REGULATION

ON THE APPROVAL OF ISEC NAS RA STUDY PROGRAMS

(Permitting)

(NEW EDITION)

1. GENERAL PROVISIONS

1.1.   The legal basis for the approval and permitting procedure (henceforth -Regulation) of study programs is the RA Law "On Higher and Postgraduate Professional Education".

1.2This Regulation defines the procedure of permitting, audit and approval, goals and objectives, requirements, procedures and schedules of ISEC's Master's degree programs (henceforth Master's degree program). It is one of the quality assurance mechanisms. All-new Master's degree programs must be approved.

1.3.Master's Degree Programs approval process consists of three stages. Step 1: Preliminary approval (permitting). Step 2:Creation of documentation package and audit. Step3: Approval of the programs based on the conclusions of the audit.

1.4.Master's degree program proposals are introduced to ISEC's professional Departments at least 12 months prior to the newly elaborated Master's Program's expected start.

2.PRELIMINARY APPROVAL OF ISEC MASTER'S DEGREE PROGRAMS

2.1. The purpose of the permitting process is to evaluate the proposal submitted by the Professional Department to justify its compliance with the Master's degree programs approval requirements.

2.2.**The objectives of the permitting process are:**

2.2.1. To justify the feasibility of implementing the proposed program in the Professional Department and present the necessity of elaborating the program.

2.2.2. To find out the program's feasibility by studying the market through appropriate analysis to identify the competitive advantages and weaknesses of the proposed Master's degree program compared to other programs in the RA universities.

3.2.   PROGRAM PERMITTING STAGE

3.2.1.The process of launching and organizing a new Master's degree program is carried out at ISEC's respective Professional Departments under the QA educational programs and standards' requirements.

3.2.2.The start of the Master's degree programs permitting takes place in Professional Departments, afterwards, it is transferred to EMD and other ISEC subdivisions. The Deputy Director for Educational Affairs submits a report to ISEC's Scientific Council on the procedure of permitting and approving the Master's degree programs.

3.2.3. Based on the Deputy Director's for Educational Affairs and other ISEC subdivisions heads' positive or negative conclusion on the approval of the proposed study program and the Scientific Council's protocol, ISEC's director decides on the permitting of the Master's degree program.

3.2.4. The favourable decision to approve the newly established program is the basis for ISEC to apply for licensing of the program.

4. MASTER'S DEGREE PROGRAM APPROVAL DOCUMENTATION PACKAGE

4.1.The documentation package for the approval of the proposed Master's Program is prepared by the head of the Professional Department, heads of ISEC's other subdivisions.

4.2. The documentation package required for the approval of Master's Programs includes:

4.2.1.Master'sDegree Program Specification: A description of the study program content that includes the curriculum. Program specification clarifies the application of the expected outcomes of the study programs that the student acquires upon its completion. The program specification mentions the learning, teaching and student assessment methods, references to the relevant syllabus standards used during the program's development. The program specification is prepared by the Department head or, on his behalf, by the educational program coordinator.

4.2.2. Brief description of the study program module components and their educational outcomes.

5. CONCLUSION ON THE RESULTS OF THE MASTER'S DEGREE PROGRAMS PERMITTING AND APPROVAL PROCESS

5.1. Department heads submit an opinion on the results of the Master's degree program permitting and approval process, which includes requirements to be met by Professional Departments before the program's approval and recommendations on the Master's Program permitting process.

Study programs approval Regulation

Appendix

2. General description of the program

Specialty _____

The name of the Master's degree program and the code

Qualification_____

3. OBJECTIVES OF INTRODUCING A NEW STUDY PROGRAM

3.1. It is necessary to briefly present the feasibility of introducing a new study program, at the same time to find out how the implementation of the program will contribute to the improvement of the activity rating of professional departments and to what extent it corresponds to the ISEC Strategy.

3.2. It is also necessary to provide information on labor market demand for the proposed program, including employers, professionals and other organizations opinions, statistics, etc.

3.3. It is necessary to provide information on similar study programs carried out in other HEIs of the RA, accordingly, to evaluate the proposal, the competitive position of the relevant professional department with strengths and weaknesses, and justify its feasibility at ISEC.

3.4.It is necessary to indicate the requirements of the external program guidelines for the given profession.

4. STUDY PROGRAM OBJECTIVES

It is necessary to list the program implementation objectives, among other things, to meet local, regional or national demand for specialists in this field, to train specialists for further education and research, compliance with new personnel needs of higher education, etc.

5. STUDY PROGRAM OUTCOMES

Upon completing the program, learning outcomes aimed at acquiring, mastering and applying relevant knowledge, skills expected of students are considered necessary.

6.PROGRAM STRUCTURE AND CONTENT

The study program consists of basic courses and modules, which are distributed by semesters, credits, modules, etc.

7. INTERNSHIP

The program includes students' research, pedagogical or production internships. The program mentions internship organization and duration forms, the institutions and organizations where internships are held in this field.

8. EMPLOYMENT OPPORTUNITIES FOR STUDENTS AND GRADUATES

The program introduces possible career opportunities for graduates. The program, which aims to fulfil specific orders of local or international employers, i.e. the purpose of implementing the program, is documented.

9.PROFESSIONAL FACULTY

9.1. To properly implement the proposed program, it is necessary to have a qualified teaching staff in the professional departments. Lecturers provide data, defined CV samples. Teacher training needs should be presented to properly implement the proposed program, develop or use new courses, new teaching methods, new technologies, and equipment.

9.2. To prove that ISEC has the necessary training and support facilities, research areas, appropriate equipment and laboratories (also in different institutes of the NAS) for the proper implementation of the program, that can be allocated before the program's official launch.

10. COMPUTER AND TECHNICAL EQUIPMENT

For the precise implementation of the program, it is necessary to present and describe computer and technical equipment ат ISEC required for the educational process (a board, technically equipped classes). It is also necessary to specify the need for additional technical means (including computer) and how to obtain them to implement the proposed program.

11. LIBRARY AND INFORMATION RESOURCES

To provide for the program's implementation to introduce Fundamental Library resources such as relevant professional literature, theoretical, educational-methodological, and information materials(printed or electronic) necessary for the professional faculty and students.

Head of the Program Development Committee_____

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      The program application was reviewed and approved by the ISEC Professional Department (Decision, No., Date).

Head of the Prof. Department_____