



# **METHODOLOGY FOR THE SELECTION OF EXPERT EVALUATORS**


**First Edition, Revision 0**

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President

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### I. General provisions


1. The *Methodology for selecting the expert evaluators* (hereinafter Methodology) is elaborated based on the provisions of point 25, sub-point. 2) and point 33 of the *Regulation on the organization and operation of the National Agency for Quality Assurance in Education and Research* (approved by Government Decision no. 201 of 28.02.2018).
2. The Methodology aims to regulate the selection of expert evaluators of the National Agency for Quality Assurance in Education and Research (hereinafter - ANACEC) and to manage the *Register of expert evaluators of the National Agency for Quality Assurance in Education and Research* (hereinafter - Register), as well as to establish rules of conduct for expert evaluators during evaluation activities.
3. (1) The expert evaluators shall be selected for the following evaluation areas:
  - a) research and innovation;
  - b) continuous training;
  - c) higher education;
  - d) vocational education and training;
  - e) general education.
 (2) Within the evaluation areas, the expert evaluators can be selected on specific areas of expertise.
4. Expert evaluators of ANACEC can be:
  - a) employees in the field of researchers and innovation, teachers in general education, vocational education and training, higher education and continuous training, with scientific / scientific-didactic title, managerial or didactic degree with experience in quality assurance in education / research;
  - b) representatives of employers;
  - c) student representatives;
  - d) foreign experts.
5. The status of expert evaluator shall be obtained by registering in the Register, following the promotion of the selection competition organized in accordance with the provisions of this Methodology.
6. The specialized departments of ANACEC are responsible for selecting the expert evaluators for the areas of expertise / evaluation they manage.

### II. Requirements for registration for the competition

7. The competition for the selection of expert evaluators in the field of research and innovation evaluation can be attended by any interested person who cumulatively meets the following conditions:
  - a) holds a scientific title;
  - b) demonstrates scientific competence at national and international level or competence in the field of innovation and technology transfer;
  - c) has experience of evaluation in research and innovation;
  - d) performs professional activities recognized in the scientific field in which they operate;
  - e) respects the professional deontology;
  - f) obtained relevant scientific results in their field of specialization in the last 5 years;


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- g) knows the Romanian language (it is not obligatory when selecting international expert evaluators) and one of the international languages of communication;
- h) does not have criminal records for offenses committed with intent.
8. The competition for the selection of expert evaluators in the field of external evaluation of the quality of study programmes and / or of general education, vocational education and training, higher education and continuous training institutions can be attended by teaching, scientific-didactic staff in general education, vocational education and training, higher education, research and continuous training, with scientific / scientific-didactic title, managerial or didactic degree with experience in quality assurance in education, who cumulatively meet the following conditions:
- a) holds a scientific / scientific-didactic title (it is an advantage, but not mandatory when selecting expert evaluators for general education, vocational education and training, and continuous training ) and / or holds didactic and managerial degrees (not mandatory for selecting expert evaluators for higher education);
  - b) has experience in the field of quality assurance or managerial experience in education;
  - c) has work experience in the field of expertise;
  - d) performs professional activities recognized in the field in which they operate;
  - e) respects the professional deontology;
  - f) knows the Romanian language (it is not obligatory when selecting international expert evaluators) and one of the international languages of communication;
  - g) does not have criminal records for offenses committed with intent.
9. The competition for the selection of expert evaluators in the field of external evaluation of the quality of study programmes and / or of general education, vocational education and training, higher education and continuous training institutions can be attended by representatives of employers, who cumulatively meet the following conditions:
- a) have experience in the field of quality assurance or managerial experience in the field of expertise;
  - b) have work experience in the field of expertise;
  - c) perform professional activities recognized in the field in which they operate;
  - d) respect the professional deontology;
  - e) know the Romanian language (it is not obligatory when selecting international expert evaluators) and one of the international languages of communication;
  - f) do not have criminal records for offenses committed with intent.
10. The competition for the selection of expert evaluators in the field of external evaluation of the quality of study programmes and / or of general education, vocational education and training, higher education and continuous training institutions can be attended by student representatives, who cumulatively meet the following conditions:
- a) on the date of expiry of the deadline for submitting applications, have the status of student (full-time education) in one of the three cycles of higher education (bachelor's, master's or doctorate);
  - b) have good academic results;
  - c) know the Romanian language (it is not obligatory when selecting international expert evaluators) and one of the international languages of communication;
  - d) do not have criminal records for offenses committed with intent.

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### III. The process of selecting the expert evaluators

11. (1) ANACEC displays on its website, in Romanian and, at least, in English, the Call for competition for the selection of expert evaluators and the evaluation areas for which the selection is organized.  
(2) The Call specifies the documents required of the candidates for the preparation of the file for participation in the selection, the manner of transmission of the files, specifying the persons and contact details from ANACEC in order to obtain additional information.
12. For situations where there is a need for specific expert evaluators / from specific fields or international expert evaluators, ANACEC may ask for their recommendation / designation by national or international institutions.
13. The file for participation in the selection includes all the materials submitted by the candidate, to prove the professional competence in the field of expertise for which they have registered, according to the requirements of this Methodology. The participation file includes the following:
  - a) the application for registration for the competition, according to the template elaborated by ANACEC;
  - b) copy of the identity card or any other document attesting the identity;
  - c) the candidate's form for entering the competition, according to the template elaborated by the specialized department of ANACEC;
  - d) curriculum vitae (Europass);
  - e) statement on their own responsibility that they do not have criminal records for offenses committed with intent;
  - f) academic certificate (for students);
  - g) other documents (copies), at the candidate's wish, relevant for the status of expert evaluator of ANACEC.
10. The participation file is submitted in one copy, in Romanian or English, for international expert evaluators, on paper or electronically, at the address indicated in the Call for competition.
11. ANACEC can ask for details / confirmation of the data included in the file.
12. In cases where the conditions for registration are not met or the documents are lacking, the file shall be rejected and the candidate shall be notified at the correspondence address.
13. After examining and accepting the file, the specialized department of ANACEC evaluates, applying the *Standardized assessment form for the field of evaluation / expertise* - elaborated by the specialized department, based on the file, the competences of the candidate in the field of expertise and quality evaluation in order to express a point of view on whether or not to accept the candidate as an expert evaluator.
14. The assessment and selection process of the candidates shall be based on the following principles:
  - a) *excellence*, the selected evaluators should demonstrate excellence in the field of evaluation / expertise and evaluation competences;
  - b) *transparency*, the decision on the selection of the expert evaluator should be based on clearly established and unambiguous rules and procedures, and the candidates should receive an appropriate response with regard to the assessment results;
  - c) *impartiality and fairness*, all candidates should be treated equally, assessed impartially on the basis of their merits;

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- d) *confidentiality*, all files, data and documents containing them, the information communicated should be considered confidential, both during the assessment and afterwards;
  - e) *efficiency and speed*, the assessment should be carried out as quickly as possible, without compromising the quality of the assessment, in accordance with the existing legal framework;
  - f) *professional ethics*, in case of a behaviour that contradicts the fundamental ethical norms, the candidate may be excluded from the competition.
15. (1) The profile committee of ANACEC shall analyze the proposal of the specialized department, validating or rejecting the respective candidate.
- (2) In case of rejection, the candidate shall be notified of the rejection decision at the correspondence address.
- (3) In case of validation, the proposal of the profile committee shall be submitted to the Governing Board of ANACEC.
16. (1) After the approval expressed by the Governing Board (by its decision) the candidate shall be notified by the specialized department by a message at the correspondence address.
- (2) If the Governing Board does not approve the profile committee's proposal, the candidate shall be notified of the rejection decision at the correspondence address.
17. The decision of approval of the Governing Board shall be submitted to the specialized department, for the inclusion of the candidate in the Register and the posting on the ANACEC website of the updated Register.

#### **IV. Register management**


18. The Register shall be approved by the decision of the Governing Board of ANACEC.
19. The elaboration of the initial version of the Register, by including the persons selected according to the provisions of this Methodology, as well as its updating, shall be carried out by the specialized departments.
20. The update involves the inclusion of new expert evaluators, the exclusion of some expert evaluators or the modification / completion of information on existing experts.
21. The exclusion of an expert from the Register shall be done in the following cases:
- a) violation of professional ethics and deontology;
  - b) lack of performance in professional and / or research or innovation activity in the last 5 years;
  - c) unsatisfactory quality of the evaluations performed;
  - d) unmotivated refusal to carry out evaluation activities at the request of ANACEC.
22. The person registered in the Register may request the suspension of the status of expert evaluator of ANACEC in case of impossibility to carry out evaluation activities for a long period.

#### **V. Rights and rules of conduct of expert evaluators**

23. The expert evaluators have the following rights:
- a) to participate, at the request of ANACEC, in the evaluation of general education, vocational education and training, higher education and continuous training institutions and / or study programmes;

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- b) to act, during the external evaluation missions, based on their own values and according to the provisions of the legislation in force;
  - c) to use, in a professional manner, with dignity and honour, the academic experience and professional competences they possess, for the purpose of the objective evaluation of the institutions providing educational services and / or study programmes;
  - d) to participate, at the request of ANACEC, as members in the expert / evaluation committees / groups and / or to carry out the expertise of the dossiers and papers submitted to ANACEC;
  - e) to participate in professional training programmes organized by ANACEC.
24. The work of expert evaluators should be governed by the following fundamental principles and rules of conduct:
- 1) The rule of law and the general community interest over the personal interest.
  - 2) Promoting the quality culture in the evaluation process.
  - 3) Professional competence, as a principle according to which all the activities carried out by the expert evaluators are treated with responsibility, competence and efficiency, based on the acquired knowledge and skills, in this sense the expert evaluators have the following obligations:
    - a) to know the legislation specific to the activity carried out, to be constantly concerned with increasing their level of training;
    - b) to permanently develop their professional competences, required by the evaluation procedures, and to participate in professional training programmes organized or recommended by ANACEC;
    - c) to fulfill responsibly all their obligations established by the evaluation procedures.
  - 4) Integrity, a principle according to which the activity of the expert evaluators is exercised with honesty and fairness, in this sense the expert evaluators should respect the following rules of conduct:
    - a) to avoid any activity that could affect their credibility, objectivity and impartiality;
    - b) to announce ANACEC management if they are in a situation of incompatibility or conflict of interests between their status of evaluators and other qualities deriving from their activity and to request the replacement with another expert evaluator in case the situation of incompatibility or conflict of interests is found;
    - c) not to provide false information or data during and / or after the evaluation activity.
  - 5) Objectivity, the principle according to which the conclusions and opinions formulated by the expert evaluators in the activity carried out should be based exclusively on the evidence and documents analyzed, without other external influences. Thus, the evaluators have the following obligations:
    - a) to elaborate the evaluation reports objectively, analyzing all the relevant aspects of the evaluated activity;
    - b) not to be influenced by personal interests or of third parties in the formulation of their own opinions;
    - c) not to treat superficially the information, data, documents obtained in the evaluation process;
    - d) not to overlook, in bad faith, information, data and documents obtained during the evaluation process;

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- e) to base their conclusions, observations / recommendations / areas for improvement in the reports drawn up during the evaluation exclusively on verified facts and documents from reliable and unequivocal sources.
- 6) Confidentiality, a principle according to which evaluators are prohibited from disclosing personal data, information and documents that are made available to them in the exercise of the activity of evaluator. In this respect, the evaluators have the following obligations:
  - a) to sign a confidentiality agreement when engaging in the evaluation activity;
  - b) not to use in the personal interest or for the benefit of third parties the information acquired during the evaluation activity;
  - c) not to disclose information or documents that could affect the prestige and public image of those evaluated.
- 7) Independence, a principle according to which evaluators should perform their activity impartially and demonstrate their independence from any external influences and interest groups. In this respect, the evaluators have the following obligations:
  - a) to have an impartial and independent attitude towards any political, economic, religious, ethnic or other interest in the conduct of the evaluation activity;
  - b) not to get involved in activities or relations that could affect the evaluation activity that they carry out and to bring to the knowledge of ANACEC management any act or fact that could affect the activity;
  - c) not to provide other services than those provided by the legal framework in force regarding the evaluation activity carried out.
- 8) To behave according to ethical norms.
- 25. ANACEC shall check the observance of the provisions regarding the professional conduct and initiate corrective measures if necessary.
- 26. (1) If it is found that the expert evaluator does not comply or neglects the rules of conduct provided by this Methodology, they shall be excluded from the Register, without having the right to re-register.  
(2) If the committed deeds meet the constitutive elements of an offence, ANACEC shall notify, in accordance with the law, the competent bodies and institutions.

## **VI. Final provisions**

- 27. The specialized departments shall elaborate / adjust the internal regulations regarding the selection of the expert evaluators in accordance with the provisions of this Methodology.
- 28. The results of the selection of the expert evaluators can be appealed in accordance with the provisions of the normative acts in force.
- 29. The expert evaluators are employed on a contract basis for evaluation activities and are remunerated according to the law.