

REGULATIONS

on the expert and the expert panel of the National Agency for Higher Education Quality Assurance

I. General provisions

1. These Regulations on Experts and Expert Panels of the National Agency for Higher Education Quality Assurance (hereinafter Regulations) define the basic principles of activity of experts and expert groups during their accreditation examination, the procedure for selecting persons to the Register of Experts of the National Agency for Higher Education Quality Assurance (hereinafter the Register), the procedure for maintaining the Register, forming expert panels and assessing the quality of work of experts.

2. An expert of the National Agency for Higher Education Quality Assurance (hereinafter referred to as NAQA) is a person involved in accreditation examination who has the necessary knowledge and skills, in particular in the field of higher education quality assurance, which enable him/her to effectively assess the quality of education programmes and educational activities of higher education institutions under these programmes and develop recommendations for improving the quality of higher education.

A person included in the Register is considered an expert of the NAQA during the period of his/her involvement in the accreditation examination.

3. The expert must know:

- 1) the legislation of Ukraine in the field of higher education;
- 2) the requirements of the Regulations on Accreditation of Education Programmes for the Training of Students, approved by the Order of the Ministry of Education and Science of Ukraine dated 15.05.2024 No. 686 (hereinafter - the Regulations on

Accreditation of Education Programmes), in particular the Criteria for Assessing the Quality of Education Programmes (hereinafter - the Criteria);

3) Standards and guidelines for quality assurance in the European Higher Education Area (hereinafter - ESG 2015);

4) standards of higher education and professional standards in accordance with the speciality;

5) regulatory, informational, and recommendation documents on the accreditation of educational programmes approved by NAQA.

4. The expert shall be able to:

1) determine the compliance of the educational programme with the Criteria;

2) analyse, systematise and summarise information relating to the education programme and the activities of the higher education institution under the education programme, including the internal documentation of the higher education institution related to the development and implementation of the education programme;

3) to prepare the report of the expert group, in particular to provide reasonable recommendations for improving the implementation of the education programme;

4) interact with other experts, NAQA, and the higher education institution in the process of conducting the accreditation examination, observing the ethics of business communication.

5. Experts perform their functions on the basis of civil law contracts concluded with them. Improper fulfilment by the expert of his/her obligations under the contract is a ground for termination of the contract and failure of NAQA to fulfil its obligations to pay for services.

6. Register is an electronic database maintained by NAQA to engage persons included in the Register to conduct accreditation evaluation of educational programmes as experts of NAQA for the period of the relevant accreditation evaluation in accordance with the Regulations on Accreditation of Education Programmes.

II. The procedure for selecting persons for the Register

1. The selection of persons to the Register of Experts (hereinafter the selection) is carried out in the following stages:

- 1) publication of an announcement on the start of the selection on the official website of the NAQA;
- 2) acceptance of applications and accompanying documents from candidates for inclusion in the Register (hereinafter referred to as candidates);
- 3) verification of documents submitted by the candidates;
- 4) evaluating candidates according to the criteria set out in Appendix 1 of these Regulations;
- 5) completion by the candidates of an online course on the procedure for accreditation of educational programs, as well as the application of ESG-2015 and testing;
- 6) conducting training for candidates and evaluation based on the results of the training;
- 7) inclusion in the Register by the decision of the NAQA.

2. Organizational, informational and analytical support of all stages of the selection process is provided by NAQA Secretariat.

3. A person may be selected for inclusion in the Register if he/she belongs to one of the following categories:

- 1) scientific and pedagogical, researcher of a higher education institution, the National Academy of Sciences of Ukraine, the National Branch Academy of Sciences of Ukraine, or a research institution. For the purposes of participation in the selection, doctoral students are equated with researchers;
- 2) a student.

For scientific and pedagogical, scientific workers, it is mandatory to have a scientific degree and/or academic title in the relevant specialty or to have scientific and pedagogical, scientific work experience in accordance with the higher education received for at least three years during the last five years.

Students must be in the status of a student at the time of submitting documents for participation in the selection.

4. The selection begins on the day NAQA Secretariat publishes the relevant announcement on the official website of NAQA, which must contain information on the selection conditions.

5. To participate in the selection, a person shall submit to NAQA Secretariat in electronic form:

- 1) an online application form, which includes a motivation letter;
- 2) an extended professional resume (CV) in Ukrainian indicating the specialties in which the candidate is qualified to be an expert.

6. In addition to the documents specified in clause 5 of these Regulations, candidates shall additionally submit to NAQA Secretariat:

6.1 for scientific and pedagogical, scientific workers:

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

6.1.2 copies of documents on obtaining a scientific degree in the chosen specialty (nostrified foreign diplomas);

6.1.3 copies of documents on academic rank in the chosen specialty;

6.1.4 copies of documents of higher education;

6.1.5 other documents that the person considers necessary to submit for participation in the selection (documents confirming qualifications, certificates, certificates, letters of recommendation, etc.)

6.2 for students:

6.2.1 a document certifying the status of student, intern, resident physician with indication of specialty, issued not earlier than 1 month before the date of application;

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

6.2.3 other documents that the person considers necessary to submit for participation in the selection (documents confirming qualifications, certificates, certificates, letters of recommendation, etc.)

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

8. NAQA Secretariat checks the documents submitted by the candidates for compliance with the requirements set forth in these Regulations and admits the candidates to participate in the selection.

9. A person shall not be allowed to participate in the selection under the following conditions:

- 1) the candidate does not belong to any of the categories provided for in clause 3 of these Regulations;
 - 2) failure to submit the documents required by clauses 5 and 6 of these Regulations;
 - 3) revealing false information in the application form or other submitted documents.
10. Candidates' documents that meet the requirements of these Regulations shall be evaluated according to the criteria set out in Appendix 1.
11. Candidates who, according to the results of the assessment specified in clause 11 of these Regulations, have scored a threshold score (at least 6 points) are allowed to take an online course on the procedure for accreditation of education programmes and the application of ESG 2015, after which they are tested.
12. After completing the online course and based on the results of the test (at least 60 points), candidates are allowed to take the training.
13. During the training, candidates are evaluated according to the following criteria:
- 1) quality of the assignment (completeness of the analysis and compliance with the deadline);
 - 2) activity during the training and ability to work in a team;
 - 3) knowledge of legislation in the field of higher education and ability to apply it;
 - 4) mastery of methods of external evaluation of the quality of education programmes and education activities of the higher education institution in the relevant programmes;
 - 5) fluency in the Ukrainian language;
 - 6) compliance with ethical rules of behaviour.
14. Based on the results of the training, the candidate receives from 0 to 10 points and is included in the Register if he or she scores at least 5 points.
15. Inclusion of the candidate in the Register is carried out by the decision of the NAQA.

III. Maintenance of the Register

1. Persons included in the Register shall, within 1 month from the date of such changes, notify NAQA Secretariat of changes in the information contained in the Register, including contact details, places of work (study), loss of the status of a scientific and pedagogical worker, researcher or student. Such changes shall be made to the Register without a corresponding decision of NAQA.

2. Students are in the Register for one year after losing the status of a student.
3. Exclusion from the Register occurs by decision of NAQA.
4. The grounds for exclusion from the Register are:
 - 1) loss of the status of a scientific and pedagogical worker, researcher;
 - 2) expiration of a one-year period after the loss of the status of a student;
 - 3) own desire;
 - 4) recognition of a person as missing or declaration of death;
 - 5) death;
 - 6) the decision of the Commission to ensure the quality of work of experts of the National Agency for Higher Education Quality Assurance in the manner determined by NAQA (hereinafter - the Commission);
 - 7) in other cases stipulated by these Regulations, the Regulations on Accreditation of Education Programs and the Instruction for Experts of NAQA on the organization of the work of the expert panel (EP) in the process of accreditation examination.

IV. Formation of expert panels

1. Experts work as part of an expert panel.

The expert panel for the accreditation examination of the education programme is formed by the head and two experts, including one expert from among the students, unless otherwise provided by Regulations on accreditation of education programmes.
2. The expert group is formed of persons included in the Register, taking into account the following rules:
 - 1) the expert is a specialist/student in the specialty of the education programme to be accredited, or, if full compliance with is impossible, in a related specialty;
 - 2) the expert from among the students is studying at the level of higher education not lower than the level of the education programme to be accredited;
 - 3) during the accreditation examination of the education programme of the third level of higher education, one of the experts must have a doctoral degree;
 - 4) The expert panel does not include experts who have a real or potential conflict of interest (Appendix 2);
 - 5) Members of relevant sectoral expert councils are not included in expert panels for accreditation of education programmes in the specialty that belongs to this sector.

V. Expert evaluation of the education programme

1. Expert evaluation is a stage of accreditation examination that involves the involvement of an expert panel in the evaluation of an education programme.

2. Expert evaluation involves:

1) preliminary study by the expert panel of the self-assessment data, materials attached to them, as well as all other materials and information, including those provided by NAQA Secretariat, concerning the education programme and education activities of the higher education institution under this programme;

2) formulation of the programme of the site visit and its coordination with the higher education institution;

3) visit of the experts;

4) the expert panel drafts a report and submits it to NAQA through NAQA's information and communication system (hereinafter ICS);

5) the expert panel finalises the draft report, signs it and submits the final version to ICS.

3. The expert panel, at the reasonable request of the chairman of the expert panel, may receive additional information about the education programme and/or education activities under this programme from the higher education institution that is not publicly available before the end of the site visit. Requests for additional information and responses from the higher education institution are sent using ICS.

4. On behalf of the Head of NAQA, members or employees of NAQA Secretariat may participate in the site visit of experts to the higher education institution as observers.

VI. Assessment of the quality of the experts' work

1. In order to improve the expert's competences and determine the possibility of staying in the Register, NAQA Secretariat conducts an annual evaluation of experts based on the results of their participation in the accreditation procedure.

2. The experts shall be evaluated according to the following criteria:

1) compliance by the expert with the procedure for conducting an accreditation examination in accordance with the Regulations on Accreditation of Education Programmes;

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

When assessing according to the criteria specified in clause 2 of Section VI of these Regulations, feedback on the quality of the expert's work provided, in particular, by

1) other experts in the expert panel;

2) study programme leader;

3) the sectoral expert council;

4) NAQA Secretariat.

3. The evaluation is based on a 100-point scale.

4. An expert who has scored:

1) 70-100 points - is involved in conducting accreditation examinations;

2) 60-69 points - is involved in additional training;

3) 0-59 points - is submitted to the Commission for consideration.

5. The quality of work of the experts of NAQA and the expert panel is considered by the Commission in accordance with the Procedure of the Commission to ensure the quality of work of the experts of the National Agency for Higher Education Quality Assurance.

Criteria for evaluating candidates for inclusion in the Register of Experts of the National Agency for Higher Education Quality Assurance

For academic and research staff:

1. experience of involvement in higher education quality assurance procedures (development and implementation of education programmes, monitoring of education quality, etc;
2. experience in policy development in the field of higher education (participation in the preparation of draft laws, other legislative acts in the field of higher education; participation in the development of higher education standards, etc;
3. foreign experience (cooperation with international institutions for quality assurance in higher education, participation in international educational projects for quality assurance in higher education, etc;
4. experience and professional achievements (up to 4 points);
5. evaluation of the motivation letter (up to 2 points).

For students:

1. experience of involvement in quality assurance procedures in higher education (up to 4 points);
2. experience in developing policies in the field of higher education (participation in the preparation of draft laws, other legislative acts in the field of higher education; participation in the development of higher education standards, etc;
3. foreign experience (cooperation with international institutions for higher education quality assurance, participation in international educational projects to ensure the quality of higher education, etc;
4. experience of participation in the activities of student self-government bodies and/or national association of students of Ukraine (up to 5 points);
5. evaluation of the motivation letter (up to 2 points).

List*

of typical situations of conflict of interest in which an expert of NAQA may find himself or herself:

- 1) The expert is a founder, manager, member of the supervisory board, employee, or a person studying at a higher education institution whose education programme is accredited.
- 2) The expert has been a founder, director, member of the supervisory board, employee or a person who has studied at the higher education institution whose education programme is accredited for the last 5 years.
- 3) The expert is a close person (husband, wife, father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, brother and cousin, brother and cousin, wife's, (husband's) brother and sister, nephew, niece, uncle, aunt, grandfather, grandmother, great-grandfather, great-grandmother, grandson, granddaughter, great-grandson, great-granddaughter, son-in-law daughter-in-law, father-in-law, mother-in-law, father and mother of the wife (husband) of the son (daughter), adoptive parent, guardian or trustee, person under the care or custody of the said entity) or has a private interest in connection with personal, friendly or other non-working relations with
 - a person enrolled in an accredited education programme;
 - the study programme leader of the accredited education programme;
 - a research and teaching staff member involved in the implementation of the accredited education programme;
 - founder, head or deputy head of the relevant higher education institution.
- 4) The expert is related to the study programme leader, a research and teaching staff member who is involved in the implementation of the accredited educational programme by relations of direct subordination (relations of direct organisational or legal dependence of a subordinate person on his/her supervisor) or membership or activity in public, political or other organisations.
- 5) The expert provided feedback on the accredited education programme.
- 6) The expert was the supervisor of the dissertation research of the study programme leader of the accredited education programme.

- 7) The study programme leader of the accredited education programme was the supervisor of the expert's dissertation research.
- 8) The expert was the official opponent of the dissertation research of the accredited education programme study programme leader.
- 9) The study programme leader of the accredited education programme was the official opponent of the expert's dissertation research.
- 10) The expert and the study programme leader of the education programme have joint publications within the last 5 years.

***The list of typical situations of conflict of interest is not exhaustive, the presence of any private interest may cause situations in which a conflict of interest will occur.**