# Ministry of Education, Science, Research and Sport of the Slovak Republic

# as the governing body for

# Attracting and Retaining Talents – Investment 4: Promoting internationalization in the academic environment under the Recovery and Resilience Plan

# Announces a call for professional evaluators for the

# Evaluation of internationalization activities of higher education institutions

# Call for experts in internationalization for institutional assessments

The Ministry of Education, Science, Research, and Sport of the Slovak Republic (hereinafter referred to as “Ministry”) in accordance with [*Higher Education Internationalization Strategy 2030*](https://www.minedu.sk/data/att/21821.pdf) is searching for a team of national and international experts to take part in an innovative initiative aimed at enhancing the internationalization of the Slovak higher education system, an initiative that is financed under the European Union's Recovery and Resilience Facility. The objective of the initiative is to evaluate the current level of internationalization of Slovak higher education in both their education and research activities, to put forward recommendations for selected higher education institutions on how to further strengthen/improve their internationalization, and to provide guidance in the self-designed implementation processes.

## Through this initiative, 10 Slovak higher education institutions will be selected to take part in an internationalization audit and advisory process, that will comprise (1) an institutional self-assessment stage, (2) a site visit carried out by a panel of 3 experts (1 domestic, 2 international), (3) a follow-up to the site visit, comprising the experts’ report with findings and recommendations, and a recommendations’ validation workshop, (4) the design of an action plan based on the former recommendations and (5) expert feedback on the action plan.

**EXPERT PROFILE**

* integrity
* full legal capacity
* Upper-Intermediate English, minimum CEFR B2
* higher education level: Master’s degree or equivalent, or higher
* knowledge of current EU legal regulations, conceptual and strategic documents, especially in the field of higher education
* experience in evaluating similar projects financed by EU funds is an advantage
* abilities and personality traits: high degree of objectivity, honesty and discretion
* ability to work under pressure, meet deadlines and efficient time management.

The Ministry is looking for 4 national[[1]](#footnote-1) and 11 international[[2]](#footnote-2) experts (forming 4 mixed panels of experts consisting 1 coordinator and 2 Members) and a methodology group (3 international experts) in higher education internationalization processes, corresponding to the **3 main expert profiles**.

Each expert panel will be comprised of 1 coordinator and 2 experts. Each expert is required to take part in a **minimum of 2 institutional assessments**.

One applicant may apply for multiple roles. If they do apply for several positions, they can be accepted for one or more of them. If they were selected for roles N°. 2 and 3, these will be carried out in two different working groups

**The profile(s) they are applying for must be specified in the application!**

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| **N°** | **Expert profile** | **Tasks** | **Required experience** |
| 1. | Methodological adviser (3 experts) | * Design the methodology, building on similar initiatives from other countries, and comprising the assessment criteria, assessment process, timetable, and other technical details. * Design the templates for the self-assessment report, site visit programme, site visit report and action plan. * Run an online expert training session with all experts that will be involved in the expert panels. | * Prior experience in internationalization assessment and advisory roles (e.g. institutional and/or programme level evaluations) in own country or internationally * Specialized knowledge of at least one specific area of internationalization (e.g. student and/or staff mobility, internationalization at home, joint programmes, partnerships, marketing, admissions of international students, research collaboration, etc.) * Experience with strategic planning processes at institutional level |
| 2. | Coordinator institutional expert panel (4 experts) | * Setting the content schedule of the site visit with the host institution * Coordinating the self-assessment process with the host institution (collecting key documents and data, in addition to the self-assessment report) * Coordinating the review and feedback process with the Expert Panel ahead of the site visit * Chairing the site visit * Coordinating the drafting of the site visit report * Organizing the validation workshop with the host institution * Collecting the Action Plan draft * Coordinating the feedback on the Action Plan draft from the other experts in the panel | * Prior coordination experience in similar activities or in coordinating expert teams of other types (for the coordinator role only) * Specialized knowledge of at least one specific area of internationalization (e.g. student and/or staff mobility, internationalization at home, joint programmes, partnerships, marketing, admissions of international students, research collaboration, etc.) * Experience with strategic planning processes at institutional level |
| 3. | Member of the institutional expert panels (8 experts) | * Supporting with expert advice the coordinator in all the activities above. | * Prior experience in similar activities * Specialized knowledge of at least one specific area of internationalization (e.g. student and/or staff mobility, internationalization at home, joint programmes, partnerships, marketing, admissions of international students, research collaboration, etc.) * Experience with strategic planning processes at institutional level |

**SELLECTION PROCESS**

By the order of the minister of education a selection committee will be established for the purpose of selecting experts, in experts profiles N° 1 – 3 (see table above) .

The committee consists of the chairman and other members who are appointed and dismissed by the minister of education.

The committee shall

a) submit a proposal to the minister of education for the composition of the panels of experts, panel chairmen, members and alternates (hereinafter referred to as the "proposal").   
The committee will decide on the basis of scoring the requirements listed in the table below for the purposes of evaluating applications.

b) submit a proposal to the minister of education for the dismissal of members of the panel of experts,

c) submit a proposal to the minister of education to exclude individuals from periodic evaluation if there is a serious violation of ethical principles (e.g. conflict of interests) .

**REQUIRED DOCUMENTS**

**Each applicant must submit all following documents[[3]](#footnote-3)**

1. Application for inclusion in the list of expert evaluators (Appendix No. 1 of the call for selection expert evaluators).
2. Curriculum vitae (CV) proving education and professional experience. It is also necessary to state in the CV acquired experience in the field related to the professional subject evaluation together with the number of years during which the expert worked in the given position.
3. Declaration on the processing of personal data according to § 47 of Act no. 292/2014 Coll. about the contribution provided from European structural and investment funds as amended regulations in connection with Act no. 18/2018 Z.z. on the protection of personal data and on the change amendments to some laws as amended (Appendix No. 2 of the call for selection expert evaluators of applications for the provision of a non-refundable financial contribution).
4. Consent to the disclosure of information pursuant to § 48 and § 49 of Act no. 292/2014 Coll. about the contribution provided from European structural and investment funds as amended regulations (Appendix No. 3 of the call for the selection of expert evaluators of requests for provision non-refundable financial contribution).
5. English-language certificate or sworn statement of the achievement of the required language level (minimum CEFR B2).
6. Additional attachments at your discretion (certificates, documents proving experience with the evaluation of projects financed by EU funds etc. – documents must be valid on the day of their submission) – submission of the relevant documents is recommended to support the information presented in the CV.

**The application and all required documents must be sent by the applicant to the email address** [odbor.vsv@minedu.sk](mailto:odbor.vsv@minedu.sk)

**The deadline for submitting applications is May 26, 2023.**

The subject of the email must be "Expert evaluator".

Contact for more information on the call:

[michal.baran@minedu.sk](mailto:michal.baran@minedu.sk)

**EXPECTED TIMELINE[[4]](#footnote-4)**

The project is foreseen to start in June 2023 with the institutional site visits scheduled for March – April 2024, the site visit reports due in May - June 2024, validation workshops taking place in July 2024, and action plans feedback completed by end of October - November 2024.

Activities, such as site visits, will be carried out by experts in person at selected institutions in groups of three. To facilitate international cooperation, part of the assessment process (and any related administration) will take place online. This approach eliminates the need for further travel, thus making the process more efficient.

## REMUNERATION

A honorarium is being offered, totaling to the following amounts:

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| **N°** | **Expert role** | **Total honorarium** |
| 1. | Methodological adviser | 3.500 € |
| 2. | Coordinator of expert panel | 6.000 € (per institution covered) |
| 3. | Member of expert panel | 4.000 € (per institution covered) |

An expert that holds several roles will receive the full honorarium for each of them.

1. In addition to the requirements listed in this table, applicants must also have at least 3 years of work experience in the field of higher education, science, or research in the Slovak Republic. (Valid from the date of submitting the application). [↑](#footnote-ref-1)
2. In addition to the requirements listed in this table, applicants must not have been an employee of any Slovak higher education institution in the last three years. (Valid from the date of submitting the application). [↑](#footnote-ref-2)
3. In case all attachments are not provided, we will contact the applicant for their delivery. If they are not delivered, the application will be discarded. [↑](#footnote-ref-3)
4. The given terms are indicative. The Ministry can modify them after agreement with the evaluators. [↑](#footnote-ref-4)