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	PC 1.4 LIFE CYCLE OF UNIVERSITY STUDIES	

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## 1. OBJECT


The purpose of this procedure is to describe the approval and elaboration of the educational offer of the official Degrees of the Universitat Europea de València (hereinafter, the University), as well as the processes of its life cycle from verification to its extinction, including the modification process, if necessary.

## 2. SCOPE

All the official qualifications offered by the University that are designed under the current regulations, with the exception of those offered by the PhD School.

## 3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.
- RD 822 /2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- Royal Decree 640/2021, of 27 July, on the creation, recognised and authorisation of universities and university centres, and institutional accreditation of university centres.
- Support guide for the preparation of the Report for the application for the verification of official qualifications (Bachelor's Degree and Master's degree). Spanish National Agency for Quality Assessment and Accreditation (ANECA).
- Assessment Protocol: monitoring of official university qualifications (Bachelor's Degree and Master's Degree) in the Valencia Autonomous Region. Valencian Agency for Assessment and Foresight (AVAP).
- Model Report: monitoring of official university qualifications (Bachelor's Degree and Master's Degree) in the Valencia Autonomous Region. Agència Valenciana d'Avaluació i Prospectiva (AVAP).
- Assessment Protocol: Renewal of the accreditation of official university Degrees (Bachelor's and Master's Degrees) in the Valencia Autonomous Region. Valencian Agency for Assessment and Foresight (AVAP).
- Model Report: Renewal of the accreditation of official university qualifications (Bachelor's Degree and Master's Degree) in the Valencia Autonomous Region. Valencian Agency for Assessment and Foresight (AVAP).
- Model Degree report for the renewal of accreditation to be drawn up by the University. Tables and Evidence. Valencian Assessment and Foresight Agency (AVAP).
- ORDER 86/2010, of 15 November, of the Regional Ministry of Education, which establishes the procedure for the implementation of official Bachelor's Degree, Master's Degree and PhD courses in the universities of the Valencia Autonomous Region.

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## 4. DEVELOPMENT OF THE PROCESS

### 4.1 Design of the Training Offer

The Dean of the Faculty/School (hereinafter, the Head of the Centre) and the Marketing Department analyse the educational offer offered by each Field of each Centre in order to decide on proposals for new Degrees, modifications to existing ones and/or terminations if necessary.

The Marketing Department carries out a study on market demand through search engines, market trends and official data from the Ministry of Education. These figures are presented to support decision-making on the launch of new Degrees to be included in the portfolio as well as possible modifications to the current portfolio.

This decision-making takes place at two key moments:

- When new Degrees will be added (Innovation/verification)
- When modifications to already verified Degrees are considered.

The Portfolio of new Degrees and/or modifications is Passed by the Innovation Committee and by the Modification Committee respectively before work begins on the proposals. The portfolio dossier for new Degrees and modifications necessarily includes the name of the programme, the centre to which it is attached, the mode of delivery and the places proposed to be offered.


Prior to the validation of the proposals, economic feasibility studies of the qualifications are carried out in collaboration with the Financial Department, depending on the characteristics of the proposals.

#### **Preparation and Passing of Double Degrees:**

For the approval of the Double Degrees and the preparation of the Syllabus, the Heads of the Field of the Centre draw up a specific training itinerary that specifies the resulting Syllabus, the essential knowledge and Competencies to be achieved, the internships, the Graduate project and the recognised courses between the Degrees involved. The design of the Double Degree will guarantee that the student can assume the Core knowledge and Competencies defined in the current reports of the respective Degrees.

The Heads of the Centres involved issue a favourable report for the approval of the Double Degree Training Project by the Academic Council of the University or Universities involved.

Once the Double Degree is approved, the Head of the Centre informs the different areas of interest: Academic Planning Unit, Academic Quality and Compliance Unit, Marketing Unit and Degree Innovation and Learning Assessment Unit.

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The University reserves the right not to offer a verified Degree if there is insufficient demand for applications.

## 4.2 Verification of the teachings

### Bid Design and Assessment of Proposals

The offer of new Degrees is approved in the annual Innovation Committee in which the Directors General, Vice-Chancellor, Vice-Chancellor for Teaching Staff and Research, representatives of the Centres, the Degree Innovation and Learning Assessment Unit, representatives of academic planning and the Internship Unit, as well as the Marketing Departments participate. Initial screening is carried out, according to different parameters, to reach a consensus on the portfolio of new Degrees for final approval by the Innovation Committee.

For the design of the programme, leading professional experts in the sector and students are consulted individually or through panels of experts, who contribute their knowledge of the Field, in order to compare the proposals, study their relevance and design the innovation in accordance with the needs of the profession.

The Degree Innovation and Learning Assessment Unit and the Heads of Field of the Centre prepare the Verification Report of the new programmes for their assessment by the Assessment Agency, in accordance with the Support Guide for the preparation of the Report for the application for the verification of official university degrees (Graduate's and Master's Degree).


The Degree Innovation and Assessment of Learning Unit collaborates with the Centre's degree design coordination team in the preparation of the Degree proposals, preparing resources and templates for the development of the Report and facilitating the drafting of the same.

The experts in each subject and other academic agents involved participate in the design of the curriculum and in the design of the subject cards. Where appropriate, they consult the experts of the Degree Innovation and Learning Assessment Unit.

During the assessment phase of the proposals for new Degrees and modifications, the Degree Innovation Unit sends a report on the status of the Assessment of Degrees to the members of the Management Board, Vice-Chancellor's Office, Head of Centre and Marketing Departments.

These Syllabuses are validated by the Heads of Centre and the Degree Innovation and Learning Assessment Unit of the Pro-Vice-Chancellor's Office of the Pro-Vice-Chancellor for Teaching Staff and Research.

In accordance with the regulations, the Centre, in collaboration with the Departments of Marketing and Degree Innovation and Assessment of Learning Unit, prepares a request for a mandatory report on the academic and social need and viability for the implementation of university degrees. This application is sent for Assessment and approval by the Department of Education, Universities and Employment of the Generalitat Valenciana, which is necessary in order to submit the Degree for verification.

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, the Vice-Chancellor's Office is responsible for registering applications for new Degrees for Assessment with the Governing Council of Universities via the Ministry's Head office.

Once the General Secretariat of Universities in charge of the processing checks that the proposals meet a series of requirements, they are sent to the Assessment Agency for their assessment by the corresponding assessment commissions. Finally, the Agency issues an interim report which is sent to the University so that they can present their allegations within the established period (15 working days), or it issues a Final Report.

Once the Degree Innovation and Learning Assessment Unit receives the provisional report of a Degree by e-mail, it also sends it by e-mail to the team of the Centre that has worked on the proposal in order to jointly prepare the allegations. These, once consolidated, will be sent via the Head office of the Ministry and will be re-evaluated by the assessment commission of the Assessment Agency (ANECA (Spanish National Agency for Quality Assessment and Accreditation)).

The final reports (favourable or unfavourable) are sent by the Assessment Agency (ANECA) to the University, to the Governing Council of Universities, to the competent body of the Autonomous Community and to the Ministry of Universities for the final resolution of the verification proposal.


The Degree Innovation and Learning Assessment Unit, once it receives the favourable final reports of a Degree from the Assessment Agency (ANECA), sends them by e-mail to the Vice-Chancellor, the Vice-Vice-Chancellor for Teaching Staff and Research, the Heads of the Centre, the Heads of the Centre, the Marketing Departments, the Quality Unit, the Academic Planning Department and the Academic Secretary's Office, regardless of whether any other person or department could be included for strategic reasons in this communication.

The Governing Council of Universities, once it has issued the corresponding favourable or unfavourable resolution for a Degree, informs the University via the Head office, the Autonomous Community, the corresponding quality agency and the Ministry of Universities in due course.

The Degree Innovation and Assessment of Learning Unit, once it has received the favourable resolutions from the Governing Council of Universities, shares the reports from the electronic Head office with the Quality Assurance Team, the Academic Directors of the Degree resolved, with the heads of the Registrar's Office and the Department of Academic Planning.

### **4.3 Modification of the teachings**

In the case of official degrees that have already been verified, the process of modifying degrees must be approved by the Governing Council of Universities, in accordance with the provisions of RD 822/2021 and the specifications established in the guide for the verification and modification of Bachelor's and Master's degrees of the Assessment Agency (ANECA). To take into account what is indicated in the aforementioned framework

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The Syllabus is a regulatory framework on substantial and non-substantial modifications of Syllabuses taught in accredited and universities.

Modifications may arise at the proposal of the Centres, as result of internal Degree assessment processes (Degree Quality Commission, Subject Learning outcomes Assessment Committees, Degree Learning Assessment Committees, Compliance Report), external assessment processes (Monitoring, Renewal of accreditation), internal audits, or strategic proposals from the Management Board shared with the Centres.

The modifications to the Degrees are proposed in the annual Modification Committee in which are present: Vice-Chancellor, Directors General, Pro-Vice-Chancellor for Teaching Staff and Research, Centre Representatives, the Quality Unit, the Degree Innovation and Learning Assessment Unit, and the Marketing Department. Initial sieving is carried out, according to different parameters, in order to reach a consensus on a modification Introduction for final approval. Once the modifications to the Degrees are agreed, they are validated by the Modification Committee.

Taking advantage of the changes involved in a request for modification of a Degree, updates could be made, if necessary, to the information relating to other sections of the report that have been updated (regulations, resources, quality system, etc.).

, the Vice-Chancellor's Office is responsible for registering modification requests for Assessment with the Governing Council of Universities via the Ministry's Head office.

the Degree Innovation and Learning Assessment Unit receives the provisional reports of a Degree by e-mail, it also sends them by e-mail to the team of the Centres that worked on the proposal in order to jointly prepare the allegations. These, once consolidated, will be sent via the Ministry's Head office and will be re-evaluated by the corresponding Assessment Committee.


The final reports (favourable or unfavourable) are sent by ANECA (Spanish National Agency for Quality Assessment and Accreditation) to the University and the Governing Council of Universities for the final resolution of the modification proposal.

The Degree Innovation and Learning Assessment Unit, once it receives the favourable final reports on a Degree from the Assessment Agency, sends them by e-mail to the Vice-Chancellor, the Pro-Vice-Chancellor for Teaching Staff and Research, the Heads of Centre, the Marketing Departments, the Quality Assurance Team, the Academic Planning Department and the Registrar's Office, regardless of whether any other person or department could be included for strategic reasons in this communication.

The Degree Innovation and Learning Assessment Unit, once it has received the favourable resolutions from the Governing Council of Universities, shares the reports from the electronic Head office with the Quality Assurance Team, the academic directors of the Degree, the heads of the Registrar's Office and the Department of Academic Planning.

#### **4.4 Implementation of the courses. Registration in the Register of Universities, Centres and Qualifications (RUCT).**

Once the favourable reports from the Assessment Agency and the Governing Council of Universities have been obtained, the process of applying to the Valencia Autonomous Region for the implementation of the Degrees begins.

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In order to apply for the implementation of new Degrees, the Degree Innovation and Learning Assessment Unit prepares a list of the qualifications that have been positively verified by the Academic Council of Universities for approval by the Governing Council and the Management Board. After approval by the Academic Council and the Management Board, the Degree Innovation and Learning Assessment Unit prepares the application form for implementation and the relevant documentation and sends it to the Secretary General and Vice-Chancellor's Office for submission by telematic registration to the Department for Universities, through the Legal Affairs Department.

The General Secretary's Office communicates the registration in the DOGV to the 's Office and to the Degree Innovation and Assessment Unit, and this Unit communicates this registration to the Quality , to the heads of the centres, the Pro-Vice-Chancellor's Office for Teaching Staff and Research, the Vice-Chancellor's Office and the Marketing Departments.

Following the publication of the authorisation to introduce the Degree in the Official Gazette of the Generalitat Valenciana (DOGV), the Ministry of Education submits the proposal to the Government to establish the official Type of the Degree by agreement of the Academic Council of Ministers. After its official publication in the Spanish State Official Gazette, it is registered in the Register of Universities, Centres and Degrees (RUCT) with the name of the Degree whose report has been verified.

The General Secretary's Office communicates the registration in the RUCT to the Pro-Vice-Chancellor's Office and the Quality Assurance Team, and this Unit communicates this registration to the Degree Innovation and Assessment of Learning Unit, the heads of the centres, the Pro-Vice-Chancellor's Office for Teaching Staff and Research, the Vice-Chancellor's Office and the Marketing Departments.

The commencement of the delivery of an accredited degree cannot take place until the Degree is registered in the RUCT.

Once the official Type of a Degree has been authorised, the Quality Assurance Team, with the prior approval of the General Secretariat of the University, prepares the rector's resolution for the publication of the Syllabus in the Spanish State Official Gazette. After the publication of the Syllabus in the Spanish State Official Gazette, the publication of the Syllabus in the Official Gazette of the Generalitat Valenciana (DOGV) is prepared in the same way.

The University reserves the right not to offer a verified Degree if there is insufficient demand for applications.


#### **4.5 Discontinuance of the teachings.**

It will be applicable to the official qualifications that are terminated or suspended, and consequently are removed from the Register of Universities, Centres and Degrees (RUCT).

A decision may be taken not to continue a Degree for a variety of reasons including insufficient or no market demand, programme outdatedness, or other strategic reasons on the part of the University.

If there is a need to terminate a programme, it is submitted for approval to the Board of the Centre or the PhD Commission, by the Head of the Centre.

Subsequently, the Head of Centre will make the proposal for termination to the Vice-Vice-Chancellor's Office/Rectorate, which will pass it on to the Academic Council for approval.

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The Quality Assurance Team prepares the application for the termination of the Degrees, and submits it to the Secretary General's Office and Vice-Chancellor's Office for approval and registration.

The termination of an accredited degree may take place when, in a reasoned manner, it is proposed by the Head of Faculty and may occur, among other reasons, for the following reasons:

1. Insufficient demand for places in the studies implemented, which must be reiterated. The Head of the Faculty may propose the termination of the Degree in the event that a modification to reduce the number of places on offer is not economically viable.
2. Proven inability to achieve the academic objectives set out in the Syllabus or to ensure its quality.
3. Economic feasibility of the studies implemented.
4. Changes in the institutional environment or in the legal regime of the field of , which render the justification for the initial implementation of the studies in question invalid or void.
5. Accredited needs for reorganisation of the offer of studies that generate the merger, transformation or change of cycle of the studies implemented.
6. Updating of the training programme that affects Competencies and Syllabus in such a significant way that it cannot be managed through a Modification process. This entails the Verification of a new . The following sections must be completed in the Report for the Verification of a new Degree that extinguishes a previous one: "10.2. Procedure for adaptation" and "10.3.
7. Other causes.

If there is a need to terminate a programme, it is submitted for approval to the Board of the Centre or the PhD Commission, by the Head of the Centre.

## 5. SPECIFICITIES PER CENTRE

### **School of Architecture and Polytechnic School**

Not applicable


### **Faculty of Social Sciences**

Not applicable

### **Faculty of Health Sciences**

Not applicable




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### School of Doctoral Studies and Research

The specifications in the School of Doctoral Studies and Research will be set out in the procedure PC 6.1 Research and Management of Doctoral Programmes, in the IT01/IT02 as well as in the Regulations of Official University Doctoral Studies of the European University of Valencia.

## 6. RECORDS

NAME	CUSTODIAN
Minutes and portfolio of new Degrees and modifications	Graduate Innovation and Learning Assessment Unit
Mandatory New Degree Report	Graduate Innovation and Learning Assessment Unit
Interim and Final Report on the Assessment of the Verification Proposal. AVAP	Graduate Innovation and Learning Assessment Unit
Degree Verification Report	Graduate Innovation and Learning Assessment Unit
Verification Resolution of the Governing Council of Universities	Graduate Innovation and Learning Assessment Unit
Interim and Final Report on the Assessment of the Modification Proposal. AVAP	Graduate Innovation and Learning Assessment Unit
Approved Amendment Report	Graduate Innovation and Learning Assessment Unit
Pass of the Academic Council of Degrees to be implemented	Graduate Innovation and Learning Assessment Unit
Official application for implementation with the Degrees to be implemented. Proof of Introduction	Graduate Innovation and Learning Assessment Unit
Pass of the Academic Council of Degrees to be extinguished	Quality Assurance Team
Official request for termination with the Degrees to be terminated. Proof of submission	Quality Assurance Team

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Order authorising the introduction and termination of official university courses.	Quality Assurance Team
Publication of the official Type of the Degree (Spanish State Official Gazette)	Quality Assurance Team
Publication of the Syllabus Spanish State Official Gazette	Quality Assurance Team
Publication of the Syllabus DOGV	Quality Assurance Team

## 7. MONITORING AND MEASUREMENT

The monitoring of the verification and modification of Degrees is carried out on an ongoing basis by the Degree Innovation and Learning Assessment Unit together with the Centre Management Boards. In addition, the Degree Innovation and Learning Assessment Unit is responsible for assessing the content of the new Degree to ensure that it is in line with the regulatory requirements and the University's strategy.


There is a digital space where the verified reports are stored, as well as the following approved modifications. In addition, the Quality Assurance Team keeps an updated list of the Degrees and the most relevant information related to each of the qualifications.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 1.4	Ratio Verification of new Degrees	Graduate Innovation and Learning Assessment Unit	Academic Year
IND02 PC 1.4	Ratio of modified Degree qualifications	Graduate Innovation and Learning Assessment Unit	Academic Year
IND03 PC 1.4	Ratio of degrees Implanted	Quality Assurance Team	Academic Year
IND04 PC 1.4	Ratio of extinguished Degrees	Quality Assurance Team	Academic Year

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## 8. RESPONSIBILITIES


RESPONSIBLE	TASK DESCRIPTION
Head of Centre	<p>Detecting training needs for professional practice.</p> <p>Support the Marketing Department in the analysis of the general and specific environment of the new Degrees (e.g. market research, competitive analysis, feasibility studies, etc.).</p> <p>Participate in the drafting of the new memories and coordinate the teachers in the development of the curricula of the programmes.</p> <p>Consultation of experts and professionals and/or creation of expert committees according to the field of knowledge.</p> <p>Communicate the approval of the report to the teaching staff. Communicate the termination of the Degrees.</p> <p>Review the public information provided on the university website.</p> <p>Validate the proposed Syllabus.</p> <p>Develop the work plan for the design of a new Degree.</p> <p>Collaborate in the elaboration and revision of the allegations together with the Learning Innovation and Assessment Unit, in response to the assessment reports received from ANECA (Spanish National Agency for Quality Assessment and Accreditation).</p> <p>Pass the proposals for the termination of Degrees in the Faculty Board.</p> <p>To submit proposals for the termination of Degrees to the Board of the Faculty.</p> <p>Register of the Minutes of the Board of the Centre for the approval of the termination of Degrees.</p>
Management Board for Degree Innovation and Assessment of Learning	<p>Participate in the study of new proposals prior their design.</p> <p>Participate in the drafting and revision of the Degree's Verification Report.</p> <p>Electronic registration of the Degree's Verification Report (electronic signature) at the Ministry's Head office.</p>

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	<p>Communicate the assessment status to the different groups.</p> <p>Archive of documentation associated with the programme (report, verification report, etc.).</p> <p>Act as a communication link between the University and the Assessment Agency regarding the design and assessment of proposals.</p> <p>Collaborate with the Degree design coordination team in the preparation of the Annual Academic Reports from the academic, pedagogical and regulatory point of view.</p> <p>Record applications for Degrees.</p> <p>Collaborate in the elaboration and revision of the allegations together with the directors and heads of Centre, in response to the Assessment reports received from the ANECA (Spanish National Agency for Quality Assessment and Accreditation).</p> <p>Draw up the list of Degrees to be implemented on the basis of the offer of verified Degrees for approval by the Academic Council and Management Board and subsequent telematic registration.</p>
Marketing Department	Leading the detection of market needs, offers of interest, etc. in coordination with the Head of Field of the Centre.
Innovation/Modification Committee	<p>Designing the innovation strategy.</p> <p>Pass Portfolio of new Degrees or modifications.</p>
Quality Assurance Team	<p>Publication of the Syllabuses of the Syllabuses of the Degrees implemented in the Spanish State Official Gazette and in the DOGV.</p> <p>Consolidate the list of Degrees whose extinction has been approved by the Academic Council for registration by the University.</p>
Vice-Chancellor's Office	Register applications for qualifications at the Ministry's electronic Head office.

## 9. STAKEHOLDERS AND ACCOUNTABILITY

As described in this procedure, the University relies on the participation of different interest groups for the elaboration of the training offer and its programmes, such as academic staff, heads of the Centre, Professional Experts, Professional Associations or Colleges, employers, Alumni, students.

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Based on the principle of transparency of information, the University communicates to society the educational offer through the University website and the Centre's website. In the same way, all the information of interest on the programmes offered by the University is published on the website of the Degree. The public information available and its updating is described in the procedure PC 2.1 Public Information and Accountability.

On the other hand, the University has established different internal mechanisms, which include those responsible for the Centre and the Degree, academic staff, staff from cross-curricular fields, students, Alumni, employers, where the results of the processes of innovation and modification of Degrees are communicated. These mechanisms are the Degree Quality Commission (CCT), the Centre Quality Commission (CCC), the Quality Assurance Committee (CAC), the Learning Assessment Committee (CEA), as described in the PC procedure.

#### 12.2 Analysis and Improvement.

In addition, the Pass of a new Degree or substantial modifications are published in the Spanish State Official Gazette, in the DOGV and in the RUCT.

## 10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
06	08/01/2024	Consolidation of procedures pertaining to editing 05. PC 1.3 and PC 1.4.

## 11. ANNEXES

Not applicable