FAQ

EVALUATION OF INSTITUTIONS Can I propose experts for my evaluation?

Institutions are invited to participate in the formation of their evaluation panels, subject to meeting the following requirements for the composition of panels, which must include:

- Academic experts who have held posts of responsibility in the management teams of higher education and research institutions;
- An administrative expert with experience of at least one senior management or administrative management post;
- An expert from the socio-professional sector with experience of relevant senior leadership/managerial duties and/or scientific and/or cultural posts in a business sector of potential interest for the professional integration of students or the exploitation of the research products of the evaluated institution;
- An international expert from the academic or socio-professional sector;
- An expert on Quality (in management, training or research)
- A student;
- Any expert who has evaluated an institution during a previous group of evaluations cannot participate in the next group. Experts must not have any special-interest ties with the evaluated institutions and cannot ordinarily be attached to an institution situated in the same region as the evaluated institution.

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EVALUATION OF INSTITUTIONS Can the report be written in English?

The expert panel consists of French and international experts. However, to facilitate the experts’ work and in accordance with the legislative requirements, institutions and territorial coordinations are asked to submit their files and documents in French. Nevertheless, certain documents - especially those pertaining to the evaluation of research bodies - may be submitted in English if accompanied by a summary written in French.

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EVALUATION OF INSTITUTIONS Can you tell me about the “coordinated” or “joint” procedures for schools of architecture and engineering schools? Do they apply to my institution?

- Schools of architecture are covered by a joint procedure involving the Department of Evaluation of Higher Education and Research Institutions and the Department of Evaluation of Study Programmes at Hcères.
- Under the terms of a partnership between Hcères and the CTI, engineering schools also benefit from a coordinated procedure defined by both institutions, which is designed to improve the links between evaluations and simplify the documentation file submitted by engineering schools. A single self-evaluation file meeting the requirements set out in each external evaluation standard used by both institutions is required, and the visit date is also coordinated.

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**EVALUATION OF INSTITUTIONS** Do we need to prepare specific documents for the experts with a view to the visit?

- Throughout the entire process, the experts are likely to ask the institution to provide documents in addition to those included in the file, via the Hcéres contacts. During the visit, the participants interviewed by the experts may also pass on any relevant documents, which may also be made available to the experts during the evaluation on a dedicated Intranet site created by the institution. On this account, the experts are subject to strict rules of confidentiality and professional secrecy.
- The institution must ensure that these different documents are systematically transmitted to the project manager of the designated Hcéres team in order to ensure the consistency of the database associated with the evaluation.

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**EVALUATION OF INSTITUTIONS** Does the transmission of the report include a joint consultation phase? Is it possible to request the correction of any errors?

- After receiving the draft report, the institution can respond to it and request the correction of any factual errors, as well as any misunderstandings, omissions or erroneous terms.
- After the president of the panel has agreed to their inclusion in the report, the amended report will be sent to the institution in a provisional version. The president/director of the institution will then be asked to submit comments on this version of the report, which will then be appended to it.
- The report becomes final once the president of Hcéres and the president of the panel of experts have signed it.

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**EVALUATION OF INSTITUTIONS** How do the institution and the experts communicate during the visit?

- Discussions only take place during the interviews listed on the visit schedule. If necessary, the project manager who accompanies the panel during the visit will pass on any requests for additional documentation to the institution.
- There is no direct contact between the experts and the institution throughout the entire evaluation process.

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**EVALUATION OF DOCTORAL SCHOOLS** How should professional integration be considered for foreign graduates?

The type of professional integration should be specified in the same way for all doctors, e.g. professor, research fellow, post-doctoral contract, secondary education, fixed-term or open-ended contract in the private sector, independent professional, job-seeker. Simply mentioning that the graduate has returned to his or her home country is insufficient.

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**EVALUATION OF DOCTORAL SCHOOLS** In the event of a change of direction, should we submit the file under the “identical renewal” or “amended renewal” heading?

Considering the appointment procedure for the director (by the head of the institution after consulting the Scientific Council), this is a major change justifying the submission of the file as an “amended renewal.”
EVALUATION OF DOCTORAL SCHOOLS  

In the event of a merger of several doctoral schools, do you have to provide an analysis of each doctoral school’s results?

YES: each doctoral school must provide a detailed analysis of its results for the current contract. In the event of even a partial merger, the review may concern both the overall number and the proportion of doctoral students concerned by the merger. The “single file” will include the reviews and the plan for the future school.

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EVALUATION OF INSTITUTIONS  

Is any feedback given by the panel to the president/director at the end of the visit?

No. Evaluations conducted by Hcéres lead to the production of a report based on the experts’ written contributions. The report is the only type of feedback provided.

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