

APPROVED

by the National Agency for Higher Education Quality Assurance

protocol of 17 November 2020, № 22 (39)

(amended by the decision of the National Agency for Higher Education Quality Assurance

Protocol of 23 February 2021, № 3 (46)

PROVISIONS

on the Advisory Board of the National Agency for Higher Education Quality Assurance

General Provisions

1. The Advisory Board of the National Agency for Higher Education Quality Assurance (hereinafter referred to as the Advisory Board) is a permanent collegial consultant and advisory body formed by the National Agency for Higher Education Quality Assurance (hereinafter referred to as the National Agency).

2. The National Agency establishes the Advisory Board in order to involve in its activities prominent domestic and foreign specialists who are recognised as experts in the field of higher education quality assurance to consider issues that require expert evaluation, consultation, or professional assessment of draft documents submitted for review by the National Agency.

3. The tasks of the Advisory Board are:

- establishing dialogue between the National Agency and its stakeholders;
- implementation of international standards in the field of higher education quality assurance;
- strengthening of international cooperation;
- preliminary discussion of issues deemed within the realm of expertise of the National Agency;
- consultancy and expert assessments of developed draft documents and procedures;
- development of proposals on means, mechanisms, and ways of resolving controversial issues that arise as part of the activities of the National Agency;
- implementation of oversight of the activities of the National Agency.

4. The authority of the Advisory Board is terminated when the current National Agency members' terms expire.

5. The complement and personal appointments to the Advisory Board are approved by decisions of the National Agency.

Membership in the Advisory Board

6. Members of the Advisory Board may be citizens of Ukraine or foreigners who are reputable specialists in higher education quality assurance and are fluent in English.

7. Appointment of a member of the Advisory Board to its complement takes place according to the following procedure:

- discussion of the candidacy for membership in the Advisory Board and his/her approval by the National Agency;
- sending the candidate an invitation to participate in the Advisory Board;
- in case of receipt of agreement, the candidate is included in the personal complement of the Advisory Board following the decision of the National Agency.

8. Submission of candidates to the personal complement of the Advisory Board to be discussed by the National Agency is carried out on the recommendation of National Agency members, international and foreign quality assurance organisations, the Federation of Employers, the Board of Rectors, any student self-governing body that is part of the European Students' Association.

9. Membership in the Advisory Board is terminated in case of:

- submission by a member of the Advisory Board of a personal application for termination of his/her authority;
- termination of the authority of the Advisory Board's current complement;
- imposition of academic liability on such a person;
- a relevant decision of the National Agency on the initiative of at least two-thirds of the total complement of the Advisory Board, or on the initiative of the National Agency;
- death of such a person, or recognition of his/her incapacity according to legal procedures, or due to such a person's illness, which makes it impossible for such a person to exercise his/her authority.

10. A member of the Advisory Board has the right to:

- participate in meetings of the Advisory Board, working groups, consultative meetings;
- be acquainted with draft documents submitted for discussion to the Advisory Board;
- attend meetings of the National Agency where issues submitted for discussion by the Advisory Board are considered;
- express an individual opinion on the decisions of the Advisory Board;
- employ resources of the National Agency to resolve issues referred to the expertise of the Advisory Board;
- be elected Chair of the Advisory Board or Chair of any working group formed by the Advisory Board;
- perform other activities that are not prohibited by legislation.

11. A member of the Advisory Board is obliged to:

- comply with the ethical rules of the Code of Academic Integrity of the National Agency for Higher Education Quality Assurance;
- comply with current legislation of Ukraine;
- prevent the occurrence of conflicts of interest in their activities;

- act according to integrity and impartially, for the interests of society and the state, when exercising his/her authority as a member of the Advisory Board.

12. Members of the Advisory Board exercise their authority voluntarily and free of charge.

13. With their consent, members of the Advisory Board may be involved in the performance of specific tasks relevant to the field of activities of the National Agency and be compensated for such tasks through civil-law contracts.

14. The Advisory Board is headed by its Chair. He/she is elected from among the Advisory Board members by secret ballot and approved by the National Agency for a one-year term.

The Vice-Chair of the Advisory Board replaces the Chair of the Advisory Board, in case of impossibility to fulfil his powers, and also organisationally assists the Chair of the Advisory Board.

15. The election of the Advisory Board's Chair and Vice-Chair is carried out at its first meeting by a majority of total votes cast by members of the Advisory Board.

16. When the Chair and the Vice-Chair of the Advisory Board are elected, their candidacies are approved by the National Agency on the recommendation of the Head of the National Agency.

17. The authority of the Chair and the Vice-Chair of the Advisory Board is terminated prematurely by a decision of the National Agency in cases of:

- submission of a personal application for termination of his/her powers as Chair of the Advisory Board;

- termination of membership in the Advisory Board on grounds specified in paragraph 9 of these provisions.

19. The Chair of the Advisory Board:

- leads meetings of the Advisory Board, brings forth issues for the agenda of meetings of the Advisory Board;

- signs protocols of the Advisory Board's meetings and makes corresponding submissions to the National Agency;

- initiates a proposal for the National Agency to consider issues of excluding members of the Advisory Board from its complement;

- represents the Advisory Board to the National Agency or delegates this authority to other member(s) of the Advisory Board;

- participates in working groups of the Advisory Board and consultative meetings with the National Agency.

Activities Organisation Forms

20. The Advisory Board carries out its activities in the form of meetings, working groups, and consultancies.

21. Meetings of the Advisory Board are held, if necessary, at the initiative of the National Agency, the Head of the National Agency, the Chair or members of the Advisory Board.

22. A meeting of the Advisory Board is considered legitimate if at least half of its total complement participates.

23. A decision of the Advisory Board is deemed adopted when a majority of votes of the members present at the meeting supports it in open voting.

24. A meeting of the Advisory Board may be held a) offline (personal presence); b) by videoconference; c) through online survey.

Members of the Advisory Board who are unable to attend an offline meeting may participate through videoconference.

25. The Chair of the Advisory Board may appoint rapporteurs or organise a working group on any issue submitted for consideration by the Advisory Board. A Chair of the working group is elected from its members, and he/she is the rapporteur on the issue offered for review by the Advisory Board.

26. Representatives of government, the public, researchers, and specialists in relevant areas may be coopted into the Advisory Board's work or into any of its working groups.

27. Consultations for the National Agency are provided by members of the Advisory Board collectively or individually. Consultancy does not require completion of formal protocols.

28. The Advisory Board approves proposals or recommendations for the National Agency, and these have a recommendatory nature and are taken into account by the National Agency when making its decisions.

Organisation of Activities

29. The Secretariat of the National Agency provides technical support for the activities of the Advisory Board.

30. The Head of the Secretariat of the National Agency determines the Secretariat's structural division responsible for supporting the activities of the Advisory Board (hereinafter referred to as the accountable division).

31. The accountable division provides technical and organisational support for the activities of the Advisory Board.

32. Organisational and technical support for the activities of the Advisory Board includes:

- sending invitations to candidates for membership in the Advisory Board;
- supporting the election of the Advisory Board's Chair and Vice-Chair;
- transferring decisions of the Advisory Board to the Head of the National Agency;
- informing the members and the Chair of the Advisory Board about activities carried out by the National Agency related to the activities of the Advisory Board, providing information on the time and place of relevant meetings of the National Agency;
- providing materials and draft documents on issues submitted to the Advisory Board for consideration;
- maintaining a registry of the personal membership of the Advisory Board;
- publishing information on the composition and activities of the Advisory Board on the official website of the National Agency and other media (as required);
- keeping protocols of meetings of the Advisory Board;
- providing technical support for meetings of the Advisory Board;

- development and generalisation of decisions of the Advisory Board.

Information on the composition of the Advisory Board is published on the official website of the National Agency.

33. The Advisory Board may form working groups to perform tasks assigned to it by the National Agency.