

C H A R T E R
OF “NATIONAL CENTRE FOR PROFESSIONAL EDUCATION QUALITY ASSURANCE”
FOUNDATION

I. NAME OF THE FOUNDATION

1. National Centre for Professional Education Quality Assurance Foundation (Foundation henceforth) is a non-membership and non-commercial organization established on the basis of voluntary property payments of the Founder and it aims to make studies, analysis, recommendations and evaluation in the sphere of professional education.

2. Name of the Foundation is:

Armenian (full)	«ՄԱՍՆԱԳԻՏԱԿԱՆ ԿՐԹՈՒԹՅԱՆ ՈՐԱԿԻ ԱՊԱՀՈՎՄԱՆ ԱԶԳԱՅԻՆ ԿԵՆՏՐՈՆ» ՀԻՄՆԱԴՐԱՄ
Armenian (abv.)	«ՄԿՈԱՊԱԿ» ՀԻՄՆԱԴՐԱՄ
Russian (full)	ФОНД "НАЦИОНАЛЬНЫЙ ЦЕНТР ПО ОБЕСПЕЧЕНИЮ КАЧЕСТВА ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ"
Russian (abv.)	ФОНД "НЦОКПО"
English (full)	"NATIONAL CENTER FOR PROFESSIONAL EDUCATION QUALITY ASSUARANCE" FOUNDATION
English (abv.)	"NCPEQA" FOUNDATION

3. The Foundation possesses three language (Armenian, Russian and English) round seal with its name and RA coat of arms.

II. LOCATION OF THE FOUNDATION

4. The location of the Foundation is 22 Orbeli street, Yerevan, Armenia.

5. The Foundation must have a web-page at “am” domain in Armenian and English.

III. GOALS OF THE FOUNDATION

6. The goals of the Foundation are as follows:
 1. Conduction of the required expertise for accreditation of preliminary professional (vocational henceforth), secondary and higher (professional henceforth) education;
 2. Development of criteria and procedures for accreditation and external evaluation of quality of education institutions and academic programs;
 3. Submission of Academic Program Accreditation Results and Decision on Accreditation to MoES with the aim of awarding Certificate on Accreditation;
 4. Submission of the Results of the academic audit of education institution, Quality evaluation, Accreditation and Decision on Institutional Accreditation to MoES with the aim of awarding Certificate on Accreditation;
 5. Publication of ranking indicators of education institutions based on the results of external quality evaluation of education institutions and academic programs;
 6. Evaluation of Internal Quality Assurance systems of education institutions and provision of recommendations to education institutions for further development of those systems;
 7. Provision of consultancy to education institutions on the development of criteria and methods for students formative and summative assessment;
 8. Raising public awareness on the state of the arts of quality assurance of education institution and academic programs;
 9. Promotion of the integration into European Network for QA, thus ensuring RA participation in projects;
 10. Making analysis of professional education system.

IV. ENTREPRENEURIAL ACTIVITY

7. The Foundation can be engaged in entrepreneurial activities of the following types:
 1. Publication of methodical informative materials and books
 2. Organization and implementation of capacity building and qualification enhancement trainings for the staff of education institutions
 3. Conduction of external quality evaluation of academic programs and necessary expertise for accreditation purposes
 4. Conduction of evaluation of education institution's internal quality assurance systems, academic audit of those education institutions and necessary expertise for accreditation purposes.

V. INFORMATION ON FOUNDERS

8. The founder of the Foundation is the Republic of Armenia represented by RA Government. RA authorized body is Government staff (State Authorized Body henceforth).
(Clause 8 changed 29.10.09 N 1290-Ն)

VI. MANAGEMENT AND GOVERNANCE OF THE PROPERTY OF THE FOUNDATION

9. The Foundation possesses, uses and manages the property owned and acquired thereof, including financial resources, in compliance with its goals and property values.

10. The current management of the property of Foundation is implemented by the Director. The provisions not included in the Law on the Management of the Foundation's Property and in this Charter are defined by the Board of Trustees of the Foundation.

11. The Foundation is responsible for publishing an annual report on the use of its property through mass media and its web-page.

VII. BENEFICIARIES OF THE FOUNDATION

12. The beneficiaries of the Foundation are the State Authorized Body in the sphere of education, education institutions and organizations providing professional education in RA, with their staff.

VIII. FORMATION OF THE FOUNDATION BODIES

13. The Foundation's bodies are the Board of Trustees (the Board henceforth) as a supervisory body and the Director for managing daily activities of the Foundation.

14. The Board consists of a President and members. The members of the Board are approved by RA Prime Minister, according to the clause 20 of this Charter. The formation activities of the Board are provided by the State Authorized Body.

(Clause 14 edited 11.02.10 N 149-Ն, changed 26.02.2015 N 206- Ն)

15. *(Clause 15 is repealed 11.02.10 N 149- Ն)*

16. The first composition of the Board is formed for a period of two years, then for 4 years.

Before the termination of the period set by the current clause, in case of approval of the new individual composition of the Board presented by the State Authorized Body in accordance with clause 14 of this Charter, the authorization of previous Board members non included in the new composition of the Board, are considered to be terminated according to the point 6 of the 2nd part of article 23 of RA Law on Foundations.

(Clause 16 amended 26.02.2015 N 206- Ն)

17. *(Clause 17 is repealed 11.02.10 N 149- Ն)*

18. *(Clause 18 is repealed 11.02.10 N 149- Ն)*

19. The Director of the Foundation is elected on a competitive basis. The requirements for a candidate are defined by the Board. The contract with the Director for a period of 4 years is signed by the President of the Board.

IX. QUANTITATIVE COMPOSITION OF THE BOARD

20. The Board consists of 12 members. The Board comprises:

1. 1 member from RA Government staff

2. 1 member from Steering Committee on Science, Education, Culture, Youth and Sport of National Assembly of RA
3. 1 member from the RA Ministry of Education and Science
4. 4 members from teaching staff of public and private education institutions, two of which cannot be state servants at the same time
5. 1 member from students of public and private education institutions
6. 1 member from representatives of the Republican Union of Employers of Armenia established by RA Law on Employers' Union
7. 1 member form representatives of the Banks Union established by RA Law on Banks and Bank Activities
8. 1 member from the Board of National Competitiveness
9. 1 member from representatives of Central Bank of the Republic of Armenia
(Clause 20 changed 29.10.09 N1290-Ն, edited 11.02.10 N 149- Ն, 26.02.2015 N 206- Ն)
- 20.1. The President of the Board is elected by the members of the Board from the Board members with the majority of the members' votes.
(Clause 20.1 amended 26.02.2015 N206-Ն)

X. AUTHORITIES OF THE FOUNDATION BODIES

21. The authorities of the Board include:
 1. Approval of the Foundation's strategic plan
 2. Definition of types of entrepreneurial activities carried out by the Foundation
 3. Approval of the Foundation's budget and its changes, annual financial and activity reports
 4. Approval of the procedures on management of the Foundation's property
 5. Decisions on reorganization of the Foundation
 6. Decision on applying to the Court for liquidation of the Foundation
 7. Appointment of the Commission on Liquidation of the Foundation, definition of liquidation procedure and deadlines, approval of the midterm liquidation balance, approval of liquidation balance
 8. Decisions on premature termination of authorities of the members of the Board
 9. Decisions regarding the election of the Director and other bodies envisaged by the Charter and premature termination of their authorities
 10. Formation of other bodies of the Foundation envisaged by this Charter
 11. Decisions on the adoption of additions and amendments to the Charter of the Foundation, changing the Charter, approval of the new editions of the Charter
 12. Decisions on the creation of commercial companies or participation in them, as well as decisions on the creation of separated subdivisions and institutions and the adoption of the charters of the latter
 13. Control over the financial-economic activities of the Foundation
 14. Hearing the reports of the Director of the Foundation once annually
 15. Supervision of the implementation process of his decisions

16. Election of the person who will conduct audit (auditor) of the Foundation
17. Approval of the structure of the Foundation
18. Approval of the salary scale of the Foundation
19. Definition of the Director's working conditions and the requirements for a candidate of director
20. Election of a secretary from its staff with the majority (2/3) of votes
21. Fulfillment of other authorities envisaged by RA Law, this Charter, as well as other authorities that have not been reserved for other bodies of the Foundation
(Clause 21 changed 11.02.10 N 149-Ն)
22. The President of the Board:
 1. Organizes the work of the Board
 2. Gathers the sessions of the Board and chairs them
 3. Organizes the recordings of the sessions
 4. Signs an employment contract with the Director
23. The Director of the Foundation:
 1. Manages the property of the Foundation, including financial means, and signs transactions on behalf of the Foundation
 2. Represents the Foundation in the Republic of Armenia and abroad;
 3. Acts without a letter of attorney
 4. Issues letters of attorney
 5. Signs contracts, including the ones of employment
 6. Opens the Foundation's bank accounts, including foreign currency accounts and other accounts
 7. Presents to the approval of the Board the internal regulation of the activities of the Foundation, the charters of the Foundation's separated subdivisions, institutions and commercial organizations established by the Foundation, the foundation's administrative-organizational structure, the salary scale
 8. Within its authorities issues orders and directions, gives instructions for obligatory fulfillment and supervises their implementation
 9. Hires and fires the employees of the Foundation in a stipulated manner
 10. Applies means of encouragement and disciplinary responsibility towards staff members
 11. Is accountable to the Board
 12. Makes decisions on making transactions related to the direct or indirect acquisition, alienation or opportunities of alienation of the property with up to 20% cost of the organization's property.

XI. DECISION MAKING PROCEDURE BY THE BODIES OF THE FOUNDATION

24. Records and decisions of the Board are signed by the President and the Secretary of the Board
25. The Board organizes its work through sessions held once every two months or through surveys among its members

26. The Board informs its members in a written form on the agenda and deadline of an extra session at least 3 working days beforehand
27. The participation of at least more than half of the Board members is necessary to ensure the quorum. The board members can also take part in the sessions online.
28. Based on the Board decision the sessions can be organized through surveys using internet. The Board decisions are adopted if majority of its members who were informed about the session agenda through internet 10 days beforehand and introduced their perspectives within 7 days vote positively.
29. The Board decisions are adopted by the majority of votes. In case of equal votes the President's vote is crucial.
30. Invited people can take part in Board sessions with the right of recommendation vote.
31. The participation of the Director in Board sessions with the right of recommendation vote is compulsory.
32. An e-mail is considered to be sent if it has been sent through the last e-mail address received by the Foundation.
33. The Director makes decisions independently based on benefits of the Foundation.

XII. PROCEDURE ON THE LIQUIDATION OF THE FOUNDATION

34. The Foundation can be liquidated only according to the decision of the Court.
35. The liquidation of the Foundation is carried out in accordance with the law.

XIII. OTHER PROVISIONS

36. The sources of Foundation's property and formation of resources can be:
 1. The founder's contribution
 2. Donations and contributions by individuals and legal entities, including also donations and contributions by foreign citizens, legal entities and international organizations
 3. Allocations from RA state budget
 4. Grants
 5. Funds received from entrepreneurial activities carried out by the Foundation itself, and by commercial organizations created by or with the participation of the Foundation
 6. Donations– funds received from activities (fund raising through cultural, sport, entertainment and other events) aimed at the accumulation of funds
 7. Other ways not restricted by the law

(Appendix changed 29.10.09 N1290-Ն, changed, edited 11.02.10 N149-Ն, changed, amended, edited 26.02.15 N206-Ն)

**Head of the Government Staff
of the Republic of Armenia**

D. Sargsyan