

Փաստ. անվանումը	Կրթական ծրագրերի մշակման և մշտադիտարկման կարգ
Փաստ. N	ԵՄՀ/ԸԿ-ՕՄ-07-01
Հաստատման ամսաթիվը	11/07/2014
Արձանագրության N	
Հաստատող մարմինը	Գիտական խորհուրդ
Մշակող	Որակի ապահովման կենտրոն
Ներդրման/իրականացման պատասխանատու	Ուսումնամեթոդական և գիտական աշխատանքների գծով պրոռեկտոր



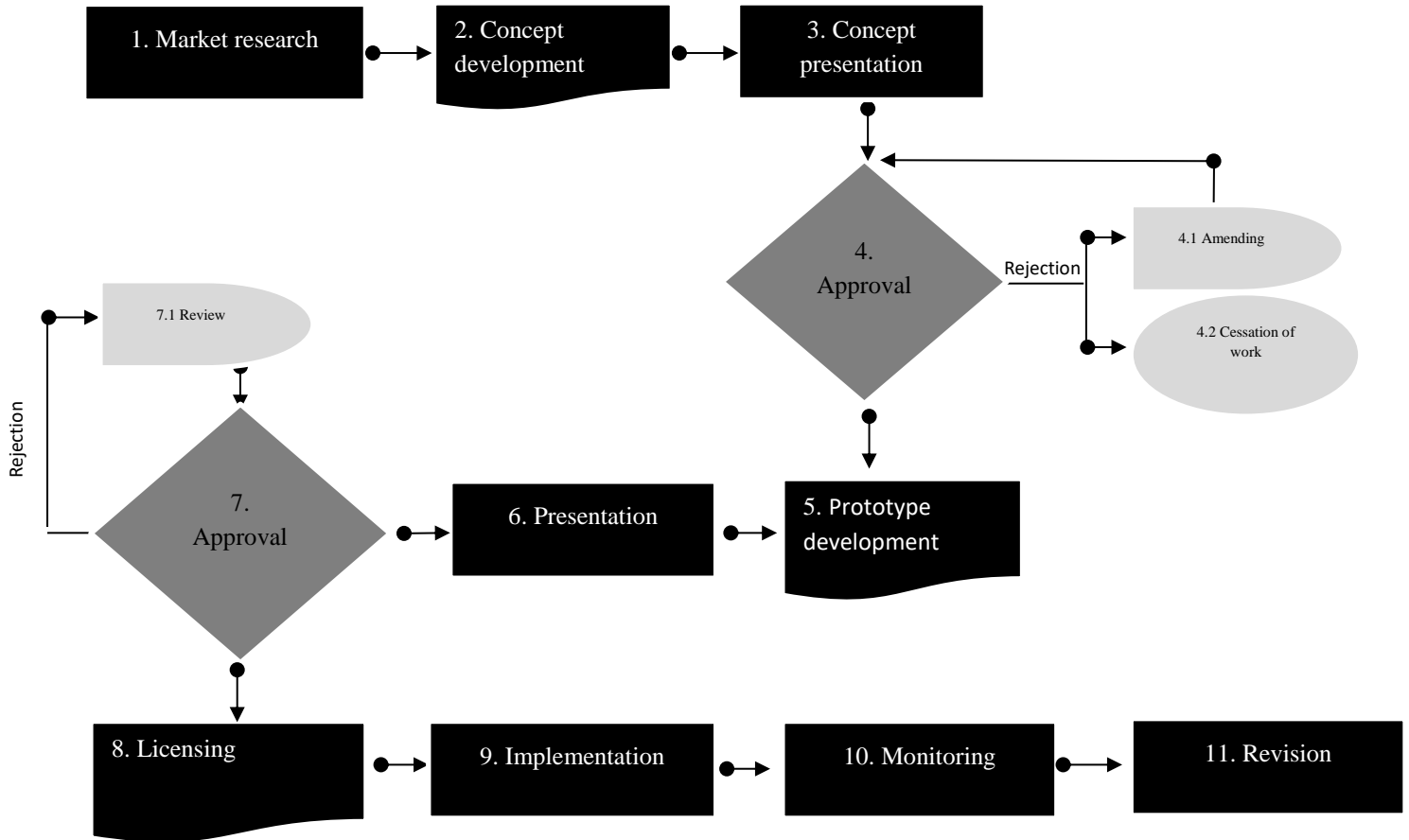
Educational Program Development and Monitoring Procedure

Objectives

This procedure defines and regulates the process of developing, monitoring of both new educational programs and the quality assurance of existing once. Educational program is the unity of courses during which students are awarded a degree and respective documents on graduation.

Procedure on development and audit of educational programs

The process of developing, auditing and elaborating educational programs includes the following stages:



1. Market Research and Marketing

Market research includes the following stages:

- Defining research item
- Defining methodology
- Defining data collection methods
- Defining samples
- Data collection
- Analysis
- Reporting

2. Concept Development

Concept development includes:

- Program objectives
- Market research results and opinions
- Compliance of the program with the EIU mission and strategic plan
- Compliance of the program with the requirements of Armenian, European and international labor markets

3. Program concept presentation

Program concept is presented at the EIU Scientific council session. When required, an extra session is convened.

4. Approving

In case the Concept is approved, the presenter proceeds with implementation of next stages of the process. Scientific council may reject the concept and program introduction:

- 4.1. Suggesting elaborating and re-submitting the concept for approval
- 4.2. Ceasing all further activities related to the program considering it unfavorable to invest in it.

5. Program Prototype Development

Upon approval, the educational program (full package, including curriculum) is developed in the established order (the approved format is available in the electronic register). During the prototype development benchmarking is performed based on the following: National Qualification framework, national standards, labor market requirements, foreign partner universities, foreign professional qualification framework and outcomes developed by professional communities and associations in line with the set priorities and chosen methods.

6. Prototype presentation

The developed program is submitted to the consideration of the EIU Scientific Council. The program package is presented to the attention of the members of the EIU Scientific council minimum 20 days before the scientific council session.

7. Approving

Program prototype is submitted for approval of the Scientific council, which is either approved or sent for editing with all the comments incorporated.

8. Licensing and Accreditation

The program package, approved by the EIU Scientific council, is presented to the RA Ministry of Education and National Center for Professional Education Quality Assurance in case the program stipulates a separate profession, for respectively licensing and accreditation purposes. In case of

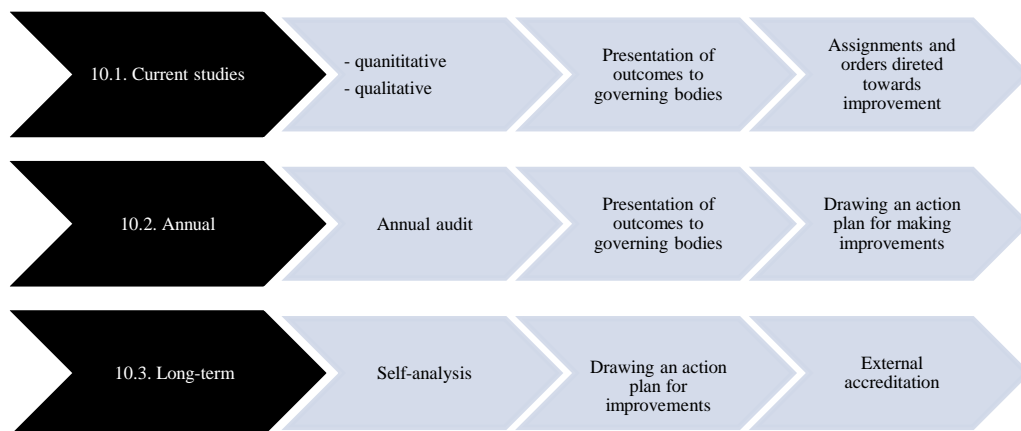
specialization, after the approval of the EIU Scientific Council the chair can carry out the program without licensing and accreditation in the framework of the effective profession.

9. Program Implementation

In case all the above-mentioned processes are duly performed the project, manager is tasked to collect human resources stipulated by the project, ensuring availability of other tangible resources and investments.

10. Audit

Auditing of current and new educational programs is performed in compliance with the EIU Quality assurance guide. Auditing includes the below stages:



10.1. Current Studies

Current researches are conducted by the officers of the EIU and chair Quality assurance center and address the following issues:

- Satisfaction of internal stakeholders with educational programs (educational content, teaching and learning methods, evaluation means, professionalism of the academic staff, advisory),
- Satisfaction of internal stakeholders with educational environment (general comfort, technical base, educational and methodological literature, electronic environment),
- Satisfaction of internal stakeholders with auxiliary services (printing and copying, catering)
- Satisfaction of external stakeholders with EIU the services (surveys among employers, graduates and other stakeholders)

Research methods vary based on appropriateness and may include both qualitative and quantitative methods.

Quantitative methods mainly include completing guided questionnaires (one on one, by phone, email, etc). Qualitative researches may include application of such methods as in-depth interviews, focus groups, observation of process participants (e.g. participant observation, class evaluation), study, analysis and expertise of documents (presentation of an expert opinion), and other methods. The outcomes of the effective researches conducted, are presented to governing bodies and by the direct assignment of the Rector respective departments prepare improvement programs.

10.2. Annual

For the purposes of conducting the audit, a working group is formed as per the Rector's instruction. Approved policy, acts and procedures, processes, EIU action plan, approved EIU standards and indicators; as well those of external accreditation form the basis for the audit.

The working group presents a report and analysis to governing bodies and based on the respective decision and order, proceeds with drawing improvement action plans.

10.3. Long-term

Long-term audit is conducted based on accreditation standards and indicators on 4 or 5-year basis taking into consideration the requirements of the External accreditation organization.

11. Revision

Based on the current, annual and long-term audit results action plans directed towards improvements are prepared, the implementation of which is supervised by the EIU Rector.

12. Renewing Teaching Materials and Resources

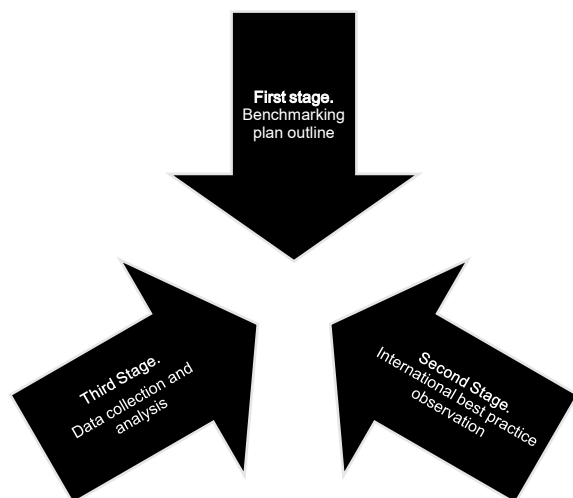
The following are the bases for renewing the EIU resources required for educational program implementation:

- Students survey reports, suggestions and remarks
- Remarks in the resources section of syllabi
- Remarks of resource section in the Educational programs
- The ongoing claims of the program responsible
- Remarks and suggestions of all other stakeholders.

13. Benchmarking methodology

The objective of the benchmarking process is to present the external criteria that evaluate and determine the quality and value of internal interventions by helping to clarify where to look for the opportunity to improve. The selected process for the analysis (benchmarking theme is selected by the EIU Scientific Council) is then studied by the relevant team of expert/s.

The EIU benchmarking process



Based on the above chart, the EIU benchmarking consists of three major stages:

First stage. Benchmarking plan outline

- Benchmarking objective and/or variable determination
- Sources and data collection method clarification

Second Stage. International best practice observation

- The potential partner university are spotted
- Selection of partner university and contact

Third Stage. Data collection and analysis

- All the data relevant for evaluating the universities' capacities is gathered
- EIU experience is compared to that of the partner university, the best practices are then adapted