

Approved by
the Board of Trustees of
“National Centre for
Professional Education Quality Assurance” foundation
Decree N 14.1/[97088]-11 November 23, 2011

REGULATION

ON THE FORMATION OF ANQA EXPERT PANEL

I. GENERAL PROVISIONS

1. This regulation defines the formation of expert panel of “National Centre for Professional Education Quality Assurance” foundation (hereinafter referred to as ANQA).
2. Expert panel is formulated in order to implement external evaluation of infrastructure, procedures and separate education programs of the HEI which applied to ANQA with the purpose of accreditation and to submit an expert panel report to ANQA Accreditation Committee.
3. Based on the accreditation goal ANQA formulates two types of expert panels:
 - 1) *Institutional accreditation*
Formulates an expert panel for the implementation of external evaluation against the compliance of the HEI’s self-evaluation and educational and quality assurance processes with the State Educational Standards and with Standards for Institutional Accreditation set by RA Government.
 - 2) *Program accreditation*
Formulates an expert panel for the implementation of external evaluation of the HEI’s self-evaluation and educational procedures in compliance with the State Educational Standards and Standards on Program Accreditation set by RA Government.
4. Expert panel is functioning based on the regulation on “State Accreditation of RA Institutions and their Education Programs” and the current regulation on the formation of ANQA expert panel (hereinafter referred to as Regulation).
5. Expert panel functions based on the principles of independence and legitimacy and is guided by RA Government decree N978 on approving the regulation on “State Accreditation of RA Institutions and their Education Programs”; by RA Government decree N959-Ն on approving “RA Standards for Professional Education Accreditation”; by State Educational Standards as well as by the current

Regulation and other legal acts.

II. PROCEDURE ON THE EXPERT PANEL COMPOSITION, FORMATION AND APPROVAL

6. Expert panel may consist of 3 to 7 experts,
7. The expert panel is formed from:
 - 1) teaching staff representatives,
 - 2) experienced specialists from the sphere of education management,
 - 3) representatives of the professional or economic sector,
 - 4) students
8. Number and proportion of expert panel depends on the size and features of the HEI as well as on the type of accreditation.
9. At least 1 international expert and one student are mandatory involved in the expert panel.
10. At least one representative of the expert panel should be proficient in English.
11. ANQA representative is mandatory involved in the process as a coordinator.
12. One of the members of the expert panel is appointed by ANQA as a Chair of the panel and his status is defined according to the current Regulation.
13. ANQA selects and formulates the initial expert panel from the database of local and international experts.
14. Expert panel composition is agreed upon with the HEI according to the procedure set by the regulation on state accreditation.
15. The HEI gives its approval to the initial composition of the expert panel in written form. In case of objection to one or more members of the expert panel the HEI presents written justified rejection.
16. The final composition of the expert panel is approved by the order of ANQA Director and service contracts are signed with the experts.

III. AUTHORITIES OF EXPERT PANEL

17. Expert Panel
 - 1) examines and evaluates self-evaluation and documents provided by HEI,
 - 2) conducts site visit,
 - 3) develops expert report on the basis of the results of expertise,
 - 4) upon the demand of ANQA accreditation committee provides necessary data.

18. Expert panel member:

1. *Has the right to:*

- 1) ask for additional information from HEI during the whole process of the expertise if needed,
- 2) make suggestions on making changes in the plan or schedule of the site-visit,
- 3) provide an opinion to ANQA regarding the whole process of the expertise if needed.

2. *Is obliged to*

- 1) inform ANQA in written form about any issues related to conflict of interests with the particular HEI before being involved in the expert panel,
- 2) sign an act of confidentiality after being involved in the expert panel,
- 3) participate in the discussions organized by ANQA,
- 4) thoroughly examine HEI's self-evaluation and related documents, to introduce the results of initial evaluation as well as his plan of site visit,
- 5) participate in all the meetings of expert panel, close meetings and decision making processes,
- 6) present an individual report on the expertise results according to the template approved by ANQA to the Chair of expert panel.

19. Chair of the expert panel manages, leads and bears responsibility for the conduction of the whole process of expertise as well as for the work of expert panel.

20. With the support of the Chair, the coordinator prepares the draft expert panel report based on the individual reports of expert panel members. After conforming the report with expert panel members it is submitted to ANQA.

21. With the support of the coordinator the Chair of the expert panel develops the draft conclusion of ANQA accreditation committee and presents it during the committee session.

IV. EVALUATION OF THE WORK OF EXPERT

22. During the whole process of expertise the work of the expert is being officially observed by the coordinator and by the ANQA staff member conducting monitoring.

23. ANQA receives oral or written opinion from HEI about the works of the experts.

24. ANQA evaluates the work of the expert based on the official observations, the results provided by experts, the opinion of the Chair and opinions of the HEI.

**V. PREMATURE TERMINATION OF THE AUTHORITIES OF EXPERT PANEL
MEMBER**

25. The authorities of expert panel member can be terminated prematurely:
- 1) based on his/her application,
 - 2) in case of incomplete implementation or failure of duties defined in the current Regulation,
 - 3) if case of violating the requirements of the contract signed with ANQA and confidentiality act.
26. A written application with well grounded proposal on premature termination of the authorities of expert can presented by:
- 1) the coordinator of the works of expert panel,
 - 2) ANQA staff member conducting monitoring,
 - 3) Chair or members of the expert panel,
 - 4) HEI undergoing the expertise.
27. Decision on premature termination of the authorities of expert is being made upon the agreement with all the parties.
28. If case of premature termination of authorities of any member of the expert panel his/her responsibilities are distributed among other members of the panel or if necessary, he/she is being replaced by a new member according to the set procedure.

VI. CONCLUDING PROVISIONS

29. Changes or amendments in the current Regulation are being made by the Board of Trustees of ANQA based on the proposal of ANQA Director .

Director

R. Topchyan