

University of Chemistry and Technology, Prague

Title	Rector's decree No. A/V/961/23/2019
Subject	Statute and rules of procedure of the International Evaluation Panel for the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	January 1, 2020
Effective to	Not specified
Revision	As required
Cancelled	-
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Issued by	prof. Ing. Karel Melzoch, CSc.

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

1. Based on Article 19, paragraph 6 of the Statute of the University of Chemistry and Technology, Prague (hereinafter the "UCT Prague") and in connection with the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-Tied Aid Programmes approved by the Resolution of the government of the Czech Republic as at February 8, 2017 No. 107, the Rector issues the Statute and Rules of Procedure of the International Evaluation Panel for UCT Prague (hereinafter the "Statute").
2. The Rector sets up the International Evaluation Panel (hereinafter the "Panel") in order to evaluate UCT Prague in the M3-M5 modules according to the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-Tied Aid Programmes as amended by later resolutions of the government, namely its Annex 5 - the Methodology for Evaluating Research Organisations in the University Sector (hereinafter the "Evaluation Methodology").

Article 2

Administration of the Panel

1. Administrative conditions for the activity of the Panel are ensured by UCT Prague.
2. UCT Prague ensures a shared repository for storing and sharing of electronic documents for the work of the Panel.
3. For the activities related to membership in the Panel, UCT Prague assigns to the member one e-mail address upon the member's approval and informs each member of the Panel about the composition of the Panel and the assigned e-mail addresses of the members.

PART TWO

STATUTE OF THE PANEL

Article 3

Scope of activities

1. The Panel evaluates objectively and free of bias the self-evaluation report of UCT Prague submitted in compliance with the Evaluation Methodology, or other submitted documentation. Similarly, the Panel evaluates other documentation requested for that purpose by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter the "MEYS") as the provider of the institutional support for long-term conceptual development of higher education institutions.
2. On request by the MEYS, the Panel provides ad hoc opinions on issues arising in the course of the evaluation.

Article 4

Chairperson

1. The Rector appoints and removes the chairperson of the Panel. The chairperson is appointed from the Panel members promptly after the position of the chairperson has become vacant.
2. The chairperson manages the Panel's meeting, manages the Panel's activities in compliance with the time schedule, and represents the Panel externally.
3. The chairperson may delegate his/her powers to other Panel member for the time when the chairperson is absent.

Article 5

Secretary

1. The Rector designates one employee of UCT Prague to perform the function of the secretary of the Panel. The secretary is not member of the Panel.

2. The secretary does not vote and neither is involved directly in the evaluation. The secretary performs organisational and technical activities related to the Panel 's activity and fulfils other tasks assigned to him/her by the chairperson of the Panel or the Rector.

Article 6

Composition of the Panel

1. The Panel is composed of the chairperson and eight (8) members, i.e. of nine members in total.
2. One member of the Panel is appointed by the Rector based on a proposal by the MEYS (hereinafter the "MEYS member"). The MEYS member does not vote and is not directly involved in the evaluation.
3. Other members of the Panel (hereinafter the "Evaluators") are appointed by the Rector.
4. The Evaluators shall be generally recognized professional experts in the field groups FORD 1000 Natural Sciences and 2000 Engineering and Technology.
5. Foreign experts shall form majority of the Panel members.
6. The Panel member shall not be an employee or student of UCT Prague.
7. The Panel member shall not have any relation to the matter discussed by the Panel or to the persons involved in that matter; namely the Panel member shall not have a vested interest in the result of the external evaluation. The criteria for evaluation and avoidance of conflict of interest are provided in the International Evaluation Panel Member Form prepared by the MEYS (hereinafter the "Form").
8. The Panel members confirm absence of conflict of interest by signing a declaration on honour. If a Panel member has a reason to assume that he/she or any other Panel member is subject to conflict of interest, such member promptly informs in that respect the Panel chairperson, who shall promptly inform the Rector. If a conflict of interest is affirmed, the Rector removes the respective Panel member.

Article 7

Appointment of Panel members

1. The Rector will deliver to the MYES the names of the candidates to be appointed as Evaluators. Such notification will include a filled in Form containing a professional CV of each candidate and his/her statement of impartiality.
2. The Rector appoints the Evaluator no sooner than after the MEYS has provided its opinion. The appointment of Panel member does not constitute employment.

Article 8

Rights and obligations of Panel members

1. The Panel member is obliged to perform the activities in the Panel in person and independently, and to express in his/her own name his/her professional opinion.
2. The Panel member is obliged to maintain confidentiality about all facts he/she has become acquainted with in connection with the membership in the Panel and makes sure such information is not made available to third parties.

3. The Evaluator who is not the MYES member is entitled to remuneration for his/her activity in the Panel. UCT Prague and the Panel member will enter into an agreement on work performed outside employment or any other appropriate agreement. The Evaluator is entitled to reimbursement of travel expenses incurred in connection with the Evaluator's activity and responsibilities within the Panel. The travel expenses are accounted for in compliance with the respective internal regulation of UCT Prague.
4. The MEYS member is obliged to:
 - a. perform the activity in the Panel in person;
 - b. mediate communication between the Panel and MYES;
 - c. ensure interpretation of any unclarities in relation to the Evaluation Methodology.

Article 9

Replacement of Panel members

1. If the membership of a MYES member comes to an end, the Rector will point out such fact to the MYES. After a new MYES member of the Panel has been proposed, the Rector will appoint him/her.
2. If an Evaluator's membership is terminated during the evaluation, the Rector will promptly appoint a new Panel member meeting all requirements set forth in this Statute. Then the Rector will submit to the MYES the documents required under Article 7, paragraph 1 of the Statute.
3. The MYES has the right to request, in justified cases, changes to the composition of the Panel.

Article 10

Termination of membership in the Panel

1. The membership in the Panel is terminated by:
 - a. resignation of the member;
 - b. removal of the member;
 - c. death.
2. The Rector may remove a Panel member because of the member's bias. In addition, the Rector may, with the consent of the MYES, remove a Panel member for other serious reasons, which need to be justified.

PART THREE
RULES OF PROCEDURE OF THE PANEL

Article 11

Proceedings of the Panel

1. The meeting of the Panel is managed by the chairperson or the Evaluator authorised by the chairperson. The meeting may be in the form of personal attendance or via e-mail (hereinafter also “per rollam”).
2. The meeting of the Panel is held as a closed session. It may be attended only by Panel members in person and the secretary, or guests invited by the chairperson of the Panel if the matter to be discussed requires so. Substitution is not allowed.
3. The documents and information concerning the activity of the Panel will always be made available in a shared repository assigned for such purpose and sent to the Panel members to the assigned e-mail addresses.
4. The Panel meeting is called by the chairperson through the secretary at least 30 working days before the scheduled date of the meeting in person, stating the date, time, location and agenda of the meeting. The written documentation for the meeting is circulated by electronic mail no later than 20 days before the stated date of the meeting.
5. If the matter is discussed per rollam, the chairperson through the secretary sends electronically the respective documentation and draft opinion to all Panel members, stating the date by which they are required to electronically send their comments or votes to the secretary and the chairperson of the Panel. The deadline shall be at least 10 working days.
6. A Panel meeting within an on-site visit is called by the chairperson upon discussion with the Rector.

Article 12

Quorum, adopting of resolutions

1. If the number of Panel members falls below 7, the Panel is not eligible to hold a meeting.
2. The Panel constitutes a quorum if an absolute majority of Evaluators are present at the meeting or express their opinion per rollam.
3. An approval of an absolute majority of the Evaluators is required for the Panel to pass a decision. In case of equal votes, the chairperson´s vote shall decide.

Article 13

Meeting minutes

1. The secretary or authorised Evaluator takes minutes of the Panel meeting. The minutes are then sent to all Panel members, to the secretary for archiving and to the Rector no later than

within 7 days from the end of the Panel meeting, or from the deadline for reply in case of a per rollam meeting.

2. The meeting minutes shall always state when and where the meeting took place, the list of attendees, who chaired the meeting, the agenda, the results of the individual votes taken, the wording of the adopted resolutions, and the date of issuing the minutes. The minutes of the per rollam vote shall state the list the questions to be answered, the votes of the Evaluators, the results of the individual votes taken, and the date of issuing the minutes.
3. The meeting minutes are approved by the chairperson or by the person authorised by the chairperson to chair the meeting. The outcome of per rollam vote is recorded and the secretary without undue delay submits it for signature to the chairperson or the Panel member authorized by the chairperson. The secretary sends thus approved minutes to all Panel members by e-mail no later than within 3 working days after the date of signature, and makes sure the minutes are archived.

PART THREE

EVALUATION

Article 14

Supporting documentation, evaluation and on-site visit

1. The Rector through the chairperson submits to the Panel the documentation for external evaluation of UCT Prague.
2. Each Evaluator is acquainted with all the supporting documentation submitted to the Panel for evaluation and informs the chairperson whether he/she considers the documentation eligible for evaluation or whether additional documentation is requested. In case additional documentation is requested, the Evaluator states in what respect the documentation should be completed with additional information and why.
3. The chairperson of the Panel assesses justified requests for additional information and, if they are found to be justified, the chairperson requests UCT Prague to supplement the supporting documentation for evaluation within reasonable time.
4. The Panel ensures external evaluation of UCT Prague based on a self-evaluation report and other submitted supporting documentation in compliance with the Evaluation Methodology.
5. The Panel members first evaluate the supporting documentation individually; evaluation by a Panel member removed because of conflict of interest is not taken into account. Then the Panel members approve jointly an Evaluation Report. The draft Evaluation Report is sent by the chairperson through the secretary to the Rector to the e-mail address.
6. At least one on-site visit of the Panel, connected with a Panel meeting in the premises of UCT Prague, forms an essential part of the evaluation. The agenda of the on-site visit is decided by the chairperson of the Panel upon discussion with the Rector of UCT Prague.

Article 15
Approval of Evaluation Report

1. The Rector provides without undue delay his/her opinion on the draft Evaluation Report delivered in compliance with Article 14, paragraph 5 and sends to the Panel through the chairperson his/her opinion on the draft Evaluation Report no later than within 14 days.
2. The Panel discusses the Rector's opinion on the draft Evaluation Report and settles the Rector's comments, if any. Then the Panel approves the report.
3. The Panel delivers the approved evaluation report to the Rector and the MYES.
4. The MYES has the right to request the Panel to add missing information.

PART FOUR
FINAL PROVISIONS

1. This decree comes to force and effect on January 1, 2020.

prof. Ing. Karel Melzoch, CSc.
Rector