

Follow-up institutional evaluation procedure

PKA

PKA Bureau

The Institutional Evaluation Coordinator, after consultation with Section Secretaries, prepares a list of HEIs to undergo follow-up institutional evaluation in a given academic year. The Coordinator prepares a draft resolution of the Presidium on the follow-up institutional evaluation of units in a given academic year in accordance with the template sample constituting an annex to this procedure.

The PKA Presidium adopts a resolution on creating a list of HEIs and units to undergo follow-up institutional evaluation in a given academic year.

The Institutional Evaluation Coordinator enters information about the units in the evaluation database.

The PKA Secretary makes a decision on the appointment of an evaluation coordinating section.

The Secretary of the coordinating Section, after consultation with the relevant Chair, prepares a letter informing the HEI's rector about the commencement of the evaluation procedure and about the necessity **to prepare a report on corrective measures taken within 6 weeks of the date of notification.**

The PKA Secretary notifies the HEI's rector of the commencement of the follow-up institutional evaluation procedure.

The Secretary of the coordinating Section, after consultation with the relevant Chair and the Institutional Evaluation Coordinator, prepares a note containing **the proposed composition of an evaluation panel and the determination of timing and tasks to be performed by individual panel members.**

The Committee Secretary after consultation with the Chair of the evaluation coordinating Section appoints an evaluation panel composed of at least three to eight persons.

A copy of the note accepted by the Committee Secretary **is handed over to the Information Safety Administrator.** The Information Safety Administrator verifies if the members forming the evaluation panel possess appropriate authorisation to process personal data granted by the Personal Data Administrator. Should a person unauthorised to access personal data be appointed, the Information Safety Administrator applied to the Committee Secretary for changing the evaluation panel composition.

The Secretary of the evaluation coordinating Section hands over the documentation to the evaluation panel members.

The Secretary of the evaluation coordinating Section prepares **a letter to be signed by the Director of the Bureau, informing the HEI's rector at least 14 days in advance about the date of the planned site visit and its framework programme,** bearing in mind that **the site visit should be carried out not later than 8 weeks of the date of receipt of the self-evaluation report.**

A copy of the note accepted by the Committee Secretary and regarding the composition of the evaluation panel is handed over to the PKA Bureau employee responsible for survey preparation.

Within two weeks of the date of receiving the note approved by the Secretary, **the employee responsible for preparing questionnaires** sends access data assigned to the site visit to the relevant Secretary. **Surveys cover one calendar year.**

The Secretary of the evaluation coordinating Section prepares the organisational aspect of the site visit (ensures suitable hotel bookings, agreements, business trips, authorisations) and inputs relevant data on the evaluation database.

The PKA Secretary signs the evaluation panel members' authorisations to perform the site visit.

The evaluation panel prepares a final report within 4 weeks of the date of site visit/receipt of documentation on corrective measures taken.

The Secretary of the coordinating Section prepares **an evaluation panel report to be presented at a meeting of the Section for Fields of Study**, bearing in mind that the Section's position and its reasons should be presented **at the PAC Presidium's meeting not later than 4 weeks of the date of consideration of the matter by the Section.**

The Section prepares a draft resolution with indispensable grounds on the basis of the evaluation panel report and the HEI's reply. The matter is presented by the Head of the evaluation panel or the Chair of the Section. The Chair of the Section invites to take a vote on the draft evaluation. The Section takes its position in open voting by an ordinary majority of votes in the presence of at least half of its members. The Head of the evaluation panel or the Chair of the Section prepare a draft resolution.

The Secretary of the Section takes minutes of the Section's meeting and submits draft resolutions to the Committee President and the Bureau management **not later than at least 7 days before the Presidium's meeting.**

The Chair of the Section or - in exceptional circumstances - a person authorised by him presents **a draft evaluation with its grounds at the Section's meeting within not more than 4 weeks of the Section's meeting.**

The Committee President invites to take a vote on the draft evaluation formulated by the Section. The Presidium adopts a resolution in open voting by an ordinary majority of votes in the presence of at least half of its members.

The Secretary of the Section, after consultation with the Section and within 7 days of the Presidium's meeting, prepares the final versions of the resolutions, taking into account amendments introduced by the Committee Presidium.

The Committee President signs the resolution within 14 days of the date of the PKA Presidium's meeting.

The Secretary of the Section submits the HEI's resolution to the minister responsible for higher education and to the minister supervising the HEI within 14 days of the date of considering the matter by the Presidium. The covering letter enclosed with the resolution is initialled by the 1st Deputy Director and then signed by the Director of the Bureau.

The Secretary of the Section updates data in the PKA evaluation database and passes information about the completion of the proceedings to the Institutional Evaluation Coordinator after the resolution becomes effective.