

## **STATUTE AND THE RULES OF PROCEDURE OF THE INTERNATIONAL EVALUATION PANEL**

### **PART I**

#### **Introductory Provisions**

##### **Article 1**

The International Evaluation Panel of the University of Pardubice (“the University”) is established for the independent assessment of scientific and research, development and innovation, artistic or other creative activities and for the evaluation of the University 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**

###### **Purpose and Activities of the International Evaluation Panel**

(1) The International Evaluation Panel (hereinafter referred to as the “Panel”) evaluates objectively and impartially the University's self-evaluation report 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, and other documents submitted. Alternatively, the Panel evaluates other documents requested by it or by the Ministry of Education, Youth and Sports (hereinafter referred to as the “Ministry”) as a provider of the institutional support for long-term conceptual development of universities.

(2) The Panel also gives an ad hoc commentary on questions raised during the evaluation by the Ministry or the Rector.

##### **Article 3**

###### **Composition of the International Evaluation Panel**

(1) Panel members are appointed and removed by the Rector of the University. One member is nominated by the Ministry, the other members are nominated by the University from among external generally recognized professional experts in the FORD subject group relevant to the University.

(2) The Panel consists of a Chairperson and at least six other members. An absolute majority of members (hereinafter referred to 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 may not be less than seven (including the Chairperson and a representative of the Ministry).

(3) In justified cases, the Ministry may request changes in the composition of the Panel.

(4) Membership in the Panel expires when the evaluator resigns, recalls or dies. The Rector may dismiss the evaluator on the grounds of bias or, with the consent of the Ministry, for other serious reasons that must be justified.

(5) If during the evaluation it becomes apparent that the evaluator has demonstrably violated the rules impartiality, his/her evaluation shall not be considered by the Panel.

(6) If, during the evaluation process, the membership referred to in Article 3 (4) is terminated by one or more of the Panel members and the number of Panel members falls below the minimum number of members laid down in Article 3 (2), the Panel shall be completed according to the Rector's proposal pursuant to Article 3 (1).

#### **Article 4**

##### **Rights and Obligations of the International Evaluation Panel Members**

(1) The evaluators are obliged to carry out activities in the Panel personally, independently and in their own name to express their professional opinion.

(2) No member of the Panel may be substituted by another person.

(3) The evaluator must not be biased towards the University and have any personal interest in the outcome of the evaluation. The criteria for the avoidance of evaluators' conflict of interest are set out in the affidavit of the Panel members regarding impartiality. The evaluators shall confirm the absence of a conflict of interest by signing this affidavit.

(4) The evaluator is obliged to maintain confidentiality of all facts he/she becomes aware of in connection with his/her membership in the Panel and not to allow third parties to become acquainted with the data and information thus obtained.

(5) An evaluator who is not a representative of the Ministry is entitled to a financial remuneration for working in the Panel on the basis of an agreement on work done outside the employment relationship between the evaluator and the University.

(6) The evaluator is entitled to reimbursement of travel expenses incurred in connection with his/her activities in the panel. The provision of travel expenses is governed by the University's internal regulations.

(7) The representative of the Ministry shall not vote in the Panel and shall not participate directly in the evaluation. The Ministry's representative shall facilitate communication between the Panel and the provider and provide interpretation of any 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 Panel shall be chaired by the Chairperson. The Chairperson is appointed and removed by the Rector of the University.
- (2) The preparation and distribution of materials and other organizational matters shall be provided by the Secretary appointed by the Rector of the University. The Secretary shall not vote and shall not participate directly in the evaluation.
- (3) Administratively, including the setting up and operation of an adequate electronic information system for the purposes of the evaluation, the Panel's activities shall be ensured by the University.

## **Article 6**

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

- (1) Each evaluator shall acquaint himself/herself with all supporting documents submitted to the evaluation Panel and shall inform the University in the specified manner whether he/she considers them eligible for evaluation or whether he/she requests (with appropriate justification) that they be completed.
- (2) Where appropriate, the Chairperson shall invite the University to complete the self-evaluation report.
- (3) For their individual evaluation, the members of the Panel shall 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.
- (4) The result of the Panel's work shall be an approved evaluation of the University, which takes the form of an evaluation report.

## **Article 7**

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

- (1) At least one Panel on-site visit to the University 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 Meetings**

- (1) In addition to the on-site visit to the University, the Panel meetings may be held in person, by e-mail (hereinafter referred to as "per rollam") or by other means of remote communication.
- (2) The Chairperson shall convene the Panel's personal meetings through the Secretary at least 30 working days before the scheduled date of the meeting.
- (3) Written documents for the meetings shall be made available in the electronic information system set up for the purpose of the evaluation or sent via electronic mail at least 15 calendar days before the date of the meeting.

### **Article 9**

#### **Rules of the International Evaluation Panel Meetings**

- (1) The Panel meeting is chaired by the Chairperson or an evaluator authorized by the Chairperson.
- (2) The Panel meetings shall not be open to the public and may only be attended by the Panel members and the Secretary or guests invited by the Chairperson.
- (3) A quorum shall be present at a meeting of the Panel if an absolute majority of its members with the right to vote (hereinafter referred to as "voting member") is present at its deliberations.
- (4) The Panel shall decide by voting; the adoption of a resolution at a meeting shall require the consent of an absolute majority of the voting members present; in the event of a tie, the Chairperson shall have the casting vote.
- (5) The Secretary or an authorized evaluator shall make minutes of the Panel meetings, including the results of voting and attendance list. The minutes shall be approved by the Chairperson or by a person who chaired the meeting on his/her behalf. The minutes shall then be archived.
- (6) If an 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 unit, he/she shall notify the Chairperson, who shall inform the Rector of the event. The Rector shall terminate the Evaluator's membership due to bias pursuant to Article 3 (4).
- (7) If the Panel is voting per rollam, the Secretary shall send the relevant documents and the draft opinion electronically to all evaluators, specifying the deadline by which they should send their comments or votes by e-mail to the Secretary and the Chairperson. The deadline must be at least 10 working days. The draft opinion of the Panel is approved per rollam if it has been approved by an absolute majority of all voting members of the Panel within the set period. The result of the per rollam voting shall be recorded in minutes, which shall be submitted by the Secretary without undue delay for signature to the Chairperson or a member of the panel authorized by the Chairperson. The minutes thus approved shall be sent by the Secretary to all evaluators by e-mail no later than 3 working days after signing and filed for archiving.

**PART IV**  
**Effectiveness**

**Article 10**

This Statute and Rules of Procedure shall enter into force and effect on the date indicated below.

In Pardubice on 18. 12. 2019



prof. Ing. Jiří Málek, DrSc.

Rector