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PART ONE BASIC PROVISIONS

Article 1

Subject matter and purpose of the regulation

- (1) The TBU International Evaluation Panel (hereinafter referred to as "Panel") is an evaluation team established for the purpose of evaluation of a research organization in the universities sector in accordance with Resolution No. 563 of the Government of the Czech Republic of 30 July 2019.
- (2) Tomas Bata University in Zlín (hereinafter referred to as "TBU") has established the TBU International Evaluation Panel (hereinafter referred to as "Panel") for the purpose of evaluation of TBU in the M3-M5 modules in accordance with the document entitled Methodology for Evaluating Research Organizations in the Universities Sector, which forms Annex 5 to the Methodology for Evaluating Research Organizations and Research, Development and Innovation Purpose-tied Aid Programmes.

PART TWO STATUTE OF THE TBU INTERNATIONAL EVALUATION PANEL

Article 2

Subject of activities of the TBU International Evaluation Panel

- (1) The Panel shall evaluate the TBU self-evaluation report submitted in accordance with the document entitled Methodology for Evaluating Research Organizations in the Universities Sector, which forms Annex 5 to the Methodology for Evaluating Research Organizations and Research, Development and Innovation Purpose-tied Aid

Programmes. If appropriate, the Panel shall evaluate other documents requested by the Panel or by the Ministry of Education, Youth and Sports (hereinafter referred to as “Ministry”) as a provider of the institutional support for long-term conceptual development of higher education institutions.

- (2) The Panel shall provide an objective and impartial assessment of the self-evaluation report and of other submitted documents.
- (3) Furthermore, the Panel shall provide an ad hoc commentary on the issues that may arise during the process of evaluation, if requested by the Ministry.

Article 3 Composition of the TBU International Evaluation Panel

- (1) Members of the Panel shall be appointed and removed from office by the TBU Rector. One member of the Panel shall be nominated by the Ministry; the other members shall be nominated by TBU, and they shall be selected from among external renowned experts in the relevant field according to the Fields of Research and Development (hereinafter referred to as “FORD”) relevant to the evaluated TBU component part.
- (2) The Panel shall be made up of the Chairperson and eight other members. An absolute majority of the members (hereinafter referred to as “evaluators”) shall be experts from abroad. While following this principle, the number of evaluators may change as required during the evaluation process, however, it is not allowed to drop below 7 (including the Chairperson and the person nominated by the MEYS).
- (3) A Secretary shall be assigned to the Panel by the TBU Rector. The Secretary is not a member of the Panel.
- (4) A sole Panel shall be established by TBU.
- (5) The professional qualities and impartiality of the nominated (voting) evaluators shall be assessed on the basis of their professional CVs by the Results Evaluation Commission (hereinafter referred to as “REC”). The REC, as an advisory body to the Council for Research, Development and Innovations coordinating research evaluation shall submit its comments on the composition of the Panel to the Ministry. This statement has a non-binding, recommending character. In justified cases, the Ministry may request changes in the composition of the Panel.
- (6) Membership of the Panel shall terminate by resignation, removal from office or by death of the evaluator. The TBU Rector can remove the evaluator from office due to unfair prejudice or for other serious reasons which need to be justified and agreed with the Ministry.
- (7) The Panel shall not take any account of the evaluator’s assessment, if the evaluator has demonstrably violated the rules of impartiality during the evaluation process.
- (8) If, during the evaluation process, membership of evaluators is terminated in accordance with Article 3 Paragraph 6 by one or more evaluators and the number of evaluators falls below the minimum number of members as specified in Article 3 Paragraph 2, the Panel shall be supplemented according to the proposal by the TBU Rector (Article 3 Paragraph 1) with the possibility of additional verification of qualitative and other assumptions in accordance with Article 3 Paragraph 5. The evaluation of results made by an evaluator appointed in this manner shall be valid only after this verification.

Article 4

Rights and obligations of the TBU International Evaluation Panel members

- (1) The evaluators are obliged to carry out activities in the Panel personally, autonomously and to express their professional opinion in their own name.
- (2) Membership of the Panel is irreplaceable.
- (3) The evaluator must not be in conflict of interest in relation to TBU and must not have a personal interest in the outcome of the evaluation. The criteria for avoidance of conflict of interests of the evaluators are specified in a declaration on word of honour regarding impartiality signed by the members of the Panel. The evaluator shall confirm the absence of a conflict of interests by signing this declaration on word of honour. The declaration on word of honour forms part of Annex 1 to this Directive. A member of the TBU permanent expert advisory body may also be a member of the Panel.
- (4) The evaluators are obliged to maintain confidentiality of all facts they became acquainted with in connection with their membership of the Panel and not allow third parties to become acquainted with data and information thus obtained.
- (5) The evaluator who has not been nominated by the Ministry as its representative is entitled to financial remuneration for work in the Panel. The financial remuneration shall be based on an agreement for work carried out in addition to regular employment (or other legal form used for similar purposes concluded between the evaluator and TBU).
- (6) The evaluators are entitled to reimbursement of travel expenses incurred in connection with their activities in the Panel. The provision of reimbursement of travel expenses shall adhere to the relevant internal regulation issued by TBU.
- (7) The person nominated by the Ministry shall not vote and participate directly in the evaluation. The person nominated by the Ministry shall arrange communication between the Ministry and the provider and shall provide interpretation of possible uncertainties in relation to the Methodology for Evaluating Research Organizations in the Universities Sector.

Article 5

Organization of the TBU International Evaluation Panel activities

- (1) The activities carried out by the Panel shall be managed by the Chairperson. The Chairperson shall be appointed and/or removed from office by the TBU Rector.
- (2) The preparation and distribution of supporting documents and other organizational issues shall be provided by the Secretary.
- (3) TBU shall ensure the administrative activities of the Panel, including the establishment and operation of an adequate electronic information system for the purposes of the relevant evaluation.

PART THREE

RULES OF PROCEDURE OF THE INTERNATIONAL EVALUATION PANEL

Article 6

Preparation of the TBU International Evaluation Panel meeting

- (1) With the exception of the on-site visit at TBU, the meeting of the Panel may be attended personally, or it may be held via electronic mail (hereinafter referred to as “*per rollam*”) or via other kinds of remote communication.
- (2) The meeting of the Panel shall be convoked by the Chairperson through the Secretary no later than 30 working days before the scheduled date of the meeting.
- (3) Written documents intended for the meeting shall be made available in the electronic information system established for the purpose of the relevant evaluation or sent by electronic mail no later than 20 working days before the date of the meeting.

Article 7

Rules governing meetings of the TBU International Evaluation Panel

- (1) Meetings of the Panel shall be chaired by the Chairperson or an evaluator authorized by the Chairperson.
- (2) Meetings of the panel shall be closed to the public and may be attended only by the Panel members and the Secretary, and/or guests invited by the Chairperson to attend the meeting.
- (3) The Panel constitutes a quorum in meetings, if an absolute majority of its voting members is present at the meeting.
- (4) The decisions of the Panel are made by voting; an approval from an absolute majority of voting members is required to adopt a resolution. In case of equality of votes, the Chairperson’s vote shall decide.
- (5) The Secretary or an authorized evaluator shall take minutes of the meetings, including the results of voting and attendance list. The minutes shall be approved by the Chairperson or by the person who was authorized by the Chairperson to chair the meeting. The minutes shall then be archived.
- (6) If the 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 is obliged to inform the Chairperson who shall inform the TBU Rector about this fact. The TBU Rector shall terminate the membership of the relevant evaluator due to unfair prejudice in accordance with Article 3 Paragraph 6.
- (7) In case of *per rollam* voting of the Panel, the Secretary shall send relevant supporting documents and the standpoint draft in the electronic form to all evaluators stating the deadline within which they should send their comments or votes by e-mail to the Secretary and to the Chairperson of the Panel. The deadline must be at least 10 working days. The standpoint draft of the Panel shall be approved *per rollam* if more than an absolute majority of all voting Panel members agree within the deadline specified. The result of the *per rollam* voting shall be recorded and submitted by the Secretary without undue delay to the Chairperson or an authorized member of the Panel for signing. Thus

approved minutes shall be sent by the Secretary to all evaluators by e-mail no later than 3 days of its signing and shall be archived.

Article 8

Evaluation procedure of higher education institutions in modules M3-M5

- (1) Each evaluator shall become acquainted with all the supporting documents submitted to the Panel for evaluation and shall inform the University in the prescribed manner whether he/she considers them eligible for evaluation or whether he/she requests their completion (with appropriate justification).
- (2) If required, the Panel Chairperson shall request TBU to complete the self-evaluation report.
- (3) Members of the Panel shall use the document “Methodology for Evaluating Research Organizations in the Universities Sector, which forms Annex 5 to the Methodology for Evaluating Research Organizations and Research, Development and Innovation Purpose-tied Aid Programmes.
- (4) The result of the Panel’s work is an approved evaluation of TBU, which has a form of an evaluation report.

Article 9

TBU International Evaluation Panel on-site visit

- (1) At least one Panel on-site visit at TBU is an essential part of the evaluation.