

## Procedure of institutional evaluation on the Minister's request

## PKA

## PKA Bureau

The PKA Bureau employee responsible for incoming correspondence registers a request in the electronic database immediately upon receipt. Having been assigned by the Director of the Bureau the application is handed over to the Institutional Evaluation Coordinator.

The Institutional Evaluation Coordinator verifies the application and after consultation with the Director of the Bureau submits a proposal for further action to the Committee Secretary, including the appointment of a coordinating section.

After consultation with the relevant Chair, the Secretary of the coordinating section prepares a **proposed evaluation panel composition**, allowing enough time to appoint a panel **not later than within 7 days of receipt of the Minister's request**

The Committee Secretary **appoints an evaluation panel within 7 days of receiving the Minister's request**

A copy of a note accepted by the Committee Secretary is handed over to the Information Safety Administrator and to the PKA Bureau employee responsible for surveys.

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 applies to the Committee Secretary for changing the evaluation panel composition.

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

The Secretary of the coordinating section prepares a **letter** to be signed by the Director of the Bureau, **informing the HEI's rector about the date of the planned site visit and its framework schedule at least 7 days in advance**, bearing in mind that **the site visit should be carried out not later than 3 weeks of receiving the Minister's request**

The Secretary of the coordinating section prepares the organisational aspect of the site visit (ensures suitable hotel bookings, prepares agreements and authorisations) and enters relevant data into the evaluation database.

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

The evaluation panel performs the site visit and prepares a final report within 26 days of its commencement.

The Secretary of the Section immediately hands over to the HEI: **1) evaluation panel report** requesting an opinion on the remarks therein within 7 days of the date of its receipt. **The report is to be sent electronically and by traditional post; 2) data** protected from unauthorised access and **enabling completion of an e questionnaire** concerning the work of the evaluation panel.

**Within 3 days of receipt of the HEI's reply** the Secretary of the Section prepares an evaluation panel report to be presented at a meeting of the Section for Fields of Study.

**Within 7 days of receipt of the HEI's reply 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 prepares a draft resolution.

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

The Chair of the evaluation coordinating section or - in exceptional circumstances - a person authorised by him presents the minutes taken at the Section's meeting and the draft resolution with its grounds at the Presidium's meeting within 14 days of the date of considering the matter by the Section.

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.

Within 7 days of the Presidium's meeting the Secretary of the Section prepares the final versions of the resolutions, taking into account amendments introduced by the Committee Presidium.

The Committee President signs the resolution of the PKA Presidium within 7 days of the date of the PKA Presidium's meeting.

The Secretary of the evaluation coordinating section submits the resolution to the HEI, to the minister responsible for higher education and to the minister supervising the HEI within 4 days of the date of its being signed by the PKA President. 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 submits information about procedure completion to the Institutional Evaluation Coordinator after the resolution becomes effective.