

## **Procedural Guideline for the composition of the Registers of AFAM and University Evaluation Expert**

*Approved by ANVUR Governing Board's Resolution no. 113, 26 May 2022*

### **Art. 1**

#### **General Principles**

1. Pursuant to articles 5, c. 3 and 12, paragraph 4, of Presidential Decree 76/2010, this deed regulates the criteria used for the selection and the methods of enrolment in the Registers of Evaluation Experts for the initial and periodic evaluation and accreditation activities of Universities and AFAM Institutions.
2. Given the need to carry out the evaluation activities in line with the provisions of the Ministerial Decree 1154/2021, with the European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) and consequently with the relevant international standards, ANVUR, in compliance with the principles of independence, impartiality, transparency, cost-effectiveness and participation, makes use of the opinion of Italian and foreign Experts with specific skills in the relevant areas of the evaluation activities and selected according to specific public announcements and in compliance with art. 7, par. 6 of Legislative Decree no. 165/2001.
3. For this purpose, two Expert Registers have been established (University and AFAM). Each Register comprises different profiles, including, by way of example, the profiles of System Expert, Disciplinary Expert, Coordinator Expert, Distance-learning Expert, Student Expert, TECO (Tests of Competences) Expert.
4. Aiming at an ever greater openness, integration and complementarity between AFAM and University system, it is possible to present one's candidacy both as an Expert evaluator of Universities and of AFAM Institutions for some profiles relating to the two Registers.

### **Art. 2**

#### **Enrolment in the Registers**

1. Enrolment in one of the Expert Registers is mandatory for participating to the evaluation procedures of University and AFAM sectors for which a payment is provided by ANVUR.  
It is possible to enrol in the Registers through participation in public notices and the presentation of a specific application, formulated according to the procedures established by the same notices, accompanied by a dated and signed curriculum vitae and a copy of a valid identity document.
2. ANVUR evaluates the applications and decides on the enrolment in the Registers, without forming rankings, assigning scores or other classifications.
3. The Expert enrolment in the Registers does not imply any right to obtain evaluation assignments.

### **Art. 3**

#### **Duration and renewal of the enrolment in the Registers**

1. The Experts enrolment in the Registers has a three years validity and can be renewed.
2. The request for enrolment's renewal in the Registers must be presented by the Experts within the third year from the date of registration/renewal, via PEC ([anvur@pec.anvur.it](mailto:anvur@pec.anvur.it)) or according to the procedures established by the relevant Offices. In the renewal request, Experts must demonstrate that they still meet the requirements that led to registration. Before being sent, the renewal form must be

dated and signed digitally or with a handwritten signature. The application must be completed in all its parts in order to certify the possession of the requirements requested for the registration.

3. Enrolled Experts must promptly notify any changes to the requirements that allowed their enrolment by sending a certified e-mail ([anvur@pec.anvur.it](mailto:anvur@pec.anvur.it)).
4. ANVUR reserves the right to request at any time further documentation aimed at better specifying and certifying that the requirements and the declared professional experience are still possessed by the Experts.

#### **Art. 4**

##### **Experts' Removal from the Registers**

1. The removal of Experts from the Registers can be ordered by ANVUR in the following cases:
  - a) occurrence of one of the causes of incompatibility referred to in art. 5;
  - b) termination of the evaluation contract due to serious defaults or late fulfilment of the tasks entrusted to the Expert;
  - c) refusal of the assignment for more than three times in the three-year period of enrolment in the Register, in the absence of causes of incompatibility;
  - d) non-participation in at least 80% of the mandatory training and/or updating activities envisaged by ANVUR;
  - e) serious non-compliance with the ANVUR Code of Ethics.
2. The Expert can ask to be cancelled from the Registers by sending a certified email to ANVUR ([anvur@pec.anvur.it](mailto:anvur@pec.anvur.it)). Following this communication, the interested party will be able to present their own defensive deductions to be evaluated by the agency.
3. Following receipt of the request or the rejection of the presented counter-deduction, the Agency will cancel the name of the Expert from the list published on its institutional website.

#### **Art. 5**

##### **Criteria for exclusion from evaluation assignments**

1. Evaluation tasks cannot be assigned to the Experts enrolled in the Registers in the cases in which the Expert:
  - a) is Rector of an Italian University;
  - b) is member of the Academic Senate or of the Governing Board of an Italian University;
  - c) is in service or has served at the University or AFAM Institution to which the assessed structure belongs, or had collaboration or consultancy relationships with it in the last five years;
  - d) for the AFAM Register, holds the office of President or Director at any Italian AFAM Institution or at an Institution that issues legally recognized qualifications on the national territory;
  - e) is a member or has been a member in the last five years of the University Evaluation Board or of the University Quality Committee (or equivalent bodies) of the evaluated Institution;
  - f) had teaching or research contracts in the last five years in the evaluated Institution or structure;
  - g) is or has been a student in the evaluated Institution (only for Student Experts);
  - h) has relatives up to the second degree or similar who work in the evaluated Institution.
  - i) provides service or has collaboration or consultancy relationships at the evaluated Institution in the three years following the appointment;
  - j) is a member of more than three University or AFAM Evaluation Boards.

#### **Art. 6**

##### **Appointment of evaluation assignments**

1. In carrying out the evaluation activities, the Experts enrolled in the Registers operate with rigor and professionalism, according to the provisions of ANVUR Code of Ethics; they respect the professional secrecy before, during and after the evaluation activities; they do not release information regarding decisions to be taken and measures relating to in progress procedures before these have been officially deliberated; they are committed to maintaining total confidentiality on everything that comes to their knowledge in the context of their mandate.
2. When conferring an assignment, ANVUR requires for each Expert the self-certification of the absence of incompatibility or impeding issues, pursuant to art. 6.
3. The appointment of an evaluation assignment to the Experts is subject to:
  - a) signing of ANVUR Code of Ethics;
  - b) declaration of confidentiality in the treatment of information, data and any documentation under evaluation;
  - c) participation in training days organized by ANVUR;
  - d) declaration of absence of the exclusion criteria referred to in Article 5 and of any other relevant conflict of interest;
  - e) signing of the declaration pursuant to art. 15 of Legislative Decree 33/2013.
4. On the basis of the requirements indicated in the public notice, the Experts will be identified taking into account the consistency, relevance and significance of the experiences gained in the context of the accreditation, evaluation and quality assurance processes.
5. The composition of Commissions or Evaluation Expert Panels will take into account the following elements:
  - a) rotation of Experts;
  - b) gender balance;
  - c) territorial balancing (residence and Institution/Body to which the Expert belongs);
  - d) consistency of the Expert's SSD (scientific-disciplinary sectors) or SAD (artistic-disciplinary sectors), where appropriate (in the case of Disciplinary Experts);
  - e) proven digital and teamwork skills in previous assessment activities carried out on ANVUR's behalf.

#### **Art. 7**

##### **Procedures for the appointment of evaluation assignments**

1. Commissions and Evaluation Expert Panels are technical-scientific commissions that operate by appointment of ANVUR Governing Board and express opinions or collegial evaluations on the Institutions identified by ANVUR.
2. The evaluated Institutions and structures are assigned to the Experts with a specific provision by ANVUR Director, that specify the roles and tasks within the Commissions/Panel and the operating methods relating to its activities.

#### **Art. 8**

##### **Appointment of assignments to Experts not enrolled in the Registers**

1. If the Experts enrolled in the Registers are not available, for the reasons detailed in Articles 5 and 6, ANVUR may entrust the evaluation task to highly qualified Experts in possession of a significant scientific/artistic or professional curriculum. The appointment is ratified by ANVUR Governing Board.
2. If the evaluation procedure concerns the study programmes in Theories and Techniques in Music Therapy (DCSL72), Medicine and Surgery (LM-41), Dentistry and Dental Prosthodontics (LM-46), Veterinary Medicine (LM-42) or Healthcare Profession, the Commissions or Panels can be integrated with highly qualified Experts in possession of a significant scientific or professional curriculum (including, for example, hospital managers or professionals enrolled in the relevant professional).

#### **Art. 9**

##### **Confidentiality commitment**

1. As part of any evaluation activity, the Expert is committed to:
  - a) guarantee total confidentiality of the collected information and of the produced documentation regarding the activities and the assignment carried out for ANVUR and compliance with the provisions of GDPR;
  - b) use the information received only in the context and for the needs of the assignment carried out for ANVUR;
  - c) guarantee total confidentiality and care of institutional and professional relationships during the activities and assignment carried out for ANVUR.

#### **Art. 10**

##### **Transparency**

1. In the context of all evaluation activities, the Expert is committed to adhere to the principles of transparency according to which:
  - a) the detailed curriculum vitae is published on ANVUR website;
  - b) the evaluation report, collectively approved by the Expert Commission/Panel, is published on ANVUR website at the end of the evaluation process.

#### **Art. 11**

##### **Training**

1. In order to be appointed for an evaluation assignment, Experts attend a mandatory training course.
2. If ANVUR adopts new Guidelines or deems it necessary, the Experts must attend a new training course, which is mandatory in order to receive further evaluation assignments.
3. Training courses are usually organized by ANVUR and last at least one day. In addition to ANVUR staff, Experts in Quality Assurance and in the accreditation and evaluation processes of Higher Education Institutions identified by ANVUR Governing Board may be involved as speakers in the training.

**Art. 12**  
**Remuneration**

1. Remuneration payable to Experts for evaluation assignments is established with specific Resolutions of ANVUR Governing Board.

**Art. 13**  
**Information on the processing of personal data**

1. Referring to the provisions of Legislative Decree 196/2003 and GDPR 2016/679, ANVUR will use the data contained in the applications for participation for the sole purpose of managing the procedure for enrolment in the Registers and for the preparatory activities for the possible assignment of tasks.
2. Data provision is mandatory for participating in the procedure, that may involve communication to third parties for the verification of the requirements. Signing the application form is intended as consent to the provision of data.
3. Each candidate enjoys the rights recognized by articles 15 and 22 of the GDPR 2016/679, including the right: to access his/her data; to the update, correction, integration of erroneous or incomplete data; to have unlawfully processed data deleted; to oppose the processing of his/her data for legitimate reasons.
4. The data controller is ANVUR, Via Ippolito Nievo n. 35, 00153 Rome, against which the aforementioned rights may be asserted.
5. Contact details of the data processing security contact are as follows: [dpo@anvur.it](mailto:dpo@anvur.it)  
The external manager of personal data processing is CINECA, Via Magnanelli 6/3, Casalecchio di Reno – Bologna.

**Art. 14**  
**Publicity of the appointed assignments**

1. ANVUR announces the appointed assignments in the following ways:
  - a) pursuant to the provisions of art. 53, par. 14, of Legislative Decree 165/2001, through the biannual communication of the list of collaborators who have been appointed with evaluation tasks referred to in these Regulations. The list is communicated to the competent Department of the Presidency of the Council of Ministers, for the updating of the Services Registry;
  - b) pursuant to the provisions of art. 53, c.14, of Legislative Decree 165/2001 and in compliance with the provisions of art. 15 of Legislative Decree 33/2013 and subsequent amendments, through timely publication, in the dedicated section of the ANVUR website, of the details of the appointment provisions of the evaluation assignments. The details shall include the collaborator's identifying references, the object, remuneration and duration of the assignment.

**Art. 15**  
**Referral**

1. For anything not provided for in these Regulations, please refer to the Civil Code and all other applicable legal provisions, as well as to ANVUR Guidelines, as applicable and compatible.

**Art. 16**  
**Final Provisions**

1. These Regulations enter into force on 01/06/2022.

2. Enrolments in the Registers initiated with previous Resolutions of ANVUR Governing Board remain in force according to the new Regulations.
3. These Regulations are published on ANVUR website.