

<b>Protocol-LEGAL AFFAIRS</b>	
<b>Quality area</b>	Legal affair
<b>Contributes to the realization of the ENQA requirements and review of the ANQA processes and procedures</b>	ESG standards: 3.2, 3.3, 3.6,
<b>Approved on</b>	01.03.2016
<b>Valid untill</b>	30.12.2020
<b>Approved by</b>	ANQA management
<b>Version</b>	03
<b>Responsible for this area</b>	Ofelya Petrosyan
<b><u>Strategic goals</u></b>	
To ensure the conformity of ANQA activities according to the legislation of RA and assist to the improvement of the legal field of quality assurance.	
<b><u>Targets</u></b>	
<ol style="list-style-type: none"> <li>1. To presents suggestions to make amendments and additions in the legislation regarding RA education quality assurance.</li> <li>2. To ensure the conformity all legal documents of ANQA regarding to amendments of the legislation of RA</li> <li>3. To provide legal consultancy on education quality assurance to educational institutions, ANQA bodies and staff, as well as legal consultancy to ANQA stuff of all legal matters.</li> </ol>	
<b><u>Indicators for evaluating targets</u></b>	
<ol style="list-style-type: none"> <li>1. Conformity to legislation of RA making drafts on amendments and additions to the legal acts regulating educational area (quality assurance field) (target 1).</li> <li>2. Drafts on amendments and additions of legal documents of ANQA and all reviewed documents (target 2).</li> <li>3. Reports on consultancies (target 3).</li> </ol>	
<b><u>Description of activities</u></b>	
<ol style="list-style-type: none"> <li>1. Prepare package of proposals for making amendments and additions on educational legislation (including laws (laws on Education, on Higher &amp; post graduate tertiary education, on vocational education) and decrees: on statute on state accreditation of tertiary level institutions &amp; academic programmes )</li> <li>2. Making drafts of amendments &amp; additions on ANQA charter</li> <li>3. Prepare internal documents: Rule of Board of trustee</li> <li>4. Redevelop the Internal disciplinary rules of ANQA</li> <li>5. Present ANQA in relationships with third parties; conclude different contracts to ensure ANQA's activity.</li> </ol>	
<b><u>Evaluation</u></b>	
<ol style="list-style-type: none"> <li>1. Protocols of meetings with stakeholders &amp; staff</li> <li>2. Results of surveys on legal consultancies</li> </ol>	
<b><u>Accountability/ Responsibility</u></b>	
<ol style="list-style-type: none"> <li>1. Director (Ruben Topchyan)</li> <li>2. Lawyer (Ofelya Petrosyan)</li> </ol>	
<b><u>Reporting</u></b>	
<ol style="list-style-type: none"> <li>1. Bi-Annual report</li> </ol>	
<b><u>Improvement</u></b>	
Based on the results of internal and external evaluation and stakeholders' feedback the improvement actions will be proposed.	
<b><u>Documents</u></b>	
<ol style="list-style-type: none"> <li>1. ANQA charter</li> <li>2. Rule of Board of trustee</li> <li>3. Internal disciplinary rules</li> </ol>	

4. Drafts on amendments and additions in laws on Education, on Higher & post graduate tertiary education, on vocational education) and decree on statute on state accreditation of tertiary level institutions & academic programmes

Approved by ANQA director

Ruben Topchyan