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PGC 1.2 LIFE CYCLE OF UNIVERSITY STUDIES

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	21/09/2015	Initial version: Identification of the process in the organisation and elaboration of the procedure
02	28/08/2021	Updating of the procedure. Procedure for the termination of Degrees is included. Updating of the name of the IQAS to SAIC.
03	28/04/2022	Updating of Real Decreto 1393/2007 to 822/2021
04	20/09/2023	Renumbering of the procedure (until now PGC24) and adaptation of the code of the rest of the affected procedures mentioned. Complete revision of the procedure taking into account the requirements of the AUDIT International Model, as well as updating of the related documentation, definition of responsibilities and redefinition of the indicators.

<p>Elaborated:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Quality Director Date: 20/09/2023</p>	<p>Reviewed:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Vice-Rector, Faculty and Research Date: 20/09/2023</p>	<p>Approved:</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Rector Date: 20/09/2023</p>
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1. OBJECT

This procedure explains the methodology for the verification, implementation, monitoring, accreditation and termination of a Degree at the Universidad Europea de Canarias, guaranteeing that it complies with the guarantees of quality and the current regulations established by the official bodies in the field of higher education.

2. SCOPE

This procedure applies to all the official Degrees offered by the UEC, from the submission of Degree proposals for verification by the official bodies at national or regional level, to the monitoring and accreditation of the Degree to guarantee the committed quality.

3. DOCUMENTATION RELATED

- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Quality Councils and Guidelines in the EHEA
- ✓ Mission, Vision and Values of the Universidad Europea de Canarias
- ✓ Quality Policy of the Universidad Europea de Canarias
- ✓ Academic guidelines
- ✓ Guidance for the development of new Degree programmes
- ✓ Syllabus objectives
- ✓ VERIFICA Programme (ANECA (Spanish National Agency for Quality Assessment and Accreditation))
- ✓ Other Internal Quality Assurance System Documents
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- ✓ Decree 168/2008, of 22 July, which regulates the procedure, requirements and Assessment criteria for the authorisation of the implementation of university courses leading to the award of official Bachelor's Degrees, Master's Degrees and PhDs in the Autonomous Community of the Canary Islands. BOC no. 154 of 1 August 2008.

4. DEFINITIONS

- ✓ **Subject:** A teaching unit that administratively makes up the Syllabus. Academically, it is a constituent part of a subject.
- ✓ **Subject:** Academic unit comprising one or more subjects that can be conceived in an integrated way.
- ✓ **Syllabus:** It is the curricular design that applies to certain courses of study provided by an educational institution.
- ✓ **Competencies:** Set of knowledge, Skills and attitudes that are acquired or developed through coordinated training experiences, which are intended to achieve functional knowledge that efficiently responds to a task or problem of daily and professional life that requires a teaching and learning process.

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- ✓ **Alumni:** Students who have completed all the credits that make up the Syllabus, regardless of whether or not they have applied for a Degree. In the case of ECTS, this includes other directed academic activities and the volume of work that the student must carry out in order to pass the subjects, courses or equivalents and thus achieve the educational objectives.
- ✓ **Entry profile:** conceptual description of the desirable characteristics of the new student in terms of knowledge, Skills and attitudes favourable for studying and completing the studies they are beginning with greater chances of success. In addition, it also gives an account of the academic options taken, academic grades obtained and sociological data of interest.
- ✓ **VERIFICA Programme:** The VERIFICA programme of ANECA (Spanish National Agency for Quality Assessment and Accreditation) assesses proposals for the Syllabus of Degrees designed in line with the European Higher Education Area.
- ✓ **ACREDITA Programme:** The ACREDITA programme of ANECA (Spanish National Agency for Quality Assessment and Accreditation) assesses the implementation of a Degree in accordance with the European Higher Education Area. In the case of Bachelor's Degrees, this must be within six years of the last accreditation, and in the case of Master's Degrees, within four years.
- ✓ **ANECA:** Spanish National Agency for Quality Assessment and Accreditation
- ✓ **ACCUEE:** Canarian Agency of University Quality and Educational Assessment
- ✓ **BOE:** Spanish State Official Gazette
- ✓ **QGC/CGC:** Quality Assurance Committee
- ✓ **RUCT:** Register of Universities, Centres and Degrees
- ✓ **UEC:** Universidad Europea de Canarias
- ✓ **UCCA:** Academic Compliance and Quality Assurance Team

5. DEVELOPMENT OF THE PROCESS

5.1. Verification and implementation of a new Degree

The procedure for the verification of a new Degree is described in Article 26 of Royal Decree 822/2021. The procedure for the implementation of a new Degree is detailed in Decree 168/2008 of 22 July.

Once the Syllabus proposals are consolidated, as described in the procedure PGC 4.1 Design of the Training Offer, they are validated by the Director of the Faculty/School, who is responsible for the qualifications, the Unit of Innovation of Degrees and Assessment of Learning and finally approved by the Rector.

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The Degree Innovation and Learning Assessment Unit is responsible for registering applications for new Degrees for their assessment before the Governing Council of Universities through the Head office of the Ministry (ANECA) and for their assessment by the Canarian Agency for University Quality Assessment and Accreditation (ACCUEE).

Firstly, prior to verification, a mandatory report on the academic and social need and viability of the implementation of the official university degree must be requested from the Autonomous Community prior to the start of the verification procedure. In case of a favourable report, the university may initiate the verification procedure of the Degree. Both ANECA (Spanish National Agency for Quality Assessment and Accreditation) and ACCUEE, during the respective processes of verification and implementation, will send provisional reports so that the University can present allegations within the established period. Failing this, both agencies will issue a final report with the agreed verdict.

The Degree Innovation and Learning Assessment Unit, once it receives by e-mail the provisional assessment reports of the proposal for the verification of a Degree, also sends them by e-mail to the team of the Faculty/School that has worked on the proposal in order to jointly prepare the allegations.

Once the Degree Innovation and Learning Assessment Unit receives the final reports on the assessment of the proposal for the verification of a Degree, it sends them by e-mail to the Director of the Faculty/School responsible, the Faculty/School team that has worked on the proposal, the Management Board of the Quality and Compliance Unit, the Department of Academic Planning, and the web managers of the degrees, regardless of whether any other person or department may be included in the communication strategy.

Once both processes have been completed, the Degrees will have official status once they have been registered in the Register of Universities, Centres and Degrees (RUCT). Subsequently, the qualifications will be published in the Spanish State Official Gazette.

Once the official Type of a Degree has been authorised, the Quality Assurance Team prepares the publications of the Syllabus in the Spanish State Official Gazette, which are approved by the Secretary General's Office and signed by the Rector of the University. In the same way, the publications of the Syllabus in the Official Gazette of the Canary Islands Community are prepared.

There is an email account associated with the Degree Innovation and Learning Assessment Unit, innovación.programas@universidadeuropea.es, used for all communications related to this process.

5.2. Modification of the Qualifications

In the case of already verified official Degrees, the process of modification of Degrees goes through the verification by the Governing Council of Universities, in accordance with the provisions of Article 30 of RD 822/2021, through the modification protocols developed by ANECA (Spanish National Agency for Quality Assessment and Accreditation).

Modifications may be proposed by the Faculties/Schools as a result of internal Degree assessment processes (Degree Quality Commission, Subject Learning outcomes Assessment Committees, Degree Learning Enrolment Assessment Committees), external assessment processes (Monitoring, Renewal of Accreditation), internal audits, or strategic proposals from the Management Board shared with the Faculties/Schools.

The modifications to the qualifications are proposed in the annual modification committees that are convened by the Degree Innovation and Assessment of Learning Unit and in which representatives of the faculty (Directors of Bachelor's Degree and Postgraduate), a representative of the Quality Assurance Team, a representative of the Degree Innovation and Assessment of Learning Unit, and representatives of the On-campus and Online Marketing Units participate. Once the modifications to the final Degrees are agreed, they are validated by the Management Board.

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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 systems, facilities, etc.).

Ultimately, the Degree Innovation and Learning Assessment Unit 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, once it receives by e-mail the provisional assessment reports of the proposed modification of a Degree, also sends them by e-mail to the team of the Faculty/School that has worked on the proposal in order to jointly prepare the allegations.

Once the Degree Innovation and Learning Assessment Unit receives the final reports on the assessment of the proposed modification of a Degree, it sends them by e-mail to the Director of the Faculty/School responsible, the Faculty/School team that has worked on the proposal, the Management Board of the Quality and Compliance Unit, the Department of Academic Planning, and the web managers of the degrees, regardless of whether any other person or department may be included in the communication strategy.

It is important to emphasise that, in the event that the Syllabus undergoes any modification, the Quality Assurance Team prepares the publications of the Syllabus in the Spanish State Official Gazette and in the Official Gazette of the Canary Islands, which are approved by the Secretary General's Office and signed by the Rector of the University. The publications of the Syllabuses in the BOC are prepared in the same way.

5.3. Follow-up of Accredited Degrees

The monitoring process is set out in article 28 of Royal Decree 822/2021 and aims to ensure that the actions being taken by the University in the implementation of the Degree are appropriate.

It is applicable to all verified official Bachelor's Degrees and Master's Degrees that at the time of monitoring are effectively implemented and have not been removed from the RUCT.

There are two types of monitoring:

- Ordinary Monitoring: after the verification and accreditation renewal process. The deadline for this is 3 years, counting from the date of registration in the RUCT, verification or updating of the accreditation renewal date.
- Special Monitoring is applicable in the event that the final reports of verification, modification or renewal of accreditation receive recommendations for special monitoring. The deadline for this is one year from the date of registration in the RUCT.

Each year, the Academic Quality Assurance Team draws up the list of Degrees that must undergo ordinary and special monitoring based on the information contained in the repository of Degrees updated by the Degree Innovation Unit so that the Faculties/Schools can make progress in the preparation of the self-assessment reports.

This list is checked against the list sent by the ACCUEE. After this check, the Quality Assurance Team and Academic Compliance Unit proceeds to the official confirmation signed by the Rector to ACCUEE of the Degrees to be monitored, indicating any discrepancies between the two lists and the reason for these discrepancies. Once the list of Degrees has been confirmed, the Quality Manager contacts the persons responsible for the corresponding Degrees to corroborate the list of the Degrees and the deadlines for submitting the self-reports.

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The monitoring reports for each Degree are prepared by the person responsible for the Degree, the Management Board of the School or Faculty and the person in charge of Quality Manager following the ANECA (Spanish National Agency for Quality Assessment and Accreditation) assessment report model. The person responsible for the coordination of the Qualification coordinates the collection of evidence and the participation of the people involved in the process. The Self-Report and the evidence are sent to the ACCUEE through the platform provided for this purpose.

Once the information provided has been assessed, ACCUEE will issue an interim monitoring assessment report for each of the sections of the assessment. If the information provided in any of the points is inadequate, actions must be included in an improvement plan to be submitted together with the allegations to the provisional report. The allegations report is prepared by the person responsible for the coordination of the Degree, the Management Board of the Faculty or School and the person in charge of Quality Manager.

Once the allegations have been studied, ACCUEE will issue a final report on the assessment of the University to the Department for Universities of the Canary Islands and, where appropriate, to the Governing Council of Universities.

The final report will be published on the University's website as described in PGC 2.1 Public information.

The deviations detected during the elaboration of the monitoring reports will be assessed by the Quality Assurance Team together with the people responsible for the coordination of the Degree during the Quality Commissions of the Degree. If necessary, an action and improvement plan will be implemented.

5.4. Renewal of the Accreditation of Official Qualifications.

The process of accreditation renewal is set out in article 34 of RD 822/2021 and aims to ensure that the Syllabus is carried out in accordance with its initial project.

This accreditation renewal is applicable to all verified and accredited Bachelor's Degrees, Master's Degrees and PhD Programmes, which at the time of the accreditation renewal are effectively implemented and have not been removed from the RUCT, considering the following deadlines established in the aforementioned Royal Decree:

- a) The accreditation of official Bachelor's Degrees with 240 credits must have been renewed within a maximum period of six years from the date of commencement of the Degree or renewal of the previous accreditation.
- b) The accreditation of official Bachelor's Degrees with 300 or 360 credits must have been renewed within a maximum period of eight years from the date of commencement of the Degree or renewal of the previous accreditation.
- c) The accreditation of official Master's degrees must have been renewed within a maximum period of six years from the date of commencement of the qualification or renewal of the previous accreditation.
- d) The accreditation of official PhD Degrees must have been renewed within a maximum period of six years from the date of commencement of the PhD programme or renewal of the previous accreditation.

The University applies for the accreditation of its official Degrees by telematic registration in accordance with the criteria and deadlines determined by the Government of the Canary Islands by means of its call for entries. The Quality Assurance Team will prepare the documentation, which will be validated by the Rector and registered by the Secretary General's Office.

The re-accreditation process is based on two Core elements: a Self-Assessment Report and a visit by a panel of external evaluators.

The Quality Assurance Team prepares annually, on the basis of the updated information in the Repository of Degrees, the list of Degrees that must undergo Accreditation Renewal, so that the Faculties/Schools can advance in the preparation of the self-assessment reports. This list is then compared with the list sent by the ACCUEE. In the event of discrepancies, the

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Quality Assurance Team will contact the ACCUEE. Once the list of Degrees has been confirmed, the Quality Assurance Team will contact the Rector and the persons responsible for the coordination or Management Board of the corresponding Degrees, corroborating the list of Degrees and the deadlines for the submission of the self-reports.

Self-reports on the Renewal of Accreditation of each Degree are prepared between the person in charge of the Degree or Programme Management Board and the responsible Faculty/School Dean, together with the person in charge of Quality Manager.

The person responsible for coordinating or directing the Qualification will coordinate, together with the person in charge of Quality Manager, the collection of evidence and the people who will participate in the process. The self-reports will contain all the information, tables and evidence required according to the requirements set out in the Guide for the Renewal of the Accreditation of the ACREDITA programme of ANECA (Spanish National Agency for Quality Assessment and Accreditation). All documentation will be made available through the ACCUEE platform. Once the ACCUEE has reviewed all the information, a visit will be arranged by an external assessment panel to check in situ, or online, the implementation of the Degree. During the visit, several interviews will be held in accordance with a visit agenda, programmed with different interest groups related to the Degree.

This panel will assess the self-assessment report plus the impressions obtained during the visit. Subsequently, an Interim Report will be sent indicating the aspects that must necessarily be modified, if any. The University will be able to make the appropriate changes to this report within 20 working days once the allegations and/or the improvement plan submitted have been studied, a Final Report (favourable or unfavourable) will be issued and communicated to the University, the Autonomous Community and the Governing Council of Universities.

If the final report of the Degree is unfavourable, the Degree will be removed from the Register of Universities, Centres and Degrees (RUCT) and new students will not be admitted to it.

5.5. Improving training programming

The persons in charge of the Degrees of the Faculties/Schools and the Postgraduate Management Boards will ensure the overall quality of the Degree and its continuous improvement. For this reason, apart from respecting the current regulations in relation to the verification and monitoring of the Degrees, complying with the provisions of Article 34 "renewal of the accreditation of Degrees" of RD 822/2021 and the European Criteria and Guidelines for Quality Assurance in Education, it works on the continuous improvement of the Degrees offered at the EUniversidad Europea de Canarias. In this way, in the rounds of modification, improvements are identified that can be incorporated into the current qualifications. This process involves the people responsible for the coordination of the Degree, Master's degree management, the Marketing Department, the Degree Innovation and Learning Assessment Unit and the Quality and Academic Compliance Unit.

The Graduate and Postgraduate Management Boards also participate in the process of programme review and improvement by representing the faculty in other professional bodies and forums, which provide relevant and necessary information for Degree reviews.

The conclusions drawn from the study of the results may give rise to Improvement Plans which are put forward in the Degree Quality Committees and communicated to the agents involved in this process, so that they can make the appropriate modifications to the same, continuously improving the quality assurance mechanisms of the UEC's training programmes.

5.6. Deletion of the Degree

It will be applicable to the official qualifications that expire or are suspended and, consequently, are removed from the RUCT.

A decision may be taken not to pursue a Degree for a variety of reasons including:

- Insufficient or no market demand.

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- An outdated programme
- Various other strategic reasons on the part of the University.

If there is a need to terminate a programme, it will be submitted for approval by the Rector, the Faculty/School, the PhD Commission and the Director of the corresponding Degree. Subsequently, the Dean of the Faculty/School will make the proposal for termination, with a view to submitting it to the Governing Board for approval.

The Quality Assurance Team and Academic Compliance Unit will prepare, using the termination form provided for this purpose by the Canary Islands Government, the application for the termination of the Degrees and will submit it to the General Secretariat via the Rector for approval and registration.

These qualifications will be called in extinction and will have an extinction calendar that will give guarantees to the students who were Enrolled for the completion of their studies and new students will not be admitted to them.

The timetable for the termination will be disseminated to the stakeholders and the Degree will be removed from the University's offer.

6. MONITORING AND MEASUREMENT

The Universidad Europea de Canarias' training offer is monitored by the Quality Assurance Team and Academic Compliance. For this purpose, 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 .

7. COMMUNICATION

The UEC's educational offer is communicated to society through the University's website. In addition, the Pass of a new Degree or substantial modifications are published in the Spanish State Official Gazette, in the BOC and in the RUCT. The Marketing Department is responsible for updating the information on the Degrees on the University's website. The Department Coordination/Department Management Board or the Master's Degree Management Board will inform the Marketing Department of any updates to the public information on the Degrees.

In relation to internal communication, coordination and monitoring meetings are held for the preparation of the reports between the Dean of the Faculty/School, the coordination team appointed by the latter and the Innovation Unit for Degrees and Assessment of Learning.

Once a Degree has been approved by ANECA (Spanish National Agency for Quality Assessment and Accreditation) and ACCUEE, the verification report and the implementation report are copied into a digital documentation repository.

8. INDICATORS

PGC 1.2-IND01: Number of Degrees verified / number of proposals submitted

PGC 1.2-IND02: Number of Degrees modified / number of proposals submitted

PGC 1.2-IND03: Number of Degrees implemented / number of proposals submitted

PGC 1.2-IND03: Number of Degrees implemented /number of proposals submitted

PGC 1.2-IND03: Number of Degrees implemented / number of proposals submitted

PGC 1.2-IND03: Number of Degrees implemented / number of proposals submitted

PGC 1.2-IND03: Number of Degrees implemented / number of proposals submitted

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PGC 1.2-IND04: Number of Degrees lapsed (abolished)/total number of Degrees (annual)

PGC 1.2-IND05: Number of Degrees that have renewed accreditation / number of Degrees for which accreditation is sought to renew accreditation

PGC 1.2-IND06: Ratio of Degrees that have passed ordinary follow-up with favourable report

PGC 1.2-IND07: Ratio of Degrees that have passed special follow-up with favourable report

PGC 1.2-IND07: Ratio of Degrees that have passed special follow-up with favourable report

9. RESPONSIBILITIES

-Process owner: Academic Compliance and Quality Assurance and Degree Innovation and Learning Assessment Unit.

-Participants in the process:

- Board of Directors
 - ✓ Approve the proposal for Degrees to be implemented and phased out
- Degree Innovation and Learning Assessment Unit:
 - ✓ To act as a communication link between the UEC and national institutions (Ministries, ANECA (Spanish National Agency for Quality Assessment and Accreditation), Autonomous Quality Assurance Agencies in relation to the definition, design, development and verification of training programmes for new Degrees and their modifications.
 - ✓ Creation and updating of templates and guides for the preparation of reports.
 - ✓ Review of verification and implementation reports.
 - ✓ Providing support to the coordination teams and the Degree coordinators or Master's degree directors in the preparation of the verification reports and modification of the monitoring and accreditation of the Degrees.
- Quality Assurance and Academic Compliance Team:
 - ✓ Coordinate the completion of monitoring and reaccreditation reports.
 - ✓ To be the communication link between the Certification Bodies and the Faculties/Schools.
 - ✓ Identification of improvements.
 - ✓ Request the publication of Syllabuses or their modifications in the corresponding Bulletins.
- Faculty/School coordination team
 - ✓ Drawing up the verification report.
 - ✓ Identify improvements in the Degree qualifications
 - ✓ Coordinate in the processes of Monitoring and Renewal of the accreditation of Degrees, the collection of evidence, the participation of those involved and the monitoring of the implementation of the recommendations in the resulting reports.
- Academic Coordinators
 - ✓ Update the Degree in SIGECA
- Marketing Dept.
 - ✓ Update the website with the new official and own degrees.
 - ✓ Carry out publicity campaigns to promote the new Degree.
- General Secretariat:
 - ✓ Responsible for the administrative procedures with the Governing Council of Universities and the publication of the Syllabus in the Spanish State Official Gazette.

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10. RECORDS

RECORDS			
REGISTRATION NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Degree Verification Report	Degree Innovation and Learning Assessment Unit	Digital	3 years
Interim Assessment Report of the Syllabus Verification Proposal. ANECA (SPANISH NATIONAL AGENCY FOR QUALITY ASSESSMENT AND ACCREDITATION).	Degree Innovation and Learning Assessment Unit	Digital	3 years
Final Report of the Assessment of the Syllabus Verification Proposal. ANECA (SPANISH NATIONAL AGENCY FOR QUALITY ASSESSMENT AND ACCREDITATION).	Degree Innovation and Learning Assessment Unit	Digital	3 years
Verification Resolution of the Governing Council of Universities.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Publication of Syllabus Spanish State Official Gazette + BOC	Quality Assurance and academic compliance	Digital	3 years
Interim Assessment Report of Requirements and Criteria Assessment. ACCUEE.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Final Report of the Assessment of Requirements and Criteria Assessment. ACCUEE.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Governing Council of Universities Implementation Resolution.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Certificate of the Board of Trustees of desired Degrees implement.	Quality Assurance and academic compliance	Digital	3 years
Official application for Degrees which they wish to implement. Official Form.	Quality Assurance and academic compliance	Digital	3 years
Authorisation Order of Implementation of New Degrees of the Government of the Canary Islands.	Academic Compliance and Quality Assurance	Digital	3 years
Provisional Assessment Report of the Modification Proposal of Syllabus.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Final Report of the Assessment of the Proposal for the Modification of the Syllabus.	Degree Innovation and Learning Assessment Unit	Digital	3 years
Interim Report of Follow-up of the Degree.	Quality Assurance and academic compliance	Digital	3 years
Final Report on the Follow-up of the Degree.	Quality Assurance and academic compliance	Digital	3 years
Official Application for Degrees for which the renewal of Accreditation is requested. Official Form.	Quality Assurance and academic compliance	Digital	3 years
Provisional Renewal Report of the Degree Accreditation.	Quality Assurance and academic compliance	Digital	3 years
Final Report on the Renewal of the Degree Accreditation.	Quality Assurance and academic compliance	Digital	3 years
Minutes of the Faculty Board Approval of the Extinction of Degrees.	Head of Faculty/School//Director of Bachelor's Degree/Postgraduate Studies	Digital	3 years

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Certificate of the Board of Trustees of Extinction of Degrees.	Quality Assurance and academic compliance	Digital	3 years
Official Application for Degrees to be extinguished. Official printing.	Quality Assurance and academic compliance	Digital	3 years

11. ANNEXES

Not applicable.