



FINNISH EDUCATION
EVALUATION CENTRE

Finnish Education Evaluation Centre FINEEC

Rules of procedure

I GENERAL RULES

1 § Scope

In addition to any other applicable rules and regulations, these rules of procedure shall apply to the Finnish Education Evaluation Centre's (hereinafter FINEEC) organisation, management, mission, preparatory duties, execution of power of decision, substitutes, FINEEC's Management Team, the Evaluation Council, the Higher Education Evaluation Committee and other subcommittees and advisory boards as well as other aspects of internal management.

FINEEC's operations are steered by the Act on the Finnish Education Evaluation Centre (1295/2013), the Government decree on the Finnish Education Evaluation Centre (1317/2013), the National Education Evaluation Plan approved by the Ministry of Education and Culture, FINEEC's operating and financial plan, and FINEEC's quality manual.

The rules for FINEEC's financial administration are laid down in the rules of finance of the Ministry of Education and Culture (Dnro 2/200/2010); whereas internal audits are carried out in accordance to FINEEC's internal audit guidelines, acquisitions are carried out in accordance to FINEEC's acquisition guidelines, and documents are registered and filed as defined in FINEEC's archiving guidelines.

2 § Mission

Operating under the Ministry of Education and Culture, FINEEC is an independent education evaluation agency whose duties are laid down in the law. FINEEC's mission is to

- 1 conduct evaluations related to education and the activities of education providers and higher education institutions, in accordance with an education evaluation plan;
- 2 undertake assessments of learning outcomes in accordance with the national core curricula and national qualification requirements laid down in the Basic Education Act, the General Upper Secondary Schools Act, the Vocational Education and Training Act, the Vocational Adult Education Act, and the Act on Basic Education in the Arts;
- 3 support providers of education and training and higher education institutions in matters related to evaluation and quality management;
- 4 develop the evaluation of education; and
- 5 attend to any other duties that are issued or given to it.

FINEEC fulfils its mission by performing national evaluations and providing customer-based evaluation services and expert services. In addition to the evaluations describes in the evaluation plan, FINEEC can independently decide to perform evaluations as well as commissioned or fee-based evaluations for other parties.

FINEEC provides services in Finnish and Swedish.

3 § Operating principles of FINEEC

FINEEC follows the principles laid down by law. In accordance with them:

- FINEEC shall apply principles of independent and enhancement-led evaluation in its operations.
- FINEEC shall publish the evaluation criteria used and the results of evaluations as well as communicate with its stakeholders.
- Educational institutions, providers of education and training and institutions of higher education subject to an evaluation shall be informed of their evaluation results.
- FINEEC shall participate in international evaluation activities and cooperation.
- FINEEC shall participate in external evaluation of its own activities on a regular basis.

4 § Location and operations of FINEEC

FINEEC is located in Helsinki, with some operations located in Jyväskylä. The operations in both cities can include evaluations of all educational levels as well as other FINEEC functions.

II ORGANISATION

5 § Evaluation Council

The rules for the composition, duties and quorum of the Evaluation Council are laid down in Section 4 of the Act on FINEEC and in Section 6 of the Decree on FINEEC. Following these regulations, the Evaluation Council shall monitor and develop FINEEC's operations. Its duties are to

- 1) participate in the strategic planning of FINEEC;
- 2) make decisions on statements and initiatives that are far-reaching in nature or are essentially significant;
- 3) draw up a proposal for the education evaluation plan and changes to the plan;
- 4) draw up a proposal to the Ministry of Education and Culture for the subcommittees.

In addition to the above, the Evaluation Council discusses the project plans for evaluations as well as the composition of the planning and evaluation teams, with the exception of evaluations of higher education institutions.

The Evaluation Council consults the Higher Education Evaluation Committee and, if applicable, other subcommittees and the advisory board when discussing the strategic guidelines for evaluations and preparing motions and proposals for the education evaluation plan.

Every year, the Evaluation Council together with the advisory board analyses the main results of the evaluations and in cooperation with the advisory board promote the utilisation of the evaluations and the operations of FINEEC.

As members and representatives of the Evaluation Council, its members are independent experts, who do not represent their respective organisations, but who promote the improvement of the quality of operations in all educational organisations subject to evaluation, the development of the Finnish educational system as a whole, and the development of external evaluations of education.

The Evaluation Council is quorate when, in addition to the chairperson, at least half of the members are present.

The Evaluation Council shall elect a chairperson and vice-chairperson from amongst its members for its full term. The chairperson is elected first and, thereafter, the vice-chairperson. Before the election of the chairpersons, the first meeting shall be chaired by the director of FINEEC. The chairpersons are elected upon nominations by the members. If more than one nomination is seconded, there shall be a vote. Unless one of the candidates receives a simple majority in the first round of votes, there shall be a second round between the two candidates receiving most votes. If the vote results in a draw, the next chairperson shall be elected by drawing lots.

The Evaluation Council is convened by the director or the chairperson.

The director and a staff representative of FINEEC hold the right to participate and speak in the meetings of the Evaluation Council.

The staff of FINEEC shall amongst themselves elect a representative and deputy representative for the Evaluation Council. The staff representative shall be elected on an annual basis.

The Evaluation Council can also invite external experts to be consulted.

The Evaluation Council makes its decisions upon presentation. Matters are presented by the director and officials appointed by the director. An official appointed by the director of FINEEC shall act as secretary of the Evaluation Council.

6 § Higher Education Evaluation Committee

The Higher Education Evaluation Committee operates in connection with FINEEC. The Higher Education Evaluation Committee is appointed by the Ministry of Education and Culture, upon a proposal from the Evaluation Council.

The term of office of the Higher Education Evaluation Committee may run no longer than six months after a new Evaluation Council has been appointed.

The Higher Education Evaluation Committee makes decisions on:

- 1) evaluation project plans and the composition of planning and evaluation groups related to higher education institutions;
- 2) approval of the final results of audits of quality systems in higher education institutions.

The Higher Education Evaluation Committee shall come to order at its first meeting by electing a chairperson and a vice-chairperson amongst its members. They shall be elected using the same procedure as for the election of chairperson and vice-chairperson for the Evaluation Council.

The Higher Education Evaluation Committee makes its decisions upon presentation. Matters are presented by the head of the Higher Education Evaluation Unit and officials appointed by the director of FINEEC. The director of FINEEC holds the right to participate in the meetings of the Higher Education Evaluation Committee.

The Higher Education Evaluation Committee reports regularly about its decisions to the Evaluation Council.

7 § Other subcommittees

Other subcommittees may also operate in connection to the Evaluation Council. The subcommittees are appointed by the Ministry of Education and Culture, upon presentation by the Evaluation Council. In the presentation, the Evaluation Council makes a proposal for the duties and authority of the subcommittee in question. The members of the subcommittees must be familiar with its designated education sector and the evaluation of it. At least one of the members must be a member of the Evaluation Council.

The subcommittees make their decisions upon presentation. Matters may be presented by the director of FINEEC or heads of unit and officials appointed by the director. Secretaries of the subcommittees are officials appointed by the director of FINEEC.

The subcommittees report about their decisions and activities to the Evaluation Council.

8 § Advisory boards

FINEEC may appoint an advisory board for evaluations, which is responsible for promoting collaboration between FINEEC and its stakeholders and the utilisation of evaluation data.

FINEEC may also appoint an international advisory board for promoting the development of evaluation activities in an international context.

The director of FINEEC appoints the advisory board after consulting the Evaluation Council.

At its first meeting, each advisory board shall come to order in the same manner as the Evaluation Council.

Matters are presented by the director of FINEEC or heads of unit and officials appointed by the director. Secretaries of the advisory boards are officials appointed by the director of FINEEC.

The advisory boards report to the Evaluation Council.

9 § Working groups

FINEEC may, whenever necessary, appoint working groups to support the development of FINEEC and evaluation activities and prepare matters for the Evaluation Council and the Higher Education Evaluation Committee.

10 § FINEEC divisions and their duties

FINEEC has three units: the higher education evaluation unit, the unit of general education and vocational education and training evaluations (Helsinki) and the unit of general education and vocational education and training (Jyväskylä).

The unit of general education and vocational education and training evaluation (Helsinki) and the unit of general education and vocational education and training (Jyväskylä)) are responsible for:

- evaluations of early childhood education, basic education and general upper secondary education as well as art education and liberal adult education;
- assessments of learning outcomes in accordance with the distribution of lesson hours and core curricula laid down in the Basic Education Act and the General Upper Secondary Schools Act;
- supporting education providers with matters related to evaluations and quality management;
- evaluations of vocational education and training, and instruction and preparation for vocational education and training; and evaluations of vocational adult education and links to working life relevance;
- assessments of learning outcomes in accordance with core curricula and qualification requirements;
- quality audits of vocational education and training providers;
- supporting education providers with evaluations and quality management.

The unit of evaluation of higher education institutions has duties that relate to:

- evaluations of higher education;
- quality audits of higher education institutions
- supporting higher education institutions in matters related to their evaluations and quality management.

Each unit works to develop educational evaluations and international cooperation within their field and performs the duties laid down in these rules of procedure and assigned by the director of FINEEC.

Together with FINEEC's other units and management, the units prepare and discuss their respective strategies, plans, decisions and statements as well as their budgets and profit targets.

Projects for developing evaluation and cross-sectoral evaluations may be organised as joint projects in the manner deemed appropriate by the director of FINEEC.

All units participate in providing fee-based services and producing publications.

III MANAGEMENT OF THE FINNISH EDUCATION EVALUATION CENTRE

In its operations, FINEEC emphasises interaction, sharing responsibilities and continuous efforts for improving operations and learning in the work community.

11 § Cooperation

- FINEEC prepares all matters in cooperation with its staff. The director and the heads of units are responsible for the preparations being carried out in accordance with the rules and regulations on cooperation.

12 § Management Team

The duties of FINEEC's steering group, which is comprised of the director and the heads of the units, include:

- preparing and discussing the action plan and budget as well as the annual report and financial statements;
- preparing the principles for functions under the director's mandate;
- preparing matters for discussion in the Evaluation Council;
- preparing the general principles for FINEEC and harmonising the units' operations;
- deciding on the joint development areas and the actions relating to them;
- discussing initiatives and development suggestions from the staff.

13 § Director

- The director leads, supervises and develops the operations of FINEEC;
- makes the decisions on project plans for evaluations of higher education institutions and on the composition of the evaluation groups until the Evaluation Council and the Higher Education Evaluation Committee are in place;
- decides on the strategic plans and the operating and financial plans for FINEEC;
- is responsible for FINEEC being profitable, reaching its goals and fulfilling the educational evaluation plan;
- sees to the cooperation with the Evaluation Council, the Ministry of Education and Culture, the Finnish National Board of Education, the educational institutions and higher education institutions as well as to FINEEC's other societal relations;
- presents matters at the Evaluation Council's meetings and informs the staff about the guidelines laid down by the Council;
- is in charge of FINEEC's external communication and responsible for the statements issued by FINEEC;
- settles the profitability targets and allowances for the units, based on the action plan and development discussions with the heads of the units;
- decides, after consulting the Evaluation Council, the project plans for evaluations and the composition of the planning and evaluation groups, with the exception of the evaluations of higher education institutions;
- makes the decisions to publish the evaluations;
- is responsible for internal audits, document management and risk management;
- lays down the rules of procedure and the quality assurance manual, after consulting the staff and the steering group;
- signs all agreements and work orders relating to the operations of FINEEC;

- determines the fees and the principles and pricing for fee-based services, with the exception of the evaluations falling under the scope of the Decree on charges payable to the state;
- may settle individual cases which otherwise would have been settled by another official;
- lays down the principles for human resources management;
- appoints FINEEC's staff and heads of the units; determines the job titles, job descriptions, special duties and substitute duties; and makes the decisions on recruitment;
- appoints the vice director;
- signs the travel orders for the heads of units;
- acts as deputy for the heads of units during their holidays;
- approves of applications for leave of absence, holiday plans and converting holiday bonuses to paid leave;
- supervises the work of staff directly under him or her.

14 § Vice director

- The vice director leads FINEEC when the director is prevented from performing his or her duties;
- performs the management and preparation duties assigned to him or her by the director;
- signs the director's domestic travel orders and travel expense bills and other representational expenses, etc. in accordance with the rules of finance.

15 § Head of unit at the Ministry of Education and Culture

- The head of unit at the Ministry of Education and Culture approves, in advance, the director's travel orders for abroad;
- approves, in advance, the expenses for events organised for the staff as well as other extraordinary representational expenses and other such expenses.

16 § Head of unit

- The heads of the units participate in drafting the evaluation plan, the operating and financial plan, the budget, and the annual report;
- monitor the development of education and evaluation in their respective fields and make proposals for development actions;
- are, within their respective sectors, responsible for:
 - the implementation, appropriations and profitability of evaluations;
 - cross-sectoral evaluation and development projects and duties which have been assigned to the unit by the director;
 - establishing and maintaining stakeholder and partner relations;
 - international cooperation and its development;
 - fee-based services;
- make decisions relating to agreements, work orders and research permissions within their respective fields;
- carry out annual result and development discussions with the staff of their units;

- arrange regular meetings with the staff of their unit for discussing and preparing topical matters;
- decide staff travel orders, agreements on working hours, telecommuting agreements, and secondary work agreements, as well as confirm notifications of absence and timesheet reports.

IV DUTIES AND RESPONSIBILITIES OF THE STAFF

17 § Duties and responsibilities of the staff of FINEEC

- The basic duties and special responsibilities for the employees are laid down in the job descriptions determined by the director of FINEEC¹.
- Members of staff can be assigned by the director to present matters for the Evaluation Council, the Higher Education Evaluation Committee or other organs of the Evaluation Council.
- Members of staff may transfer between units and participate in evaluations in other sectors if they wish and their own duties permit it.
- The physical location of the workplace may be changed only on a staff member's own initiative.

18 § Organisation of the evaluation projects

The evaluation projects shall be organised in an appropriate manner as determined by the director and/or the Higher Education Evaluation Committee. The Centre will assign a project manager for each evaluation project. The evaluation projects can be organised as described below or in another way:

A. THEMATIC AND SYSTEM-WIDE EVALUATIONS AND AUDITS OF HIGHER EDUCATION INSTITUTIONS

Basic education, general upper secondary education, vocational education and training, vocational adult education and training, liberal adult education:

- After consulting the Evaluation Council, the director will appoint the planning and evaluation groups of external experts for the evaluation projects.
- The Higher Education Evaluation Committee will appoint the planning and evaluation groups upon a prepared proposition.

¹¹ The special duties and responsibilities may include:

- archives and document management; registry;
- ICT specialist;
- quality management specialist;
- purchasing and Hansel specialist;
- communications specialist;
- finance and HR management system specialists;
- Evaluation Council and subcommittee/advisory body secretaries.

Project manager

- The project manager is in charge of planning the evaluation project, carrying out the project plan, supervising the work of the persons involved in the evaluation project as well as for the sufficiency and appropriate allocation of the funds;
- works as an equal member of the evaluation group;
- is in charge of compiling the evaluation data, analysing the results and drawing up the evaluation report based on directions from the evaluation group;
- instructs the members of the evaluation group in analysing the evaluation results, applying the evaluation criteria and drawing up the report;
- manages the communication about the evaluation and its results.

Planning group

- In a single evaluation project, the planning group:
 - formulates a project plan comprising the target, object, perspective and delimitation of the evaluation, including justification for them;
 - if necessary, participates in coaching the external evaluation group;
- For a new evaluation model, the planning group:
 - prepares proposals for the objects and the criteria and methods for the evaluation;
 - determines the principles for applying/registering for the evaluation, prepares the selection criteria for the evaluation groups as well as the reporting procedure for the results;
 - compiles the evaluation manual.

Evaluation group

- The evaluation group decides how the evaluation will be carried out and specifies the evaluation assignment;
- determines how the evaluation criteria or other grounds for evaluation are to be applied;
- analyses the evaluation data and results;
- gathers any additional material for the evaluation and makes evaluation visits if needed;
- draws up an evaluation report based on the material gathered in the evaluation.

B. ASSESSMENTS OF LEARNING OUTCOMES IN BASIC EDUCATION**Project manager**

- The project manager is in charge of planning the evaluation project, carrying out the project plan, supervising the work of the persons involved in the evaluation project as well as for the sufficiency and appropriate allocation of the funds;
- organises the meetings of the expert group and the assignment group and chairs the meetings;
- is in charge of testing the tests, compiling the material and analysing the results as well as of drawing up the report together with experts of methodology;
- manages the communication about the evaluation and sending its results;

- is in charge of analysing the results for education providers and schools, and sending the results to them.

C. ASSESSMENTS OF LEARNING OUTCOMES IN VOCATIONAL EDUCATION AND TRAINING

Project manager²

- The project manager is responsible for project planning, compiling data, analysing the data and drawing up the report;
- manages the communication about the results;
- is in charge of analysing the results for education providers and institutions, and sends the results to them.

Expert group

- The expert group assists the project manager in designing the evaluation set-up and the tests.

Assignment group

- The assignment group prepares suggestions for the tests to be used in the evaluation.

V FURTHER PROVISIONS

19 § Presentation

As laid down in section 6 and 7 in the Decree on the Finnish Education Evaluation Centre, the Evaluation Council and the Higher Education Evaluation Committee making the decisions upon presentation. However, matters pertaining to FINEEC's internal administration and to the employments and the conditions of its staff can be settled without presentation.

20 § Signatures and dissenting opinions

If a matter is settled by an official, the document shall be signed by the official and, if the matter is resolved upon presentation, countersigned by the person presenting the report.

If the presenting official's opinion differs from the decision, the dissenting opinion can be noted in the file copy of the document. The dissenting opinion noted in the file copy must be signed by the presenting official and countersigned by the decision-maker in the same document.

21 § Reserving authority

^{2 2} In assessments of continuing education and key competences of life-long learning, the same principles as in the evaluation of basic education shall be applied.

The director of FINEEC and a head of unit may in certain cases reserve the authority to settle issues which normally should be settled by their subordinates.

22 § Resolving internal questions of authority

In cases of uncertainty of which unit is responsible for a certain issue, the director shall solve the issue after consulting the heads of the units.

23 § Informing the director

The heads of units and the staff of FINEEC are obliged to inform the director about any significant issues that are raised or pending.

24 § Validity of the rules of procedure

These rules of procedure are valid from 11 June 2014 to the date when the director has confirmed the final rules of procedure after consulting the staff and the Evaluation Council.

25 § Amendments to the rules of procedure

FINEEC can amend the rules of procedure as needed. The director shall ensure that the staff are provided the opportunity to influence the changes made to the rules.