

## DETAILED DESCRIPTION OF THE SUBJECT OF THE CONTRACT

### 1. Information about the Employer

The Polish Accreditation Committee was established under the name of the State Accreditation Committee on January 1, 2002 pursuant to the Act of July 20, 2001 amending the Act on Higher Education, the Act on Higher Vocational Schools and Certain Other Acts. The current name was received by the Committee pursuant to the Act of March 18, 2011 amending the Act on Higher Education, the Act on Academic Degrees and Academic Title and on Degrees and Titles in Arts and Amending Certain Other Acts. The activities of the Committee cover all higher education institutions operating on the basis of that Act. It is the only authority in Poland which acts for the quality of education whose tasks and manner of operation is regulated by law. The Committee receives administrative and financial support from the Bureau of the Polish Accreditation Committee.

In accordance with the "European Standards and Guidelines for Quality Assurance in European Higher Education Area" the **Polish Accreditation Committee**, being an agency for external assurance of education quality **is obligated to undergo periodic external reviews every 5 years. A positive result of the external review allows agencies to obtain the status of a full member of the European Association for Quality Assurance in Higher Education (ENQA) and to obtain/prolong the entry in the European Quality Assurance Register in Higher Education (EQAR).**

### 2. Objective and scope of the contract

The purpose of the contract is performance of an external review of the activities of the Polish Accreditation Committee. The review must be performed in accordance with the new external review policy adopted by the Board of ENQA in July 2011 and published on the following website:

[http://www.enqa.eu/reviews\\_principles.lasso](http://www.enqa.eu/reviews_principles.lasso) and with the Guidelines for External Reviews of Quality Assurance Agencies in the European Higher Education Area, adopted by the ENQA.

The review is to assess the degree of the fulfillment of all ENQA membership criteria specified in the "European Standards and Guidelines for Quality Assurance in European Higher Education Area" **and thus the review must provide the Board of ENQA with the information necessary for confirming the membership of the Polish Accreditation Committee in that organisation and allow to renew the registration in the European Quality Assurance Register in Higher Education (EQAR).**

### 3. Review process

The external review process must be designed and conducted in accordance with the Guidelines for External Reviews of Quality Assurance Agencies in the European Higher Education Area. The external review process is coordinated by the Contractor.

The review procedure includes the following elements:

- nomination and appointment of the review team,
- a self-assessment of the Polish Accreditation Committee, including a preparation of a self-assessment report,
- site visit by the review panel,
- preparation and submission of a final report by the review panel,
- scrutiny of the final report by the ENQA Review Committee,
- analysis of the scrutiny by the ENQA Board and their decision on ENQA membership,
- a follow-up procedure concerning recommendations of the review team or/and ENQA Board.

During the external review the Contractor must be familiarised with the information on the activities of the Polish Accreditation Committee, the Polish higher education system and the provisions of the Act on Higher Education.

#### 3.1. Nomination and appointment of the review team

The review team consists of 5 members: 4 external experts (two international quality assurance experts, a representative of a higher education institution, a student) and a review secretary. Three experts (including team secretary) should be nominated by the ENQA Board, drawn from the senior serving members of Management Board/Council or employees of ENQA membership agencies. The fourth expert should be appointed from among persons nominated by the European University Association (EUA). A student expert should be appointed by the European Students Union (ESU). One team member serves as a chairman.

The Contractor must, after the review team is nominated, deliver to the Employer the list of proposed experts together with their CVs in order to establish there are no conflicts of interest. Experts must sign non-conflict of interest statement as regards the review of the Polish Accreditation Committee.

### **3.2. Self-assessment of the Polish Accreditation Committee, including preparation of a self-assessment report**

The Polish Accreditation Committee is responsible for performing a self-assessment process and should take into consideration the following principles:

- a self-assessment is organized as a project with clearly defined agenda and includes all relevant internal and external stakeholders,
- a self-assessment is broken down by the topics of evaluation: a background description of the agency's current situation, analysis and assessment of the current situation, proposals for improvement and list of activities already planned, a summary of perceived weaknesses and strengths,
- a self-assessment report is well-structured, concise and prepared comprehensively. It demonstrates clearly the extent to which the agency fulfills its task related to external quality assurance and meets the criteria for ENQA membership and thus the European Standards and Guidelines for Quality Assurance in European Higher Education Area (ESG). The report is submitted to the review team no later than eight weeks before the site visit.

### **3.3 Site visit**

The site visit should last at least 2 business days. The Contractor and the Employer agree the date of the site visit and the agenda, at least 3 months in advance. The agenda contains a list of meetings and activities undertaken during the visit as well as their duration. The approved agenda of the visit should be delivered to the Polish Accreditation Committee by the Contractor at least 2 months in advance, in order to organise required meetings with internal and external stakeholders of the Committee.

The visit is conducted in the English language. If the visit is expected to be conducted in other language, the Contractor must arrange for translation.

Prior to the end of the visit the experts must present general results of the external review.

### **3.4 Preparation and submission of a final assessment report**

Based on the data collected by the review team, the secretary will draft a report in consultations with the experts. The report should take into account the goal and scope of the external review which was defined in clause 2. The information presented in the report must be sufficient to measure the degree of compliance of the activities of the Polish Accreditation Committee with the ENQA membership criteria.

The draft report must be submitted to the Polish Accreditation Committee within 2 months from the visit. If necessary, PKA shall provide corrections of factual errors in reference to the draft report and it will be submitted to the chairman and secretary of the review panel within 2 weeks after receipt of the draft report. Therefore the review panel will take into account the statement, finalise the document and submit it to PKA and ENQA. The report should be completed within three months from the end of the visit. The volume of the report should not exceed 40 pages.

### **4. Follow-up process and publication of the report**

The Polish Accreditation Committee, after reading the post-visit report, will inform the ENQA of its plans for the implementation of the recommendations contained in the report. Subsequently, the discussion with the ENQA on the results of the assessment, planned activities, self-assessment report and the agreed corrective action plan will be published on the PKA website.

### **5. Budget**

The amount specified in the contract must include the remuneration of the members of the review team, administrative support, travel and other costs necessary for the implementation of the contract.

### **6. Review schedule**

The beginning of the performance of the contract is the date specified in the contract.

One of the elements of the review is a site visit which should be conducted after the date is agreed upon by both parties, however no later than by December 31, 2013.

The review schedule must be agreed upon by the parties entering into the contract immediately after it is signed and it must include the following stages:

<b>Activity</b>	<b>Duration – 12 months in total</b>
Appointment of the review team	From 1.07.2013 to 31.08.2013
Preparation of the site visit schedule and announcement of dates	From 1.07.2013 to 31.08.2013
Submission of the self-assessment report by the Polish Accreditation Committee	From 1.09.2013 to 30.09.2013
Site visit	From 1.11.2013 to 30.11.2013
Sending the draft report to the Polish Accreditation Committee	From 1.01.2014 to 31.01.2014
Statement on the draft report by the Polish Accreditation Committee	From 15.01.2014 to 15.02.2014
Submission of the final report to the Polish Accreditation Committee and ENQA	From 30.01.2014 to 28.02.2014
Consideration of the report by the ENQA and reply to the Polish Accreditation Committee	From 1.02.2014 to 30.04.2014
Publication of the report and implementation of the corrective action plan	From 1.05.2014 to 31.05.2014