



Univerzita Palackého
v Olomouci

PALACKÝ UNIVERSITY OLOMOUC POLICY

R-B-19/34

**Constitution and Rules of Procedure of the
International Evaluation Panel**

Contents: This policy governs the establishment of the International Evaluation Panel, and defines its membership and rights and responsibilities of the members of the Panel. It also defines the rules of procedure and decision-making of the members, including the outcomes of its activities.

Responsibility: Vice-Rector for Strategy of Science and Research

Date the policy comes into force:

Date the policy comes into effect: 1 January 2020

Constitution and Rules of Procedure of the International Evaluation Panel

PART 1

GENERAL PROVISIONS

Article 1

Subject-matter

This policy lays down the constitution and rules of procedure of the International Evaluation Panel (hereinafter the “Panel”) and defines the process of external evaluation of UP carried out by the Panel.

Article 2

Panel Establishment

The Rector establishes the Panel as a working group which is to carry out objective and impartial external evaluation in Modules 3-5 defined by the Methodology for Evaluating Research Organisations and Research, Development and Innovations Purpose-tied Support Programmes (Government Resolution No. 107/2017 of 8 February 2017) as amended by Government Resolution No. 837/2017 of 29 November 2017 and Government Resolution No. 563/2019 of 30 July 2019), and more specifically ad defined by the Methodology for Evaluating Research Organizations in the University Sector (hereinafter the “Methodology”), which constitutes Appendix No. 5 thereto.

Article 3

Working Conditions of the Panel

1. UP is responsible for the administrative aspects of the activities of the Panel.
2. UP will create and run an e-mail account both for the Panel and for the members of the Panel who have not communicated their e-mail address to UP. UP will create and run a shared electronic storage area for the meetings of the Panel.

Article 4

Time Schedule

The Rector shall set a time schedule for the activities of the Panel and shall communicate it to the President of the Panel; any deadlines that may be set must be reasonable. The time schedule is binding on the members of the Panel, the President and the Secretary of the Panel as well as UP and its bodies.

PART 2

CONSTITUTION OF THE PANEL

CHAPTER I

COMPETENCES, PRESIDENT AND SECRETARY OF THE PANEL

Article 5

Competences

1. The Panel conducts an evaluation of the self-evaluation report of UP submitted in compliance with the Methodology, or as the case may be, any other documents requested from UP or received from the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) in its capacity as the provider of subsidies for long-term conceptual development of research organisations in the university sector.
2. If invited to do so by the Ministry from time to time, the Panel expresses its opinion on issues that may have arisen during the evaluation.

Article 6

President

1. The President is appointed by the Rector without undue delay after the office becoming vacant; the President chairs the meetings of the Panel, coordinates its activities and represents the Panel.
2. The President may authorize another member of the Panel to substitute him or her.

Article 7

Secretary

1. The Secretary is responsible for organizational and technical activities related to the activities of the Panel, and performs any other tasks assigned by the President or Rector in connection with the activities of the Panel. The Secretary is not a member of the Panel.
2. The Secretary is a UP employee appointed by the Rector.

CHAPTER 2

PANEL MEMBERSHIP

Article 8

Panel Composition and Number of Members

1. The Panel has a total of 12 members.
2. One member of the Panel is appointed by the Rector upon proposal of the Ministry (hereinafter the “Non-Voting Member”). Other members of the Panel (hereinafter the “Evaluators”) are appointed by the Rector of his or her choice; a majority of the members must be experts from other countries.

Article 9

Qualification Requirements

1. The evaluators must be recognized authorities in their fields.
2. Employees or students of UP cannot serve as members of the Panel, except when a member of the Panel is employed by UP to serve as a member (Article 13(2)).

Article 10

Conflict of Interest

1. Members of the Panel shall have no personal interest in the issues considered or persons concerned including, without limitation, a personal interest in the outcome of external evaluation of UP. The criteria for assessing the conflict of interest are listed in Panel Member Form prepared by the Ministry.
2. If a member of the Panel reasonably believes that he or she, or another member, is in conflict of interest, he or she shall notify the Rector thereof. If the Rector establishes that the member of the Panel is in conflict of interest, the member concerned will be removed from office by the Rector.

Article 11

Committee Notification

1. The Rector shall notify the Committee for Evaluating the Results of Research Organisations and Completed Programmes (hereinafter the "Committee") of the names of the designated Evaluators and shall attach the completed Panel Member Forms thereto.
2. The Committee is an advisory body associated to the Research, Development and Innovation Council.

Article 12

Appointment of Panel Members

1. The Rector shall not appoint the panel members before receiving an opinion of the Committee.
2. When appointed, the member does not become an employee of UP.

Article 13

Rights and Responsibilities of Members

1. The members shall keep confidential any information received in relation to their membership and shall not disclose such information to third parties.
2. The members are entitled to have their travel expenses reimbursed in accordance with the applicable UP policy.
3. The members shall perform their office personally, independently and to the best of their professional knowledge.

4. UP and the members will enter into an agreement to perform work or an agreement to complete a job under Czech law, or another convenient type of contract. The Evaluators are entitled to remuneration for serving on the Panel.
5. The Non-Voting Member
 - a. shall perform the activities personally;
 - b. acts as an intermediary for the communication between the Panel and the Ministry;
 - c. is responsible for the interpretation of any interpretative ambiguities in the Methodology.

Article 14

Substitute Appointments

1. If the Non-Voting Member ceases to be a member of the Panel during the evaluation process, the Rector shall notify the Ministry thereof and shall wait for its nomination.
2. If an Evaluator ceases to be a member of the Panel during the evaluation process, the Rector shall nominate a new Evaluator without undue delay and notify the Committee of his or her name; a completed Panel Member Form must be attached to such notification. The Rector will appoint such an Evaluator in compliance with Article 12.

Article 15

Member Replacement Required by the Ministry

In justified cases, the Ministry may demand that the Rector replace a member.

Article 16

Termination of Membership

1. The membership terminates
 - a. upon resignation;
 - b. upon removal from office;
 - c. by death.
2. The Rector will remove a member from office if such a member ceases to meet the requirements for membership. The Rector may remove a member from office on other serious grounds subject to the approval of the Ministry.

PART 3
RULES OF PROCEDURE OF THE PANEL

CHAPTER I
GENERAL PROVISIONS

Article 17

Meetings of the Panel

The meetings of the Panel are chaired by the President or a member substituting the President (Article 6(2)). The Panel may either hold meetings or make decisions outside meetings.

Article 18

Communication Rules

Any documents or information related to the activities of the Panel will be sent to the e-mail accounts or made accessible in the shared storage area.

CHAPTER 2
MEETINGS AND DECISIONS MADE OUTSIDE MEETINGS

Article 19

Convening Meetings

1. The meetings of the Panel are convened by the President subject to consent by the Rector; meetings as part of an on-site visit are convened by the President subject to consultation with the Rector.
2. If requested by the Rector, the President shall convene a meeting within 7 days after receiving such a request, so that the meeting is held without undue delay.

Article 20

Notice of a Meeting

The notice of a meeting must be sent to the members not later than 15 days before the date of the meeting and must include the date, place, time and agenda. Any documents for the meeting must be sent or made accessible to the members together with the notice. If justified, the documents may be distributed at the meeting.

Article 21

Attendance of the Meeting

1. The meetings of the Panel are not open to public. The members of the Panel must be present at the meeting or attend it otherwise, except when a member is prevented from doing so due to serious reasons.
2. Members may not be represented by another person.

3. If the issue discussed requires so, the President may invite other persons to attend the meeting.

Article 22

Decisions Made Outside Meetings

1. If an issue is considered outside a meeting, the President shall send, through the Secretary, any documents necessary to consider the issue to the members of the Panel, together with a list of yes-no questions that need to be answered in connection with the issue.
2. The members shall reply yes or no, or provide any other comments, to the Secretary within a set limit which may not be inferior to 10 days.

Article 23

Lack of Members

If the number of members serving on the Panel becomes lower than seven, the Panel may not make decisions.

Article 24

Quorum

A majority of all Evaluators constitute quorum for the meetings of the Panel or decisions made outside a meeting.

Article 25

Decision-making

To adopt a decision, a majority of the Evaluators present must be in favour if a decision is adopted at a meeting, or a majority of all Evaluators must be in favour if a decision is made outside a meeting. If a member does not express his or her consent, the member is conclusively presumed not to be in favour.

Article 26

Minutes and Reports

1. Minutes of every meeting and reports on decisions made outside a meeting are drawn up and sent to the members of the Panel, to the Secretary to be archived, and to the Rector within 7 days after the meeting has been closed, or within seven 7 days after the deadline for reply respectively.
2. The minutes of a meeting must state the place and time of the meeting, the list of attendees and the person chairing the meeting, the agenda, any voting results and exact wording of the decisions adopted as well as the date of the minutes. The reports on decisions made outside a meeting must include the questions asked, the replies of the members, the voting results and the date of the report.
3. The minutes must be verified by the President; in addition, the report must be signed by the Secretary.

PART 4
EVALUATION PROCEDURE

Article 27

Documents for the Evaluation and Amendments thereto

1. The Rector shall provide, through the President, the Panel with any documents required to conduct external evaluation of UP.
2. The Evaluators shall study the documents and inform the President whether they consider them sufficient to conduct the evaluation; if they consider them insufficient, they shall also state how the documents need to be amended and why.
3. The President will consider the requirements of the Evaluators for the amendment of the documents, and if the President finds them justified, the President will invite UP to amend them within reasonable time.

Article 28

Proposed Evaluation of UP

1. The Panel shall carry out the evaluation on the basis of a self-evaluation report and other documents submitted by UP in compliance with the Methodology.
2. The Evaluators will carry out the evaluation of UP
 - a. first individually (first phase),
 - b. and then approve the draft evaluation report jointly (second phase).
3. If it transpires during the evaluation process that an Evaluator has clearly breached the conflict-of-interest rules, his or her evaluation will not be considered.
4. The President shall send the draft evaluation report to the Rector's e-mail address: rektor@upol.cz.

Article 29

On-site Visits

1. Before the second phase of the evaluation process, the members of the Panel will personally visit UP and hold a meeting at UP:
2. The President will determine the agenda of the on-site visit subject to consultation with the Rector.

Article 30

Opinion of UP

The Rector will send an opinion of UP on the draft evaluation report to the Panel.

Article 31

Approval of the Evaluation Report

1. The Panel will consider the Rector's opinion on the draft evaluation report, and will deal with the Rector's comments and approve the report, which constitutes the third phase of the evaluation process.
2. An approved evaluation report will be forwarded by the Panel to the Rector and the Ministry.

Article 32

Ministry's Request to Amend the Report

If requested to do so by the Ministry, the Panel shall amend the report.

PART 5

FINAL PROVISIONS

Article 33

Effect

This policy comes into force on the date it is published. This policy comes into effect on 1 January 2020.

In Olomouc on

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.
Rector of UP