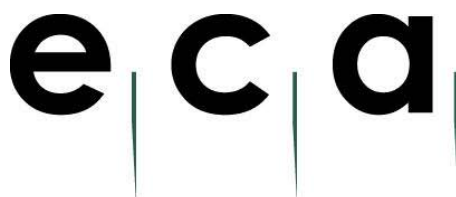


# European Expert Exchange Portfolio - A proposal



Stephan Cursiefen & Axel Aerden



european consortium for accreditation



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## 1. Introduction

The European Experts Exchange Portfolio is intended to facilitate locating experts, publishing experts' background in panel reports and, finally, sharing of (trained/experienced) experts across borders.

This portfolio should enable the inclusion of standardised contact details (vCard-standard) and the expert's relevant expertise. We foresee databases per QA & A Agency and these databases are then included in a network in order to synchronise information (i.e. portfolios). In this way, the European Experts Exchange Portfolio can be implemented as an extension of the Qrossroads (<http://www.qrossroads.eu>) network. The portfolios will however not be publicly available. Only QA/A Agencies or authenticated users can search for experts.

## 2. Minimal requirements

- The portfolio has to be at least **bilingual** (original language –English) but experts will not be obliged to fill in the form in different languages.
- The portfolio needs to be as **language independent** as possible.
- The portfolio system is **managed by the relevant QA/A Agencies** (nationally).
- The system can be put online by the relevant QA/A Agencies (as part of their own website or on the ECA/Qrossroads website);
- Each QA/A Agency can ask an expert to update his/her information through the database;
- Experts can receive log in information;
- Experts will need to agree with a **privacy statement**;
- An expert can indicate what type of contact information is available;

## 3. Overview of the portfolio

The portfolio needs a strict specification of required fields and optional fields.

Experts will be asked which type of expertise they could bring to a panel. We foresee the following types: HE management expertise, discipline-/subject-specific expertise, quality assurance expertise, professional/labour-market expertise, legal expertise and student expertise.

## 4. Content of the portfolio

CONTENT OF THE PORTFOLIO	EXPLANATION
<b>Language</b>	English & local language
<b>Type of expertise</b> you bring to a panel	<ul style="list-style-type: none"> <li>• HE management expertise</li> <li>• Discipline-/subject-specific expertise</li> <li>• Quality assurance expertise</li> <li>• Professional / labour-market expertise</li> <li>• Student expertise</li> </ul> <p><b>Indicates which elements will be required (see below)</b></p>
<b>Personal details (vCard)</b>	<b>Portfolio</b>
Title:	
First name:	
Last name:	
E-mail 1:	
E-mail 2:	
Tel. work:	We need to have one of either telephone numbers.
Tel. mobile:	
Gender:	
Institution / Company:	
Department:	
Function:	
Short description	Very short description with current position and activity which helps presenting information about the expert. Max. 250 characters.
Your keywords	Maximum five keywords that characterise the expert(ise) and can help the search function.
Online CV or website	Link to an online page with the expert's personal information (CV, webpage, LinkedIn, etc.)
Work Address, street & nr:	
Work Address, P.O. box	
Work Address, postal code:	
Work Address, city:	
Work Address, country:	
Work Address, preferred postal address	
Home Address street & nr:	
Home Address, P.O. box	
Home Address, postal code:	
Home Address, city:	
Home Address, country:	

CONTENT OF THE PORTFOLIO	EXPLANATION
Home Address, preferred postal address	
<b>Language skills</b>	
Mother tongue	
Understanding	
<ul style="list-style-type: none"> <li>• Listening</li> </ul>	
<ul style="list-style-type: none"> <li>• Reading</li> </ul>	
Speaking	
<ul style="list-style-type: none"> <li>• Spoken Interaction</li> </ul>	
<ul style="list-style-type: none"> <li>• Spoken Production</li> </ul>	
Writing	
<b>Experience in academia / higher education</b>	Only for the last 10 years (unless relevant)
Period: [year] (until [year])	
Country	
Institution	
Position / Function	
Field(s) of study	
Programme ( <i>if relevant</i> )	
Additional information	
Research expertise	
Management expertise	
International expertise	
Educational expertise	
<ul style="list-style-type: none"> <li>• Curriculum development</li> </ul>	
<ul style="list-style-type: none"> <li>• Module -/Course development</li> </ul>	
<ul style="list-style-type: none"> <li>• Teaching/didactical innovation</li> </ul>	
<ul style="list-style-type: none"> <li>• Distance learning</li> </ul>	
<ul style="list-style-type: none"> <li>• Work-based learning</li> </ul>	
<ul style="list-style-type: none"> <li>• Education for adult students</li> </ul>	
<ul style="list-style-type: none"> <li>• Other (clarify below)</li> </ul>	
Additional information regarding higher education expertise	
<b>Professional experience (outside of HE)</b>	
Period: [year] until [year]	
Country	

CONTENT OF THE PORTFOLIO	EXPLANATION
Organisation / Company	
Field(s) of activity	
Position	
Additional information	
International expertise	
Other relevant expertise	
<b>Quality assurance -/Audit experience</b>	
<i>---To be provided by a QA/A Agency:</i>	Published separately from the QA information filled in by the expert
QA Training received	
<ul style="list-style-type: none"> <li>• Training provided by</li> </ul>	
Expert for QA Agency	
Type of panel member	
Period [year] (until [year])	
Country	
Type of QA/A procedure	
Amount of procedures	
Contact person	
Other relevant experience	
<i>---To be filled in by expert:</i>	This part is for all procedures outside the scope of ECA or from before the start of the portfolio
QA Training received	
Training provided by	
Expert for QA Agency	
Type of panel member	
Period [year] (until [year])	
Country	
Type of QA/A procedure	
Amount of procedures	
Other relevant experience	
<b>Education and training</b>	
Title/degree/education	
Institution	
Country	
Additional information	
Graduation year: [year] [not yet graduated]	



CONTENT OF THE PORTFOLIO	EXPLANATION
Other relevant training (excluding QA training)	A field where experts can add anything relevant.
<b>Database information</b>	
Created	Not registered / Registered (can log in)
Last edit / sync by QA/A Agency	Include which QA/Agency
Last edit by expert	
Last login by expert	

## 5. Documentation

Both the database driven website, data exchange interfaces and user management system need to be documented in detail to ensure usability for experts and QA agency staff on one hand and website/database administrators of QA agencies on the other. Documentation will not be given in all ECA languages, but in English only.

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[www.eacaconsortium.net](http://www.eacaconsortium.net)

[www.grossroads.eu](http://www.grossroads.eu)