

APPROVED by the National Agency for Higher Education Quality Assurance (Minute No. 1 (51) dated 16 January 2024)
(as amended:
minute No. 20 (70) dated 26 November 2024));
minute No. 1 (73) dated 14 January 2025)
minute No. 8 (80) dated 28 May 2025

REGULATION

on committees of the National Agency for Higher Education Quality Assurance

I. General provisions

1. Committees are established by the National Agency for Higher Education Quality Assurance (hereinafter referred to as – National Agency) and are composed of its members for previously consideration of issues within the competence of the National Agency.
2. Decision on establishment of committees and their powers is made by the National Agency.
3. The committees are reported to the National Agency.
4. Personal staff and number of committees' staff are determined and approved by the decision of the National Agency.
5. Regulation on the committees of the National Agency, its list and powers are published on the official website of the National Agency. List and powers of the committees of the National Agency are given in the Annex to this Regulation.
6. Amendments to this Regulation are made by the decision of the National Agency initiated by member of the National Agency.

II. Regulatory basis and principles of committees' activity

1. Purposes, tasks, powers and procedure for activity of the National Agency committees are determined by the Constitution of Ukraine, Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technology Activity”, Statute of the National Agency, this Regulation and other laws and regulations of Ukraine regulated the activity in the field of higher education quality.
2. The committees build their work on principles of: academic integrity, validity, publicity, scientific justification, collegiality, democratic nature.

III. Support for the activity of committees

1. The National Agency Secretariat conducts organizational, information, document and material and technical support for committees.

IV. General functions of the National Agency committees

1. The National Agency committees:
 - 1) exercise powers assigned to them by law and the National Agency;
 - 2) within their powers, prepare and finalise draft decisions of the National Agency;
 - 3) collect and analyse information on issues within their powers;
 - 4) perform orders of the National Agency;
 - 5) give proposals for formation of agenda of the National Agency meetings;
 - 6) consider petitions received by the National Agency within its competence;
 - 7) within their powers, participate in development of proposals in improvement of law and regulations of the National Agency in the field of higher education quality assurance;
 - 8) report on results of their activities to the National Agency.

V. Management of committees

1. The Head is elected by decision of the National Agency of its staff for organisation of committee activity.
2. The Head of committee: organises the committee activity; provides work planning for committee; informs members of committee on the meeting of committee and its agenda; chairs the meetings of committee; if necessary, invites specialist for participation in committee activity and working groups; signs decisions approved by the committee and minutes of committee's meetings; organises preparation of reporting on work of committee.

VI. Rights of committees

1. Committees are entitled to:
 - 1) plan work within their competence;
 - 2) create working groups for preparation of draft decisions, recommendations, conclusions of committees;
 - 3) include members of the National Agency and other specialists by their consent to working group;
 - 4) receive necessary information in their activities;
 - 5) place issues and draft decision before the National Agency;
 - 6) based on the decision of committee, submit proposals, give recommendations, conclusions and perform other actions aimed to exercise powers assigned to the committees;
 - 7) invite the representatives of state bodies, local self-government bodies, enterprises, institutions, organisations, public organisations, specialists to their meetings;
 - 8) during exercise of powers, cooperate with state bodies, local self-government bodies,

enterprises, institutions and organisations, their officials, citizens.

VII. Rights and duties of members of committees

1. Members of Committees have equal rights and duties.
2. Members of committees have the right to:
 - 1) make proposals on issues at the meetings of committees within their competence, as well as participate in preparation, discussion and approval of draft decisions of committee;
 - 2) set forth in writing a separate opinion as an annex to the decision of committee.
3. Members of committees are obliged to:
 - 1) participate in committees activity;
 - 2) attend the meetings of committees, which they are members;
 - 3) perform orders provided for by decisions of committee;
 - 4) notice the Head of committee on impossibility to attend the meeting in advance.

VIII. Forms of committees work

1. Form of committees work is a meeting.
2. Meetings of committees may be public or closed.
3. The meeting of committee is convened by its Head based on:
 - a working plan approved by a committee;
 - order of the National Agency or its Head (Vice Head);
 - upon its own initiative or upon request at least 1/3 of full staff of committee.
4. Information about date, time and place of a meeting, draft agenda of committee meeting (except meeting in organisational issues) is published on the official website of the National Agency.
5. The representatives of media, journalists should be registered by the National Agency Secretariat for participation at committees meetings.
6. Committee meeting is valid if more than a half of their approved staff is present.
7. Meetings of committees are held publicly and openly, except cases provided for by paragraph 11 of this Regulation. At open committee meetings, persons present at the meetings have the right to make audio, film, photo, and video recordings, and broadcast the meetings on radio and television, online broadcasting in the Internet and/or other networks by the way not prevented the holding of meetings of committees.
8. The meeting of committee is chaired by its Head, and if he/she is absent – by a member of committee elected as a chairman at the meeting.
9. Voting at the committee meeting shall be carried out by the committee members in person. If technically possible, a committee member may participate in meetings or vote remotely. Decision on

possibility of remote voting is made by a committee individually on each agenda. For remote voting, committee members should notify the National Agency Secretariat about their means of communication. A will expressed by using technical means of communication, about what was notified, is deemed as a will of a committee member.

10. If technically possible, a committee meeting may be held via videoconference or by poll. Decision on holding the meeting via videoconference or by poll is made by a committee.

11. Closed meeting of committee is held in cases established by law as to prevent disclosure of state, bank, commercial, medical or other secret protected by law. At the closed meeting, except committee members, invited persons and staff of the National Agency Secretariat may be present. The present person at the closed meeting of committee are warned on confidentiality information with restricted access received here, and about liability according to law.

12. If a committee considers an issues regarding protected by law rights and interests of individuals and legal entities, these persons shall be invited at relevant meeting of committee.

13. Committees report on their activities before the National Agency at least one time a year, and according to decision of the National Agency – extraordinary for the period determined by the decision of the National Agency. Report on activity of the committee is presented by the Head of committee at the meeting of the National Agency.

IX. Decision making procedure by the committee

1. Members of committee should vote “yes” or “no” during making decision.
2. If a member of committee has conflict of interests, he/she is obliged to abstain from voting and notice about this at the meeting of committee.
3. Members of the National Agency, not included to the staff of committee, but participate at the meeting of committee, should not participate at voting.
4. The committee makes decision though voting by show of hands. According to decision of committee or in cases provided for by the current legislation, the committee can make decision by private voting. A draft decision is prepared by a member of committee who appointed as a speaker in relative issue.
5. Decision of committee is deemed as adopted if majority members of full staff of committee voted for it.

X. Documents adopted by committees

Upon the results of consideration issues at the meetings of committees, decisions are made within their powers. In particular, according to decision of committee proposals or recommendations, conclusions are given for consideration by the National Agency.

2. At the meeting of committee, the minute is approved where should be written:
 - 1) number of minute, date, place and time of meeting;
 - 2) surnames and names of chairman at the meeting, members of committee or other present persons;
 - 3) agenda of the meeting;
 - 4) items of agenda consideration;
 - 5) names of documents considered at the meeting of committee;
 - 6) voting results on agenda items;
 - 7) made decisions.
3. The made documents, materials by the committee considered during hearing issues; if any – set forth in writing a separate opinion of members of committee.
4. The Head of committee signs a minute of the committee meeting, and if he/she is absent – chairman at the meeting.
5. Minutes of the committees meetings are kept at the National Agency Secretariat as applicable.
6. Minutes of the committee decision (along with separate opinion of members of committee) are subject to publication on official website of the National Agency within 7 working days from the day of the meeting, except information on issues considered at private session.

Annex to
Regulation on committees of the National Agency
for Higher Education Quality Assurance
(paragraph 5 of Section I)
as amended on 28.05.2025
(minute No. 8 (80))

List and powers of committees of the National Agency for Higher Education Quality Assurance

I. List of committees of the National Agency for Higher Education Quality Assurance

1. Ethics Committee
2. One-time specialised academic council Committee
3. Military Education Committee
4. Accreditation of Study Programmes Committee

II. Powers of committees of the National Agency for Higher Education Quality Assurance

1. Ethics Committee

considers the violations of academic integrity within the current legislation;
considers complaints (notices) regarding identification of academic plagiarism, fabrication, falsification and submits requests in higher education quality assurance to the National Agency.
exercises other powers assigned by the National Agency.

2. One-time specialised academic council Committee:

in accordance with legislation, considers applications, petitions and complaints regarding violations of the procedure for defending a thesis on awarding the degree of Doctor of Philosophy;
exercises other powers assigned by the National Agency.

3. Military Education Committee:

considers issues related to improving the higher education quality assurance at military education institutions, with specific conditions of education;
exercises other powers assigned by the National Agency.

4. Committee on Accreditation of Study Programmes:

considers applications for conditional (delayed) accreditation of study programmes without or with partial accreditation examination in accordance with the Resolution of the Cabinet of Ministers of Ukraine No. 295 of 16 March 2022 “On Peculiarities of the Accreditation of Study Programmes in Higher Education under martial law conditions” and makes relevant applications to the National Agency;
exercises other powers assigned by the National Agency.