

Requirements and Procedure for Transitional Evaluation and Re-evaluation of Study Programme Groups



Approved by EKKA Quality Assessment Council on

13.06.2012

I. General Provisions

1. On the basis of subsections 10 (4) and 56⁷ (5) and (9) of the *Universities Act*, subsections 35 (3) and (8) of the *Institutions of Professional Higher Education Act*, and subsections 33 (1) and (5) of the *Private Schools Act*; in accordance with clause 9 of the Appendix 1 to the Directive No. 367 of the Minister of Education and Research of 6 May 2009 *Conditions and Procedure for Transition to Assessment of Study Programme Groups of Educational Institutions Providing Higher Education* (hereinafter 'Minister's Directive'); as well as taking into account the *Republic of Estonia Standard of Higher Education*, the *Standards and Guidelines for Quality Assurance in the European Higher Education Area*, and other legislation and normative documents regulating quality assurance in higher education, the Quality Assessment Council of the Estonian Higher Education Quality Agency [*Eesti Kõrghariduse Kvaliteediagentuur (EKKA)*] (hereinafter 'EKKA') shall establish the requirements and the procedure for the conduct of evaluation of the quality, resources and sustainability of studies (hereinafter 'Requirements and Procedure for Transitional Evaluation'). These guidelines and amendments to them have been approved by the EKKA Quality Assessment Council on 14/10/2009, 11/10/2010, 27/05/2011, 21/11/2011 and 06/01/2012.
2. Transition to evaluation of study programme groups of educational institutions (hereinafter 'transitional evaluation') is an external evaluation, assessing the quality, resources, and sustainability of conducting studies of study programme groups in Estonian educational institutions providing higher education.
- 2¹ Re-evaluation of a study programme group (hereinafter 're-evaluation') shall be conducted after the expiration of the term specified by EKKA in those academic cycles of study programme groups in educational institutions which the Government of the Republic, based on previous assessments of the study programme groups, granted the right to conduct studies for one to three years.
3. Transitional evaluation shall be conducted in the study programme groups specified in Regulation No. 178 of the Government of the Republic of 18 December 2008 the *Standard of Higher Education*:

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| 1) teacher training and educational sciences | 16) life sciences |
| 2) humanities (<i>excluding theology</i>) | 17) environmental protection |
| 3) languages and cultures | 18) physical sciences |
| 4) arts (<i>fine arts, graphic and audio-visual arts, design, craft skills</i>) | 19) informatics and information technology |
| 5) performing arts | 20) mathematics and statistics |
| 6) theology | 21) architecture and building |
| 7) journalism and information | 22) engineering, manufacturing and technology |
| 8) psychology | 23) agriculture, forestry and fishery |
| 9) social sciences (<i>excluding psychology</i>) | 24) veterinary |
| 10) law | 25) medicine (<i>including dental services</i>) |
| 11) business and administration | 26) health care |
| 12) social services | 27) sports |
| 13) personal services | 28) transport services |
| 14) national defence | |
| 15) public security | |

4. The purpose of transitional evaluation is to determine the study programme groups and the studies at the higher education level in which an educational institution may conduct studies and issue graduation documents which are recognised by the state.
5. EKKA shall assess the quality, resources, and sustainability of conducting studies in a specific study programme group and, on the basis of the assessments, make a proposal to the Minister of Education and Research to grant the educational institution the right to conduct studies.

II. Requirements for Transitional Evaluation

II.1 Assessment of the Quality of Conducting Studies

6. Upon assessment of the quality of conducting studies, prior accreditation decisions and, in the case of internationally regulated professional training and with the approval of the EKKA Quality Assessment Council, the results of audits and certifications by international supervisory agencies shall be considered. The conformity of study programmes, their structure, objectives and learning outcomes as well as organisation of practical training to the legislation regulating higher education (the *Universities Act*, the *Institutions of Professional Higher Education Act*, the *Private Schools Act*, the *Standard of Higher Education*, etc.) shall be analysed.
7. Assessment of the quality of conducting studies shall be based on the following requirements:
 - 7.1. Study programmes and learning outcomes
 - 1) A study programme is in line with the areas of activity of the educational institution based on its development plan or statutes. A study programme contributes to fulfilling the mission of the educational institution and to achieving its goals, and takes into consideration the needs of the labour market and the target group. In professional higher education, study programmes of a study programme group are related to a specific vocation.

- 2) The title of a study programme is consistent with its content; the teaching methods used and the conduct of studies, including the student workload of independent work and practical training, support achievement of the objectives in the study programme.
- 3) The objectives and learning outcomes of a study programme are formulated in such a way that they provide a basis for evaluation of the knowledge and skills of graduates of that study programme.
- 4) The objectives and learning outcomes of a study programme are equal and comparable to the learning outcomes of the academic cycles of higher education described in Annex 1 to the *Standard of Higher Education*, meet the requirements and trends of international legislation that regulate the corresponding professional field and, if a professional standard exists, take into consideration the acquisition and implementation of the knowledge and skills described therein.
- 5) Practical training described in a study programme leads students towards acquiring and implementing efficient work methods. Organisation of practical training is clearly regulated, the requirements for the completion of practical training are determined, the instructions are available and the supervision of students in work environment is ensured.

7.2. Study programme development and requirements for teaching staff

- 1) Study programme development is a continuous process which involves students and employers; the members of the teaching staff are aware of the objectives of a study programme and of their role in achieving these objectives.
- 2) An action plan to eliminate deficiencies of study programmes that have received a conditional accreditation has been drawn and it is being implemented.
- 3) A feedback system (involving students, graduates, employers, teaching staff) is effective and its results are applied.
- 4) Qualifications of the teaching staff of a study programme group meet the requirements established in legislation as well as those arising from the specifics of a study programme group. The members of the teaching staff have an adequate teaching competency, they participate in research and development, and cooperate with stakeholders of the study programme group outside the educational institution.
- 5) The staff development system is effective: the members of the teaching staff have opportunities for self-improvement and self-development, regular development interviews are conducted and/or other staff development methods are applied.
- 6) Visiting members of the teaching staff (including from foreign institutions of higher education) are involved in teaching in a study programme group; the members of the teaching staff of an educational institution regularly further their skills at foreign institutions of higher education and participate in high-level conferences.

7.3. Students

- 1) The entrance requirements for student applicants are based on qualities necessary for completing a study programme.
- 2) The counselling system of students (study, career, psychological counselling) is effective.
- 3) Assessment of study results of students includes feedback supporting student development.
- 4) Students participate in international mobility programmes. The percentage of students participating in student mobility is stable or growing.

- 5) The educational institution recognises prior learning and work experiences.
- 6) Students are involved in the decision-making process at different levels of the educational institution.

II.2 Assessment of Resources Necessary for Conducting Studies

8. Assessment of the resources for conducting studies shall be based on the following requirements:

8.1. Teaching staff

- 1) The number of members of ordinary teaching and research staffs – who comply with the qualification requirements established by legislation and arising from the specifics of a study programme group as well as based on their responsibilities, workload and the number of supervised students – is adequate for achieving the objectives and learning outcomes of the study programmes in a given study programme group.
- 2) Distribution of teaching staff by age, and the percentage of young members of the teaching staff, ensure the sustainability of studies in an educational institution and in a study programme group.

8.2. Financial resources

- 1) The financial resources of an educational institution are adequate for conducting studies, for development activities related to studies and for supporting the teaching staff development.
- 2) Financial data describing the economic sustainability of an educational institution are made available to the general public. Annual reports of an educational institution or its organising body are audited, unless otherwise provided by law.

8.3. Teaching and learning environments

- 1) Teaching and learning environments have been developed according to teaching and learning objectives and include all facilities necessary for conducting studies in a given study programme group (auditoriums, seminar rooms, laboratories, rooms for students for independent work and recreation, etc.).
- 2) Teaching and learning environments are of adequate capacity considering the number of students and are furnished in conformity with contemporary requirements (video projectors, the Internet, etc.).
- 3) Both the conduct of studies and other activities of an educational institution are supported by up-to-date information technology solutions, including the study information system, e-learning opportunities, and communication portals for students and teaching staff.
- 4) An educational institution has developed the support services that support teaching and learning, provide counselling for students and ensure the necessary document management.
- 5) A library supports the conduct of studies ensuring that up-to-date information sources are available, and provides students with the opportunities for independent work.

II.3 Assessment of Sustainability of Conducting Studies

9. Assessment of the sustainability of conducting studies is based on assessments of the quality of instruction and resources, and the information submitted by the educational institution.

10. Assessment of sustainability shall be based on the following criteria:

- 1) The quality of conducting studies meets the requirements (the opinion of the assessment committee on the quality of conducting studies is considered).
- 2) The educational institution has adequate resources for conducting studies (the opinion of the assessment committee on the resources is considered)
- 3) Trends in the number of students and graduates, and the budget of an educational institution in the last five years indicate sustainability.
- 4) An educational institution regularly plans its development: the educational institution has a development plan accompanied by an action plan to ensure sustainability both in the educational institution and in a given study programme group. The implementation of the action plan is analysed and this forms the basis for planning of the next development period.
- 5) Doctoral studies are sustainable if doctoral studies in a given study programme group are based on broad areas of research and development pursued in the educational institution and these areas have undergone evaluation. Supervisors of doctoral theses actively participate in research and the doctoral theses under their supervision have been successfully defended.

III. Procedure for Transitional Evaluation

III.1 Formation of Assessment Committees

11. To conduct transitional evaluation, the EKKA Quality Assessment Council shall form assessment committees by study programme groups and appoint a chairman and deputy chairman to an assessment committee. If necessary, the Quality Assessment Council shall select substitute members for assessment committees.

12. Assessment committees shall have five members. A committee shall comprise four members selected by way of public competition, including one student representative who is a student at the time of applying, and one member of the EKKA Quality Assessment Council. The Director of EKKA appoints an assistant to each assessment committee who is not a member of the assessment committee. The duties of a committee member and the assistant shall be agreed upon in a contract for services concluded with them (see *SAMPLE Contract for Services of Member of Assessment Committee for Transitional Evaluation*; *SAMPLE Contract for Services of Assistant of Assessment Committee for Transitional Evaluation*). The Director of EKKA shall supervise the work performed by committee members and the assistant by accepting their work (*SAMPLE Certificate of Transfer Deeds of Member and Assistant of Assessment Committee for Transitional Evaluation*).

13. Requirements for members of an assessment committee:

- 1) members of an assessment committee shall be independent, they shall not represent the interests of the organisation they belong to;
- 2) members of an assessment committee shall confirm by signature an obligation to maintain the confidentiality of information that has become known to them by reason of their membership in an assessment committee and the lack of conflicts of interest. A conflict of interest is presumed to be present in the following cases: a committee member has an employment or other contractual relationship with the higher education institution under evaluation at the time of assessment, or he or she has had an employment relationship with that higher education institution within three years prior to the assessment visit; a committee member is participating in the work of a decision-making or advisory body of the higher education institution under

evaluation at the time of assessment; a committee member is studying at the higher education institution under evaluation, or graduated from it less than three years ago; the membership connected with the study programme group of the higher education institution under evaluation includes a person closely related to a committee member – spouse or life partner, child or parent;

- 3) members of an assessment committee shall know the functioning of the higher education system and the legislation that regulates it, and they are knowledgeable about trends in higher education in the European Union and area-related strategies in Estonia;
- 4) members of an assessment committee (excluding the student) shall have past experience in management and/or development in the area of a given study programme group, and/or they have undergone training related to external quality evaluation and they shall have experience in external evaluation of higher education;
- 5) members of an assessment committee (excluding the student) shall preferably have experience in teaching or supervising in an institution of higher education.

14. Duties of the chairman of an assessment committee:

- to ensure the conformity of the composition of the assessment committee to the requirements provided for in this document;
- to chair the meetings of the assessment committee;
- in cooperation with the EKKA Bureau, to plan assessment visits and manage the work of the assessment committee during the visit;
- to ensure that the assessment decisions are justified;
- by his or her signature, to confirm the accuracy of minutes of the meetings of the assessment committee and the approval of component assessments;
- to inform the Director of EKKA of work efforts of the committee members.

15. The EKKA Quality Assessment Council shall select the members of assessment committees on the basis of the following principles:

- 1) The members of an assessment committee shall be selected from different organisations.
- 2) At least one member of an assessment committee shall be chosen from outside the institutions of higher education.
- 3) The selection of substitute members takes also into account the necessity of substituting the member whose employer is under evaluation.

16. The EKKA Bureau shall notify an educational institution of the composition of the assessment committee; and the educational institution may present its alternate viewpoint.

17. The Director of EKKA shall coordinate the membership composition of the assessment committee consisting of five members who assess a study programme group of a specific educational institution with the chairman of an assessment committee and endorse it by his or her order. The EKKA Bureau shall monitor the work of assessment committees based on feedback from educational institutions (see the form VO 401-04-03 *Feedback from a Representative of the Educational Institution on the Visit by the Assessment Committee*).

18. All members and substitute members of assessment committees shall undergo training related to transitional evaluation of study programme groups organised by EKKA. EKKA shall enhance training quality based on feedback from participants in

trainings (participants submit the form VO 401-04-06 *Feedback on Transitional Evaluation Training*).

III.2 Proceedings of Transitional Evaluation

19. The transitional evaluation shall be conducted either as a simplified proceeding or a standard proceeding.
20. In the case of a simplified proceeding, the EKKA Quality Assessment Council shall provide an assessment on the basis of the information submitted.
21. In the case of a standard proceeding, the EKKA Quality Assessment Council shall provide an assessment on the basis of the information submitted along with the assessment visit.
22. Transitional evaluation shall be conducted as a simplified proceeding if the following conditions are fulfilled:
 - 1) in a study programme group at a given higher education level, at least 80% of students study on the basis of positively (excluding conditionally) accredited study programmes;
 - 2) at the level of doctoral studies: a given area of research and development that forms the basis of doctoral studies is positively evaluated;
 - 3) in a given study programme group, no study programme at a given higher education level has received a negative accreditation within three years preceding the request for evaluation;
 - 4) the requirements based on legislation regulating higher education are met;
 - 5) the implementation of an action plan to eliminate deficiencies of conditionally accredited study programmes can be established on the basis of information submitted by an educational institution;
 - 6) in the opinion of an assessment committee, information submitted by an educational institution confirms that the resources and the sustainability of conducting studies conform to required levels.
23. The EKKA Bureau shall do a provisional analysis concerning the fulfilment of the conditions specified in subclauses 22 1)–3). If the conditions specified in subclauses 22 1)–3) are not complied with, the EKKA Bureau shall coordinate the time of an assessment visit with the assessment committee of a given study programme group and with the educational institution and, if necessary, the submission date and form of additional materials.

III.3 Organisation of Work of Assessment Committees

24. The EKKA Bureau shall make the information related to all educational institutions that conduct studies in a given study programme group available to an assessment committee within three working days after the Ministry of Education and Research has made available the information specified in clause 7 of the Annex 1 to the *Minister's Directive*.
25. Within one month after receipt of information, an assessment committee shall, based on the information submitted by an educational institution, provide its opinion on the fulfilment of the conditions specified in subclauses 22 4)–6) above.
26. If, in the opinion of an assessment committee, the conditions specified in subclauses 22 4)–6) of these guidelines are fulfilled, the assessment committee shall decide on the conformity of the quality, resources, and sustainability of conducting studies to a

required standard. Component assessments serve as the basis for evaluations (see the form VO 401-04-01 *Component Assessments for Simplified Proceeding of Transitional Evaluation* and, for evaluation of doctoral studies, the form VO 401-04-04 *Component Assessments for Simplified Proceedings of Transitional Evaluation of Doctoral Studies*), the forms are made available on EKKA's website.

27. If, in the opinion of an assessment committee, it is not possible to make a decision specified in clause 22 on the basis of information submitted by an educational institution, the assessment committee shall make a decision to conduct a standard proceeding. The decision by an assessment committee together with reasons is formulated in writing (using the form VO 401-04-07 *Decision by Assessment Committee of Transitional Evaluation to Conduct Standard Proceeding*). The chairperson of an assessment committee shall sign the decision and submit it to the EKKA Bureau.
28. If necessary, an assessment committee may request EKKA to order an additional assessment of the financial resources to evaluate the sustainability of an educational institution or a study programme group.
29. In the case of a standard proceeding, the EKKA Bureau shall forward the decision to conduct a standard proceeding together with the reasons to the educational institution, coordinate the time of an assessment visit with the educational institution and the assessment committee within two weeks after receipt of the decision specified in clause 27 by the EKKA Bureau, and notify the educational institution of the composition of the assessment committee and of the need to submit additional information at least 20 days before the assessment visit.
30. An assessment visit to an educational institution shall last one to three days. The EKKA Bureau shall prepare a schedule of the visit in cooperation with the educational institution and the chairperson of the assessment committee.
31. The educational institution who receives an assessment committee shall, at least one week before the arrival of the assessment committee, appoint a person who ensures preconditions for the compliance with the schedule, including the working conditions in the educational institution for members of the assessment committee. EKKA has prepared assessment visit guidelines to educational institutions OJ 401-04-01 *Guidelines to Higher Education Institutions for Organising Assessment Visits of Transitional Evaluation* which is made available on EKKA's website. Travelling expenses of the members of an assessment committee related to the assessment visit shall be reimbursed on the basis of a filled form VO 401-02 *EKKA's Request for Reimbursement of Transportation Costs*.
32. In the course of an assessment visit, an educational institution shall make an adequately furnished room available to the members of an assessment committee and allow them to:
 - 1) access statutes and normative documents which provide for and govern the activities of the educational institution and its structural units;
 - 2) interview employees and students of the educational institution at the choice of experts;
 - 3) access information related to teaching, learning and students; educational materials; and the study information system;
 - 4) access information related to the teaching staff concerning their CVs, work load, methodological work and research activities;
 - 5) examine the internal quality assurance system of teaching and learning;
 - 6) examine the condition of the infrastructure of the educational institution;

- 7) access subject syllabuses/programmes as well as instructional documents related to the content of teaching and learning;
 - 8) access students' final papers;
 - 9) access information related to financial activities of the educational institution;
 - 10) visit any forms of contact learning (lectures, seminars, laboratory work, etc.);
 - 11) if necessary, obtain other information related to teaching, learning and research.
33. An assessment committee shall evaluate a study programme group and studies at a given higher education level in three separate components: the quality, resources and sustainability of conducting studies (hereinafter 'component assessments').
34. Component assessments of standard proceedings shall include a description and analysis of information that the component assessments are based upon. Assessments are based on the form VO 401-04-02 *Component Assessments for Standard Proceedings of Transitional Evaluation* and, for evaluation of doctoral studies, the form VO 401-04-05 *Component Assessments for Standard Proceedings of Transitional Evaluation of Doctoral Studies*, which are made available on EKKA's website.
35. As a result of a component assessment, an assessment committee shall determine whether the component under evaluation:
- 1) conforms to a required standard;
 - 2) partially conforms to a required standard; or
 - 3) does not conform to a required standard.
36. The assistant of an assessment committee shall electronically forward the draft component assessments to the EKKA Bureau within five working days after the assessment visit. The EKKA Bureau shall check the correctness of the drawing up of component assessments and, with the approval of the committee chairperson, forward them to the educational institution for comments within three working days.
37. An educational institution may forward its comments to the draft component assessments electronically to the assessment committee within five working days after receipt of the draft.
38. An assessment committee shall formalise the final component assessments (see forms VO 401-04-02 and VO 401-04-05) within five working days after receipt of the comments from the educational institution and shall forward those assessments, signed by the chairperson of the assessment committee, to the EKKA Bureau.
39. It is recommended that component assessments of an assessment committee concerning the conformity of the quality, resources, and sustainability of conducting studies to a required standard shall be adopted by consensus. If consensus is not reached, the decision shall be made by a simple majority of members of an assessment committee who evaluated the studies at the higher education level within a study programme group of a given educational institution and the dissenting view(s) together with the reasons shall be included.
40. The EKKA Bureau shall forward the component assessments of an assessment committee and the comments of an educational institution to the EKKA Quality Assessment Council.

III.4 Final Assessment by EKKA Quality Assessment Council

41. The EKKA Quality Assessment Council shall provide a final assessment decision on a study programme group by academic cycles of higher education at its session. Final assessments by the Quality Assessment Council shall be formalised in the minutes of the session of the Quality Assessment Council (see also the document OD 401-02 Rules of Procedure of EKKA Quality Assessment Council). The members of the Quality 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 Quality Assessment Council and the lack of conflicts of interest by signing a relevant declaration (see the form VO 401-01 Obligation of a Member of EKKA Quality Assessment Council to Maintain Confidentiality and Declaration to Remain Independent, see also the document OD 401-01 Procedure for Formation of EKKA Quality Assessment Council).
42. The EKKA Quality Assessment Council shall base its final assessment on the component assessments presented by the assessment committee, and the comments by the educational institution received within the specified time, as well as additional materials submitted at the request of the Quality Assessment Council.
43. In case of contradictions in component assessments by an assessment committee or inadequate justification, the EKKA Quality Assessment Council shall have the right to return the component assessments to the assessment committee to be reviewed and clarified; the assessment committee shall review the component assessments within two weeks after their receipt and return them with additional explanations and reasons to the EKKA Bureau.
44. The EKKA Quality Assessment Council shall, on the basis of the final assessment, base the proposal to the Minister of Education and Research on the following principles:
- 1) If all three of the component assessments are “conforms to a required standard”, the Quality Assessment Council shall decide to make a proposal to the Minister of Education and Research to grant the educational institution the right to conduct studies in the study programme group and issue corresponding academic degrees and diplomas upon completion of a study programme.
 - 2) If at least one of the component assessments is “does not conform to a required standard”, the Quality Assessment Council shall decide to make a proposal to the Minister of Education and Research not to grant the educational institution the right to conduct studies in the study programme group and issue corresponding academic degrees and diplomas.
 - 3) If all three of the component assessments are “partially conforms to a required standard”, the Quality Assessment Council shall decide to make a proposal to the Minister of Education and Research to grant the educational institution the right to conduct studies in the study programme group for a period of one to three years and issue corresponding academic degrees or diplomas, or not to grant the educational institution the right to conduct studies in the study programme group and issue corresponding academic degrees and diplomas.
 - 4) If component assessments by an assessment committee contain “conforms to a required standard” as well as “partially conforms to a required standard”, the Quality Assessment Council shall decide to make a proposal to the Minister of Education and Research to grant the educational institution the right to conduct studies in the study programme group and issue corresponding academic degrees or diplomas; or shall make a

proposal to grant the applicant the right to conduct studies in the study programme group for a period of one to three years and issue corresponding academic degrees or diplomas.

45. When applying a simplified proceeding, the final assessment by the Quality Assessment Council can only be "conforms to a required standard" and subclause 44 1) shall apply. If the Quality Assessment Council considers that the decision by an assessment committee to apply a simplified proceeding was not justified, the Quality Assessment Council shall decide to conduct an assessment visit at the educational institution and a standard proceeding described in clauses 29-40 shall be commenced.
46. The EKKA Bureau shall forward the final assessment by the Quality Assessment Council to the Ministry of Education and Research, the educational institution, and the members of the assessment committee within ten working days after its adoption.

III.5 Contestation of Transitional Evaluation Proceedings Conducted by EKKA and Final Assessments by Quality Assessment Council

47. Transitional evaluation proceedings conducted by EKKA may be disputed if the proceedings do not comply with the procedure provided for in this document. The challenge is filed with the Management Board of the Archimedes Foundation within 30 working days after the person filing the challenge became or should have become aware of the contested finding.
48. The final assessment by the EKKA Quality Assessment Council may be disputed after adoption of the corresponding administrative decision.

The EKKA employees shall keep all certification documents received and created during the transitional evaluation according to the procedure OD 302-01 *Organisation of Document Management* and according to the document OD 302-01 *List of Documents*.

IV. Requirements and Procedure for Re-evaluation

49. The above provisions of this document shall apply to re-evaluations with the following specifications added:
 - 49.1 When assessing the quality of conducting studies, the previous accreditation results referred to in clause 6 shall not be taken into account.
 - 49.2 The assessment shall always be conducted as a standard proceeding, therefore the clauses relating to the conditions and conduct of a simplified proceeding shall not apply.
 - 49.3 EKKA shall determine the composition of an assessment committee for each specific case of re-evaluation, and possible substitute members, in accordance with the principles referred to in clauses 12 to 15; the Director of EKKA shall appoint the chairperson and the deputy chairperson of the committee.
 - 49.4 A higher education institution shall submit information necessary for conducting a re-evaluation to the Ministry of Education and Research by the date specified by an order of the Director of EKKA.



49.5 The EKKA Bureau shall make the information about the educational institutions that conduct studies in a given study programme group available to the assessment committee within seven working days after the Ministry of Education and Research has sent the request by the higher education institution to EKKA for examination.

49.6 An assessment committee shall coordinate the time for an assessment visit and inform the educational institution of the need to present additional information no later than 20 working days before the visit.

49.7 The following forms that are available on the EKKA's website serve as a basis for conducting re-evaluation: *The Re-evaluation Report, Guidelines to Higher Education Institutions for Organising Assessment Visits of Re-evaluation.*