

APPROVED

**Scientific Council of the Educational
Complex of the Police of the RA on
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Chairman of the Scientific Council
of the Educational Complex of the
Police of the RA, major general of
the police**

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<< >> _____ 2019

PROCEDURE ON MONITORING AND REVIEW OF EDUCATION PROGRAMS OF THE EDUCATION COMPLEX OF THE POLICE OF THE REPUBLIC OF ARMENIA

I. General Provisions

1. The procedure on monitoring and reviewing the education programs of the Educational Complex of the Police of the Republic of Armenia (hereinafter referred to as the Educational Complex) regulates the processes of regular monitoring and review of the education programs implemented by the Educational Complex.
2. The processes of regular monitoring and review of the education programs of the Educational Complex are one of the main quality assurance and continuous improvement mechanisms during the implementation phase of the education programs.
3. The procedure on the regular monitoring and review of the education programs of the Educational Complex defines the goals, objectives, basic requirements and implementation procedures of regular monitoring and reviews of the education programs.
4. The regular monitoring and review of the education programs of the Educational Complex is carried out by the Education Quality Assurance Department of the Educational Complex and the respective department of the Educational Complex that

implements the education program by monitoring education programs biennially and reviewing education programs every five years.

5. The terms of the regular monitoring and review of current education programs of the Educational Complex start from the academic year following the approval of this procedure.

II. Regular Monitoring of the Education Program

6. Regular monitoring of education programs (hereinafter referred to as monitoring) is an internal quality assurance process, the purpose of which is to assess the quality of the implementation of education programs, compliance with the goals of the education program and the requirements of the respective state education standard.

7. The outcome of the monitoring is the development and implementation of a plan of activities to improve the quality of the education program.

8. The objectives of the monitoring are the following:

- 1) assess the level of achieving the goals, process and level of achieving the planned learning outcomes of the education program and its courses;
- 2) evaluate the effectiveness of teaching, learning and student assessment processes, compliance of teaching methods and technologies with the requirements of the education program and their relevance, and identify the resource needs for the education program;
- 3) identify shortcomings and difficulties of the implementation of the education program and propose necessary adjustments in the education program;
- 4) analyze the main quantitative indicators of the education program (admission, dismissals, progress, student satisfaction, graduate employment, etc.) and identify trends of quality decline, if any;
- 5) evaluate the performance of the previous plan to improve the quality of the education program;
- 6) identify the strengths and weaknesses of the education program, develop a new action plan, activities to improve the quality of the program, and ensure its implementation.

9. The monitoring is carried out in accordance with the monitoring schedule, which is developed and submitted to the Head of the Educational Complex for approval by the Education Quality Assurance Department of the Educational Complex.
10. The heads of the respective departments of the Educational Complex implementing the education programs form a monitoring group for each education program in order to carry out the monitoring process.
11. The monitoring group consists of 5 members. The group leader is appointed from the heads of the departments that have a key role in the implementation of the education program, and the members are selected from the teaching staff of those departments. A representative of the Education Quality Assurance Department of the Educational Complex must be included in the monitoring group. The structure of the monitoring group is approved by the decree of the Head of the Educational Complex.
12. When carrying out its activities, the monitoring group is guided by the schedule approved in this procedure.
13. The monitoring process begins with the collection and analysis of information related to the implementation of the quality improvement plan developed after the previous monitoring of the education program.
14. During the monitoring, the monitoring group examines the quantitative criteria of the education program, the outcomes of the students and graduates satisfaction surveys, the notes by the teaching staff.
15. The monitoring process ends with the development of an action plan by the monitoring group to improve the quality of the education program in the next two years.
16. Based on the monitoring results, according to the defined report template (Appendix 1), the monitoring group prepares the monitoring report.
17. The head of the monitoring group submits the report and supplementary documents to the Education Quality Assurance Department of the Educational Complex.
18. The Education Quality Assurance Department of the Educational Complex carries out the verification of the compliance of the report and supplementary documents with the set requirements. In case of non-compliance, they are returned to the monitoring group for review.

19. Based on the submitted monitoring reports, the Education Quality Assurance Department of the Educational Complex prepares the general report on the monitoring of the educational programs of the Educational Complex and submits it to the Scientific Council of the Educational Complex for approval.

20. The Scientific Council of the Educational Complex, based on the report submitted by the Education Quality Assurance Department of the Educational Complex, as a result of discussions, approves it, which becomes the basis for the implementation of action plans for the improvement of education programs.

III. Regular Reviews of the Education Program

21. The purpose of the regular review of the education program is to assess the relevance of the education program based on the outcomes of the full cycle of the implementation of the education program (compliance of the goals of education program with current labor market needs), justification of continuation (social need: demand by the students and the labor market), as well as making a decision on the expediency of continuation of the education program or on making changes.

22. Full evaluation of the education program and regular review is a comprehensive process in the Educational Complex that involves external experts.

23. For the purpose of regular review of education programs, by the decree of the Head of the Educational Complex, a committee is established to review the education programs, the structure and requirements of the members of which are in line with the requirements of the structure and members of expert group introduced in the procedure “On Developing Education Programs at the Educational Complex of the Police of the RA”.

24. As a result of the review of the education program, the committee prepares a report, which is signed by all the members of the committee. In the report the committee is obliged to do the following:

1) re-evaluate the relevance of the education program and its demand in the labor market, taking into account the existing practice of applying knowledge in the relevant

professional field, technological progress and the development of teaching and learning methods;

2) explore the opinions of the students and graduates involved in the education program on the quality of the education program, as well as the satisfaction of the main employers with the graduates of the education program;

3) take into account changes in external requirements from the education program (for example, education standards, National or European qualifications frameworks, international course guidelines, regulatory requirements of the field); and compare the actual learning outcomes of the education program with them;

4) comprehensively assess the actual quality of the education program and provision of resources (teaching, material, etc.);

5) assess the impact of changes in the structure of the educational program over time and the impact of changes in the methods of implementation on the quality of the education program;

6) make a critical analysis of the education program, considering its strengths and weaknesses during the implementation;

7) justify the expediency of continuing or terminating the education program.

25. The report is submitted to the Scientific Council for discussion by the Educational Quality Assurance Department of the Educational Complex, as a result of which the Scientific Council of the Educational Complex decides to continue or terminate the implementation of the education program in the Educational Complex.

IV. Transitional Provisions

26. Changes and amendments to this procedure are made by the decision of the Scientific Council of the Educational Complex.

EDUCATIONAL COMPLEX OF THE POLICE OF THE REPUBLIC OF ARMENIA

Education Program's Regular Monitoring Report Template

Name of the Education Program _____

Profession _____

Awarded Degree _____

Mode of Study _____

Date of initial approval of the education program _____

Date of previous monitoring of the education program _____

Date of previous review of the education program _____

1. Implementation of the action plan to improve the quality based on the outcomes of the previous monitoring of the education program.

N	Action	Implementation	Responsible	Notes
1.				
2.				
3.				
4.				
5.				
6.				
7.				

2. Quantitative Criteria of the Education Program

Academic year	20__ / __	20 __ / __
Admission		
Number of applicants		
Minimum passing grade for the admission		
Number of student enrollment		
Average grade for the admission		
Academic Progress		
Cumulative Grade Point Average (GPA) of the students		
Distribution of “Excellent”, “Good”, “Satisfactory” grades in the students number (%)		
Number of dismissed and returned students		
Data on the Graduates of the Education Program		
Average grade of final attestation		
Proportion of students continuing their education in the next level		
Proportion of graduates who got employed by the profession or in a related field		

3. Outcomes of student satisfaction surveys

The results of the surveys conducted among the students about the education program are presented regarding the quality of the courses, the teaching, the teaching-learning-assessment methods, their effectiveness, as well as the questions raised by the students during the previous two years.

4. Outcomes of graduate satisfaction surveys

The summary results of the satisfaction surveys among the graduates of the previous two years of the education program are presented, regarding to the profile of the education program, compliance with current requirements of the labor market, content of the education program, structure, chosen teaching and learning methods,

knowledge assessment process, organization of the educational process and provision of resources.

5. Notes by the teaching staff

The notes by the teaching staff of the Educational Complex are presented on the implementation of the education program and the level of achieving the expected learning outcomes, the effectiveness of the changes and the actions, the satisfaction with resources of the educational program in the reporting period, etc.

6. Collaboration with other departments

Modes and outcomes of collaboration with other departments of the Educational Complex are evaluated that support the implementation of the education program.

7. Action plan to improve the quality of the education program

№	Field/ subject of improvement/	Planned action	Responsible	Implementation timeline
1.				
2.				
3.				
4.				
5.				
6.				
7.				