MUNI

INTERNAL RESEARCH AND DOCTORAL PROGRAMME EVALUATION OF MASARYK UNIVERSITY

EVALUATOR´S GUIDELINES

2022

GENERAL INFORMATION ON THE EVALUATION

The evaluation is a part of an internal system for providing and evaluating the quality of research and doctoral studies on the level of individual departments or doctoral degree programmes.

Takes place in the years 2021–2022. The period evaluated is 2017–2021.

evidence-based evaluation

5 five-year evaluation cycle

16 field-specific international evaluation panels

110 doctoral degree programmes

143 evaluated units

Primary goals

Map research topics with long-term success and potential.

Gain information for supervising science and research, managerial decision-making, and internal strategy.

Assess the quality of research in an international context and at the level of departments.

Obtain targeted feedback and recommendation for the further development of the units and doctoral degree programmes.

Evaluate the extent to which science and research are interconnected with doctoral degree programmes.

Timetable

2 MONTHS BEFORE ON-SITE VISIT
Sending processed supporting information to evaluators

1 MONTH BEFORE ON-SITE VISIT
Coordination meeting of the panel (online)

2 WEEKS BEFORE ON-SITE VISIT
Sending additional questions from the evaluators, if needed

WITHIN 2 WEEKS AFTER ON-SITE VISIT
Completion of the evaluation report

WITHIN 1 MONTH AFTER OSV/2 WEEKS AFTER FEP
Completion of the summary report

GENERAL RIGHTS AND OBLIGATIONS OF THE EVALUATOR

The evaluator must not have a conflict of interest in relation to MU and must not have a vested interest in the outcome of the evaluation.

The evaluator is obliged to maintain the confidentiality of all facts they become aware of during their membership in the evaluation panel.

Evaluators agree that the evaluation reports will be published using their names to publicly present the IRE outputs (e.g. on the MU website).

PROCEDURAL AREAS

A contract is signed with the evaluator. The evaluator will receive a financial reward for their work, which will be paid after the evaluation process has been completed.

Accommodation and transport at the location of the venue will be provided.

Evaluators will be reimbursed for their transport costs to the venue. The choice of transport should be discussed in advance with the contact person at the evaluated unit - the evaluation secretary.
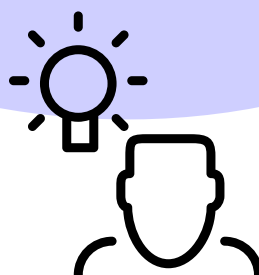
FAQs

1: Where will the evaluators be accommodated?

2: What if I find out I have a conflict of interest with the evaluated unit?

1: At the International Hotel

2: You should report this conflict of interest to the evaluation secretary without delay.

BEFORE ON-SITE VISIT

- Self-evaluation report of the degree programme
- Self-evaluation report of the evaluated unit
- Information and data on the programme
- Bibliometric analysis of the evaluated unit

PhD

- Introduction to doctoral studies at MU at the level of the relevant faculty

Online meeting

The initial online meeting

- Introduction of the evaluation panel members
- The evaluators will be informed about the functioning of the panel during the evaluation, the organization of the on-site visit, the management of writing of the evaluation reports, etc.

The role of the evaluator is to:

- Familiarise themselves with the documents provided
- Participate in the initial online meeting
- If deemed appropriate, develop questions for the self-evaluation reports and their attachments. The purpose is to add or clarify information for the documents received

In addition, the chair of the panel:

- Co-organises the online meeting
- Proposes a plan of action for the evaluators in the panel

FAQs

1: Do all evaluators review all self-evaluation reports from the evaluated units or only some of them?

2: What if I'm missing some documents for evaluation?

3: When do the evaluators begin their assessment?

1: Evaluators will receive self-evaluation reports from all assigned evaluation units. How the assignments for evaluators are distributed and organized is the responsibility of the chair of the evaluation panel.

2: Please contact the evaluation secretary and documents will be delivered promptly.

3: Evaluators will receive supporting documents two months before the on-site visit. These documents need to be analysed in great detail.

ON-SITE VISIT

An on-site visit is a key moment of the entire evaluation process and takes place at the evaluated unit. The purpose of the discussion is to elaborate on the documents and sources already processed in the context, clarify the evaluators' questions, facilitate a more in-depth discussion on specific points and propose recommendations. Finally, the discussion also involves those not directly involved in the preparation of the supporting information, such as doctoral students.

ORGANISATION

- Each evaluated unit and the associated doctoral degree programmes have meets separately
- The key figure for the organisation and coordination of the meeting is the evaluation secretary
- A separate part of the visit is a discussion of the panel with students

In addition to the key participants of the evaluation is the on-site visit usually attended by:

- Representative of faculty leadership, representative of the Board of Internal Evaluation MU
- Members of doctoral board(s),
- Heads of other units/departments of the EU,
- Representatives of the RMU Research Office and other guests invited by the evaluation panel

The role of the evaluator is to:

- Personally attend the entire on-site visit programme
- Independently state their expert opinion
- Follow the instructions of the panel chair and cooperate with other panel members

In addition, the chair of the panel:

- Oversees the evaluation process and manages and moderates the on-site visit
- Approves the meeting minutes of the evaluation panel, which the evaluation secretary takes

FAQs
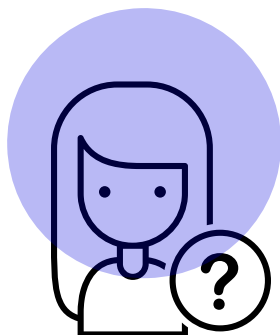
1: Will the visit include a guided tour of the departments?

1: It is up to the evaluated unit to decide whether to include a guided tour to the on-site visit schedule.

2: Does the evaluation report have to be written during the on-site visit?

2: While it is not required, it is recommended to do so. The time allocation for the on-site visit also includes enough time for writing the report. The deadline for submitting it is two weeks after the end of the visit.
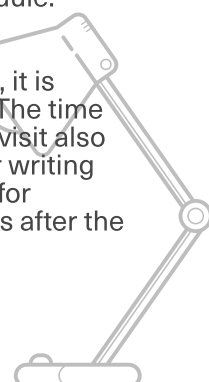
EVALUATION OUTCOMES

Evaluation Report
- Processed by evaluation panel for each evaluated unit
- Individualised feedback for each doctoral programme

Summary report for faculty or institute
- Processed by evaluation panel or by chairpersons of the evaluation panels assessing the given faculty.

The role of the evaluator is to:
- Participate in the preparation of written evaluation outputs

In addition, the chair of the panel:
- Oversees the preparation of the evaluation and summary report (unless a faculty evaluation panel is established)
- Participates in the faculty evaluation panel if one is in place - this includes online meeting with other panel members, studying the materials, and online meeting with faculty/institute leadership

The evaluation report also includes specific recommendations for further development of each evaluated unit and doctoral programmes.

The evaluation report for individual EUs and DDPs will serve as a basis for further debate within the university, faculty, and unit/department.

The evaluation contains elements of mainly formative, but also summative character.

FAQs

1: What is the context for establishing the Faculty Evaluation Panel?

2: Do all panel members have to agree on the final grade?

1: When the faculties have more than one evaluation panel of the evaluated unit.

2: No, it is sufficient if a qualified majority agrees on the final grade.

AWARDING A GRADE TO THE DEPARTMENT

INSTRUCTIONS —

The following description indicates the level of evaluated units expected for a given grade in different aspects of the assessment. It is not necessary to meet all the conditions listed at the same time to be awarded a grade and the interpretation need not be literal. Award the grade based on an overall evaluation of all aspects being considered in the research assessment, taking into account the competitiveness of the research and your knowledge of the research field. The grade serves as feedback for internal faculty/institutional use and is not directly related to research funding at the institution. In the case of a cluster, one grade per cluster is awarded. The term "international comparison" used on the scale usually means the EU-15 environment or a comparable environment an evaluator might be more familiar with, e.g. the USA.
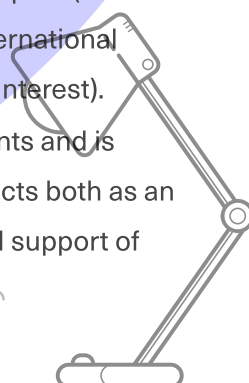
5 – Outstanding - World Leader

Scientific performance and excellence: The evaluated unit is considered a world leader in its field. The research environment and performance are fully comparable to world leaders (e.g. - top 100 institutions according to a recognized international ranking). In terms of originality of research outputs and competitiveness, the unit is internationally excellent overall, i.e. at the level of the best international research organisations in the field. The unit is outstandingly involved in international scientific research networks and is a recognised member of the community at the world level. The level of internationalisation is at a high level among both academic staff and students (high proportion of international students, zero inbreeding, etc.).

Societal relevance: Research at the evaluated unit has a very high potential for societal impact in terms of its reach and relevance. The research results bring about a fundamental change with international economic impact (realistic expectation of wide application in multiple foreign markets, etc.) or a change with an extraordinary international impact on society (realistic expectation of a fundamental application internationally in areas of public interest).

Resources for research: The evaluated unit successfully competes for top international research grants and is extremely successful in obtaining national grant funding. It participates in international research projects both as an investigator and as a principal investigator. Furthermore, it has a functional HR policy (recruitment and support of researchers at all levels).

4 - Very good (Strong international level)

Scientific performance and excellence: The evaluated unit is at a very high international level (EU-15 or comparable environment, e.g. USA). The research environment and performance are internationally competitive and in some aspects comparable to the world's top performers. In terms of originality of research outputs and competitiveness, the unit is comparable to international centers of excellence. However, research does not yet reach the highest standards of excellence. The unit is involved in international scientific research networks and is a recognized community member at European and national levels. The level of internationalization is at a very good level among both academic staff and students (high proportion of international students, minimal inbreeding, etc.).

Societal relevance: Research at the evaluated unit has a high potential for societal impact. The results bring about a change with international economic impact (realistic expectation of application in foreign markets, etc.) or a change with significant impact on society (realistic expectation of application in areas of public interest).

Resources for research: The evaluated unit is sporadically successful in competing for top international grants, but is consistently successful in obtaining national grant funding. The unit has a functional HR policy in place (attracting and supporting researchers at all levels).
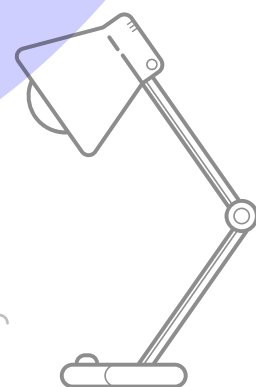
3 – Good (Strong national level)

Scientific performance and excellence: The evaluated unit is one of the above-average units at the national level. In terms of originality of research outputs and competitiveness in international comparison, the research environment and performance of the unit is of a good standard (e.g. comparison with EU-15), and at the national level the unit can be ranked among the best research organizations. The unit is involved in excellent national projects and is a recognized member of a community involving national leaders in the field. It has limited involvement in international scientific research networks, and the degree of internationalization is very low (little or no participation of international staff or students).

Societal relevance: Research at the evaluated unit has good potential for societal impact. The results bring change with an economic impact on the Czech market or change with impact on society (realistic expectation of application in areas of public interest).

Resources for research: The evaluated unit rarely competes for international grants, but regularly receives national grant funding.

2 – Satisfactory (Satisfactory national level)

Scientific performance and excellence: The evaluated unit is among the average units at the national level. The research environment and performance lag behind the international environment standard. In terms of originality of research outputs and competitiveness, the unit is at a good national level. The unit participates in national projects in the field and is involved in the national community. It is not involved in international scientific research networks and has very few or no international academic staff and students.

Societal relevance: The evaluated unit has a low potential for societal impact. Results bring partial change with the economic impact on the Czech market or partial change with impact on Czech society (realistic assumption of partial application in areas of public interest).

Resources for research: The evaluated unit is not successful in obtaining international grants and is only moderately successful in obtaining national grant funding.

1 – Insufficient (Weak national level)

Scientific performance and excellence: The evaluated unit is one of the below-average units at the national level. The research environment lags far behind in both international and national comparison. The unit's performance is poor in terms of research output and competitiveness. Most of the academic staff and students are from the evaluated unit and the level of inbreeding is high.

Societal relevance: Research at the evaluated unit has little to no potential for societal impact. In practice, the results do not bring any change with economic impact or change with impact on Czech society (no realistic expectation of application in areas of public interest).

Resources for research: The evaluated unit has only limited success in obtaining national grant funding. The unit has little or no substantive collaboration at the national level.
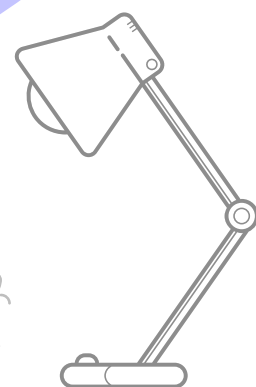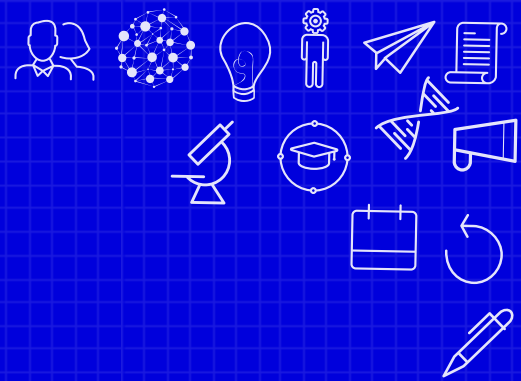
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IMPORTANT CONTACTS

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