

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
**Α.ΔΙ.Π.**  
 ΑΡΧΗ ΔΙΑΣΦΑΛΙΣΗΣ ΚΑΙ  
 ΠΙΣΤΟΠΟΙΗΣΗΣ ΤΗΣ ΠΟΙΟΤΗΤΑΣ  
 ΣΤΗΝ ΑΝΩΤΑΤΗ ΕΚΠΑΙΔΕΥΣΗ

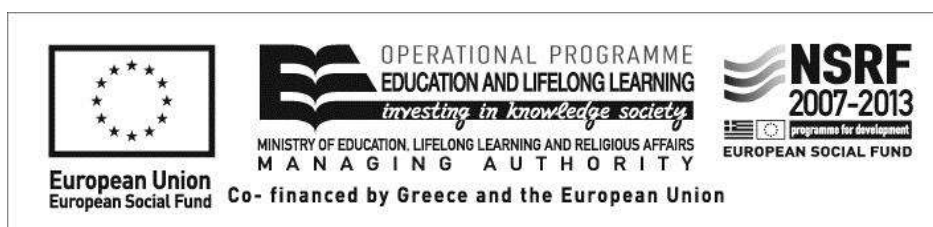
HELLENIC REPUBLIC  
**H.Q.A.**  
 HELLENIC QUALITY ASSURANCE AND  
 ACCREDITATION AGENCY

## EXTERNAL EVALUATION PROCESS

### *Information package*

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## INTRODUCTION

The External Evaluation<sup>1</sup> is the last phase of each cycle of the procedure for Quality Assurance and consists of the critical and analytical Evaluation of the results of the Internal Evaluation procedure by a Committee of Independent Experts.

The External Evaluation is an iterative process aimed at the analysis of the data contained in the Internal Evaluation Report by a Committee of independent experts, following the on-site visit of the under-Evaluation academic unit, and after discussions and contacts with members of the teaching-research, educational and other scientific staff, the administrative staff and students or pupils.

The External Evaluation is concluded with the drafting of the External Evaluation Report on the academic unit by the Committee. The Report shall include analyses, findings, recommendations and suggestions of the independent experts on measures for the improvement of the quality of teaching, research or other work, in order to address any deficiencies and discrepancies identified in relation to the profile, objectives and mission of each academic unit.

The External Evaluation is carried out under the supervision of the HQA, by a five-member *Committee of Independent Experts*, specific for each academic unit. The members of the Committee are selected from the *Register of Independent Experts* which is set up, kept and updated by the HQA, under Article 8 of Law 3374/2005.

### **The Register of Independent Experts** (Law 3374/2005, Article 8, § 2-5)

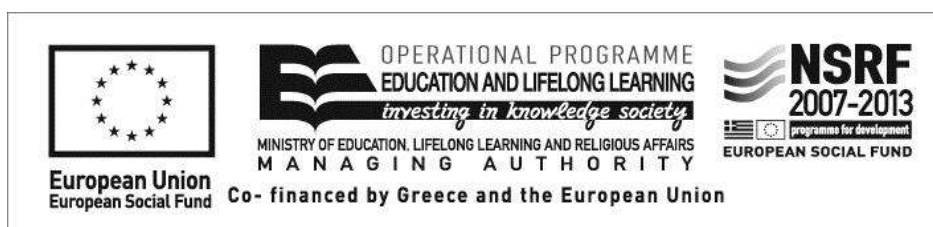
Prestigious national and foreign scientists, professors at institutions of higher education or distinguished researchers from research institutions in Greece or abroad, preferably with experience in the domain of higher education institution evaluation, who are designated by the Higher Education Institutions and by the Agency, are entered in the Register of Independent Experts . The Register also records other representatives of professional or scientific organizations with significant scientific expertise and/or academic experience, who are able to assess the contribution of studies to professional practice, after designation by the Agency, either on its own initiative or at the request of the respective organizations.

Excluded from the Register are the members of the Agency for the duration of their term in office, as well as any specialized scientific staff employed in any way by the HQA.

### **Establishment of the External Evaluation Committee (ERC)**

The External Evaluation Committee for each academic unit shall consist of five (5) independent experts from the special for each scientific field list on the Register for each External Evaluation academic unit higher education from. Four of them (and an

<sup>1</sup> Law 3374/2005, Article 7.



equal number of substitutes) shall be drawn by lot and one (along with a substitute), shall be indicated by the academic unit under assessment.

If the academic unit wishes for the participation of foreign experts who are not familiar with the Greek language in the Committee, the Internal Evaluation Group must arrange for the translation of the Internal Evaluation Report in English and for it to be forwarded to the HQA in a timely fashion..

The act regarding the establishment of the External Evaluation Committee is issued by the Chairman of the Agency, who shall also indicate the Committee Coordinator from among its members. The act of establishment shall be communicated to all members of the Committee and, by the Quality Assurance Unit of the relevant institution, to the academic unit undergoing evaluation..

The Agency shall ensure that the members of each External Evaluation Committee, are impartial and, especially, that there is no instance of conflict of interest. For this purpose, before issuing the act of establishment of the External Evaluation Committee, the Agency shall demand that the persons designated or drawn by lot as members submit a written declaration that they are not members of and have no — nor did they have over the past five years — educational, research, administrative or financial link with the academic unit undergoing assessment.

The schedule for carrying out the External Evaluation shall be finalized by the HQA in consultation with the members of the External Evaluation Committee and the academic unit undergoing evaluation, which is also responsible for informing the Quality Assurance Unit of the institution concerned..

All members of the Committee shall receive the Internal Evaluation Report and the Study Guide of the academic unit undergoing assessment from the HQA.

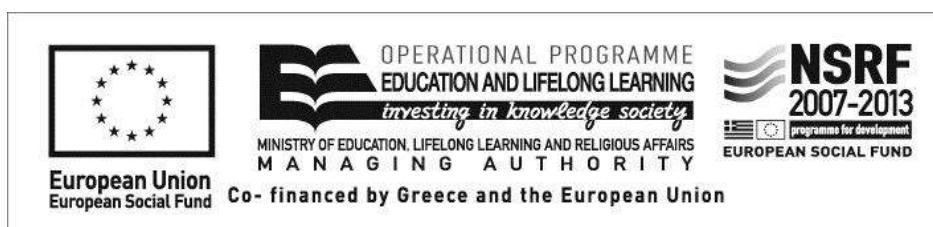
### **The External Evaluation Committee Visit to the Academic Unit**

At an agreed time, defined jointly by the HQA, the members of the External Evaluation Committee and of the academic unit undergoing assessment, the Committee shall conduct a visit to the academic unit, following a specific program.

On the set date, the Chair or Head of the academic unit and members of the Self-Evaluation Group, along with the Chair of the Quality Assurance Unit, and representatives of the Administration of the Institution shall welcome at unit headquarters the members of the Committee, with whom they shall co-operate throughout the duration of the visit, in order to facilitate the Committee as necessary for the smooth and efficient performance of its work.

Available to the Committee by the representatives of the Academic Unit, shall be all the data gathered for the Internal Evaluation Report, which reflects the operation of the academic unit and its members, as well as samples of written tests of various levels on different subjects, samples of student work, etc.

During the visit, the Committee or its members can request clarifications concerning all matters raised in the Internal Evaluation Report of the academic unit, can call for meetings with individual members of staff of the of the academic unit or with



students and can visit all teaching and research premises after consultation with the persons in charge.

### **The External Evaluation Report<sup>2</sup>**

The Draft of the External Evaluation Report shall be drafted by the External Evaluation Committee after the visit (normally in English) and communicated via the HQA to the academic unit undergoing evaluation, which may in turn submit comments to the Committee through the HQA, within a deadline of 15 days from the date of communication of the Draft.

Observations of the unit undergoing assessment shall be forwarded by the HQA to the Committee, which shall make corrections or additions at its absolute discretion. The final Draft shall be forwarded by the Chair of the Committee to the Quality Assurance Unit of the Institution and, through there, to the academic unit that underwent evaluation, as well to the HQA, which shall arrange for its translation (in Greek or English respectively) and its publication.

### **Publication of the External Evaluation Report**

External Evaluation Reports are published on the Agency's website in a manner which allows visitors to store them on their computer and print them. The text of the Reports is published in the language in which it has been drafted<sup>3</sup> and in any case in Greek, with the responsibility of the Agency. In any case, in order for broader and substantial international publicity of the quality of Greek higher education to be achieved, the External Evaluation Report shall be published in English as well.

The cost of the translation of the External Evaluation Report shall be part of the Agency's budget.

<sup>2</sup> Law 3374/2005, Article 9, par. 2.

<sup>3</sup> Law 3374/2005, Article 8, par. 6.

