



Quality Agency for
Higher Education

Role of experts and work on the e-platform

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Quality Agency for
Higher Education

AIKA expert database eplatforma.aika.lv



Higher Education
Quality Agency

Higher Education Institution

Study Fields

Study Programmes

LV EN

Register as expert

Login



Assessment of Higher Education Institutions,
Accreditation of Study Fields and
Licensing of Study Programmes

Higher Education Institution ▾

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626 active experts(data updated after 21.01.2020) representing 41 country

Guidelines for selecting experts

AIKA:

- Compares the data in the application with the attached CV
- Includes data in the expert database
- Informs the expert that he/she has been included in the database

Expert updates his/her information on an annual basis

Approval of the experts

AIKA approves:

- Experts, experts nominated by LSA and sectoral council or LDDK
- Observers from LSA and LIZDA



Higher education institution

- Approves the expert group or rejects a certain expert



AIKA:

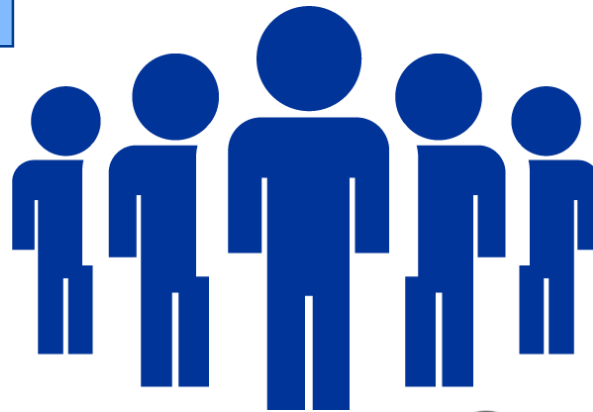
- Analyses the reasons for rejection and decides on replacement of an expert



Experts are informed about the approval and can start work

Expert group for assessing a study field

At least 5 experts



1 expert nominated by the Student Union of Latvia (LSA) and 1 expert nominated by the Employers' Confederation of Latvia (LDDK) or sectoral council

At least 1 (2) experts from abroad



Expert group is supported by an AIKA coordinator

Expert group must overall have

- experience in quality assurance of the study process or external quality assessment.
- qualification in the field relevant to the study field to be assessed.
- While selecting candidates for the position of the head and the secretary of the
- experts group, in addition - experience in external quality assessment of higher education (it is preferable that the head of the experts group has experience at international level);
- previous participation in conferences, seminars, and training on quality assurance of higher education.





All experts

- review the materials prepared by the higher education institution
- formulate an opinion on different aspects that have to be assessed
- prepare a list of additional information to be requested to the higher education institution
- participates in the site visit to the higher education institution
- participates in preparation of the joint report of the expert group

Head of the expert group

- is responsible for the work of expert group
- organises the work of the group before the site visit and assigns responsibilities
- during the site visit chairs the meetings of the expert group with the representatives of the higher education institution
- submits the joint report of the expert group to AIKA

Secretary of the expert group

- is responsible for preparation of the joint report of the expert group in cooperation with other experts
- collects the opinions and observations of experts before the site visit and during it

AIKA coordinator

- organises the assessment process
- ensures that the experts have access to all the necessary documentation and prepares the agenda of the site visit
- provides support to the expert group
- reviews the joint report of the expert group

The group of experts in its activities shall abide by the following principles:

Fact-based

Neutrality

Confidentiality

Cooperation

Respect towards the
participants of the assessment
procedure

Remuneration of experts

- Is calculated based on the fee for the assessment of a study direction paid by the higher education institution;
- Depends on the number of study programmes in the study field and number of branches in which the study field is implemented (if any);
- The fee for the head of the expert group and secretary is bigger compared to the fee for other experts;
- Minimum remuneration - for a regular expert in a study field with one study programme – EUR 1582,08 (before all taxes (employer and employee)).

E-platform for assessment of higher education institutions, accreditation of study directions and licensing of study programmes

- Administrative support to AIKA, higher education institutions and experts for assessment procedures coordinated by AIKA
- Public and transparent information in two languages (LV and ENG) on the accredited higher education institutions and study programmes in Latvia for the general society in Latvia and beyond

Further steps on the e-platform

- Accepting statements on confidentiality and absence of conflict of interest for the specific assessment
- Providing details for contract
- Accessing the materials prepared by the higher education institution
- Preparing the joint report of the expert group
- Adjusting the joint report of the expert group based on comments from the higher education institution
- **Regular updating of the expert profile**



Assessment of Higher Education Institutions, Accreditation of Study Fields and Licensing of Study Programmes

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Expert information



Name Surname



Bachelor degree


Title of degree	Date of degree completion	Name of the degree issuer
<input type="text"/>		

Master degree

Title of degree	Date of degree completion	Name of the degree issuer
<input type="text"/>		

Current work place

Additional information

E-mail	asnate.kazoka@gmail.com
First name	Asnate
Last name	Kažoka
Personal code/ personal identification number	12345678
Phone number	12345678
Expert residing in a country other than Latvia?	yes
Countries	United Kingdom
Postal Address	Dzirnavu iela 16
Postal Code	LV-1010
Curriculum Vitae (CV)	 E-platormas_privatuma_politika_12.12.2019F.docx

Bachelor degree

Title of degree	Date of degree completion	Name of the degree issuer
Bachelor degree of social sciences in economics	02.06.2013	University of Latvia

Expert profile

Public information (*Visible to the higher education institution that you will be assessing*)

Education

Work place/ position

Confidential information (*Visible to AIKA staff for administrative purposes*)

Contact details

Compliance with the criteria set for experts

Youtube channel

(https://www.youtube.com/channel/UCnZ5E6qxj2kMZ_L9TZYaN6A/videos)

Ai KA
Augstākās izglītības kvalitātes aģentūra

3 abonenti

SAKUMS VIDEOKLIPĪ ATSKAŅOŠANAS SARAKSTI KANĀLI DISKUSIJA PAR

Augšupielādes ▶ ATSKAŅOT VISU

Thumbnail Description	Duration	Views	Upload Time
The Requirements and Criteria for the Assessment...	2:19	5	pirms 5 mēnešiem
Studiju virziena novērtēšanas prasības un kritēriji	2:07	14	pirms 5 mēnešiem
Akreditācija un e-platformā publicētie dati	1:49	37	pirms 5 mēnešiem
EKSPERTU IEKLAUŠANA DATUBĀZĒ Ekspertu apstiprināšana un vizītes darba kārtības...	3:14	15	pirms 5 mēnešiem
E-platform of AIKA	3:14	8	pirms 5 mēnešiem



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