

Перекладено з української мови.
Оригінал Положення про організацію
оцінювання здобувачами вищої освіти
якості освітньої діяльності при
вивченні навчальних дисциплін у
Сумському державному університеті
розміщено за посиланням
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MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Sumy State University

REGULATION on the organization of assessment of the quality of educational activities by applicants for higher education when studying the academic disciplines at Sumy State University

Version 04

(The basic version was approved by order № 457-I of October 16, 2018)

1. General provision

1.1. "Regulation on the organization of assessment of the quality of educational activities by applicants for higher education when studying the academic disciplines at Sumy State University" (hereinafter - Regulation) at Sumy State University, and is the organizational and legal basis for the organization, conduct and generalization of evaluation results.

1.2. The Regulation defines the basic approaches to the organization of higher education quality assessment of educational activities, in particular the principles, methods of ranking by evaluation results and the form of generalization of information on educational quality assessment in Sumy State University.

1.3. The Regulation takes into account the Standards and Recommendations on Quality Assurance in the European Higher Education Area ¹⁾, operates in part that does not contradict current legislation, national and domestic regulations on quality assurance of educational activities and higher education SumDU, including the Regulation "Quality Assurance System of Education and Higher Education Sumy State University" and is placed in the relevant electronic Register.

2. General principles of the organization of estimation by applicants of higher education of quality of educational activity at studying of educational disciplines

2.1. Assessment of the quality of educational activities in the study of academic disciplines (hereinafter - assessment) by applicants for higher education is part of the quality assurance system of higher education at the university.

¹⁾ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). Brussels. 2015.

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2.2. The object of evaluation is the quality of educational activities in the study of academic disciplines at SumDU.

2.3. The subject of evaluation is applicants for higher education and other categories of persons studying at the university.

2.4. Evaluation of the quality of educational activities is carried out in order to ensure the rights of students to receive quality education and take into account the proposals of students at the university to improve the quality of the educational process.

2.5. Assessing the quality of educational activities in the study of disciplines at SumDU allows to provide information conditions for the formation of a holistic view of the quality of educational activities in the study of disciplines at the university and is based on the principles of transparency, objectivity, academic integrity, voluntariness.

2.6. Assessment of the quality of educational activities in the study of the discipline is conducted in the form of a sociological survey of applicants for higher education (students of all forms of education, postgraduates), usually after its completion (module, semester). For disciplines studied in the last semester of study at the appropriate educational level, the survey is conducted at the end of the theoretical course.

2.7. The assessment is carried out in accordance with the Plan for measuring the quality of higher education, which contains, in addition to those specified in paragraph 2.5. other measures, terms of their carrying out and is confirmed by the Rector on submission of the Head of Council on maintenance of quality of educational activity and quality of higher education no later than September 15 of the current academic year. Also, these measures in motivated cases may be carried out outside the plan at the initiative of officials and student government.

2.8. Assessment of the quality of the organization of educational activities in the study of disciplines is carried out by the method of questionnaires. The participation of higher education applicants in the survey is voluntary. The questions of the questionnaire (Annex 1) are formed within the competence of applicants for higher education and can be adjusted according to reasonable proposals.

2.9. The survey is conducted in the form of an online questionnaire through the student's personal account to which before the start of the survey for each discipline receives a key to access the questionnaire system.

2.10. Before the beginning of each survey, the student's personal account receives information about the timing of the survey, the procedure for its implementation, the activities that are provided by the results of the survey.

2.11. The participation of higher education applicants is anonymous. The programme code of the module for assessing the quality of the organization of educational activities in the study of academic disciplines includes mechanisms that make it impossible to determine the person who participates in the survey.

2.12. The organization of the survey of higher education students on the quality of the organization of educational activities in the study of disciplines is carried out by the Bureau

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for Monitoring of Higher Education Quality (hereinafter - BM) together with student government and the Student Agency for Promotion Education Quality.

2.13. The Center for Quality Assurance of Higher Education conducts professional processing, analysis of the obtained results and formation of a report on the state of quality of the organization of educational activities in the study of disciplines.

2.14. Technical support of the process of online survey and formalization of the results of quality assessment of the organization of educational activities in the study of disciplines is carried out by the Center of Information Systems.

2.15. According to the results of the evaluation, teachers are ranked on the quality of educational activities in order to identify and disseminate best practices in the organization of educational activities by the teaching staff of SumDU and take into account the suggestions of students studying to improve the quality of educational activities.

3. Methods for assessing the quality of the organization of educational activities in the study of academic disciplines

3.1. To assess the quality of the organization of educational activities in the study of academic disciplines, the appropriate number of points is set for each answer to the questionnaire (Annex 1). Changes in the distribution of points on the questionnaire are carried out by an expert group, the composition of which is formed by the Council for Quality.

3.2. The calculation of the result of the survey of higher education students can be carried out on a separate questionnaire, a meaningful group of questionnaires and / or a general indicator of the quality of educational activities (hereinafter - GIQ) on all questions of the questionnaire, according to the formula:

$$a_j = \sum_{i=1}^z x_i n_i$$

a_j – the sum of points obtained by the teacher for answering the questionnaire in all disciplines that were evaluated by applicants for higher education during the relevant period;

j – relevant teacher;

x_i – the share of higher education applicants who chose this answer;

n_i – the number of points that characterize this answer;

z – number of questionnaire questions.

3.3. When calculating the GIQ of an individual teacher for each discipline being evaluated, the highest and lowest results are not taken into account. If there are several identical results of the specified category, the above does not apply.

3.4. When calculating the GIQ of an individual teacher for each discipline, the answers of applicants for higher education, who noted that they attended less than 30 % of classes in the relevant discipline, are not taken into account.

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3.5. If the applicant chose the answer "I have an individual schedule" to the question "What proportion of classes in the discipline did you personally attend", do not take into account the answers to the questionnaire 1, 2, 4, 9, 12, 13 during the calculation. the amount of points for teachers who have a group of students with an individual schedule, the calculation applies a correction factor of 1.6 in relation to the answers of students studying on an individual schedule.

3.6. When calculating the general indicator of the quality of the organization of educational activities, the answers to the questions of the questionnaire from the first to the thirteenth and the fifteenth are taken into account. The answers to the fourteenth question of the questionnaire are evaluated separately.

3.7. According to the results of the survey of higher education students on the quality of organization of educational activities in the study of academic disciplines for the relevant period (autumn / spring semesters, academic year) is carried out according to GIQ:

$$GIQ = \frac{\sum_1^z a_j}{\sum_1^z m_{j\ max}} 100 \%$$

GIQ – generalizing indicator of quality of the organization of educational activity of the teacher on all disciplines estimated by applicants of higher education during the corresponding period;

$m_{j\ max}$ – the maximum possible amount of points that can be obtained for answering the questionnaire (in the case when all surveyed applicants for higher education have chosen the answer "Very good").

3.8. When calculating the normalized value of the generalized indicator of the quality of the organization of educational activities (GIQ), a differentiated approach is used to establish the minimum share of applicants who took part in the survey

Contingent of applicants for higher education	The minimum share of applicants who took part in the survey
up to 25 people	50 %
from 26 to 50	40 %
51-99 people	30 %
100-199 people	20 %
more than 200 people	10 %

3.9. For teachers whose activities are assessed in accordance with the conditions set out in paragraph 3.8, the normalization of their general indicator of the quality of the organization of educational activities (GIQ^H) for the relevant period according to the formula of absolute normalization:

$$GIQ^H = \frac{GIQ_j - GIQ_{min}}{GIQ_{max} - GIQ_{min}} \cdot 100\%$$

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GIQ^H – normalized value of the generalizing indicator of quality of the organization of educational activity for the corresponding period;

GIQ_j – the value of the generalizing indicator of the quality of the organization of the teacher's educational activity for the corresponding period;

GIQ_{min} – the minimum value of the generalized indicator of quality of the organization of educational activity for the corresponding period;

GIQ_{max} – the maximum value of the generalizing indicator of quality of the organization of educational activity for the corresponding period.

3.10. When processing the survey results, the answers to questions A, B and C of the questionnaire are not taken into account in the process of quantifying the survey results, but are used as indicators to ensure the minimum error of the survey.

3.11. The questions of the questionnaire are basic for conducting a sociological survey of full-time and part-time higher education students. Another form of questionnaire may be developed to conduct a survey of other persons studying at Sumy State University.

4. Generalization of the results of the assessment of higher education by the quality of educational activities in the study of disciplines

4.1. The generalized assessment of the quality of the organization of educational activities in the study of academic disciplines is determined by the technologies of rating assessments and provides for the distribution of teachers according to their value of GIQ^H on five levels: high (about 10 % of teachers whose activities are assessed according to in p.3.8.), above average (about 20 %, respectively), average (about 40 %, respectively), below average (about 20 %, respectively), low (about 10 %, respectively), including critical (in case if GIQ^H is in the range of 0-35 %).

4.2. The results of assessing the quality of the organization of educational activities in the study of academic disciplines are summarized in the forms given in Annex 2.

4.3. The results of assessing the quality of the organization of educational activities in the study of academic disciplines and ranking of faculty are stored in the BM and are not subject to public disclosure.

4.4. The results of assessing the quality of educational activities in the study of academic disciplines and ranking of teaching staff are brought to the attention of the Rector, First Vice-Rector, Vice-Rector for research and teaching, Director of the department for staff and training, Director of the institute (Dean of the faculty), Head of the relevant department.

4.5. The results of assessing the quality of educational activities by applicants for higher education in the study of the discipline to each teacher are brought individually through the "Personal office of the teacher".

4.6. The results of assessing the quality of the organization of educational activities in the study of academic disciplines are analyzed by the Director of the institute (Dean of the faculty) and the Head of the department. As a result of the analysis the following decisions can be made: repeated check of methodical maintenance of discipline; recommendations on

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the need for teacher training in in-service training programmes in accordance with the work plan of the Center for Human Resources Department of the educational institution, etc.

4.7. The results of assessing the quality of educational activities by applicants for higher education in the study of disciplines are accumulated over the years and taken into account when deciding on filling vacancies TS, concluding a contract to continue working in TS, including its terms, when deciding on academic titles, etc.

4.8. Based on the results of the analysis of quality indicators of the organization of educational activities in the study of academic disciplines, the annual competition "The best teacher through the eyes of students" is held, which may include, including:

- determination of the best teachers according to the general indicator of quality of the organization of educational activity;
- determination of the best teachers in separate nominations;
- honors of teachers who demonstrate a high level of quality of teaching disciplines, diplomas, certificates and other honors;
- awarding a prize to teachers who work at the university at the time of summarizing.

Decisions on awarding teachers of non-basic structural units are made by the Directors of these units.

4.9. Based on the results of assessing the quality of educational activities in the study of academic disciplines by a separate method, the indicator of assessment of higher education by students of higher education in the ranking of structural units (departments, faculties, institutes) is calculated.

5. Final provisions

5.1. The Regulation shall enter into force on the day following its entry into force by order of the Rector, unless otherwise provided by the same order.

5.2. Changes and additions to the Regulation may be made by order of the Rector or by order of the Rector by decision of the Academic Council of the University or the relevant advisory body. In the same order, the Regulation is repealed.

5.3. The responsibility for updating the Regulation and monitoring the implementation of its requirements is borne by university officials in accordance with their functional responsibilities.

5.4. Recognize as invalid the Regulation on the organization of assessment by applicants for higher education of the quality of educational activities in the study of disciplines at Sumy State University, that was put into effect by order № 0926-I from 17.12.19.

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QUESTIONNAIRE

on the assessment of higher education of the quality of educational activities by students when studying the academic disciplines

Name of subject _____

Teacher _____

(surname and initials of the lecturer; teacher conducting practical / laboratory classes)

A. What proportion of classes in the discipline did you personally attend?

- A.1. More than 90%;
- A.2. 60-90%;
- A.3. 30-60%;
- A.4. Less than 30%;
- A.5. I have an individual schedule.

B. What grade did you get on this ECTS scale in this discipline?

- B.1. F; B.2. Fx; B.3. E; B.4. D; B.5. C; B.6. B; B.7. A.

C. Your average score for the entire period of study:

- C.1. 60-63; C.2. 64-73; C.3. 74-80; C.4. 81-89; C.5. 90-100.
C.1. 120-139; C.2. 140-169; C.3. 170-200.

D. Type of training session:

- D.1. Lecture; D.2. Practice; D.3. Laboratory lesson.

1. Please provide an assessment of the quality of the organization of educational activities when studying the academic disciplines

№	The quality of teaching the discipline	Perfectly	Good	Satisfactory	Bad
1.	Assess how clearly, freely and meaningfully the teacher explained the material, answered students' questions, commented on difficult points, highlighted the main points in the topic and gave examples from practice	8	4	2	0
2.	Evaluate the teacher's use of interactive forms of classroom activities: discussions, active involvement of students in discussion, training, round table, problem-solving, team and other methods	3	1,5	0,75	0
3.	Assess the extent to which the teacher used the practice of providing access / links to educational videos and presentations (from the Internet and their own methodological developments)	3	1,5	0,75	0
4.	Evaluate the teacher's classes using open electronic platforms (OCW, MiX learning, Coursera, etc.), own mobile devices (laptop, tablet, smartphone, etc.)	6	3	1,5	0
5.	Assess how clearly the teacher organized the independent work of students: identified requirements, provided recommendations for homework, identified the necessary literature	8	4	2	0

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	and identified sources for its receipt				
6.	Evaluate the quality of the organization by the teacher of independent work with the use of electronic platforms (OCW, MiX learning, Coursera and others), distance courses of SumDU	6	3	1,5	0
7.	Evaluate the possibility of obtaining advice from the teacher while working on the discipline	3	1,5	0,75	0
8.	Assess how seriously and correctly the teacher treated all students	3	1,5	0,75	0

2. Indicate whether the following statements about the quality of the organization of educational activities are true

№	The quality of the organization of educational activities	Corresponds to reality	Definitely not true
9.	The teacher adheres to the start and finish time of classes	0,5	0
10.	The teacher acquainted the students with the regulations, which specify the evaluation criteria, and clearly followed it	0,5	0
11.	The teacher objectively assessed all types of tasks provided by the regulations	1	0
12.	The course was taught in Ukrainian (English according to the curriculum)	1	0
13.	During the quarantine, the teacher held regular classes	1	0

№	The presence of informal relationships	No	Yes
14.	Did you have to give a bribe (monetary reward, gift, service) to the teacher		

14.1 If you answered "Yes" to the previous question, confirm this:

1) I confirm

14.2 If you had given a bribe, indicate what it is:

- 1) monetary reward,
- 2) gift,
- 3) service,
- 4) other _____

3. Please provide an overall assessment of the teacher's work in this discipline

№	Component of the organization of educational activities	Perfectly	Good	Satisfactorily	Bad
15.	Your overall assessment of the work of a teacher in this discipline	8	4	2	0

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16. Your wishes, comments and suggestions on the quality of the organization of educational activities in the study of the discipline

Head of BM

(full name)

Scientific advisor LM

(full name)

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Form according to
version 04
(order № 0003-I
from 04.01.2021)

GENERAL FORMS OF RESULTS OF QUALITY ASSESSMENT OF ORGANIZATION OF EDUCATIONAL ACTIVITY IN SUMY STATE UNIVERSITY

I. QUALITY INDICATORS OF ORGANIZATION OF EDUCATIONAL ACTIVITIES _____

(name of institute / faculty)

Generalized indicator of the quality of the organization of educational activity / Indicator of the quality of use of innovative technologies and the organization of independent work at the teaching of academic disciplines

№	Teacher's full name	Department	Institute (faculty)	Number of applicants for higher education		% of participation in the questionnaire	General quality indicator (GIQ), %	GIQ normalized, %	Level of GIQ
				by a contingent of which, quality assessment was carried out	who took part in the survey				
1	2	3	4	5	6	7	8	9	10

Head of the Bureau for Monitoring
of Higher Education Quality

(signature)

(full name)

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II. GENERAL INDICATORS OF THE TEACHER ON THE QUALITY OF THE ORGANIZATION OF EDUCATIONAL ACTIVITY IN THE TEACHING OF EDUCATIONAL DISCIPLINES

Institute (faculty) _____ ;
(name of institute (faculty))

Department _____ ;
(name of department)

Teacher _____
(full name)

No	The name of the discipline	Academic year / semester	Date of the event	Number of respondents	Generalized assessment, %
1					
2					
.....					

Indicator	Value
General indicator of the quality of the organization of educational activities (GIQ) for the academic year, %	
Normalized GIQ for the school year, %	
Quality level	
Position in the ranking of the teaching staff of the university for the _____ academic year	
Position in the ranking of the teaching staff of the institute (faculty) for the _____ academic year	

Head of the Bureau for Monitoring
of Higher Education Quality

(signature)

(full name)