



MINISTRY
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CYCLE 3 QUALITY ASSURANCE SYSTEM IN LINE WITH
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ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ
ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
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PART 2

DRAFT PROVISIONS FOR THE EVALUATION/ACCREDITATION OF CYCLE 3 PROGRAMMES OF HIGHER EDUCATION

1. General Part

1.1. These regulations determine basic principles and the procedure of evaluating and accreditation of the third-cycle programmes as a means of external evaluation to ensure the quality of higher education in Ukraine.

1.2. These regulations concern all higher education institutions (HEI) types regardless of the ownership pattern or management spheres that carry out certain educational activity at the third level of higher education promotion on the basis of the corresponding license.

1.3. The procedure of evaluating and accrediting the third-cycle programmes is carried out in accordance with The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), Salzburg principles, as well as the Laws of Ukraine "On education", "On higher education" and other legal acts.

1.4. To meet the programme requirements these regulations require monitoring and evaluating the given programmes to further stimulate the higher educational institution's internal quality improvements for the reviewed programmes.

Programme Accreditation means are authorized and provided by an external Council for programme Evaluation in the field of higher education.

1.5. The process of programme evaluation and accreditation includes:

- the self-evaluation report preparation;
- applying programme evaluation and accreditation for the external education quality assurance agency in the field of higher education;
- forming the expert group on programme evaluation;
- considering the self-evaluation report by the expert group;
- performing the programme evaluation expertizing in the HEI;
- forming the final report about the programme evaluation;
- the programme accreditation.

1.6. Programme evaluation and accreditation should be carried out not earlier than the third year of its realization by HEI on condition of PhD student achievement being on an appropriate level for the degree to be awarded.

2. Procedure of the programme evaluation and accreditation

2.1. Preparation of the self-evaluation report

2.1.1. HEI prepares the self-evaluation report in accordance with criteria of the standards of external education assurance evaluation, ratified by the National

Agency for Higher Education Quality Assurance in the field of higher education (NAHEQA), and on the basis of the system of the internal quality assurance evaluation operating in HEI.

2.1.2. The aim of self-evaluation report preparation is an internal assessment of programme evaluation in accordance with the standards of external programme evaluation, determination of the programme advantages and disadvantages, opportunities and possible further improvements, as well as presenting arguments for the external programme evaluation by the Agency of the Higher Education Quality Assurance.

2.1.3. The self-evaluation report of any programme evaluation contains the results of the HEI educational and research activities self-assessment in accordance with the standards and criteria of external and internal programme self-evaluation. (The structure the self-evaluation report is given in Appendix 1).

2.1.4. The self-evaluation report structure should be approved by HEI Council (faculty Council).

2.2. Applying to the external quality assurance agency for programme evaluation and accreditation

2.2.1. The following documents are submitted to the Agency for Higher Education Quality Assurance are given:

- 1) the application form for the programme evaluation and accreditation;
- 2) the license copy to ensure the right for the realizing certain educational activity the required programme, the document being notarized by HEI Rector;
- 3) the programme and curriculum based on the given program, approved by the decision of the HEI Council;
- 4) the self-evaluation report of program evaluation, approved by the decision of the HEI Council; (faculty) not earlier than 10 calendar days prior its submission to the Agency for Higher Education Quality Assurance.
- 5) other documents, that the HEI considers worth attaching.

2.2.2. The Agency for Higher Education Quality Assurance in a month⁹ term from the day of receiving the application form should adopt a collective decision in relation to the application and appoint a coordinator from the members of the Agency for Higher Education Quality Assurance. In case of the given documents nonconforming to the requirements of §. §. 2.1.1. and 2.2.1 of this Standard, a substantiated explained refuse is sent to the declarant of the application form.

According to the results of application review by the HEI and the Agency for Higher Education Quality Assurance an agreement on the programme

⁹ Article 25 of the Law of Ukraine "On higher education" sets a two-month term to performance the programme evaluation and accreditation. However, experience of the authors in relation to participating in the discussed procedures of international programme accreditation testifies to the insufficiency of the set terms for programme evaluation and accreditation. The terms accepted evaluation and accreditation in this document correspond to the international experience and require introducing alteration into the current legislation.

evaluation and is reach accreditation. A typical agreement form has been developed by the Agency for Higher Education Quality Assurance.

2.2.3. The tasks of the coordinator mentioned in §. 2.2.2 are to clarify the contents, stages of the programme its evaluation and accreditation procedure, to simplify the criteria and standards of the external programme evaluation and accreditation, to analyze the content and structure of the self-evaluation report of program evaluation, to specify the procedure of its preparation, as well as the rights and obligations of its parties etc.

2.3. Forming the expert group to evaluate the programme.

2.3.1. The expert group is a temporal collective board, its aim is to evaluate the programme according to the external standards, to assess the HEI opportunity of attaining the declared in the program results in accordance with the criteria set by these standards.

2.3.2. The expert group is following the legislative acts of Ukraine and the International law acts. Principles of proficiency, noninterference, open-mindedness, transparency are the core ones according to which the members of the expert group operate governed by the Code of ethics of any expert of the Agency for Higher Education Quality Assurance.

2.3.3. The expert group consists of:

- 1) a professional expert;
- 2) a local labour market representative;
- 3) a PhD students' representative, those who are studying according to the evaluated programme.

2.3.4. The expert group is appointed by the order of the Agency for Higher Education Quality Assurance, being at least three members among the experts of the Agency for Higher Education Quality Assurance selected randomly using the information technologies, in a 7 calendar days' term from the day of signing of the agreement on performing the programme evaluation and accreditation. The expert group composition is reported to the HEI and published on the website of the Agency for Higher Education Quality Assurance not later than the next working day after the approval of the corresponding order.

2.3.5. A member of the expert group can be accepted /rejected or self-rejected:

- 1) he/she is a family member or nearby (husband, wife, father, mother, stepfather, stepmother, son, daughter, stepchild, stepdaughter, brother, sister, grandfather, grandmother, grandchild, adoptive or adopted father, guardian or trustee, family member or a near relative of any member of the expert group or is related to the HEI administration, supervisory and deliberative HEI authorities, and also with those employees of the establishment of higher education, participating in the programs accreditation realization;

- 2) he/she worked or is working (including the part-time work) in corresponding HEI, is or was a PhD student of the above programme;

3) he/she straight directly or indirectly interested in the results of programme evaluation and accreditation;

4) the procedure of appointing an expert has been infringed;

5) there appear other circumstances that cause some doubt in the open-mindedness or objectivity of an expert.

People, who are family members, relatives or relatives of the married couples, cannot become members of the expert group.

2.3.6. HEI has the right of the substantiated rejection of a member of the expert group on the grounds proved in §. 2.3.5. The grounded applications about the rejection of a member of the expert group are examined by the chairman of the Agency for Higher Education Quality Assurance in two working days.

2.3.7. At its first meeting the expert group elects the head of their commission by a majority of votes.

2.4. Consideration of the self-evaluation report by the expert group

2.4.1. The members of the expert group have to become familiar with the self-evaluation report in terms envisage performance by the schedule of the stages of the programme evaluation and accreditation, but no more than within 30 calendar days from the day of the approval of the order about the expert group composition. If necessary, they have a right through a coordinator, to pass a request for getting the additional information to any HEI.

2.4.2. On the basis of the preliminary study of a certain HEI the members of expert group plan the procedure and content of the performance of the programme evaluation expertizing in the HEI.

The members of the expert group are to the preliminary discuss conclusions in relation to the analyzed information, offer and determine some directions of inspection as well as the criteria to follow and concentrate on during the programme evaluation expertizing in the HEI, they determine certain additional documentation that it is worth getting; ready make suggestions in relation to working out the procedure of the programme evaluation expertizing at the HEI (particularly in relation to the determination of focus groups to envisage the consultations carrying out).

Based on the discussion returns the head of the expert group draws up the draft of the program of the programme evaluation expertizing carrying out of the definite HEI, that after a concordance with all members of the expert group is sent to the coordinator and the HEI proper. Duration of the programme evaluation expertizing in the HEI cannot exceed two days in succession.

2.5. Carrying out the expertizing of programme evaluation in the HEI

2.5.1. The aim of the programme evaluation expertizing in the HEI is to clarify the facts, indicated in the self-evaluation report, as well as question representatives of parties (stakeholders) concerned about the educational programme and the activity of any HEI on this programme, forming definite

conclusions in relation to the programme quality as well as recommendations for its perfection.

2.5.2. Upon getting the programme evaluation expertizing in the HEI, the HEI itself does some activities to ensure the presence of certain particular people whose participation in the work of the programme evaluation expertizing in the HEI is obligatory at a definite envisaged period.

The HEI is to provide the properly equipped office for the work of the expert group as well as holding performance meetings and the access to the objects and documentation relating to programmes and the system of providing quality assurance.

2.5.3. During the programme evaluation expertizing in the HEI the expert group works transparently and collectively, according to the principles of mutual respect, objectivity, open-mindedness, confidentiality and collaboration.

2.5.4. The visit of experts ends with the final meeting with all members of the expert group being present, as well as the HEI administration and employees. The expert group presents its summing up of the basic positive aspects of the educational program as well as the directions of its improvement (avoiding the information about the expected conclusions of evaluation).

2.5.5. On the basis of the self-evaluation report and the performance of programme evaluation expertizing in the HEI the expert group draws up the motivated report on the results of the programme evaluation, which contains some recommendations in relation to further programme development and its application in teaching.

2.6. Preparation of the final report on the programme evaluation

2.6.1. The final report about the results of the programme evaluation is developed by all members of the expert group on completion of the programme evaluation expertizing in the HEI according to the structure approved by the Agency for Higher Education Quality Assurance. Duration of the Report preparation cannot exceed 30 calendar days from the day of completing the programme evaluation expertizing in the HEI.

2.6.2. The draft of the report is submitted to the Agency for Higher Education Quality Assurance to be checked in accordance with the approved structure and requirements related to its registration and within 2 working days is sent to the HEI to get acquainted with and provide certain substantiated comments.

The HEI has to send these substantiated comments on the draft of the Report, signed by the HEI Rector in 10 working days starting from the day of its receiving from the Agency for Higher Education Quality Assurance.

2.6.3. No later than 14 calendar days after the day of the indicated comments receiving, submitting the final Report for the approval of the Agency for Higher Education Quality Assurance, the expert group examines the HEI comments.

2.7. Programme accreditation procedure

2.7.1. The decision on the programme accreditation is accepted by the Agency for Higher Education Quality Assurance on the basis of the expert group conclusion as well as on the results of the estimation of objectivity, validity and plenitude of the report in a term not exceeding 2 months from the day of the final report receipt from the expert group.

If the Agency for Higher Education Quality Assurance decides that it is necessary to make some alteration on the evaluation in the final report, the report is sent to the expert group with certain substantiated suggestions in relation to bringing up the marked changes. If any substantial remarks in relation to objectivity, validity and plenitude of the report on the evaluation are absent the Agency for Higher Education Quality Assurance asserts that the prepared by the expert group draft of the decision about the accreditation of the programme on a corresponding term denies its accreditation.

2.7.2. The approved decision related to programme accreditation as well as the final report coordinated with the Agency for Higher Education Quality Assurance on the programme evaluation are to be taken into account by the HEI no later than the next day after adoption of the decision of the Agency for Higher Education Quality Assurance further to be published on the official website of the Agency for Higher Education Quality Assurance as well as the HEI website.

2.7.3. The Agency for Higher Education Quality Assurance authorizes the receipt of the standardized certificate by the HEI.

3. Appeal

3.1. Any HEI has the right to appeal against the decision of the Agency for Higher Education Quality Assurance in relation to the accreditation to the appeal committee of the Agency for Higher Education Quality Assurance in a term not exceeding 14 working days after the decision-making by the Agency for Higher Education Quality Assurance.

3.2. An appeal committee of the Agency for Higher Education Quality Assurance is obliged to the received appeal in a month from the moment of its getting.

3.3. At least one member of the expert group has to be present at the appeal committee meeting must be present.

