

Guidelines for Expert Committee and Accreditation Process Expertise

This Guidelines defines the basic principles of forming expert commissions and procedure of their accreditation expertise educational institutions.

1. The Guidelines of the expert committee

1.1. The expert commission - is formed by the Ministry of Education and Science of Ukraine (hereinafter - MES) group of experts conducting accreditation expertise of the institution to identify its educational activities according to state requirements.

1.2. Experts - is a leading education experts and academic institutions regardless of ownership and subordination, specialists of enterprises, institutions and organizations that have appropriate training and qualifications, practical experience, possess the necessary knowledge and skills and wish to expertise to carry out accreditation of educational institutions.

1.3. Candidates for the inclusion of experts in MES request made by educational institutions and organizations regardless of ownership and activities; MES provides the selection of candidates based on their qualifications, practical experience of the candidate, academic status and availability degrees, etc., and the need for such specialists.

1.4. List of experts creates and approves the MES.

On the admission of candidates into the MES informs experts educational institutions, enterprises, institutions and organizations submitted proposals.

1.5. Heads of educational institutions, enterprises, institutions and organizations, employees are enrolled into the experts required to ensure the participation of their employees in carrying accreditation expertise.

1.6. The composition of the expert committee and its leader for Accreditation specific expertise of the institution determines and approved by the MES. Chairperson organizes the work and is responsible for the activities of the expert committee.

1.7. The composition of the expert committee can not include experts whose job is educational institution, which held accreditation expertise.

1.8. The expert should know:

- state requirements for compliance which is made accreditation expertise and other standards in education;
- the legal basis of creating and activities of educational institutions all forms of ownership;
- requirements of the educational process;
- the legal requirements of accreditation and licensing;

- methods and control of the institution;
- methods for assessing the quality of training.

1.9. The expert may:

- access to the territory and the premises of the institution;
- acquainted with the necessary documentation on activities educational institution to obtain the necessary documents;
- receive from educational institutions and other organizations in the prescribed manner any information about his activities relating to accreditation;
- participate in the current and final quality control knowledge to carry out their control measurements;
- inform in writing the results of academic expertise institution to improve the organization of its activities;
- submit proposals MES for improving educational activity, criteria, requirements and indicators the manner of their implementation, changes and additions to the regulatory legal acts in the field of education;
- participate in meetings of the State Accreditation Commission.

1.10. The expert must:

- ensure objectivity, accuracy and timeliness Accreditation of expertise;
- ensure the preservation of information containing state and trade secrets;
- sign an opinion in the case of disagreement with the expert add the conclusion set out in writing his dissenting opinion;
- inform the educational institution about the results accreditation expertise.

1.11. Experts who signed unreliable expert finding accreditation expertise, removed from experts and are liable under current legislation.

1.12. Reimbursement of travel expenses for experts Accreditation of expertise directly educational institutions that declared its accreditation under applicable law.

1.13. Remuneration of experts for accreditation expertise directly institution that announced its accreditation.

1.14. Remuneration of experts performed at rates hourly wage provided for all employees economic sectors for conducting classes with students students in the respective types of educational institutions at the rate of five hours a day, but not more than 15 hours over a period of accreditation expertise, the head of the expert committee – six hours a day, but not more than 18 hours over a period of accreditation expertise.

2. Procedure for accreditation expertise

2.1. The accreditation expertise (further - expertise) - a process establishing compliance of educational institutions state requirements for training (retraining) specialists higher education.

2.2. Expertise conducted by the previous compensation costs related to the accreditation by educational institutions that expressed their accreditation.

Due to organizational support for accreditation SAC transferred to the account in accordance with the standard, MES established in agreement with the Ministry of Finance.

2.3. Application for expertise with appropriate documents submitted to the MES.

2.4. MES within ten days conducting a preliminary expertise the documents submitted in the case of eligibility forms expert committee, sets the terms of the expertise and directs the Commission to school. In the case of non-compliance with the established requirements sent MES training institution documents they within one month after receipt of returned to the applicant.

2.5. Number of experts sent to training institution depends on the amount applied for accreditation specialties, but can not be more than 3 per expert specialty.

2.6. The term of the expert committee defines MES solution approving its composition, directly in educational institution it can not exceed 5 working days.

2.7. The expert commission in school checks:

- the reliability of information provided to the MES institution together with the application for accreditation;
- compliance with laws established requirements for educational and methodical, personnel, logistics the educational institution;
- its compliance with state requirements of educational activities on training, retraining;
- availability violations in educational activities institutions that were discovered during his previous audits.

2.8. The results of expertise expert commission prepares reasoned opinion on the possibility of academic accreditation institution (specialty), introduces in his signature head (a copy of the opinion provided by the educational institution) in one week after the end of the expertise submit it to the SAC. Expert opinion on Accreditation of specialty is submitted to the expert council of the SAC.