



Guideline on Preparation of the Follow-up Plan of TLI

Planning and implementation of further enhancement-led actions of the institution as a result of the accreditation process are very important from the perspective of quality assurance of tertiary education. For that purpose serves the “**Follow-up plan**”, which is required by the Accreditation Procedure and is being developed by the educational institution.

On the other hand, the State Program for Development of Education of the Republic of Armenia until 2030, stipulates that " with the purpose to ensure effectiveness under the conditions of limited funding, key performance indicators (KPIs) of educational institutions should be introduced."

Taking into account the fact that the results of the Follow-up plan implementation are simultaneously the basis for mid-term reports and the next accreditation of the institution, the Accreditation Committee of the “National Center For Professional Education Quality Assurance” Foundation (ANQA) clarified in its decisions that is institutions shall, if possible, introduce key indicators of the progress for the evaluation of the effectiveness of the implemented processes based on the peculiarities of the expected results. ANQA shall organize the monitoring according to those indicators.

This guideline provides ANQA’s suggestion — revised format and comments on questions regarding the preparation of the “Follow-up plan”

TIME FRAMES OF THE PREPARATION OF THE FOLLOW-UP PLAN

- . After receiving the preliminary version of the expert report, the educational institution immediately starts the work of preparing the Follow-up Plan. The Follow-up Plan should be aimed at implementing the recommendations given in the expert report, overcoming the major issues identified. Actions must be taken within the framework of the institution's overall strategy and do not to hinder its normal operation.
- The preliminary version of the Follow-up, along with the self-evaluation, expert report and other required documents, is submitted to ANQA within the time frame set by the accreditation schedule — in order to provide to the expert panel for the evaluation.

- Within two months after the accreditation decision is made, the final, revised version of the Follow-up Plan where the remarks and recommendations of the Accreditation Committee have been taken into account, is submitted to ANQA by the institution.

Preparation of the Follow-up plan

The Follow-up Plan is developed according to separate recommendations of the expert panel, the major issues identified in the report independently or by the institution and should clearly indicate not only the final achievements expected by the institution in their area, but also the expected mid-term results according to time phases. The Follow-up Plan is prepared in the format presented in **Appendix 1**, touches upon the answers to the following important questions:

Expert panel recommendation/identified the major issue: Here can be found the recommendation provided by the expert panel, which the educational institution considers acceptable and is going to implement. The same also goes for the major issues raised in the expert report or by the institution itself.

- **Expected result:** What result (s) does (do) the institution expect to receive at the end of the recommendation or solution of the issue?
- **Expected mid-term results (quantitative and/or qualitative):** In terms of monitoring, evaluating the achievement of the expected result, what mid-term key performance indicator (KPI) results do the institution intend to have?
- **Provided budget:** What budget investment does the institution plan to make in order to ensure the achievement of the mid-term result?
- **Time frames for checking/evaluating mid-term results:** What time frame is set for the educational institution to check/evaluate the mid-term result of the given phase?
- **Subdivision responsible for the evaluation:** Which subdivision of the institution will evaluate the mid-term result of the given phase,
- **Form of the evaluation report:** How does the educational institution plan to evaluate the mid-term result (e.g. evaluation of key indicators of progress, audit, self-evaluation according to criteria, evaluation of an external expert, etc.)?

- **Where the information regarding evaluation will be available?** Upon necessity, external/internal stakeholders or experts can get acquainted with the results of the evaluation (e.g. on the website of the institution, packages of internal departments, etc.).

Appendix 1.

HEI Template of the Follow-up report

1. **Recommendation of the Expert Panel / identified the major issue**

	Expected result	Expected mid-term-result (KPI)	Provided budget	Time frame for checking/evaluating mid-term result	Subdivision responsible for evaluation	Form of evaluation report	Where evaluation information will be available? / URL or subdivision
1.1		1.1.1					
		1.1.2					
		1.1.3					
		1.1.4					
1.2		1.2.1					
		1.2.2					
		1.2.3					
		1.2.4					