

Appendix

Approved by the Board of Trustees of the
“National Center For Professional Quality Assurance” Foundation
Decree N 7-L, October 29 2021

PROCEDURE

ON ORGANIZATION AND CONDUCT OF ACCREDITATION IN THE STATE EMERGENCY BY THE “NATIONAL CENTER FOR PROFESSIONAL QUALITY ASSURANCE” FOUNDATION’S

1. GENERAL PROVISIONS

1. This procedure is defined based on the law of the Republic of Armenia on “Legal Regime of the State of emergency,” Decree No 298-N approved by the Government of the Republic of Armenia on March 16, 2020, Decree No 978-N approved by the Government of the Republic of Armenia on June 30, 2011 (hereinafter referred to as Accreditation Regulation).
2. This procedure defines the process for conducting preparatory work for online or online and face to face (hereinafter referred to as “hybrid”) accreditation, stages of online accreditation by “National Center For Professional Quality Assuaranace” Foundation (hereinafter referred to as “ANQA”) in the state of emergency.
3. Online or hybrid accreditation is carried out on the basis of institutional and programme accreditation criteria, approved by Decree No 959-N of the Government of the Republic of Armenia, June 30, 2011.
4. Online or hybrid accreditation processes are organized and conducted according to the Accreditation Regulation. Peculiarities are defined by this Procedure.

2. PROCEDURE FOR PREPARATORY WORKS OF ONLINE AND HYBRID MODES OF ACCREDITATION

5. ANQA coordinators, experts, the employees of IQA center of TLI and the appointed responsible of the process in TLI undergo online or hybrid mode trainings for the accreditation principles of tertiary level institutions (hereinafter referred to as TLI).
6. ANQA introduces the methodologies and peculiarities of online accreditation to the TLI through meetings and trainings.
7. ANQA and the TLI agree upon the online platform to be used during the accreditation.
8. The plan of site visit includes closed expert meetings.
9. For uninterrupted organization of online meetings the necessary technical arrangements are carried out by the coordinaters of the TLI and ANQA.
10. During online or hybrid mode of accreditaions the international experts participate online.

3. STAGES AND PROCEDURE FOR ONLINE ACCREDITATION

11. In addition to the documents, including the electronic required by subpoint 1 of point 7 and subpoint 1 of point 14 of the Accreditation Regulation, the TLI submits the package of documents that has been changed during the study process in case of the pandemic/emergency situations.
12. After the examination of the package of documents, ANQA makes a decision to authorize online accreditation process within a period specified in point 29 specified in the Accreditation Regulation, provided that the necessary documents required by point 12 of this Procedure have been submitted.
13. In case of the TLI's non-submission or incomplete submission of the required documents defined by point 12 of this Regulation, the requirements of point 29.1 of Accreditation regulation are applied.
14. After accepting the documents specified in point 12, ANQA concludes a contract in accordance with point 31 of the Accreditation Regulation.
15. For the implementation of the accreditation process, an expert panel is formed and a coordinator is appointed by ANQA in accordance with point 41 of the Accreditation regulation and ANQA Accreditation Manual.
16. During the online accreditation, the TLI appoints a responsible person of the process who knows the tools for working online and ensures the transfer of the documents to the ANQA coordinator, as well as organizes the TLI's proper participation in online meetings.
17. The experts are provided with the TLI's self-evaluation and package of the attached documents. An access to the electronic questionnaire to carry out preliminary assessment is also ensured.
18. During the preliminary assessment, the expert panel can request the TLI to submit the additional documents necessary for the preliminary assessment.
19. The TLI is given 3-5 working days to provide the electronic version of the documents.
20. The expert panel is also provided with class schedule and a list of examinations within the framework of 3 academic programmes presented by the TLI to conduct class and examination observations.
21. Two weeks before the online site-visit, the plan for site-visit is agreed with the TLI. The participants of the target groups set up by the visit plan are selected by the expert panel.
22. Two weeks prior to the online site-visit the TLI submits the scanned version of the approved documents to the expert panel. The list of documents include documents identified by the expert panel during the preliminary assessment which are not available in appendices attached to self-evaluation and electronic questionnaire.
23. During the week prior to the site-visit, the expert panel conducts resource observation in the TLI preserving anti-pandemic/emergency rules. The visit is accompanied by a responsible appointed by the TLI.
24. The dates of the online site visit comply with the requirement of point 46 of the Accreditation regulation.
25. The visit of the expert panel is carried out online (via Zoom or other online platforms) which is agreed with the TLI.
26. Before each meeting of the visit, the technical possible problems of the online meeting are clarified with the coordinator and the responsible for the process.
27. The TLI ensures the presence of the participants in the meetings, maintaining the day and time defined by the site visit plan.

28. If most of the participants do not join the meeting due to the technical problems, the meeting can be postponed to another day, with the consent of ANQA and the TLI.
29. The responsible person for the TLI process shall notify ANQA coordinator of any change of participants in advance.
30. At the end of each day of the site visit the ANQA coordinator and the responsible person for the TLI process discuss the technical and organizational issues of that day and the coming day.
31. The meeting at the TLI must be organized in one room, in a way that the entire room can be seen through camera. It is forbidden for anyone other than the participants of the meeting to be present. At the presence of other participants, the expert panel terminates the meeting.
32. The expert panel has meetings with three academic programmes' responsible persons who submitted self-evaluations, teaching staff and students, if necessary with the graduates, with the purpose to discuss professional issues.
33. During the site visit, the expert panel review the TLI's resources for online education and the TLI risk management.

4. Final Provisions

34. This Procedure, its supplements and amendments shall be approved by the ANQA Board of Trustees.
35. This Procedure shall enter into force on the following day of the approval by the ANQA Board of Trustees and be valid until the end of the date of the state of emergency. This procedure enter into force at the moment of publishing on ANQA website.