

TO APPROVE THE POSITION DESCRIPTIONS OF THE EDUCATION QUALITY
ASSESSMENT AND ASSURANCE CENTER OF "YEREVAN MKHITAR HERATSI STATE
MEDICAL UNIVERSITY" FOUNDATION AND TO DETERMINE THE RESPONSIBILITIES OF
THE QUALITY ASSURANCE RESPONSIBLE OF THE FACULTY

Governed by No. 1407-N of November 27, 2014 decision the RA Government Based on the 12th subparagraph of clause 46 of the charter of the "Mkhitar Heratsi State Medical University of Yerevan" Foundation to regulate the work of those holding positions in the Education Quality Assessment and Assurance Center, their responsibilities, in order to clarify the scope of rights and responsibilities,

I ORDER

1. to approve "Mkhitar Heratsi State Medical University of Yerevan" Foundation (hereinafter the University) Education Quality Assessment and Assurance Center's:

- 1) position description of the Head according to Appendix 1,
- 2) position description of the Deputy Head according to Appendix 2,
- 3) position description of the Leading Specialist according to Appendix 3,
- 4) position description of the Senior Specialist according to Appendix 4.

2. to define the scope of responsibilities of the Quality Assurance Responsible of the faculty according to Appendix 5.

3. to establish that by the order of the Rector of the University, the persons holding a position in Education Quality Assessment and Assurance Center can be appointed as the person in charge of the Quality Assurance Responsible of the Faculty of the University. During the period of performance of the responsibilities of the Quality Assurance Responsible of the Faculty, the person holding a position in the Education Quality Assessment and Assurance Center should be paid an additional fee by order of the Rector in accordance with the requirements of the RA Labor legislation.

Rector

Armen Muradyan

of order No. 1817 U. of the Rector of "Mkhitar Heratsi State Medical University of Yerevan"
Foundation, dated December 20, 2022

POSITION DESCRIPTION

HEAD OF THE EDUCATION QUALITY ASSESSMENT AND ASSURANCE CENTER OF "YEREVAN MKHITAR HERATSI STATE MEDICAL UNIVERSITY" FOUNDATION

1. GENERAL PROVISIONS

1. The Rector of the University appoints and dismisses the Head of the Education Quality Assessment and Assurance Center (hereinafter referred to as the Head of the Center) of the "Yerevan Mkhitar Heratsi State Medical University" Foundation (hereinafter referred to as the University). The position of head of the center is an administrative position.

2. The Head of the Center must have a higher education, at least a diploma of a specialist or a master's degree and at least 5 years of work experience in the field of education organization or management, be fluent in Armenian, foreign languages (English and Russian), have sufficient knowledge and skills of basic computer programs

3. The head of the center should know

- 1) RA Constitution, labor legislation,
- 2) the legislation regulating the field of education, the University charter, the legal acts of the University regulating the work of the Educational-Methodological Department
- 3) the methodology of creating educational programs,
- 4) the methodology of designing and developing study plans,
- 5) education quality assessment and assurance standards.

4. The Head of the Center is directly subordinate and accountable to the Rector.

5. In the absence of the Head of the Center, by the order of University Rector, his responsibilities are performed by the Deputy Head of the Center, the leading specialist or another person by the order of the Rector.

2. RESPONSIBILITIES OF THE HEAD OF THE CENTER

6. Head of the center:

- 1) develops documentation related to regulation, procedure and standards of University education quality assurance;

- 2) develops academic quality assurance tools, procedures and processes;
- 3) ensures the implementation of quality assurance procedures in the educational system;
- 4) participates in structural and program accreditation processes of the University;
- 5) coordinates the processes of self-assessment of different subdivisions;
- 6) ensures the constant monitoring of educational processes;
- 7) ensures the quality of the development and implementation of educational programs and checks their compliance with the established standards;
- 8) prepares quality assurance procedures for the development, approval, ongoing monitoring and periodic review of educational programs, coordinates and supports their implementation in University departments;
- 9) ensures transparency of quality assurance processes and broad involvement of stakeholders in them;
- 10) allocates tasks to employees of the center and ensures their implementation,
- 11) ensures implementation of the RA Law, Board of Trustees, Academic Council and Rectorate decisions, internal disciplinary rules of the University, other regulations, orders and assignments of the Rector;
- 12) organizes workshops, discussions, and trainings within its jurisdiction in order to increase the awareness of the beneficiaries;
- 13) supports the continuous professional development of the Center's employees within its jurisdiction;
- 14) ensures the accountability of the Center: the preparation of relevant reports, references, data and their presentation in the prescribed manner;
- 15) prepares drafts of responses to inquiries addressed to the University;
- 16) gives mandatory tasks to the employees of the Center within his jurisdiction and supervises their execution;
- 17) acts as a representative of the University in relations with representatives of other state bodies and organizations, as well as representatives of foreign countries and international organizations, within his jurisdiction
- 18) can perform the responsibilities of the quality assurance responsible of the faculty in the case defined by the Rector's order;
- 19) exercises other powers provided by law, other legal acts and the charter of the University.

3. THE RIGHTS OF THE HEAD OF THE CENTER

7. The head of the center has the right to:

- 1) to participate in the discussions about the work of the University's departments, to submit recommendations regarding the adopted decisions;
- 2) to request and receive documents and necessary information from the heads of departments and other specialists of the University in order to perform his responsibilities properly,
- 3) to request organizational support, as well as material and technical support from the university management.

4. RESPONSIBILITY OF THE HEAD OF THE CENTER

8. The head of the center is responsible for the processes of education quality assessment and assurance, the proper implementation of legal acts adopted in the field of quality assessment and assurance, as well as the fulfillment of the responsibilities defined in the description of this position.

9. The Head of the Center bears the responsibility measures:

- 1) for not fulfilling or improperly fulfilling the responsibilities defined by laws, other legal acts, abusing official powers or the influence caused by them,
- 2) bears material responsibility for the damage he caused to the University in accordance with the procedure and conditions defined by the civil and labor legislation of RA.

of order No. 1817 U. of the Rector of "Mkhitar Heratsi State Medical University of Yerevan"
Foundation, dated December 20, 2022

POSITION DESCRIPTION

DEPUTY HEAD OF THE EDUCATION QUALITY ASSESSMENT AND ASSURANCE CENTER OF "YEREVAN MKHITAR HERATSI STATE MEDICAL UNIVERSITY" FOUNDATION

1. GENERAL PROVISIONS

1. The Rector of the University appoints and dismisses the Deputy Head of the Education Quality Assessment and Assurance Center (hereinafter referred to as the Deputy Head of the Center) of the "Yerevan Mkhitar Heratsi State Medical University" Foundation (hereinafter referred to as the University) and applies measures of encouragement and disciplinary responsibility.

2. The deputy head of the center must have a higher education, at least a diploma of a specialist or a master's degree and at least 3 years of work experience in the field of education organization or management, be fluent in Armenian, foreign languages (English and Russian), have sufficient knowledge and skills of basic computer programs.

3. The deputy head of the center should know:

- 1) the RA Constitution,
- 2) the legislation regulating the field of education, University Charter, University legal acts regulating the work of the Educational-Methodological Department,
- 3) the methodology of creating educational programs,
- 4) the methodology of curriculum design and development,
- 5) education quality assessment and assurance standards.

4. The Deputy Head of the Center is directly subordinate and accountable to the Head of the Center. In the absence of the Deputy Head of the Center, he can be replaced by a Leading or Senior Specialist by the order of the Rector.

2. RESPONSIBILITIES OF THE DEPUTY HEAD OF THE CENTER

5. Deputy Head of the center:

- 1) supports the Head of the Center in carrying out the responsibilities defined in Chapter 2 of Appendix 1 of the given order;
- 2) coordinates and organizes surveys and other research conducted among beneficiaries on the instructions of the Head of the Center.;
- 3) participates in the development of new tools and procedures for ensuring the quality of education,
- 4) organizes and coordinates meetings, focus group workshops with other departments on the instructions of the Head of the Center,
- 5) draws up reports,
- 6) can perform the responsibilities of the quality assurance responsible of the faculty in the case defined by the Rector's order;
- 7) performs other assignments given by the Head of the Center.

3. THE RIGHTS OF THE DEPUTY HEAD OF THE CENTER

6. The Deputy Head of the center has the right:

- 1) to participate in the discussions about the work of the University's departments, to submit recommendations regarding the adopted decisions on the instruction of the Head;
- 2) to request and receive documents and necessary information from the heads of departments and other specialists of the University in order to perform his responsibilities properly;
- 3) to request organizational support from the Head of the Center.

4. RESPONSIBILITY OF THE DEPUTY HEAD OF THE CENTER

7. The Deputy Head of the Center is responsible for the fulfillment of responsibilities defined in the description of the given position.

8. The Deputy Head of the Center bears the responsibility measures:

- 1) for not fulfilling or improperly fulfilling the responsibilities defined by laws, other legal acts, abusing official powers or the influence caused by them,
- 2) bears material responsibility for the damage he caused to the University in accordance with the procedure and conditions defined by the civil and labor legislation of RA.

POSITION DESCRIPTION

LEADING SPECIALIST OF THE EDUCATION QUALITY ASSESSMENT AND ASSURANCE CENTER OF "YEREVAN MKHITAR HERATSI STATE MEDICAL UNIVERSITY" FOUNDATION

1. GENERAL PROVISIONS

1. The Rector of the University appoints and dismisses the position of the Leading Specialist of the Education Quality Assessment and Assurance Center (hereinafter referred to as the Leading Specialist) of the "Yerevan Mkhitar Heratsi State Medical University" Foundation (hereinafter referred to as the University) and applies measures of encouragement and disciplinary responsibility.

2. The Center's Leading Specialist must have a higher education, at least a bachelor's degree, at least 1 year of work experience in the field of education organization or management, be fluent in Armenian, foreign languages (English and Russian), have sufficient knowledge and skills of basic computer programs.

3. A Leading Specialist should know:

- 1) the legislation regulating the field of education, University Charter, University legal acts regulating the work of the Educational-Methodological Department,
- 2) the methodology of creating educational programs,
- 3) the methodology of curriculum design and development,
- 4) education quality assessment and assurance standards.

4. The Leading Specialist of the Center is directly subordinate and accountable to the Head of the Center. In the absence of the Center's Leading Specialist, he can be replaced by the Deputy Head of the Center or the Senior Specialist by the order of the Rector.

2. RESPONSIBILITIES OF THE CENTER'S LEADING SPECIALIST

5. The Leading Specialist of the Center:

- 1) participates in the development of new tools and procedures for ensuring the quality of education;
- 2) organizes and coordinates meetings, focus group workshops with other departments on the instructions of the Head of the Center;
- 3) carries out data collection and input;
- 4) performs statistical processing and analysis of data;
- 5) participates in the conducted research, conducts surveys among the beneficiaries;
- 6) ensures constant communication between external and internal beneficiaries;
- 7) participates in the implementation and application of educational quality assurance tools and procedures;
- 8) prepares relevant packages for planned trainings;
- 9) performs translations within the framework of education quality assurance processes.
- 10) draws up reports;
- 11) can perform the responsibilities of the Quality Assurance Responsible of the faculty in the case defined by the order of the Rector;
- 12) performs other assignments of the Head of the Center.

3. RIGHTS OF THE CENTER'S LEADING SPECIALIST

6. The Center's Leading Specialist has the right to:

- 1) to participate in the discussions about the work of the University's departments, to submit recommendations regarding the adopted decisions on the instructions of the Head of the Center,
- 2) to request and receive documents and necessary information from the heads of departments and other specialists of the University in order to perform his responsibilities properly,
- 3) to request organizational support from the Head of the Center.

4. RESPONSIBILITY OF THE CENTER'S LEADING SPECIALIST

7. The Leading Specialist of the Center is responsible for the fulfillment of the responsibilities defined in the description of the given position.

8. The Leading Specialist of the Center bears the responsibility measures:

- 1) for not fulfilling or improperly fulfilling the responsibilities defined by laws, other legal acts, abusing official powers or the influence caused by them,
- 2) bears material responsibility for the damage he caused to the University in accordance with the procedure and conditions defined by the civil and labor legislation of RA.

Appendix 4

of order No. 1817 U of the Rector of "Mkhitar Heratsi State Medical University of Yerevan"
Foundation, dated December 20, 2022

POSITION DESCRIPTION

SENIOR SPECIALIST OF THE EDUCATION QUALITY ASSESSMENT AND ASSURANCE CENTER OF "YEREVAN MKHITAR HERATSI STATE MEDICAL UNIVERSITY" FOUNDATION

1. GENERAL PROVISIONS

1. The Rector of the University appoints and dismisses the position of the Senior Specialist of the Education Quality Assessment and Assurance Center (hereinafter referred to as the Leading Specialist) of the "Yerevan Mkhitar Heratsi State Medical University" Foundation (hereinafter referred to as the University) and applies measures of encouragement and disciplinary responsibility.

2. A Senior Specialist must have a higher education, at least a bachelor's degree, be fluent in Armenian and have sufficient knowledge and skills of basic computer programs.

3. A senior specialist should know:

- 1) the legislation regulating the field of education, University Charter, University legal acts regulating the work of the Educational-Methodological Department,
- 2) the methodology of creating educational programs,

- 3) the methodology of curriculum design and development,
- 4) education quality assessment and assurance standards.

4. The Senior Specialist of the Center is directly subordinate and accountable to the Head of the Center. In the absence of a Senior Specialist of the Center, he can be replaced by a Leading or a Senior specialist of the Center by the order of the Rector.

2. RESPONSIBILITIES OF THE CENTER'S SENIOR SPECIALIST

5. The Senior Specialist of the Center:

- 1) carries out data collection and input,
- 2) performs statistical processing and analysis of data,
- 3) participates in conducted research, conducts surveys among beneficiaries,
- 4) ensures constant communication between external and internal beneficiaries beneficiaries,
- 5) participates in the implementation and application of educational quality assurance tools and procedures,
- 6) prepares appropriate packages for planned trainings,
- 7) carries out translations within the framework of education quality assurance processes,
- 8) draws up reports,
- 9) can perform the responsibilities of the Quality Assurance Responsible of the faculty in the case defined by the order of the Rector,
- 10) performs other assignments of the Head of the Center.

3. RIGHTS OF THE CENTER'S SENIOR SPECIALIST

6. The Senior Specialist of the Center has the right:

- 1) to participate in the discussions about the work of the University's departments, to submit recommendations regarding the adopted decisions on the instructions of the Head of the Center,
- 2) to request and receive documents and necessary information from the heads of departments and other specialists of the University in order to perform his responsibilities properly,
- 3) to request organizational support from the Head of the Center.

4. RESPONSIBILITY OF THE CENTER'S SENIOR SPECIALIST

7. The Senior Specialist of the Center is responsible for the fulfillment of the responsibilities defined in the description of the given position.

8. The Senior Specialist of the Center bears the responsibility measures:

- 1) for not fulfilling or improperly fulfilling the responsibilities defined by laws, other legal acts, abusing official powers or the influence caused by them,
- 2) bears material responsibility for the damage he caused to the University in accordance with the procedure and conditions defined by the civil and labor legislation of RA.

Appendix 5

of order No. 1817 U of the Rector of "Mkhitar Heratsi State Medical University of Yerevan"
Foundation, dated December 20, 2022

SCOPE

OF RESPONSIBILITIES OF THE FACULTY QUALITY ASSURANCE RESPONSIBLE

1. The responsibilities of the Faculty Quality Assurance Responsible include the following:
 - 1) to carry out the processes of assessment and quality assurance of educational programs implemented at the faculty, including monitoring the standards for assessment and quality assurance of the educational program together with the head of the educational program,
 - 2) to raise the existing problems together with the head of the educational program,
 - 3) to conduct research, surveys, focus-group discussions among the beneficiaries of the faculty,
 - 4) to prepare annual reports on the assessment of the effectiveness of educational programs, their components, educational outcomes and the processes necessary to ensure the programs,
 - 5) to participate in the processes of developing, reviewing and evaluating the effectiveness of the faculty development policy jointly with the head of the educational program
 - 6) to request and receive information necessary for the evaluation of processes from departments implementing educational programs, in cooperation with the head of the educational program and the dean of the faculty,

7) to support the external evaluation processes of educational programs,

8) to support the processes of national and international accreditation of educational programs by providing research results, reports, and other information to external experts, accrediting structures, intra-university committees, the head of the University's Education Quality Assessment and Assurance Center.