

APPROVED

at the meeting of the National Agency for
Higher Education Quality Assurance

20 June 2023

(minute No. 10(39))

as amended:

minute No. 8 (58) dated 02.04.2024

minute No. 21 (71) dated 10.12.2024

minute No. 11 (83) dated 15.07.2025

PROCEDURE

for the Commission on work quality assurance of experts of the National Agency for Higher Education Quality Assurance

I. General provisions

1. This Procedure determines organisational and practice basis of the Commission on quality assurance of experts of the National Agency for Higher Education Quality Assurance (hereinafter referred to as Commission).
2. Commission is a temporary body, which purpose is an improvement of accreditation examination quality and prevention of improper assessment of study programmes quality by members of expert panels (hereinafter referred to as – the experts of the National Agency). Staff of the Commission is approved by an order of the Head of the National Agency for Higher Education Quality Assurance (hereinafter referred to as – National Agency).
3. The Commission is followed the legislation of Ukraine regulated the higher education quality assurance, Regulation on accreditation of study programmes in higher education approved by the order of the Ministry of Education and Science of Ukraine No.686 dated 15.05.2024 registered with the Ministry of Justice of Ukraine on 04.07.2024 under No.1013/42358 (hereinafter referred to as – Regulation); Code of Academic Integrity of the National Agency for Higher Education Quality Assurance approved at the meeting of the National Agency for Higher Education Quality Assurance on 25.02.2019 (minute No.2) (hereinafter referred to as – Code); decisions of the National Agency; Recommendations for applying criteria for evaluation of study programmes quality, other regulatory documents of the National Agency.

II. Organisation of the commission work

1. The Commission meeting is convened by the Head of Commission for consideration issues on

improper performance of functions by the National Agency experts during accreditation examination. The Commission meeting is held if necessary.

2. To perform assigned powers, the Commission is entitled to:

- invite a subject under complaint, subject of appeal or other interested persons to its meeting;
- receive as appropriate information, documents and material necessary for its activity from higher education institutions;

- apply to subdivisions of the National Agency Secretariat with the purpose to receive information necessary to consider applications, complaints and notices about quality of expert work during the accreditation examination regarding facts set forth in complaint.

3. Organizational support for the Commission activity is conducted by the National Agency Secretariat.

4. The Commission meeting is deemed valid if at least two-third of its members is present. The meetings may be held offline, remote or in mixed format.

5. Commission on the results of the meeting establishes availability or absence of violations during the accreditation examination impacted on quality of expert work.

If there are detected violations in experts work during accreditation examination, the Commission shall make a decision:

- on provision explanation in separate issues to the experts on their work during preparation and holding the accreditation examination;

- on holding additional measures to improve selection and training of experts in accreditation of study programmes;

- on notification an expert on fact of violation detection in his/her activity and prohibition of these violation in future;

- recommend to involve expert for participation in training;

- recommend the National Agency to exclude expert from the Register of Experts of the National Agency.

6. Basis for exclusion from the Register of Experts of the National Agency according to recommendation of Commission is:

- violation of the Code standards;

- violation of the procedure for accreditation determined by the Regulation;

- violation of requirements of Instructions for the National Agency experts on organization of expert panel (EP) work in the process of accreditation examination approved by the order of the National Agency for Higher Education Quality Assurance No. 42 of 09 September 2024;

- non-compliance of assessment of study programme by experts with Criteria determined in the Annex to the Regulation;

failure to present recommendations by the experts on improving quality of education activity under study programme to be accredited;
 groundlessness of given conclusions under results of accreditation examination;
 non-compliance the principle of honesty, neutrality and integrity during accreditation examination;
 expert's rejection of education (training) and/or testing him/her on availability of knowledge and abilities necessary for accreditation examination;
 failure to achieve pass score (6) under results of training assessment;
 violation of Anti-corruption programme of the National Agency for Higher Education Quality Assurance.

7. Commission decision is adopted by majority of votes of the approved members of the Commission through voting by show hands and is executed with the minute of meeting. The Commission decision is brought to knowledge of the Head of subdivision of the National Agency Secretariat, which powers include support for experts work. Decision is signed by the Head of Commission. If necessary, the Commission will apply to the National Agency about consideration its decision at the meeting of the National Agency.

8. If a member of Commission has an actual or potential conflict of interests during the resolving of relative issues, this person shall notify the Commission about it at the meeting and should refrain from voting. A list of typical situations on conflict of interests is established in the Annex to this Procedure.

III. Consideration by the Commission the information provided by members of the National Agency, staff of Secretariat

1. The Commission considers the facts of bad quality performance of functions assigned by members of the National Agency, staff of Secretariat to experts at accreditation examination.

IV. Consideration of complaints and notifications by the Commission

1. The Commission considers complaints/notifications (hereinafter referred to as – complaint) received by the National Agency and are related to issues on quality of experts work of the National Agency during accreditation examination, as well as information from members of the National Agency or the National Agency Secretariat on aforesaid issues identified during its current activities.

2. We use the term “complaint” for purposes of this Procedure to mean verified with facts and grounded written application, which include information about experts quality performance during accreditation examination, detection of facts of business ethics violation by participants of accreditation process

and/or fabrication, falsification of EP reports, conclusions of SEC etc.

3. The Secretariat reviews the complaints for compliance with Law of Ukraine “On petitions of citizens” and refers to the Commission upon recommendation of the Head of the National Agency Secretariat.

4. In response to complain and during investigation of corruption episodes or offences related to corruption, other violations of Law of Ukraine “On Prevention of Corruption”, the Commission shall inform the authorized person in prevention and identification of corruption at the National Agency for verification and relative response.

Annex to
Procedure for Commission on quality
assurance of experts of the National Agency
for Higher Education Quality Assurance

List*
of typical situations of conflict of interest in which a member of the Commission
may find themselves in relation to quality assurance of experts of the
National Agency for Higher Education Quality Assurance

Exercise of powers in preparation or making relative decisions by the Commission member on quality assurance by experts of the National Agency for Higher Education Quality Assurance regarding:

- 1) expert, who is his/her family member (husband, wife, father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, blood brother or cousin, blood sister or cousin, blood brother or sister of wife (husband), nephew, niece, blood uncle, blood aunt, grandfather, grandmother, great-grandfather, great-grandmother, granddaughter, grandson, great-grandson, great-granddaughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, parents-in-law, father and mother of wife (husband) of son (daughter), adopter or adoptee, guardian or caregiver, person under care or guardianship of the stated subject);
- 2) expert with whom the private interests is related due to personal, friendly or other non-working relations;
- 3) expert with whom service/work relations or direct subordination relations are connected;
- 4) expert with whom the private interest is stipulated due to membership or activity in public, political or other organizations.

*list of typical situations of conflict of interests is not exhausted, availability of any private interests may stipulate a situation where will be a conflict of interests.