

STATUTE AND THE RULES OF PROCEDURE OF THE INTERNATIONAL EVALUATION PANEL

PART I

Introductory Provisions

Article 1

The international evaluation panel is established for the purpose of evaluation in the higher education institutions segment in accordance with the Methodology for Evaluating of Research Organisations approved by the Government of the Czech Republic, and in accordance with the uniform procedure applicable to the higher education institutions segment, which is the Methodology for Evaluation of Research Organisations in the Higher Education Institutions Segment 2025+ (hereinafter referred to as the "the Methodology HEI2025+").

PART II

Statute of International Evaluation Panel

Article 2

Subject of activities of the International Evaluation Panel

- (1) The International Evaluation Panel (hereinafter referred to as "IEP" or "Panel") evaluates the Self-Evaluation Report of the HEI and other documents submitted in accordance with the Methodology HEI2025+, and other documents requested by the provider of institutional support for long-term conceptual development of HEIs (hereinafter referred to as "Provider").
- (2) The IEP ensures an objective and unbiased evaluation of the Self-Evaluation Report and other submitted documents.
- (3) The IEP shall, at the request of the Provider, comment on issues that arise during the evaluation.

Article 3

Composition of the International Evaluation Panel

- (1) The IEP shall be composed of a Chairperson and at least six other members with the right to evaluate and vote (hereinafter referred to as the "evaluating members of the IEP"), as well as the provider's methodologist without the right to evaluate and vote and the Secretary of the IEP without the right to evaluate and vote. A majority of the evaluators must be foreign experts. If the circumstances require a change or adjustment of the number of evaluators, such change may be made, however, the total number of evaluating members of the IEP, including the Chairperson, shall never be less than seven.
- (2) The evaluating members of the IEP are appointed by the Provider on the basis of a proposal from the evaluated HEI. The HEIs shall propose the IEP evaluators in such a way that they are generally recognised professional authorities in the FORD group relevant to the HEI being evaluated. HEI shall take into account in their nominations the desire for gender balance of the IEP with the aim of achieving at least 40% representation of women and men respectively. The evaluating members of IEP might be dismissed by the Provider. In addition, the Provider appoints a representative to the IEP, called the provider's methodologist. The Secretary of the IEP is appointed by the Provider on the proposal of the evaluated HEI.

- (3) Only one IEP shall always be established for the evaluated HEI; the size and heterogeneity of the units or disciplines may be taken into account by the HEI by appointing a higher number of evaluating members of IEP. With the mutual agreement of the evaluated HEIs, one IEP may, with the consent of the Provider, evaluate several HEIs if they are similar in the nature of the areas of research, development and innovation (hereinafter referred to as "R&D&I").
- (4) The professional qualities and impartiality of the nominated evaluating members of the IEP will be assessed on the basis of their professional CVs by the Provider and the Commission for the evaluation of the results of research organisations and completed programmes (hereinafter referred to as "CER"). The CER, as an advisory body to the Research, Development and Innovation Council coordinating the evaluation of research, will provide its opinion regarding the composition of the IEP to the Provider. This opinion shall be of a non-binding advisory nature. The Provider may, in duly justified cases, request a proposal for another evaluating member(s) of the IEP.
- (5) Membership of the IEP shall terminate upon resignation, dismissal or death of the IEP member, or upon proper completion of the evaluation process. The Provider may dismiss a member of the IEP for bias or other substantial reasons; which must be duly justified by the Provider.
- (6) If, in the course of the evaluation, it becomes apparent that the evaluating member(s) of the IEP has been proven to have violated the rules on bias, the IEP shall disregard his/her evaluation.
- (7) An evaluating member of the IEP shall be considered biased if he/she:
 - Has close family ties (spouse, cohabiting or non-cohabiting partner) or other close personal ties with a person who holds a senior position in the HEI being evaluated (Rector, Dean, Head of Department, Director of Department/Institute, etc.) or with any legal representative of the HEI being evaluated;
 - Is employed, or has been employed within the last five years, at a higher education institution ("HEI") that will be evaluated;
 - Is a member of one of the bodies of a public HEI or one of the bodies of other parts of a public university (§ 7 and § 22 of Act No. 111/1998 Coll., Act on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education) or holds a similar position at the private HEI being evaluated;
 - During the last five years, he/she has participated to a significant extent in scientific collaborations or co-authored a significant number of outputs or results of the evaluated HEI.¹
- (8) If, during the evaluation process, one or more of the evaluating members of the IEP terminate their membership in accordance with Article 3(5) and the number of evaluating members of the IEP falls below the minimum number set out in Article 3(1), the IEP shall be supplemented as proposed by the evaluated HEI in accordance with Article 3(2), with the possibility of additional verification of qualitative and other prerequisites in accordance with Article 3(4). The evaluation of the results by the IEP appointed in this way will only be valid after this verification.
- (9) If, during the evaluation process, membership is terminated in accordance with Article 3(5) in the case of the provider's methodologist or the IEP Secretary, the IEP will be completed in accordance with Article 3(2).

Article 4

Rights and Obligations of the International Evaluation Panel Members

- (1) The evaluating members of the IEP have a right to evaluate and vote.

¹ In particular, joint projects and co-organising conferences.

- (2) The evaluating members of the IEP have an obligation to conduct IEP business in person, independently and to express their own professional opinion.
- (3) Membership of the IEP is irreplaceable.
- (4) The evaluating members of the IEP must not be biased in relation to the evaluated HEIs and must not have a personal interest in the outcome of the evaluation. The criteria for the exclusion of conflicts of interest of the evaluating members of the IEP according to Article 3(7) are set out in the IEP members' declaration of non-bias (in document "Form of Member of International Evaluation Panel" prepared by the Provider). The evaluating members of the IEP shall confirm the absence of any conflict of interest by signing the affidavit in the member's form.
- (5) Members of the IEP are obliged to maintain the confidentiality of all facts which come to their knowledge in connection with their membership in the IEP. They must not allow third parties to become acquainted with the data and information so obtained.
- (6) The evaluating members of the IEP are entitled to financial remuneration for their work in the IEP on the basis of an agreement on work outside the employment relationship or other legal form used for similar purposes concluded between the evaluating member of the IEP and the HEI. The remuneration of the provider's methodologist and the IEP Secretary is regulated within the framework of the employment relationship between the participants and the provider or the HEI.
- (7) The evaluating member of the IEP is entitled to reimbursement of travel expenses incurred in connection with his/her activities in the IEP. The provision of travel reimbursements is governed by the internal regulations of the HEI concerned.
- (8) The provider's methodologist is the guarantor of compliance with the principles of evaluation according to the Methodology HE2025+ and the Methodology for Evaluating of Research Organisations approved by the Government of the Czech Republic. He/she oversees compliance with the deadlines and evaluation processes, solves methodological issues and participates in the organisation of the IEP evaluation throughout the evaluation process. The provider's methodologist does not vote and does not participate directly in the evaluation.
- (9) The IEP Secretary provides in particular administrative and technical support related to the functioning of the IEP, coordinates activities between the IEP and the HEI, and answers questions from the IEP regarding the internal organisation of the HEI and the functioning of its processes. The IEP Secretary does not vote and is not directly involved in the evaluation.

Article 5

Organization of the International Evaluation Panel Activities

- (1) The activities of the IEP shall be managed by the Chairperson. The Chairperson shall be appointed by the Provider on the proposal of the evaluated HEI. The Chairperson shall be dismissed by the Provider in accordance with Article 3(5).
- (2) The IEP Secretary is responsible for the preparation and distribution of documents and other organisational matters.
- (3) The administrative workings of the IEP, including the establishment and operation of an adequate electronic information system for the needs of the evaluation, are provided by the evaluated HEI.

Article 6

Process of Evaluation of Higher Education Institutions

- (1) Each evaluating member of the IEP shall read all the documents submitted to the IEP for evaluation and indicate in the prescribed manner whether she/he considers them eligible for evaluation or whether he requires (with due justification) their further completion.
- (2) Where appropriate, the Chairperson of the IEP will invite the HEI to complete the Self-Evaluation Report.
- (3) MEP members shall follow the rules set out in the Methodology HEI2025+ when evaluating the HEI.
- (4) The work of the IEP shall result in an Evaluation Report on the evaluation of the HEI prepared in accordance with the Methodology HEI2025+ and the documentation issued by the Provider.

Article 7

International Evaluation Panel On-site Visit

- (1) An essential part of the evaluation is at least one on-site visit by IEP to the evaluated HEI.
- (2) The exact rules and criteria for the realisation of the on-site visit are set by the Provider. Mandatory components of the on-site visit are:
 - Presentation of the evaluated HEI and its units (in person or by appropriate multimedia form if circumstances do not allow the IEP to visit the HEI in person);
 - Discussion with representatives of the management of the evaluated HEI and the opportunity to ask questions about selected aspects of the SER;
 - Discussion with researchers and academic staff of the evaluated HEI;
 - Discussion with students of the evaluated HEI.

PART III

Rules of Procedure of the International Evaluation Panel

Article 8

Preparation of the International Evaluation Panel Proceeding

- (1) In addition to the IEP's on-site visit to the HEI, the IEP meeting may be held in person, by email (also referred to as "per rollam") or by other distance methods.
- (2) In-person meetings of the IEP shall be convened by the Chairperson through the IEP Secretary at least 30 working days prior to the scheduled date of the in-person meeting.
- (3) Distance meetings of the IEP shall be convened by the Chairperson through the IEP Secretary at least 10 working days before the scheduled date of the distance meeting, unless the IEP members agree otherwise in advance.
- (4) The written documentation for the meeting shall be made available in the electronic information system available for the purposes of the evaluation or sent by email no later than 10 working days before the date of the meeting.

Article 9

Rules for the International Evaluation Panel Proceeding

- (1) Meetings of the IEP shall be chaired by the Chairperson, or a member of the IEP designated by the Chairperson.
- (2) IEP meetings are closed to the public and may only be attended by IEP members or guests invited by the Chairperson of the IEP.
- (3) The IEP has a quorum in meetings if an absolute majority of the evaluating members of IEP is present at the meeting.
- (4) The decisions of IEP are made by voting; an approval of majority of the evaluating members of the IEP is required to adopt the resolution. In case of equal votes, the chairperson's vote will decide.
- (5) Minutes of the Panel meeting shall be taken by the IEP Secretary or the designated evaluating member of the IEP, which shall also include the voting results and attendance list. If the IEP vote is conducted per rollam, the IEP Secretary shall circulate the relevant documents and the draft statement electronically to all IEP members, indicating the deadline by which they are to send their comments or votes by e-mail to the IEP Secretary and the Chairperson of the IEP. The deadline set shall be at least 10 working days, unless otherwise agreed in advance by the IEP members. The draft statement of the IEP shall be approved per rollam if a majority of all the evaluating members of the IEP agree to it within the set time limit. The minutes shall be circulated by the IEP Secretary to all IEP members by email within 5 working days at the latest and filed for archiving. Minutes of the result of the per rollam vote shall be taken. The minutes of the IEP meeting shall be signed by the Chairperson or by the person who chaired the meeting on the basis of a mandate from the Chairperson of the IEP. The IEP Secretary shall circulate the approved minutes by e-mail to all IEP members within 5 working days of their signature and file them for archiving.

PART IV

Effectiveness

Article 10

This Statute and the Rules of Procedure come into force on:

In Prague

Signature _____

(authorised representative of the Provider)