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Annotation:

This Directive specifies rules regulating activities of the International Evaluation Panel established for the purpose of evaluation of the University of Economics, Prague within the Methodology for Evaluating Research Organisations in the Higher Education Segment.

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PART I

Introductory Provisions

Article 1

The International Evaluation Panel is set up for the purpose of evaluation of the University of Economics, Prague (hereinafter referred as "VSE") in Modules M3-M5 within the Methodology for Evaluating Research Organisations in the Higher Education Segment, which forms Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes.

PART II

Statute of the International Evaluation Panel

Article 2

Scope of Activities of the International Evaluation Panel

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(1) The International Evaluation Panel (hereinafter referred as the “IEP”) evaluates a VSE self-evaluation report submitted in accordance with the Methodology for Evaluating Research Organisations in the Higher Education Segment, which forms Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes. Alternatively, the IEP evaluates any other documentation requested by the IEP or by the Ministry of Education, Youth and Sports (hereinafter referred as the “Ministry”), the Ministry being the provider of institutional support of the long-term conceptual development of higher education institutions.

(2) The IEP provides an objective and impartial assessment of the self-evaluation report and other submitted documentation.

(3) Furthermore, at the request of the Ministry the IEP gives opinion on some questions, which may arise during the evaluation, on an ad hoc basis.

Article 3

Composition of the International Evaluation Panel

(1) The IEP members (hereinafter referred as “evaluators”) are appointed and removed by the Rector of VSE. The Ministry nominates one member of the IEP. The other members are nominated by VSE from among external experts of recognized standing and professional experience in the respective Fields of Research and Development (FORD) relevant for fields of VSE.

(2) The IEP consists of a chairperson and of at least 6 other members. An absolute majority of the members must be composed of foreign experts. While following this principle, the number of evaluators may be changed during the evaluation process as needed but it is not allowed to drop below 7 (including the chairperson and a representative of the Ministry).

(3) A secretary is assigned to the IPE by VSE. The secretary does not vote or does not participate in the evaluation.

(4) A sole IEP is established for VSE; the size and heterogeneity of the faculties or fields could be taken into consideration by VSE by appointing a higher number of IEP members.

(5) The professional qualities and impartiality of the nominated voting evaluators shall be assessed by the Results Evaluation Commission (hereinafter referred as “REC”) on the basis of their professional CVs. The REC, as an advisory body to the Research, Development and Innovation Council coordinating research evaluation, submits its comments on the composition of the IEP to the Ministry. This statement has a non-binding, recommending character. The Ministry may request changes in the composition of the IEP in justified cases.

(6) The IEP membership terminates by resignation, removal or death of the evaluator. The Rector of VSE may remove the evaluator due to a conflict of interest or for other serious reasons, which need to be justified and agreed with the Ministry.

(7) The IEP takes no account of the evaluator’s assessment if the evaluator verifiably breached the conflict of interest rules during the evaluation.

(8) If, during the evaluation process, membership is terminated in accordance with Article 3 (6) by one or more IEP members and the number of IEP members falls below a minimum number as laid down in Article 3 (2), the IEP shall be supplemented according to the proposal of Rector of VSE in accordance with the Article 3 (1) with the possible additional verification of qualifications and other

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competencies of the new member in accordance with Article 3 (5). The outcome evaluation by the IEP member appointed in this manner shall be valid only after this verification.

Article 4

Rights and Obligations of the International Evaluation Panel Members

- (1) The evaluator is required to carry out activities in the IEP personally, independently and in his/her own name to express his/her professional opinion.
- (2) The IEP membership cannot be substituted.
- (3) The evaluator must not be subject to a conflict of interest in relation to VSE and must not have any personal interest in the outcome of the evaluation. The criteria for avoidance of conflict of interests of the evaluators are set out in the "International Evaluation Panel Member Form" prepared by the Ministry. The evaluators confirm the absence of a conflict of interest by signing this form. The IEP member may also be a member of the permanent expert advisory body of VSE.
- (4) The evaluator is obliged to maintain confidentiality of all facts he/she becomes acquainted with during their IEP membership and not to allow third parties to become acquainted with the data and information thus obtained.
- (5) The financial remuneration for work in the IEP belongs to the evaluator who is not a representative of the Ministry. The financial remuneration is based on an agreement held outside employment relationship (or other legal form used for similar purposes concluded between the evaluator and VSE).
- (6) The evaluator is entitled to reimbursement of travel expenses incurred in connection with his/her activities in the IEP. The provision of travel expenses is governed by the internal regulation of VSE.
- (7) The Ministry representative does not vote and does not participate directly in the evaluation. The Ministry representative arranges communication between the IEP and the Ministry and provides an interpretation of potential uncertainties in relation to the Methodology for Evaluating Research Organisations in the Higher Education Segment.

Article 5

Organization of the International Evaluation Panel Activities

- (1) The chairperson manages the IEP activities. The chairperson is appointed and removed by the Rector of VSE.
- (2) The secretary ensures the preparation and distribution of documents and other organisational matters.
- (3) VSE administratively ensures the IEP activities.

Article 6

Evaluation Procedure of Higher Education Institutions in Modules M3-M5

- (1) All evaluators familiarise themselves with all the supporting documentation submitted to the IEP for the evaluation. They inform VSE in a required manner as to whether all the documentation is eligible or whether additional documentation is requested (with appropriate justification)

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- (2) The IEP chairperson requests VSE to complete the self-evaluation report as appropriate.
- (3) The IEP members use the Methodology for Evaluating Research Organisations in the Higher Education Segment, which forms Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes, to individually evaluate VSE.
- (4) The result of the IEP's work is an approved evaluation report on VSE.

Article 7

International Evaluation Panel On-site Visit

- (1) An essential part of the evaluation is at least one IEP on-site visit at VSE.

PART III

Rules of Procedure of the International Evaluation Panel

Article 8

Preparation of the International Evaluation Panel Proceeding

- (1) In addition to an on-site visit at VSE, the IEP may act accordingly through an in-person meeting or also via electronic mail (hereinafter referred as "per rollam").
- (2) The IEP chairperson arranges the IEP meeting through the secretary at least 30 working days before the scheduled date of the meeting.
- (3) The written documentation for the meeting is circulated by electronic mail 14 working days before the date of the meeting at the latest.

Article 9

Rules for the International Evaluation Panel Proceeding

- (1) The chairperson or the evaluator authorised by the chairperson leads the IEP meeting.
- (2) The meeting of the IEP is confidential and may be attended only by the IEP members and the secretary, or guests invited by the IEP chairperson.
- (3) A quorum exists at the IEP meeting if an absolute majority of voting members is present at the meeting.
- (4) The IEP decisions are made by voting; an approval of an absolute majority of the voting members is required to adopt the resolution. In case of equal votes, the chairperson's vote shall decide.
- (5) The secretary or authorised evaluator takes meeting minutes, including the results of voting and the attendance list signed by the members. The meeting minutes are approved by the chairperson or by the authorised person who conducted the meeting. The meeting minutes are then archived (in accordance with the VSE Rules on Document Management.).
- (6) If the evaluator has participated in scientific cooperation at least five times in the last five years or has co-authored the outputs or results of VSE, it is his / her duty to inform the IEP chairperson who shall also inform the Rector about it. The Rector shall terminate the membership of the evaluator due to a conflict of interest in accordance with the Article 3 (6).

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(7) In case of per rollam voting by the IEP, the secretary electronically circulates the relevant documentation and a draft opinion to all evaluators stating the date by which they are required to electronically send their comments or votes to the secretary and the IEP chairperson. The deadline must be at least 10 working days. The IEP draft opinion is approved per rollam if more than half of all IEP voting members agree within the deadline. The outcome of the per rollam vote is recorded and the secretary without undue delay submits it for signature to the chairperson or the authorized IEP member. The secretary shall send thus approved minutes to all evaluators by e-mail no later than 7 working days after the date of signature, and the minutes shall be archived (in accordance with the VSE Rules on Document Management.).