

STATUTE OF THE EDUCATIONAL QUALITY ASSURANCE DEPARTMENT OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA

1. General provisions

1.1. The Education Quality Assurance Department of the Educational Complex of the Police of the RA (hereinafter Department) is a structural department of the Educational Complex of the Police of the RA (hereinafter Educational Complex) the goal of which is to execute internal quality assurance mechanisms in the Educational Complex and to promote culture of continuous quality improvement.

1.2. On its course of activities the Department is guided by its Statute, laws “On Education”, “On higher and postgraduate professional education”, “On vocational education”, the RA Government decisions on reorganizing “the Police Academy of the RA” state organization and on approving the statute of “the Educational Complex of the Police of the RA” state non-commercial organization, decrees of the Chief of the Police of the RA, decision of the Government of the RA “On approving the accreditation regulation and qualification of educational institutions delivering professional education programs in the Republic of Armenia” internal juridical acts of the Educational Complex of the Police of the RA, this Statute and other juridical acts.

1. The full name of the Department is:

Armenian: “Krtutyun voraki apahovman bazhanmunq”

Russian: “Отделение обеспечения качества образования”

English: “Education Quality Assurance Department”

2. The Department, as a structural unit of the Educational Complex of the Police of the RA, is established, reorganized and disestablished by the decree of the Chief of the Police of the RA.

1.3. The Department collaborates with other structural departments of the Educational Complex in order to achieve the objectives defined by this statute,

1.4. This statute is approved, the changes and amendments are conducted by the decree of the head of the Educational Complex of the Police of the RA.

2. Objectives and functions of the department

2.1. The objectives of the Department are the following:

2.1.1. development and periodical revision of quality assurance (QA) policy and strategy of the Educational Complex and providing administrative support at all levels to realize them.

2.1.2. Sustaining consistent quality standards, harmonizing and implementing QA processes at all aspects of the activity of the Educational Complex.

2.1.3. Ensuring the accountability of education quality of the Educational Complex to internal (students, academic and administrative staff) and external (applicants, alumni, employers, state and the society) stakeholders.

2.1.4. Establishing a regulatory organizational baseline and ensure administrative support for external quality assessment and accreditation of the Educational Complex of the police of the RA and its education programs, ensure the link between the internal and external quality assessment processes

2.1.5. Establishing contacts with QA departments of other HEIs and national, regional and international QA agencies.

2.2. The functions of the Department are the following:

2.2.1. Develop, execute and continuously improve internal quality assurance processes, report their results to the head of the Educational Complex, define internal quality standards and criteria in line with international requirements,

2.2.2. Develop QA regulatory, procedural and standards documents in the Educational Complex,

2.2.3. Coordinate, control and provide administrative support to QA processes in all departments of the Educational Complex,

2.2.4. Ensure the transparency of QA procedures and processes, active participation of the learners, alumni, main employers and external evaluators.

2.2.5. Organize the institutional self-assessment process, prepare a respective report, plan and control other activities related to it.

2.2.6. Coordinate the activities of the departments during the site visits of accrediting bodies.

2.2.7. Cooperate with the “National Center for Professional Education Quality Assurance” foundation

2.2.8. Ensure the quality control of development and delivery of education programs, check if they meet the defined standards.

2.2.9. Prepare QA procedure for the development, approval, current monitoring and periodical revision of education programs, ensure that the latter are executed at all departments of the Educational Complex.

2.2.10. Organize the process of periodic revision of education programs in line with QA procedures.

2.2.11. Coordinate the self-assessment of education programs of the Educational Complex and support their external evaluation and accreditation processes

2.2.12. Develop and use the QA toolkit (surveys, focus groups, etc.) for teaching, learning and learners' assessment and other procedures.

2.2.13. Cooperate with the Scientific Council of the Educational Complex, QA permanent faculty committees and support their activities.

The direct management of the Department is conducted by the head of the Department who is assigned by the decree of the Chief of the Police of the RA.

The head of the Department:

1. Plans, organizes and controls current activities of the Department,
2. Introduces respective reports and presentations at the Scientific Council of the Educational Complex,
3. Ensures the execution of the main functions of the Department, achieves the objective linked to them, gives respective instructions and assignments to the employees, ensures the cooperation with other departments,
4. Signs the documents on behalf of the department, develops reports, references, presentations, suggestions and other correspondence in the scope of the authority of the Department.
5. Can organize consultations to solve the problems of the Department, makes suggestions and reports to the head of the Educational Complex as needed on the activities implemented by other departments and related to the activities of the Department,
6. Organizes and controls the documentation, does other work related to the objectives of the Department,
7. The functional responsibilities of the head of the Department and other employees are approved by the head of the Educational Complex of the Police of the RA.
8. The rights and obligations of the employees of the Department are defined by the RA legislation and employment contract (contract for paid services), this statute, internal juridical documents and other documents approved through the defined regulations.

The employees of the Department:

1. The employees of the Department are hired and fired by the decree of the head of the Educational Complex.
2. The employees of the Department do the assignments of their direct manager, the obligations defined by their employment contract (terms of references, if available), internal code of conduct and other juridical acts and is responsible for doing them. The employees of the do the work are linked with the functions of the Department. The employees of the Department apply the rights

established by the RA legislation, as well as the Statute of the Educational Complex of the Police of the RA, internal Code of Conduct and employment contract (terms of references, if available).

3. The employees of the Department must obey the RA labor code, Code of Conduct of the Educational Complex of the Police of the RA, as well as the rules of work ethic.

4. The structure and staff list of the Department are approved and changed by the decree of the head of the Educational Complex.

Final Provisions:

This Statute its changes and amendments are approved by the head of the Educational Complex of the Police of the RA.