Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
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Date: 08/01/2024	Date: 08/01/2024	Date: 08/01/2024

1. OBJECT

This procedure describes the internal and external processes established to carry out the monitoring and assessment of the official courses of study at the Universidad Europea de Valencia (hereinafter, the University), guaranteeing that they comply with the quality standards and regulations in force set by the official bodies in the subject of higher education.

2. SCOPE

All official courses offered by the Universidad Europea de Valencia.

3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.

- RD 640/2021, of 27 July, on the creation, recognised and authorisation of universities and university centres, and institutional accreditation of university centres.

- RD 822 /2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.

- RD 99/2011 of 28 January, which regulates official PhD studies.

- Assessment Protocol for the Monitoring of Official Bachelor's Degrees and Master's Degrees in the Valencian Community (AVAP).

- Model of Degree Report for the Monitoring of Bachelor's and Master's Degrees to be drawn up by the University (AVAP).

- Assessment Protocol for the Renewal of Accreditation of Official Bachelor's Degrees and Master's Degrees in the Valencian Community (AVAP).

- Model Degree Report for the Renewal of Accreditation to be drawn up by the University (AVAP).

4. DEVELOPMENT OF THE PROCESS

4.1 External Assessment Processes

They apply to official teaching which does not belong to institutionally accredited institutions.

MONITORING PROCESS

The monitoring process is included in RD 822/2021 and its purpose is to ensure that the actions being carried out by the University in the implementation of the programme are adequate and are in line with its verified report.

It is applicable to all official Bachelor's Degree, Master's Degree and PhD programmes verified and accredited, which at the time of monitoring are effectively implemented and have not been removed from the Register of Universities, Centres and Degrees (hereinafter, RUCT).

There are two types of monitoring:

Ordinary Follow-up, after the verification and accreditation renewal process. The deadline for carrying it out is 3 years after the date of registration in the RUCT of its verification or the updating of the accreditation renewal date, following the annual calls for entries from the Assessment Agency, in accordance with the requirements and considerations set out in the documents issued for this purpose by the Agency.

Special monitoring is applied in the case of final reports of verification, modification or renewal of accreditation that receive recommendations for special monitoring. The period for this will be two full years from the receipt of the report.

The Quality Assurance Team prepares annually and sufficiently in advance the list of programmes to be subject to Ordinary Monitoring and Special Monitoring, based on the information contained in the files the Unit, so that the Centre can make progress in the preparation of monitoring reports, tables and evidence.

Once the list has been confirmed with the Agency and the deadline for submission, the Quality Assurance Team contacts the Centre Quality Manager, corroborating the list of courses and the deadlines for submission of the documentation set by the Agency.

The evidence, tables and self-report of each Degree are prepared by the Degree Coordinator / Director of Postgraduate Programme and by the designated team, together with the person in charge of the Quality Assurance Team of that Centre, following the AVAP Model Report for the Monitoring of Official Bachelor's and Master's Degree University Studies in the Valencia Autonomous Region. The Degree Coordinator, in the case of Bachelor's Degrees and Master's Degrees, will coordinate the collection of evidence and the participation of those involved in the process.

The centre's Quality Manager sends the evidence, tables and self-report to AVAP via the SIAVAL platform set up for this purpose. In the case of the Introduction of allegations after receiving the Interim Report, the academic managers will be in charge of making them, with the support of the Quality Assurance Team.

Once the allegations have been studied, AVAP will issue a final report to the University. This may be favourable or unfavourable. In any case, and depending on the nature of the deviations observed, the report may indicate which aspects will be the object of special attention at the time of the next monitoring or assessment procedure for the renewal of accreditation. In the event that deviations have been detected in the monitoring process that pose a serious risk to the minimum quality required, AVAP will pass them on to the Regional Ministry responsible for Higher Education and to the Governing Council of Universities so that they may proceed in accordance with the provisions of the current regulatory framework.

The final report resulting from this assessment process will be published on the University's website as described in CP 2.1 Public Information and Accountability.

Deviations detected in the monitoring reports will be assessed in the Degree Quality Commissions-Learning Assessment Committees (CCT-CEAT) and, if necessary, action and improvement plans will be as described in CP 12.2 Analysis and Improvement.

RE-ACCREDITATION PROCESS

The process of Renewal of accreditation is set out in RD 822/2021 and to ensure that the of the training programme being carried out in accordance with its initial project, i.e. as committed to in its approved Report.

It is applicable to all verified and accredited official programmes, which at the time accreditation renewal are effectively implemented and have not been removed from the RUCT.

Renewal of the accreditation of the 240 ECTS Bachelor's Degree, Master's degree and PhD programme must have been carried out a maximum period of 6 years of its initial verification or of its last renewal of accreditation. In the case of Bachelor's Degrees of 300 or 360 ECTS, the accreditation must have been renewed within a maximum of 8 years.

The University introduces the application for the renewal of the accreditation of its corresponding programmes, in accordance with the deadline and procedure established by the Regional Ministry responsible for universities. The Quality Assurance Team prepares the application for accreditation renewal, which is signed by the Vice-Chancellor's Office and processed by the General Secretary's Office.

The process of Re-accreditation is based on two Core elements: the documentation provided (Graduate reports for Re-accreditation, tables and evidence) and the visit of an External Assessment Committee.

The Quality Assurance Team prepares annually, on the basis of the information provided in the Degree Repository, the list of Degrees that must undergo accreditation renewal, so that the Centre can advance in the preparation of the Degree reports for the Renewal of Accreditation, tables and evidences.

Once the list of programmes has been confirmed with the Agency and the deadline for submission, the Quality Assurance Team contacts the Centre, corroborating the list and informing them of the deadlines set by the Agency for the submission of the Degree reports for the renewal of accreditation, tables and evidence.

The Bachelor's Degree reports for the Renewal of Accreditation, tables and evidence are prepared by the Degree Officers and/or the Graduate Degree Director/Programme Director.

Postgraduate together with the designated team, accompanied by the person in charge of the Quality Assurance Team of that Centre, following the Reaccreditation Assessment Guide for the renewal of the accreditation of Official Bachelor's and Master's Degrees of the AVAP.

The Degree reports for the Renewal of Accreditation, tables and evidence required in the ReAcredita Assessment Guide for the renewal of the accreditation of official Bachelor's Degrees and Master's Degrees are sent to AVAP through the Siaval platform set up for this purpose.

After sending the documentation, an External Assessment Committee will visit the institution to verify in situ the degree's degree implementation. During the visit, interviews will be held, in accordance with a programmed visit agenda, with different interest groups related to the Degree.

At the end of the visit, the External Assessment Committee will draw up a reasoned report which will be read out by the President of the Assessment Committee to the team of university representatives at a final hearing. This report will be attached to the Degree dossier for subsequent assessment by the relevant AVAP Accreditation Committee.

This Accreditation Committee will assess the Degree's report for the Renewal of Accreditation, the set of tables and evidence provided and the reasoned external assessment report and will issue a report that may be favourable or unfavourable. In the case of an unfavourable report and depending on the nature of the deficiencies observed, the aspects that must necessarily be modified by the university in order to obtain a favourable report may be indicated. The University will be able to make allegations to this report within 20 days and once the allegations and/or the Improvement Plan presented have been studied, the Accreditation Commission will issue the final report on the Assessment which will be communicated to the University, the Governing Council of Universities, the Regional Ministry with Competencies in Universities and the Ministry with Competencies in Universities.

In the case of Introduction of allegations and/or improvement plans after receipt of the provisional report, it will be the Centre Field Manager together with the designated team who will be in charge of their implementation, with the support of the Quality Assurance Team.

If the final report on the renewal of accreditation is unfavourable, the programme will be removed from the Register of Universities, Centres and Qualifications (RUCT) and will be terminated, and new students will not be admitted to the programme.

4.2 Internal Assessment Processes

It applies both to official teaching in institutionally accredited institutions and to teaching in non-institutionally accredited institutions.

QUALITY REVIEW/PLAN Q

Quality management is carried out through the Q Plan, which includes the mechanisms that help to consolidate a culture of quality, continuous improvement and regulatory compliance:

- Degree Quality Commission - Committee for the Assessment of Apprenticeships (CCT-CEAT)
- Centre Quality Commission (CCC)
- Quality Assurance Committee (QAC)
- Improvement Plan (of the Degree and the Centre)

These mechanisms are described in procedure PC 12.2 Analysis and Improvement.

Degree Quality Committee-Learning Assessment Committee (CCT-CEAT):

The CCT-CEATs are a series of meetings held throughout the academic year, the purpose of which is to analyse the functioning of each programme as a whole.

At least one will be held at the beginning and one at the end of the academic cycle of the Degree, with the possibility of a follow-up.

Once the meeting has ended, minutes shall be sent to the convened persons for approval. The minutes shall state the reasons for the decisions taken at the meeting.

Centre Quality Commission (CCC):

Through this mechanism, the results of all the cross-curricular areas that form part of the SAIC and that have an impact on the quality of the centre and its Degrees are integrated at the centre level. The information from each Field is shared and analysed with respect to the situation of the academic year in that centre, identifying areas of improvement in progress, planned and new proposals.

Quality Assurance Commission (CAC):

It is a cross-curricular body that acts as one of the vehicles for internal Communication of the University's policy, objectives, plans, programmes, responsibilities and achievements in the subject of Quality.

Improvement plans (Degree and Centre)

Improvement plans are reports that describe the actions planned to improve the quality of teaching and the fulfilment of the commitments made, based on objective data from inputs from the continuous improvement mechanisms, monitoring and re-accreditation processes, and compliance processes.

COMPLIANCE STUDY OF THE QUALIFICATIONS (ANNUAL MONITORING REPORT)

Every year, after the end of the academic year, the Quality Assurance Team carries out a study at programme level called the Compliance Study or Annual Academic Report, which analyses the programme with respect to the year completed, identifying possible critical points or threats that may affect its smooth running.

This study is detailed in IT 01 Academic Compliance Studies. PC 12.3 Monitoring and Assessment of University Education.

This report is completed by the Field Manager and Degree Coordinators in collaboration with the Quality Assurance Team.

The Report focuses on the criteria of the Accreditation Renewal process, including the Core indicators of the Degree and their subsequent analysis. For each element to be assessed, the level of compliance is indicated with a colour code, in addition to including an overall analysis for each criterion.

The report also incorporates the annual programme improvement plan drawn up at the closing CST. Each criterion in the report is accompanied by the improvement actions that apply to it with the

The result of each of , without detriment to possible new improvement actions resulting from the Compliance study.

The relevant aspects of this study are transferred to the agenda of the Degree Quality Committee, Centre Quality Committee, Centre Board or Quality Assurance Committee, as appropriate, incorporating the aspects detected for improvement in the improvement plan for the following year's Degree.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research

Not applicable

6. RECORDS

NAME	CUSTODIAN
Up to date registration of Graduate qualifications	Quality Assurance Team
Interim and Final Monitoring Reports. AVAP.	Quality Assurance Team
Interim and final reports on Accreditation Renewal. AVAP.	Quality Assurance Team
Annual Monitoring Report of the Degree (Compliance)	Quality Assurance Team

7. MONITORING AND MEASUREMENT

The monitoring of this procedure is carried out by the Quality Assurance Team through the control of the relevant dates of the Degrees with the aim of planning the Assessment processes that apply to them.

Through the CCT-CEATs and the Annual Monitoring Report, results and indicators are analysed and conclusions are drawn that lead to action plans for the continuous improvement of the Degree programmes.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 12.3	Success Rate of Degrees Re-accreditation of Degrees	Quality Assurance Team	Academic year
IND02 PC 12.3	Degree success rate regular follow-up after verification	Quality Assurance Team	Academic year
IND03 PC 12.3	Degree success rate regular follow-up after renewal of accreditation	Quality Assurance Team	Academic year
IND04 PC 12.3	Degree success rate special follow-up after verification	Quality Assurance Team	Academic year
IND05 PC 12.3	Success rate of Graduate degrees special follow-up after amendment	Quality Assurance Team	Academic year
IND06 PC 12.3	Degree success rate special follow-up after Returning Student Enrolment of accreditation	Quality Assurance Team	Academic year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Centre Field Manager	To draw up the self-reports for monitoring and renewal of accreditation, with the support of the Quality Assurance Team. Work together with the Quality Assurance Team on allegations and/or improvement plans in response to interim reports received from AVAP. Drawing up, with the support of the Quality Assurance Team, the Annual Monitoring Reports (Compliance) of its programmes. Define the improvement plans of the programmes after the initial CCT- CEAT and carry out their follow-up with the support of the Degree Coordinator and the Quality Assurance Team.

Graduate Degree Coordinator	Coordinate in the processes of Monitoring and Renewal of the accreditation of Degrees, the collection of evidence and the participation of those involved. Collaborate in the monitoring of the improvement plan of the programmes it coordinates.
Quality Assurance Team	To send annually to the centres the lists with the training programmes that must undergo the processes of Monitoring and Renewal of Accreditation. Accompany the academic heads of the programmes in the preparation of the self-assessment reports, tables and evidence for the processes of Monitoring and Renewal of Accreditation. As well as in the preparation of allegations and improvement plans. Introduction on the platform provided by the Agency (SIAVAL) of the self-assessment reports and evidence of the Accreditation Monitoring and Returning Student Enrolment processes. Collaborate with the academic heads in the preparation of the Annual Monitoring Reports of the Degrees (Compliance).

9. STAKEHOLDERS AND ACCOUNTABILITY

As described in this procedure, the University relies on the participation of different interest groups in the different external Assessment processes, where their participation is important in the development of the view by the Assessment Agency (AVAP), such as the academic staff, those responsible for the Centre, employers, Alumni, students...

Based on the principle of information transparency, the University communicates the results of the external assessment processes to society through the University's website and the Centre's website. 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.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	08/01/2024	Consolidation of procedures previous edition PC 1.4.

11. ANNEXES

Technical Instruction IT 01. Academic Compliance Study. PC 12.3 Monitoring and Assessment of University Education.