Content

MODIFICATIONS			
EDITION	**DATE**	**REASON FOR MODIFICATION**	**PAGES**
01	09/02/2014	INITIAL VERSION. Identification of process in organisation and drafting of procedures	1-9
02	12/02/2015	Coding of indicators	9
03	19/09/2018	System review	
07	23/06/2019	Unification of SGIC I and II	All
08	28/04/2021	Update of content, and change of Quality Director	All
Approved by: Olga Castelao Director of the Academic Quality and Compliance Department Date: 28/04/2021	Approved by: Eva Icarán Vice-Rector for Teaching Staff and Research Date: 28/04/2021	Approved by: Elena Gazapo Rector Date: 28/04/2021	

PURPOSE

This procedure explains the methodology used for the validation, assessment and introduction of a degree programme at Universidad Europea de Madrid, ensuring that it complies with current regulations and the quality guarantees specified by official bodies in the higher education sector.

SCOPE

All official degrees offered by UEM, from the submission of degree proposals for validation by the Ministry of Education to the renewal of accreditation to ensure the that the agreed quality requirements are met.

RELATED DOCUMENTATION

- Internal Quality Assurance Manual (MAGIC)
- Law 6/2001, of 21 December, on universities. Consolidated text
- Royal Decree 1393/2007, of 29 October, establishing the planning of official university education. Consolidated text
- Royal Decree 99/2011, of 28 October, regulating official PhD studies.
- Guide for the validation and modification of official bachelor's and master's degrees, Fundación para el Conocimiento madri+d.
- Assessment Guide for the Monitoring of Official Degrees. Fundación para el Conocimiento madri+d
- Self-Assessment Report - Ordinary Monitoring. Fundación para el Conocimiento madri+d
- Assessment Guide for the Renewal of Accreditation of Official Bachelor's and Master's Degrees. Fundación para el Conocimiento madri+d
- Self-Assessment Report for the Renewal of Accreditation of Official Bachelor's and Master's Degrees. Fundación para el Conocimiento madri+d
- Assessment Guide for the Renewal of Accreditation of Official PhD Studies. Fundación para el Conocimiento madri+d
- Self-Assessment Report for the Renewal of Accreditation of Official PhD Studies. Fundación para el Conocimiento madri+d
- Schedule for the Renewal of the Accreditation of Bachelor's, Master's and PhD Degrees in the Community of Madrid
- Resolution of 6 April 2017, by the Director General of Universities and Research, which publishes the electronic application forms corresponding to the procedures for the introduction and withdrawal of official university studies in the universities in the Madrid Region. Implementation Order.
- Quality Policy
- Procedure PGC 1.3 Course Design
- Procedure PGC 2.1 Public Information and Accountability
- Procedure PGC 4.1 Syllabus Introduction

PROCESS DEVELOPMENT

Validation of a New Degree

The validation process is described in article 25 of RD1393/2007.

Once the study plan proposals are completed, as described in PGC procedure 1.3 Course Design, they are validated by the Dean of the Faculty or School Director, who is responsible for the degree programmes, the Degree Innovation and Learning Assessment Department of the Vice-Rector's Office for Teaching Staff and Research, and approved by the Rector.

Ultimately, it is the Degree Innovation and Learning Assessment Department that is responsible for registering applications for new degrees for assessment with the Council of Universities via the Ministry's E-Office.

In order to guarantee the assessment of the proposals with a view to their introduction in the academic year approved by the Management Committee, the applications are submitted within the timeframes defined annually by the assessment agency, the Fundación para el Conocimiento madri+d.

Once the Ministry of Education has checked that the proposals meet a series of basic requirements, they are sent to the Fundación for assessment by the Branch Assessment Committee (CER) in the first instance, and subsequently by the Plenary Assessment Committee (CEP). Finally, the Foundation will either issue a provisional report and send it to the University, so that the University can present its observations within the established period (20 calendar days), or a final report.

Once the Degree Innovation and Learning Assessment Department has received the provisional reports on a degree programme by email, it will also forward them to the Faculty team that developed the proposal so that they can work together on the observations. Once the observations have been finalised, they will be sent to be re-evaluated by the CER and the Fundación's CEP via the Ministry's E-Office.

The final reports (favourable or unfavourable) are sent by the Foundation to the University and the Council of Universities for the validation resolution.

Once the Degree Innovation and Learning Assessment Department receives the final reports on a degree programme, these will be emailed to the Dean/Director of the School in question, the Faculty/School team that worked on the proposal, the Vice-Rector for Teaching Staff and Research, the Head of the Academic Quality and Compliance Department, the Q Partner in charge, the Academic Planning Department, and the managers of the degree programmes website, irrespective of whether any other person/department may for strategic reasons be included in this communication.

Once the Council of Universities has issued the corresponding favourable or unfavourable resolution on a degree programme, the University will be informed in due course via the E-Office, as will the Autonomous Community and the Ministry of Education.

The Degree Innovation and Learning Assessment Department has a specific email for communicating with the Fundación, for receiving degree programme reports, and sending these out to the faculties and different departments: innovacion.programas@universidadeuropea.es.

Authorisation for the introduction of a degree programme, Resolution of the Council of Ministers, Registration in the Registry of Universities, Centres and Qualifications (RUCT) and Publication in the Official State Gazette (BOE) and in the Official Gazette of the Community of Madrid (BOCM).

Each year, the Academic Quality and Compliance Department submits an application with the list of degree programmes to be introduced in the following academic year, in accordance with the procedure for authorising the introduction of official university bachelor's, master's and PhD degrees established by the Regional Government of Madrid, within the stipulated timeframe.

This list is then approved by the Academic Council of the University prior to its online registration.

After authorisation by the Autonomous Community, the Ministry of Education submits the proposal to the Government to establish the official status of the degree by means of approval by the Council of Ministers and its inclusion in the RUCT.

Once a degree has been granted official status, the Quality Assurance Department will prepare the syllabuses for publication in the BOE; these are approved by the General Secretariat, and signed off by the rector of the University. Likewise, the syllabuses are also published in the Official Gazette of the Community of Madrid.

Modification of Degree Programmes

In the case of official degrees that have already been validated, the modification process involves validation by the Council of Universities in accordance with the provisions of article 28 of Royal Decree 1393/2007, via the modification protocols developed by the Fundación.

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

Modifications of degree programmes are proposed by the annual modification committees for each faculty, with the participation of faculty representatives (dean, directors of undergraduate and postgraduate studies), representatives from the academic quality and compliance department, the degree innovation and learning assessment department, and the face-to-face and online marketing departments. Once the changes to the degrees are agreed, they are approved by the Management Committee.

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

Ultimately, it is the Degree Innovation and Learning Assessment Department that is responsible for registering modification applications for assessment with the Council of Universities via the Ministry's E-Office.

Applications are usually submitted within the stipulated timeframe, and recommended by the

assessment agency - the Fundación para el Conocimiento madri+d - on a yearly basis. In exceptional cases, for strategic reasons, applications may be submitted outside this timeframe.

Once the Degree Innovation and Learning Assessment Department has received the provisional reports on a degree programme by email, it will also forward them to the Faculty team that developed the proposal so that they can work together on the observations. Once the observations have been finalised, they will be sent to be re-evaluated by the CER and the Fundación's CEP via the Ministry's E-Office.

The final reports (favourable or unfavourable) are sent by the Foundation to the University and the Council of Universities for the validation resolution.

Once the Degree Innovation and Learning Assessment Department receives the final reports on a degree programme, these will be emailed to the dean/director of the school in question, the Faculty/School team that worked on the proposal, the Vice-Rector for Teaching Staff and Research, the Head of the Academic Quality and Compliance Department, the Q Partner in charge, the Academic Planning Department, and the managers of the degree programmes website, irrespective of whether any other person/department may for strategic reasons be included in this communication.

Monitoring of Official Degrees

The monitoring process is set out in article 27 of RD1393/2007, and its purpose is to ensure that the steps being taken by the University in introducing a degree programme are the appropriate ones.

It is applicable to all validated and accredited official bachelor's and master's degrees, which have been effectively introduced at the time of monitoring, and that have not been withdrawn from the RUCT.

There are two types of monitoring:

Ordinary Monitoring, after the process of validation or renewal of accreditation. The timeframe for this is 3 years in the case of bachelor's degrees that consist of 240 ECTS credits, and 2 years in the case of master's degrees consisting of 60 ECTS credits, starting from the date of their inclusion on the RUCT, following the Fundación's annual calls for applications and in accordance with the requirements and considerations set out in the Assessment Guide for the Monitoring of the Fundación madri+d's official degrees. For bachelor's degrees with more than 240 ECTS and master's degrees with more than 60 ECTS, the possibility of extending the timeframes will be assessed based on number of ECTS credits, so that the assessment can be carried out within an appropriate timeframe.

Special Monitoring is applicable in the event that the final validation, modification or renewal of accreditation reports contain recommendations for special monitoring. The timeframe for this will be 1 year from the date of registration on the RUCT, when the call for applications is issued by the Fundación.

All those degrees that are due for accreditation renewal in a given call for applications will not be subject to any form of monitoring during that same call.

Each year, the Academic Quality and Compliance Department draws up a list of the degree programmes that must be subjected to either ordinary monitoring or special monitoring, based

on the information contained in the Degree Repository, which is updated by the Degree Innovation Department, so that the Faculties/Schools can start to work on their self-assessment reports.

This list is checked against the one sent by the Fundación para el Conocimiento madri+d. Subsequently, the Quality Management and Compliance Department officially confirms to the Fundación which degrees are to be monitored by means of a document signed by the Vice-Rector for Teaching Staff and Research. Any discrepancies between the two lists are indicated, together with the reason for those discrepancies, in accordance with the exceptions set out in the Monitoring Guide. Once the list has been confirmed, the Quality Assurance Department will contact the corresponding Vice-Deans/Directors of Undergraduate and Postgraduate Studies to corroborate the list of degree programmes and the timeframes for submitting the self-assessment reports.

The self-assessment monitoring reports for each degree are prepared by the degree programme coordinator or Programme Director and/or the Vice-Dean/Director of Undergraduate/Postgraduate Studies responsible, together with the Q Partner in the Quality Assurance Department, following the Fundación's self-assessment report model. The degree programme coordinator will oversee the gathering of evidence, and the participation of those involved in the process.

The self-assessment reports are sent to the Foundation via the platform provided for this purpose, Sicam.

Once the information provided has been assessed, the Fundación will issue a Provisional Monitoring Assessment Report via the Sicam platform, indicating for each of the sections whether the information provided is adequate or is considered inadequate in which case improvement actions need be included. In order to respond to aspects identified as inadequate or that would benefit from improvement, the team in charge of the Faculty/School, together with the Q Partner in the Academic Quality and Compliance Department, will draw up an observations document. To this end, both the vice-deans/directors of undergraduate and postgraduate studies and the Quality Assurance Department work to implement the appropriate improvement actions in the degree programmes.

Once the observations have been studied, the Fundación will issue a Final Evaluation Report to the University, to the Directorate General of Universities of the Community of Madrid and, where appropriate, to the Council of Universities.

The Final Report will be published on the University's website as described in PGC 2.1 Public Information and Accountability.

Any shortcomings identified in the monitoring reports will be assessed by the Quality Assurance Committee, and if necessary action and improvement plans will be implemented in accordance with the provisions of PGC 12.3 Analysis and Improvement.

Renewal of Degree Programme Accreditation

The renewal of accreditation process is set out in article 27 of RD1393/2007, and its purpose is to ensure that the syllabus being delivered is in accordance with the initial project.

It is applicable to all validated and accredited official bachelor's, master's and PhD degrees,

which have been effectively introduced at the time of monitoring, and that have not been withdrawn from the RUCT.

Renewal of accreditation for a bachelor's degree consisting of 240 ECTS credits will take place within 6 years of its validation by the Council of Universities, within 7 years in the case of those that consist of 300 ECTS credits, within 8 years for those consisting of 360 ECTS credits; within 4 years in the case of university master's degrees, and within 6 years in the case of doctoral programmes.

The University applies for the accreditation of its official degrees by online registration in accordance with the criteria and timeframes stipulated by the Regional Government of Madrid in its call for applications. The Academic Quality and Compliance Department prepares the documentation, which is validated by the Rector and registered by the Secretary General's Office.

The accreditation renewal process is based on two key elements: A self-assessment report and a visit by a panel of external advisors.

Each year, the Academic Quality and Compliance Department prepares a list of degrees that must be submitted for accreditation renewal based on the updated information in the Degree Repository, so that the Faculties/Schools can start to work on their self-assessment reports.

This list is checked against the one sent by the Fundación para el Conocimiento madri+d. If there are any discrepancies, the Quality Assurance Department will contact the Fundación Once the list has been confirmed, the Academic Quality and Compliance Department will contact the corresponding Vice-Dean to corroborate the list of degree programmes and the timeframes for submitting the self-assessment reports.

The Renewal of Accreditation self-assessment reports for each degree are prepared by the Degree Programme coordinator or Programme Director and/or the Vice-Dean/Director of Undergraduate/Postgraduate Studies responsible, together with the Q Partner in the Quality Assurance Department.

The degree programme coordinator will oversee the gathering of evidence, and the participation of those involved in the process.

The self-assessment reports will contain all the information, tables and evidence required as stipulated by the Guide to Renewal of Accreditation published by the Fundación para el Conocimiento madri+d, and will be sent to the Foundation via the platform set up for this purpose, SICAM.

Once the Foundation has checked that the documentation contains all the necessary information, a visit to the institution is planned and carried out by an external assessment panel either online or on-site, to assess the functioning of the degree programme. Interviews will be held with different stakeholder groups involved in the degree programme, in accordance with a scheduled visit agenda.

At the end of the visit, the assessment panel will draw up a brief report that will be read by the chair of the panel to the team of university representatives at a final meeting. This report will be attached to the degree programme dossier for subsequent evaluation by the Fundación's Assessment and Accreditation Committee.

This Committee will evaluate both the self-assessment report and the visit report, and either

issue a favourable provisional report, or indicate aspects that must necessarily be modified in order to obtain a favourable report. The University will be able to make the observations it considers appropriate regarding this report within 20 working days, and once those observations and/or improvement plan presented have been studied, the Assessment and Accreditation Committee will issue a Final Report (favourable or unfavourable) at its plenary session, which will be communicated to the University, the Autonomous Community and the Council of Universities.

If the Final Report on the degree programme should be an unfavourable one, the programme will be withdrawn from the Registry of Universities, Centres and Qualifications (RUCT) and no new students are to be admitted to it.

Request for the Withdrawal of Official Degrees

This will apply to official degrees that are either withdrawn or suspended, and as a result are removed from the Registry of Universities, Centres and Qualifications (RUCT).

The decision taken by the University not to continue to offer a particular degree programme may be taken for various reasons, including insufficient or non-existent market demand, because the programme has become outdated, or for various other strategic reasons.

If there should be a need to withdraw a programme, the request is submitted for approval to the Faculty/School Board or the PhD Committee by the responsible vice-dean/director of undergraduate-postgraduate studies or dean/director of school.

Subsequently, the Dean or School Director will put the withdrawal proposal to the Vice-Rectorate/Rectorate, who will then submit it to the Academic Council for approval.

Using the withdrawal form provided by the Regional Government of Madrid, the Academic Quality and Compliance Department will prepare the application for the withdrawal of the degree programmes and submit it to both the Secretary General's Office and the Rector's Office for approval and registration.

These degrees will be designated as "withdrawn", and they will be assigned a withdrawal schedule that guarantees that students who are already enrolled will be able to complete their studies, and makes it clear that no new students will be admitted to those programmes.

The withdrawal schedule will be circulated to stakeholder groups and the degree programme will be removed from the list of courses offered by the University.

SPECIFICS BY CENTRE

School of Architecture, Engineering and Design.
   N/A
Faculty of Sports Sciences
   N/A
Faculty of Social Sciences and Communication
N/A

Faculty of Biomedical and Health Sciences

N/A

School of Doctoral Studies and Research

N/A

RECORDS (evidence)

RECORDS		
RECORD NAME	**CONTROLLER**	**MEDIUM AND LOCATION**
Degree Validation Report	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository
Provisional Assessment Report on the Syllabus Validation Proposal. Fundación Madri+d	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository
Final Assessment Report on the Syllabus Validation Proposal. Fundación Madri+d	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository
Council of Universities Validation Resolution	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository
Publication of syllabus in the BOE	Academic Quality and Compliance Department	Shared quality folder/Sharepoint Quality/Regulator Degree Repository
Provisional Assessment Report on the Syllabus Modification Proposal. Fundación Madri+d	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository/
Final Assessment Report on the Syllabus Modification Proposal. Fundación Madri+d	Degree Innovation and Learning Assessment Department	Sharepoint Degree Innovation and Learning Assessment Department. Degree repository/
Certificate from the Academic Council for degree programmes that the University wishes to introduce	Academic Quality and Compliance Department	Shared Quality Folder/Sharepoint Quality Assurance Department/Regulator/Innovation/Official Documents Degree Repository

Official Application Form for degree programmes that the University wishes to introduce Official form.	Academic Quality and Compliance Department	Shared Quality Folder/Sharepoint Quality Assurance Department/Regulator/Innovation/Official Documents Degree Repository
Regional Government of Madrid Authorisation Order for the Introduction of new Degree Programmes	Academic Quality and Compliance Department	Shared Quality Folder/Sharepoint Quality Assurance Department/Regulator/Innovation/Official Documents Degree Repository
Provisional Degree Programme Monitoring Report	Academic Quality and Compliance Department	Shared folder Quality Assurance Department_Q Management Q/Monitoring
Final Degree Programme Monitoring Report	Academic Quality and Compliance Department	Shared folder Quality Assurance Department_Q Management
Official renewal of accreditation application form. Official form	Academic Quality and Compliance Department	Shared folder Quality Assurance Department_Q Management
Provisional Degree Programme Renewal of Accreditation Report	Academic Quality and Compliance Department	Shared folder Quality Assurance Department_Q Management
Final Degree Programme Renewal of Accreditation Report	Academic Quality and Compliance Department	Shared folder Quality Assurance Department_Q Management
Minutes of the Faculty Board Meeting for the Approval of the Withdrawal of Degree Programmes	Dean/Director of School /Vice-Dean/Director of Undergraduate-Postgraduate Studies	Shared folder quality/Sharepoint Plan Q. Faculty Folder/Academic year/Faculty Board/Faculty Board Minutes
Academic Council Certificate for the Withdrawal of Degree Programmes	Academic Quality and Compliance Department	Shared folder quality/Sharepoint Plan Q. Degree Repository
Official application form for the withdrawal of degree programmes that the University no longer wishes to run Official form.	Academic Quality and Compliance Department	Shared folder quality/Sharepoint Plan Q.

INDICATORS

IND01-PGC1.4 Number of degree programmes validated/number of proposals submitted

IND02-PGC1.4 Number of degree programmes modified/number of proposals submitted

IND03-PGC1.4 Number of degree programmes for which accreditation has been renewed/number of degree programmes for which renewal of accreditation has been requested

IND04-PGC1.4 Number of degree programmes that have successfully undergone ordinary monitoring

IND05-PGC1.4 Number of degree programmes that have successfully undergone special monitoring/number of degree programmes submitted for validation

IND06-PGC1.4 Number of degree programmes that have successfully undergone special monitoring/number of degree programmes submitted for modification

IND07-PGC1.4 Number of degree programmes that have successfully undergone special monitoring/number of degree programmes submitted for renewal of accreditation

IND08-PGC1.4 Number of degree programmes introduced/number of degree programmes validated

IND09- PGC1.4. Number of degree programmes withdrawn/total number of degree programmes (annual)

RESPONSIBILITIES

Academic Council:

Approval of proposals for degree programmes that the University wishes to introduce/withdraw

Rector:

Approval of applications for the validation of degree programmes

Dean/Director of School/Faculty:

Validation of proposed syllabus

Approval of proposals for the withdrawal of degree programmes by the Faculty Board

Vice-Dean and/or Director of Undergraduate/Postgraduate studies

Drawing up the work plan for the design of a new degree programme

Drawing up the monitoring and renewal of accreditation self-assessment reports

Working together with the Quality Assurance Department on the observations to be submitted in response to assessment reports received from the Fundación

Submission of proposals for the withdrawal of degree programmes to the Faculty Board.

Minutes of the Faculty Board Meeting for the Approval of the Withdrawal of Degree Programmes

Degree Programme Coordinator

Coordinate the processes of monitoring and renewal of degree accreditation, the gathering of evidence, the participation of those involved and the monitoring of the implementation of the recommendations in the resulting reports.

Degree Innovation and Learning Assessment Department:

Collaborate with the degree programme design coordination team, providing a training to facilitate the preparation of the reports and providing support at all times in the development of the degree programme from an academic, pedagogical and regulatory point of view.

Record applications for new degree programmes and register them at the Ministry's E-office.

Send both the provisional and final assessment reports on the proposals for validation and modification to the different stakeholder groups by e-mail.

Draft and revise the observations to be submitted in response to assessment reports received from the Fundación

Academic Quality and Compliance Department

Send the list of degrees to be submitted for Monitoring and Renewal of Accreditation to the faculties each year

Support the Academic Heads of Programmes in the preparation of the self-assessment reports and evidence for the Monitoring and Renewal of Accreditation processes.

Submit the self-assessment reports and evidence for the Monitoring and Renewal of Accreditation processes via the Sicam platform

Send both the provisional and final assessment reports on the Monitoring and Renewal of Accreditation processes to the different stakeholder groups by e-mail.

Draw up the list of degree programmes that the University wishes to introduce based on validated degree programmes for approval by the Academic Council and subsequent online registration.

Consolidate the list of degree programmes whose withdrawal has been approved by the Academic Council for online registration.

Academic Planning:

Include the Syllabus in the SIGECA application in order to start the student enrolment process.

Marketing:

Update the web page with the new validated official degrees.

ANNEXES

N/A