



UNIL | Université de Lausanne
Direction
Cellule Qualité
bâtiment Unicentre
CH-1015 Lausanne

IRC ASSESSMENT

INFORMATION ON ORGANISING THE EXTERNAL EXPERTS' VISIT

The on-site visit allows two experts to refine their views on the self-assessment report, received as part of the assessment of the IRC, based on interviews carried out with people associated with the Centre. The two experts will therefore have the opportunity to probe certain points in the report in more detail and, if they feel it is appropriate, to examine additional aspects.

This document is aimed at the Centre's Director and sets out in chronological order the steps necessary to organise the experts' visit to UNIL.

Date of visit

At the start of the process, a list of the names of three researchers in the Centre's field of activity from outside UNIL, with reasons for selecting them, is proposed by the IRC Director to the Quality Unit, which forwards it to the UNIL Rectorate. The UNIL Rectorate, via the Research Directorate, selects a second person with experience in the field of interdisciplinarity, who will work in partnership with one of the people on the Director's list. The Quality Unit formalises the experts' mandate, organises their stay in Lausanne and fixes the date for the visit in consultation with the experts and the people from the IRC concerned.

Meeting room

As far as possible, the IRC should provide the experts with access to a meeting room for talking to the various individuals involved.

Documentation for the experts

The Quality Unit will send the experts the IRC's self-assessment report and its appendices one month before the visit. However, when the experts arrive, it may be useful to provide them with documents illustrating the activities of the IRC (such as a presentation leaflet, documentation provided to IRC users, etc.).

Visit programme

The IRC Director is responsible for developing the visit programme. This involves selecting the people who will meet the experts and scheduling various sessions over the course of the day (suggested duration of each session: 30 minutes to 1 hour maximum). The people they meet may be:

- one or more of the IRC's managers or joint managers;
- people who have contributed to the production of the self-assessment report;
- employees and people involved in the operation of the IRC;
- IRC users;
- people mandated by the IRC and external actors;
- other external people connected with the IRC (members of other UNIL IRCs, key actors in political, cultural, economic and social life and Vaud canton, etc.).

A short break between each session is suggested to avoid any slippage in the programme.

In principle, a meeting should be scheduled at the start of the day with a member of the Rectorate and the Quality Unit, to remind the experts of their role and respond to any questions they may have about how UNIL operates.

The programme sets out the name and position of the people involved. As far as possible, they should be able to adapt to any adjustments in the organisation of the visit.

It may be useful to set aside time for the experts to visit the IRC's premises and infrastructure.

A free period of around an hour should be left at the end of the day for the experts to compile their notes. They should then have the opportunity to share their first impressions orally in a half-hour feedback session.

The finalised visit programme must be sent to the Quality Unit by the IRC Director no later than one month before the visit, so that the experts have access to it at the same time as the self-assessment report and can, if they feel it is necessary, ask to meet additional people. If necessary, the programme must be adjusted by the IRC.

Communication to employees

The IRC Director is responsible for managing invitations for the people who will meet the experts and any related communications. It is important for IRC employees and anyone who will meet the experts to be informed about the purpose of the visit and its programme (including the names of the experts and the other people involved) by the IRC Director. In addition, the people involved should have access to the self-assessment report and be encouraged to read it before the meeting. The finalised list of participants must be sent to the Quality Unit by the IRC Director.

During the visit

The IRC Director is responsible for the smooth running of the programme and providing support to the experts. The Quality Unit can provide assistance if necessary.

Invitation to the experts' oral feedback

IRC employees and those involved in the visit should have the opportunity to attend the experts' oral feedback session.

After the visit

The Quality Unit will ensure that the experts' report is returned within the two weeks following the visit and will then send it to the IRC.

The IRC has two weeks to respond and clarify any aspects highlighted by the experts. This will be in the form of a two- to three-page letter.

All the documentation is then sent by the Quality Unit to the Commission for Research Expertise (CxR-UNIL) for a preliminary opinion.

The full dossier is sent by the Research Directorate to the UNIL Rectorate, as well as to

the Dean's office of the host faculty and to the Dean's offices that have signed the agreement setting out the missions and operation of the IRC, if one exists. The dossier contains the self-assessment report, the experts' report, the response from the IRC, the preliminary opinion from the CxR-UNIL and an outline development plan.

Finally, a meeting between the University Rectorate, the faculty Deans and the head of the IRC is organised by the Research Directorate (cf. "A Practical Guide for Individuals Leading the Process in Strategic Interdisciplinary Research Centres" for more detailed information about the follow-up to this process).

Following the meeting, the UNIL Rectorate will decide, at a Rectorate meeting, whether to grant the IRC a further mandate or end its short-term funding support.

Visit programme – example

Start time	End	Sessions	Participants
9:00	9:30	Welcome by the UNIL Rectorate and briefing by the Quality Unit	Experts, IRC Director(s), member of the UNIL Rectorate, member of the Quality Unit
9:30	10:00	Meeting with the IRC Director(s) and the employees who contributed to the development of the self-assessment report	Max 10 people
10:00	10:15	Break	Experts
10:15	10:50	Session with employees, partners or users of the IRC	Max 10 people
10:50	11:30	Session with partners or users of the IRC	Max 10 people
11:30	12:30	Working session	Experts
12:30	14:00	Lunch	Experts, Director(s) of the IRC
14:00	14:30	Visit to infrastructure (Optional)	Experts, 1 - 2 employees
14:30	15:00	Q&A with the Director(s)	Experts, Director(s) of the IRC
15:00	15:30	Q&A with the other participants	Max 10 people
15:30	16:30	Working session	Experts
16:30	17:00	Debriefing session	Experts and all involved participants

Summary of documents to be produced by the IRC Director

- List of experts to be sent to the Quality Unit, with reasons for their selection
- Self-assessment report to be sent to the Quality Unit
- Visit programme to be sent to the Quality Unit and invitees
- Finalised list of participants to be sent to the Quality Unit
- Response to the external experts' report to be sent to the Quality Unit