



# **STATUTE AND THE RULES OF PROCEDURE OF THE INTERNATIONAL EVALUATION PANEL OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

## **PART I**

### ***General Provisions***

#### **Article 1**

#### **Introductory Provisions**

The Rector of the University of Hradec Králové (hereinafter "UHK") issues according Article 17 paragraph 3 letter f) Statute of the UHK this *Statute and the Rules of Procedure of the International Evaluation Panel of the UHK* (hereinafter "Rules" of the International Evaluation Panel UHK hereinafter "IEP"), its aim is regulation of the position, composition, scope and conduct within and outside the IEP.

## **PART II**

### ***Statute of the IEP***

#### **Article 2**

#### **Position of the IEP**

The IEP is an independent body of the UHK, which is set up for the purpose of evaluation of higher education institutions (hereinafter referred as "universities") in the M3-M5 modules according to a document of Methodology for Evaluating of Research Organisations in the universities segment (hereinafter "Methodology for Evaluating of Universities"), which is in the Annex 5 of the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes (hereinafter "Methodology 17+").

#### **Article 3**

#### **Activities of the IEP**

- 1) The IEP's activities are governed by these regulations, which is a part of the UHK's proposal to authorize the UHK's organizational implementation of the evaluation according to the Methodology 17+.
- 2) The IEP draws up an evaluation report within the UHK's evaluation during a complex evaluation of universities according to the Methodology for Evaluating of Universities. The basis for the preparation of the IEP's evaluation report is the self-evaluation report of the UHK and the on-site visit of the IEP's members at the UHK. The evaluation proceeds according to the schedule, that is set up within the UHK's proposal to authorize the UHK's organizational

implementation of the evaluation according to the Methodology for Evaluating of Universities and according to instructions of the Ministry of Education, Youth and Sport (hereinafter referred as “MEYS”) listed in the documentation for evaluation.

- 3) The IEP provides an objective and impartial assessment report, in the structure defined by the documentation of the MEYS for the evaluation. The chairperson of the IEP is responsible for submitting the report within the set deadline. The report is submitted according to instructions given in the MEYS’s documentation for evaluation.
- 4) The IEP evaluates the other documentation requested by IEP or by the MEYS as a provider of institutional support for a long-term conceptual development of universities.
- 5) Furthermore, the IEP, on request of the MEYS, gives an ad hoc commentary on some questions that may arise during the evaluation.

## **Article 4**

### **Composition and members of the IEP**

- 1) The IEP contains of at least 7 members. At least 6 members of the IEP are appointed by the Rector, the MEYS nominates one member of the IEP, so that at least an absolute majority of members are experts from abroad (but not with Slovak citizenship), especially from the fields of science, which are being developed at the UHK. 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 the representative of the MEYS).
- 2) The composition of the IEP is a subject to the opinion of the Results Evaluation Commission of research institutions and completed programmes (hereinafter referred as “REC”), that assesses professional qualities and impartiality of the nominated voting evaluators based on their professional CVs. The composition of the IEP based on independent and recommending statute of the REC is approved by the MEYS (the MEYS may request changes in the composition of the IEP in justified cases), whereby the IEP members so approved shall be appointed by the Rector.
- 3) The functional period of the IEP member shall last for the period specified in the IEP’s work schedule, which is set out within the UHK’s proposal to authorize the UHK’s organizational implementation of the evaluation according to the Methodology for Evaluating of the Universities.

- 4) The IEP membership terminates by resignation, removal or death of the evaluator. The Rector 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.
- 5) The IEP takes no account of the evaluator's assessment if the evaluator has any verifiable conflict of interest during the evaluation.

If, during the evaluation process, membership is terminated in accordance with the Article 4 (4) by one or more IEP members and the number of IEP members falls below a minimum number as laid down in Article 4 (1), the IEP will be supplemented according to the proposal of the Rector in accordance with the Article 4 (1) with the possibility of additional verification of qualitative and other assumptions in accordance with Article 4 (2). The evaluation of results made by the IEP member appointed in this manner will be valid only after this verification.

## **Article 5**

### **Rights and Obligations of the IEP members**

- 1) The evaluators of the IEP are obliged to carry out activities in the IEP personally, independently and in their own name to express their professional opinion.
- 2) The evaluator of the IEP must not be in conflict of interest in relation to the UHK 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 MEYS. Should there be in the matter during the functional term of the IEP member or if the IEP member is in the conflict of interest in any of the matters discussed, or if the member has participated in scientific cooperation during at least five times or has been an co-author of outputs or results evaluated of the UHK, is obliged to notify the IEP's chairperson. The chairperson will decide on the way which the member will continue to participate in the evaluation process or propose termination of the membership to the Rector.
- 3) The IEP membership is irreplaceable. The member of the IEP may also be a member of the permanent expert advisory body of the UHK.
- 4) The member of the IEP is 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 evaluators, except the representative of the MEYS, are entitled to adequate remuneration and travel expenses incurred in the connection with the activities

of the IEP. The provision of travel expenses is governed by the internal regulation of the UHK.

- 6) 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 of Universities. The MEYS representative does not vote and does not participate directly in the evaluation.

## **Article 6**

### **Organization of the IEP's Activities**

- 1) The chairperson manages the activities of the IEP. The chairperson is appointed and removed by the Rector from the members of the IEP proposed by the UHK.
- 2) The Rector shall entrust the function of the IEP secretary, to a person who is not involved in the evaluation and who ensures the preparation and distribution of documents and further organizational matters, including administrative needs of the IEP, operation of the adequate electronic information system for the purpose of given evaluation.

## **Article 7**

### **Evaluation Procedure of Universities in Modules M3-M5**

- 1) Each member is obliged to be acquainted with all the supporting documentation submitted to the IEP for the evaluation. They inform university about the eligibility of all documentation or ask them (with appropriate justification) for completion, if necessary.
- 2) The IEP chairperson collects from individual members requirements to complete the assessment for evaluation and asks the UHK through the secretary to complete the self-evaluation report, if necessary. The secretary shall distribute the requirements without undue delay in order to complete self-evaluation report to the relevant parts, authorities, bodies or persons, who shall also process them without undue delay and send them back to the secretary.
- 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". Approved evaluation of the UHK is a result of the IEP activities based on individual evaluations of members of the IEP.

## **Article 8**

### **International Evaluation Panel on-site Visit**

At least one IEP on-site visit at the UHK is an essential part of the evaluation.

## **PART III**

### ***Rules of Procedure of the IEP***

## **Article 9**

### **General Provisions on IEP Conduct**

- 1) The IEP may act accordingly personally or via electronic mail or via other kind of remote communication (hereinafter referred as "per rollam"). However, there must always be at least one on-site visit of the IEP at the UHK. The manner of conduct is decided by the IEP chairperson.
- 2) The IEP chairperson leads the IEP meeting. The chairperson shall delegate ad hoc the management of any other IEP member to conduct each individual meeting.
- 3) The English language represents official language of the IEP, all of the documents and IEP materials are processed in English language.
- 4) The secretary of the IEP takes the minutes of the meeting, including the results of voting and attendance list. The minutes are approved by the chairperson or an authorized person who conducted the meeting. The minutes, together with the documents for the meeting, are then archived by the secretary.
- 5) The Rector, Vice-rectors, deputies of university bodies and other persons participating in the on-site visit at the UHK, are appointed by the Rector. The members of the IEP may also discuss with other employees of the university if they find it necessary.

## **Article 10**

### **The IEP's Rules of Personal Conduct**

- 1) The IEP chairperson may arrange the IEP personal meeting through the secretary at least 30 working days before the scheduled date of the meeting.

- 2) The personal meetings of the IEP are confidential and may be attended only by the IEP members and the secretary, or guests invited by the IEP chairperson.
- 3) Written documents for the personal meetings are available in the electronic information system established for the evaluation purpose or send out by the electronic mail by the secretary at least 20 working days before the date of the meeting.
- 4) During the personal meetings the IEP has a quorum if an absolute majority of voting members is present at the meeting.
- 5) In order to adopt the IEP resolutions during personal meetings, the consent of an absolute majority of the present members is required. In case of equal votes, the chairperson's vote will decide.

## **Article 11**

### **Rules per rollam IEP conduct**

- 1) For the IEP per rollam conduct the contact e-mail addresses are being used, given by the members of the IEP to the chairperson and check them regularly (at least once a week).
- 2) During the time, when from serious reasons the member of the IEP cannot respond to the email contact, she/he is obliged to pass the information to the IEP chairperson and possibly inform her/him about a spare contact.
- 3) If the IEP member does not respond to the IEP chairperson on time, her/his statement shall be deemed to be positive, if the character of the invitation allows that.
- 4) The secretary shall circulate 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.
- 5) The approved minutes shall be sent by the secretary to all evaluators electronically no later than 3 working days after received of all results of voting.

## **PART IV**

### ***Final Provisions***

#### **Article 12**

This Statute and the Rules of Procedure of the International Evaluation Panel of the UHK come into force on 1. 1. 2020.

In Hradec Králové on 18. 12. 2019.

prof. Ing. Kamil Kuča, Ph.D., v.