

Yerevan State Medical University after M. Heratsi

REGULATION OF THE CENTER FOR EDUCATION QUALITY ASSESSMENT AND ASSURANCE

General provisions

1. The Center for Education Quality Assessment and Assurance (hereinafter, Center) of Yerevan State Medical University after Mkhitar Heratsi (hereinafter, University) is an affiliated and subordinate structure to the Rector of the University.
2. This Regulation defines the rules of the Center.
3. The Center performs its activities in accordance with the RA Constitution, RA Law on Education, RA Law on Higher and Postgraduate Professional Education, Ra Law on Scientific and Scientific Technical Activity, decisions of the Board of Trustees of the University, Scientific Council, orders of the Rector, this Regulation and procedures regulating the field, other legal acts.

Goals and Objectives of the Center

4. The policy of the Center is directed to

- a) improve the efficiency and quality of the University's educational, research and management processes;
- b) guarantee the provision of national education standards for the qualifications awarded;
- c) provide a quality education system based on learning outcomes;
- e) ensure the university's accountability, transparency of processes, access to information for students and employers for ensuring quality of education;
- f) guarantee the satisfaction of beneficiaries;
- g) prepare university and educational programs for external quality evaluation and accreditation processes;
- h) promote the development of quality assurance culture at the university.

5. The main objectives of the center are to

- a) ensure the monitoring, periodic review and improvement of educational programs;
- b) contribute to the self-assessment and external evaluation and accreditation of educational programs;
- c) compile the university's reporting procedures for quality assurance;
- d) initiate the processes of reporting of the university for quality assurance;
- e) guarantee transparency of internal quality assurance procedures and processes;
- f) ensure the participation of students, graduates and employers in the internal quality evaluation process;
- g) propose the necessary prerequisites and incentive mechanisms for the continuous improvement of the quality of education.

Main Functions of the Center are to

- 6. develop regulatory, procedural and standard documentation for YSMU education quality assurance;
- 7. develop and introduce tools and instrument to ensure the quality of education;
- 8. conduct comprehensive studies of the University's educational process;

9. report regularly to the stakeholders (university administration, academic staff, students, university external organizations) on the results of the research carried out;
10. periodically review and improve education quality assurance processes;
11. coordinate the work of other structures responsible for the quality of education at the University and / or those involved in this area;
12. provide sufficient information for external quality assessment processes.

Management of the Center

13. The Head of the Center is responsible for the management of the Center. The Head of the Center is hired and dismissed by the Rector of the University according to the RA legislation.

Staff of the Center

14. The Center has the positions for the Head of the Center, Deputy Head and senior specialists.

The job responsibilities of the Head of the Center, Deputy Head and senior specialists, and their educational and professional requirements are defined in this procedure.

15. The Head of the Center

- a) develops documentation related to regulation, procedure and standards of YSMU education quality assurance;
- b) develops academic quality assurance tools, procedures and processes;
- c) ensures the implementation of the above mentioned procedures in the educational system;
- d) participates in structural and program accreditation processes of YSMU;
- e) coordinates the processes of self-assessment of different subdivisions;

- f) ensures the monitoring of educational processes;
- g) assures the quality of the development and implementation of educational programs and checks their compliance with the established standards;
- h) prepares quality assurance procedures for the development, approval, current monitoring and periodic review of educational programs, coordinates and supports them in all YSMU subdivisions;
- i) ensures transparency of quality assurance processes, broad involvement of stakeholders in them;
- j) distributes work between employees of the center and ensures their implementation,
- k) ensures implementation of the RA Law, Board of Trustees, Scientific Councils and Rectorate decisions, internal disciplinary rules of the University, other regulations, orders and assignments of the Rector;
- l) is responsible for the implementation of the quality assessment and assurance processes of the education, decisions made by the Scientific Council;
- m) organizes workshops, discussions, trainings for awareness raising of the beneficiaries;
- n) coordinates and supports the quality of education in all the subdivisions of the University;
- o) ensures continuous professional development of the employees of the Center;
- p) ensures the center's reporting;
- q) provides information in response to the requests from some state and international structures.

The Head of the Center should have higher education, at least be a diploma specialist or have a master's degree and five years working experience in the field of education organization or management.

16. The Deputy Head of the Center

- a) supports the Head of the Center in the implementation of all of the abovementioned responsibilities;

b) by the instruction of the Head of the Center, coordinates and organizes surveys and other research among stakeholders;

c) participates in the development of new educational quality assurance tools and procedures;

d) by the instruction of the Head of the Center, organizes and coordinates meetings with other subdivisions, focus group workshops;

e) makes reports;

f) reports to the Head of the Center.

The Deputy Head of the Center should have higher education, at least be a diploma specialist or have a master's degree and three years working experience in the field of education organization or management.

17. The senior specialists of the Center

a) perform data collection and entrance;

b) perform statistical data processing and analysis;

c) participate in the surveys, conducts surveys among stakeholders;

d) provide permanent link between external and internal stakeholders;

e) participate in the introduction and application of educational quality assurance tools and procedures;

f) prepare appropriate packages for planned trainings;

g) perform translations in the framework of education quality assurance processes;

h) perform other assignments given by the Head of the Center, which do not contradict the principles of legal documents referred to in paragraph 3 of this Regulation;

i) make reports;

j) report to the Head of the Center.

The senior specialists of the Center should have higher education at least have a bachelor's degree.

Reporting of the Center

18. The Head of the Center reports on the works performed at least once a year at the Rectorate or the Scientific Council.

19. The Center regularly presents the findings of the research to the Rector, Vice Rectors, deans, and etc.

20. The findings of the research, the problems raised are reflected in the annual reports of the Vice Rector for Academic Affairs in the Scientific Council.

21. The Head of the Center regularly provides information on the activities performed at the Educational-methodological Council of the University.

22. In response to the inquiries the Center collects and presents information to some structures outside the university (ANQA, RA Ministry of Education and Science, NCET, etc.).

Concluding Provisions

23. This Regulation, its amendments and supplements are endorsed by the Scientific Council of the University and approved by the order of the Rector.

24. Responsibilities contradicting the legislation of the Republic of Armenia, the Statute of the University and this Regulation cannot be imposed on the Center.

25. The activities of the Center can be stopped, the Center can be reorganized, and the functions can be added or reduced by the Rector's initiative in the Scientific Council.