ORPHEUS SOP - LABELLING BOARD

The Labelling Board for ORPHEUS is responsible for evaluating institutions that have requested an ORPHEUS Evaluation Certificate or ORPHEUS Label, and for recommending to the President if these should be granted.

The Labelling Board is composed of a Chair, a Co-Chair and four other members. In addition, a group of potential evaluators (Special Consultants, persons who have experience of being leaders of graduate schools) are also designated. The members of the Labelling Board and the Special Consultants are nominated by the Executive Committee and confirmed at the General Assembly of ORPHEUS.

The members of the Labelling Board and the Special Consultants serve for a period of 4 years and their term may be extended for an additional 4 years.

Applications for Evaluation Certificates and Labels should be made to the ORPHEUS President, who forwards the applications to the Chair of the Labelling Board. The applications should be based on a completed ORPHEUS Self-evaluation Form and with reference to the institution's website in English.

Providing the Self-evaluation Form has been satisfactorily completed, the Chairman of the Labelling Board appoints two evaluators who are either members of the Labelling Board or Special Consultants.

For institutions requesting an Evaluation Certificate, the evaluators assess the completed Self-evaluation Form and website and report to the Chair of the Labelling Board who sends the report to the institution and may initiate an e-mail correspondence with the institution for clarification and discussion. If the evaluators are satisfied that the institution has made a through self-reflection of their procedures, and that these procedures do not differ greatly from the ORPHEUS Best Practice recommendations, they may recommend to the Chair of the Labelling Board that an Evaluation Certificate be awarded. The Chair then forwards this to the Labelling Board for approval, and then sends the recommendation to the President.

For institutions requesting a Label, the evaluators assess the completed Self-evaluation Form and web-site and report to the Chair, who may initiate an e-mail correspondence for clarification and discussion. If it is found that the institution appears to be in general agreement with the ORPHEUS Best Practice recommendations, then a site-visit may be arranged.

For the site-visit, the two evaluators make a 1½-day visit to the institution to meet with stakeholders (e.g. Head of graduate school, Dean, Head of graduate school administration, Directors of relevant research programmes, supervisors, PhD candidates) in order to make a more detailed assessment of the degree to which the institution conforms to the ORPHEUS recommendations.

Following the site-visit, the evaluators make a report. The report may either recommend award of a Label, suggest that certain changes should be made, or indicate that the application is premature. The Chair of the Labelling Board sends the report to the institution.

If the evaluators recommend that changes should be made, the institution has the opportunity to make the changes and have a further e-mail correspondence with the Chair of the Labelling Board.

If and when the evaluators are satisfied that the institution is in general compliance with the ORPEHUS Best Practice recommendations, this recommendation is sent to the Labelling Board for approval. The recommendation is then forwarded to the President.

It is the President who makes the final decision concerning the award of an Evaluation Certificate or Label.

For the site-visits, the institution concerned is asked to cover travel costs and local expenses for the two evaluators. Institutions with limited budgets may apply to the President for a grant from ORPHEUS, granting of which is dependent on the funds that ORPHEUS has available.

Institutions that are at an early stage of the process may request a pre-site visit from a member of the Labelling Board to provide advice about their procedures. The institution should cover all costs, and the visiting member should not be a subsequent evaluator.