

## Composition of the evaluation teams/Selection of experts

During the preparatory visit, the EQ-Arts staff agrees with the institution on the subject discipline which will be looked at during the main visit of the review and defines the areas of expertise needed (e.g. fine arts, theatre, film, architecture etc.).

### **Number of experts on the evaluation team**

EQ-Arts usually appoints a Chair, three panel members and one student panel member, making a total of five. However, the number of panel members may be adjusted, depending on the size and range of the institution and on the scope of the review process (programme, department, several programmes, institutional etc.).

### **Areas of expertise needed in the evaluation team**

EQ-Arts works with international experts that have completed the EQ-Arts Reviewer's Training.

The evaluation teams are composed by the Executive Office with care and have a balanced mix of gender, geographic spread, arts discipline specific knowledge and general QA&E and academic experience in Higher Arts Education in order to successfully fulfill the accreditation procedure.

The expertise will normally include institutional management and governance, artistic and academic management and artistic and professional experience.

Knowledge of the country-specific system of higher arts education and of the legislation applicable will be addressed where possible and as appropriate.

### **Role of the Chair**

During EQ-Arts reviews the Chair plays a vital role before and during the site visits, developing a team ethos and cohesion, managing the event, programming and planning the order of the meetings. Extensive preparatory work is undertaken by the expert panel prior to the sight visit, analysing the institutional SER and supporting documents, discussing strategy and agreeing areas of concern and the topics on which to base questions during the site visit.

The Chair garners the first responses of the expert panel, a strategy for the review is developed and questions are prepared to ensure all areas will be adequately covered and that enough evidence can be gathered to make triangulation possible. The Chair ensures a lively, engaged and on-going discussion among the expert panel and ensures that all the peers involved can truly apply their area of expertise. The expert panel employs common note keeping during and bullet pointing between meetings; this process ensures that enough evidence can be gathered for the trained experts to work towards a balanced judgment based on a triangulation of evidence.

### **Conflict of Interest**

All EQ-Arts representatives in its Accreditation & Assessment and Consultancy activities must complete the *EQ-Arts Conflict of Interest Disclosure*<sup>1</sup> template to ensure impartiality and fairness in all its activities.

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<sup>1</sup> See EQ-Arts *Conflict of Interest Disclosure* template on the EQ-Arts website [www.eq-arts.org](http://www.eq-arts.org)

**Language of the review procedure**

The review procedures will take place in English. Reviewers should therefore have a good basic proficiency in reading, understanding, speaking and writing in English.

To realise the review procedure the institution agrees to supply the evaluation team with the necessary documentation (Self Evaluation Report and annexes as agreed during the preparatory visit) in time and with English translation.

As EQ-Arts believes it's helpful that institutional representatives have the opportunity to express themselves in the language of the country where the review is being conducted, the institution also contractually agrees to provide professional English translation in case English is not sufficiently spoken and understood by participants in the review visit meetings.