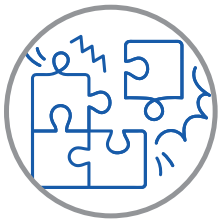
AiKA
Quality Agency for Higher Education

EXPERTS JOINT OPINION

THE TEAM

Work as a team rather than a group of individuals



SUMMARY

Create the summary at the end of the work

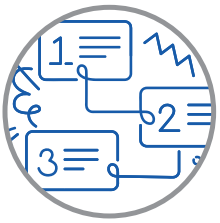
Agree on evaluations

NEW IDEAS

Create new ideas refraining from repeating the ideas of the HEI

SMART

Always give SMART recommendations



ASSESSMENT

Always follow these steps: criteria > analysis > conclusions > recommendations

MODERN TECHNOLOGIES

Use modern technologies (AI, MT) with precaution

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THE TEAM

Experts must work as a team rather than a group of individuals:

Regular communication.

Consistent terminology and abbreviations.

Read the whole document.

Correct or comment if see any inconsistencies.

Follow the guidance of the head of the group.

NEW IDEAS

Experts must express their opinion instead of copying the HEI's opinion (self-evaluation results) and agreeing to it.

80% of the opinion must be created by experts, by referring to the documents submitted by the HEI, only up to 20% may be quotations from the SAR, adequately formatted, to be identified.

Use references and qoutations only in the analysis. 100% of the conclusions (i.e. strengths and weaknesses), justifications and recommendations must be created by experts.

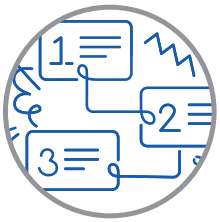
MODERN TECHNOLOGIES

Use modern technologies (AI, MT) with precaution:

AI tools - always make sure the result is correct and reliable.

AI tools - never upload confidential or personal information.

Machine translation - check the consistency.



ASSESSMENT

Always follow those steps in the correct order:

Read the criteria.

Do the analysis relevant to the criteria.

Make concise conclusions on EACH criterion analysed in the section.

Indicate the most relevant strengths and weaknesses.

Give a SMART recommendation.

Provide the evaluation.

SMART

Always give SMART recommendations!

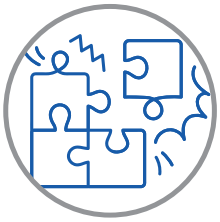
SPECIFIC
5 Ws - who, what, when, where, and why?

MEASURABLE
will HEI be able to measure their success?

ACHIEVABLE
has the HEI the resources it needs to achieve it?

RELEVANT
is the recommendation applicable to HEI's current situation?

TIME-BOUND
assign an end date to the implementation of the recommendation.



SUMMARY

The summary (1-2 pages) shall be created at the end of the work.

Experts must AGREE on evaluations of the requirements applicable to the study field, and on evaluation(s) of the (each) study programme(s).

Remember - YOU ARE A TEAM!

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TIPS AND TRICKS FOR AN EFFECTIVE EXPERTS OPINION

Consistently use BRITISH English, i.e., programme instead of program, labour instead of labor, etc.

Explain each abbreviation, when first mentioned in the document, and use consistently throughout the document.

Make strong statements. Avoid wordings like "it seems that...", "it might be...", "experts are not sure whether...", "it could be better...", etc.

Verify the relevance of the terminology, abbreviations, language register used in HEIs documents in English before incorporating in experts' opinion, due to the frequent use of machine translation in documents.

Follow the pre-defined structure of the document, when drafting the joint opinion in Google Docs.

Number all strengths, weaknesses, and recommendations and ensure each sentence concludes with a full stop.

Always add the reference, if HEIs documents or other documents are quoted. Always refer to the source of the information (SAR, annexes, site visit, meeting with..., etc.), when any facts are mentioned.

Do not add any justification, when the requirement is not applicable.

Add links only to documents and information which are publicly available.

Express experts' opinion only on the criteria to be analysed when sections of the document to work on (i.e., criteria to be analysed) are divided among experts.

Communicate with experts responsible for the relevant section of the document, to agree on the opinion to avoid contradiction, and guarantee consistency, if an expert wants to express the opinion also on other criteria.

Always make sure that there are no contradictions between various parts and sections of the document, particularly in evaluations.