



# REGULATION

**on the Procedure for Organizing and  
Conducting Surveys of Participants in the  
Educational Process Regarding the Ruality of  
Educational Activities at the Ivan Kozhedub  
Kharkiv National Air Force University**



**The Air Force of the  
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council  
of the Ivan Kozhedub Kharkiv National  
Air Force University  
Protokol 30.09.2024 №10

**REGULATIONS**

**on the Procedure for Organizing and Conducting Surveys of Participants in the  
Educational Process Regarding the Quality of Educational Activities  
at the Ivan Kozhedub Kharkiv National Air Force University**

Enacted by the order of the  
Commandant of the Ivan Kozhedub  
Kharkiv National Air Force  
University 11.09.2024 № 1608

## CONTENTS

1.	General provisions .....	3
2.	General principles of conducting surveys at the University.....	3
3.	Final Provisions .....	6

## **1. General provisions**

1.1 This Regulation on the procedure for organizing and conducting surveys of participants in the educational process regarding the quality of educational activities at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as the Regulation) is a normative document of the Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as the University).

1.2 The purpose of this Regulation is to establish a procedure at the University for organizing and conducting surveys of participants in the educational process concerning the quality of educational activities. The Regulation defines the procedure, organization, conduct, processing, and analysis of surveys among participants in the educational process at the University.

1.3 This Regulation has been developed in accordance with the Laws of Ukraine "On Higher Education" and "On Education"; the Charter of the Ivan Kozhedub Kharkiv National Air Force University; Resolution of the Cabinet of Ministers of Ukraine dated December 15, 1997, No. 1410 "On the Transformation of the Military Education System"; the recommendations of the National Agency for Higher Education Quality Assurance regarding the implementation of an internal quality assurance system; Resolution of the Cabinet of Ministers of Ukraine dated May 12, 2021, No. 467 "On the Approval of the Regulation on Higher Military Educational Institutions"; the Regulation on the Internal System for Quality Assurance of Educational Activities and Higher Education at the Ivan Kozhedub Kharkiv National Air Force University; and other normative documents, taking into account the "Standards and Guidelines for Quality Assurance in the European Higher Education Area."

## **2. General Principles of Conducting Surveys at the University**

2.1 Surveys at the University are an integral part of the internal quality assurance system of education and are conducted in accordance with ethical standards of sociological research, based on the principles of voluntariness, anonymity, and confidentiality, unless otherwise stipulated by the purpose of the survey.

2.2 The organization of monitoring through surveys of all participants in the educational process – students, graduates, academic and teaching staff (hereinafter – ATS), representatives of stakeholders, participants of advanced training courses, and others – is carried out at the University in order to collect the opinions of participants in the educational process regarding the quality of educational activities, ensure feedback. This process includes the organization of the survey, processing of the survey results, analysis of the results, and development of recommendations for further improvement of the educational process.

2.3 The organization of a survey involves determining its purpose, identifying the respondent category, specifying the time and location, providing the necessary resources

for the survey process, and assigning the individuals directly responsible for conducting it.

The processing of survey results includes statistical analysis of responses presented in a format suitable for further analysis.

The analysis of survey results is conducted after processing to identify trends in the University's educational activities, determine their causes, and recognize influencing factors.

The development of recommendations at the University is based on the analysis of survey results and involves formulating specific measures to improve the quality of educational activities and enhance the educational process. Surveys are conducted through the collaboration among University departments.

2.4 Depending on their frequency, surveys at the University are classified as either regular or irregular.

2.5 Regular surveys are conducted on an ongoing basis and are mandatory. These include surveys of:

- students regarding the quality of teaching and instruction of educational components (hereinafter – EC);

- students regarding the quality of educational activities, including adherence to the principles of academic integrity and the satisfaction of their needs and interests;

- graduating learners regarding the quality of the educational program (hereinafter – EP) under which they studied;

- University graduates to collect, analyze, and consider information about their career paths and to take their experience into account when reviewing EPs;

- academic and teaching staff (ATS) regarding quality of educational activities, including adherence to the principles of academic integrity and the satisfaction of their needs and interests;

- representatives of stakeholders regarding the relevance of the competencies acquired by learners to the positions they are expected to fill.

2.6 Questions for regular stakeholder surveys are developed by the University's Scientific and Methodological Department for Quality Assurance in Educational Activities and Higher Education (hereinafter – SMD), in cooperation with other University departments.

2.7 Irregular surveys are conducted as needed to address issues arising in the course of educational activities, by decision of the Commandant of the University; the Deputy Commandant for Academic Affairs; the Deputy Commandant for Research; the heads of academic structural units responsible for the implementation of educational programs (EPs); and EP guarantors.

2.8 Questions for irregular stakeholder surveys are developed by the academic structural units of the University. The processing and analysis of the results, as well as the development of recommendations for improving the educational process at the University, are carried out by the stakeholders who initiated the survey.

2.9 Surveys at the University may be conducted using various methods, such as questionnaires, interviews, focus group surveys, etc.

2.10 The interview method is recommended for conducting surveys of graduates and stakeholders (employers). The results of interview-based surveys are documented in a free-form report, indicating the purpose of the survey, the questions discussed, and the responses provided.

2.11 Surveys of learners regarding the quality of teaching and instruction of educational components (ECs) are recommended to be conducted upon completion of the respective EC. The survey is organized by the Scientific and Methodological Department (SMD) and conducted by the academic and teaching staff member (ATS) responsible for delivering the EC.

The processing of results, analysis, and development of recommendations are carried out by the SMD and discussed at a meeting of the department responsible for the EC.

2.12 Surveys of learners regarding the quality of educational activities, including adherence to the principles of academic integrity and the satisfaction of their needs and interests, are conducted at the end of the academic year (excluding final-year students).

The survey is organized by the SMD and conducted by Deputy Deans for Academic and Research Work – Heads of Educational Departments (hereinafter – DDARW-HED). The discussion of survey results and recommendations, as well as the need to incorporate them into educational activities, is held during meetings of the academic units responsible for EP implementation.

2.13 Surveys of learners regarding the quality of the EP they completed are conducted prior to graduation from the University, before the final meeting of the examination committee.

The survey is organized by the SMD and conducted by the DDARW-HED. The analysis and development of recommendations are carried out by the SMD. The discussion of survey results and recommendations, as well as the need to consider them in educational activities, takes place during meetings of the academic units responsible for the EP implementation.

2.14 Surveys of University graduates, aimed at collecting, analyzing, and considering information about their career paths and incorporating their experiences into the review of educational programs (EPs), are organized by the heads of departments responsible for EP implementation. These surveys are conducted by internship and practice supervisors, as well as academic and teaching staff (ATS), during personal internships. The accumulation, processing, and analysis of survey results are carried out by the Scientific and Methodological Department (SMD).

2.15 Surveys of ATS regarding the quality of educational activities, including adherence to the principles of academic integrity and the satisfaction of their needs and interests, are conducted at the end of the academic year.

The survey is organized by the SMD and conducted by the Deputy Deans for Academic and Research Work – Heads of Educational Departments (DDARW-HED), as well as by the heads (chairs) of general University departments. The results of ATS surveys are processed by the SMD. The analysis and development of recommendations are carried out by the SMD and discussed at department and faculty meetings.

2.16 Surveys of representatives of stakeholders (employers) regarding the relevance of competencies acquired by students at the University and their readiness to perform professional duties are organized by the SMD and conducted by internship and practice supervisors, as well as ATS during personal internships. The accumulation, processing, and analysis of the results of employer surveys are carried out by the SMD.

2.17 The timing and procedure for conducting surveys are determined by a separate order of the Commandant of the University for each academic year.

### **3. Final Provisions**

Amendments and additions to the Regulation on the Procedure for Organizing and Conducting Surveys of Participants in the Educational Process Regarding the Quality of Educational Activities at the Ivan Kozhedub Kharkiv National Air Force University shall be approved by the Academic Council of the University and enacted by an order of the Commandant of the University.