

**APPROVED**

**Scientific Council of the Educational  
Complex of the Police of the RA on  
08.05.2019 at Meeting N5**

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

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## **PROCEDURE ON DEVELOPING EDUCATION PROGRAMS AT THE EDUCATIONAL COMPLEX OF THE POLICE OF THE REPUBLIC OF ARMENIA**

### **I. General Provisions**

1. The procedure on developing education programs at the Educational Complex of the Police of the Republic of Armenia (hereinafter referred to as the Educational Complex) regulates the process of development and approval of education programs, the requirements for the process and the applied procedures.
2. The process of developing and approving education programs consists of the following two stages:
  - 1) Developing the document package of the education program;
  - 2) Examination and approval of the education program.
3. The processes of examination and approval of education programs are the main mechanisms of quality assurance in the development stage of education programs of the Educational Complex.

### **II. Developing the Document Package of the Education Program**

4. The basis for the development of education programs in the Educational Complex are the following:

- 1) Strategic priorities for the development of the Educational Complex;
- 2) The requirements and needs of potential labor market and employers, (particularly, the Police of the RA);
- 3) Existence of lecturing, material, technical, information and other resources necessary for the implementation of the education program in the Educational Complex;
- 4) External requirements of national, international program guidelines (RA National Qualifications Framework), relevant education standards for the given profession.
5. In case of the availability of the above-mentioned grounds, a working group consisting of 5 members is created to develop the document package of the education program that includes experienced lecturers from the professional field of the education program, as well as employees of other subdivisions of the Educational Complex. The structure of the working group and the schedule for the development of the education program is approved by the decree of the Head of the Educational Complex, upon the presentation of the Education Quality Assurance Department of the Educational Complex.
6. The working group is responsible for the development of the document package of the education program, as well as for the follow-up of the implementation of the recommendations mentioned in the conclusion of the examination of the education program.
7. The documentation package required for the approval of the education program includes:
  - 1) the specifications of the education program;
  - 2) Syllabi of the courses of the education program.
8. The specification of the education program clarifies the purpose of the education program, the expected learning outcomes to be achieved by the learner at the end of the program, the map of the education program, describes teaching, learning and assessment methods, future graduates' further career and learning opportunities, etc.
9. The specifications of the education program must contain at least the following:
  - 1) The name of the education program and the index of the profession, the level of the national qualifications framework of the Republic of Armenia, the qualification awarded, the number of credits, the name of the respective department of the Educational Complex implementing the education program, the teaching method of the education program, language and license number.
  - 2) Justification of the education program, legal basis for the development of the education program;

3) The goals of the education program. The goals of the education program generally describe the need for an education program for a given profession. The goals of the education program should be concise, clearly stated, and in line with the mission of the Educational Complex.

4) The learning outcomes of the education program. The learning outcomes are the expected knowledge, skills and competencies, which show what the learner should know and be able to do at the end of the education program. The learning outcomes of the education program should be formulated in such a way that it is clear to the beneficiaries of the Educational Complex what knowledge, skills and competencies the student will have in the frames of that education program. The National Qualifications Framework of the Republic of Armenia should be taken as a basis for the learning outcomes of the education program.

5) Study plan of the education program. The study plan of the education program presents the structure and content of the education program.

6) Map of the education program. The map of the education program connects the learning outcomes of the education program and the courses (courses, modules) through which these outcomes are formed.

7) Teaching / learning methods. Teaching methods should:

a. best contribute to the acquisition of knowledge, skills and competencies defined through learning outcomes;

b. take into account the different levels of knowledge and skills of learners;

c. encourage students' activity in the classroom, independence and provide group work opportunities;

8) Methods of assessment of learning outcomes;

9) Description of the professional activity of the graduate of the education program;

10) Graduate's future career and education opportunities;

11) Resources necessary for the implementation of the education program;

12) Additional information about the education program that is important to highlight the specifics of the education program or the specific role (if any).

**10.** The syllabi of the courses of the education program are developed according to the procedure on "On Developing Syllabus of Bachelor's, Master's And Vocational Education Programs at the Education Complex of the Police of the RA" approved at the meeting N4 of the Scientific Council of the Educational Complex of the police of the RA on 14.04.2017.

11. After completing the development of document package of the education program, it is submitted by the working group to the Education Quality Assurance Department of the Educational Complex.

### **III. Examination and Approval of the Education Program**

12. The purpose of the examination and approval processes of the education program is to assess the quality of the curriculum development and the capacity of the respective department of the Educational Complex to implement it.

13. In order to carry out the examination of the education program, an expert group (hereinafter referred to as the committee) is established, and Education Quality Assurance Department of the Educational Complex is responsible for its establishment and coordination of examination. The structure of the committee shall take into account the nature of the education program and the goals, the professional field, the relevant experience of the members of the committee and other circumstances which may be necessary for an objective and comprehensive assessment of the education program.

14. The committee should consist of 5 members, at least two of whom are external experts, and the other three (including the president) - representatives of the teaching staff of the Educational Complex from the professional field of the education program. The following requirements are presented to the external experts involved in the committee:

- 1) external experts must be representatives of the professional field of the education program and know the labor market requirements of the field,
- 2) In case of examination of higher education programs, external experts must have a scientific degree and / or a scientific title;
- 3) In case of examination of vocational education programs, external experts must have at least a master's degree;
- 4) one of the external experts must have at least 10 years of work experience in the professional field of the education program.

15. In order to ensure the impartiality of the examination, the internal experts of the committee should not be directly involved in the development of the education program (not be a member of the working group).

16. The secretary of the committee is the representative of the Education Quality Assurance Department of the Educational Complex, who is not a member of the committee.

**17.** The secretary of the committee submits the document package of the education program to the committee for discussion and evaluation of the education program, as a result of the study of which the committee draws up a conclusion on the quality of the development of education program, which is signed by all committee members.

**18.** In the conclusion, the committee is obliged to do the following:

- 1) Assess the compliance of the goals of the developed education program, learning outcomes, and content of the education program with the requirements of National Qualifications Framework of the RA, and requirements of the respective education standard;
- 2) ensure that the requirements set in the internal regulations of the Educational Complex regarding the development of the education programs, their structure and content are taken into account;
- 3) approve the course structure of the education program, and make sure that their learning outcomes correspond to the learning outcomes of the education program;
- 4) ensure that learning outcomes reflect labor market the needs and requirements;
- 5) Assess the resource base for the implementation of the education program.

**19.** The conclusion of the examination of the education program can be positive, negative or conditionally positive. A conditional approval may include both the requirements that the working group must meet prior to the approval of the education program and the recommendations that must be met by other departments of the Educational Complex.

**20.** After fulfilling the recommendations by the working group and respective departments of the Educational Complex and meeting the requirements mentioned in the examination report, the education program is submitted to the approval of the Scientific Council of the Educational Complex.

#### **IV. Transitional provision**

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