

Appendix A: Terms of References (ToR)

The board of The Faculty of Medicine at the University of Oslo mandates the evaluation committee appointed by the Research Council of Norway (RCN) to assess the Institute of Basic Medical Sciences based on the following Terms of Reference.

Assessment

You are asked to assess the organisation, quality and diversity of research conducted by [the Institute of Basic Medical Sciences] as well as its relevance to institutional and sectoral purposes, and to society. You should do so by judging the unit's performance based on the following five assessment criteria (a. to e.). Be sure to take current international trends and developments in science and society into account in your analysis.

- a) Strategy, resources and organisation
- b) Research production, quality and integrity
- c) Diversity and equality
- d) Relevance to institutional and sectoral purposes
- e) Relevance to society

For a description of these criteria, see Chapter 2 of the life sciences evaluation protocol. Please provide a written assessment for each of the five criteria. Please also provide recommendations for improvement.

In addition, we would like your report to provide a qualitative assessment of the Institute of Basic Medical Sciences as a whole in relation to its strategic targets. The committee assesses the strategy that the administrative unit intends to pursue in the years ahead and the extent to which it will be capable of meeting its targets for research and society during this period based on available resources and competence. The committee is also invited to make recommendations concerning these two subjects.

Documentation

The necessary documentation will be made available by the life sciences secretariat at Technopolis Group.

The documents will include the following:

- a report on research personnel and publications within life sciences commissioned by RCN
- a self-assessment based on a template provided by the life sciences secretariat

Interviews with representatives from the evaluated units

Interviews with the Institute of Basic Medical Sciences will be organised by the evaluation secretariat. Such interviews can be organised as a site visit, in another specified location in Norway or as a video conference.

Statement on impartiality and confidence

The assessment should be carried out in accordance with the *Regulations on Impartiality and Confidence in the Research Council of Norway*. A statement on the impartiality of the committee members has been recorded by the RCN as a part of the appointment process. The impartiality and confidence of committee and panel members should be confirmed when evaluation data from the Institute of Basic Medical Sciences are made available to the committee and the panels, and before any assessments are made based on these data. The RCN should be notified if questions concerning impartiality and confidence are raised by committee members during the evaluation process.

Assessment report

We ask you to report your findings in an assessment report drawn up in accordance with a format specified by the life sciences secretariat. The committee may suggest adjustments to this format at its first meeting. A draft report should be sent to the Institute of Basic Medical Sciences. The Institute of Basic Medical Sciences should be allowed to check the report for factual inaccuracies; if such inaccuracies are found, they should be reported to the life sciences secretariat within the deadline given by the secretariat. After the committee has made the amendments judged necessary, a corrected version of the assessment report should be sent to the board of The Faculty of Medicine at the University of Oslo and the RCN after all feedback on inaccuracies has been received from Institute of Basic Medical Sciences.