

## IEP 2nd Methodology HEI 2025+ training Questions & Answers

### General questions

#### **Does each IEP have a chair who is already appointed?**

Yes, chairs were appointed as per choice of HEI. However, it's possible to change chairperson if the need arises. The secretary of the HEI you are evaluating should contact all IEP's members in upcoming weeks and provide information about the IEPs agenda. Your panel chair should then inform you about expected meetings. However, the IEPs are just starting with their agenda. The meetings regarding the evaluation are expected in April and May.

#### **Are we supposed to contact our HEI contact to get an idea who is our chair and other members of the panel?**

Yes, working of the panel is managed by the HEI, while the Ministry is providing the methodological framework and rules of evaluation. In general, it is the HEI who decides for your travels, concludes the contracts with you and makes other administrative arrangements in relation to your membership in IEP.

#### **When will be Self-Evaluation Report provided to IEPs?**

Self-Evaluation Report (SER) will be provided to the panels by 1<sup>st</sup> May 2025. SER will be provided to you by the secretaries of your panels.

#### **The data for Modules 1&2 will be provided via an interactive platform which we can access ourselves plus a data sheet provided by the HEI? Is there any other report on Modules 1&2 which we will receive?**

Data needed for evaluation of any given higher education institution (HEI) will be provided in the form of HEI Data Sheet. This sheet will summarize information about the performance of the HEI in modules 1 and 2 including the grade needed for the formulation of overall evaluation in all five modules in about 4 pages. The interactive platform can provide you with information about outputs of modules 1 and 2 in more detail. Application allows you to take a more granular look to the level of individual faculty if you require it, however, it's not mandatory!

#### **Please can you provide a brief manual for the app with screenshots of how to access important reports. Thank you**

We will discuss the possibility of providing you with the manual with the responsible personnel of Office of Government who are operating the application.

#### **Is there any form for SER?**

Yes, there are standardised forms for both Self-Evaluation Report and the Evaluation Report. HEIs are currently preparing their SERs. The IEPs will be provided with the SER by 1st of May. You will be provided with the forms by the secretaries of your panels. The blank forms are also accessible on the website dedicated to the evaluation:

<https://msmt.gov.cz/research-and-development-1/documentation-for-evaluation-of-research-organisations-in>

### **Around how many pages for the module 3, approximatively in the SER?**

It depends on the size of the HEI and the number of its constituent parts. It can vary a lot. The biggest universities in Czech Republic, submit SER in module 3 which has around 100 pages. However, you don't usually read the whole SER in module 3. As this report consists of several SER (one for each faculty), you only focus on the SER of the faculty according to your FORD group. That means you can evaluate e.g. only 15-20 pages in module 3.

To be more specific, SER forms provided by the Ministry restrict the amount of information in each indicator by a wordcount. If HEI use the limits fully the length of SER in each module should be approximately:

Module 3 – 20 pages (one evaluated unit)

Module 4 – 40 pages

Module 5 – 12 pages

HEI Data Sheet for Modules 1 and 2 – 4 pages

### **What is the typical workload of IEP member?**

The time commitment for individual evaluators varies depending on the size of the HEI being assessed by the IEP. HEIs have different organizational structures and a varying number of components, which affects the volume of materials the IEP needs to evaluate (see the previous question with the length estimation). Individual workload can depend on the division of tasks within the panel which is impossible to determine without the knowledge of actual length of SER of HEI (to be submitted to the MEYS by the end of March and to the IEPs by the May). In general, we estimate workload as:

Initial Training on Methodology HEI2025 (online)	2 x 2 hours
Harmonization meetings between IEP and EAC (online)	2 x 2–3 hours
Review of SER in Module 3	4 hours
Preparation of ER for Module 3	2 hours
Discussion of results within IEP	2 hours
Review of SER in Modules 4–5	8 hours
Preparation of ER in Modules 4–5	8 hours
Discussion of the results within IEP	4 hours
On-site visit	24 hours (1–5 days up to the size of the HEI)
Total	52 hours

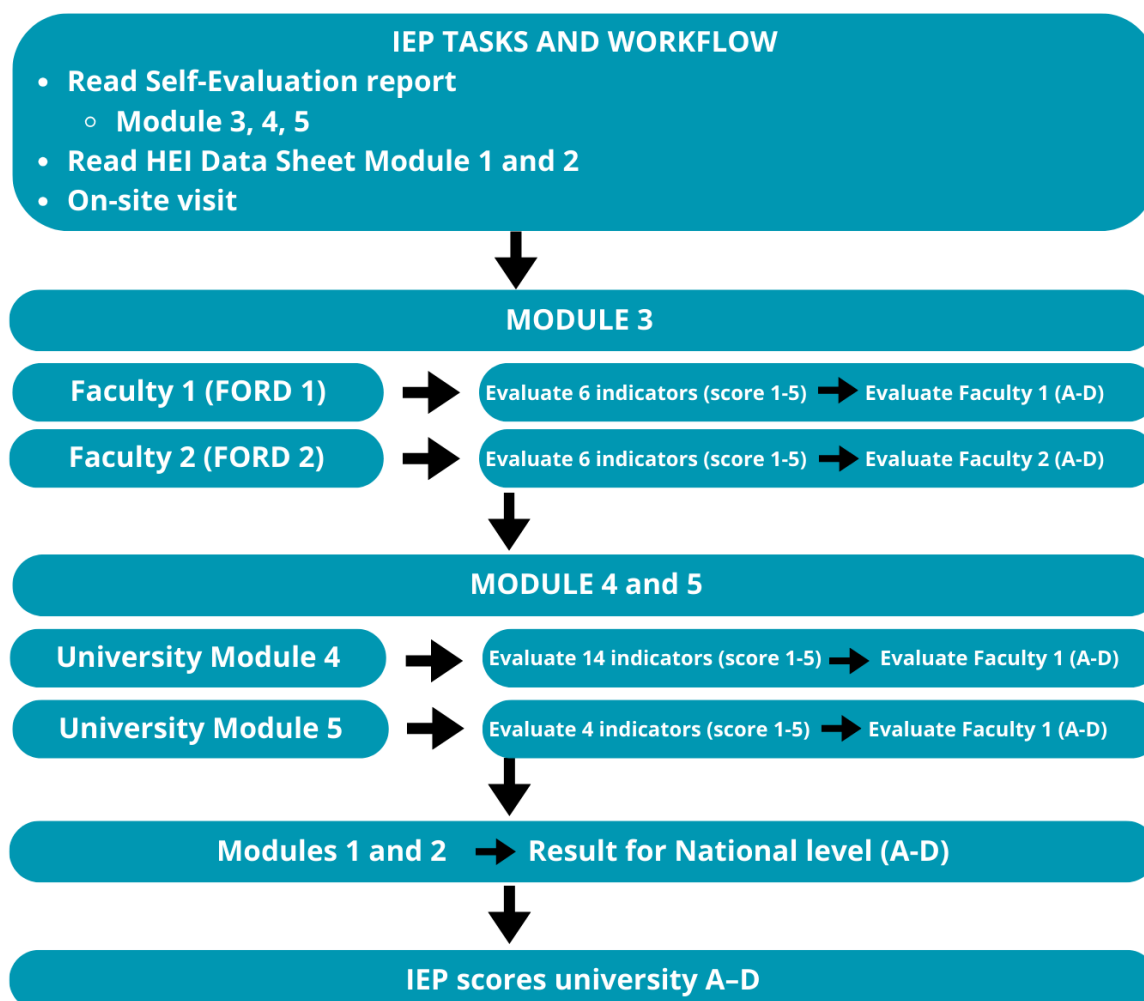
For more information see the [Guidelines for Evaluators Methodology HEI2025+](#)

## What is expected of the IEP?

In brief:

- 1) Read the Self-Evaluation Report (Module 3-5), Read HEI Data Sheet for Modules 1-2, go through the on-site visit.
- 2) Evaluate faculties / institutes in module 3 (A-D); evaluate HEI in modules 4 and 5 (A-D).
- 3) Formulate the evaluation of the entire HEI (A-D).

Schema:



**Do I assume correctly that we also can freely use any additional resources that are publicly available (although we ideally will not need to)?**

The official documentation for evaluation (Self-Evaluation Report, HEI Data Sheet for Modules 1 and 2) will be provided to you by MEYS. Together with the on-site visit, these materials are intended to give you all the necessary information for evaluation of HEI. Additionally, you can (but are not required to) use any publicly available data / data sources in your evaluation.

**Can you give more information about the process of submission of drafts to EAC (seems new compared to 2020)?**

Each IEP will include so called Provider's methodologist. The methodologist works as your guide throughout the process of evaluation and as liaison with the Ministry and EAC. Drafts of evaluation report as well as any methodological questions can be submitted to the EAC through the methodologist.

**Are we expected to be very familiar with the Methodology HEI2025+ by the harmonization meeting?**

It would be great if you could go through the Methodology HEI2025+, in particular the six evaluated indicators of Module 3 (3.2-3.7). The harmonisation sessions should provide space for your questions and discussion. Any questions you may have after familiarising yourself with the Methodology HEI2025+ are welcome and appreciated.

**It is my understanding that there are no options for harmonisation sessions. Could you please clarify what the implications would be if one is not available for this session? Is this a question to be raised with the respective secretary?**

With the number of experts involved we cannot unfortunately accommodate everyone, however, outcomes of the harmonization sessions will always be summarized and shared with IEPs. We would also like to keep discussion between the IEPs and Expert Advisory Committee continual, therefore, further questions can always be raised through the secretary or Provider's methodologist.