

Requirements for Inclusion in the Pool of Evaluators

1. Introductory Provisions

To ensure the high quality of the work performed by the evaluation committees of the National Accreditation Bureau for Higher Education (NAB), it is essential that the Pool of Evaluators consist of a sufficiently broad and diverse group of respected experts to perform the necessary assessment in administrative proceedings and other decisions made by the NAB Board.

2. Minimum Requirements for Inclusion in the Pool of Evaluators

1. For candidates working in higher education

- a) a position as an academic staff member appointed as a professor, associate professor, or holding a comparable position abroad, or holding a doctoral degree (or equivalent) and
- b) educational and research activities over the past 5 years,
- c) or a master's degree, provided that the candidate can demonstrate long-term expert experience in the field of quality assurance and evaluation at higher education institutions;

2. For candidates from other research institutions

- a) appointment as a professor, associate professor, or attainment of a comparable position abroad, or a doctoral degree (or equivalent) and
- b) research activities over the past 5 years and
- c) in the past 5 years, serving as a supervisor for doctoral students or previous or current membership on the academic council of a higher education institution or its constituent unit, or on habilitation committees, committees for the appointment of professors, or the board of a doctoral program, or demonstrable collaboration with higher education institutions in the field of basic or applied research;

3. For candidates from the sphere of state, regional, or other public administration

- a) a master's degree and
- b) at least 3 years of experience in a leadership position in public administration or 5 years of experience as a specialist in public administration;

4. For candidates from other employers of graduates, professional associations, or the business sector collaborating with higher education institutions

- a) a master's degree and
- b) at least 3 years of experience in a managerial position or 5 years of experience as a specialist in the relevant field;

5. For students

- a) enrolled in an accredited study program.

3. Submission of Nominations

Proposals for the inclusion of individuals in the Pool of Evaluators may be submitted, pursuant to Section 83e(4) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, by

- 1) a person who expresses an interest in participating in the activities of evaluation committees,
- 2) the Ministry and other central government authorities,
- 3) a representative body of higher education institutions pursuant to Section 92,
- 4) a professional organization or other legal entity referred to in Section 77b(2)(e) (such as a higher education institution),

exclusively using the form provided in the annex.

Proposals may be submitted:

- a) via the data box of the National Accreditation Bureau for Higher Education or
- b) to the email address of the National Accreditation Bureau for Higher Education.

A proposal must always include two documents:

- a) a completed prescribed form exclusively in xlsx format and
- b) a completed form with identical content in PDF format, either signed with an electronic signature or signed by hand and scanned.

4. Criteria for Selecting Evaluators from Among the Nominated Individuals

In selecting suitable evaluators for the Pool of Evaluators by the NAB Board from the submitted nominations, the following criteria will be taken into account in particular:

1. Experience in the field of
 - a) teaching,
 - b) service on the scientific council, habilitation committees, or committees for the appointment of professors,
 - c) serving as the guarantor for a study program,
 - d) preparation and development of study programs,
 - e) research activities,
 - f) accreditation and evaluation of higher education institutions or other organizations, service on a higher education institution's Internal Evaluation Council,
 - g) leadership and management roles,
 - h) other professional activities,
 - i) service at a higher education institution and involvement in academic self-governance, as well as the duration of successful studies to date in the case of students.
2. The field of study for which the person is to be included in the Pool of Evaluators.
3. Coverage of the field in terms of the specialized disciplines it encompasses.
4. Ensuring a sufficient number of evaluators in terms of representation of individuals working in higher education, in other research institutions, in state, regional, or other public administration, among other employers of graduates, in the business sector collaborating with higher education institutions, among other experts from the professional field, and student representation.

5. Sufficient representation of evaluators from various institutions to enable the formation of evaluation committees while avoiding conflict of interest of their members.

The weighting of individual criteria may vary depending on the nature of the fields of study.

In Prague, August 28, 2025