works at the main place of work at the University as a scientific and pedagogical or research worker;

4.2.2. has a academic degree and / or academic title in the relevant or

a specialty related to the educational program to provide an educational program for the preparation of higher education students with a bachelor's degree;

4.2.3. has a academic degree and academic title in the relevant or related to the educational program specialty to provide an educational program for the preparation of higher education applicants for master's or PhD degrees;

4.2.4. has at least ten years of experience in scientific-pedagogical or scientific work to provide an educational program for the preparation of a doctor of philosophy or master's degree and five years to provide an educational program for the preparation of a bachelor's degree graduates;

4.2.5. is not a guarantor of an educational program in another specialty.

4.3. The guarantor of the educational program is responsible for the quality of the educational program and the timeliness of its update.

## 5. MAIN TASKS OF THE GUARANTOR OF THE EDUCATIONAL PROGRAM

5.1. The guarantor of the educational program is responsible for the implementation of the educational program at all stages and during the accreditation, which is carried out in accordance with the requirements of the National Agency for Higher Education Quality Assurance.

5.2. Guarantor of the educational program:

5.2.1. During the initiation and development of the educational program in cooperation with members of the working group and interested participants in the educational process, representatives of the Department of Licensing and Accreditation of the Department of Education, Accreditation and Licensing:

5.2.1.1. coordinates the work on the development of the educational program, curriculum and educational and methodological support of the educational components of the educational program;

5.2.1.2. ensures compliance of the content of the educational program with the standard of higher education of the specialty, and in its absence - compliance of the program learning outcomes with the descriptors of the National Qualifications Framework for the relevant qualification level;

5.2.1.3. ensures the achievement of uniqueness and innovation, sectoral and regional features of the content of the educational program, which gives it the necessary competitive advantages in positioning in the market of educational services in Ukraine and abroad;

5.2.1.4. formulates the purpose and goals of the educational program in accordance with the mission and strategy of the University.

5.2.2. During the implementation of the educational program:

5.2.2.1. cooperates with the department of licensing and accreditation in the direction of ensuring the quality of educational activities under the relevant educational program;

5.2.2.2. provides activities for periodic review of the educational program taking into account the proposals of stakeholders, applicants for higher education, representatives of student government, public authorities and the public; trends in the specialty, labor market, industry and regional context, as well as positive experience in implementing similar domestic and foreign educational programs;

5.2.2.3. monitors the staffing of the educational program, compliance of research and teaching staff involved in the implementation of the educational program, the qualification requirements necessary for teaching disciplines of the educational program and develops appropriate recommendations to address identified shortcomings;

5.2.2.4. monitors and updates information on staffing and logistics of the educational program in the Unified State Electronic Database on Education;

5.2.2.5. submits a draft educational program to the Department of Licensing and Accreditation of the Department of Organization of Educational Process, Accreditation and Licensing, not later than one month before its approval, for publication on the official website of the University for stakeholder proposals;

5.2.2.6. provides to the Department of Licensing and Accreditation of the Department of Organization of Educational Process, Accreditation and Licensing for publication on the official website of the University educational program approved by the Academic Council of the University;

5.2.2.7. monitors and updates data on information and educational and methodological support of the educational program on the University website;

5.2.2.8. monitors and analyzes the level of provision of the educational program with the necessary information, material and technical resources that are necessary for teaching the disciplines of the educational program and, if necessary, develops appropriate recommendations to address identified shortcomings;

5.2.2.9. evaluates the quality of educational and methodical materials together with members of scientific and methodical commissions of faculties and educational and scientific institutes and employees of the Department of licensing and accreditation of the Department of organization of educational process, accreditation and licensing;

5.2.2.10. coordinates activities to update the educational and methodological support of educational components of the educational program, content and methods

of teaching disciplines on the basis of the latest achievements and current practices in the related field;

5.2.2.11. carries out activities to promote and adhere to academic integrity among teachers and applicants for higher education who study in the relevant educational program.

5.2.3. During the accreditation of the educational program provides:

5.2.3.1. general guidance in preparing information on self-assessment of the educational program during accreditation;

5.2.3.2. submission to the National Agency for Quality Assurance in Higher Education of information on self-assessment of the educational program and other materials;

5.2.3.3. performing the functions of a contact person from the University for the period of accreditation examination of the educational program;

5.2.3.4. coordination of the program of departure of the expert group during the accreditation expertise;

5.2.3.5. providing the Research and Production Center of infocommunications for publication on the official website of the University information about self-assessment of the educational program; departure programs of the expert group; report of experts on the results of accreditation examination of the educational program; conclusion of the branch expert council and the decision of the National Agency for Quality Assurance of Education on accreditation of the educational program within the timeframe specified in the Regulations on accreditation of educational programs, which provide training for higher education, documents on accreditation of educational programs;

5.2.3.6. participation (if necessary) in the meetings of the branch expert council and the National Agency for Quality Assurance in Education, where the accreditation case is considered.

5.3. The guarantor of the educational program implements these tasks within the working hours of the research and teaching staff and notes in the individual plan as an organizational and methodological work. The performance of the functions of the guarantor of the educational program is taken into account in the annual ranking of scientific and pedagogical staff of the university.

## 6. RIGHTS AND RESPONSIBILITIES OF THE GUARANTOR OF THE EDUCATIONAL PROGRAM

6.1. To implement these tasks, the guarantor of the educational program has the right:

6.1.1. to cooperate with structural subdivisions of the University, to



take part in meetings of departments, scientific-methodical commissions, scientific councils of faculties (institutes), scientific-methodical council of the University, Academic Council of the University, meetings of student assets and stakeholders. , monitoring and improving the educational program;

6.1.2. to make proposals to the departments, scientific and methodological commissions, academic councils of faculties (institutes), scientific and methodological council of the University, the Academic Council of the University to ensure the effective implementation of the educational program;

6.1.3. to cooperate with the head of the graduating department and the heads of the departments involved in ensuring the educational process under the educational program by making proposals regarding staffing and educational and methodological support of the educational process;

6.1.4. to cooperate with stakeholders, higher education seekers, government officials, the public and actively involve them in the process of reviewing and improving the educational program, taking into account the requirements of the labor market and the needs of modern society;

6.1.5. to address to heads of structural divisions in cases when the head of department does not consider the substantiated offers of the guarantor concerning inconsistency of personnel and / or educational and methodical maintenance of the corresponding educational components, with requirement of introduction of necessary changes;

6.1.6. to provide proposals to the University administration on improving the staffing, information, teaching and logistical support of the educational program;

6.1.7. to require the heads of departments of the University to provide the necessary information regarding the status of implementation of the educational program;

6.1.8. to take part in the formation and adjustment of the staff of the support group of the relevant specialty.

6.2. Responsibilities of the guarantor of the educational program:

6.2.1. to interact with specialists of the department of licensing and accreditation of the Department of organization of educational process, accreditation and licensing during licensing of specialties and accreditation of educational programs;

6.2.2. to provide periodic monitoring of the educational program aimed at its improvement;

6.2.3. to carry out organizational and coordination functions to provide the educational program with the necessary information, material and technical resources, teaching materials, etc;

6.2.4. to provide updates and revision of the goals of the educational program as a result of recommendations, stakeholder surveys, taking into account trends in the labor market;

6.2.5. to promote together with the specialists of the Department of organization of educational process, accreditation and licensing the introduction of innovative technologies, modern pedagogical forms and methods of teaching in the implementation of the educational program;

6.2.6. to promote together with the administrator of the Unified State Electronic Database on Education, the specialists of the Department of organization of educational process, accreditation and licensing, the representatives of the corresponding departments and structural units the relevance of the information in the Unified State Electronic Database on Education, on the University website;

6.2.7. to determine together with the specialists of the Department of International Relations the prospects and possibilities of concluding agreements on international mobility, double diplomacy, long-term international projects involving training of higher education seekers, etc.;

6.2.8. to organize events aimed at taking into account the requests of stakeholders, labor market representatives to update the educational program to current requirements;

6.2.9. to collect, analyze and take into account together with the specialists of the Department of organization of educational process, accreditation and licensing information on the career path of graduates of the educational program and use their experience when reviewing the educational program;

6.2.10. to maintain a high level of scientific and professional activity in accordance with the profile and specifics of the educational program;

6.2.11. to initiate self-assessment of the educational program, and in case of detecting shortcomings in the educational program or educational activity in its realization to provide their elimination.

## 7. FORMATION OF A SPECIALTY SUPPORT GROUP

7.1. The specialty support group is created at the University to ensure the implementation of educational activities for all educational programs of the specialty.

7.2. The specialty support group is determined by the order of the rector in each subdivision of the University, where the specialty training is carried out.

7.3. The specialty support team in each department where specialty training is provided should consist of scientific, pedagogical or research staff who are qualified in the specialty and who are not (were) part of any support group of the University or

other higher education institution in the current semester.

7.4. The number of members of the support group is sufficient if one of its members has no more than 30 applicants for higher education at all levels, courses and forms of education in the relevant specialty (for distance learning no more than 60 applicants).

7.5. The composition of the support team must meet the following requirements.

7.6. The share of those who have a academic degree and / or academic title is set for the highest level at which the educational activity is actually carried out, and is at least 50 percent of the total number of members of the support group for bachelor's degree, 60 percent – for master's degree, doctor of philosophy.

7.7. The share of those with a doctorate and / or the title of professor is set for the highest level at which the educational activity is actually conducted and is at least 10 percent of the total number of members of the support group for bachelor's degree, 20 percent – for master's degree, 30 percent – doctor of philosophy.

7.8. The specialty support group includes the heads of working groups - guarantors of all educational programs of the specialty, members of working groups and from them the head of the specialty support group is appointed, who can be the guarantor of only one educational program at a time.

7.9. Nominations of the head and the members of the support group are discussed at a joint meeting of graduating departments involved in the educational process in the specialty, the Academic Council of the Faculty (Educational and Research Institute) and adopted by the Academic Council of the Faculty (Educational and Research Institute). It is recommended to appoint heads of graduating departments or the dean (deputy dean for educational (scientific) work) as the head of the specialty support group if several graduating departments are involved in providing the educational process in the specialty.

7.10. The composition of each specialty support group is approved by the rector's order on the basis of a memorandum of the dean (director), an extract from the minutes of the academic council of the faculty (educational and research institute) and information on the quality composition of the support group of the educational program of the specialty.

7.11. Any changes in the composition of the specialty support group are made by order of the rector on the basis of a memorandum of the dean (director), an extract from the minutes of the academic council of the faculty (educational and scientific institute), changed information on the quality composition of the support group of the educational program.

## 8. FUNCTIONS OF THE SPECIALTY GROUP AND ITS HEAD

8.1. The specialty support group carries out the educational process in accordance with the Regulations on the organization of the educational process of the University, ensures the implementation of curricula of educational programs of the specialty at all levels of higher education.

8.2. The head of the specialty support team together with the guarantors of educational programs and the head of the structural unit in which the educational activity of the specialty is conducted, in order to achieve the educational program goals and program learning outcomes classes, practitioners, industry experts, employers' representatives.

8.3. Members of the specialty support group choose the forms and methods of teaching and learning in educational programs that best contribute to the achievement of program learning outcomes.

8.4. Carry out the educational process taking into account the requirements of the student-centered approach, the principles of academic freedom, constantly update the content of educational components based on scientific achievements and modern practices.

8.5. Choose the forms of control measures and evaluation criteria that can prove the achievement of program learning outcomes.

8.6. Ensure the objectivity of assessment, adhere to the principles of academic integrity.

8.7. Constantly improve their professional skills and pedagogical skills.

8.8. Initiate a review of educational programs in order to update the content of educational components in accordance with trends in the specialty, field, etc.

8.9. Feedback to employers, graduates in order to involve them in monitoring, periodic review of educational programs.

8.10. Assist guarantors of educational programs in preparing and conducting accreditation of educational programs.

## 9. FINAL PROVISIONS

9.1. The head of the graduating department, the guarantor and the scientific and

pedagogical staff must ensure the proper implementation of educational (educational and scientific) activities under the relevant educational program.

The supervisory function of the working group for the development and quality implementation of the educational program is the head of the graduating department, which is determined by the graduating, according to the relevant educational program.

9.2. The Regulations apply to all participants in the educational process of the University.

9.3. The Regulations is subject to revision and update, in accordance with changes in regulations acts of Ukraine in the field of higher education.

9.4. Changes and additions to the Regulations are considered and approved by the Academic Council of the University.