



Evaluation process

According to the Law of July 2013, prior to the launch of the evaluation process (year N-1), the supervising authorities in charge of the units must choose the operator in charge of the evaluation: this may be Hcéres, another recognised agency or a procedure organised by the institution itself. In the last two cases, the letter specifies the methods Hcéres will use to validate the evaluation procedures that will be adopted.

Stages of the evaluation process carried out by the Department of Research Evaluation (DER)

The evaluation of a research entity is conducted in three major stages:

- › Preparation for the evaluation;
- › Visit of the research entity;
- › Production of the evaluation report.

For stages shared between Hcéres and the evaluated entities, the process breaks down in the following manner:

- › Presentation of procedures for the on-site evaluation carried out by Hcéres (year N-1);
- › Consultation with the Director of the evaluated entity to finalise the choice of the visit date(s), in consultation with the prospective chair of the panel of experts;
- › Submission of the self-evaluation file, the Excel review sheets and the scientific development plan (year N);
- › Finalisation of the visit schedule;
- › Notification of the unit's supervisory bodies (universities, schools, research bodies, etc.) concerning the composition of the panel and the finalised dates;
- › Transmission to the evaluated entity of a list of questions prepared by the panel of experts and amended by the scientific advisor or the scientific coordinator;
- › Visit by the panel of experts;
- › Transmission of the report to the evaluated entity and to its supervisory authority/authorities for their comments;
- › Transmission of the complete and final version of the report, including comments made by supervisory bodies, to the chair of the panel for approval so that his/her signature can be added to the report;
- › The final report, signed by the chair of the panel and the President of Hcéres, along with the letter of general comments is sent to the supervisory authority/authorities who are responsible for sending it to the evaluated entity.
- › A summary version of the report is published on the Hcéres website.