

STATUTE AND THE RULES OF PROCEDURE OF THE EXPERT ADVISORY COMMITTEE FOR EVALUATION IN THE HIGHER EDUCATION INSTITUTIONS SEGMENT

PART I

Introductory Provisions

Article 1

The expert advisory committee is established in order to unify the approach of international evaluation panels (hereinafter referred to as "IEP") within the process of evaluation of research organisations in the higher education institutions segment. The evaluation is carried out according to the Methodology for Evaluating of Research Organisations approved by the Government of the Czech Republic, and according to the Methodology for Evaluation of Research Organisations in the Higher Education Institutions Segment 2025+ (hereinafter referred to as "Methodology HEI2025+").

PART II

Statute of Expert Advisory Committee

Article 2

Subject of activities of the Expert Advisory Committee

- (1) The Expert Advisory Committee (hereinafter referred to as the "EAC") is responsible for the consistent application of the evaluation criteria across IEPs and the fields of research and development (defined by FORD). It is also responsible for the consistent interpretation of the methodological questions raised by each IEP.
- (2) The EAC shall act as an advisory and monitoring body to oversee the correctness of all processes and seek to mediate understanding between evaluation actors.
- (3) The EAC, in collaboration with the IEP members, in a joint discussion, specifies the criteria for research quality in the context of individual fields of R&D&I and assesses the relevance of specific indicators for the evaluation of a given R&D&I field.
- (4) The EAC serves as an appeal body in case of doubts about the procedural correctness of the evaluation. In such a case, it may be contacted by the evaluation actors and asked for its opinion.
- (5) The EAC issues an advisory opinion to consolidate the evaluation if the evaluation does not meet the established criteria or if the evaluation criteria are not applied consistently.
- (6) The EAC shall, at the request of the Provider on an ad hoc basis, comment on issues arising in the course of the evaluation.

Article 3

Composition of the Expert Advisory Committee

- (1) The EAC is composed of a representative of the Provider, a representative of the Research, Development and Innovation Council, representation of higher education institutions¹ and domestic and foreign experts in the field of R&D&I in such a way that at least one expert is always represented in each FORD field. Domestic and international experts shall preferably be selected from the chairpersons or other evaluators with previous experience of evaluation under the 17+ Methodology.
- (2) The members of the EAC shall be appointed and dismissed by the Provider.
- (3) The Chairperson of the EAC is the provider's representative responsible for the evaluation agenda of research organisations in the higher education institutions segment.
- (4) The Secretary of the EAC shall be a representative of the Provider.
- (5) When drawing up the EAC, the Provider shall strive for gender balance with the aim of achieving at least 40% representation of women and men respectively.

Article 4

Rights and Obligations of the Expert Advisory Committee

- (1) A member of the EAC is obliged to carry out his/her activities in the EAC personally, independently and on his/her own behalf to express his/her professional opinion.
- (2) Membership of the EAC is irreplaceable.
- (3) A member must not be biased in relation to the HEIs being evaluated and must not have a personal interest in the outcome of the evaluation. A member of the EAC shall not participate in the evaluation of an HEI in relation to which bias might exist, i.e. in particular in relation to an HEI at which he/she has an employment relationship.
- (4) A member of the EAC is obliged to maintain the confidentiality of all facts he/she becomes aware of in connection with his/her membership in the EAC and to prevent third from accessing the data and information so obtained.
- (5) The members of the EAC, who are not representatives of the Research, Development and Innovation Council or representatives of the representation of HEIs, are entitled to reasonable remuneration and reimbursement of travel expenses for their activities in the EAC. The granting of remuneration and reimbursements shall be governed by the internal regulations of the Provider. The remuneration of the Chairperson of the EAC and the Secretary of the EAC shall be regulated within the framework of their employment relationship with the Provider.
- (6) The EAC shall issue a recommendation to modify the evaluation if the evaluation does not meet the established criteria. It may also recommend to the IEP or the Provider that the rating given be reconsidered but has no power to enforce this by directive. The EAC does not intervene in the evaluation of HEIs or the determination of the qualitative grades of evaluation.

¹ Czech Rectors' Conference (hereinafter referred to as "CRC") and the Council of Higher Education Institutions (hereinafter referred to as "CHEI").

PART III

The Rules of Procedure of the Expert Advisory Committee

Article 5

Preparation of the Expert Advisory Committee Meetings

- (1) The EAC shall act as necessary in relation to the evaluation timetable in accordance with the Methodology HEI2025+.
- (2) Meetings of the EAC shall be convened by the Chairperson or a person authorised by the Chairperson. The Chairperson or his/her delegate shall direct the work of the EAC and the individual meetings.
- (3) The preparation and distribution of documents for the EAC meetings and other organisational matters is handled by the Secretary of the EAC, who is not a member of the EAC. The Secretary of the EAC is appointed by the Provider.

Article 6

Rules for the Expert Advisory Committee Proceeding

- (1) Meetings of the EAC shall be closed to the public and may be attended only by the Chairperson, members of the EAC and the Secretary of the EAC, or guests designated by the Chairperson.
- (2) Meetings of the EAC shall be held in particular remotely (by means of online videoconferencing or other appropriate means of distance communication), by email (hereinafter referred to as "per rollam") or, in justified cases, in person.
- (3) In-person meetings of the EAC shall be convened by the Chairperson through the Secretary of EAC at least 30 working days prior to the scheduled date of the in-person meeting.
- (4) Distance meetings of the EAC shall be convened by the Chairperson through the Secretary of EAC at least 10 working days before the scheduled date of the face-to-face meeting, unless the EAC members agree otherwise in advance.
- (5) The meeting shall be chaired by the Chairperson or, in his/her absence, by a member authorised by the Chairperson.
- (6) A quorum of the EAC shall be present if an absolute majority of its members are present at the meeting.
- (7) The EAC shall decide by voting. The approval of a majority of the members is required for the adoption of a resolution. In the event of an equality of votes, the chairperson's vote shall decide.
- (8) The Secretary of EAC shall take minutes of the EAC meeting, which shall include the voting results and the attendance list. The minutes shall be signed by the Chairperson or the person who chaired the meeting based on the chairperson's authorisation. The minutes shall then be circulated to all members of the EAC and filed for archiving.
- (9) If the EAC is asked by the evaluation acter for a recommendation outside the meeting date, the opinion may be discussed per rollam. The decision to hold such a vote shall be taken by the Chairperson of the EAC. In the case of a per rollam discussion, a draft statement will be circulated by the Chairperson or his/her delegate by email, indicating the deadline for the members of the EAC to send their opinions on it. The deadline for comments shall be at least five working days. The proposal shall be approved if a majority of all members of the EAC agrees with it.

PART IV
Effectiveness

Article 10

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

In Prague

prof. PaedDr. Radka
Wildová CSc.

Digitálně podepsal
prof. PaedDr. Radka
Wildová CSc.
Datum: 2025.02.28
08:41:56 +01'00'

Signature _____

(authorised representative of the Provider)