



Approved by
the ARACIS Council

PROCEDURE FOR THE APPOINTMENT OF members in the expert evaluator panels in external evaluations of bachelor's degree study programmes and master's degree study domains

Reference documents:

- Methodology for external evaluation, standards, standards of reference and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education;
- Guide for quality evaluation activities of study programmes and higher education institutions - parts I, IV and V, as further amended;
- Procedure for the periodic external evaluation/accreditation of master study domains;
- Guide for the periodic external evaluation of master study domains;
- Methodology for the external evaluation of study programmes in the engineering sciences domain for the periodic evaluation and awarding of EUR-ACE label certification
- Decisions of the ARACIS Council.

Art 1. Expert evaluators' panels for the external evaluation of bachelor study programmes are composed of 4 members, as follows: 1 coordinator; 2 expert evaluators – professors specialised in the field of the evaluated study programme or a closely related field; 1 student evaluator.

If the bachelor study programme is organised as distance learning or part-time education, the expert evaluators' panel shall be composed of 1 coordinator - member of the distance learning education/part-time education speciality commission; 1 distance learning education/part-time education expert evaluator; 1 expert evaluator - professor specialised in the field of the evaluated study programme or a closely related field; 1 student expert evaluator.

If the bachelor study programme requests an evaluation in view of awarding EUR-ACE label, the expert evaluators' panel shall also include 1-2 experts who are employers' representatives.



In the case of bachelor study programmes in the domains of Theology (Theology - social assistance; Theology - teaching) or Pedagogy of fine and decorative arts and Visual arts (Sacred arts), the expert evaluators' panel shall also include 1 expert in the related field (Social Assistance, Educational Sciences, Theology) among its four members.

Art 2. Expert evaluators' panels for the external evaluation of master study domains are composed of maximum of 4 members, as follows: 1 coordinator (professor who, as a rule, is a member of the Permanent Speciality Experts' Commission); 1-2 expert evaluators who are professors specialised in the domain of the evaluated study programme or a closely related domain (1 expert evaluator if one-two master's study programmes in the evaluated domain are selected for evaluation, and 2 expert evaluators if three or four master's study programmes in the evaluated domain are selected); 1 student expert evaluator - master's student of a final year or doctoral student in the evaluated master study domain or a closely related domain.

If the evaluated master study domain includes study programmes organised as distance learning education or part-time education, the expert evaluators' panel shall also include a professor who is an expert in distance learning education/part-time education.

If a master study programme selected for evaluation also provides qualification for teaching (its name includes the extension "Psycho-pedagogy training"), the expert evaluators' panel shall include a professor who is an expert in the Education Sciences domain.

Art 3. The following requirements shall be met when composing expert evaluator panels:

- The coordinator of the expert evaluators' panel is a professor who is a member of the Permanent Speciality Experts' Commission. In well-substantiated situations, this position can be taken by a member of the National Register of Evaluators from the domain of the evaluated study programme/domain.
- The members of the expert evaluators' panels do not work and have not worked in the past five years at the institution organising the evaluated study programme/domain.
- The members of the expert evaluators' panel come from universities and academic centres that are different from the institution, respectively the academic centre of the institution organising the evaluated study programme/domain. The Bucharest academic centre is an exception, for which it is accepted that one expert evaluator comes from the same academic centre, who, however, shall never be the panel coordinator.



- The members of the expert evaluators' panel come from different universities, from different academic centres. In well-substantiated situations, it is accepted that the student and one of the expert evaluators come from the same university (situations of the coordinator and the student coming from the same university shall be avoided).
- Balanced participation of the members of Permanent Speciality Experts' Commissions as coordinators of the expert evaluators' panels shall be ensured.
- Balanced participation of the experts from the National Register of Evaluators and the National Register of Evaluators - Students shall be ensured.
- Nominating the same persons in the expert evaluators' panels performing the periodic evaluation of study programmes/domains shall be avoided.
- Balance shall be ensured in terms of geographic coverage.
- Gender balance shall be ensured.

Art 4. The following stages shall be completed when composing expert evaluators' panels:

- Speciality inspectors shall send the presidents of the Permanent Speciality Experts' Commissions and the student representatives on the ARACIS Council the list of files received for evaluation.
- The presidents of the Permanent Speciality Experts' Commissions shall nominate the members of the expert evaluators' panels, taking into account the requirements set out in Art. 3, and communicate such nominations to the speciality inspectors within five working days.
- The students' representatives on the ARACIS Council shall nominate the student expert evaluators on the panels, taking into account the requirements set out in Art. 3, and communicate such nominations to the speciality inspectors within five working days.
- In the case of bachelor study programmes that request evaluation for awarding EUR-ACE label, speciality inspectors shall request the ARACIS person in charge with the ENAEE relationship to nominate the expert evaluators who are employers' representatives. The ARACIS person in charge with the ENAEE relationship shall respond to such request and submit the nomination to the speciality inspectors within five working days.
- Within five working days, the speciality inspectors shall send the Accreditation Department by email the complete list of the nominated members (professors and students). The files shall be named using the following format: EV_C#_DD.MM.YY, where # is the number of the permanent experts'



commission, and DD.MM.YY is the date mentioned in the title of the material presented in the file.

- The Accreditation Department shall analyse the proposal and endorse them if there are no observations. Within one week, the Accreditation Department shall send the endorsed file to the speciality inspector, and rename the file as follows: EV_C#_DD.MM.YY_endorsedAD.
- If there are any observations, such observations shall be discussed; the necessary changes shall be included and noted accordingly in the name of the interim/final files.
- The speciality inspectors shall print the endorsed file and forward it to the ARACIS Secretariat to present it to the Executive Board and have it approved in the ARACIS Council. The approved documents are kept at the ARACIS Secretariat.
- After approval, the composition of the expert evaluators' panel shall be communicated by the speciality inspectors to the members of the Permanent Speciality Experts' Commissions.

Professor Dr. Eng. Iordan PETRESCU
ARACIS President

Professor Dr. Eng. Simona LACHE
Director, Accreditation Department