

APPROVED by
the National Agency for Higher Education
Quality Assurance
Minute No.15 (65) of 27 August 2024
as amended:
minute No. 7 (79) of 13.05.2025
minute No. 11 (83) of 15.07.2025
minute No. 17 (89) of 18.11.2025

REGULATION
on the Expert and Expert Panels of the National Agency for
Higher Education Quality Assurance

I. General provisions

1. This Regulation on Expert and Expert Panels of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – Regulation) determines the main principles of experts and expert panel activity during accreditation examination, the procedure for selection persons to the Register of Experts of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – Register), the procedure for Register keeping, formation of expert panels and assessment the quality of expert activity.

2. The Expert of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – National Agency) – is a person engaged to accreditation examination who has necessary knowledge and skills, in particular, in the field of higher education quality assurance that allow him/her to effectively evaluate the quality of study programmes and educational activity of higher education institutions under these programmes and develop recommendations for improving higher education quality.

A person included to the Register is deemed as Expert of the National Agency within the period of his/her involvement in accreditation examination.

3. Expert should know:

1) the legislation of Ukraine in the field of higher education;
2) the requirements of the Regulations on Accreditation of Study Programmes in Higher Education approved by the Order No. 686 of 15.05.2024 (hereinafter referred to as – Regulations on Accreditation of Study Programmes), in particular, Criteria for study programmes quality assessment (hereinafter referred to as – Criteria);

3) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015);

4) standards for higher education and professional standards according to specialisation;
5) regulatory, informational, recommendation documents on accreditation of study programmes approved by the National Agency.

4. The Expert should be able to:

1) determine the compliance of study programme with Criteria;

2) analyse, organise and summarise information related to study programme and activity of the higher education institution under the study programme, in particular, internal documents of higher education institution related to the development and implementation of study programme;

3) prepare a report of expert panel, in particular, to provide reasoned recommendations to improve the study programme implementation;

4) interact with other experts, National Agency, higher education institution in the process of accreditation examination following the business ethic communication.

5. Experts perform their functions based on concluded civil law contracts with them (excluding experts representing employers). Improper performance of duties under the contract by expert is the reason to terminate contract and failure to perform obligations in payment for services by the National Agency.

6. Register – is an electronic database managed by the National Agency to involve persons, included into the Register, for accreditation examination of study programmes as Experts of the National Agency for the period of relevant accreditation examination in accordance with Regulations on Accreditation of Study Programmes.

II. The procedure of selection persons for the Register

1. Selection of persons to the Register of Experts (hereinafter referred to as – selection) is carried out according to the following stages:

1) publication of an announcement on selection start on the official website of the National Agency;

2) acceptance of applications and support documents from candidates for inclusion into the Register (hereinafter referred to as – candidates);

3) verify of documents submitted by candidates;

4) assessment of candidates according to criteria stated in Annex to this Regulation;

5) completion of online course by candidates regarding the procedure for accreditation of study programmes, as well as application of ESG 2015 and tests;

6) training for candidates and assessment under training outcomes;

7) inclusion into Register under the decision of the National Agency.

2. Organisational, informational, analytical support for all selection stages is ensured by the National Agency Secretariat.

3. Person may be selected for inclusion to the Register subject to belonging to one of the following criteria:

1) teaching, scientific staff of higher education institution, National Academy of Sciences of Ukraine, National Sectoral Academy of Sciences of Ukraine, scientific institution. For participation in selection, Ph.D. candidates are given to the same status of scientific employees;

2) students;

3) representative of employers.

For teaching, scientific staff, it is obligatory to have one of the following:

- 1) scientific degree and teaching, scientific work experience at least three years during the last five years in relative specialisation;
- 2) scientific title and teaching, scientific work experience at least three years during the last five years in relative specialisation;
- 3) teaching, scientific experience in relative specialisation at least three years during the last five years, according to received higher education.

For students, it is obligatory to have a status of student as on the submission of documents for participation in selection.

For representatives of employers, it is obligatory to have:

- 1) work experience at least three years in relative specialisation;
- 2) proven experience of cooperation with higher education institutions (organisation of practical trainings, internships, participation in the development of study programmes, in the work of Sectoral Expert Councils, etc.);
- 3) employer, organisation (association) of employers, professional association, from which a representative of employers is recruited for inclusion to the Register, must be registered in accordance with the legislation of Ukraine as a legal entity that actually carries out economic activities, has a positive business reputation, and is not in the process of termination or bankruptcy.

4. Selection starts on the day of publication of relevant announcement including selection conditions on the official website of the National Agency by the National Agency Secretariat.

5. To participate in selection, a person should submit in e-format to the National Agency Secretariat:

- 1) online form, including a motivation letter;
- 2) more detailed CV in Ukrainian with specification of specialisations according to which the candidate is qualified as an expert.

6. Except documents stated in paragraph 5 of this Regulation, candidates should submit additionally to the National Agency Secretariat:

6.1 for teaching, scientific staff:

6.1.1 document verified the work place (all places) of the candidate as on the submission of documents for participation in selection (including as a part-time job) (certificate of employment, etc.) issued not earlier than 1 month before the statement submission date;

6.1.2 copies of documents on awarding scientific degree by chosen specialisation (recognised foreign diplomas);

6.1.3 copies of documents on scientific rank by chosen specialisation;

6.1.4 copies of documents on higher education;

6.1.5 other documents, which a person considers necessary to submit for participation in selection (documents verified the qualification, certificates, records, reference letters etc.).

6.2 for students:

6.2.1 a document certified the status of student, intern, resident doctor with specialisation issued not earlier than 1 month before the statement submission date;

6.2.2 copies of documents on higher education (if any);

6.2.3 other documents that a person considers necessary to submit for participation in the selection (documents verified the qualification, certificates, records, reference letters etc.).

6.3 for representatives of employers:

6.3.1 a document certified the candidate's status as a representative of employers at the time of submission of documents for participation in the selection (including part-time employment) (employment certificate, etc.), issued not earlier than 1 month before the statement submission date;

6.3.2 a copy of documents confirming professional or specialist experience;

6.3.3 other documents that a person considers necessary to submit for participation in the selection (documents verified the qualification, certificates, records, reference letters etc.).

7. A candidate may choose no more than three specialisations.

8. The National Agency Secretariat checks the submitted documents by candidates for compliance with the requirements determined by this Regulation and allows candidate to participate in the selection.

9. A person is not allowed to participate in selection subject to:

1) non-membership in any category provided for by paragraph 3 of this Regulation;

2) failure to submit documents provided for by paragraphs 5 and 6 of this Regulation;

3) identification of unauthentic information specified in a form or other submitted documents;

4) person is excluded of the Register according to the decision of the National Agency on recommendation of the Commission in quality assurance of Experts of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – Commission) for less than 3 years.

10. Documents of candidates that meet the requirements of this Regulation, are subject to assessment under criteria determined by the Annex 1.

11. Candidates, received passing scores (no less than 6 scores) under results of assessment stated in paragraph 10 of this Regulation, are admitted to online course regarding the process of accreditation of study programmes and application of ESG 2015, thereafter take tests.

12. After online course and under results of tests (no less than 60 scores), candidates are admitted to training.

13. During the training, candidates are assessed according to following criteria:

1) quality of completed task (integrity of analysis and compliance with established deadline);

2) activity during training and ability to work as a part of team;

- 3) knowledge of legislation in the field of higher education and ability to apply it;
 - 4) knowing methods of study programmes quality external assessment and educational activity of higher education institution according to relative programmes;
 - 5) fluency in the Ukrainian language;
 - 6) following ethical rules of behaviour.
14. Under results of work on training, a candidate receives from 0 to 10 scores and is included to the Register subject to receiving minimum 5 grades.
15. Inclusion of a candidate to the Register is carried out according to the decision of the National Agency.

III. Keeping the Register

1. Persons included to the Register are obliged to inform the National Agency Secretariat within 1 month from beginning such changes, about change of information contained in the Register, in particular, contact data, place of employment (study), loss of status of teaching, scientific employee or student. These changes are entered to the Register without a relevant decision of the National Agency.
2. Students are in the Register during one year after loss of student status.
3. Removal from the Register is carried out according to the decision of the National Agency.
4. Grounds for removal of persons from the Register are:
 - 1) loss of status of academic or scientific employee;
 - 2) completion of one-year term after loss of student status;
 - 3) own will;
 - 4) declaration a person as missing or dead;
 - 5) death;
 - 6) decision of the Commission as determined by the National Agency;
 - 7) in case of violations of ethical standards or anti-corruption legislation requirements;
 - 8) otherwise provided for by this Regulation, Regulations on Accreditation of Study Programmes and Instruction for Experts of the National Agency as to organisation of expert panel (EP) in the process of accreditation examination.
5. The Expert Support Department collects data on international experience of persons included to the Register annually during June, whereby proposals on list of international experts are formed. List of international experts is approved by the National Agency.

IV. Formation of expert panels

1. Experts work as part of expert panel.
- Expert panel for accreditation examination of study programme is composed of the head and at least two experts, including an expert – representative of students unless otherwise provided for by the Regulations on the Accreditation of Study Programmes in Higher Education.

Based on a proposal from an employer, organisation (association) of employers, or professional association, a representative of employers (with their consent) may be included in the expert panel in accordance with an order of the National Agency.

2. Expert panel is composed of persons included to the Register taking into account the following rules:

1) expert is a specialist/student majoring in study programme to be accredited or if impossible full compliance – related specialisation;

2) expert of student studies at the level of higher education not lower than level of study programme to be accredited;

3) during accreditation examination of study programme of third level higher education, one of experts should have a Doctor of Science degree;

4) experts who have an actual or possible conflict of interests are not included to expert panel (Annex 2);

5) Members of relevant sectoral expert councils are not included to staff of expert panels in accreditation of study programmes under specialisation within its field.

V. Expert evaluation of study programme

1. Expert evaluation – is a stage of accreditation examination provided an involvement of expert panel for evaluation of a study programme.

2. Expert evaluation provides:

1) prior examination of data on self-evaluation by an expert panel, attached to these materials, as well as all other materials and information, including with provided by the National Agency Secretariat concerning a study programme and educational activity of higher education institution under this programme.

2) forming a programme for site visit of experts and its approval with a higher education institution.

3) site visit of experts;

4) making a draft report by an expert panel and its submission to the National Agency through information and communication system of the National Agency (hereinafter referred to as the ICS);

5) finalisation of draft report by expert panel before its signing and submission of final version to the ICS;

3. Expert panel upon a reasonable request of Head of expert panel may receive additional information on study programme and/or education activity under this programme from a higher education institution, which is not accessible to public, until the end of site visit of experts. Requests for additional information and responses to a higher education institution are sent them using the ICS.

4. By order of the Head of the National Agency, members or staff of the National Agency Secretariat may participate in the site visit of experts to a higher education institution as observer.

VI. Assessment of quality of the experts work

1. To improve competences of expert and determination of possibility to be in the Register, the Secretariat annually assesses experts under results of their participation in accreditation process.

2. Assessment of experts is carried out on the following criteria:

1) following by an expert accreditation examination process according to the Regulations on Accreditation of Study Programmes;

2) quality of the submitted report by the expert panel.

During evaluation in criteria stated in paragraph 2 of Section VI of this Regulation, feedbacks on quality of expert work, taken into account, in particular, provided by:

1) other experts as part of expert panel;

2) study programme leader;

3) sectoral expert council;

4) National Agency Secretariat;

3. Evaluation is carried out under 100-grades scale.

4. Expert received:

1) 70-100 grades – is involved to accreditation examinations;

2) 60-69 grades – is involved to additional training;

3) 0-59 grades – is placed for consideration of the Commission for approval of the relevant decision.

5. Issues on quality of experts work of the National Agency and expert panel are considered by the Commission according to the Procedure of Commission on quality assurance of experts work of the National Agency for Higher Education Quality Assurance.

**Assessment criteria for candidates to be included to the Register of experts of the
National Agency for Higher Education Quality Assurance**

For academic and scientific staff:

1. experience in involvement to processes of higher education quality assurance (development and implementation of study programmes, monitoring of education quality, etc.) (up to 6 scores);
- 2) experience in development of policies in the field of higher education (participation in preparation of draft laws, other regulatory documents of legislation in the field of higher education; participation in development of standards for higher education, etc.) (up to 2 scores);
3. foreign experience (cooperation with international institutions of higher education quality assurance, participation in international education projects in higher education quality assurance, etc.) (up to 6 scores);
4. experience and professional achievements (up to 4 scores);
5. evaluation of motivation letter (up to 2 scores).

For students:

1. experience in involvement to processes of higher education quality assurance (up to 4 scores);
2. experience in development of policies in the field of higher education (participation in preparation of draft laws, other regulatory of legislation in the field of higher education; participation in development of standards for higher education, etc.) (up to 2 scores);
3. foreign experience (cooperation with international institutions of higher education quality assurance, participation in international education projects in higher education quality assurance, etc.) (up to 7 scores);
4. experience of participation in activity of student self-government bodies and/or national union of students of Ukraine (up to 5 scores);
5. evaluation of motivation letter (up to 2 scores).

For representatives of employers:

1. experience in involvement to processes of higher education quality assurance (up to 4 scores);
2. experience in development of policies in the field of higher education (participation in preparation of draft laws, other regulatory of legislation in the field of higher education; participation in development of standards for higher education, etc.) (up to 2 scores);
3. foreign experience (cooperation with international institutions of higher education quality assurance, participation in international education projects in higher education quality assurance, etc.) (up to 7 scores);
4. experience and professional achievements (up to 4 scores);
5. evaluation of motivation letter (up to 2 scores).

List*
**of typical situation with conflict of interests in which an expert of the
National Agency may find himself:**

- 1) Expert is a founder, head, member of Supervisory Board, employee or person who studies at a higher education institution, which study programme is accredited.
- 2) During the last 5 years, expert was a founder, head, member of Supervisory Board, employee or person who studies at a higher education institution, which study programme is accredited.
- 3) Expert is a relative (husband, wife, father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, blood brother of cousin, blood sister of cousin, blood brother or sister of wife (husband), nephew, niece, blood uncle, blood aunt, grandfather, grandmother, great-grandfather, great-grandmother, grandson, granddaughter, great-grandson, great-granddaughter, son-in-law, daughter-in-law, wife's parents-in-law, husband's parents-in-law, father and mother of wife (husband) son (daughter), adopter or adopted, guardian or caregiver, a person is under care or guardian of the stated subject) or has a private interest due to personal, friendly or other not-working relations regarding:
 - a person studying by study programme to be accredited;
 - study programme leader to be accredited;
 - academic employee involved in implementation of study programme to be accredited;
 - founder, head or deputy head of relative higher education institution.
- 4) Expert related to the study programme leader, academic employee involved in implementation of study programme to be accredited, with relations of direct subordination (relations of direct organisational or legal dependence of subordinated person of his/her head) or membership or activity in public, political or other organisations.
- 5) Expert gave feedback on study programme to be accredited.
- 6) Expert was a thesis director for the study programme leader to be accredited.
- 7) Study programme leader to be accredited was a scientific director for expert's dissertation.
- 8) Expert was an official opponent in thesis of the study programme leader to be accredited;
- 9) Study programme leader to be accredited was an official opponent in thesis of expert.
- 10) Expert and study programme leader have common publications during the last 5 years.

***list of typical situation with conflict of interests is not exhausted, any private interest may cause a situation of conflict of interests.**