

UNIVERSITY OF PARDUBICE	
Directive No. 1/2025	
Subject Matter:	Statutes and Rules of Procedure of the International Evaluation Panel of the University of Pardubice
Applicable to:	All University departments
Effective from:	12 March 2025
Reference No.:	UPCE/opo/00003739/2025
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Approved by:	Doc. Mgr. Tomáš Hejduk, Ph.D., Vice-Rector for Research

PART ONE

Article 1

Introductory Provisions

- (1) This Directive regulates the Statutes and Rules of Procedure of the International Evaluation Panel and the process of external evaluation of the University of Pardubice (the "University") by the International Evaluation Panel (the "IEP" or "Panel").
- (2) University IEP is established for the evaluation in the higher education segment under the Methodology for the Evaluation of Research Organisations approved by the Government of the Czech Republic according to the uniform procedure applicable to the higher education segment, which is the document Methodology for the Evaluation of Research Organisations in the Higher Education Institutions Segment 2025+ (the "Methodology HE2025+").

PART TWO

Statutes of the Panel

Article 2

Panel Activities

- (1) The IEP evaluates the University's self-evaluation report and other documents submitted under the Methodology HE2025+ or other documents requested by the IEP or the Ministry of Education, Youth and Sports as the provider of institutional support for the long-term conceptual development of higher education institutions (the "Provider").
- (2) The IEP ensures an objective and unbiased evaluation of the self-evaluation report and other submitted documents.
- (3) The IEP shall, at the Provider's request, comment on issues that arise during the evaluation.

Article 3

Panel Members and Composition

- (1) The IEP has 10 members. The IEP shall be composed of the Chairperson and seven other members with the right to evaluate and vote (the "IEP evaluating members"), as well as the Provider's Methodologist without the right to evaluate and vote and the Secretary of the IEP without the right to evaluate and vote. A supermajority of the IEP evaluating members must be foreign experts. In circumstances requiring a change or adjustment of the number of IEP evaluators, such change may be made. Still, the total number of IEP evaluators, including the Chairperson, shall never fall below seven.
- (2) The IEP evaluating members are appointed by the Provider based on a proposal from the university. The university proposes the IEP evaluating members to be external, generally recognised professional authorities in the FORD relevant to the university. The Provider shall remove the IEP evaluators. In

addition, the Provider shall appoint a representative to the IEP, called the Provider's Methodologist. The Provider shall appoint the Secretary of the IEP on the university proposal.

- (3) Only one IEP is established for the evaluated university.
- (4) The professional qualities and impartiality of the nominated IEP evaluators will be assessed based on their professional CVs by the Provider and the Commission for the Evaluation of Results and Completed Programmes (the "KVH"). The KVH, as an advisory body to the Research, Development and Innovation Council coordinating the evaluation of research, will provide the Provider with its opinion on the composition of the IEP. This opinion shall be of a non-binding advisory nature. In justified cases, the Provider may request the proposal of other evaluating member(s) of the IEP.
- (5) Membership of the IEP shall terminate upon resignation, removal or death of the IEP member or proper completion of the evaluation process. The Provider may remove an IEP member for bias or other compelling reasons, which the Provider must duly justify.
- (6) If, during the evaluation, the IEP evaluating member is found to have demonstrably violated the rules on non-bias, the IEP shall disregard their evaluation.
- (7) An IEP evaluating member is considered biased if:
 - they are a close person¹ or have other close personal ties with a person who holds a senior position at the university (Rector, Dean, head of department, head of institute, etc.);
 - they have been employed by the university within the last five years;
 - they are members of any of the university's bodies or any of the bodies of other parts of the university (S7 and S22 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended);
 - they have participated to a significant extent in scientific collaborations or co-authored a considerable number of outputs or results of the university during the past five years.²
- (8) If, during the evaluation process, one or more of the IEP evaluating members terminate their membership in accordance with paragraph 5, and the number of IEP evaluating members falls below the minimum number set out in paragraph 1, the IEP will be supplemented as proposed by the university under paragraph 2, with the possibility of additional verification of qualitative and other prerequisites under paragraph 4. The evaluation of the results by the IEP appointed in this way shall only be valid after such verification.
- (9) If, during the evaluation process, the IEP is terminated under paragraph 5 in the case of the Provider's Methodologist or IEP Secretary, the IEP will be completed in accordance with paragraph 2.

Article 4

Rights and Obligations of Panel Members

- (1) IEP evaluators have the right to evaluate and vote.
- (2) IEP evaluators are obligated to conduct IEP business personally and independently and express their professional opinions on their own behalf.
- (3) IEP membership is irreplaceable.
- (4) IEP evaluators must not be biased in relation to the university and must not have a personal interest in the outcome of the evaluation. The criteria for excluding conflicts of interest of the evaluating members of the IEP, as referred to in Article 3(7), shall be set out in the IEP members' affidavit, which the Provider shall provide. IEP evaluating members shall confirm the absence of any conflict of interest by signing this affidavit.
- (5) Members of the IEP are obliged to maintain the confidentiality of all facts they become aware of in connection with their membership in the IEP and not to allow third parties to become acquainted with the data and information obtained.

¹ S22 (1) of Act No. 89/2012 Sb., the Civil Code, as amended.

² In particular, joint projects and co-organising conferences.

- (6) IEP evaluators are entitled to financial remuneration for their work for the IEP based on a contract concluded between the IEP evaluators and the university. The remuneration of the Provider's Methodologist and the IEP Secretary shall be regulated within the employment relationship of the persons concerned with the Provider or the university.
- (7) The IEP evaluator is entitled to reimbursement of travel expenses incurred in connection with their IEP activities if agreed in the contract between the IEP evaluator and the university.
- (8) The Provider's Methodologist is the guarantor of compliance with the evaluation principles according to the Methodology HE2025+ and the Methodology for the Evaluation of Research Organisations approved by the Government of the Czech Republic. They oversee compliance with the deadlines and evaluation processes, solve methodological issues and participate in the organisation of the IEP evaluation throughout the evaluation process. The Provider's Methodologist does not vote and is not directly involved in the evaluation process.
- (9) The Secretary of the IEP provides mainly administrative and technical support related to the IEP operation, coordinates activities between the IEP and the university, and answers IEP questions regarding the internal organisation of the university and its processes. The IEP Secretary does not vote and is not directly involved in the evaluation process.

Article 5

Organisational Support for the Panel's Activities

- (1) The activities of the IEP shall be managed by the Chairperson appointed by the Provider on the university's proposal. The Provider shall remove the Chairperson in accordance with Article 3(5).
- (2) The IEP Secretary is responsible for preparing and distributing documents and other organisational matters.
- (3) The administrative activities of the IEP, including establishing and operating an adequate electronic information system for the needs of the evaluation, are provided by the university.

Article 6

University Evaluation Process

- (1) Each IEP evaluating member shall read all the documents submitted to the IEP for evaluation and indicate in the prescribed manner whether they consider them eligible for evaluation or require (with due justification) their completion.
- (2) The Chairperson of the IEP will invite the university to complete the self-evaluation report if appropriate.
- (3) IEP members follow the rules in the Methodology HE2025+ when evaluating the university.
- (4) The IEP work results in a university evaluation report prepared in accordance with the Methodology HE2025+ and the documentation issued by the Provider.

Article 7

On-Site Panel Visit

- (1) At least one IEP on-site visit to the university is essential to the evaluation.
- (2) The Provider sets the exact rules and criteria for implementing the on-site visit. Mandatory components of the on-site visit are:
 - presentation of the university and its components, either in person or in an appropriate multimedia form, unless circumstances do not allow the IEP to visit the university in person;
 - discussion(s) with representatives of the university management and the opportunity to ask questions about selected aspects of the self-evaluation report;
 - discussion(s) with the scientific and academic staff of the university;
 - discussion(s) with university students.

PART THREE
Panel Rules of Procedure

Article 8
Panel Meeting Preparation

- (1) In addition to the IEP's on-site visit to the University, IEP meetings may take place in person, by e-mail (hereinafter referred to as "per rollam") or by other appropriate means.
- (2) IEP in-person meetings shall be convened by the Chairperson, through the Secretary, at least 30 working days before the scheduled date of the in-person meeting.
- (3) IEP distance meetings shall be convened by the Chairperson, through the Secretary, at least 10 working days before the scheduled date of the meeting unless otherwise agreed in advance by the IEP members.
- (4) The written documentation for the meeting shall be made available in the electronic information system for the evaluation in question or sent by e-mail at least 10 working days before the meeting.

Article 9
Panel Rules of Conduct

- (1) IEP meetings shall be chaired by the Chairperson or a member of the IEP designated by the Chairperson.
- (2) IEP meetings are closed to the public and may only be attended by IEP members or guests invited by the IEP Chairperson.
- (3) A quorum for the IEP is present if a majority of the evaluating members of the IEP are present.
- (4) The IEP decides by vote; the approval of a majority of the evaluating IEP members is required to adopt a resolution at the meeting; in the event of a tie, the vote of the Chairperson is decisive.
- (5) Minutes of the IEP meeting will be taken by the Secretary or the IEP's designated evaluating member, including the voting results and attendance list. If the vote of the IEP is taken per rollam, the Secretary shall circulate the relevant documents and the draft opinion electronically to all IEP members, indicating the deadline by which they are to send their comments or votes by e-mail to the Secretary and the Chairperson of the IEP. The deadline shall be at least 10 working days unless otherwise agreed in advance by the IEP members. The draft opinion of the IEP shall be approved per rollam if a majority of all evaluating IEP members so agree within the time limit. The Secretary shall circulate the minutes to all IEP members by e-mail within five working days at the latest and file them. Minutes of the result of the per rollam vote shall be taken. The minutes of the IEP meeting shall be signed by the Chairperson or by the person who chaired the meeting based on a mandate from the IEP Chairperson. The Secretary shall circulate the approved minutes by e-mail to all IEP members within five working days of their signature and file them for archiving.

PART FOUR
Final Provisions

Article 10
Effect

- (1) Directive No. 13/2019, as amended by Amendment No. 1, is hereby repealed.
- (2) This Directive shall enter into force and effect on 12 March 2025.

In Pardubice on this 12 March 2025

Prof. Ing. Libor Čapek, Ph.D.
Rector