

## **SELECTION PROCEDURE**

The National Commission for Further and Higher Education (NCFHE) is currently leading the Erasmus + project 'Consolidating Quality Assurance in Higher Education in Malta'.

One of the deliverables of the Project is a three-day Training session during which selected participants shall be provided with essential knowledge and skills to be able to conduct External Quality Assurance (EQA) audits.

The training will be led by professional experts in the field.

### **A. Training Objectives**

1. An understanding of the purpose of EQA audits of providers;
2. That participants gain in-depth knowledge of the main procedures involved in an EQA;
3. That participants learn what defines the roles and responsibilities of the Peer-review panel members.

The training provided will give the prospective peer-experts the opportunity to gain practical skills; a role-play simulation of an external quality assurance audit will be provided.

Participants who attend this training will be issued with a Certificate of Participation which will grant them eligibility for the NCFHE's selection processes of Peer Experts to conduct EQA audits.

### **B. Training Seminar Parameters**

1. The Training Seminar for Seminar for Prospective Peer Experts in External Quality Audits (EQAs) will take place on the **16<sup>th</sup> – 18<sup>th</sup> January 2019**, for three full days.
2. A maximum of 40 participants will be accepted.
3. The venue of the seminar is the Malta Life Sciences Park, San Gwann.
4. The Seminar is fully funded by the NCFHE through Erasmus + project 'Consolidating Quality Assurance and Validation in Higher Education in Malta'.
5. Certification of Participation will only be given to participants who attend the whole event.

### **C. Eligibility Criteria for Reviewers**

To be eligible for participation in the Training Seminar, applicants need to:

1. have at least a full MQF/EQF Level 7 degree from an institution recognised on the ENIC-NARIC network;
2. be a past or present lecturer at a further or higher education institution accredited by the NCFHE or recognised on the ENIC-NARIC Network;
3. Have excellent English communication and writing skills;

### **D. Eligibility Criteria for Students**

To be eligible for participation in the Training Seminar, applicants need to:

1. Be currently enrolled in an institution which is accredited by NCFHE;

2. Have excellent English communication and writing skills;

**E. Selection Process**

1. Interested parties are invited to send the information requested below on [qa.ncfhe@gov.mt](mailto:qa.ncfhe@gov.mt) by **Friday 4<sup>th</sup> January 2019 at noon**. Late applications will not be considered. Kindly make sure to fill the applicable form (either the one for Reviewers or the one for Students).
2. The NCFHE may extend the deadline for applications.
3. The selection of Training participants shall be carried out by the NCFHE in line with the above criteria. The decision of the NCFHE is final.
4. Applicants who are eligible to apply but are not selected are placed on a reserve list and will have the right of first refusal on the second round of subsequent training seminars for prospective Peer Evaluators.

Dr.Manuel Vella  
Head, QA Unit

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## TRAINING APPLICATION FOR REVIEWERS

The fields indicated by \* are mandatory. You are invited to fill in all the optional fields as well, since this additional information will assist the NCFHE in the eventual allocation of Peer Experts to EQAs.

1. \*Name \_\_\_\_\_
2. \*Surname \_\_\_\_\_
3. \*Status \_\_\_\_\_
4. \*Gender \_\_\_\_\_
5. \*Nationality \_\_\_\_\_
6. \*Current place of work \_\_\_\_\_
7. \*Contact number \_\_\_\_\_
8. \*E-mail address \_\_\_\_\_

9. \*Highest qualification

10. \*Information on highest qualification (please include institution, year, area of expertise)

11. \*Other qualifications (please include institution, year, area of expertise)

12. \*Experience as lecturer in tertiary education institution/s (please indicate if F/T or fraction thereof, years of experience, specific service given), if applicable.

13. \*Experience as lecturer in vocational education institution/s (please indicate if F/T or fraction thereof, years of experience, specific service given)

14. Experience in internal or external quality assurance in a tertiary education institution (please indicate years of experience, specific service given)

15. Experience in internal or external quality assurance in a vocational education institution (please indicate years of experience, specific service given)

16. Experience working with NGOs (please indicate years of experience, specific service given)

17. \*What do you consider to the role of internal and external quality assurance in further and higher education?

18. \*What do you consider to be the role of Peer Expert Evaluators in the External Quality Audits of providers?

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## TRAINING APPLICATION FOR STUDENTS

The fields indicated by \* are mandatory. You are invited to fill in all the optional fields as well, since this additional information will assist the NCFHE in the eventual allocation of Peer Experts to EQAs.

1. \*Name \_\_\_\_\_
2. \*Surname \_\_\_\_\_
3. \*Status \_\_\_\_\_
4. \*Gender \_\_\_\_\_
5. \*Nationality \_\_\_\_\_
6. \*Current educational institution \_\_\_\_\_
7. \*Current course \_\_\_\_\_
8. \*Contact number \_\_\_\_\_
9. \*E-mail address \_\_\_\_\_

1. \*Highest qualification

2. Experience working with NGOs (please indicate years of experience, specific service given)

3. \*What do you consider to the role of internal and external quality assurance in further and higher education?

4. \*What do you consider to be the role of Peer Expert Evaluators in the External Quality Audits of providers?

