



Minutes on the Organization of Site-Visits and Pilot Accreditations under C3QA project

Meeting Venue: ANQA

Date: 17 December, 2018

On December 17th, 2018 the Armenian partners under the C3QA project held a meeting at ANQA premises to discuss the organization of site-visits and pilot accreditations both in Armenia and in the project partner countries.

- As Mr. Navoyan noted **the preferable period of site-visits is April 2019** so as to fit in with the overloaded academic period at partner Universities as well as to purchase the tickets for the remote site-visits as soon as possible.
- According to the suggestion by Mrs. Lilit Pipoyan, representative from ANQA, the preferable dates for the pilot accreditations in Armenia **would be finalized by the ANQA team and communicated to all the partners.**
- It was also identified that **the self-assessment group is already functioning at YSU** and the University team received answers to their inquiries from L. Pipoyan on the preparation of self-assessment report.
- In order to undertake the pilot accreditation at SAFAA it was suggested that **the SAFAA team consults their pool of art experts** in order to involve them in site-visits as subject-specific experts.
- The overall composition of the peer-review panels was reiterated per the Astana coordination meeting Minutes, i.e.
 - 1 local PhD student from the HEI other than the one being reviewed
 - 1 expert from EU specialized in the field of subject to be reviewed
 - 1 EU academic expert,
 - 1 or 2 academic experts from partner countries, not from the partner country which is reviewed,
 - 1 representative from the local industry, in case relevant
 - 2 representatives from the local QA agencies accompanying the peer-review panel.
- The meeting participants also discussed **the duration of the site-visits** and according to the overall suggestions the site-visits would be organized in the following way:

Day 1	- Arrival
Day 2	- Preliminary meeting at QA Agency - Site visit to one HEI in Armenia to meet the University leadership, administration, etc.
Day 3	- Site-visit by Peer-Review Panel (1/2 day) - Sum-up meeting of Results (1/2 day)
Day 4	- Departure

- It was also noted that in case of UFAR taking into account that members of the doctoral programs' panel might be located outside Armenia, **the discussions with the panel members might be organized via skype.**
- Furthermore, in case of involvement of EU academic experts and depending on the necessity the partner Universities in Armenia to be reviewed expressed their readiness to provide **translators/interpreters and report the corresponding costs as co-financing by the partner Universities.**
- Afterwards, Mr. Navoyan suggested organizing **a national dissemination conference under the project in Yerevan** and the approximate date of the conference would be **around February 20-25, 2019.**
- In order to have effective discussions during the conference the participants agreed that it would be better **to present the EQA Standards and Guidelines and the Issues and Propositions** elaborated under the project. It was also suggested that **the Head of Supreme Certifying Commission (SCC) of Armenia should be also invited** to participate in the conference in order to discuss and highlight the current issues on C3 (doctoral) education in Armenia.