



REGULATIONS

on the Scientific-Methodological Department for the Quality Assurance of Educational Activities and Higher Education of Kharkiv National Air Force University

APPROVED

By the order of the Commandant of the
Ivan Kozhedub Kharkiv National
Air Force University 30.11.2025 № 1762

REGULATIONS

on the Scientific-Methodological Department for the Quality Assurance of
Educational Activities and Higher Education of Kharkiv National
Air Force University

1. The Scientific-Methodological Department for the Quality Assurance of Educational Activities and Higher Education is a structural unit of the Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as the “University”) and conducts a set of measures, procedures, and policies directed at supporting and improving the quality of the educational process at the University.

These Regulations define the tasks of the Scientific-Methodological Department for the Quality Assurance of Educational Activities and Higher Education of the University, as well as rights and duties of its Chief.

2. The Scientific-Methodological Department for the Quality Assurance of Educational Activities and Higher Education of the University is governed by the Constitution and the Law of Ukraine; acts of the President of Ukraine; resolutions and regulations of the Cabinet of Ministry of Defence of Ukraine; other regulatory-legal acts; orders and directives of Ministry of Defence of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, the General Staff of the Armed Forces of Ukraine, and the Commander of the Air Force of the Armed Forces of Ukraine; instructions of the Commander-in-Chief of the Armed Forces of Ukraine, the Chief of the General Staff of the Armed Forces of Ukraine, and the Commander of the Air Force of the Armed Forces of Ukraine; orders and instructions of the Chief of Staff – Deputy Commander of the Air Force of the Armed Forces of Ukraine; orders of the Chief of the Kharkiv National Air Force University; instructions of the Chief of Staff – Deputy Chief of the Kharkiv National Air Force University; as well as these Regulations.

3. The tasks of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University include:

participation in the development, review, and updating of regulatory documents governing the organization of educational activities at the University;

organization, assurance, and coordination of activities related to the licensing of educational activities and the accreditation of educational (educational-professional, educational-scientific) programmes;

organization, planning, coordination, and monitoring of the implementation of the University’s main activities plan with regard to it relates to the internal quality assurance system for educational activities;

organization of monitoring of compliance with the academic calendar of the educational process for the academic year with regard to it relates to quality assurance of educational activities;

organization, monitoring, and coordination of activities related to quality assessment and periodic review of educational (educational-professional, educational-scientific) programmes, educational programmes of professional military education (training) courses, etc., and the development of recommendations for their improvement;

submission of proposals for the development and improvement of the material-technical infrastructure based on the results of monitoring the quality of the educational process;

monitoring and development of recommendations for improving the quality of organization of the professional development of scientific-pedagogical (pedagogical) staff;

organization and summary of the results of the ranking of students and scientific-pedagogical (pedagogical) staff;

organization of the preparation and processing of reporting, informational, analytical, reference, and other documents insofar as they relate to quality assurance of educational activities and higher, professional pre-higher, and professional military education;

monitoring of the quality of military internship and practical training activities of students, and development of recommendations for revising internship and training programmes;

monitoring of the completeness, quality, and compliance of materials posted in the distance learning system with the content of educational programmes and course syllabi;

organization of the review, summary, and determination of ways to implement in the educational process the requirements of guiding documents of the Ministry of Education and Science of Ukraine, the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, customers for the training of military specialists, the National Agency for Higher Education Quality Assurance, as well as advanced pedagogical practices related to quality assurance of education;

conduct of monitoring studies based on survey results of representatives of customers, the University's senior management, scientific-pedagogical (pedagogical) staff, scientific staff, and students regarding the effectiveness of the functioning of the internal quality assurance system;

research and implementation of new scientific solutions aimed at improving the level of educational quality;

organization and conduct of scientific-methodological events (seminars, training sessions, webinars, round tables, etc.) within the scope of the Department's activities, and promotion of scientific and scientific-technical activities among students;

organization of ensuring compliance with the principles of academic integrity and ethics of academic relations by students, including the establishment and effective operation of a system for the prevention and detection of academic plagiarism, and promotion of adherence to the principles of academic integrity as one of the core principles of the University's corporate culture;

analysis of the functioning of the components of the internal quality assurance system, forecasting its development, and development of recommendations for its improvement;

coordination of procedures and measures related to the enhancement of the quality of educational activities at the University;

summary and analysis of the results of external evaluation of the University's educational activities, preparation of analytical materials and reports for the Chief of the University, as well as development of recommendations and proposals for their practical implementation;

analysis of the results of the examination committee and provision of recommendations, based on those results, for improving the functioning of the internal quality assurance system at the University;

reporting to the Chief of the University on the results of the Department's activities for the academic year in the area of quality assurance of educational activities.

4. The Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University conducts classified work in accordance with the requirements of legislation on the protection of state secrets.

5. The Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University exercises its powers both directly and in coordination with the University's structural units, as well as military units (institutions) subordinate to the University.

6. The Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University is headed by the Chief of the Department.

The Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University reports to the Chief of the University.

7. The Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University obliged to:

be familiar with the requirements of regulatory documents regarding the organization of the educational process and quality assurance of education, licensing of educational activities, and accreditation of educational (educational-professional, educational-scientific) programmes;

directly manage the work of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education, request and ensure the completion of tasks assigned to the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education within the established deadlines;

organize the monitoring of the quality of educational services provided by the University;

organize, ensure, and coordinate activities related to licensing of educational activities and accreditation of educational (educational-professional, educational-scientific) programmes;

report to the Chief of the University on identified violations of quality assurance requirements;

provide advisory support to students on issues related to improving the quality of educational activities and higher education, licensing of educational activities, and accreditation of educational (educational-professional, educational-scientific) programmes;

organize scientific-methodological events (seminars, training sessions, webinars, round tables, etc.) on matters of quality assurance in education;

monitor the elimination of weaknesses and deficiencies and ensure the implementation of recommendations for improving educational programmes provided as a result of accreditation;

organize the annual ranking evaluation of scientific-pedagogical staff and students of the University;

ensure adherence to the principles of academic integrity and ethics of academic relations by all participants in the educational process;

organize the development and improvement of the University's regulatory documents within the scope of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education;

organize activities related to the periodic review of educational (educational-professional, educational-scientific) programmes and professional military education course programmes based on graduate assessments, quality inspections of military specialist training by customers, and the analysis of the University student survey results;

conduct analyze the timeliness and quality of professional development of the University's scientific-pedagogical staff;

organize surveys of University students to determine satisfaction with the quality of educational activities, prepare reports on survey results, and provide recommendations for improving educational quality;

organize conduct of scientific research on matters of quality assurance in education;

organize the implementation of results from scientific research into the University's educational activities.

8. The Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University have the right to:

report to the Chief of the University on identified violations of quality assurance requirements;

request from the Chiefs of the University's academic structural units the elimination of identified deficiencies and violations related to quality assurance;

within the scope of delegated authority, provide clarifications and recommendations to officials of the University's academic structural units and to the

University's collegial bodies on matters within the competence of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education;

conduct surveys (questionnaires, interviews, etc.) of all participants in the educational process;

participate in the development of the University's strategy and policies regarding the formation of the internal quality assurance system;

conduct informational, educational, methodological, and instructional sessions with programme guarantors, scientific-pedagogical staff, and students on issues related to internal quality assurance;

receive from the University's structural units documents, informational-reference materials, proposals, survey results (questionnaires, interviews, etc.), and other data necessary for the fulfillment of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education tasks, and determine the deadlines and procedure for their submission;

participate in meetings and other events on matters within the competence of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education, held at the University and its structural units;

participate in the work of the Academic Council, and submit proposals to the University leadership and the Academic Council on matters within the competence of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education.

9. The Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University shall be appointed and dismissed in accordance with the procedure established by law.

A military servicemember shall be appointed to the position of Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University.

In the absence of the Chief of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education of the University, their duties shall be performed by the Leading Scientific of the Scientific-Methodological Department for Quality Assurance of Educational Activities and Higher Education or another designated official.