
Proposal Evaluation Criteria for transferring the head office of a Department / School

1. Establish the rationale for transferring the head office of a Department / School

- The purpose of transfer should be justified based on the needs of Department, School, and Institution.

2. Consequences on undergraduate students, teaching and administrative staff of the Institution / University

- The possible consequences on the undergraduate students' studies as well as on the professional and personal situation of the staff should be stated. Specific ways of dealing with the consequences should be suggested.

3. Adequacy and availability of resources: Infrastructure, services, human resources, funding

It should be explained how the adequacy and availability of resources of the academic unit under transfer are shaped or influenced, in terms of:

- educational and research infrastructures (buildings, halls, laboratories, equipment, etc.)
- staff (existing and new by category, specialty, grade, and laboratory)
- funding (funding possibility from public and non-public resources)
- services (central, Department / undergraduate students' support, digital, administrative, etc.)

Documentation of Institutional Request

The documentation request must be accompanied by the following:

1. The questionnaire at hand filled in with the requested information

2. Consent of the academic bodies and opinion of the interested parties

- Decisions of the academic unit and Senate
- Staff and undergraduate students' associations opinions

3. Budget of transfer cost and ways to cover it

The following should be presented in detail:

- the expenses for the preparation of infrastructure at the new site
- the expenses for transferring the unit

4. Transfer schedule

5. Plan for the utilization of the facilities at the old site that remain in the ownership of the Institution