

Approved at the session of “M. Nalbandyan State University of Shirak” Foundation's Scientific Board on November 24, 2023

Chairman of the Scientific Board: Ye. S. Serobyan

Basis: the reviewed version of the Charter of SUSh “Scientific Policy, Quality Assurance and Management Center” approved at the session of “M. Nalbandyan State University of Shirak” Foundation's Scientific Board on 26.12.2019

CHARTER

“M. NALBANDYAN STATE UNIVERSITY OF SHIRAK” FOUNDATION

QUALITY ASSURANCE DEPARTMENT

1. GENERAL PROVISIONS

1.1 The Charter (hereinafter referred to as the Charter) of the Quality Assurance Department (hereinafter referred to as the Department) of “M. Nalbandyan State University of Shirak” Foundation (hereinafter referred to as the Foundation) defines the management and functions of the Department.

1.2 The Department is a structural unit of the Foundation, which carries out its activities in accordance with the RA legislation, the RA laws “On Higher and Postgraduate Professional Education” and “On Education”, the RA Government Decision No. 959-N of 2011 “On Approving the Vocational Education Accreditation Standards of the Republic of Armenia”, the RA Government Decision No. 978-N of 2011 “On Approving the Procedure for State Accreditation of Institutions and Their Academic Programs in the Republic of Armenia”, the RA Government Decision No. 714-N of 2016 “On Approving the National Framework of Education Qualifications of the Republic of Armenia”, other normative legal acts of the RA Ministry of Education, Science, Culture and Sports, University Statute, University Board of Trustees, Scientific Board, Rector's decisions, Rector's orders, this Charter, etc.

1.3 The location of the Department is RA, Shirak region, city of Gyumri, P. Sevak 4 s., Foundation's administrative building.

2. DEPARTMENT MANAGEMENT

- 2.1 The Department is managed by the Head of the Department, who is appointed and dismissed by the Rector of the Foundation in accordance with the procedure established by the RA legislation.
- 2.2 The Head of the Department is directly subordinate and accountable to the Rector of the Foundation, is accountable to the vice-Rector-Director of the Foundation's Educational and Methodological Process Management Center and the vice-Rector-Head of staff.
- 2.3 The rights, duties and functions of the Head of the Department and employees are defined by the employment contracts signed with the Foundation's Rector, the description of the latter's positions and other internal legal acts.
- 2.4 The employees of the Department are directly subordinate and accountable to the Head of the Department.
- 2.5 In the absence of the Head of the Department, his/her functions may be temporarily performed by the person appointed by the order of the Foundation's Rector.

3. DEPARTMENT FUNCTIONS

The Department:

- 3.1 submits its five-year and subsequent annual work plans to the Rector for approval before the beginning of the new academic year, after the approval of the Foundation's Strategic Development Plan, in accordance with the latter, as applicable.
- 3.2 monitors and evaluates the process of ensuring the quality of activities of the structural units, in accordance with the goals of the Foundation's Development Strategic Plan.
- 3.3 develops and periodically reviews the Foundation's quality assurance and management policy and concept.
- 3.4 develops drafts of legal normative acts that meet the state and international standards of internal and external quality assurance.
- 3.5 develops regulatory, procedural and standard documents for quality assurance of the Foundation with the relevant units.
- 3.6 disseminates and improves the quality culture in the Foundation.
- 3.7 organizes and coordinates the Foundation's quality assurance processes, contributing to continuous quality improvement and stability, ensures accountability for their results.
- 3.8 ensures the transparency of the Foundation's quality assurance and management processes, as well as the interactive participation of external and internal stakeholders in them.
- 3.9 ensures the harmonization and implementation of quality assurance and management processes in all key areas of the Foundation's activities.
- 3.10 plans, organizes, supervises and evaluates the work of quality assurance officers of the Chairs.

- 3.11 evaluates the effectiveness of educational services, performs monitoring of education quality, develops the tools, procedures and standards for evaluating the education quality, as well as presents the results of the research to the Rector of the Foundation.
- 3.12 conducts research aimed at increasing the efficiency and quality of educational and other processes in the Foundation and highlights the issues.
- 3.13 coordinates the self-assessment process of the Foundation's institutional programmatic accreditations, ensures the preparation of the relevant report and the implementation of follow-up actions.
- 3.14 coordinates the harmonization of the work of the Foundation's units during expert visits of the accreditation bodies.
- 3.15 ensures the accountability of the results of the Department's activities to the Rector of SUSH, internal and external beneficiaries and stakeholders.
- 3.16. ensures mutually beneficial cooperation with the “National Center for Professional Education Quality Assurance” Foundation, regional and international quality assurance agencies and quality assurance centers of professional educational institutions.
- 3.17. provides necessary materials to the relevant specialist of the Foundation's External Cooperation Center to regularly update the information posted on the Foundation's official website about the Department's activities.
- 3.18 other functions determined by internal legal acts of the Foundation.

4. FINAL PROVISIONS

- 4.1 This Charter, the proposed amendments and additions to the latter are approved by the Scientific Board of the Foundation.
- 4.2 This Charter shall enter into force on the date of approval.