



UNIVERZITA KARLOVA

RULES OF PROCEDURE

of the Review Commission for the evaluation of project proposals for the START programme

Part I

General Provisions

Article 1

Opening Provisions

1. The Rules of Procedure of the Review Commission (the "Rules of Procedure of the RC") for the third round of evaluation of project proposals submitted under the START programme of Charles University ("CU") are issued according to the Statute of the Review Commission of the CU START programme.
2. The Rules of Procedure of the Commission Reviewers govern the procedure for convening, participation in, discussion and voting of the Review Commission (the "RC").

Part 2

Activities

Article 2

Granting of access to projects

1. The university clerk shall grant members of the RC access to the documents (project proposals) in IS Věda no later than three working days after the end of the previous evaluation phase.

Article 3

Convening of meetings

2. The university clerk shall set the date of meetings of the RC.
3. Meetings of the RC usually begin within twenty-five working days from the date of the end of the previous evaluation phase and are usually concluded within forty working days after this date.
4. Members of the RC shall receive an invitation, preliminary agenda and, where appropriate, other instructions and information relating to the meeting of the Commission at least fourteen calendar days prior to the meeting.



5. The university clerk will prepare the documents for the meeting of the RC.

Article 4

Attendance at meetings

1. The RC shall have a minimum of twelve members.
2. The members of the RC are obliged to participate in the meetings of the RC and to take decisions on the conclusions adopted in each case by consensus or by an absolute majority of votes of all persons present. In the event of a tied vote, the president of the RC shall have the casting vote.
3. If an appointed member is unable to attend a meeting of the RC for good reason, he/she shall notify the university clerk, who shall decide on the next step.
4. Any person who was directly involved in the previous phases of project evaluation cannot be a member of the RC.
5. The university clerk is shall be present at the meetings of the RC at all times.
6. It is not permissible to replace members of the RC during meetings of the RC.
7. Meetings of the RC are not open to the public.

Article 5

Meetings of the Commission

1. Meetings of the RC shall be chaired by the president of the RC.
2. The RC is quorate if an absolute majority of its members is present, but no less than three members.
3. When assessing and adopting a position on the evaluation of projects, the members of the RC shall follow the valid Principles of the START programme, the Methodology for Reviewers, their expertise, and preferably proceed according to the set criteria, taking into account the factual evaluation of individual projects by members of the RC.
4. The RC cannot choose other evaluation parameters for evaluation than those listed in the Principles of the START Programme and the Methodology for Reviewers.
5. The RC shall always justify its opinions in such a way that the basis on which the relevant opinion was made is clear.
6. The RC cannot change the minimum points limit necessary for the awarding of support.
7. If any member of the RC finds out during the meeting any connection of him-/herself or any other member of the RC with the applicant/research team of the project under discussion, he/she shall notify the president of the RC. Any member with a conflict of interest shall not take part in the discussion of and voting on the project.
8. A written record of meetings of the RC shall be kept at all times. This must contain the following minimum information: date and time of the beginning of the meeting, the list of participants, overview of the evaluated projects and their points-based evaluation in the criterion evaluated by the RC.
9. The minutes from the RC must also include the final list of evaluated projects in the order according to the total number of points obtained in the sum for the second and third rounds of evaluation, a list of projects that did not advance to the third phase of evaluation and, if applicable, a list of evaluators' assessments evaluated by the RC according to the set criteria, and justification
for



replacing the evaluator's assessment with a new assessment (including the allocated number of points).

10. Rulings are entered into IS Věda by the university clerk.
11. Members of the RC must sign the minutes with the results of the meeting, with the exception of situations where the minutes are created after the meeting - in this case it is sufficient if the members have the minutes available for comments and its correctness is confirmed by the president of the RC and the university clerk.
12. The minutes of the meeting shall be published on the START programme website no later than ten working days from the date of the meeting.

13. Part III

Final Provisions

These Rules of Procedure of the RC shall take effect on the day of their approval by the president of the RC.

In on

.....
signature of the chairman of the RC

