

## Procedure of programme evaluation on a HEI's application

### PKA

### PKA Bureau

The PKA Bureau employee responsible for incoming correspondence registers an application in the electronic database immediately upon receipt. Having been assigned by the Director of the Bureau the application is handed over to the Secretary of the relevant Section.

The PKA Presidium, guided by the Section's position, adopts a regulation on the performance of evaluation applied for.

Should a field of study be subject to evaluation, the Secretary of the Section, after consultation with the relevant Chair, prepares a **proposed evaluation panel composition with the determination of timing and tasks to be performed by its individual members, allowing enough time for appointing a panel not later than 28 days of the date of application registration.**

**The Committee Secretary, after consultation with the Chair of the Section, appoints an evaluation panel** composed of two to five persons.

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 Section hands over **the self-evaluation report sent by the HEI to the evaluation panel members.**

The Secretary of the Section, after consultation with the relevant Chair, 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 14 days in advance**, bearing in mind that **the site visit should be carried out not later than 8 weeks of the date of application registration.**

The Secretary of the Section **prepares the organisational aspect of the site visit** (ensures suitable hotel bookings, provides financial documents, prepares authorisations) and enters **relevant data into the evaluation database, being responsible for its updating.**

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 6 weeks 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 21 days of the date of its receipt; **2) data** protected from unauthorised access and **enabling completion of an e-questionnaire** concerning the work of the evaluation panel.

Having received the HEI's reply the Secretary of the Section prepares **an evaluation panel report together with the HEI's remarks to be presented at the Section's meeting**, allowing enough time for presenting the Section's position and its grounds at the Presidium's meeting **not later than 6 week of receipt of the HEI's reply and 4 weeks of considering 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 Secretary 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 the minutes taken at the Section's meeting and **the draft resolution with its grounds at the Presidium's meeting within a period not exceeding 6 weeks of the date of receipt of the HEI's reply and 4 weeks 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.

**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 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 after the resolution becomes effective.