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MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

KHERSON STATE MARITIME ACADEMY

AGREED

Vice-Rector on Academic Work
of Kherson State Maritime
Academy

_____ Olena Diahyleva
« 05 » 2021

APPROVED

Rector of Kherson State Maritime
Academy

_____ Vasyl CHERNIAVSKYI
« _____ » _____ 2021

REGULATION ON THE INTERNAL QUALITY ASSURANCE OF THE EDUCATION SYSTEM IN KHERSON STATE MARITIME ACADEMY

QMS 04-50-2021

(Version 3)

APPROVED

Council on Quality Assurance of KSMA
Minutes dated « ____ » 02.2021.

Academic Council of KSMA
Minutes dated «25» 02. 2021.

№ _____
Acting Secretary of Academic Council
_____ Mariana BABYSHENA

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Kherson - 2021

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FOREWORD

1. This Regulation is developed by the responsible parties of the quality management system of Kherson State Maritime Academy.

2. It is approved by the Academic Council of Kherson State Maritime Academy.

3. It shall enter into force upon approval by order of the Academy.

4. The Periodic review procedure shall be conducted at intervals not exceeding 12 months.

5. Changes to this Regulation shall be developed based on the results of its application in practice at Kherson State Maritime Academy or in case of changes in the requirements of regulatory documents upon which the procedure is based.

1. REGULATORY REFERENCES

This Regulation refers to the following normative documents:

- Law of Ukraine "On Higher Education" dated July 1, 2014, № 1556-VII;
- Law of Ukraine "On Education" dated September 5, 2017, № 2145-VIII;
- Law of Ukraine "On Scientific and Scientific-Technical Activity" dated November 26, 2015, № 848-VIII;
- International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (according to the Law of Ukraine dated November 1, 1996, № 464/96-VR);
- Resolution of the Cabinet of Ministers of Ukraine dated August 21, 2020, № 800 "Some Issues of Qualification Enhancement of Pedagogical and Scientific-Pedagogical Workers";
- Order of the Cabinet of Ministers of Ukraine dated August 27, 2010, № 1726-p "On Increasing the Level of Employment of Graduates of Higher Educational Institutions";
- Order of the Ministry of Education of Ukraine dated April 8, 1993, № 93 "Regulations on Internship of Students of Higher Educational Institutions of Ukraine";
- Order of the Ministry of Education and Science of Ukraine dated January 24, 2013, № 48 "On Approval of the Regulation on Qualification Enhancement and Internship of Pedagogical and Scientific-Pedagogical Workers of Higher Educational Institutions";
- Order of the Ministry of Education and Science of Ukraine dated August 7, 2013, № 567 "On Approval of the Regulation on the Ranks of Sea Vessels Officers and the Procedure for Their Assignment".

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- Order of the Ministry of Education and Science of Ukraine dated February 19, 2015, № 166 "On Some Issues of Publication of Information on the Activities of Higher Educational Institutions";
- Order of the Ministry of Education and Science of Ukraine dated July 11, 2019, № 977 "On Approval of the Regulation on Accreditation of Educational Programmes for which Higher Education Applicants are Trained";
- Methodological recommendations for experts of the national agency on the application of criteria for assessing the quality of educational programmes were approved by the Decision of the National Agency for Quality Assurance in Higher Education Protocol dated August 29, 2019, № 9;
- Methodological recommendations for higher education institutions on supporting the principles of academic integrity (according to the letter of the Ministry of Education and Science of Ukraine dated October 23, 2018, № 1/9-650 "Regarding Recommendations on Academic Integrity for Higher Education Institutions");
- Letter of the Ministry of Education and Science of Ukraine dated April 14, 2016, № 1/9-189 "Regarding Compliance with the Law on Higher Education Regarding the Publication of Information on the Official Websites of Higher Educational Institutions";
- Regulations of Kherson State Maritime Academy;
- KSMA development strategy for 2020-2025 academic years;
- DSTU (State Standard of Ukraine) ISO 9001:2015 Quality management systems. Requirements.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

In this Regulation, the terms and definitions established in the Law of Ukraine "On Higher Education", "On Education", and DSTU (State Standard of Ukraine) ISO 9001:2015 "Quality Management Systems. Requirements" are used.

The following definitions are applied in this Regulation:

academic integrity	- the complex of ethical principles and legally defined rules that participants in the educational process must adhere to during teaching, learning, and conducting scientific (creative) activities with the aim of ensuring trust in the outcomes of education and/or scientific (creative) endeavours;
higher education	- the complex of systematized knowledge, skills, and practical abilities, modes of thinking, professional, ideological, and civic qualities, moral-ethical values, other competencies acquired at a higher education institution (research institution) in the relevant field of knowledge for a specific qualification at levels of higher education that are more complex than the level of complete general secondary education;
customer	- an individual or organization that can receive or receives a product or service intended for this individual or organization, or which this individual or organization requires;

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European credit transfer and accumulation system	- credit transfer and accumulation system utilized within the European higher education sphere aiming to facilitate the provision, recognition, and confirmation of qualifications and educational components, promoting academic mobility among higher education learners. This system is based on defining the educational workload required for students to achieve specified outcomes;
students	- individuals enrolled in a higher education institution at a certain level of higher education with the aim of obtaining a corresponding degree and qualification;
qualification	- official outcome of assessment and recognition attained when an authorized institution establishes that an individual has achieved competencies (learning outcomes) in accordance with higher education standards, as evidenced by the corresponding higher education document;
competency	- ability of an individual to successfully socialize, learn, and engage in professional activities, arising from a dynamic combination of knowledge, skills, abilities, modes of thinking, perspectives, values, and other personal qualities;
educational activities	- activities of higher education institutions aimed at organizing, ensuring, and implementing the educational process;
educational process	- system of scientific, methodological, and pedagogical measures aimed at developing an individual through the formation and application of their competencies;
educational (educational professional, educational scientific) programme	- unified set of educational components (courses, individual tasks, internships, assessments, etc.) aimed at achieving the anticipated learning outcomes outlined by such a programme, entitling individuals to obtain a specified educational or educational and professional qualification(s). The educational program may define a single specialization within its scope or may not include
minutes, records	- document containing the obtained results or evidence of completed tasks;
educational level	- completed stage of education characterized by the level of complexity of the educational program, a combination of competencies typically defined by educational standards and corresponding to a certain level of the National qualification framework
educational outcomes	- knowledge, skills, abilities, modes of thinking, perspectives, values, and other personal qualities acquired through the process of learning, upbringing, and development, which can be identified, planned, assessed, and measured, and which an individual is capable of demonstrating upon completion of an educational program or specific educational components ;
stakeholder	- individuals and legal entities with a legitimate interest in the activities of an organization, who to some extent depend on it or can influence its activities. They are sometimes referred to as interest groups or influence groups;
specialization	- component of a specialty that may be defined by a higher education institution and involves one or several specialized educational programs at the higher or postgraduate education level;

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specialty	- subject area of education and science harmonized with the International Standard Classification of Education, which unites related educational programmes that entail common requirements for competencies and learning outcomes of graduates;
consumer	- client, end-user, retailer, recipient of products or services from an internal process;
quality of higher education	- compliance of the conditions of educational activities and learning outcomes with the requirements of legislation and higher education standards, professional and/or international standards (if applicable), as well as the needs of stakeholders and society, ensured through the implementation of internal and external quality assurance procedures;
quality of educational activities	- the level of organization, provision, and implementation of the educational process ensuring the acquisition of quality education by individuals and meeting the requirements established by legislation and/or the contract for the provision of educational services;

List of abbreviations used in the Regulation:

DP – documented procedure

KSMA – Kherson State Maritime Academy

LU – Law of Ukraine

QMS – Quality Management System

ECTS – European credit transfer and accumulation system

MES of Ukraine – Ministry of Education and Science of Ukraine

MI – Ministry of Infrastructure of Ukraine

TS – teaching staff

NAHEQA – National Agency for Higher Education Quality Assurance

STCW – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers

IMO – International Maritime Organization

3. DEFINITIONS OF PRINCIPLES AND PROCEDURES OF HIGHER EDUCATION AND EDUCATIONAL ACTIVITIES QUALITY ASSURANCE

3.1 Quality Management System at Kherson State Maritime Academy

3.1.1 The activities of Kherson State Maritime Academy (hereinafter referred to as the academy, KSMA) and its departments, divisions, and services are carried out in accordance with the Laws of Ukraine "On Higher Education" dated July 1, 2014, № 1556-UP (Article 16 Quality Assurance System of Higher Education), "On Education" dated September 5, 2017, № 2145-UH (Article 41, Quality Assurance System of Education), and the Regulations of KSMA.

3.1.2 The Quality Management System of KSMA complies with the principles of the DSTU ISO 9001:2015 standard and ensures the implementation of the main objectives, namely: planning, provision, and confirmation of quality.

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3.1.3 The Quality Management System of Kherson State Maritime Academy (KSMA) is based on eight principles in accordance with the requirements of the DSTU ISO 9001:2015 standards, which the KSMA management adheres to in order to optimize the academy activity.

Principle 1. Customer Focus. The results and stable operation of the academy primarily depend on its consumers of educational services. Therefore, the KSMA management, by analyzing current and future needs of consumers of educational services, fully satisfies these requirements, exceeding their expectations. To this end, the academy systematically conducts monitoring and forecasting of future quality requirements for the provision of educational services.

Principle 2. Leadership. The KSMA management takes a leading position in all areas of the academy activity: it sets goals and ensures the unity of the team in achieving them at all levels, provides support and management, and takes responsibility for optimizing and systematically improving the management and support processes of the academy.

Principle 3. Involvement of Personnel. KSMA staff form the backbone of the academy. The rector of the academy and heads of structural units, departments, and services contribute to the creation and maintenance of an optimal socio-economic environment and psychological climate within the team, which contributes to the realization of the creative and research potential of the staff, directing it to fulfill the main tasks of the academy.

Principle 4. Process Approach. Any activity of KSMA, which has its "inputs" and "outputs" (DSTU ISO 9001:2015) and uses certain resources, is considered as a process. This approach allows achieving the desired results of activities most effectively.

Principle 5. System Approach to Management. Considering any activity as a process and considering that the "output" of one process is the "input" for one or more other processes, management of interconnected processes at KSMA is carried out as a system. Such an approach contributes to the effective and efficient achievement of quality goals in the educational activities of the academy.

Principle 6. Continuous Improvement. Continuous improvement of KSMA activities is the main goal of every academy staff member and is based on preventive and corrective actions (improvement and evaluation of performance).

Principle 7. Decision Making Based on Facts. All decisions at KSMA are made based on an analysis of the functioning of the quality management system of educational activities, which allows enhancing the effectiveness and efficiency of the decisions made.

Principle 8. Mutually Beneficial Relationships with Suppliers. Considering the fact that the academy and suppliers are interdependent, the KSMA management pursues a policy of mutually beneficial relationships with suppliers to improve them.

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3.2. Evaluation/self-evaluation criteria of the quality assurance system of the educational activities and higher education at KSMA

3.2.1. The following are the evaluation/self-evaluation criteria of the quality assurance system of educational activities at KSMA:

- grade "Does not meet" - the regulatory framework is not developed; procedures and measures are not regulated by norms and are not applied; quantitative indicators are significantly below the established norm (minimum level);

- grade "Partially meets" - the regulatory framework is partially developed (most key procedures and stakeholders are not covered); procedures and measures are normatively regulated but not applied (or procedures and measures are applied on an initiative basis but not regulated by norms); quantitative indicators are below the established norm (minimum level) by three measurement errors of the indicator (in the absence of information about the error: not more than 15% relative to the norm, or by one unit - depending on the indicator);

- grade "Mainly meets" - the regulatory framework is mainly developed (some important procedures are not regulated, the mechanism for involving one of the key stakeholders is not defined); procedures and measures are normatively regulated and applied (there are some significant deficiencies); quantitative indicators exceed the established norm (minimum level) by less than three measurement errors of the indicator (in the absence of information about the error: not more than 15% relative to the norm, or by one unit - depending on the indicator);

- grade "Fully meets" - the regulatory framework is fully developed, there are no significant deficiencies; procedures and measures are normatively regulated and applied (no significant deficiencies identified); quantitative indicators exceed the established norm (minimum level) by more than three measurement errors of the indicator (in the absence of information about the error: more than 15% relative to the norm, or exceeds the norm by two or more units - depending on the indicator);

- grade "Not assessed (cannot be assessed)" - development of normative documents of the appropriate level is not required due to delegation of authority or normative documents (requirements) must be developed by central executive bodies; measures and procedures are not provided by the standard; minimum quantitative indicators are not established, or quantitative determination is not possible due to the specificity of the specific process.

3.3. Description of the inner system of educational activities quality assurance at Kherson State Maritime Academy.

3.3.1. The inner quality assurance system for higher education at the academy is a component of the quality assurance system for higher education in

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Ukraine and consists of ensuring and monitoring the quality of higher education and educational activities at the academy.

3.3.2. Ensuring and monitoring the quality of higher education at the academy is aimed at assessing students' learning outcomes through a gradual transition to transparent assessment methods and the use of rating scales, as well as differentiated approaches to assessing students' learning outcomes.

3.3.3. Ensuring and monitoring the quality of educational activities at the academy includes the following measures:

- conducting internal quality audits of the activities of structural units of the academy responsible for the functioning of the educational process;
- establishing feedback with participants in the educational process (surveys, questionnaires of students, faculty, academy staff);
- a system of rating assessment of the performance quality of the faculty and students at the academy;
- monitoring the professional development of academy staff;
- accessibility of information on activity results on the official website of KSMA;
- establishing feedback to ensure the quality of education and its continuous improvement;
- conducting measures to expose and prevent academic plagiarism.

3.4 Objectives and tasks of improving the inner system of higher education quality assurance in Kherson State Maritime Academy

3.4.1. According to Quality Policy of the Academy, the main objectives of inner system of quality assurance are:

- guaranteeing the development of high-quality educational programmes in accordance with national and international education standards aimed at training specialists with relevant competencies, taking into account educational needs of students and employers;
- ensuring the quality of educational activities at KSMA by complying with established norms and procedures with the support and responsibility of all participants of the educational process.

3.4.2. The tasks of the inner system of higher education quality assurance in KSMA are:

- updating the regulatory and methodological framework connected with the quality of higher education and educational activities of the Academy;
- systematic analysis of the higher education contents;

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- control over implementation of the educational process and research activities at KSMA;
- analysis of teaching technologies, resource potential of the Academy and resource management;
- control over transparency of educational activities and disclosure of information on its results;
- development of recommendations on how to improve the quality of educational activities and the quality of higher education, as well as their implementation.

3.5 Quality management of educational activities in Kherson State Maritime Academy

3.5.1. Planning and quality management of higher education in KSMA is based on the principle of the process approach. The basis of effective resource management is the process model which applies necessary resources in accordance with the teaching technologies defined in the educational and methodological documentation in accordance with ISO 9001: 2015 – customer orientation.

3.5.2. Implementation of the process approach involves:

- definition, identification of processes and their interaction, description of processes and their documentation;
- process management.

3.6 Organisation of the system of inner quality assurance in Kherson State Maritime Academy

3.6.1. The system of quality assurance of educational activities and higher education in KSMA consists of the following components:

- monitoring of educational activities in KSMA;
- monitoring of educational process;
- analysis of students` learning outcomes
- feedback system.

3.6.2. The inner system of education quality assurance includes the following procedures and activities:

- defining the principles and procedures for ensuring higher education quality;
- monitoring and periodic review of educational (educational and professional, educational and research) programmes, their analysis for compliance with modern requirements;

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- annual evaluation of students, academic staff of KSMA and regular disclosure of such evaluations results on the official KSMA website, on information stands and in any other way;
- providing advanced training for pedagogical workers and academic staff (strengthening KSMA human resources);
- ensuring availability of resources which are necessary to organize educational process, including self-study part, for each educational programme;
- ensuring availability of information systems for effective management of educational process;
- ensuring publicity of the information about educational programmes, degrees of higher education, qualifications and activities at KSMA;
- ensuring compliance with academic integrity policy by academic staff and students of KSMA, including creation and maintenance of an effective system for academic plagiarism prevention and exposure;
- other procedures and measures, namely:
 - implementation of student-centered learning, teaching and assessment;
 - improvement of the quality of training for students;
 - creation of an effective survey system as a tool for feedback from consumers of educational services.

3.6.3 The positive dynamics of the inner system of higher education quality assurance is achieved through cooperation of Education quality management Department and the Committee on Internal System of Quality Assurance at KSMA.

4 DEVELOPMENT AND APPROVAL OF EDUCATIONAL PROGRAMMES

4.1. The Law of Ukraine “On Higher Education” provides for monitoring and periodic review of educational (educational-professional, research) programmes within the system of inner quality assurance of educational activities and higher education and ensures openness of information about them. The mechanism for development, approval, monitoring and periodic review of educational programmes is carried out in accordance with “Regulation on organization of educational process in Kherson State Maritime Academy” (QMS 04-165-2019, version 4).

4.2. The educational (educational and professional, educational and research) programme must meet the requirements of higher education standard:

- the number of credits required to obtain relevant degree of higher education;
- the list of graduate competences;
- normative contents of training for students, formulated in terms of learning outcomes;

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- attestation forms;
- requirements for STCW standards.

4.3. The educational professional programme is based on the competence-based approach and in accordance with STCW requirements and IMO model courses for maritime professionals. The educational professional programme of a specialty, a specialization is developed by a project team headed by a supervisor (guarantor). The educational programme is agreed by the Academic Council of KSMA and approved by the Rector.

4.4. On the basis of the educational professional programme, the project team of the faculty develops a curriculum for relevant specialty, specialization for each form of study (including shorted period of study).

4.5. The curriculum is agreed by the Academic Council of KSMA and approved by the Rector.

4.6. The curriculum is drawn up for the current academic year separately for each course on the basis of the approved curriculum, taking into account necessary changes (implementation of orders and instructions of the Ministry of Education and Science of Ukraine, decisions of the Academic Council of KSMA, other regulatory documents). The curriculum is approved by the Rector of KSMA.

4.7. The procedure of developing curricula and curricula is determined by Documented Procedure “Development and Design of Curricula and Curricula” (QMS 02-14-2019, version 3). For each discipline of the educational-professional programme, each department develops a curriculum.

4.8. Before developing the programme, each academic staff member must be familiarized with the programme learning outcomes and competencies to be acquired by students. Study programmes development is determined by “Regulations on organization of education methodology at Kherson State Maritime Academy” (QMS 04-28-2019, version 3).

5 ASSESSMENT OF STUDENTS AND EVALUATION OF ACADEMIC STAFF OF KHERSON STATE MARITIME ACADEMY

5.1 System of assessing student knowledge.

5.1.1 Control over the implementation of educational activities at the Academy and recommendations for the development of rating systems are to be found in “Regulation on organization of educational process in Kherson State Maritime Academy” (QMS 04-165-2019, version 4) and “Procedure of forming the academic performance rating of full-time students”(QMS 04-15-2019).

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- 5.1.2 Assessment of learning outcomes is carried out in order to: test the knowledge and skills of students, determine compliance of acquired competencies with requirements of educational programme, form a performance rating, motivate students to work systematically throughout the entire period of study and encourage healthy competition, analyse the quality of educational process, adjust the contents and methods of teaching. Assessment of students` learning outcomes is based on the principles of systematic, objective, transparent and equal requirements.
- 5.1.3 The assessment system includes the following types of control: current, final and graduation certification. The forms of conducting and evaluation criteria for current and final control are determined in the study programme and the rating system for assessing learning outcomes.
- 5.1.4 Based on the results of the test and examination sessions, the overall performance rating of students is compiled and published on the official website of the Academy.
- 5.1.5 Graduate certification is carried out in accredited specialties (specialisations) and concluded with the issuance of documents on higher education of certain degree.
- 5.1.6 The procedure of students certification formation and organization of the work of examination committee is determined by “Regulation on students certification and the work of examination committee in Kherson State Maritime Academy” (QMS 04-157-2021), “Procedure for organizing and conducting students certification in KSMA” (QMS 04-163-2020, version 2).
- 5.1.7 The usage of software packages and reference systems contributes to the efficiency of educational process.
- 5.1.8 One of the key elements of students` performance and teaching is control of students` knowledge. The package of tasks for measuring knowledge of students is a component of educational and methodological complex of the discipline and its quality significantly affects the level of training. Assessment of competencies acquired by students is carried out in accordance with Documented Procedure “Assessment of acquired competencies by means of computer testing in Kherson State Maritime Academy” (QMS 02-16-2018).
- 5.1.9 The main forms used to assess competences include testing. An effective means of assessing the formation of competences is MOODLE. Distance learning platform MOODLE helps to make test more productive, reliable and ensures transparency and fairness of test results. Students have the opportunity to take tests at a time convenient for them.

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5.2 Evaluation of the achievement of academic and teaching staff.

- 5.2.1 The rating indicators are based on the list of main types of work done by academic staff and are determined by “Regulation on determining the rating of academic staff of Kherson State Maritime Academy” (QMS 04-195-2018).
- 5.2.2 Evaluation of academic and teaching staff is carried out by determining their ratings and provides an objective analysis of the quality of their professional activities.
- 5.2.3 The rating of the academic staff of KSMA is determined by the results of the academic year.
- 5.2.4 The rating is calculated annually and is heard at the Academic Council of KSMA.

6. PROVISION OF ADVANCED TRAINING FOR ACADEMIC STAFF OF KSMA

6.1. The advanced training of academic staff of KSMA is regulated by the Laws of Ukraine “On Education” and “On Higher Education”, KSMA Regulations, as well as “Regulation on Advanced Training and Internships for Academic Staff of KSMA” (QMS 04-13-2020, version 3).

6.2. Advanced training of the academic staff of KSMA contributes to their professional development to ensure the quality of education in accordance with the disciplines they teach. The academic staff of KSMA improves their professional skills in various forms and types in the amount of at least 180 hours or 6 ECTS credits.

6.3. The academic staff of KSMA undergo advanced training in higher education institutions, relevant scientific, educational and research institutions, organisations and enterprises both in Ukraine and abroad in accordance with the agreements made.

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7 ENSURING THE AVAILABILITY OF RESOURCES NECESSARY FOR ORGANISATION OF EDUCATIONAL PROCESS AND SUPPORT OF STUDENTS

7.1 Material and technical support of educational process.

7.1.1. Ensuring availability of resources necessary for organization of educational process and support of students of KSMA is carried out in accordance with the current legislation of Ukraine, licensing and accreditation requirements, Documented Procedure 02-26-2018 “Infrastructure management” and Documented Procedure 02-21-2018 “Procurement Management”.

7.1.2. Training, laboratory and simulator facilities at KSMA meet the requirements of IMO and the International STCW Convention with amendments. This is confirmed by the conclusions of numerous inspections of the state system of education, training and certification of seafarers by various maritime agencies.

7.1.3. The availability of a training complex and laboratories enables students to use the acquired theoretical knowledge in real conditions during practice, to be able to study issues related to their profession and improve practical skills in accordance with the chosen specialties which significantly increases the competitiveness of students and graduates of KSMA.

7.1.4. Educational facilities (including classrooms) and training facilities of KSMA are used to ensure high-quality training of students at the level of world standards, to create a training and simulation base for studying, simulation training and certification of seafarers.

7.1.5. In accordance with the technological requirements for the material and technical support of educational activities in the field of higher education, the educational process at the Academy is provided with classrooms, laboratories, modern equipment, and facilities needed for the implementation of educational programmes.

7.1.6. The use of computers in educational process necessitates the provision of new learning conditions, new forms of presentation of educational material, methods of working with new teaching aids and management of independent cognitive activity, which should form the basis for the introduction of new educational technologies that contribute to improving the quality of education.

7.1.7. To achieve this goal, all the necessary conditions have been provided at KSMA: computer classrooms are equipped with modern computer and multimedia equipment, appropriate software has been installed, and there is access to the Internet. Specialised IT laboratories and Wi-Fi distance learning laboratories are located in campuses. The laboratories are equipped with modern multimedia equipment - computers, projectors, video cameras, etc. - which allows for classes to be held at the highest technical level.

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7.2 Educational and methodological support of educational process.

7.2.1. The current system of educational and methodological support of educational process is crucial in ensuring the quality of training and improving the level of teaching at the Academy. This system is formed by the Academic Council of KSMA, the Council for Quality Assurance of Educational Activities and Quality of Education of KSMA, and the Councils for Quality Assurance of Educational Activities and Quality of Higher Education of the faculties.

7.2.2. At the Academy, educational and methodological work, as well as all other areas of educational activity, is aimed at the final result - quality training of maritime specialists, compliance of their knowledge, skills and abilities with the requirements of international standards, as well as ensuring their security and competitiveness in the international labour market.

7.2.3. The procedure that establishes requirements for the content and design of the content of academic disciplines in which specialists are trained at KSMA is specified in "Procedure for the development and design of the content of disciplines in Kherson State Maritime Academy" (QMS 04-99-2019). The educational and methodological support of disciplines systemises and improves the material, methodological support of the discipline, increases the efficiency and quality of classes, introduces modern methods and teaching technologies into the educational process, promotes the organisation of self-study and control of student`s knowledge. The educational and methodological support of the disciplines also includes the content of the disciplines (work programme; lecture notes; visual course support package; methodological recommendations) and syllabi.

7.3 Information support of educational activities.

7.3.1. Information support of educational activities in the field of higher education of KSMA meets the technological requirements of the licensing requirements for this type of activity.

7.3.2. The Academy has an official website, which contains basic information about its activities in accordance with the requirements of the Ministry of Education and Science of Ukraine.

7.3.3. The library uses specialised software products that automate library activities and ensure the formation of its own electronic resources.

7.3.4. The Academy's distance learning system is a necessary component of the information support of the educational process. The KSMA distance learning website has a full set of components for educational and methodological support for disciplines. At present, sets of teaching and methodological materials of disciplines have already been created and posted on the site, electronic library, which includes lecture texts, methodological recommendations for laboratory, practical (seminar) work, tasks for students` independent study.

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7.3.5. Teachers of the departments have developed course curricula and syllabi, in which disciplines are considered as a means of acquiring competences. The results are presented on the KSMA distance learning website at the following link: <https://mdl.ksma.ks.ua/>

7.3.6 Information support of educational process involves not only the ability to provide students with all the necessary materials for self-education, but also to control the quality of training of future specialists, to direct them to a conscious attitude to hard work on themselves, their education, and their abilities. All this is possible thanks to the functioning of the educational process informatisation system, in particular, the electronic document management system ASKOD, independent computer testing using LMS Moodle, a DSpace-based repository, the Open Journal System platform for providing access to the materials of the KSMA Scientific Bulletin, the Academy automated system for planning and controlling the educational activities of KSMA academic staff, the official KSMA website, and the use of Google Docs cloud technologies. If there is a need to conduct interactive classes, video conferences, webinars, seminars remotely, KSMA uses Zoom cloud service.

8 PUBLICITY PROVISIONS OF THE INFORMATION ABOUT THE KHERSON STATE MARITIME ACADEMY ACTIVITY

8.1. The publicity of the information about the activity of Kherson State Maritime Academy is provided in compliance with the Law of Ukraine “About Education”, the Law of Ukraine “About Higher Education” and in accordance with the decree and the letter of the Ministry of the education and Science of Ukraine.

8.2. The official web-site of the academy contains the information which is subject to public disclosure, that is:

- KSMA Regulations;
- KSMA development strategy for 2020-2025 academic years;
- Academy structure;
- Licenses and certificates;
- Educational professional programmes;
- Information about the academic degrees, teaching modes, specialty (specialization), educational programmes;
- Regulation on the KSMA activity;
- Regulation on the organization of the academic process in KSMA;

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- Regulation on the faculty staff conference of Kherson State Maritime Academy;
- Regulation on the Academic council of KSMA;
- Regulation on the supervisory council of KSMA;
- Regulation on structural divisions of KSMA;
- Regulation on the admission department;
- Regulation on student government in KSMA;
- Regulation on the transfer of students to the vacant positions of state-commissioned education;
- The Procedure of the free election of subjects by higher education seekers in Kherson State Maritime Academy;
- Rector's reports;
- The composition, agenda and decisions of the Academic Council sittings;
- Financial plan of KSMA for the current academic year and all the changes to it;
- Information as for the financial activity of the academy;
- Information about the use of the budget money in the framework of programs;
- Staff list for the current academic year;
- Materials of the admission process for the current academic year (admission rules, the amount of state-commissioned education, rating lists, programs and schedules of the entrance examinations, tuition fees and additional educational services fees, the admission department decisions, etc.);
- Information for students (academic rating for the award of academic scholarships, cadets' academic rating, etc.);
- Information about the tender procedures implementation;
- Information about the students government activity;
- Information about postgraduate and doctoral studies;
- Information about the scientific research activity of the academy;
- The list of vacancies in KSMA for the competitive selection process;
- other information.

8.3. All of the information that is subject to the public disclosure at the official web-site of the academy and its faculties is regularly updated.

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9 PRACTICAL TRAINING ORGANIZATION

9.1. The activity of the academy staff in the area of students practical training provision is carried out on the basis of maritime education standards of Ukraine, “Organization of the practical training of students” (QMS 02-092018, version № 2), «Regulation about the shipboard practice organization and conduct for Kherson State Maritime Academy cadets and students» (QMS 04127-2020, version № 4)

9.2. Shipboard practical training enables the formation and development of the professional skill of independent decision-taking under the conditions of a specific professional environment, the mastering of modern methods, forms of the labour organization in the area of their future specialities.

9.3. There is a systematic control in the academy on the main report document of the international sample keeping by students - Record Training Book, which was compiled by the Maritime Administration of Ukraine based on the decision of the International Maritime Organization and is an integral part of the specialists training programme. The Book is compiled in accordance with the STCW Convention requirements.

9.4. All the competencies from the Record Training Book are divided according to the shipboard practice programmes in compliance with the curriculum and the differentiation enables the conditions to prove one’s qualification and allows for the right to obtain the first rank of the operational level personnel.

9.5. Taking into consideration the importance of the shipboard practical training provision and the further students employment, the academy management pays great attention to the establishing the relationships and cooperation with shipping and crewing companies, vacancies search for the shipboard practical training for students as well as for their employment.

9.6. There is a well worked out system of the comprehensive detailed information provision in the academy as for the students’ knowledge level and their English language communicative competency.

9.7. In order to comply entirely with all of the requirements of the employer study programmes are regularly and carefully updated and elaborated by the academy lead specialists. To prepare students for shipboard practice teachers use professional shipboard terminology in English while teaching professional subjects, specialized subject “Overview of the complex training facilities preparation for shipboard practice and state certification” is introduced.

9.8. Before the commencement of the first shipboard practice all students undergo training facilities preparation in the laboratory and simulator complex «KSMA – a virtual reality vessel». Each student receives the required training on the issues of safety of life aboard and the use of the life-saving appliances which is later certified by the certificate of the international standard.

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9.9. Pre-graduation practice is the final stage of the education which is organized at the graduating year and provides not only for the specific skills obtaining but also guarantees further career promotion.

9.10. All of the academy students irrespective of the ranks they have onboard ships during the shipboard practice have to report on the results and the program accomplishment as well as the completion of the individual assignment after the shipboard practice is over.

9.11. During the period of education and shipboard practices KSMA students are provided with the opportunities to fulfill the promotion plan for cadets/students: shipboard practice in the ranks of DCAD, ECAD, EI/CAD, Certificate of Competency of OS, Wiper; shipboard practice in the ranks of OS, WPR, EL/CAD, Bachelor degree certificate, Certificate of Competency of the OOW, OOEW, Certificate of Competency of navigator, Second Engineer, Electrical Engineer; shipboard practice in the ranks of the Second and Third Officers, Third and Fourth Engineer, 2 and 3 category Electrical Officers; Specialist degree certificate, Certificate of Competency of the Captain, Chief Engineer and 1 category Electrical Officer.

10 ACADEMIC INTEGRITY PERFORMANCE AND THE PROVISION OF THE EFFICIENT SYSTEM OF ACADEMIC PLAGIARISM PREVENTION AND EXPOSURE

10.1. Kherson State Maritime Academy implements strategies for the academic integrity performance, academic plagiarism prevention and exposure in compliance with the Law of Ukraine “About Higher Education”, article 42 of the Law of Ukraine «About Education», «Regulation on academic integrity and ethics of the academic relationships in Kherson State Maritime Academy» (QMS 04-160-2020, version № 2), «The Code of the corporate culture and the academic integrity in KSMA» (QMS 04-108-2019), «Regulation about the academic integrity committee and the academic committee on ethics and conflict management» (QMS 04-101-2019).

10.2. Kherson State Maritime Academy longs to establish conditions for the formation of the favourable academic environment to provide for the high quality of the education, gaining of the considerable scientific results, establishing the trust and respect among all staff members, management and students, etc.

10.3. The breach of the academic integrity by teaching staff and students can lead to the academic responsibility. The decisions as for the academic responsibility for the breach of the academic integrity can be taken by teachers, qualification paper supervisors, heads of the departments, deans’ of the faculties, KSMA vice-rectors

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and by the academic Committee on the matters of ethics and conflict management. The Committee in the KSMA executes the control functions as for the academic integrity performance, responsibilities as for the exposure and investigation of the academic integrity violation facts as well as the facilitation of the keeping up to the ethical principles and standards, fundamental principles of academic integrity and ethical conflicts resolutions between the members of the academic community.

10.4. The system of academic plagiarism prevention and exposure is aimed at the prevention and the exposure of all plagiarism types, applies to the scientific and methodological products of the academic staff and other academy staff, students and scientific degree seekers enrolled into the academy.

10.5. For the prevention of the violation of ethical behavior principles and academic integrity norms, copyright and other related rights KSMA uses the following list of preventive measures:

- the participants of the teaching and scientific process are informed on compulsory basis about the necessity to adhere to the academic integrity and professional ethics standards;
- students and KSMA staff shall sign Declaration as for the academic integrity adherence;
- the delivery of the recurring workshops for the participants of the teaching and scientific process;
- annual conduct of the events on the issues of academic integrity implementation into the teaching and research activity of KSMA both for students and staff;
- KSMA implements the principle of transparency by means of the information disclosure on the official web-site.

11 THE SYSTEM OF FEEDBACK FOR THE QUALITY OF EDUCATION PROVISION AND CONSTANT IMPROVEMENT

11. 1. The implementation of the system of feedback between the companies, institutions and organizations (employers) and KSMA for the obtaining of the unbiased assessment of the professional training quality is done in compliance with the “Regulation on teaching laboratory WARNOW JUPITER» (QMS 04-111-2019, version № 2), DP «The assessment of the employers satisfaction» (QMS 02-20-2021).

11.2. The activity of stakeholders concerns the specialty, departments and faculties where the actual teaching process is carried out by means of offering the proposals concerning educational programmes.

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11.3. External stakeholders are involved into the expert assessment procedure to evaluate the educational programmes quality by shipping and crewing companies in order to provide for the needs of the national and international industry in the quality of the certified specialists and to provide for their ability to apply systematically and successively the gained in KSMA knowledge, skills and competencies during their practical professional activity on board merchant ships.

11.4. Stakeholders review the educational programmes in terms of professional training but do not interfere into the teaching process and the academic component concerning the formation of the programmatic outcomes of the education related to the integral and educational competencies of students. Students have a right to take part in polls, questionnaires, to express their own assessment and offer proposals.

11.5. The participants of the teaching process are polled by the crewing companies on such issues as:

- the average quality level of teaching in KSMA;
- the quality of curriculum;
- the quality of educational programmes;
- the quality of educational components;
- the quality of specific disciplines teaching;
- the level of satisfaction by the teaching process organization, methodological support, facilities and equipment provision in KSMA;
- the sufficiency level of provided teaching services;
- the adhering to the student-oriented approach;
- the adhering to the academic integrity policy;
- the competitive advantages of KSMA;
- the educational programmes content compliance with the employment market needs and requirements;
- the assessment system objectiveness and transparency;
- other tasks.

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12 FINAL PROVISIONS

12.1. The Education quality management department of KSMA bears full responsibility for the publication, updating and cancelation of the Regulation in accordance with the DP «Documentation management».

12.2. The control on the Regulation implementation is carried out by the officials in compliance with their functional duties.

12.3. The Regulation is placed on the KSMA official web-site.

Compiler:

Head of Education quality management department

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Oksana USTYMENKO

Agreed:

Head of the Committee on the issues of the internal education quality management system, Doctor of pedagogical sciences, Professor

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Dean of Navigation Faculty

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