



**განათლების  
ხარისხის განვითარების  
ეროვნული ცენტრი**

## **Rule of Authorization and Accreditation Experts' Selection and Activities and Termination of Membership of Expert Pool**

*(Approved by the Order №170 of the Director of the National Center for  
Educational Quality Enhancement of March 7, 2018)*

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## Rule of Authorization and Accreditation Experts' Selection and Activities and Termination of Membership of Expert Pool

### Chapter I General Provisions

#### Article 1. The Scope

This rule regulates the issues of authorization and accreditation experts' (hereinafter - experts) selection, activities and termination of membership of the expert pool of LEPL - National Center for Educational Quality Enhancement (hereinafter - Center).

#### Article 2. The Goal of the Rule of Authorization and Accreditation Experts' Selection, Activities and Termination of Membership of Expert Pool

The Goals of the Rule (hereinafter- rule) of Authorization and Accreditation Experts' Selection, Activities and Termination of Membership of Expert Pool are:

- A) Ensuring consecutive and comprehensive institutional evaluation of higher education institutions and accreditation process of educational programs, and facilitation to improve experts' activities;
- B) Improving the process of external evaluation of education quality assurance through developing transparent selection criteria and procedures for expert pool members with relevant qualification;
- C) Supporting establishment of objective and development-oriented education quality assurance system, in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area;
- D) Supporting adherence to norms outlined in the Code of Ethics of Experts

### Chapter II Rule of Experts' Selection and Creation of Expert Pool

#### Article 3. Expert Pool

1. An expert cannot be a public servant or an employee of the Center except the case when he/she is employed at the Center for a period of less than 3 months in order to execute specific volume of expert work.
2. Expert pool must incorporate experts with a wide range of experience, taking the status and peculiarities of higher education institutions and educational programs into account.
3. Expert pool is divided into authorization experts of general educational, vocational and higher education institution and accreditation experts of educational programs.
4. Expert pool is approved by the individual administrative act issued by the Director of the Center.

#### Article 4. Procedure for Selection of Expert Pool Members

1. In order to select experts and create the pool of experts, the Center accepts applications and evaluates their compliance with qualification requirements.
2. The selection procedure for the members of the expert pool consists of the following stages:
  - A) Submission of the application, appended with document(s) certifying applicant's qualification/education (except international experts), motivation letter, and resume (CV) with indication of two references;
  - B) Sort out the submitted documents by taking the relevant requirements into account;
  - C) Creation of an appropriate Commission through the individual administrative act on selecting of experts by the Director of the Center;
  - D) Interviewing;
  - E) Recommend the candidates selected by the Commission to the Director of the Center;



F) Inclusion of experts into the pool of experts by the individual administrative-legal act of the Director of the Center.

3. From these stages defined in the paragraph 2 of this article, the selection procedure of the members of expert pool may include only "a", "b" and "f" stages or all stages defined from "a" to "f".

4. The competition-based selection procedure of the members of expert pool may envisage the stages different from the paragraph 2 and / or additional stage / stages.

5. The selection procedure of the members of the expert pool without the announcement of the competition shall include the stages defined in points "a" (in this case, it is not necessary to attach a motivation letter to the application), "b" and "f" of paragraph 2 of this article.

## **Article 5. Expert Qualification Requirements**

### **1. Qualification Requirements for General Education Institutions Authorization / Program Accreditation Experts are:**

A) Master or equivalent qualification;

B) Knowledge on the functioning, specificity and inside processes of general education institution that is approved by the relevant working experience;

C) Knowledge of the legal acts related to general education:

- Law of Georgia on General Education;
- Law of Georgia on Education Quality Improvement;
- Resolution №84 of the Government of Georgia of October 18, 2004 on the Approval of "National Goals of the General Education";
- Decree №40 /N of the Minister of Education and Science of Georgia of May 18, 2016 on the Approval of "National Education Plan";
- Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on the Approval of the Educational Institutions Authorization Charter and of Authorization Fees;
- Order №65 / N of the Minister of Education and Science of Georgia of May 4, 2010 on the Approval of the Regulation for the Accreditation of Educational Programme of the educational institutions and Accreditation Fee;
- Decree №68 of the Government of Georgia of February 20, 2015 on the approval of "Teacher Induction, Professional Development and Career Advancement Scheme";

D) Having Computer Skills;

E) Team Working and Effective Communication Skills;

F) Data Collection, Analysis and Argumentative Discussion Skills.

### **2. Qualification Requirements for Vocational Education Institutions Authorization/Program Accreditation Experts are:**

A) Vocational or academic higher education (this requirement does not carry the obligatory character in the selection of expert on the basis of professional expertise if the qualification of a field specialist is certified with at least the 5-year experience in the relevant field);

B) Knowledge on the functioning, specificity and inside processes of vocational educational institution, that is approved by the relevant working experience or field specialist qualification, covering at least 5 years of experience in the relevant field;

C) Knowledge of legal acts related to vocational education:

- Law of Georgia on Vocational Education;
- Law of Georgia on Education Quality Improvement;
- Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on the Approval of the Educational Institutions Authorization Charter and of Authorization Fees;



- Order №65 / N of the Minister of Education and Science of Georgia of May 4, 2010 on the Approval of the Regulation for the Accreditation of Educational Programmes of the Educational Institutions and Accreditation Fee;
  - Order №121/N of the Minister of Education and Science of Georgia of 10 December 2010 on the Approval of the Procedure of Calculation of Vocational Education Programmes in Credits;
  - Order №120 / N of the Minister of Education and Science of Georgia of December 10, 2010 on the Approval of National Qualification Framework;
- D) Having Computer Skills;  
E) Team working and Effective Communication Skills;  
F) Data collection, Analysis and Argumentative Discussion Skills.

**3. Qualification Requirements for Higher Education Institutions Authorization Experts are:**

- A) Master's or equivalent academic degree; while, to evaluate authorization standard of educational programs and research part of higher educational institutions, expert candidate should have PhD or equivalent academic degree or must be PhD student and have experience in participating in the elaboration, implementation and development of higher education programs and / or experience of conducting research and / or research projects management. This requirement does not apply to members of the expert group defined by the employer and student quota;
- B) Having specific knowledge and experience to evaluate at least one standard of authorization of higher education institutions;
- C) Knowledge on the functioning, specificity and inside-processes of higher education institutions that is approved by the relevant working experience;
- D) Knowledge of the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" (ESG, 2015), of the Bologna Process and of legal acts related to higher education:
- Law of Georgia on Higher Education;
  - Law of Georgia on Education Quality Improvement;
  - Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on the Approval of the Educational Institutions Authorization Charter and of Authorization Fees;
  - Order №120 / N of the Minister of Education and Science of Georgia of December 10, 2010 on the Approval of National Qualification Framework;
  - Field characteristics of the relevant area.
- E) Having Computer Skills;  
F) Team Working and Effective Communication Skills;  
G) Data Collection, Analysis and Argumentative Discussion Skills.  
H) Knowledge of English Language.

**4. Qualification Requirements For Higher Education Program Accreditation Experts are:**

- A) Doctorate or equivalent academic degree or PhD student, who has experience of teaching and / or scientific research in the educational institution;
- B) According to the field characteristics, an accreditation expert may have a Master's or equivalent academic degree and 3- year experience of working in the relevant field;
- C) Experience of participation in the elaboration, implementation and development of the educational program;
- D) Knowledge of the "Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015) ", of the Bologna Process and of legal acts related to education field:
- Law of Georgia on Higher Education;
  - Law of Georgia on Education Quality Improvement;
  - Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on the Approval of the Educational Institutions Authorization Charter and of Authorization Fees;
  - Order №65 / N of the Minister of Education and Science of Georgia of May 4, 2010 on the Approval of the Regulation for the Accreditation of Educational Programmes of the Educational Institutions and Accreditation Fee;



- Order №120 / N of the Minister of Education and Science of Georgia of December 10, 2010 on the Approval of National Qualification Framework;
  - Field characteristics of the relevant area.
- E) Having computer skills;  
F) Team Working and Effective Communication Skills;  
F) Data Collection, Analysis and Argumentative Discussion Skills.

**5. Qualification Requirements for the Employer Members of Expert Pool of Authorization of Higher Educational Institutions and Program Accreditation are:**

- A) Master's or equivalent academic degree; Depending on the specifics of the field, the expert may have a Bachelor's or equivalent academic degree, and outstanding experience of working in the relevant field;  
B) Working experience on middle or upper level managerial positions in the field;  
C) Having the active status of an employer at the time of entry into the expert pool;  
D) Knowledge of English language (in case of an expert employer of accreditation expert pool - knowledge of English language is desirable);  
E) It is desirable to have experience of working in the higher education institution;  
F) An expert employer is not required to have knowledge of active legal acts of education during the entry into the expert pool;

**6. Qualification Requirements for International Experts of the Expert Pool of Authorization of Higher Educational Institutions and Program Accreditation are:**

- A) Experience of cooperation with foreign quality assurance agencies in the capacity of institutional/program evaluation expert  
B) Knowledge of English language;  
C) International expert is not required to have knowledge of active Georgian legislation of education during the entry into the expert pool;

**7. Qualification Requirements for Student Member of Expert Pool of Authorization of Higher Educational Institutions and Program Accreditation are:**

- A) having a student status;  
B) high academic performance;  
C) involvement in student and educational activities;  
D) Knowledge of the "Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015)" and relevant legal acts related to education field:
- Law of Georgia on Higher Education;
  - Law of Georgia on Education Quality Enhancement;
  - Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on the Approval of the Educational Institutions Authorization Charter and of Authorization Fees;
- Order №65 / N of the Minister of Education and Science of Georgia of May 4, 2010 on Approval of the Regulation for the Accreditation of Educational Programmes of the Educational Institutions and Accreditation Fee; F) Team Working and effective communication skills;  
G) Data Collection, Analysis and Argumentative Discussion Skills.  
D) Knowledge of English Language (in case of a student member of accreditation expert pool - knowledge of English language is desirable);

**8. Qualification Requirements for the Accreditation Experts of Teacher Professional Development Educational Program are:**

- A) Master's or equivalent degree in subject disciplines defined by the National Education Plan or psychology or pedagogy;  
B) Knowledge on the functioning, specificity and inside-processes of general education institution that is approved by relevant working experience;  
C) Experience of participation in the elaboration and development of the program / training module;  
D) Knowledge of legal acts related to teacher profession:



- Law of Georgia on General Education;
  - Decree №84 of the Government of Georgia of October 18, 2004 on the Approval of "National Goals of the General Education";
  - Law of Georgia on Education Quality Improvement;
  - Decree №40 /N the Minister of Education and Science of Georgia of May 18, 2016 on the Approval of the "National Education Plan";
  - Decree №68 of the Government of Georgia of February 20, 2015 on the approval of "Teacher Induction, Professional Development and Career Advancement Scheme";
- Order №1102 of the Minister of Education and Science of Georgia of December 4, 2009 on the Approval of the Regulation for Accreditation of Teacher Professional Development Educational Program and Accreditation Fee;
- E) Having computer skills;
- F) Team working and effective communication skills;
- G) Data collection, analysis and argumentative discussion skills.
9. During the competition-based selection of the members of expert pool, the Center is authorized to establish additional / different qualification requirements.

#### **Article 6. Conflict of interests of a member of the expert pool**

1. The conflict of interests of a member of the expert pool is a confrontation of the expert's property or other personal interests with the objectives set out in Article 2 of this Rule. As the conflict of interests is also considered the existence of circumstances envisaged by Article 92 of the General Administrative Code of Georgia.
2. A member of the expert pool should not establish a labor relationship with an appropriate educational institution within a period of 1 year after the completion of authorization / accreditation proceedings.
3. An expert is not allowed to provide the consultation on authorization and accreditation issues of educational programs / institutions without the consent of the Center.
4. In case of the need for additional documents before the site-visit, an expert communicates with an educational institution only through the representative of the Center. .

### **Chapter III** **The Rule of Expert Activities**

#### **Article 7. Creation a Panel of Authorization Experts of Higher Education Institutions and Functions of the Members:**

1. A group of authorization experts is formed in by adhering to requirements defined by the " Education Institutions Authorization Charter and of Authorization Fees" approved by order № 99/N of the Minister of Education and Science of Georgia on October 1, 2010.
2. In case of seeker of the status of a higher education institution, a panel of experts is comprised of the members of the expert pool - administrative / academic staff and student of other higher education institutions, international expert, as well as employers and other persons with relevant qualifications.
3. One of the members of the expert panel is obliged to serve as a chair of the expert panel by the Order of the Director of the Center. In case of the authorization of a higher education institution, an expert panel is chaired by an international expert. The composition of the expert panel, the number of experts and the duration of the site-visit shall be determined individually, taking specificity of the educational institution and the resources of the institution into account.
4. In case if the self-evaluation report of a higher education institution indicates that it implements the regulated academic higher education program of medicine, the expert panel must include experts with profile



in fundamental biomedical sciences and/or clinical studies. In addition, the expert panel includes an international expert with relevant field competency.

5. In case of verifying of the fulfillment of authorization conditions via monitoring, the composition of the expert panel, the type of monitoring and workload of the expert members and a chair group/chairperson (except for the obligations envisaged by the paragraph 6/7 of this article), as well as the number of days paid for, is defined by the individual administrative act of the Director of the Center, taking the individual specificity of the higher education institution into account

6. To determine the compliance of the educational institution with the authorization standards, through taking the proceedings of authorization or monitoring/increase of student quota/program adding into account the functions of each member of the expert panel are:

- A) Study of the submitted documents at the first stage of the evaluation of the educational institution;
- B) On the basis of the study of the documents in relation to each standard, formulate the notes, opinions and enquiries in the mapping grid that an expert would like to clarify during the site-visit and/or through the additionally requested documents from the institution, and send it to the chair of the expert panel as agreed upon.
- C) Participate in the preparatory meeting of expert panel to discuss the documents;
- D) Take part in the drafting of the site-visit agenda;
- E) In accordance with the site visit agenda, study all concerns essential to draft the report, including interviewing, requesting of additional documents (if necessary), visual examination and other unforeseen activities;
- F) Verify the information indicated in the self-evaluation report/statements about higher education program adding or increase of student quota (the methodology to define the number of students in line with the program peculiarities and resources of the institution) in relation to the current condition of the higher education institution and authorization standards;

G) After the site visit / study of the documents, take part in the discussion of the evaluation outcome, summarizing and drafting of the final report;

H) Take part in the discussion of the issue at the meeting of the Authorization Council;

7. To determine the compliance of educational institution with the authorization standards, the functions of a chair of the expert panel are:

- A); Takes a lead on the institution evaluation process;
- B) Divides responsibilities among the members of the panel based on their competencies, with the purpose of ensuring the review of the self-evaluation report and defining its compliance with the authorization standards;
- C) Summarizes the mapping grid sent by the members of the expert panel and accordingly, drafts the site visit agenda/ informs the Center for the necessity of additional documents to be requested;
- D) Agrees the site visit agenda with the Center and discusses the issues of the agenda with panel members in details;
- E) Leads the process of interviewing and meetings with the representatives of the institution;
- F) Summarizes each day of the site visit with members of the expert panel to ensure the evaluation of all important issues;
- G) Make presentation of the preliminary key findings to the institution at the end of site visit;
- H) Drafts the final evaluation report and submit to the Center as agreed;
- I) After the feedback from the Center and the institution (if applicable), re-formulates the final report of the expert panel and submits it to the Center;
- J) Presents the final outcome of the report at the meeting of the Authorization Council and answers to the questions of the members of the Council (if applicable).

8. An international expert of the expert panel with the status of co-chair:

- A) Takes the lead on the evaluation of compliance of the medicine direction of the higher education institution with the authorization standards and compliance of medical education program with field benchmarks, performs the functions defined by paragraph 7 of this Article;
- B) Agrees all necessary activities and agenda with the Chair;



C); delivers report to the chair regarding the compliance of the HEI's medical direction with each authorization standard;

9. The deadline for submission of draft report and /or final report of expert panel to the Center, as well as creation of the expert panel and/or organization of site-visit are determined by the individual administrative act.

**Article 8. Creation a group of authorization experts of vocational education institutions and functions of the members:**

1. A group of authorization experts is formed in by adhering to requirements defined by "Provision on Authorization of Educational Institutions" approved by order № 99/N of the Minister of Education and Science of Georgia on October 1, 2010.

2. One of the members of the expert group has imposed obligation of chairperson of expert group by the order of the Director of the Center. In addition, the composition of the experts group, the number of experts (at least 2 members) and the duration of the visit is determined individually, by taking into account the specificity of the educational institution / program, the number of programs and the resources of the institution.

3. In case of verifying of the fulfillment of authorization conditions via monitoring, the composition of the expert group, the type of monitoring and work to be done by the members expert group/chairperson (except for the obligations envisioned by the paragraph 4/5 of this article), as well as the number of days paid for this work is defined by the individual administrative-legal act of the Director of the Center, taking into consideration the individual specificity.

4. To determine compliance of the educational institution with the authorization standards, by taking into account proceedings specification of authorization of seeker of authorization or monitoring/increase of vocational student places/ adding of program, the function of each member of the expert group is:

A) Study the submitted documentation at the first stage of the evaluation of the educational institution;

B) On the basis of the study of the documentation and in respect of each standard, formulate the notes, opinions and questions, which he/she wants to clarify during visit and/or on the basis of the requested information and within agreed terms send it to the chairperson of the expert group;

C) Participate in the meeting of expert group to review the examined documents;

D) Take part in the drawing up of agenda of the visit if the visit is carried out;

E) In case of carrying out visit, examine all issues to draw up conclusion in accordance with an agreed agenda, including to interview interested persons, if necessary, request additional documentation, perform visual inspection and perform activities not covered by the agenda;

F) Perform verification of compliance of information reflected in application about self-evaluation/addition of vocational educational program/increase of threshold number of vocational students seats ( methodology for defining threshold number of vocational students -taking into account program specifics and institution resources) in relation to the situation in the institution and authorization standards;

G) After studying the visit / documentation, participate in the review, summary and conclusion of the evaluation results;

H) Take part in the discussion of the relevant issue at the Authorization Board.

5. To determine compliance of the educational institution with the authorization standards, by taking into account proceedings specification of authorization of seeker of authorization or monitoring/increase of vocational student places/ adding of program, the function of chairperson of the expert group is:

A) Head the evaluation process of an educational institution;

B) In order to review institution documentation and to determine their compliance with authorization standards, ensure the distribution of duties among the members of the group in accordance with the competences of members of the expert group;

C) Summarize the opinions presented by the members of the expert group and by taking this into account, draw up agenda of the visit / inform the Center about the need to request additional documentation;





- D) In case of carrying out a visit, agree the visit agenda with the center and during meeting of experts group planned before the visit, discuss in detail with members of experts group issues to be reviewed and examined during the visit;
  - E) Head the interview process and meetings with the representatives of the institution during the visit;
  - F) summarize every day of the visit with members of the expert group to ensure the evaluation of all important issues within the framework of the visit;
  - G) At the end of the visit make presentation of the main findings in the evaluation process before the institution;
  - H) to draw up a draft report of the expert group within the established deadline and submit to the Center;
  - I) to formulate the final report of the expert group and submit to the Center on the basis of feedback from the center and the institution (if any);
  - J) Present the results of the conclusion at the Authorization Board and answer the questions of the Board members (if any).
6. The deadline for submitting draft conclusion / final conclusion of expert group to the center is determined by the individual administrative-legal act on the creation of an experts' group and / or on the visit to institution.

**Article 9. Creation a group of authorization experts of general education institutions and functions of the members:**

1. A group of authorization experts is formed in by adhering to requirements defined by "Provision on Authorization of Educational Institutions" approved by order № 99/N of the Minister of Education and Science of Georgia on October 1, 2010.
2. One of the members of the expert group has imposed obligation of chairperson of expert group by the order of the Director of the Center. In addition, the composition of the experts group, the number of experts (at least 2 members) and the duration of the visit is determined individually, by taking into account the specificity of the educational institution and the resources of the institution.
3. In case of verifying of the fulfillment of authorization conditions via monitoring, the composition of the expert group, the type of monitoring and work to be done by the members expert group/chairperson (except for the obligations envisioned by the paragraph 4/5 of this article), as well as the number of days paid for this work is defined by the individual administrative-legal act of the Director of the Center, taking into consideration the individual specificity.
4. To determine compliance of the educational institution with the authorization standards, by taking into account proceedings specification of authorization of seeker of authorization or monitoring/increase of student places, the function of each member of the expert group is:
  - A) Study the submitted documentation at the first stage of the evaluation of the educational institution;
  - B) On the basis of the study of the documentation and in respect of each standard, formulate the notes, opinions and questions, which he/she wants to clarify during visit and/or on the basis of the requested information and within agreed terms send it to the chairperson of the expert group;
  - C) Participate in the meeting of expert group to review the examined documents;
  - D) Take part in the drawing up of agenda of the visit if the visit is carried out;
  - E) In case of carrying out visit, examine all issues to draw up conclusion in accordance with an agreed agenda, including to interview interested persons, if necessary, request additional documentation, perform visual inspection and perform activities not covered by the agenda;
  - F) Perform verification of compliance of information reflected in application about self-evaluation/increase of threshold number of students seats ( methodology for defining threshold number of students -taking into account program specifics and institution resources) in relation to the situation in the institution and authorization standards;
  - G) After studying the visit / documentation, participate in the review, summary and conclusion of the evaluation results;
  - H) Take part in the discussion of the relevant issue at the Authorization Board.



5. To determine compliance of the educational institution with the authorization standards, by taking into account proceedings specification of authorization of seeker of authorization or monitoring/increase of student places, the function of chairperson of the expert group is:

- A) Head the evaluation process of an educational institution;
- B) In order to review institution documentation and to determine their compliance with authorization standards, ensure the distribution of duties among the members of the group in accordance with the competences of members of the expert group;
- C) Summarize the opinions presented by the members of the expert group and by taking this into account, draw up agenda of the visit / inform the Center about the need to request additional documentation;
- D) In case of carrying out a visit, agree the visit agenda with the center and during meeting of experts group planned before the visit, discuss in detail with members of experts group issues to be reviewed and examined during the visit;
- E) Head the interview process and meetings with the representatives of the institution during the visit;
- F) summarize every day of the visit with members of the expert group to ensure the evaluation of all important issues within the framework of the visit;
- G) At the end of the visit make presentation of the main findings in the evaluation process before the institution;
- H) to draw up a draft report of the expert group within the established deadline and submit to the Center;
- I) to formulate the final report of the expert group and submit to the Center on the basis of feedback from the center and the institution (if any);
- J) Present the results of the conclusion at the Authorization Board and answer the questions of the Board members (if any).

6. The deadline for submitting draft conclusion / final conclusion of expert group to the center is determined by the individual administrative-legal act on the creation of an experts' group and / or on the visit to institution.

#### **Article 10. Creation a Panel of Accreditation Experts and Functions of the Members:**

1. The composition of a panel of accreditation experts (at least 2 members) is formed in by adhering to the requirements defined by the "Regulation for the Accreditation of Educational Programmes of the Educational Institutions and Accreditation Fee" approved by the Order № 65/N of the Minister of Education and Science of Georgia on May 4, 2010.

2. In case of accreditation of higher educational program, the composition of expert panel includes the members of expert pool - administrative/academic/scientific/invited staff and students of other higher educational institutions, also the panel may include international experts, employers; in case of the regulated educational program – also, representatives of the relevant regulatory body or/and of the professional association and other persons with relevant qualification.

3. In case of verifying the fulfillment of accreditation conditions via monitoring, the composition of expert panel (at least 2 members), type of monitoring and workload, also, the number of days paid for, are defined by the individual administrative act of the Director of the Center, taking the individual specificity into account.

4. One of the members of the expert panel is obliged to serve as a chair of the expert panel by the Order of the Director of the Center. If there is an international expert in the panel, he/she is appointed as a chair of the expert panel.

5. The function of each member of the expert panel is to determine the compliance of educational program with the relevant accreditation standards:

- A) Study of the documents submitted by an institution at the first stage of evaluation of the educational program; As well as to get acquainted with the relevant materials and documents for the purpose of examining the issues that have to be determined within the monitoring;
- B) On the basis of the study of the documents in relation to each standard, formulate the notes, opinions and inquiries in the mapping grid that an expert would like to clarify during the site visit and the filled mapping grid has to be sent to the chair within the agreed term
- C) Participate in the preparatory meeting of expert panel planned before the site visit to discuss the documents;
- D) Take part in the drafting of site-visit agenda of;



E) In case of carrying out visit, examine all issues to draw up conclusion in accordance with an agreed agenda, including to interview interested persons, if necessary, request additional documentation, perform visual inspection and perform activities not covered by the agenda; Verify the conformity of the information reflected in the self-assessment report with the existing situation in the institution and the accreditation standards; In accordance with the site visit agenda, study all concerns essential to draft the report, including interviewing, requesting of additional documents (if necessary), visual examination and other unforeseen activities; Verify the accuracy of the information indicated in the self-evaluation report with the real condition of institution and accreditation standards;

F) After the site visit / study of the documents, take part in the discussion of the evaluation outcome and summarizing;

G) Participate in the elaboration of the draft and final reports;

H) Take part in the discussion of the relevant issue at the meeting of the Accreditation Council.

6. The function of a chair of the expert panel is to determine the compliance of educational program with the relevant accreditation standards:

A) Takes a lead on the evaluation process of educational program;

B) Divides the responsibilities among the members of the panel, with the purpose of ensuring the study of the documents submitted by the institution and their compliance with accreditation standards;

C) summarizes the mapping grid sent by the members of the expert panel and accordingly, drafts the site visit agenda/informs the Center for the necessity of additional documents to be requested;

D) Agrees the site visit agenda with the Center, and discusses the issues of the agenda with the panel members in details at the preparatory meeting;

E) Takes a lead on interviewing process and meetings with the representatives of the institution within the framework of the site visit;

F) Summarizes the course of the site visit with members of the expert panel to cover the evaluation of all important issues during the site-visit;

G) Makes the presentation of the preliminary key findings with the representative of the institution at the end of the site visit;

H) Elaborates the draft report within the agreed term and submits to the Center;

I) On basis of the feedback received from the Center and the Institution (if applicable), elaborates the final report and submits to the Center;

J) Presents the outcome of the final report at the meeting of the Accreditation Council and answers the questions of the Council members (if applicable).

### **Article 11. Effective Management of the Activities of the Expert Panel by the Representative of the Center and Adherence to the Common Approach to the Evaluation**

1. In order to manage effectively the activities of expert panel in accordance with the legislation, and to adhere to the common approach to the evaluation, the Center sends its representative with the expert panel.

2. The Representative of the Center:

A) Ensures the effective management of the activities of the expert panel and adherence to the common approach at all stages of evaluation of the educational institution / educational program;

B) Supports the expert panel to study all the issues defined through the authorization standards, and delivers the information to the chair of the panel about the issues that are missed or/and have to be clarified during the visit (whereas necessary);

C) Informs the Center about the procedural violations in the process of evaluation of education institution/educational program;

D) Provides technical assistance to the panel (whereas necessary);

3. The Representative of the Center's employee does not take part in the process of evaluation and report drafting.



#### **Article 12. Drafting of the Report**

1. The expert panel elaborates the report on the basis of the data collected after the site visit and study of the documents;
2. The templates of the report of the expert panel are approved by the individual administrative act of the Director of the Center.
3. The information presented in the report of the expert panel should be:
  - A) Clear and self-evident;
  - B) linguistically sound;
  - C) Argumentative and evidence-based;
4. The chair of the expert panel has the right to deliver the responsibility on the drafting of the concrete parts of the report to a particular member of the expert panel. Also, each part of the report has to reflect the evaluation and recommendation of the expert panel as a whole. The chair of the expert panel is responsible for the formation of final version of the report of the expert panel.
5. In case of different opinions among the members of the expert panel, the particular opinion is separately attached to the report of the expert panel.

#### **Article 13. Reimbursement for Expert Activities**

Reimbursement for the activities of the members of expert pool of authorization of general education, vocational and higher education institutions and accreditation of educational programs is determined by the individual administrative act of the Director of Center.

### **Chapter IV**

#### **Professional Development of Experts and Assessment of their Work**

#### **Article 14. Professional Development of Experts**

1. For the purpose of establishing a common practice of evaluation and effective management of authorization of educational institutions and accreditation of educational programs, the Center takes the responsibility to ensure professional development of experts, in particular, it:
  - A) facilitates trainings for the members of expert pool to introduce current standards and procedures, processes, and local and international practices, as well as provides the periodic feedback;
  - B) ensures the preparation of textbooks and supporting materials related to the activities of experts;
  - C) Organizes periodic meetings with the expert panels to analyze the course of authorization / accreditation, to identify problems and fill the current shortcomings.
2. The Center facilitates the involvement of experts in various international projects and evaluations carried out by the foreign agencies of quality assurance.
3. The Center offers members of the expert pool to conduct trainings for members of educational institutions and other expert pools.
4. In order to determine the compliance with qualification requirements, the Center is authorized to perform a periodic certification of experts. Certification of expert pool is announced by the individual administrative act issued by the Director of the Center.
5. The negative assessment through the certification may become a basis for termination of membership of the pool.

#### **Article 15. Evaluation of experts' activities**

1. In order to improve the work of the experts, the Center carries out the evaluation of experts' activities according to the preliminary evaluation questionnaires approved by the individual administrative act of the Director of the Center.



2. The questionnaire envisaged by paragraph 1 of this article is filled out by educational institution before the expert panel submits the draft report. After the submission of final report, chair/co-chair of expert panel fills out the questionnaire, and after the completion of the administrative proceedings, the representative of the Center responsible for the efficient management of the expert panel activities fills out the questionnaire.
3. The activities of experts are subject to periodic evaluation by the Center. Negative evaluation of the activities serves as the basis for the termination of membership of an expert of the expert pool.

## Chapter V

### Rule of the termination of membership of the expert pool

#### **Article 16. Termination of membership of the expert pool**

1. The basis for the termination of membership of the expert pool can be:
  - A) Inappropriateness of an expert with the qualification requirements defined by this rule;
  - B) violation of the norms of the Code of Ethics of authorization and accreditation by the expert;
  - C) Poor performance of the expert;
  - D) Violation of the requirements defined in the Article 6 of this rule by the expert;
  - E) personal statement of the expert;
  - F) Negative court verdict against the expert;
  - G) recognition of the expert as disabled, lost without track, or dead by the court
  - H) Death of the expert
  - I) Other cases defined as the ground for the termination of membership of the expert pool by the relevant norms of this rule;
2. In case of systematic changes in the system of quality assurance mechanisms and / or determination of the new qualification requirements for the experts and / or substantial change of the rules of their activities, the Center is authorized to make a decision on the re-organization of the expert pool and the formation of a new composition of it.

#### **Article 17. Start of the proceeding on the termination of the membership of the expert pool**

1. An administrative proceeding on termination of membership of the expert pool begins with a written application and / or by the Center's initiative, except as provided for in Article 16 (2) of this Rule.
2. The written statement shall contain the following information:
  - A) The name of the administrative body to which an applicant refers to;
  - B) The identity and address of an applicant;
  - C) The name and surname of an expert;
  - D) demand;
  - E) the date of submission of the application and the signature of an applicant;
  - F) List of documents attached to the application (if applicable).
3. The application submitted to the Center on the existence of the bases provided for in points "a", "b", "c", "d" and "i" of paragraph 1 of Article 16 shall contain the relevant justification.
4. Anonymous letters and messages cannot be the basis for considering the issue of termination of the membership of the expert pool.

#### **Article 18. Conducting proceedings on the termination of the membership of the expert pool**

1. In case of the existence of the circumstances envisaged by points "b", "d" and / or "f" of paragraph 1 of Article 16 of this Rule, the Director of the Center creates an ethic Commission including not less than 3 persons (hereinafter - the Commission) on the basis of the individual administrative act. The Commission shall submit



the relevant recommendation to the Director of the Center with the majority of the total composition.

2. In the case determined by the paragraph 1 of this Article, the Commission prepares the recommendation based on the study of documents presented in the Center, and evaluation and collation of all the important circumstances around the case.

3. In case of existence of the circumstances in relation to an expert, envisaged by points "a", "c" and / or "i" of paragraph 1 of Article 16 of this rule, the quality assurance services of general education, vocational education and higher education deliver recommendations, based on the study of all documents and circumstances, on the termination of the membership of the expert pool to the Director of the Center.

4. The Director of the Center shall adopt one of the following decisions in a month after the commencement of administrative proceedings, based on the content, gravity and outcome of the violation committed in accordance with the provisions of paragraphs 2 or 3 of this Article:

A) the termination of the expert's authority and the removal from the expert pool;

B) termination of administrative proceedings related to the termination of the expert's authority.

5. In case of the decision envisaged by paragraph 4 (b) of this article, the Director of the Center is entitled to give the expert an obligatory instruction in the written form, with the right of further taking into account/execution of the aforementioned instruction in accordance with mechanism and terms of verification defined by Director of the Center. If an expert fails to perform the directive in the given period, the Director of the Center is authorized to make a decision on termination of the authority and withdrawal from the expert pool.

6. The decision of the Director of the Center shall be delivered personally to an expert within 10 days and in case of his/her absence, it shall be sent by e-mail.

7. Five years after the decision on the termination of the authority on the ground of the circumstances envisaged by subparagraph "b", "c" and / or "d" of paragraph 1 of article 16, person is not allowed to become a member of the expert pool.