

**CRITERIA FOR THE SELECTION AND CONFIRMATION OF EVALUATORS
FOR THE NEEDS OF INTERNAL PROGRAM EVALUATION
AT THE UNIVERSITY OF MARIBOR**

I. Selection procedure of candidates for further education

The call for selection of candidates is published by the University Quality Assessment Commission.

Candidates:

- Higher education teachers of the University of Maribor selected from a group of appropriate evaluators, who carry out internal program evaluations; the group is updated by representatives of the Department for Quality and Sustainable Development and the Department of Education and Student Affairs (the group automatically includes members of the Register of Experts of the National Agency of the Republic of Slovenia for Quality in Higher Education),
- student representatives from a group of appropriate evaluators, who carry out internal program evaluations; the group is updated by the Department for Quality and Sustainable Development (the group automatically includes members of the Register of Experts of the National Agency of the Republic of Slovenia for Quality in Higher Education),
- higher education teachers who are not employed at the University of Maribor, elected appropriately in the fields of evaluated study programs (foreigners must have another comparable document or the right to teach at the appropriate university level of education in their country).

Terms of the call:

General conditions:

- good knowledge of higher education in the Republic of Slovenia (legislation, organization, characteristics and functioning),
- good knowledge of Strategic Acts and Internal Regulations of the University of Maribor,
- awareness of quality assurance systems in higher education,
- knowledge of national and European standards and guidelines for quality assurance in higher education,
- experience in quality assessment in higher or higher education,
- statement of the candidate that he/she does not formally cooperate with a member of the University of Maribor whose study programs are subject to internal program evaluation.

Special conditions:

- academic qualifications and scientific or professional achievements in the relevant field of study,
- knowledge of teaching and learning as well as research work methods,
- experience in evaluating educational, scientific, professional, research or artistic achievements in the field of the relevant study program,
- professional contribution to the development, design or preparation and evaluation of study programs and related scientific fields.

II. Selection of candidates for further education

The selection of candidates is made by the University Quality Assessment Commission on the basis of the candidate's references or supporting documents:

- fulfilment of the general conditions,
- a curriculum vitae showing the candidate's work primarily in relation to quality assurance or self-evaluation of higher education institutions,
- the fulfilment of the specific conditions of each lot/set, depending on the type of evaluation.

When selecting candidates for members of Internal Evaluation Commissions from student groups only the fulfilment of general conditions shall be taken into account.

The University Quality Assessment Commission may also evaluate a candidate according to the following criteria:

- communication abilities,
- ability to work in the evaluation team and work with other evaluators, in particular representatives of the higher education institution being evaluated,
- ability to conduct interviews, ask questions relevant to objective judgment, listen, summarize facts relevant to the evaluation report,
- ability to constructively resolve conflicts,
- impartiality and independence.

III. Training of candidates for evaluators

Candidates are required to attend training and workshops for members of internal program evaluation teams and authorized professional associates who conduct procedures organized by the University of Maribor, in order to constantly upgrade and broaden their knowledge of:

- changes and developments in the field of higher education legislation in the Republic of Slovenia,
- the Strategic Acts and Internal Regulations of the University of Maribor,
- the Rules of Quality at the University of Maribor,
- the Rules on Quality Assessment at the University of Maribor,
- the Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programs,
- European standards and guidelines for quality assurance,
- instruments for external evaluation of higher education institutions and study programs,
- the course of evaluation and preparation of the evaluation report,
- examples of good practice,
- other relevant rules and regulations in this area.

The database of evaluators is maintained by the Department for Quality and Sustainable Development.

IV. Confirmation of evaluators

The University Quality Assessment Commission evaluates, makes the selection and approves the proposal of the providers of internal program evaluation and submits it to the Rector of the University.

The Rector of the University, on the proposal of the University Quality Assessment Commission, appoints an Internal Evaluation Committee within one month / issues a decision on appointing members to the Internal Evaluation committee, which will carry out the evaluation of a study program or a group of study programs.

The University Quality Assessment Commission informs a member of the University of Maribor in advance of the composition of the Internal Evaluation Committee and offers it the opportunity to justify the inadequacy of an individual evaluator in case of suspected conflict of interest.

The Internal Evaluation Committee is composed of at least three members and consists of independent evaluators from higher education and science, who must not be in a working or other contractual relationship with a member of the University of Maribor whose study programs are subject to internal program evaluation. Neither should the members of the Evaluation Committee hold functions that may lead to conflicts of interest.

The following are appointed to the Internal Evaluation Committee:

- at least one higher education teacher evaluator selected in the field of study programs subject to internal program evaluation (foreigners must have another comparable document or the right to teach at the appropriate university level of education in their country),
- at least one higher education teacher evaluator who is not employed by the University of Maribor,
- a student representative, who may not be a student of the member of the University of Maribor, whose study program or institution is subject to internal program or institutional evaluation.

One of the higher education teachers, members of the Internal Evaluation Committee, elected in the field of study programs subject to internal program evaluation shall be appointed chairman of the Internal Evaluation Committee.

In the event that during the evaluation the student status of the candidate student expires, he/she shall complete his/her work by the end of the procedure.

The evaluation process is conducted by a certified, professionally trained associate who has the relevant knowledge and experience in the field of quality assurance in higher education.

Rector of the University of Maribor
prof. dr. Zdravko Kačič