

Approved

by the YSU Academic Council on session N⁰ _____ from 2012

YSU Rector _____ A.H. Simonyan

September 27, 2012

CHARTER
of Yerevan State University
Quality Assurance Center

1. General Propositions

- 1.1. The Quality Assurance Center (henceforth Center) is an independent structural unit of YSU the main goal of which is the employment of inner mechanisms of quality assurance and stimulation of the culture of continuous quality improvement.
- 1.2. The Center functions in conformity with the RA legislation on the basis of YSU Charter and this Charter.
- 1.3. The Center cooperates with other YSU structural subdivisions and with different non-university organizations in accordance with the established order to solve the problems specified in this Charter.

- 1.4. The Center has an official blank with the YSU emblem and a seal.
- 1.5. The activities of the Center are financed from YSU funds as well as from other sources which are not forbidden by the RA legislation and YSU Charter.
- 1.6. The changes and additions to the Charter as well as the reorganization and the liquidation of the Center are carried out by YSU Academic Council with the knowledge of YSU Rector.

2.The Objectives and Functions of the Center

2.1.The objectives of the Center are:

- 2.1.1. To develop and periodically review the policy and strategy of YSU quality assurance, to offer administrative assistance at all levels for their realization.
- 2.1.2. To maintain common criteria of quality, harmonize QA processes and realize them in all main spheres of YSU activities.
- 2.1.3. To ensure YSU accountability to all those concerned both internal (students, teaching and administrative staff) and external (applicants, graduates, employers, the state and the society) for the quality of education.
- 2.1.4. To create regulatory and organizational base and administrative assistance for external quality evaluation and accreditation of the University and its educational programs, provide connection between internal and external quality evaluation processes.

- 2.1.5. To establish and strengthen relations with national, regional and international QA agencies and QA University Centers.

2.2. The functions of the Center are:

The Center -

- 2.2.1. develops, realizes and constantly improves the internal quality assurance processes, reports on their outcomes, defines internal criteria and standards of quality in line with accepted European requirements,
- 2.2.2. develops the YSU QA documents for regulations, procedures and criteria,
- 2.2.3. provides systematization, control and administrative assistance for the realization of QA processes at all subdivisions of YSU,
- 2.2.4. ensures the transparency of QA processes and procedures, active participation of students, graduates, main employers and foreign experts in them,
- 2.2.5. organizes the self-evaluation process of YSU institutional accreditation, the preparation of the appropriate report and the planning and control of succeeding actions,
- 2.2.6. coordinates the activities of the university structural units during peer-review visits of accrediting bodies,
- 2.2.7. cooperates with the RA National Quality Assurance Center for Professional Education Foundation,

- 2.2.8. provides quality control of the development and realization of educational programs and verifies their correspondence with established standards,
- 2.2.9. prepares QA procedures for the development, approval, current monitoring and periodic revision of educational programs and assists their realization at all subdivisions of YSU,
- 2.2.10. organizes the processes of periodic revision of educational programs in accordance with QA procedures, verifies the packages of new and reviewed educational programs,
- 2.2.11. systematizes the self-evaluation of quality of YSU educational programmes and assists their external evaluation and accreditation processes,
- 2.2.12. develops and implements quality assurance tools for teaching, learning and student assessment (surveys, focus-groups, etc) and appropriate procedures,
- 2.2.13. cooperates with YSU Academic Council and QA standing committees of Faculty Councils and assists their work.

3. The Structure and Management of the Center

- 3.1. The general systematization of the activities of the Center is entrusted to YSU Vice-Rector on Educational Activities on the order of YSU Rector.
- 3.2. The Center is managed by the Director of the Center who is appointed and dismissed by YSU Rector.

3.3. The staff list of the Center is determined by YSU Rector and any changes in it are also made by him.

3.4. The Director of the Center:

3.4.1. plans, organizes, manages and controls the current activity of the Center, participates in the activities of YSU Rectorate according to YSU Charter,

3.4.2. makes appropriate reports, presentations and statements at the YSU Rectorate and Academic Council's Sessions,

3.4.3. ensures the realization of the main functions of the Center, solves its problems, gives corresponding instructions and orders to the employees, provides cooperation of the Center with other YSU subdivisions,

3.4.4. signs the documents prepared in the name of the Center, makes notes, prepares reports, certificates, recommendations and other documents within the competence of the Center,

3.4.5. calls conferences to find solutions to the problems of the Center, if needed submits an appropriate report and suggestions on the work done by corresponding subdivisions of YSU concerning the activities of the Center to YSU Rector or the Vice-Rector coordinating the activities of the Center,

3.4.6. makes recommendations to YSU Rector or the Vice-Rector coordinating the activities of the Center concerning the performance of the staff of the Center whether to promote them, to subject them to disciplinary punishment, to certify or to retrain them,

- 3.4.7. represents the Center during foreign contacts, meets with representatives of different organizations to arrange the work of the Center, prepares and signs documents concerning the corresponding cooperation periodically reporting to the Vice-Rector coordinating the activities of the Center,
- 3.4.8. organizes and controls the paperwork of the Center as well as does other jobs connected with the activities of the Center,
- 3.4.9. is responsible for the quality of the work carried out by the Center and for the proper and effective solutions to the issues of the Center.