

RULES FOR MANAGEMENT, STRUCTURE AND CRITERIA OF THE SYSTEM FOR EVALUATING AND MAINTAINING THE QUALITY OF TEACHING AND THE ACADEMIC STAFF IN MEDICAL UNIVERSITY- SOFIA

PREAMBLE

Medical University - Sofia educates specialists with knowledge, competences, and skills, in accordance with generally accepted European and world standards for university education, based on traditions and achievements, using modern methods and training tools.

Taking into account the individual abilities, needs and interests of the students and the academic staff, Medical University-Sofia prepares, in all accredited forms of training in the subject of its activity, highly qualified specialists of all educational-qualification and scientific degrees, for the needs of Bulgarian, global medical science, practice and private business.

To meet the challenges of the rapidly developing and constantly improving education system, the University made a strategic decision and developed and implemented in education, a Quality Management System, representing an objective basis for sustainable, planned, and continuous development and improvement.

The training quality assurance policy is oriented to create conditions for the stable and efficient functioning of Medical University - Sofia in the future, in accordance with the standards and guidelines for quality assurance in the European Higher Education Area (EHEA).

Management of Medical University - Sofia declares its commitment to the development, implementation, and effective functioning of the system for ensuring the quality of training, aimed at satisfying the requirements of users.

The policy of Medical University - Sofia for quality assurance is publicly announced and is in accordance with its mission, goals, and objectives.

I. SYSTEM FOR ASSESSING AND MAINTAINING THE QUALITY OF TRAINING (SOPKO) IN MU-SOFIA

Art. 1. The system is built with the participation of all and accepted by all to whom it applies.

Art. 2. The effect of the system extends to all units of the university.

Art. 3. Through SOPKO, the state of all elements of the system is analyzed - material and information base, educational content, academic staff, unit management, financial resources, and others.

Art. 4. Quality assurance requires addressing all parties and factors affecting quality.

Art. 5. A highly sensitive and most effective factor that gives a sure and quick result in quality improvement is the assessment of quality and the use of the results of the assessment of its management to influence the motivation of training participants.

Art. 6. An information system that uses printed, audiovisual, electronic, interactive, and WEB-based methods of information exchange is also included in the SOPKO.

II. ADMINISTRATIVE STRUCTURE OF THE SYSTEM

Art. 7. The organizational structure of SOPKO at Medical University - Sofia uses existing and new structural units - quality management bodies.

Art. 8. The existing structural units are the collective and individual management bodies at three levels - university, main structural units, and departments/specialties, which, in addition to the known ones, take on new functions arising from the goals and tasks of SOPKO.

Art. 9. Structural units at the three levels are: • University Commission for Management and Evaluation of the Quality of the Educational Process (UKUOKUP); • Committees on quality in the main structural units in MU - Sofia; • Responsible person for quality at the department/specialty.

Art. 10. (1) At the Rector's proposal, the Academic Council approves the composition of the University Commission for Management and Evaluation of the Quality of the Educational Process (UKUOKUP). (2) The Rector exercises control over the activity of UKUOKUP, being able to assign tasks to it and monitor their implementation, sanction the members administratively and make changes in the composition and. (3) UKUOKUP reports to the Rector on the progress, implementation, and problems, arising from the assigned tasks, which the Rector submits, if necessary, for consideration by the Academic Council.

Art. 11. (1) On the proposal of the Dean (Director), the Faculty Council (Council of a department, college, branch) elects a Quality Commission in the main structural unit and determines its status, tasks and powers, composed of: 1. Chairman - qualified teacher, who is not elected or appointed to a managerial position;

2. Vice-Chairman - habilitated teacher responsible for educational activities in the relevant structural unit;

3. Responsible persons for Quality by departments/specialties;

4. Representatives of the students and doctoral students; and the student representatives are determined by the Student Council at MU-Sofia, in close cooperation with the management of the structure.

5. A representative of the administration from the educational department;

6. User of personnel or representative of a professional organization.

(2) The Dean (Director) exercises control over the activity of the relevant quality committee, being able to assign it tasks within the scope of its powers and monitor their implementation.

(3) The Quality Committee of the main structural unit twice a year (after the end of the semesters) submits a summary report to the Dean (Director) on the progress, implementation and difficulties in the evaluation and maintenance of quality, which it submits for consideration by the Faculty Council (Council of the department, the college, the branch), and after each semester submits to UKUOKUP the summarized results of the work, conclusions and recommendations for maintaining and improving the quality of education in the main structural unit. The quality committee in a structural unit is subordinate to UKUOKUP.

Art. 12. (1) On the proposal of the Head of the department/specialty, the department council/council of the specialty elects a quality manager (OK).

(2) The head of the department/specialty exercises control over the activity of the OK, may assign him tasks within the scope of his powers and monitor their implementation, administratively sanction the OK and make proposals for his replacement.

(3) The OK submits to the Head of the department/specialty a summary report on the progress of the educational process and the implementation of the study programs, at the end of each semester, regarding the implementation and difficulties in the evaluation and maintenance of quality, which the Head submits for consideration and approval by Department Council/Council of the specialty.

(4) The OK deposits the accepted summary reports in the Quality Commission of the relevant structural unit on the results of the work, conclusions, and

recommendations for maintaining and improving the quality of education in the department/specialty.

III. FUNCTIONS OF ADMINISTRATIVE QUALITY UNITS

Art. 13. The functions are: 1. Preparation of proposals for the preparation of institutional and program accreditations;

2. Development of a project for updating University Academic Standards;

3. Conducting surveys and processing the results of feedback with students, teachers and users of personnel;

4. Development of projects for updating the normative base on quality;

5. Development of procedures and tools for collecting valid quality data;

6. Internal periodic reviews of university courses;

7. Conducting, according to a previously approved schedule, an internal audit of the main units in the structure of the MU with subsequent analysis and evaluation of the results;

8. Implementation of planned activities related to the results of self-evaluation and external evaluations;

9. Thematic inspections by decision of the Quality Commission;

10. Organizing and conducting periodic meetings of the students with the academic managements to raise and solve problems related to the quality of education;

11. Development of tools for collecting valid data and maintaining up-to-date information in the quality information system;

12. Monitoring the effect of management impacts and corrective actions to improve quality;

13. Periodic disclosure of the best majors, study courses and teachers;

14. Dissemination of good practice in quality management policy at the university;

15. Publication of summarized results through the information means of SOPKO;

IV. AIMS AND OBJECTIVES OF SOPKO

Art. 14. (1) The main goal of SOPKO is to achieve and maintain the quality of education, corresponding to European, national and university standards; (2) Main tasks of SOPKO:

1. Research and introduction of academic standards in the quality of training of related specialties in leading European universities;
2. Ensuring effective feedback to students, employers, and professional organizations.

V. BASIC PRINCIPLES FOR ACHIEVING AND MAINTAINING HIGH QUALITY OF EDUCATION

Art. 15. (1) The purpose of implementing the SOPKO is to achieve and maintain a high quality of the educational process. (2) The main factors for this are:

1. application of European standards in training;
2. relevance of study plans and programs;
3. updating the educational content;
4. qualification and training of teachers;
5. application of modern digital and interactive teaching of the educational material;
6. conducting surveys related to the quality of education;
7. level of the material base

(3) Principles affecting the quality of education at MU-Sofia:

1. maintaining academic standards for quality assessment and their continuous updating;
2. relevance of the evaluation criteria, methods and procedures;
3. feedback between students, teachers and the university's academic management;
4. student motivation by objectifying the grades;
5. motivation of teachers through objective assessment of the quality of education they have achieved;

6. motivation of academic leaders through assessment and rating of the majors they teach.

VI. PRINCIPLES OF ASSESSMENT, CONTROL AND QUALITY MANAGEMENT

Art. 16. (1) The assessment of the achieved quality is formed by analyzing the data obtained from the feedback from students, teachers, and staff users.

(2) All discovered gaps and weaknesses are discussed in the committees and quality bodies in order to determine inconsistencies between the requirements in the standard and the current state of the quality of training in the specialty.

(3) Data are obtained from surveys among trainees, trainers, and users, ensuring their representativeness.

VII. FINAL PROVISIONS

§ 1. These Regulations enter into force after their adoption by the Academic Council of MU-Sofia.

§ 2. Amendments to the Regulations are made in the order of their adoption and approval.

§ 3. These Regulations were adopted at a meeting of the Academic Council of the Medical University-Sofia on 30.03.2023 / Minutes No. 32 /