

PROCEDURE FOR FORMATION OF ESTONIAN HIGHER EDUCATION QUALITY ASSESSMENT COUNCILPrepared: Mati Heidmets¹Approved: Andres Koppel²

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1. COMPOSITION OF ASSESSMENT COUNCIL

- 1.1 The Assessment Council has 13 members. The Assessment Council shall elect the chairman and the deputy chairman from among its members by a simple majority of the members present.
- 1.2 The Assessment Council is comprised of experts in the fields of higher education and quality assurance of higher education.
- 1.3 Members of the Assessment Council shall be independent in their activities. Members of the Assessment Council shall not represent in the Assessment Council either the interests of the organisation who presented their candidacy or the interests of their employer. Members of the Assessment Council shall confirm the obligation to maintain the confidentiality of information that has become known to them by reason of their membership in the Assessment Council and the lack of conflicts of interests by signing a relevant declaration.

2. FORMATION OF ASSESSMENT COUNCIL

- 2.1 The Assessment Council is formed and its membership approved for three years by the Supervisory Board of the Archimedes Foundation.
- 2.2 The Archimedes Foundation shall announce in public the presentation of candidates for the post of member of the Assessment Council. It is possible to present candidates within three weeks of the date of the public announcement of the presentation of candidates.
- 2.3 Candidates for the post of member of the Assessment Council may be presented by universities, institutions of professional higher education, research and development institutions, registered professional associations, associations of employers, and associations of Student Bodies.
- 2.4 A candidate presentation letter shall include the justification of the suitability of the candidate for member of the Assessment Council, and the CV of the candidate.
- 2.5 The Supervisory Board of the Archimedes Foundation shall, from among the candidates presented, select the members by at least a 3/4 majority taking into consideration that:

¹ The chairman of the working group formed by the directive No 111 of the Minister of Education and Research, dealing with the formation of the Estonian Higher Education Quality Agency.

² The chairman of the Supervisory Board of the Foundation, based on the decision of the Supervisory Board meeting held on 11th December 2008.

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- 2.5.1 the Assessment Council shall include at least one expert from each broad group of studies;
- 2.5.2 no more than two members from the same university, institution of professional higher education, research and development institution, registered professional association, association of employers or association of Student Bodies may belong to the Assessment Council;
- 2.5.3 a member of the Assessment Council cannot be the rector or the vice rector of a higher education institution nor an official of the Ministry of Education and Research;
- 2.5.4 no person may be a member of the Council more than six years.
- 2.6 Upon selecting the members of the Assessment Council, a candidate's previous work in promoting Estonian higher education shall be considered. The candidates whose previous activities have been impartial, in compliance with academic ethics and purpose of which has been to improve the quality of Estonian higher education as a whole shall be preferred.
- 2.7 The Supervisory Board of the Archimedes Foundation shall approve the composition of the Assessment Council and shall make it public on its homepage within 10 days of the approval of the composition of the Assessment Council.