

# QUESTIONS & ANSWERS

## EVALUATION OF THE HEIs 2025

Ministry of Education, Youth and Sports  
Czech Republic



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# 1. GENERAL QUESTIONS

## Does each IEP have a chair who is already appointed?

Yes, chairs were appointed as per choice of HEI. However, it's possible to change chairperson if the need arises. The secretary of the HEI you are evaluating should contact all IEP's members in upcoming weeks and provide information about the IEPs agenda. Your panel chair should then inform you about expected meetings. However, the IEPs are just starting with their agenda. The meetings regarding the evaluation are expected in April and May.

## Are we supposed to contact our HEI contact to get an idea who is our chair and other members of the panel?

Yes, working of the panel is managed by the HEI, while the Ministry is providing the methodological framework and rules of evaluation. In general, it is the HEI who decides for your travels, concludes the contracts with you and makes other administrative arrangements in relation to your membership in IEP.

## When will be Self-Evaluation Report provided to IEPs?

Self-Evaluation Report (SER) will be provided to the panels by 1<sup>st</sup> May 2025. SER will be provided to you by the secretaries of your panels.

## Is there any form for SER?

Yes, there are standardised forms for both Self-Evaluation Report and the Evaluation Report. HEIs are currently preparing their SERs. The IEPs will be provided with the SER by 1st of May. You will be provided with the forms by the secretaries of your panels. The blank forms are also accessible on the website dedicated to the evaluation: <https://msmt.gov.cz/research-and-development-1/documentation-for-evaluation-of-research-organisations-in>

## What is the typical workload of IEP member?

The time commitment for individual evaluators varies depending on the size of the HEI being assessed by the IEP. HEIs have different organizational structures and a varying number of components, which affects the volume of materials the IEP needs to evaluate (see the previous question with the length estimation). Individual workload can depend on the division of tasks within the panel which is impossible to determine without the knowledge of actual length of SER of HEI (to be submitted to the MEYS by the end of March and to the IEPs by the May). In general, we estimate workload as:

Initial Training on Methodology HEI2025 (online)	2 x 2 hours
Harmonization meetings between IEP and EAC (online)	2 x 2–3 hours
Review of SER in Module 3	4 hours
Preparation of ER for Module 3	2 hours
Discussion of results within IEP	2 hours
Review of SER in Modules 4–5	8 hours
Preparation of ER in Modules 4–5	8 hours
Discussion of the results within IEP	4 hours
On-site visit	24 hours (1–5 days up to the size of the HEI)
Total	52 hours

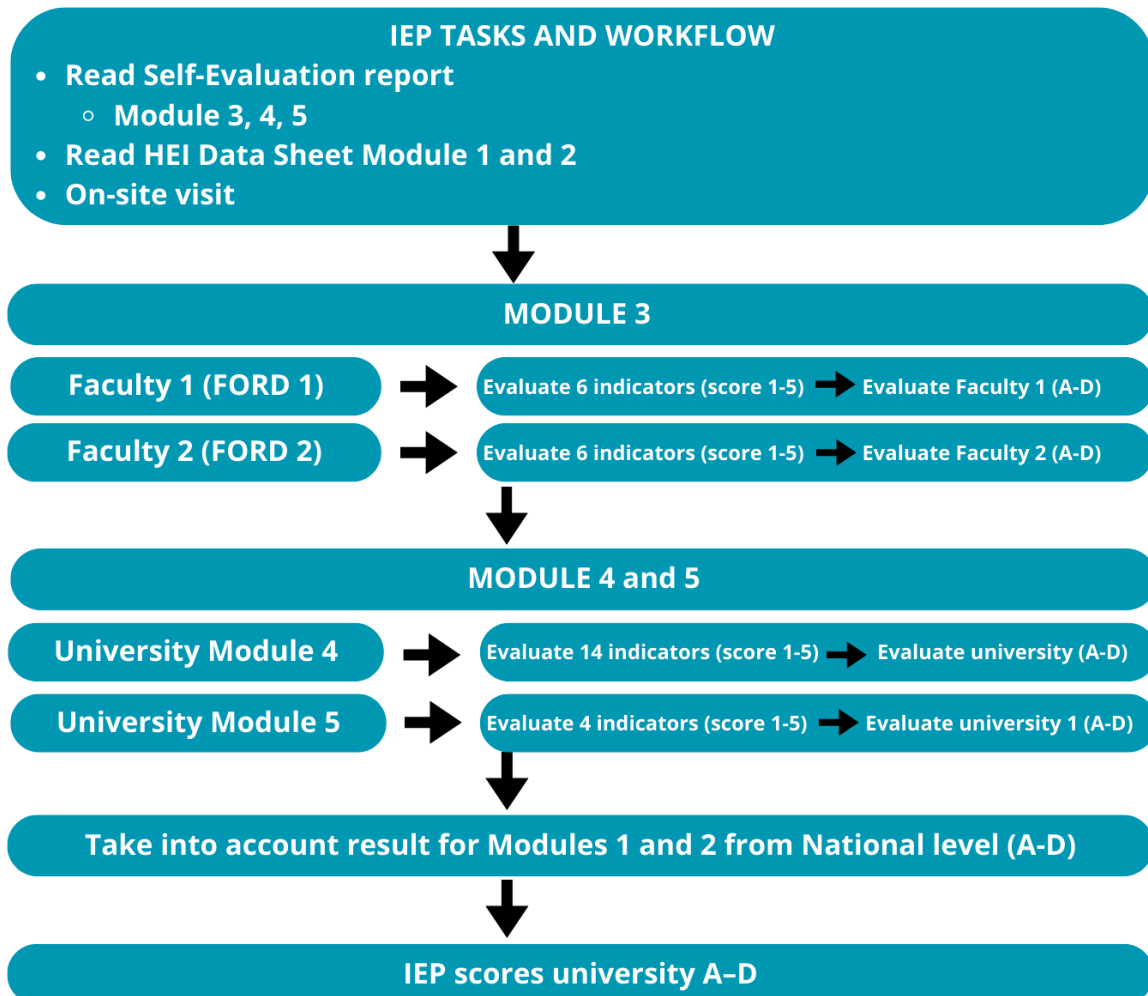
For more information see the [Guidelines for Evaluators Methodology HEI2025+](#).

## What is expected of the IEP?

In brief:

- 1) Read the Self-Evaluation Report (Module 3-5), Read HEI Data Sheet for Modules 1-2, go through the on-site visit.
- 2) Evaluate faculties / institutes in module 3 (A-D); evaluate HEI in modules 4 and 5 (A-D).
- 3) Formulate the evaluation of the entire HEI (A-D).

Schema:



**Do I assume correctly that we also can freely use any additional resources that are publicly available (although we ideally will not need to)?**

The official documentation for evaluation (Self-Evaluation Report, HEI Data Sheet for Modules 1 and 2) will be provided to you by MEYS. Together with the on-site visit, these materials are intended to give you all the necessary information for evaluation of HEI. Additionally, you can (but are not required to) use any publicly available data / data sources in your evaluation.

### Do you have any national Open science policy?

Yes. In 2018, the European Commission issued the [Commission recommendation on access to and preservation of scientific information](#) (in English). The Government of the Czech Republic prepared the [National Strategy for Open Access to Scientific Information in the Czech Republic for 2017–2020](#) (in Czech) and the [Action Plan for the Implementation of the Strategy](#) (in Czech). The Action Plan was prepared by a working group consisting of representatives from the Office of the Government of the Czech Republic, the Ministry of Education, Youth and Sports, the National Library of Technology, the Czech Academy of Sciences, and the Association of Libraries of Higher Education Institutions. The Action Plan included the following goals (see below). These goals were mostly achieved through various measures.

1. Actively engaging in the negotiation process with publishers at the international level.
2. Defining necessary measures for the introduction of the so-called Green Route to open access to scientific information.
3. Beginning preparations for the introduction of the so-called Gold Route to open access to scientific information.
4. Preparing the environment and evaluating science considering the changes that openness in science will bring for the Czech Republic.
5. Initiating changes in the scientific environment in the Czech Republic so that openness of access to scientific knowledge gradually becomes common practice for researchers.

For the period starting from 2021, a separate action plan for open science was not developed, as the principles and goals of open science became part of the *National Policy for Research, Development, and Innovation 2021+* (in English). The principles of open science are further inherently included in the strategies and policies of key actors in research, development, and innovation (RDI) in the Czech Republic, such as the Czech Science Foundation (GACR), the Technology Agency of the Czech Republic (TA CR), the Czech Academy of Sciences (CAS), and individual higher education institutions.

### Do students typically pay university fees at undergraduate and postgraduate level?

No. Public universities offer free education in programs accredited in the Czech language, as they are primarily funded through public budgets. Tuition fees usually apply to programs taught in English. Fees may also apply to some students if they exceed the standard period of study. In contrast, study at private universities is subject to fees, with the amount of tuition varying depending on the institution.

### How to understand the classification FORD group and FORD?

**FORD** refers to 42 fields of R&D&I. A **FORD group** refers to six disciplinary groups. Within Group 6 - Humanities and Arts, we further distinguish the subgroup 6.4 Arts. However, the terminology of the Frascati Manual is not always strictly followed, even in the Czech Republic. Occasionally, the term FORD is used to refer to a disciplinary group without using the word "group" at the end. In the context of the HEI2025 evaluation, we will strive to use the terminology correctly, as outlined above.

**It is my understanding that we will have the reports in May. Then, we will have the on-site visit in early June. The final report is due in October. Is that the correct timeline?**

Yes, the timeline of the IEP's work is as follows:

- 1<sup>st</sup> May 2025: IEP receives Self-evaluation report (SER)
- May – August 2025: IEP evaluates the SER, IEP attends the on-site visit (precise date will be set by the HEIs)
- September–October 2025: IEP prepares the Evaluation report (ER) and submits it to the MEYS

## 2. MODULE 3, 4, 5 & ON-SITE VISITS

### **Around how many pages for the module 3, approximatively in the SER?**

It depends on the size of the HEI and the number of its constituent parts. It can vary a lot. The biggest universities in Czech Republic, submit SER in module 3 which has around 100 pages. However, you don't usually read the whole SER in module 3. As this report consists of several SER (one for each faculty), you only focus on the SER of the faculty according to your FORD group. That means you can evaluate e.g. only 15-20 pages in module 3.

To be more specific, SER forms provided by the Ministry restrict the amount of information in each indicator by a wordcount. If HEI use the limits fully the length of SER in each module should be approximately:

Module 3 – 20 pages (one evaluated unit)

Module 4 – 40 pages

Module 5 – 12 pages

HEI Data Sheet for Modules 1 and 2 – 4 pages

### **Would it be possible to share with us the current version of forms for Modules 3 to 5? It would help a lot if we had an idea about the expected structure of the reports.**

All documents and forms for the evaluation are available in the MEYS webpage:

[Documentation for Evaluation of Research Organisations in the Segment of Higher Education Institutions in 2025, MŠMT ČR](#)

### **How many panel members will evaluate one faculty?**

Depends on the size of the panel. The members were nominated by HEI, minimal is 7 members for each panel. We suppose each HEI nominated as many panelists as they have constituents' parts. So, we suppose one panelist for one faculty.

### **How will the date (and length) of the on-site visit determined? Will there be some flexibility (Doodle type)?**

Each HEI has already set a date for on-site visit. The date should have been negotiated with the panel members, so every member would be able to participate.

### **I understand that we will provide grades A-D for each criterion and faculty of the University. Since these are letters, we cannot compute the mean value at the end. How will we determine the final grade (letter)?**

The IEP rates each indicator with points from 1 to 5 (rating). Along with the point-based evaluation, a qualitative comment and recommendation (text) are provided. At the end of each module, an average score and a grade for the module (A–D) are given (grading) as well as general comment on the quality and recommendations. The conversion of ratings to grades is defined in the Methodology HEI2025+ on pages 11–12 (see table 1).

### 3. MODULE 1, 2 (NATIONAL LEVEL RESULTS)

#### **Do IEPs assess modules 1 or 2, i.e. quality or research performance?**

No. The evaluation of Modules 1 and 2 is conducted by the R&D&I Council, not the IEP. This evaluation is provided to the IEP by the provider. IEP evaluates Modules 3, 4, and 5 through assessment of the Self-evaluation report of the HEI. However, to gain a better understanding of the evaluated higher education institution (HEI), International Evaluation Panels (IEPs) are allowed to access the application (which was introduced during the first training session), where the results in the areas of quality and relevance for each HEI are listed. You can access the app here: [Evaluation According to the Methodology M17+](#).

#### **The data for Modules 1&2 will be provided via an interactive platform which we can access ourselves plus a data sheet provided by the HEI? Is there any other report on Modules 1&2 which we will receive?**

Data needed for evaluation of any given higher education institution (HEI) will be provided in the form of HEI Data Sheet. This sheet will summarize information about the performance of the HEI in modules 1 and 2 including the grade needed for the formulation of overall evaluation in all five modules in about 4 pages. The interactive platform can provide you with information about outputs of modules 1 and 2 in more detail. Application allows you to take a more granular look to the level of individual faculty if you require it, however, it's not mandatory!

#### **Please can you provide a brief manual for the app with screenshots of how to access important reports. Thank you**

We will discuss the possibility of providing you with the manual with the responsible personnel of Office of Government who are operating the application.

#### **If the output is the paper published in journal where authors have affiliations from more HEIs, is this value taken as 1 output and assigned to each institution?**

Shares are not made etc. RO are providing info on the outputs and declare their share/contribution which affect the peer-review/grade

#### **In this peer-review based assessment, do the universities/faculties know how each of the nominated (self-selected) publications is ranked (i.e., which grade)?**

Authors know the grade and they know the corresponding review. They are provided with short texts "behind" the final grade.

#### **At the beginning it was said that we talk about reviewed outputs and that the output was requested according to amount of money an institution receives. Does this mean that the numbers here are absolute, but not absolute regarding the entire output, but only regarding the output which was submitted for evaluation?**

In module 1 yes. Outputs in module 1 are limited according to amount of money an institution receives. In module 2 all outputs are taken in account.

#### **In the humanities and art section: are the outputs also including exhibitions, public presentations, etc?**

Yes, these types of outputs are also included. All outputs listed in the document under the attached link (Definition of Result under the Methodology 17+) could be submitted <https://vyzkum.gov.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=998030>.

#### **Are the bibliography data harvested solely from the OBD database or is there some independent mining of WoS/Scopus or other sources based on affiliation?**

WOS is the primary source. National database IS VaVal (RIV) is used for receiving additional info (e.g. Faculties affiliation).

**Do we need to analyse Module 1 and 2 data to this depth in order to evaluate modules 3 to 5? If not, was this detailed presentation actually necessary?**

No. What is most important for you is the Self-Evaluation Report (SER) of the HEI, particularly in modules 3–5, which will be evaluated by the IEPs. The second training (Thursday, February 27) will focus on the analysis of the SER. The access to the application for National Evaluations Results and how to use it was presented to provide you with as much contextual information as possible from the Ministry of Education, Youth and Sports (MEYS) regarding the results of the HEI that your IEP represents.



## 4. IEPs & EXPERT ADVISORY COMMITTEE

**Can you give more information about the process of submission of drafts to EAC (seems new compared to 2020)?**

Each IEP will include so called Provider's methodologist. The methodologist works as your guide throughout the process of evaluation and as liaison with the Ministry and EAC. Drafts of evaluation report as well as any methodological questions can be submitted to the EAC through the methodologist.

**Are we expected to be very familiar with the Methodology HEI2025+ by the harmonization meeting?**

It would be great if you could go through the Methodology HEI2025+, in particular the six evaluated indicators of Module 3 (3.2-3.7). The harmonisation sessions should provide space for your questions and discussion. Any questions you may have after familiarising yourself with the Methodology HEI2025+ are welcome and appreciated.

**It is my understanding that there are no options for harmonisation sessions. Could you please clarify what the implications would be if one is not available for this session? Is this a question to be raised with the respective secretary?**

With the number of experts involved we cannot unfortunately accommodate everyone, however, outcomes of the harmonization sessions will always be summarized and shared with IEPs. We would also like to keep discussion between the IEPs and Expert Advisory Committee continual, therefore, further questions can always be raised through the secretary or Provider's methodologist.