



RECTOR'S REGULATION
20 / 2019

Statutes of the International Evaluation Panel

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List of related regulations

Name of regulation	Ref. site	Referenced sections
Methodology for the Evaluation of Research Organisations in the University Sector	Part IV, Ch. 4.1 Evaluation Process	Evaluation Process

Preamble

The international evaluation panel is established in order to evaluate Mendel University in Brno (hereinafter the university) in panels M3-M5 as per the Evaluation Methodology for Scientific Organizations in the University Segment (hereinafter the methodology), forming Annex 5 to government directive 107/2017 of 8 February 2017, the Evaluation methodology for Scientific Organizations and Completed Programmes of Purpose-driven Support for Research, Development and Innovation, as amended.

PART ONE STATUTES OF THE INTERNATIONAL EVALUATION PANEL

Article 1

Scope of activities of the international evaluation panel

- (1) The international evaluation panel (hereinafter the panel) evaluates the university's self-evaluation report submitted as per the methodology and/or other documents requested by the panel or the Ministry of Education, Youth and Sports (hereinafter the ministry) as the provider of institutional support for long-term conceptual development of universities.
- (2) The panel secures an objective evaluation of the self-evaluation report.
- (3) The panel shall also, upon the ministry's request, provide statements on questions that may arise during the evaluation.

Article 2

Composition of the panel

- (1) Members of the panel (hereinafter the members) are nominated and recalled by the rector; one member is nominated by the ministry, while other members (hereinafter the evaluators) are nominated by the university while ensuring that these are external and generally recognized experts in the field of research and development relevant for the university as per FORD – Fields of Research and Development.
- (2) The panel consists of a chair and at least 6 other members. More than one half of the evaluators must be foreign experts that have neither Czech nor Slovak citizenship. As long as this principle is adhered to, the number of evaluators may change during the evaluation process, but it may never drop below 6 including the chair.
- (3) The professional qualifications and objectivity of the nominated evaluators will be assessed by the Committee for Evaluating Results and Completed Programs (hereinafter the committee, established as per § 35 par. 7 b) of Act 130/2002, on Supporting Science, Experimental Development and Innovation, as amended) based on their CVs. As the counselling body for the Council for Science, Development and Innovation which coordinates scientific evaluation, the committee will present the ministry with their opinion on the composition of the panel. This statement has a non-binding, recommending nature. In justified cases, the ministry may request for changes in the composition of the panel.
- (4) The university assigns a secretary to the panel; he/she does not take part in the evaluation. The secretary is nominated by the rector, usually from the university's employees.
- (5) A single panel is created for the university; the size and heterogeneity of the university is taken into account by nominating the required number of evaluators.
- (6) Membership of the panel expires based on a request from the given member, being recalled, death, or upon expiration of the period stipulated in article 8. The rector will recall evaluators who do not meet the membership requirements. With the ministry's approval, the rector may also recall members due to other serious reasons.

- (7) Membership in the panel expires on the last day of the calendar year in which the university's evaluation was approved.

Article 3

Rights and obligations of members

- (1) A member is obliged to perform their duties arising from membership in the panel independently, in person, and to express their professional opinion as an evaluator in their name.
- (2) Membership in the panel is not substitutable. The chair may authorize another member to substitute them.
- (3) The evaluator cannot be biased with regards to the university and cannot have a personal stake in the result of the evaluation. The criteria for excluding conflicts of interest between the evaluators are listed in the statutory declarations of the members of the panel regarding bias; the structure of the declaration is prepared by the ministry. The evaluators will confirm the absence of a conflict of interest by signing this statutory declaration. A member may also be a member of a permanent professional counselling body for the university.
- (4) The evaluator is obliged not to disclose any facts which they come in contact with in relation to their membership in the panel and not to allow third parties to obtain such data and information.
- (5) Evaluators who are not employees of the ministry are entitled to financial compensation for their work in the panel, as per an agreement on work carried out outside of employment concluded between the evaluator and the university.
- (6) The evaluator is entitled to receive a refund of their travel expenses arising due to their work for the panel. The provision of travel refunds is governed by university regulations.
- (7) The member nominated by the ministry does not vote in the panel and does not directly contribute to the evaluation, but acts as a mediator to facilitate communication between the panel and the ministry and when necessary will clarify any questions related to the methodology.

Article 4

Organizational matters related to the panel's activities

- (1) The panel's activities are supervised by the chair. The chair is nominated and recalled by the rector.
- (2) The preparation and distribution of documents and other organizational matters is secured by the secretary.
- (3) The university is responsible for administratively securing the panel's activities, including creation and operation of an adequate electronic information system suitable for the needs of the evaluation.

Article 5

Process of university evaluation in panels M3–M5

- (1) Each evaluator will become acquainted with all documents provided by the panel that are to be evaluated and will suitably communicate whether they consider these to be adequate for the evaluation and/or whether they require them to be expanded on. A request for additional clarifications must be properly justified by the evaluator.
- (2) If needed, the chair will ask the university to expand the self-evaluation report.
- (3) Members make use of the methodology to perform their individual evaluation of the university.
- (4) The result of the panel's work is an approved university evaluation in the form of an evaluation report.

Article 6

On-site visit of the panel

One mandatory part of the evaluation is at least one professional visit of the panel at the university's main address.

SECOND PART

PROCEDURAL RULES OF THE PANEL

Article 7

Preparation for panel meetings

- (1) Except for the professional visit at the university, the panel's negotiations may be carried out without a meeting via email (hereinafter "per rollam").
- (2) Panel meetings are convened by the chair via the secretary at least 30 workdays in advance of the planned day of the meeting.
- (3) Written documents for the meeting are provided in the electronic information system that has been established for the given evaluation or sent via email at least 20 workdays before the day of the meeting.

Article 8

Rules for the panel's meetings

- (1) The panel's meetings are chaired by the chair or the evaluator nominated by the chair.
- (2) Panel meetings are not public and may only be attended by panel members, the secretary, and guests invited by the chair.
- (3) The panel is quorate (eligible to make decisions) if more than one half of its members are present at the meeting.
- (4) The panel decides via voting; to adopt a decision during a meeting, more than one half of the personally present members need to vote in favour; ties are decided in favour of the chair's vote.
- (5) The secretary or assigned evaluator will prepare minutes from the meeting which will include the results of voting and an attendance sheet. The minutes are approved by the chair or the evaluator who was in charge of the given meeting based on the chair's authorization. The minutes are then sent for archiving.
- (6) In case an evaluator, the chair or a representative of the ministry requests, the committee will evaluate and provide a statement regarding a potential conflict of interest of evaluators with respect to the evaluation in panels M3–M5.
- (7) If during the five years the evaluator took part in at least five instances of scientific collaboration or co-authorship of an output or result of the university, he/she will notify the chair of this fact.
- (8) If during the evaluation it turns out that an evaluator violated the rules regarding conflicts of interest and objectivity, their assessment of the outputs or results that represents a violation of these rules shall not be taken into account by the panel. The rector decides on the potential exclusion of an evaluator during the evaluation due to conflicts of interest.
- (9) The chair may decide to hold a meeting and a vote without personal attendance, i.e. per rollam. In this case, the secretary will send the appropriate documents and a proposed standpoint electronically to all evaluators with a deadline until which they are to send their vote or response to the secretary and chair. The deadline must not be shorter than 10 workdays. The proposed standpoint of the panel is approved per rollam if more than one half of all panel members vote in favour of it within the specified deadline. The results of per rollam voting are written down in a report which the secretary then provides to the chair or their authorized representative

for signing without unnecessary delay. The secretary then sends the report, approved in this manner, to all evaluators by email within at most 5 workdays and also archives it.

PART THREE FINAL PROVISIONS

Article 9 Final provisions and cancellation

- (1) I entrust the vice-rector whose competences include creative activities with the interpretation of individual provisions of this regulation and with checking adherence to this regulation.
- (2) This regulation of the rector enters into validity on the day of its declaration and becomes effective on the fifteenth day from the day on which it became valid.
- (3) This regulation of the rector expires on the last day of the calendar year in which the university's evaluation was approved.

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Rector