



I confirm:  
University of Traditional Medicine Rector,  
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## Procedure on Traditional Medicine University Education Programs Current Monitoring and Review

### 1. Introduction

University of Traditional Medicine (hereinafter referred to as the UTM) is guided by the RA Law on Higher and Postgraduate Education, National Qualifications Framework and the principles of compliance with the quality of education and labor market requirements.

Current monitoring of education programs assume periodic review and self-assessment, which contributes to the formation of further strategic directions and the improvement of the educational process.

The main purpose of the periodic review is to ensure the efficiency and quality of the educational programs. The University quality review processes should promote and encourage the efficiency and quality of the education programs at all levels, ensure their compliance with the mission of the UTM and the education program.

The objective of the monitoring and periodic review is to examine and assess education program, obtained education final results, the teaching methodology used and its effectiveness, the assessment system, the availability of the resources, identify the strengths and weaknesses of the education program and elaborate a plan of action for the further development of the education program.

In order to achieve the above goals and objectives, the review process assumes the following stages:

1. Designing self-assessment processes, defining and implementing the schedule.
2. Developing of improvement actions program, according to the self-assessment results.
3. Self-assessment results and action program discussion.
4. Improvement actions program implementation.
5. External Assessment.

An important stakeholder of this procedure is the internal and external stakeholders of the UTM: faculty staff, current students and potential students.

Following provisions are applied within this procedure framework:

1. Education program monitoring: The monitoring of the education program implies a regular review of that through the information obtained via feedback and relevant data.
2. Education program review: The revision of the education program implies a periodic in-depth study of all its components.

### 2. Aims and objectives

The aim and objectives of the education program monitoring and current review are:

- Supporting in improving the quality and standards of the educational program and process.



- Ensure the modernity of professional education programs.
- Providing academic standards and quality of teaching and education by maintaining and improving the process.
- Assess the level of educational learning outcomes achieved by students.
- Predict the possible demand of the educational programs.
- Ensure compliance with the program of current and potential students', employers' requirements.
- Ensure the availability of relevant activities and programs to disseminate best practices and correct omissions.

### 3. APPROACHES

Monitoring and review of educational programs should:

- provides development and improvement,
- be involved in continuous quality assurance processes,
- encourage team approach to organization processes,
- involve in processes all stakeholders of the educational programs.

### 4. PRINCIPLES

The education programs monitoring and review should:

- be documented and fact-based,
- be implemented in a reasonable time period,
- not repeat other monitoring and review processes,
- be implemented in the mutual support atmosphere,
- create an opportunity for all stakeholders to demonstrate critical and analytical approach,
- be properly organized and transparent,
- apply clear and justified criteria.

### 5. ORGANIZATION AND FREQUENCY OF THE PROCESS

#### 5.1. The monitoring of the educational programs.

- 5.1.1. The monitoring of the educational programs is carried out at least two years after the launch, by the head of the professional educational program.
- 5.1.2. The head of the professional educational program elaborates the monitoring schedule and the working team for each academic year.
- 5.1.3. The monitoring is carried out through checking classes, consultations with the students and professors, and through the study of information received through questionnaires from students and lecturers.
- 5.1.4. The head of the professional educational programs submits a report on the work done in the end of each academic year. The report should involve the analyzed information, statistic data, recommendations, remarks and achievements, as well as ways of improvement.
- 5.1.5. The decision on the report, if necessary, can be heard at the next Academic Council's meeting at the end of the next academic year.

#### 5.2. Education programs' review

- 5.2.1. The current education review is carried out every 3-4 years. In some cases the revision of an educational program may be postponed based on the substantiation of the



chair head managing the educational program of the revised profession. The decision to postpone should be submitted to the dean of the faculty and approved by the latter.

- 5.2.2. A month before the start of the review process the Quality Assurance Head informs the UTM's Rector. By the order of the rector a notification is sent to the responsible subdivisions about the start of the educational programs review process.
- 5.2.3. Before the start of the review process, the Quality Assurance Department's Head organizes a consultation with the relevant members of the Chair, on the educational programs procedures, processes and required documentation review.
- 5.2.4. As a result of the consultation, the review schedule is developed and the responsible persons are defined.
- 5.2.5. A report is being prepared to carry out the review of the educational program which summarizes annual reports of previous years and other documents related to review of educational program and is presented to the Quality Assurance Commission for study.
- 5.2.6. The dean of the faculty, based on the above report, organizes discussions with students, graduates of the last two years, lecturers and the organization of the educational process with the participants. Employers and external experts from the field of expertise may also be invited as needed.
- 5.2.7. As a result of the studies, the head of the professional educational program prepares the report on the results, the proposed draft of educational programs and the action plan.
- 5.2.8. The proposed changes and measures are classified:
  - Essential: Educational program suspension or further reconstruction.
  - Desirable: Generally there are no drawbacks, but it is desirable to take measures to improve the quality of the educational process.
  - Exemplary: There are no deficiencies in the educational program organization and as best practice is guaranteed for dissemination.
- 5.2.9. The head of the professional educational program submits the above-mentioned documents to the QA committee adjunct to the Scientific Council to make a decision.
- 5.2.10. After making a decision by the Quality Assurance Committee adjunct to the Scientific Council, the head of the professional educational program organizes a summarizing meeting to discuss further steps and implement a plan of action.

1. Development of the review process and the review process results.

2. Self-assessment results and action program discussion.

3. Improvement and action program implementation.

4. External Assessment.

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