

## Programme evaluation procedure

### PKA

### PKA Bureau

The Secretary of the Section, after consultation with the relevant Chair, **prepares a list of fields of study to undergo programme evaluation** in a given academic year, in accordance with the template constituting Annex No. 1 to this procedure.

The PKA Presidium, guided by the position of the relevant Section, adopts a resolution on creating a list of HEIs and academic units providing education in the fields of study that are to undergo programme evaluation in a given academic year.

The Secretary of the 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 self-evaluation report within 6 weeks of the date of notification**.

The PKA Secretary notifies the HEI's rector of the commencement of the programme evaluation procedure.

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

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

A copy of the 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 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 from the date of receipt of the self-evaluation report**.

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 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 with the HEI's remarks to be presented at the Section's meeting**, allowing enough time for presenting the Section's position and its reasons at the Presidium's meeting **not later than 6 weeks of the date of receipt of the HEI's reply and 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 the 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 prior to 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 not more than 6 weeks of the date of receipt of the HEI's reply and 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, guided by the Section's position, 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 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 after the resolution becomes effective.