

Academy of Arts, Architecture and Design in Prague

In accordance with Section 17(1a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), as amended and in accordance with Art. 5 of the Statute of the Academy of Arts, Architecture and Design in Prague of the 1st September 2017 and in compliance with Methodology for Evaluating Research Organisations and Research, Development and Innovations Purpose-tied Support Programmes, the Rector has issued the following directive:

International Evaluation Panel

Rector's Directive no. 9/2019
of 17th December 2019

PART ONE

GENERAL PROVISIONS

Article 1

Subject-matter of directive

This directive defines the statute and the rules of procedure of the International Evaluation Panel (henceforth only as the "Panel") and the process of the external evaluation of UMPRUM by the Panel.

Article 2

Establishment of Panel

The rector sets up the Panel as a working group for the purpose of objective and unbiased external evaluation of UMPRUM in 2020 in the M3-M5 modules on the basis of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes ¹⁾ as amended by later government resolutions²⁾, in particular its annex no. 5 Methodology for Evaluating Research Organisations in the Universities Sector (hereinafter the "Evaluation Methodology").

¹⁾ Government resolution no. 107/2017 of 8 February 2017

²⁾ Government Resolution no. 837/2017 of 29 November 2017 and Government Resolution no. 563/2019 of 30 July 2019

Article 3

Conditions of Activity of Panel

(1) The administrative conditions for the activity of the Panel are provided for by UMPRUM.

(2) UMPRUM shall open and assure the operation of electronic mail accounts for the Panel as a working group and for those of the Panel members who do not give UMPRUM their electronic mail address. UMPRUM shall provide a share storage site for storing electronic documents for the Panel's activity.

Article 4

Time Plan

The rector shall define the time plan of the Panel's activity and hand it over to the Panel chairperson; the prescribed time limits must be reasonable. The Panel members, the chairperson and the secretary, UMPRUM and its bodies are bound by the time plan.

PART TWO

PANEL STATUTE

TITLE I

COMPETENCE, CHAIRPERSON AND SECRETARY

Article 5

Competence

(3) The Panel evaluates the self-evaluation report of UMPRUM submitted in compliance with the Evaluation Methodology and possibly also other documentation which the Panel may request from UMPRUM or submitted by the Ministry of Education, Youth and Sports (hereinafter the "Ministry") as a provider of an institutional support for long-term conceptual development of research organizations in the universities sector.

(4) Upon request of the Ministry the Panel gives an ad hoc commentary on issues that may arise during the evaluation process.

Article 6

Chairperson

(5) The chairperson, who manages the procedure and the activity of the Panel in accordance with the time plan and represents the Panel externally, is appointed by the rector from among the Panel members immediately when the office is vacant.

(6) The chairperson may authorize another member of the Panel to deputise for him or her.

Article 7

Secretary

(7) The secretary carries out the organizational and technical activities necessary for the Panel's activity and in connection with the Panel's activity performs other tasks assigned by the chairperson of the Panel or the rector. The secretary is not a member of the Panel.

(8) The secretary shall be appointed by the rector from among UMPRUM employees.

TITLE II **PANEL MEMBERSHIP**

Article 8

Number of members and composition of Panel

(9) The Panel has 9 members.

(10) One member of the Panel is appointed by the rector upon the nomination of the Ministry (hereinafter as "non-voting member"). The other members of the Panel (hereinafter as "evaluators") are appointed by the rector at his or her own discretion but a majority of them must be foreign experts.

Article 9

Requirements for members

(11) The evaluators must be generally recognized professional experts in the respective Field of Research and Development - FORD 6. Humanities and the Arts.

(12) A member of the Panel must not be UMPRUM employee or student.

Article 10

Conflict of interest

(13) A member of the Panel must not have any relationship to the matter discussed by the Panel or the persons concerned by the matter, in particular they must not have a personal interest in the result of the external evaluation of UMPRUM. The criteria for the assessment of the conflict of interest are set out in the IEP Member Form defined by the Ministry.

(14) If a member of the Panel has a reason to believe that he or she or some other member of the Panel are in a conflict of interest, he or she shall inform the rector. If the rector finds out that a Panel member is in a conflict of interest, the rector shall remove such member.

Article 11

Submission to Commission

The rector shall notify the Commission for Evaluation of Results and Finished Programmes (hereinafter the "Commission")³⁾ of the names of the persons to be appointed evaluators; attached to the notice shall be the IEP member forms completed by the nominees.

Article 12

Appointment of members

(15)The evaluators are appointed by the rector after the statement of the Commission.

(16)Appointment as a member of the Panel does not give rise to employment.

Article 13

Rights and obligations of members

(17)A member of the Panel shall keep confidential all information learnt in connection with his or her membership in the Panel and not to disclose it to third persons.

(18)Evaluators are obligated to perform their activity in the Panel in person, independently and to the best of their professional belief. Evaluators are entitled to remuneration for the work performed in the Panel and to reimbursement of their travel expenses. UMPRUM shall enter with the Panel members into any of the agreements on works performed outside of employment or a contract of a similar suitable type.

(19)The non-voting member of the Panel is obligated to

- a) perform the activity in the Panel in person,
- b) mediate the communication between the Panel and the Ministry, and
- c) provide for the interpretation of potential ambiguities in the Evaluation Methodology.

Article 14

Supplementation of members

(20)If during the evaluation process the membership of the non-voting member is terminated, the rector shall notify the Ministry of this fact and wait for its nomination.

(21)If during the evaluation process the membership of an evaluator is terminated, the rector shall immediately appoint a new Panel member and announce the name of the appointed Panel member to the Commission; attached to the announcement shall be the completed IEP member form.

³⁾ The Commission for Evaluation of Results and Finished Programmes is an advisory body to the Research, Development and Innovation Council

Article 15

Minister's requirements for change of members

In justified cases the Ministry may submit a request to the rector for a change of the members of the Panel.

Article 16

Termination of membership

(22) Membership in the Panel terminates by

- a) resignation,
- b) removal,
- c) on the last day of the calendar year in which the UMPRUM evaluation is approved,
- d) death.

(23) The rector shall remove a Panel member if he or she does not meet the requirements for a Panel member. The rector may remove a Panel member with the consent of the Ministry for other serious reasons.

PART THREE

RULES OF PROCEDURE OF PANEL

TITLE I

GENERAL PROVISIONS

Article 17

Panel procedure

The activity of the Panel is managed by the chairperson. The Panel acts at meetings or without holding a meeting (per rollam).

Article 18

Provision of information and documents

Documents and information concerning the activity of the Panel shall be delivered to the electronic mail addresses or published on a shared storage site.

TITLE II

MEETINGS AND PER ROLLAM PROCEDURE

Article 19

Convocation of meetings

(24) Panel meetings are convened by its chairperson with the consent of the rector; meetings in connection with an on-site visit are convened by the chairperson after consultation with the rector.

(25) Upon rector's request the chairperson shall convene a meeting within 7 days from the day of the delivery of the request so that the meeting takes place without undue delay.

Article 20

Notification of meeting

The chairperson shall inform the Panel members on the meeting of the Panel at least 30 days before the date of the meeting with information on the day, place, time and the agenda of the meeting. Together with the notice or within no later than 20 days in advance the chairperson shall also deliver or make accessible the materials for the proposed agenda of the meeting.

Article 21

Attendance at meetings

(26) The meetings of the Panel are not public. Panel members have the obligation to be present at the meeting in person or through other means; serious reasons preventing a member from participation are not regarded as the breach of this obligation.

(27) Participation by proxy is inadmissible.

(28) Where required by the matter discussed, the chairperson may invite additional persons to the meeting.

Article 22

Per rollam procedure

(29) If a matter is considered without holding a meeting, the chairperson shall deliver through the secretary to the Panel members the necessary documents for the matter considered and yes/no questions which need to be answered for the matter to be cleared.

(30) Within the prescribed time limit which must not be shorter than 10 days the members shall via the secretary answer yes or no to the questions asked and may comment on the matter under consideration.

Article 23

Obstacles to activity

(31) If the number of the Panel members drops below 7, the Panel has no capacity to proceed.

(32) The UMPRUM evaluation may not be approved by the Panel before the Commission has given its standpoint on all the Panel members.

Article 24

Quorum

The Panel is quorate if a majority of all the evaluators are present at the meeting or deliver their standpoint in the per rollam procedure.

Article 25

Adoption of decisions

(1) For a decision to be adopted by the Panel, the consent of the majority of all the evaluators is required. If a member does not express his or her approval, such member is assumed to be against the decision.

(2) In the event of a tie, the vote of the chairman decides.

Article 26

Minutes of meeting

(33) Minutes are made of each procedure of the Panel and shall be delivered by the chairperson to the Panel members, the secretary for archiving and the rector no later than 7 days after the end of a meeting or in case of per rollam procedure through the secretary within the last day of the time limit for response.

(34) The minutes of meeting shall always contain information on the time and place of the meeting, the attendees and the chairperson, the agenda of the meeting, the result of individual votes, and the exact text of the decisions adopted by the Panel and the date of its preparation. The minutes of a per rollam procedure shall contain the text of the questions asked, the votes of the individual members, the results of the individual votes and the date of preparation.

(35) The minutes of meeting must be confirmed by the chairperson and minutes of the per rollam procedure must in addition be signed by the secretary.

PART FOUR
EVALUATION PROCESS

Article 27

Documentation and supplementation

(36)The rector shall hand over to the Panel through the chairperson the documentation for the external evaluation of UMPRUM.

(37)All evaluators shall make themselves familiar with the documentation and inform the chairperson if they find the documentation eligible for evaluation; if the documentation is not found eligible, they must specify how and why it needs to be supplemented.

(38)The chairperson shall assess the requirements for the evaluators for the supplementation of the documentation for evaluation and if they are found justified, the chairperson shall call on UMPRUM to supplement the documentation for evaluation within a reasonable time limit.

Article 28

Evaluation proposed by UMPRUM

(39)The Panel is responsible for external evaluation of UMPRUM on the basis of the self-evaluation report and other materials submitted by UMPRUM according to the Evaluation Methodology.

(40)The evaluators shall evaluate UMPRUM

- a) in the first step of the evaluation each independently; evaluation of a member removed for a conflict of interest is not taken into account,
- b) in the second step of the evaluation they approve together the draft of the evaluation report.

(41)The Panel chairperson shall send the draft of the evaluation report to the rector to rektor@vsup.cz.

Article 29

On-site visit

(42)At the latest before the second step of the evaluation process the Panel members shall personally visit UMPRUM and hold a meeting at UMPRUM premises.

(43)The programme of the on-site visit shall be determined by the Panel chairperson after consultation with the UMPRUM rector.

Article 30

UMPRUM standpoint

The rector shall send the Panel a standpoint on the proposed evaluation report.

Article 31

Approval of evaluation report

(44)The Panel shall discuss the rector's standpoint on the draft of the evaluation report and in the third step tackle the rector's comments and approve the report.

(45)The approved evaluation report shall be delivered by the Panel to the rector and the Ministry.

Article 32

Ministry request for elaboration

If the Ministry requests, the Panel shall supplement the evaluation report.

PART FIVE

FINAL PROVISIONS

Article 33

Effectiveness

This directive becomes effective on 1 January 2020.

In Prague, date:

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