

Rector's Directive no. 12/2019

STATUTE AND THE RULES OF PROCEDURE OF THE INTERNATIONAL EVALUATION PANEL

PART I

Introductory Provisions

Article 1

The International Evaluation Panel is set up for the purpose of evaluation of higher education institutions (hereinafter referred as “universities”) in the M3-M5 modules according to the document The Methodology for Evaluating Research Organisations in the universities segment which is 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

Subject of activities of the International Evaluation Panel

- (1) The International Evaluation Panel (hereinafter referred to as “IEP” or “Panel”) evaluates a self-evaluation report of a university submitted in accordance with the Methodology for Evaluating Research Organisations in the university segment which is Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes. Alternatively, IEP evaluates the other documentation requested by IEP or by the Ministry of Education, Youth and Sports (hereinafter referred as “MEYS” or “Ministry”) as a provider of the institutional support for long-term conceptual development of universities.
- (2) The IEP provides an objective and impartial assessment of the self-evaluation report and other submitted documentation.
- (3) Furthermore, the IEP, on request of the MEYS, gives an ad hoc commentary on some questions that may arise during the evaluation.

Article 3

Composition of the International Evaluation Panel

- (1) The IEP members are appointed and removed by the Rector of the Metropolitan University Prague. The MEYS nominates one member of the IEP. The other members are nominated by the Metropolitan University Prague so that they are external generally recognized professional experts

- in the respective Fields of Research and Development (hereinafter referred as “FORD”) relevant to the evaluated university.
- (2) The IEP consists of a chairperson and 6 other members at least. An absolute majority of the members (hereinafter referred as “evaluators”) must be composed of foreign experts. While following this principle, the number of evaluators may be changed as needed during the evaluation process, but it is not allowed to drop below 7 (including the chairperson and a representative of the MEYS).
 - (3) A secretary is assigned to the panel by the evaluated university. The secretary does not vote or participate in the evaluation.
 - (4) A sole IEP is established for the Metropolitan University Prague.
 - (5) The professional qualities and impartiality of the nominated voting evaluators will 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 MEYS 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 the Metropolitan University Prague can remove the evaluator due to a conflict of interest or for other serious reasons which need to be justified and agreed with the MEYS.
 - (7) The IEP takes no account of the evaluator’s assessment if the evaluator has any verifiable conflict of interest 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 will be supplemented according to the proposal of Rector of the Metropolitan University Prague in accordance with the Article 3 (1) with the possibility of additional verification of qualitative and other assumptions in accordance with Article 3 (5). The evaluation of results made by IEP member appointed in this manner will be valid only after this verification.

Article 4

Rights and Obligations of the International Evaluation Panel Members

- (1) The evaluators are obliged to carry out activities in the IEP personally, independently and in their own name to express their professional opinion.
- (2) The IEP membership is irreplaceable.
- (3) The evaluator must not be in conflict of interest in relation to the Metropolitan University Prague and must not have a personal interest in the outcome of the evaluation. The criteria for avoidance of conflict of interests of the evaluators are set out in the document “International Evaluation Panel Member Form” prepared by the Ministry. The evaluators confirm the absence of a conflict of interest by signing this form. The member of IEP may also be a member of the permanent expert advisory body of the evaluated university.
- (4) The evaluators are obliged to maintain confidentiality of all facts they become 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 MEYS. The financial remuneration is based on an agreement held outside the employment (or other legal form used for similar purposes concluded between the evaluator and the Metropolitan University Prague).
- (6) The evaluators are entitled to reimbursement of travel expenses incurred in connection with their activities in the IEP. The provision of travel expenses is governed by the internal regulation of the Metropolitan University Prague.
- (7) The MEYS representative does not vote and does not participate directly in the evaluation. The MEYS representative arranges communication between the IEP and the MEYS and provides an interpretation of potential uncertainties in relation to The Methodology for Evaluating Research Organisations in the universities segment.

Article 5

Organization of the International Evaluation Panel Activities

- (1) The chairperson manages the activities of the IEP. The chairperson is appointed and removed by Rector the Metropolitan University Prague.
- (2) The secretary provides the preparation and distribution of documents and other organizational matters.
- (3) The Metropolitan University Prague administratively ensures the IEP activities using electronic communication (e-mail and cloud).

Article 6

Evaluation Procedure of Universities in Modules M3-M5

- (1) All evaluators are acquainted with all the supporting documentation submitted to the IEP for the evaluation. They inform the Metropolitan University about the eligibility of all documentation or ask them (with appropriate justification) for completion, if necessary.
- (2) The IEP chairperson calls for completion of the self-evaluation report as appropriate.
- (3) The IEP members use the document "The Methodology for Evaluating Research Organisations in the university segment which is Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes" individually as needed.
- (4) The result of the IEP's work is an approved evaluation report on the Metropolitan University Prague university.

Article 7

International Evaluation Panel on-site Visit

- (1) At least one IEP on-site visit at the Metropolitan University Prague is an essential part of the evaluation.

PART III

Rules of Procedure of the International Evaluation Panel

Article 8

Preparation of the International Evaluation Panel Proceeding

- (1) The IEP may act accordingly personally or with the exception of the on-site visit at the particular university also via electronic mail or via other kind of remote communication (hereinafter referred as "per rollam").
- (2) The Rector together with the IEP chairperson may arrange the IEP meeting through the secretary at least 30 working days before the scheduled date of the meeting.
- (3) The written documents for the meetings are available in the electronic information system established for the evaluation purpose or sent out by electronic mail at least 20 working days before the date of the meeting.

Article 9

Rules for the International Evaluation Panel Proceeding

- (1) The chairperson or the evaluator authorized by the chairperson leads the IEP meeting.
- (2) The meetings of the IEP are confidential and may be attended only by the IEP members and the secretary and guests invited by the chairperson of IEP.
- (3) The IEP has a quorum in meetings if an absolute majority of voting members is present at the meeting.
- (4) The decisions of IEP are made by voting; an approval of an absolute majority of the present members is required to adopt the resolution. In case of equal votes, the chairperson's vote will decide.
- (5) The secretary or authorized evaluator takes the minutes of the meetings, including the results of voting and attendance list signed by the members. The minutes are approved by the chairperson or by the authorised person who conducted the meeting. The minutes are then archived.
- (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 the evaluated university, it is his / her duty to inform the chairperson of IEP who will also inform the rector. The rector will terminate the membership of the evaluator due to a conflict of interest in accordance with the Article 3 (6).
- (7) In case of per rollam vote of IEP the secretary circulates the relevant documentation and the standpoint draft electronically to all evaluators stating the date by which they should send their comments or votes by e-mail to the secretary and the chairperson of the IEP. The deadline must be at least 10 working days. A standpoint draft of IEP is approved per rollam if more than half of IEP voting members agree within the deadline. The conclusion of per rollam vote is recorded and submitted without undue delay for signature to the chairperson or authorized IEP member. The secretary will send thus approved minutes to all evaluators by e-mail until 3 working days after the signature at the latest and minutes will be archived.

- (8) All evaluators are entitled to use all materials obtained in the course of the evaluation process solely for the sake of IEP. When the evaluation process is finished, they are obliged to return these materials to MUP or dispose of them. The IEP are aware that some information might be confidential, subject to trade secret, copyright or other intellectual property rights. With the exception of IEP activities, the evaluators are not authorised to make any use of the information obtained, including transmission to third persons or publishing without prior written consent of the MUP.

PART IV

Effectiveness

Article 10

This Statute and the Rules of Procedure come into force on: 15th March 2020

In Prague, 13th December 2019



Prof. Michal Klíma

Rector of the Metropolitan University Prague

METROPOLITNÍ UNIVERZITA PRAHA, o.p.s.
Sídlo: Prokopova 100/16, 130 00 Praha 3-Žižkov
Korespondenční adresa:
Dubečská 900/10, 100 31 Praha 10-Strašnice, ČR
(4)