

# **Terms of Reference**

**for External Evaluation of the Accreditation Commission  
of the Czech Republic**

**Article 1**  
**Objectives, Scope and Deliverables**

- (1) The objective of external evaluation of the Accreditation Commission of the Czech Republic (hereinafter the “ACCR”) is to check compliance with the ENQA membership criteria<sup>1</sup> and thereby the *Standards and Guidelines for Quality Assurance in the European Higher Education Area* (hereinafter the “ESG”) developed by the European Association of Quality Assurance in Higher Education (hereinafter the “ENQA”) and adopted by the European Ministers in charge of higher education in Bergen in 2005.
- (2) In line with the principle of subsidiarity, this review is conducted at national level, under the commission of the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter “Ministry”). The interval between external evaluation cycles should not exceed 5 years. One external evaluation cycle should not exceed 18 months.
- (3) The external evaluation is of type A, as defined in the ENQA *Guidelines for national reviews of ENQA member agencies*, page 6 and 7 (hereinafter the “Guidelines”). The purpose of the review is the fulfilment of ENQA’s membership criteria, i.e. European standards for the external quality assurance of higher education (part 2 of the ESG), European standards for external quality assurance agencies (part 3 of the ESG) and the miscellaneous criteria of ENQA.
- (4) The outcome of the external evaluation is the Report written by the Evaluation Board, analysing and concluding of how far the ACCR does (or does not) meet the criteria for full membership of ENQA (hereinafter the “Report”).

**Article 2**  
**Members of the Evaluation Board**

**Appointment and Nomination**

- (1) Members of the Evaluation Board are appointed by the Minister of Education, Youth and Sports for one external evaluation cycle as stated in Article 1 (2).
- (2) The Evaluation Board consists of at least six and at most nine members. Members of the Evaluation Board are representatives of stakeholders, experts in quality assurance in higher education and the secretary (hereinafter the “Evaluation Board”).
- (3) The stakeholders in the Evaluation Board are represented by
  - a) one person as nominated by the employers’ association,
  - b) one higher education student as nominated by the Student Chamber of the Council of Higher Education Institutions of the Czech Republic,
  - c) one representative of a higher education institution as nominated by the Czech Rectors Conference,
  - d) one expert from ENIC/NARIC as nominated by the ENIC/NARIC of the Czech Republic.
- (4) The experts on the Evaluation Board are internationally renowned specialists in higher education quality assurance. There are at most four experts on the Evaluation Board nominated for their positions by the Ministry.

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<sup>1</sup> ENQA membership criteria as mentioned in Annex 1 (Membership Provisions) of the Regulations of the European Association for Quality Assurance in Higher Education (ENQA) (from 26 September 2008).

- (5) The Evaluation Board secretary is recommended to be an employee of the Ministry and an expert in higher education. She / he is nominated for the post by the Ministry.
- (6) The ACCR has the right to comment just on the nominee whose impartial work in the Evaluation Board member could be in conflict with some other interests.

### **Roles and Responsibilities**

- (7) Evaluation Board members vote for the chair and the vice-chair according to the electoral rules as defined in the Attachment 1 to this document. Roles and responsibilities of the chair, the vice-chair, the secretary and members of the Evaluation Board differ in respects mentioned below.
- (8) The **chair** of the Evaluation Board (hereinafter the “Chair”)
  - a) is responsible for the Evaluation Board’s activities and for the implementation of external evaluation of the ACCR,
  - b) convenes and chairs meetings of the Evaluation Board,
  - c) cooperates with the Evaluation Board’s secretary in developing the Report on external evaluation and preparing background materials such as the schedule, a checklist of questions and a list of meetings during the site visit,
  - d) is responsible for the production of the Report on external evaluation and for discussing it with the ACCR; countersigns the final version of the Report,
  - e) carries out activities pursuant to Article 2 (11).
- (9) The **vice-chair** of the Evaluation Board (hereinafter the “Vice-chair”)
  - a) stands in for the Chair at meetings of the Evaluation Board and other meetings when the Chair is absent or when authorised by him/her to do so,
  - b) carries out activities pursuant to Article 2 (11).
- (10) The **secretary** of the Evaluation Board (hereinafter the “Secretary”)
  - a) is responsible for coordination of the external evaluation process and for providing all Board members with the relevant background materials in due time,
  - b) draws up the Report in cooperation with the Chair and distributes it to all Evaluation Board members, incorporates their comments and develops the first draft version and sends it to the ACCR for comments on factual correctness. After incorporating its comments, develops a final version of the Report,
  - c) carries out activities pursuant to Article 2 (11).
- (11) A **member** of the Evaluation Board
  - a) takes part in the Evaluation Board’s meetings,
  - b) is obliged to acquire a thorough knowledge of the ESG and support materials on external evaluation recommended by the ENQA - i.e. the Guidelines, the self-evaluation report of the ACCR and other materials as required,
  - c) comments on the draft of the Report and takes part in developing the final version of the Report,
  - d) cooperates in the development of background materials such as the schedule, a checklist of questions and a list of meetings during the site visit,
  - e) participates in other activities associated with external evaluation,

- f) can be elected as Chair or Vice-chair of the Evaluation Board; the only member that cannot be elected Chair or Vice-chair is the Secretary,
- g) has the right to vote.

### **Article 3**

#### **Process of External Evaluation**

- (1) The process of external evaluation of the ACCR is initiated based on a request by the ACCR to the Ministry, followed by the ministerial notification of the external evaluation to the ENQA Board.

#### **Evaluating the ACCR**

- (2) The Evaluation Board members, nominated and appointed according to the Article 2, carry out the external evaluation of the ACCR by testing its compliance with the ENQA membership criteria / ESG, as stated in Article 1 (3).
- (3) The Evaluation Board collects information about the ACCR from
  - a) the self-evaluation report of the ACCR (hereinafter the "SER"),
  - b) the criteria, procedures and outcomes of internal evaluation of the ACCR,
  - c) the interviews with the ACCR conducted as part of the site visit to the ACCR,
  - d) evaluation of the implementation of recommendations set out in the previous external evaluation report.

#### **Site Visit**

- (4) The Evaluation Board members make a site visit to the ACCR with the aim to check the validity of information contained in the SER and gather additional evidence as to the ACCR's operation and its compliance with ENQA membership criteria / ESG.
- (5) The site visit lasts two or three days and should involve, among other things, a meeting with
  - a) the chair of the ACCR,
  - b) the vice-chair of the ACCR,
  - c) the staff of the secretariat of the ACCR,
  - d) representatives of higher education institutions that the ACCR evaluates,
  - e) other members of the ACCR and other stakeholders who are involved in and understand the process of higher education quality assurance at the discretion of the Evaluation Board (representatives of employers, students, etc.).

#### **Report**

- (6) The outcome of the external evaluation of the ACCR is a Report. The length should not exceed 40 pages in length, excluding the annexes.
- (7) The structure of the Report follows the Guidelines, report type A, mentioning
  - a) an executive summary, contextual information, the Terms of reference, the details of the timescale over which the review was conducted, the identity of all panel members and administrative support arrangements, a description of the main stages of the review, any recommendations for improvement,

- b) for each criterion (the ESG part 2 and 3 / ENQA membership criteria) a summary of the evidence gathered, an analysis testing the compliance of the ACCR with the criterion, a summative conclusion stating a level of compliance (fully or substantially compliant, partially compliant, non-compliant),
  - c) any recommendations and conclusion
  - d) annexes may be added.
- (8) The Report is drafted by the Secretary in cooperation with the Chair, based on the Evaluation Board findings. First draft version is sent to the ACCR for comments on its factual accuracy within six weeks of the site visit. The ACCR will submit any amendments to the Report relating to factual accuracy to the Secretary for consideration, in two weeks after the receipt of the draft Report. After incorporating its comments, the Report is finalised and sent to the ACCR and the ENQA secretariat by the Secretary.
- (9) The Report will be completed within ten weeks after the site visit.
- (10) The ACCR can form a statement to the final version of the Report (hereinafter the "Statement") and send it to the ENQA secretariat and the Secretary. The Report along with the Statement is made public.

#### **Article 4 Time Schedule**

The time plan for the External evaluation of the ACCR is as follows:

Production of the Statute	June 10, 2008
Request by the ACCR for the external evaluation	November 11, 2008
Nominations and appointment of the Evaluation Board members	June 2009
Production of the self-evaluation report by the ACCR	July 2009
Briefing meeting	July 2009
All the documentation sent to the Evaluation Board members	July 2009
Modification of the Terms of reference	September 2009
Preparatory meeting for the site visit	October 2009
Site visit	Nov./Dec. 2009
Draft of the Report delivered to the ACCR for factual correctness	January 2010
Statement of the ACCR to Evaluation Board, if necessary	January 2010
Submission of the final version of the Report to the ACCR and ENQA	February 2010
Statement of the ACCR on the Report, sent to the ENQA	February 2010
Consideration of the Report and the Statement by ENQA	March 2010
Publication of the Report and the Statement	April 2010

#### **Article 5 Evaluation Board Resources**

The material and technical resources for the activities of the Board for evaluation of the ACCR are provided by the Ministry of Education, Youth and Sports of the Czech Republic.

#### **Article 6 Special Provision**

- (1) This Terms of Reference for External Evaluation of the Accreditation Commission modifies the Statute for the Evaluation Board for the External Evaluation of the

Accreditation Commission of the Czech Republic and the Accreditation Commission of the Slovak Republic approved by the respective ministers on 10<sup>th</sup> June 2008. The change has been made based on the ENQA Board recommendations made on its official meeting held on September 7, 2009.

- (2) The Terms of reference for External Evaluation of the ACCR may be amended to incorporate comments by the European Association of Quality Assurance in Higher Education (ENQA).

**Article 7**  
**Final Provision**

The Terms of reference for External Evaluation of the ACCR has been approved by the Ministry of Education, Youth and Sports of the Czech Republic.

In *Prague* ..... on *30 September 2009*



Miroslava Kopicová  
Minister of Education, Youth and Sports

## Atteachment 1

### Electoral Rules and Rules of Procedure

- (1) The Evaluation Board has between six and nine members, all of them having the same voting right. The quorum is a majority of all Evaluation Board members.
- (2) Evaluation Board meetings are not open to the public. Representatives of the ACCR and other guests may only be invited to the meeting by the Chair or the Vice-chair in line with Article 2 (9).
- (3) The first meeting of the Evaluation Board is convened by the Secretary.
- (4) The first meeting is chaired by the Secretary or by an Evaluation Board member authorised to do so by him/her. In the course of the first meeting the Evaluation Board sets up a two-member election committee in order to elect the Chair and the Vice-chair. Nominated candidates for the posts of Chair and Vice-chair who have expressed consent to their candidature cannot be members of the election committee. The election of the Chair and the Vice-chair is overseen by the more senior member of the election committee. If the election committee cannot be set up via the procedure described above it will consist of the Secretary and one member identified by drawing lots.
- (5) All members of the Evaluation Board are entitled to present nominations for the Chair and Vice-chair. The Evaluation Board takes decisions on the nominations via a secret ballot. In the first round the member who gets a majority of votes of all Board members is elected Chair or Vice-chair. If there is no such majority after the first round, then in the second round the member is elected who gets a majority of votes of the members present. If there is no such majority, in the third round the member who gets the largest number of the votes is elected. If there is a tie in the third round, the election is repeated only for those candidates who each obtained the largest number of votes.
- (6) If the Chair or the Vice-chair is not elected in line with the rules described above, the election process is repeated. The Chair and Vice-chair must be elected in this second election process.
- (7) The second and following meetings of the Evaluation Board are convened by the Chair or by the Vice-chair pursuant to Article 2 (9).
- (8) The Report, including conclusions and recommendations resulting from the external evaluation process, is discussed by all members of the Evaluation Board. The final version of the Report is agreed upon by the Evaluation Board by means of voting. The Report is adopted provided that a majority of all present members of the Evaluation Board voted in favour (pursuant to point 1 of the Electoral Rules and Rules of Procedure). If there is a tie, the Chair or Vice-chair has a casting vote pursuant to Article 2 (9).