



## **“YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI” FOUNDATION**

**Approved by Resolution № 23-03-03-07  
Of the Scientific Council of “Yerevan State Medical  
University after Mkhitar Heratsi” foundation  
Dated on 26 March, 2023**

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**Rector: Armen Muradyan**

### **PROCEDURE**

#### **MONITORING AND REVIEWING OF EDUCATIONAL PROGRAMS OF “YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI” FOUNDATION**

##### **1. GENERAL PROVISIONS**

1. The present Procedure shall regulate the relations related to the internal and external monitoring, preparation for accreditation, as well as the reviewing of educational programs of “Yerevan State Medical University After Mkhitar Heratsi” foundation (hereinafter referred to as the University).

## **2. INTERNAL AND EXTERNAL MONITORING OF THE EDUCATIONAL PROGRAMS AND PREPARATION FOR ACCREDITATION OF THE UNIVERSITY**

2. The monitoring of the educational programs of the University shall be implemented by the format of internal and external monitoring.

3. The aim of internal monitoring of educational programs shall be its continuous improvement, insurance of the credibility of awarded qualifications, creation of sufficient information bases for external expert evaluation and accreditation of educational programs.

4. The University educational program shall be subject to internal monitoring once a year, within a period of six months after the end of the academic year.

5. The Quality Assessment and Assurance Center of the University, including the quality assurance responsible person of the relevant faculty, the Department of educational programs of the Educational and Methodological Department and the head of the relevant educational program shall be included in the process of internal monitoring of educational program.

6. The Education Quality Assessment and Assurance Center involving the responsible person of quality assurance of the faculty, in accordance with work plans, shall implement research during the academic year (including surveys, discussions and observations). In addition to the research defined in the work plan, the responsible person of quality assurance of the faculty may conduct other research of issues raised by the head of the educational program or risen at the moment. The research shall involve both internal and external beneficiaries and relate to all implementation stages of the educational program, departments carrying them out and educational environmental factors.

7. In order to implement the research provided by Clause 6 of the present Procedure, the responsible person of quality of the faculty may request and receive the information necessary for the performance of his/her functions from the divisions implementing the educational program.

8. Based on the research results, the responsible person of quality assurance of the faculty shall prepare a comprehensive annual report on the educational program at the end of the term defined in the Clause 4 of the present Procedure.

9. Every year the responsible person of quality assurance of the faculty shall submit an annual report to the Educational-Scientific Council and Educational and Methodological Council of the relevant faculty as well as the relevant subject methodological committee as needed. The annual report, including the results of research, shall be mandatorily submitted to the Vice-Dean for Academic Affairs as well as to the beneficiaries as needed.

10. The Department of educational programs of the Educational and Methodological Department, as needed, shall conduct a comparative analysis of educational programs and their final results with relevant educational programs operating in other universities, according to the appropriate templates and forms.

11. The Department of Educational Programs of the Educational and Methodological Department shall monitor the interconnectedness of final results of the educational program and those of subject programs, appropriateness and completeness of their acquisition and measurement (evaluation) methodology.

12. The acting educational programs shall be subject to external monitoring and accreditation in accordance with procedure established by the RA Law.

13. The Education Quality Assessment and Assurance Center of the University, the relevant faculty shall be responsible for the preparation of the accreditation of the educational program implemented in the faculty.

14. In order to undergo accreditation in accordance with the RA Law, not later than 16 months before the end of the last accreditation period, a Committee shall be created by the order of the Rector of the University, which shall carry out a self-analysis of the educational program and conduct a report, which ex officio shall include the head of the educational program and the responsible person of quality assurance of the faculty.

15. The report of self-analysis composed by the Committee along with other documents provided by the RA Law shall be submitted to the Education Quality Assessment and Assurance Center.

16. The Education Quality Assessment and Assurance Center shall initiate the work of recruiting candidates for membership in order to form an Expert Committee and shall introduce the proposed candidates to the Rector's Office for approval and the Rector's approval of the staff of the Expert Committee. Leading specialists representing the field, lecturers, students, representatives of the external structure of Quality Assurance, who are included in the list of experts of the RA Quality Assurance National Center, can be included in the Expert Committee.

17. The Expert Committee shall implement an examination of the educational program, the submitted report and the documentary basis and shall give an opinion. The opinion may also include recommendations for necessary improvements.

18. The Committee implementing self-analysis and conducting report, taking into account the recommendations of the Expert Committee, shall introduce a plan-schedule of actions aimed at improving the educational program.

19. Taking into account the opinion of the Expert Committee and the plan-schedule, the competent bodies of the University shall process the work aimed at the accreditation of the educational program in accordance with the procedure established by the RA Law.

20. The responsible person of the Quality Assurance of the faculty, the head of the program, the department of the educational programs and the Quality Assessment and Assurance Center shall regularly provide information to the RA National Center for Quality Assurance and other competent external bodies in order to ensure the external monitoring of the educational programs implemented by them in accordance with the procedure established by the University.

### **3. PROCEDURE OF PERIODIC REVIEW OF THE UNIVERSITY EDUCATIONAL PROGRAM**

21. Periodic review of the educational program is a process, which shall aim to evaluate the current academic standards of the program and the actual quality of delivery based on the full cycle results of the program implementation and to make a decision on the appropriateness of continuing or changing the educational program. The process of periodic review of the educational program shall be implemented in accordance with the present Procedure.

22. The main tasks of reviewing the educational program shall be:

- 1) To perform a critical analysis of the program, observing its strengths and weaknesses during implementation, and initiate program changes resulting from the analysis;
- 1) To study the opinions of students, graduates and employers involved in the educational program regarding the quality of the program implementation;
- 2) To comprehensively evaluate the quality of the program delivery/implementation and resource availability;
- 3) To combine the actual program outcomes with established academic standards;
- 4) To reassess the program relevance and demand in the labor market for the next cycle of educational program implementation;
- 5) To improve the educational program taking into account the problems and opportunities raised.

23. All the University educational programs along with their courses shall be subject to periodic review. The review process shall be planned and carried out jointly by the Education Quality Assessment and Assurance Center, the Department of Educational Programs of the Educational Methodology Department, the Quality Assurance responsible person of the relevant faculty and the head of the relevant educational program under the coordination of the Vice-Rector for Academic Affairs.

24. As a rule, the process of periodic review of the program shall be carried out after the end of the full cycle of program implementation or in case of the presence of any of the following grounds provided in the present Procedure.

- 1) Taking into consideration the relevant conclusion of external assessment;
- 2) Recurring negative results of annual monitoring;
- 3) Assessment results of the program within the framework of the HEI (faculty, department) self-analysis;
- 4) Complaints from students and lecturers regarding the quality of program delivery and outcomes;
- 5) Results of program quality assessment by graduates and employers.

25. Under the direct control of the Head of the Department of Educational Programs of the Educational Methodology Department and the Head of the educational program, the program group shall implement review activities, which shall include:

- 1) Critical self-analysis of the program;
- 2) Development of recommendations for modification and modernization of the program and its modules;
- 3) Development of recommendations of amendments of relevant documents based on the analysis of annual monitoring report, external expert conclusions, students' as well as graduates' and employers' survey results.

26. As a result of the process aimed at reviewing the educational program, the program group shall compose a self-analytical report of the educational program, which shall reflect the below-mentioned points of the educational program subject to be reviewed:

- 1) Academic standards;
- 2) Quality and opportunities of teaching/studying;
- 3) Improvement measures;
- 4) Vitality and market demand.

27. The proposed descriptions of amendments to the program to be reviewed and its individual courses, the results of the satisfaction surveys of program participants, graduates and employers in the last 3 years, and the reports of external experts who participated in the monitoring, and, if available, the conclusions of the external assessment of the quality of the program as well shall be attached to the self-analytical report and submitted to the Head of the educational program.

28. The head of the educational program, taking into account the self-analytical report and the attached documents, shall develop and plan measures aimed at improving the educational program by cooperating with the Center for Assessment and Assurance of the Education Quality, the Department of Educational Programs of the Educational and Methodological Department, the responsible person of Quality Assurance of the relevant faculty, subject methodological committees and the faculty implementing the educational program.

29. After summarizing the review of the educational program the Head of the educational program shall develop a package of recommendations which shall be submitted to be approved by the Academic Council of the faculty.

30. After the approval in the Academic Council of the faculty the package of recommendations shall be discussed in the University Academic Council, which, in accordance with its regulations, can make a decision to guarantee the Academic Council to make amendments in the educational program or to refuse to guarantee them.

31. The effectiveness of the amendments implemented in the educational and subject programs shall be assessed by the Quality Assurance responsible person of the faculty and the Education Quality Assessment and Monitoring Center within 18 months.