

**APPROVED by the
National Agency for Higher Education
Quality Assurance
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minute No. 15 (65) of 27 August 2024
minute No. 10 (81) of 24 June 2025**

**REGULATION
on sectoral expert councils of
the National Agency for Higher Education Quality Assurance**

1. General provisions

1. Sectoral expert councils of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – SEC) are standing collegial bodies of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – National Agency) that do not have status of legal entity.

2. SEC in its activity follows the Law of Ukraine “On Higher Education”, other current regulations of Ukraine, Regulation on Accreditation of Study Programmes in Higher Education (hereinafter referred to as – Regulation on Accreditation of Study Programmes), Charter of the National Agency, this Regulation approved by the National Agency, as well as other decisions of the National Agency.

3. Terms used in this Regulation, except determine herein, have a meaning stated in Law of Ukraine “On Higher Education”, “On Education”, “On Scientific and Scientific-Technical Activity”, Budget Code of Ukraine, Regulation on Accreditation of Study Programmes, Standards and Guidelines for Quality Assurance in the European Higher Education Area.

II. Functions and powers of sectoral expert councils

4. consider accreditation cases and prepare expert opinions as established by the Regulation on

Accreditation of Study Programmes and Procedure of Consideration Accreditation Cases and Prepare Expert Opinions of SEC (Annex 1 to this Regulation).

5. Consider draft higher education standards and amendments thereto as established by the National Agency.

6. Facilitate cooperation between the National Agency and educational institutions, scientific institutions, employers' organizations and associations, professional associations, national student associations, and other stakeholders on issues within their competence.

7. Exercise other powers provided for by current law, the Charter of the National Agency, this Regulation, and other regulatory acts.

III. Formation and staff of sectoral expert councils

8. Establishment, changes in the number of staff, reorganization, and liquidation of sectoral expert councils are carried out by decision of the National Agency by amending this Regulation. List of sectoral expert councils and number of its staff with quota distribution by specialties set forth in Annex 2.

9. Sectoral expert council may include:

9.1 academic and scientific staff of higher education institutions, academic institutions, the National Academy of Sciences of Ukraine and national sectoral academies of science (hereinafter referred to as – higher educational institutions);

9.2 representatives of the state, employers' organisations and associations, professional associations (hereinafter referred to as – representatives of employers);

9.3 international experts;

9.4 representatives of student self-government bodies (hereinafter referred to as – a representative of higher education applicant students).

9.5 no less than 1 person of academic and scientific staff on every speciality included to relative field of knowledge;

9.6 no more than 1 person of one of higher educational institution in one SEC. One person may be a member of only one SEC.

10. In cases provided for by this Regulation, a representative of relevant central executive body may participate at the meetings of sectoral expert council upon recommendation of this body (Annex 2).

11. Staff of sectoral expert council cannot include heads and deputy heads of higher education institutions, scientific institutions, National Academy of Science of Ukraine, national sectoral academies of science; founders of private higher education institutions; founders or members (employees, experts) of independent accreditation institutions, higher education quality assessment and assurance; staff of the National Agency Secretariat, members of the National Agency; members of Scientific and Methodological Council and Scientific and Methodological Commissions of the Central Executive Body in education and science.

12. Members of SEC cannot perform functions of experts of study programmes in specialties (interdisciplinary programmes) examined by this sectoral expert council.

13. Members of sectoral expert council are selected under results of competition conducted as established by the National Agency.

14. Personal staff of SEC, changes thereto are published on the official website of the National Agency after approval with a decision of the National Agency.

15. Term of sectoral expert council powers is 3 years of the decision of the National Agency on approval of personal staff.

As to a student, his/her term of powers as a member of sectoral expert council expires in 6 months upon graduation.

If there are circumstances prevented to conduct a competition in selection of members for SEC, in particular, subject to declaration of martial law or a state of emergency in Ukraine, term of SEC powers may be prolonged according to the decision of the National Agency but not longer than 6 months after the elimination (cancellation, revocation) of such circumstances.

16. Person selected to staff of SEC under results of interim competition performs his/her powers until the end of term of relative SEC powers.

17. Each member of sectoral expert council, who included to a category stated in sub-paragraph 9.1 of this section, is obliged to notify the secretariat in writing on change of main employment no later than 30 days from the date of such change.

Member of SEC of the category stated sub-paragraph 9.4 of this section, is obliged to notify the Secretariat in writing on graduation or termination of education no later than 180 days from the date of such change.

18. The National Agency approves Chair and no more than two Deputy Chairs of sectoral expert council of its members by its decision.

19. Chair of sectoral expert council:

19.1 organises work and holds meetings of SEC;

19.2 if necessary, presents expert opinions and other decisions of SEC at the meetings of the National Agency;

19.3 performs other duties assigned to him/her by the National Agency.

20. In case of absence of the Chair of SEC or his/her impossibility to perform powers for other reasons, in particular due to conflict of interests, the Deputy Chair of SEC shall perform his/her duties.

21. Chair, Deputy Chairs of SEC may be removed from office according to a decision of the National Agency, in particular based on recommendation of relevant SEC.

22. Powers of Chair, Deputy Chair, member of SEC may be early terminated or temporarily terminated according to a decision of the National Agency.

23. The National Agency is entitled to make decision on early termination of powers of all staff of SEC. In such case, SEC with relevant staff continues to perform its

powers until approval of newly elected staff of SEC under results of competition.

IV. Organisation and support for sectoral expert councils activity

24. Organizational, informational, analytical and technical support for SEC activities is carried out by the National Agency Secretariat.

25. The Head of a relevant subdivision of the National Agency Secretariat assigns employees responsible for each sectoral expert council activity support for this structural subdivision.

26. Payment for services and works provided or performed by members of SEC is carried out based on civil law contracts.

27. Meeting of SEC:

27.1 is held if necessary, including in accordance with the decision of the National Agency, the instructions of the Head of the National Agency or his/her deputy, and is valid subject to participation of more than full¹ staff of sectoral expert council.

27.2 may be convened upon request by no less than 1/3 of actual staff of SEC;

27.3 is held publicly and opened, except cases provided for by sub-paragraphs 27.4-27.5;

27.4 in the closed part, an open vote is held on the accreditation case;

27.5 may be closed, at which individual agenda items containing restricted information are considered.

28. Access for SEC to accreditation case materials included official information is provided by the National Agency Secretariat in compliance with the requirements established by law.

Access for SEC to accreditation case materials included information with restricted access is given to members of SEC who have authorization to this information from relative higher education institution in compliance with the requirements established by law.

To consider the accreditation case included information with restricted access, a member of relevant SEC who has an access to this information is appointed as a speaker. SEC is entitled to involve a member of other SEC who has an access to this information to prepare a relevant issue.

At consideration of accreditation cases included information with restricted access, an expert opinion of SEC is prepared in accordance with the general procedure.

29. Members of the National Agency and employees of structural subdivision of Secretariat supported the activity of SEC, (employees of other structural subdivisions of the Secretariat by instructions of the Head of the National Agency or his/her Vice Heads) are entitled to attend

¹ Full staff – is approved number of members of sectoral expert council (see Annex 2).

all meetings of SEC except meeting, examined cases considered information with restricted access.

Members of the National Agency and employees of structural subdivisions of Secretariat who have a relevant access are entitled to attend the closed part of meeting of SEC based on sub-paragraphs 27.3-27.5 of this section.

30. The meeting of SEC is held by its Chair, or in case of his/her absence – Deputy Chair, and in case of absence of Chair and Deputy Chair – a member of SEC elected at the meeting.

31. Voting at meeting of SEC is carried out by members of SEC in person.

32. Decisions of SEC in all matters are made by majority of full staff of the SEC of the National Agency.

33. Meeting of sectoral expert council may be held in offline, online or in mixed form.

Video and/or audio record of the meeting of SEC (except cases provided for by sub-paragraph 27.5 and paragraph 28 of this section) is made with notification on recording.

34. Decisions of SEC are drawn in minute, except issues on accreditation of study programmes. Meeting minute of SEC is signed by a Chairman.

Recording of attendees, meeting dates, and voting results of SEC on issues in accreditation of study programmes is carried out information and through communication system of the National Agency.

35. Minutes of meetings and decision of SEC set forth on paper or in e-format with embossing a qualified e-signature are remained in the National Agency Secretariat.

36. A member of SEC is entitled to express a separate opinion attached to a relevant minute or expert opinion, and it is its integral part.

37. A member of SEC does not participate in consideration an issue and voting if he/she has an actual or potential conflict of interests or other circumstances verified his/her prejudice to result of relevant issue consideration.

Circumstances prevented a member of SEC to participate in consideration of relevant issues and voting include, in particular, cases when a member of SEC:

37.1 or his relatives work / study or in any period for the last five years worked / studied at education institution (scientific institution), which study programmes are accredited;

37.2 was a developer, expert, critic of higher education standard to be considered.

The stated list is not exhaustive.

38. In case of potential or actual conflict of interests that has impact / may have impact on objectivity or prejudice to consider of relevant accreditation case (draft higher education standards), a member of SEC should immediately take measures in resolution of conflict of interests

- declare self-recusal in the form of a corresponding statement before the start of the case consideration at the internal discussion and at the SEC meeting, do not participate in consideration of relevant issue and do not vote as to it.

The issue of recusal of a member of the SEC on the basis of an oral or written statement made by any participant in the relevant SEC meeting shall be resolved by a vote at that meeting of SEC.

39. The specifics of the SEC work during the accreditation of study programmes are determined by the Regulations on the Accreditation of Study Programmes, the Procedure to Consider the Accreditation Cases and Preparing SEC Expert Opinion (Annex 1), and the Procedure for Holding SEC Meeting to consider accreditation case (Annex 3).

40. The National Agency is entitled to return a relevant issues regarding accreditation case for repeat consideration by SEC, in particular, in case of:

40.1 unreasonableness or insufficient justification of the expert opinion of SEC;

40.2 clarification of newly discovered circumstances regarding the study programmes and/or educational activities under the study programmes after consideration of the accreditation case by SEC, which were not taken into account by the SEC;

40.3 violation of the procedure for consideration of the accreditation case by SEC.

PROCEDURE

to consider accreditation case and prepare expert opinion by sectoral expert council

1. The procedure determines organisation and approximate terms for each stage to consider accreditation case, requirements to expert opinion of SEC in accordance with the Regulations on Accreditation of Study Programmes and this Regulation.

2. Consideration of accreditation cases by SEC includes:

2.1 granting access for SEC members to the materials of accreditation case after response of higher education institution on report of expert panel (hereinafter referred to as – EP);

2.2 appointment of a speaker within 3 working days from the day of granting access to the case for SEC members;

2.3 a speaker prepares draft expert opinion of SEC within 3 working days;

2.4 internal discussion of draft expert opinion by SEC members;

2.5 granting access for higher education institution and EP members to draft expert opinion of SEC;

2.6 receiving of reasoned comments on the draft expert opinion of the SEC from higher education institution and EP members (within 3 working days after granting access to the draft expert opinion in accordance with subparagraph 5 of this paragraph);

2.7 acquaintance and review by the speaker and SEC members of the responses of higher education institution and EP members to the draft expert opinion (no later than 2 working days before the announced date of the SEC meeting);

2.8 consideration of the accreditation case at the SEC meeting; finalisation (if necessary) of the expert opinion after the SEC meeting and signing with a qualified electronic signature within the next working day;

2.9 providing (if any) separate opinions of SEC members to the expert opinion in the information and communication system (1 working day);

2.10 transfer the case for consideration by the National Agency no later than 5 working days before the scheduled date of the meeting.

3. Consideration of the accreditation case returned to the SEC by the decision of the National Agency shall be carried out after the SEC members are granted access to its materials again in the same manner as described above (p. 2 of this Annex) with reduced processing times.

4. The consideration of the case in post-accreditation monitoring by SEC takes place in the sequence set out in paragraph 2 of this Annex, outside the information and communication system.

5. On the day the higher education institution responds to the EP report or the day after the deadline for providing such a response, the National Agency Secretariat shall provide access to the accreditation case materials to the members of the relevant SEC.

6. No later than within 3 working days after providing access to the accreditation case for the members of the SEC, the Chair of SEC (in his/her absence, the Deputy Chair of the SEC) shall appoint a speaker for the relevant case of the members of the SEC.

7. Within three working days of the appointment, the speaker shall prepare an expert opinion through the information and communication system of the National Agency based on the materials of the accreditation case, the EP report, taking into account the comments of higher education institution on the report (if any), taking into account the preliminary discussion by the members of the SEC.

8. Obligatory requirements for the draft expert opinion of the SEC, which takes into account the self-assessment information of higher education institution, the EP report, and other materials of the accreditation case:

8.1 the fields of sub criteria and criteria in the “Analysis” section of the information and communication system should be filled in with meaningful and reasoned content, especially in the event of changes in EP assessments or confirmation of A, E, or F marks; the levels of compliance for each criterion are determined and justified, especially in the event of a change in the EP assessment; it has been verified and confirmed/disapproved that the EP has reached reliable conclusions regarding the compliance of study programmes and/or educational activities with quality assessment criteria of study programme.

The SEC should determine/confirm whether exemplary, unique, innovative study programme practices actually exist, analyse and explain why it considers them exemplary, clearly formulate practices that can be emulated and disseminated (within this higher education institution or another); analyze whether the shortcoming identified in the EP report according to the criterion is correct and justified, and justify this shortcoming; indicate whether there are any shortcomings according to the criterion that were not mentioned in the EP report, and explain them.

If the SEC is convinced that the conclusions of the EP report regarding compliance with the sub criteria requirements are reliable and correct, and the reasoning is sufficient and convincing, then indicate this in the field of the corresponding sub criteria;

8.2 all fields in the “Recommendations” section should contain proposals for further improvement of study programme and/or educational activities under this programme, elimination of identified shortcomings, as well as sufficiently reasoned proposals regarding the level of compliance with each criterion, taking into account the autonomy of the higher education institution. Filling in the fields by criterion is obligatory when the SEC determines the level of compliance as B, E, or F.

9. The draft expert opinion is preliminarily discussed by the members of the SEC using non-public means of communication (e.g., Microsoft Office 365 platform, Telegram, WhatsApp, Viber, Messenger, etc.).

The Chair of SEC or another member of SEC acting on behalf of the Chair is responsible for selection of the means of communication and forming a group to discuss the accreditation case. All members of the relevant SEC, a specialist from the relevant subdivision of the National Agency Secretariat responsible for supporting the activities of SEC, and, with their consent, members of the National Agency shall be involved in the group formed to discuss the accreditation case.

Based on the results of internal discussions, the speaker shall make changes to the draft expert opinion.

10. Based on the results of the discussion, the Chair of SEC shall, no later than 5 working days before the date of SEC meeting, provide access to the draft expert opinion to higher education institution and EP members.

11. Higher education institution and EPs have the right to submit reasoned comments through the National Agency's information and communication system within 3 working days of being given access to the draft expert opinion, which SEC will consider when preparing the final version of the expert opinion.

The representatives of higher education institution who will participate in SEC meeting, except for the study programme leader and the Head of higher education institution, should indicate their positions and surnames in the last line/sentence of the response to the draft expert opinion of SEC.

12. The draft expert opinion prepared on the basis of the responses provided shall be considered at a meeting of SEC at presence of higher education institution and EP members.

13. No minutes shall be taken during SEC meeting at which the accreditation case is considered.

The expert opinion should include information on the date of the meeting, the present SEC members taken part in preparation of recommendations for the National Agency, the representatives of higher education institution and EP members, as well as the results of the vote on approving the expert opinion.

The case with the post-accreditation monitoring materials and the approval of the expert opinion of SEC is considered at SEC meeting. The results of the vote of SEC members on the approval of the expert opinion are recorded in the minute of the meeting.

14. The expert opinion in the information and communication system of the National Agency shall be signed by the Chair of SEC (or the Chairman of the meeting).

15. A member of SEC shall have the right to attach a separate opinion within one working day from the date of signing the expert opinion with a qualified electronic signature.

16. After consideration by SEC, the accreditation case materials, together with the expert opinion, shall be submitted to the National Agency for consideration.

17. The SEC expert opinion shall be original and contain:

17.1 a reasoned assessment of study programme according to the criteria set out in the Regulations on Accreditation;

17.2 comprehensive review of self-assessment report, the EP report, motivated comments from higher education institution (if any) and other materials in the accreditation file;

17.3 the filled and attached form of SEC expert opinion report.

18. The SEC may change the EP's assessments if additional information about the accredited study programme is received from higher education institution, the National Agency Secretariat, and other interested parties.

19. The SEC is obliged to change the assessments if the EP violated the principles of academic integrity and/or accreditation procedures, failed to comply with the Recommendations of the National Agency on the application of assessment criteria for quality of study programmes, or if new circumstances regarding study programme and/or its educational activities have become clear.

20. If there are grounds for doing so, SEC is entitled to submit a reasoned proposal to the National Agency for the appointment of a repeat accreditation assessment in the event of:

20.1 the detection of violations by the EP established by the Regulation on Accreditation;

20.2 insufficient justification of EP report, which does not allow verify/establish the compliance of study programmes assessments with the criteria.

Annex 2
to the Regulation on Sectoral Expert Councils of the National
Agency for Higher Education Quality Assurance
VALID from 01.01.2025

Temporary list

of sectoral expert councils of the National Agency for Higher Education Quality Assurance
*Interpretation: *AS – academic staff, SS – scientific staff; R – representatives of employers;
S – higher education students; IE – international experts*

**TEMPORARY LIST OF SECTORAL EXPERT COUNCILS OF
THE NATIONAL AGENCY FOR HIGHER EDUCATION QUALITY ASSURANCE**

for execution of the Resolution of the Cabinet of Ministries of Ukraine No.1021 dated 30 August 2024, which approved the List of knowledge field and specialities
in higher education and professional pre-higher education

Sectoral expert council (SEC)	Total number of members	Quota distribution by categories*					State body, which representative may participate in SEC activity	
		*AS / *SS number	By specialities		R*	S*		IE*
			Speciality	Number of AS/SS				
01 Education	12	9	012 Preschool Education	1	1	1	1	Central Executive Body responsible for the formulation and implementation of state policy
			013 Elementary Education	2				
			014 Secondary Education (by discipline specialities)	6				
02 Pedagogy	12	9	011 Education Sciences	3	1	1	1	
			015 Professional Education (by specialities)	3				
			016 Special Education	1				
			017 Physical Culture And Sport	2				
02 Culture and Art	15	12	021 Audio-visual Art and Production	1	1	1	1	Central Executive Body responsible for the formulation and implementation of state policy in art and culture
			022 Design	3				

			023 Fine Art, Decorative Art and Restoration	1				
			024 Choreography	1				
			025 Music Art	2				
			026 Performance Art	1				
			027 Museum Studies, Monumentology	1				
			028 Management of Sociocultural Activity	1				
			029 Informational, Librarianship and Archiving	1				
03 Humanities	15	12	031 Religion Studies	1	1	1	1	-
			032 History and Archeology	2				
			033 Philosophy	2				
			034 Cultural Studies	2				
			035 Philology	5				
04 Theology	9	7	041 Theology	7		1	1	-
C I Economics and International Economic Relations (05 Social and Behavioral Sciences)	15	12	C 1 Economics and International Economic Relations (by specialisations) (051, 292)	12	1	1	1	-
C II International Relations (29 International Relations)	9	6	C 3 International Relations (291)	4	1	1	1	-
			C 6 Geography and Regional Studies (291)	2				
C III Social Sciences (05 Social, Behavioral Sciences, 06 Journalism)	13	10	C7 Journalism (061)	2	1	1	1	-
			C2 Political Studies (052)	2				
			C4 Psychology (053)	4				

			C5 Sociology (054)	2				
07.1 Management and Administration	15	12	071 Accounting and Taxation	4	1	1	1	-
			072 Finances, Banking, Insurance and Stock Market	4				
			076 Entrepreneur and Trade	4				
07.2 Management and Administration	15	12	073 Management	8	1	1	1	-
			075 Marketing	4				
D III Law (08 Law)	15	12	D8 Law (081)	10	1	1	1	-
			D9 International Law (293)	2				
E I Natural Sciences (10 Natural Sciences. 09 Biology)	13	10	E1 Biology and Biochemistry (091)	3	1	1	1	-
			E2 Ecology (101)	2				
			E3 Chemistry (102)	2				
			E4 Earth Sciences (103, 106)	3				
E II Physics, Mathematics, Statistics (10 Natural Sciences. 11 Mathematics and Statistics)	10	7	E5 Physics and Astronomy (104)	2	1	1	1	-
			E6 Applied Physics and Nanomaterials (105)	2				
			E7 Mathematics (111)	2				
			E8 Statistics (112)	1				
F Information Technologies (12 Information Technologies. 11 Mathematics and Statistics)	15	12	F1 Applied Mathematics (113)	1	1	1	1	-
			F2 Software Engineering (121)	2				
			F13 Computer Sciences (122)	2				

			F4 Systems Analysis and Data Science (124)	1				
			F5 Cyber Security and Information Protection (125)	2				
			F6 Information Systems and Technologies (126)	3				
			F7 Computer Engineering (123)	1				
13 Mechanical Engineering	14	11	131 Applied Mechanics	2	1	1	1	-
			132 Materials Science	2				
			133 Industrial Engineering	4				
			134 Aviation and Rocket and Space Equipment	1				
			135 Shipbuilding	1				
			136 Metallurgy	1				
14 Electrical Engineering	11	8	141 Electric Power Engineering, Electrical Engineering and Electromechanics	4	1	1	1	-
			142 Power Machine Building	1				
			143 Atomic Energetics	1				
			144 Thermal Power Engineering	1				
			145 Renewable Energy Sources and Hydraulic Power Industry	1				
15 Automation and Instrumentation	12	9	151 Automation and Computer-Integrated Technologies	4	1	1	1	-
			152 Metrology and Information-Measuring Equipment	2				
			153 Micro- and Nanosystem Engineering	3				
16 Chemical Engineering and Bioengineering	11	8	161 Chemical Technologies and Engineering	5	1	1	1	-
			162 Biotechnologies and Bioengineering	2				
			163 Biomedical engineering	1				
17 Electronics,	15	11	171 Electronics	2	2	1	1	-

Automation and Electronic Communications			172 Electronic Communications and Radio Techniques	4				
			173 Avionics	1				
			174 Automation, Computer-Integrated Technologies and Robot Engineering	2				
			175 Information-Measuring Equipment	1				
			176 Micro- and Nanosystem Engineering	1				
18 Production and Technologies	13	10	181 Food Technologies	2	1	1	1	-
			182 Light Industry Technologies	2				
			183 Environmental Protection Technologies	2				
			184 Mining	1				
			185 Petroleum Engineering and Technologies	1				
			186 Publishing and Printing	1				
			187 Wood-Processing and Furniture Technologies	1				
19 Architecture and Construction	14	11	191 Architecture and Urban Planning	3	1	1	1	-
			192 Construction and Civil Engineering	4				
			193 Geodesy and Land Organisation	3				
			194 Hydraulic Engineering Construction, Water Engineering and Water Technologies	1				
20 Agricultural Sciences and Provisions	12	9	201 Agronomy	2	1	1	1	Central Executive Body responsible for the formulation and implementation of state agrarian policy
			202 Plant Protection and Quarantine	1				
			203 Gardening, Vegetable Gardening and Grape Growing	1				
			204 Technologies of Production and Processing of Animal Products	1				
			205 Forestry	1				
			206 Garden Farming	1				
			207 Water Bio Resources and Aquaculture	1				

			208 Agricultural Engineering	1				
21 Veterinary Sciences	10	7	211 Veterinary Medicine	7	1	1	1	-
22 Health Care	15	12	221 Dentistry	1	1	1	1	Central Executive Body responsible for the formulation and implementation of state health care policy
			222 Medicine	2				
			223 Nursing	2				
			224 Medical Diagnostic and Treatment Technologies	1				
			225 Medical Psychology	1				
			226 Pharmacy, Industrial Pharmacy	1				
			227 Therapy and Rehabilitation	1				
			228 Pediatrics	2				
			229 Public Health	1				
23 Social Work	10	7	231 Social Work	5	1	1	1	-
			232 Social Security	2				
24 Service Section	12	9	241 Hotel and Restaurant Business	3	1	1	1	-
			242 Tourism and Recreation	6				
25 Sciences of War, National Security, State Border Security	14	13	251 State Security	1	-	-	1	Ministry of Defense of Ukraine
			252 State Border Security	1				
			253 Military Administration (by armed forces types)	4				
			254 Maintenance of Army (forces)	2				
			255 Weapon and Military Equipment	2				
			256 National Security (by separate support areas and activities)**	2				
257 Information Security Management	1							
26 Civil Security	10	7	261 Fire Safety	1	1	1	1	Ministry of Internal Affairs of Ukraine
			262 Law Enforcement Activity	2				
			263 Civil Security	4				

27 Transport	13	8	271 Maritime and Inland Waterway Transport	1	2	1	2	
			272 Aviation Transport	1				
			273 Railway Transport	2				
			274 Road Transport	1				
			275 Transport Technologies (by types)	3				
28 Public Governance and Administration	10	7	281 Public Governance and Administration	7	1	1	1	Central Executive Body responsible for the formulation and implementation of state policy in public service field

** Interpretation: *AS – academic staff, SS – scientific staff; R – representatives of employers; S – higher education students; IE – international experts

** Activity type (types) are approved by a relevant state body responsible for national security, in agreement with the Ministry of Education and Science.

PROCEDURE

of meeting of sectoral expert council
in consideration of accreditation case

1. This Procedure defines the organisation and conducting a meeting in consideration an accreditation case submitted to SEC, in accordance with the Regulations on the Accreditation of Study Programmes.

2. The date, time and format of SEC meeting shall be agreed with the relevant structural subdivision of the Secretariat of the National Agency at the proposal of the Chair of SEC.

3. The Chair of SEC (Chairman) convenes the meeting and conducts it if there is a quorum:

3.1 announces the agenda and rules of the meeting;

3.2 summarizes the content of the draft expert opinion of SEC (if necessary, involving a co-speaker on a specific issue), taking into account the proposals and comments of SEC members expressed during its preliminary discussion. At the same time, it takes into account the reasoned comments of higher education institution and EP members provided through the information and communication system of the National Agency.

3.3 gives the Head of higher education institution and/or the study programmer leader the floor to a speech lasting up to 5 minutes in total;

3.4 gives EP head and members the floor for speeches lasting up to 5 minutes in total;

3.5 gives SEC members the opportunity to ask questions and make speeches lasting up to 3 minutes each;

3.6 organises a discussion of the case and the proposals, additions, questions, comments, etc. without the representatives of higher education institution and EP members;

3.7 announces the amendments that lead to a change in the assessment and will be included in the draft expert opinion based on the results of the discussion, in the presence of representatives of higher education institution and EP members;

3.8 voting on accreditation case takes place without the presence of representatives of higher education institutions and EP members;

3.9 summarises the results of the meeting and determines the approximate date of the next meeting of the SEC, taking into account the pre-established date of the meeting of the National Agency.

4. Voting on the accreditation case (expert opinion) takes place directly at SEC meeting. The expert opinion with proposals is made openly: by a majority of SEC staff with showing of hands. Voting shall take

place in the following sequence:

4.1 the chairman shall put to the vote a proposal/proposals to approve the expert opinion of SEC as a whole or separately for each criterion and/or to amend the draft expert opinion of SEC according to certain criteria;

4.2 at the request of a member of SEC, a proposal to amend the draft expert opinion of SEC as a whole or according to specific criteria may be put to the vote;

4.3 the chairman announces the results of the vote.

During the vote on the expert opinion of SEC and after announcement of the results, no other proposals shall be submitted or voted on.

All members of SEC present at the meeting shall participate in the vote or declare their self-recusal (conflict of interest).

5. Responsibility for the informational, organisational, technical and documentary support for SEC meeting shall be assigned to the Secretariat of the National Agency.

PROCEDURE

to consider interdisciplinary study programme or
study programmes in related specialities by sectoral expert council

1. This Procedure defines the consideration of interdisciplinary study programmes or study programmes of related specialities implemented in specialities of different fields of knowledge by SEC.

2. SEC shall receive access to the materials of the interdisciplinary study programmes or study programmes of related specialities after the Higher Education Institution's comments on the EP report have been submitted through the information and communication system of the National Agency (hereinafter referred to as the System). If higher education institution does not submit comments, the materials of the interdisciplinary study programmes or study programmes of related specialities are transferred to SEC within 3 working days from the date of publication of the EP report.

3. After SEC has received an access to the materials of the interdisciplinary study programmes or study programmes of related specialities in the System, the Chair of SEC (or, in his/her absence, the Deputy Chair of SEC) shall, within three working days, appoint a speaker to prepare a draft expert opinion of SEC. If necessary, co-speakers – representatives of other SEC whose specialities are related to these study programmes – may be involved in the preparation of the draft expert opinion of SEC.

4. The Chairs of SECs, whose specialities/fields are involved in the subject area of interdisciplinary study programmes or study programmes of related specialities and determine its educational features, shall, within 2 working days from the date of notification by the National Agency Secretariat of the receiving such programme, delegate co-speakers of SEC members for joint preparation of a draft expert opinion.

5. The draft expert opinion of SEC shall be prepared within three working days from the appointment of the speaker. The draft expert opinion of SEC shall be submitted to the System by the speaker based on the results of joint work.

6. The draft expert opinion is preliminarily discussed by SEC members using non-public means of communication. All members of the relevant SEC and delegated co-reporters participate in the discussion. Based on the results of the internal discussion of the interdisciplinary study programmes or study programmes of related specialities, the reporter amends the draft expert opinion in the System.

7. After discussing the draft expert opinion, the Chair of SEC shall, within 5 working days prior to the meeting, provide access to the draft expert opinion through the System for higher education institution and EP.

8. Within three working days of being given access to the draft expert opinion, the higher education institution and EP may submit reasoned comments through the system, which will be taken into account by SEC when preparing the expert opinion for consideration at the meeting.

9. If higher education institution intends to involve an additional representative in SEC meeting, in addition to a study programme leader and the Head of higher education institution, information about him/her (surname, first name, patronymic and position) shall be indicated in the last line of the response to the draft expert opinion of SEC in the System.

10. The draft expert opinion, prepared taking into account the responses provided, is considered at a meeting of SEC with the participation of representatives of higher education institutions and EP members.

During the consideration of interdisciplinary study programmes or study programmes of related specialities, co-speaker from other SECs participate in SEC meeting, discussion and voting.

11. During SEC meeting, at which an interdisciplinary study programmes or study programmes of related specialities is considered with the participation of co-speakers, minutes are taken, recording SEC members and delegated co-speakers present, invited representatives of higher education institutions and EP members, as well as the results of the vote on the approval of the expert opinion. The SEC minutes, signed with a qualified electronic signature (QES) by the Chair of SEC / Chairman of SEC meeting, are attached to the expert opinion of SEC to the accreditation case through the System.

12. The minutes of meetings and decisions of SEC, set forth on paper or in electronic form with an electronic signature, shall be remained in the National Agency Secretariat.

13. The expert opinion of SEC in the ICS shall contain information about the date of the meeting, SEC members present, representatives of higher education institutions and EP members, and the results of the vote on the approval of the expert opinion. The expert opinion of SEC in the System shall be signed by Chair of SEC (or the Chairman of SEC meeting).

14. SEC members may attach a separate opinion to the expert opinion within one working day from the date of its signing.

15. After consideration of the interdisciplinary study programmes or study programmes of related specialities, the accreditation case, together with the expert opinion approved by SEC and SEC minute, shall be submitted to the National Agency for consideration.

16. SEC may change the EP's assessments if additional information on the accredited study programme is received from higher education institution, the National Agency, etc.

17. SEC should provide in the System with a relevant reasoned decision if EP has violated the principles of academic integrity and has not complied with the Recommendations of the National Agency on the application of criteria for study programmes quality assessment.

18. If there are grounds for appointing a repeat accreditation review, SEC shall submit a reasoned proposal to the National Agency through the System.

19. Consideration of an accreditation case returned to SEC by decision of the National Agency shall be carried out after SEC members are granted access to its materials again within a shortened processing period.