PGC 12.5 ACADEMIC COMPLIANCE STUDY

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	**DATE**	**REASON FOR CHANGE**
01	20/09/2023	The initial version of the procedure contains the revision of the current PGC16.01 Academic Compliance Study Ed.02. With regard to this, it is revised taking into account the Contents of the IT01 Academic Compliance Study of UEM as well as its adaptation to the updated Reference Guides (adaptation of criteria).

Elaborated:	Reviewed:	Approved:
Director of Quality Date: 20/09/2023	**Vice-Rector, Faculty and Research** Date: 20/09/2023	**Rector** Date: 20/09/2023

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1. OBJECT

The purpose of this document is to define the criteria for carrying out internal Academic Compliance studies, in order to facilitate and ensure compliance with the regulations committed to the regulatory agency, anticipating possible deviations and identifying areas for improvement at the Degree and/or centre level.

2. SCOPE

This process is applicable to all the Official Concurrent Bachelor's and Master's Degrees of the Universidad Europea de Canarias.

Those Degrees that, due to coincidence in time, are involved in external assessment processes with the regulator may be exempted from the Academic Compliance Study: submission of a self-assessment report or visit.

3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

✓ Documentation of the Internal Quality Assurance System.

✓ 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.

✓ Royal Decree 640/2021, of 27 July, on the creation, recognised and authorisation of universities and university centres, and institutional accreditation of university centres.

✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.

✓ Assessment Protocol for the monitoring and renewal of the accreditation of official Bachelor's and Master's Degrees (REACU of 2 March 2022).

✓ Assessment Guide for the Monitoring of Accredited Degrees (ACCUEE)

✓ Guide for the preparation of Self-Assessment Reports: renewal of the accreditation of official Bachelor's and Master's Degrees Concurrent Bachelor's and Master's Degrees taught in non-institutionally accredited centers (ANECA´s (Spanish National Agency for Quality Assessment and Accreditation) ACREDITA programme)

4. DEFINITIONS

✓ **Criterion:** A standardised condition that a certain activity or process must meet in order to be considered compliant. In other words, the criterion defines what is expected of something being assessed.

✓ **SAIC/IQAS:** System of Internal Quality Assurance

✓ **UCCA:** Academic Compliance and Quality Assurance Team

5. DEVELOPMENT OF THE PROCESS

5.1 OBJECTIVES OF THE ACADEMIC COMPLIANCE STUDY

The Academic Compliance Study of each UEC accredited degree is carried out with the aim of ascertaining compliance with the criteria set out in the regulations, the assessment agency and the current verified Report of the Degree in question.

The study is led by the Quality Assurance Team and is carried out annually after the end of the academic year, when all the data and indicators associated with the year can be made available.

The study is based on the assessment criteria of the assessment agency used in the external assessment processes of accredited degrees and the applicable regulations in each case, grouped as follows:

DIMENSION 1. DEGREE MANAGEMENT
- Criterion 1. Syllabus development and deployment
- Criterion 2. Information and Transparency
- Criterion 3. Quality assurance, review and improvement DIMENSION 2. RESOURCES
- Criterion 4. Academic and Teaching Support Staff
- Criterion 5. Resources for learning

DIMENSION 3. OUTCOMES
- Criterion 6. Learning outcomes
- Criterion 7. Satisfaction and Graduation

As a result of the study, an **Annual Monitoring Report of the Degree** will be obtained, which incorporates an analysis of the programme with respect to the year completed, identifying possible critical points or threats that may affect its good performance, to be transferred to an action plan (corresponding improvement plan, see PGC 12.2 Measurement, accountability, analysis and improvement procedure). Similarly, a summary report of results is drawn up for each centre (**Annual monitoring report for each centre**), as described in the following chapters.

5.2 STEPS FOR CONDUCTING THE ACADEMIC COMPLIANCE STUDY

Phase 1: Gathering information on the Degree.

Data collection for the subsequent Assessment is carried out by the Quality Assurance Team, with the collaboration of the managers, Departments and Fields involved.

The preparation of evidence by the qualifications will not be required, although the data submitted will need to be reviewed and analysed for possible discrepancies in the systems.

The sources used for data collection are:

- UEC Academic Management System

- Indicator sheets

- Satisfaction Survey Results

- Verification and/or modification report of the Degree (Current report)

- Reports of external assessment processes associated with the Degree

- Previous internal assessment reports associated with the Degree (Academic Compliance and/or Internal Audits)

- Website

- RUCT (Registry of Universities, Centres and Degrees)

- Archive of SAIC reference documentation

- Measurement and Analysis Field Reports

- Minutes of meetings associated to the Degree

- Other data derived from the application of procedures PGC 12.1 Stakeholder Satisfaction, PGC 12.2 Measurement, Accountability, Analysis and Improvement and PGC 12.1.1. 12.3 Academic Performance

All data shall refer to the last year completed.

Phase 2: Transfer of information to programme managers

Once the relevant data for the assessment of the compliance status of the degree have been collected, the Quality Assurance and Academic Compliance Team shares them with the person responsible for the programme (Concurrent Bachelor's Degree Coordinator or Master's Degree Director) and optionally with the Department Management Board, using the Annual Academic Report template of the Degree, for their joint review and analysis.

Phase 3: Interviews

Interviews will be held between the Quality Assurance and Academic Compliance Team and those responsible for the programme, in order to review the different data previously shared and to analyse the degree of compliance with each Criterion.

Phase 4: Drafting the analysis

With the conclusions obtained, the Programme Manager and the Academic Quality Assurance Team will draw up the analysis of each Criterion in the Annual Monitoring Report of the Degree, paying special attention to those deviations that could jeopardise a Renewal of accreditation.

The annual monitoring report of the Degree will contain, in any case:

- **Degree identification and study reference data**:
    - ➢ Graduate Degree title
    - ➢ Date of verification or last modification
    - ➢ Year of implementation
    - ➢ Date of last accreditation renewal, when applicable
    - ➢ Academic year
    - ➢ Mode and Language of instruction in this year
    - ➢ Place of delivery

- **Data on the preparation of the study**: date of preparation and name of the person responsible for the programme and the person from the Quality Assurance Team who carried out the study.

- **Assessment of compliance with each of the elements to be assessed within the assessment criteria**. At least the aspects of each criterion listed below will be reviewed and assessed, and may include any other point that is considered noteworthy due to the characteristics of the Degree or its deviation from the standard:

Criterion 1. Syllabus development and deployment
- Mode and Language of instruction
- No. of new entrants/no. of students Enrolled (1st (er) year)
- Size of the groups
- Coherence of the Syllabus with the current Report (verified/modified)
- % On-campus attendance at Learning activities
- Horizontal and vertical coordination
- Eligibility criteria
- Training complements (if applicable)
- TFG/TFM: Development in accordance with University regulations and the Report (individual/group).
- TFG/TFM: Appropriate Assessment Rubric
- Planning of academic externships
- Fulfilment of the number of practical hours according to the Report
- Formalised coordination of traineeships

Criterion 2. Information and Transparency
- Web updated in terms of:
  - Overview of the Degree: Modality, Language
  - Syllabus and Learning Guides
  - Teaching staff
  - Information on Externships
  - Entry/exit profile (if defined in the Annual Report)
  - External Assessment Processes
  - Satisfaction rates and results
- Learning guides on the online campus

Criterion 3. Quality assurance, review and improvement
- CCTs concluded
- Improvement plan
- Documentary archive of evidence

Criterion 4. Academic and Teaching Support Staff
- Percentage of PhDs and accredited doctoral candidates
- Teaching staff according to the Annual Report
- Participation in Training and teaching innovation
- TFG/TFM tutoring (nº professors and profile)
- TFG/TFM: Composition of the Defence Panels is in line with the Report
- Tutoring Internships: profile and tutor/students ratio
- Suitable Internship Coordinator Profile
- Support staff according to Memory. Sufficient and appropriate staff
- Online Degrees: Satisfaction with Online tutorial
- Degree Satisfaction: item Satisfaction TFG/TFG Coordination and TFG/TFM tutorial

- Degree qualification satisfaction: item Satisfaction Coordination Internships and tutorial Internships
- Student satisfaction with teaching staff
- Teaching Activity Satisfaction (item Satisfaction with the qualification)
- PAS satisfaction (item quality level of the Degree programmes)

Criterion 5. Learning resources
- Satisfaction with the Facilities (item Resources and infrastructures: Teaching activity, Satisfaction of the Degree, Satisfaction of the Administrative and Service Staff)
- Compliance of facilities/infrastructure according to the Report
- Mobility programmes available
- Online Graduate Degree Assessment Tests
- Use of Uevalua

Criterion 6. Learning outcomes
- Learning outcomes. PIEA Final Report (if applicable)
- Appropriate Assessment Rubric TFM/TFG (guarantees individual assessment)
- Graduate qualification satisfaction: item Overall satisfaction TFM/TFG
- Graduate qualification satisfaction: item Overall satisfaction Internships
- Appropriate monitoring of students (internships)

Criterion 7. Satisfaction and Graduation
- Tuition Fees
- Satisfaction Survey Results
- Employability: Employability rate and overall satisfaction item

Each of the Criteria will include:

- Indication of each of the elements to be assessed and their degree of compliance according to the following code and in application of the established rubric:

  - **"COMPLIANT" (Green)**: Meets all requirements assessed.
  - **"FULFILLS PARTIALLY" (Yellow)**: Deficiencies deficiencies which compromise the quality of the qualification, and may jeopardise the process. that compromise the quality of the Degree and could jeopardise the Returning Student Enrolment
  - **"NOT COMPLIANT (Red):** Serious deficiencies that may lead to a need for improvement in an accreditation renewal report.

- Baseline information analysed

- Overall analysis of the criterion, consisting of a description of the analysis carried out including consideration of the improvement actions implemented during the year that are considered relevant in relation to the criterion, as well as possible new actions.

Phase 5: Dissemination of the Degree's Annual Monitoring Report

Once the content of the report (Annual Monitoring Report of the Degree in draft version) has been agreed between the staff responsible for the programme and the Quality Assurance and Academic Compliance Unit, the people responsible for the programme will be in charge of transferring any deviations or opportunities for improvement detected and the relevant actions to the Programme Monitoring Plan.

improvement, as set out in PGC 12.2 Measurement, Accountability, Analysis and Improvement.

The result of the study of the Degree will also be shared with the rest of the stakeholders in the Degree's Quality Committees.

Phase 6: Faculty/School Annual Monitoring Report

Once all the qualifications of a given Faculty/School have been monitored, the Academic Quality and Compliance Unit will analyse all the Annual Monitoring Reports of the Degrees associated with that faculty/school in order to detect possible deviations or cross-curricular areas for improvement and issue a summary report by faculty/school (Annual Monitoring Report of the Faculty/School). This report will present a general assessment of all the programmes assessed, including the strong points and areas for improvement to be highlighted.

The centre's annual monitoring report will be shared with the corresponding Department Management Board(s) and Vice-Dean(s). They are responsible for transferring any deviations or opportunities for improvement detected and relevant actions to the corresponding Improvement Plan, following the provisions of the PGC 12.2 Measurement, accountability, analysis and improvement procedure.

The result of the study at centre level will also be shared with the rest of the stakeholders in the Centre Quality Commissions.

6. <u>INDICATORS</u>

- PGC 12.5-IND01: Percentage of items to be assessed with green rating (per Degree and per Institution)
- PGC 12.5-IND02: Percentage of items to be assessed with yellow assessment (by Degree and by Institution)
- PGC 12.5-IND03: Percentage of items to be assessed with red rating (by Degree and by Institution)

7. <u>RESPONSIBILITIES</u>

- <u>Process Owner</u>: Quality Assurance and Academic Compliance Team

- <u>Participants in the process</u>:

- Quality Assurance and Academic Compliance Team:

  ✓ Collect and review the necessary information for each study to be carried out.

  ✓ Sharing the information gathered with those in charge of each Degree

  ✓ Conduct interviews with those responsible for each Degree

  ✓ Assessing the results obtained

  ✓ Collaborate in the drafting of the annual monitoring report for the Degree.

  ✓ Drawing up the annual monitoring report of the Faculty/School.

- Bachelor's Degree Coordinator/Master's Degree Programme Director:

  ✓ Providing information in the first phase of the study

  ✓ Collaborate with the Academic Quality Assurance Team in the assessment of

each of the Criteria of his or her Degree

✓ Collaborate in the drafting of the annual monitoring report for the Degree.

✓ Take into account the results of the study in the Degree Improvement Plan.

- Management Board(s) of Department(s) and corresponding Vice-Dean(s)

    ✓ Take into account the results of the school-level survey in the School Improvement Plan.

8. <u>RECORDS</u>

In the implementation of the procedure described above, the following records are generated:

RECORDS			
RECORD NAME	**WHO ARCHIVES**	**SUPPORT**	**CONSERVATION TIME**
Annual Degree Monitoring Report	UCCA	Digital	5 years
Annual monitoring report of the centre	UCCA	Digital	5 years

9. <u>ANNEXES</u>

- Template Annual Monitoring Report for the Degree
- Compliance heading