Junta de Andalucía
Consejería de Transformación Económica, Industria, Conocimiento y Universidades
AGENCIA ANDALUZA DEL CONOCIMIENTO

EVALUATION PROGRAMMES: PROCEDURES AND FUNCTIONS

DIRECTORATE FOR EVALUATION AND ACCREDITATION

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INTRODUCTION

This document provides information on the different evaluation programmes and procedures conducted by the Directorate for Evaluation and Accreditation of the Andalusian Agency of Knowledge (henceforward AAC-DEVA). This guide is intended as a useful tool for evaluators and all the stakeholders engaged and participating in the evaluation procedures.

This guide was structured in accordance with the different procedures standards and guidelines, and taking into account the functions of the evaluation commissions or committees which, in compliance with national and international Standards and Guidelines in the European Higher Education Area, are provided by the Andalusian Agency of Knowledge Statutes, met by the Directorate for Evaluation and Accreditation.

AAC-DEVA conducts evaluation and accreditation through committees and commissions composed of external and independent experts, appointed as technical collaborators and evaluators, according to their knowledge and expertise in accordance with the principles of equality, objectivity, eligibility, merit and ability, as provided by the " Selection and Appointment of Evaluators" procedure, published on AAC-DEVA website.

As specified by the provisions in Law 3/2007, March 22nd, on gender equality, gender-neutral language has been used in this document. Therefore, inclusive generic use of masculine gender referring to both men and women, is used for contextual relevance purpose.

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1. FACULTY ACCREDITATION

1.1. TECHNICAL COMMITTEES COMPOSITION AND FUNCTIONS

a. Technical Committee for evaluation

Technical Committees for evaluation are composed of six commissions assigned on the different academic fields: Experimental and Life Sciences, Medical and Health Sciences, Engineering and Architecture, Social Sciences, Legal Sciences, Economy and Entrepreneurship, and Humanities.

A Technical Committee is composed of three technical collaborators appointed as evaluators: a president and two vocal members (the Commission Secretary is one of them).

These Committees might be advised by external experts for the specific review of applications with regard to the applicant´s academic field.

The Committes members are assigned the functions listed below:

- Presidency:
  - Coordinates the committee work.
  - Chairs the meetings on reports drafting.
  - Reasoned evaluation of the assigned applications.

- Accreditation reports drafting.
- Requests DEVA for external experts evaluators in order to support the committees members evaluation.
- Signature of the meetings minutes.

- Secretary:
  - Reasoned review of the assigned applications
  - Attending the Technical Committe meetings.
  - Drafting proposal and signature

- Vocal member:
  - Reasoned review of the assigned applications.
  - Attending the Technical Committee meetings.

- Independent expert::
  - Reasoned review of the assigned applications

b. Appeals Committee

The appeals committee is composed of six technical collaborators as renowned academic evaluators: the president and five vocal members (the Commission Secretary is one of them). The committee members are assigned the functions listed below:

- Presidency:
  - Coordinating the committee work.
  - Direction of the meetings on reports drafting.
  - Drafting of reports on the assigned applications.
  - Requests DEVA for external experts evaluators to support the committees members on evaluation.
  - Signature of the meetings minutes.

- Secretary:
  - Drafting of reports on the assigned applications.
  - Attending the Technical Committee meetings.
  - Drafting proposal and signing the meetings minutes.

- Vocal members:
  - Drafting reports on the assigned applications.
  - Attending the Technical Committee meetings.

1.2. EVALUATION PROCEDURE

a. Legislation.

- Organic Law 6/2001, 21st December, on Universities.
- Legislative Decree 1/2013, 8th January, by which the Consolidated Text of the Andalusian University Law is approved.
- Resolution of July 26th, 2005, by the General Direction for Universities, which provides the

accreditation criteria on contractual positions of university teaching staff.
- Resolution of December 15th, 2005, by the Andalusian Agency for Quality Assurance and University Accreditation, which provides the evaluation procedure on contractual positions of university teaching staff at the Andalusian University System.
- AMENDMENT to Resolution of December 15th, 2005, by the Andalusian Agency for Quality Assurance and University Accreditation, which provides the evaluation procedure on university teaching staff contractual positions at the Andalusian University System (included the original Resolution annexes from 1 to 4).
- Publication on the approval of the evaluation procedure for contractual positions of doctorate teaching staff associated to the Andalusian Public Health System, within the Andalusian University System.
- Announcement, on May 28th, 2013, by the Managing Direction of the Andalusian Agency of Knowledge, on the approval of the evaluation procedure with regard to the contractual positions for Associate Professors with clinical research at the Andalusian Public Health System, within the Andalusian University System.
- Law 39/2015, October 1st, on the Common Administrative Procedure for Public Administration.

b. Start of AAC-DEVA process.

The accreditation process starts with the reception of the applications through the public registry. These applications should include the applicants´ CV and documentary evidence.

Following reception, the merits included in the applications are reviewed, and, if applicable, the amendment of possible errors detected might be requested. Once this issue is processed, the application is remitted to the corresponding Committee to start the review process.

c. Evaluation.

Each application will be assigned to the evaluation committee of the corresponding academic field selected by the applicant, nevertheless, AAC-DEVA might assign these applications taking into account consistency between the curriculum vitae provided and fields of knowledge.

Each application will be individually reviewed by two members of the committee who will issue a review report.

The committee reviews the individual reports and issues the corresponding accreditation report, paying special attention to the reports based on different individual evaluations. The committee president is responsible for issuing the accreditation reports. Unfavourable reports should be sufficiently reasoned and include suggestions and recommendations to be taken into account for future applications.

The committee meets every three months, and even more frequently if necessary due to a higher number of applications submitted.

d. Resolution.

AAC-DEVA issues an administrative resolution based in the committee report. The due date to review and resolve the application is six months, being positive administrative silence, therefore evaluation will be favourable if there is no resolution within that period.

e. Appeals.

Please check the document “Resolution of Faculty Appeals” published on WEB:

http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosProfesorado.pdf

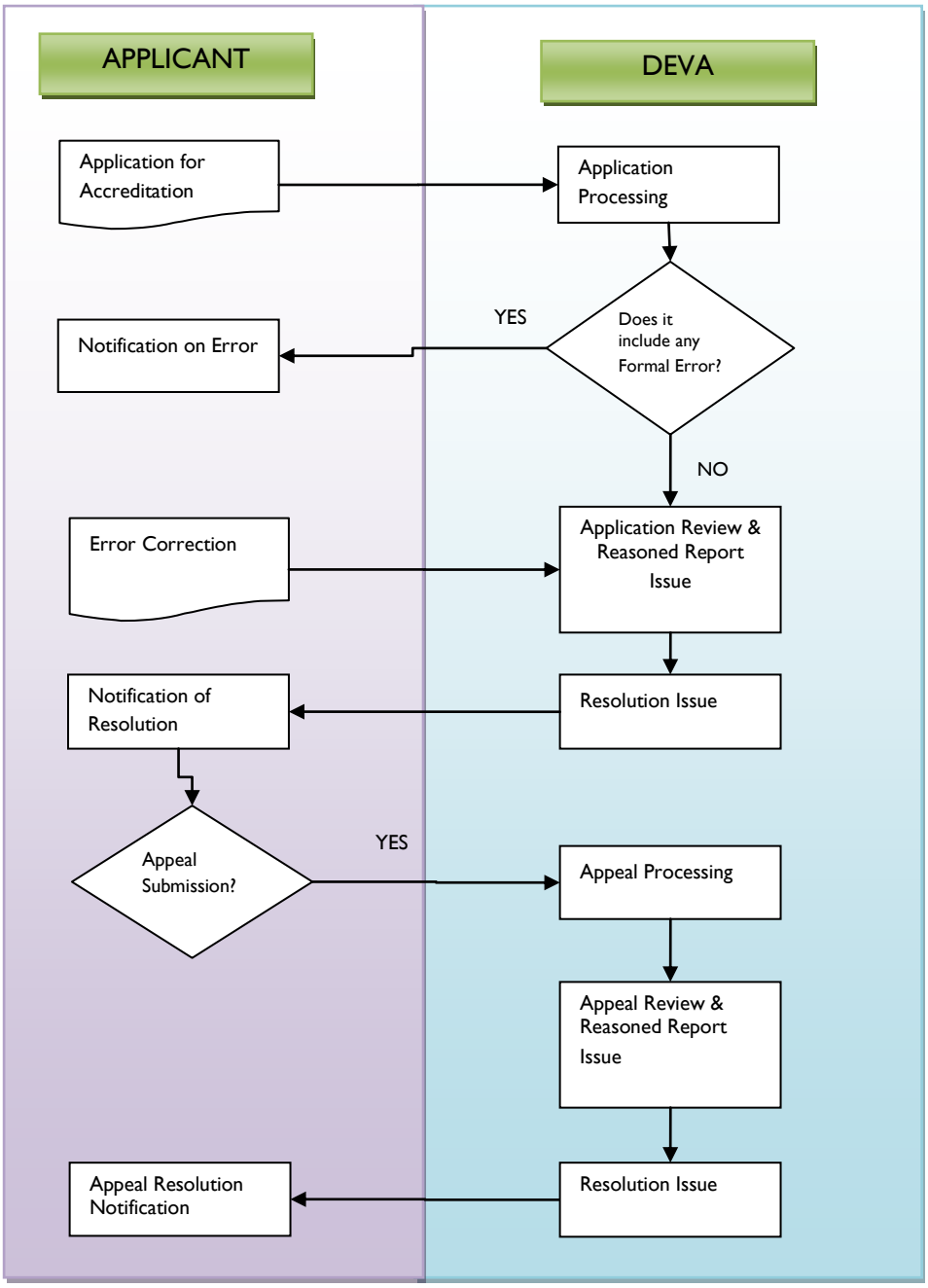

Figure 1. Procedure on Accreditation of Teaching staff

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2. EVALUATION OF EMERITUS PROFESSORS

2.1. COMMITTEES COMPOSITION AND FUNCTIONS

The Committees for teaching staff accreditation are also responsible for the evaluation of Emeritus Professors, therefore their composition and functions are described in section 1.1.

2.2. EVALUATION PROCEDURE

a. Legislation.

- Legislative Decree 1/2013, January 8th, in which the Revised Text of the Andalusian Universities Law is approved.
- Law 39/2015, October 1st, on the Common Administrative Procedure for Public Administration.

b. Start of the process AAC-DEVA.

The review procedure starts when AAC-DEVA receives the applications from the different Andalusian Universities, in accordance with the specific procedure approved by each university. It is recommendable that the process starts through the corresponding competent Vice-rectorate. These applications should include the applicant´s updated curriculum and report on periods of service, and the number of quinquennia and six-year terms.

AAC-DEVA reviews the different applications, and, if applicable, requests amendment of the errors detected in the documentation submitted by the University. Following amendment, the application is remitted to the evaluation committee.

c. Evaluation.

The evaluation procedure established is the same one developed for teaching staff evaluation..

d. Resolution /Reports.

AAC-DEVA will issue a favourable or unfavourable report based on the Committee´s report, which will be notified to the University.

e. Appeals.

Please check the document "Resolution of Appeals by Professors" published on website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosProfesorado.pdf

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3. PROCEDURE FOR CERTIFICATION OF QUALITY ASSURANCE SYSTEMS IMPLEMENTED AT ANDALUSIAN UNIVERSITY CENTRES (IMPLANTA PROGRAMME)

3.1. COMMITTEES COMPOSITION AND FUNCTIONS

The evaluation process for implemented IQAS Certification will be conducted by the different commissions:

- Commission for evaluation of IQAS implementation
- Writing Reports Commission
- Commission for Certification of IQAS implementation

1.- Commission for Evaluation of IQAS implementation

The functions assigned to the different commission members according to their profile are:

- Presidency:

- Coordination of the commission activities.
- Chairing the Commission sessions.
- Evaluation of applications and allegations, if applicable.
- Reviews the proposals for provisional/final reports.
- Participating and attending as vocal the sessions of Commission for writing reports.
- Requesting DEVA, if applicable, the collaboration of external experts as academic vocal, in order to complete the commission members evaluation.
- Attending the visits.
- Review and signature of the Commission meetings minutes.

- Secretary:

- Supporting the presidency on the coordination of activities, ensuring the development of evaluations in accordance with the technical documentation of the evaluation programme.
- Reviews applications and allegations.
- Attending and participating in decision making with regard to the evaluation criteria in the sessions.
- Writing provisional and final reports.
- Attending the visits.
- Drafting of the Commission meetings minutes.

- Academic vocal of field of knowledge:

- Reviews applications and allegations.
- Attending and participating in decision making on the evaluation criteria in the sessions.
- Drafting documentation in the visit.
- Attending the visits.

- Academic vocal of Students:

- Reviews applications and allegations.
- Attending and participating in decision making on the evaluation criteria in the sessions.
- Drafting documentation in the visit.
- Attending the visits.

2.- Writing Reports Commission

This Commission is composed by the presidents of the different evaluation commissions and they will have the function to unify the provisional and final reports on the visit. Additionally, it will be responsible to present the proposal of the final report to the Certification Commission.

This commission will be chaired by DEVA´s Director or by the delegated person.

The commission Secretary will be appointed among DEVA´s technical staff, with voice and without vote.

3.- Comisión for Certification of IQAS implementation

The Commission for Certification is responsible of producing and issuing the certification report of the implemented IQAS.

This commission will be composed of the following members:

Presidency: AAC-DEVA´s Director or a delegated person.
Vocals: Two collaborators expert in University Quality Assurance Systems and external to the Andalusian Universities.
Technical Collaborator responsible of the competent DEVA´s programme.
Secretary: DEVA´s technical staff, with voice and without vote.

The members of the Commission for Certification will never coincide with the Evaluation Commission members: the Certification Commission members will be always different to the Evaluation Commission ones.

AAC-DEVA´s civil servants will be able to advise the commission on any legal issue required, if applicable.

3.2. EVALUATION PROCEDURE

a. Legislation and Guides for Evaluation and Procedure.

- RD 420/2015, 29th of may, on the creation, recognition, authorisation and accreditation of universities and university centres.
- Protocol for the certification of internal quality assurance systems at university centres (established in the General Conference on University Policy, through its Delegate Commission in the session on november 21th, 2017, in accordance with the provisions in art. 14 of RD 420/2015).
- Guide for Certification of Quality Assurance Systems implemented at the Andalusian Universities centres. Programme IMPLANTA-SGCC.
- Resolution by the Andalusian Agency of Knowledge, Direction for Evaluation and Accreditation, which provides the procedure for evaluation and certification of the Quality Assurance Systems implemented at the Andalusian University centres.
- Law 39/2015, October 1st, on the Common Administrative Procedure at Public Administration.

b. Start of the process AAC-DEVA.

The University will submit the application for certification of IQAS in accordance with the provisions established in the corresponding call.

c. Evaluation.

The Commission for the evaluation of QAS implementation will conduct a previous review of documentation and evidence provided by the university before the visit is scheduled. In case additional documentation is required, doubts resolution or any other issues, AAC-DEVA will establish a procedure for the communication with the university in order to solve the issues related to this analysis.

The Commission for Evaluation will reason in the preliminary review the information provided by the Centre in accordance with the Criteria established in the Guide, and will determine to proceed or not with the evaluation process and the visit. In case of unfavourable preliminary evaluation, the evaluation process will finish and the visit will not be required.

If it is proposed to continue the process, DEVA and the University responsible staff will plan the visit by the Evaluation Commission. The review panel is composed of the Evaluation Commission members and one of these members will coordinate the visit. The main objective of the visit is to know in-situ the functioning and degree of implementation of QAS, in order to ensure the training programmes quality of the degrees provided in the Centre.

The Commission for Evaluation of QAS implementation will issue a provisional report on the visit which will be electronically remitted to the applicant University through IMPLANTA-SGCC.

The University might submit allegations to the provisional report on the visit within 20 working days .

Following the allegations review by the Evaluation Commission, a proposal for final report will be issued and presented to the Writing Reports Commission. The commission will review and unify these reports and they will be remitted to the Commission for Certification.

d. Resolution/reports.

The commission for Certification, following the application review and proposal, will issue a Report which might be: Final favourable/conditional/Final unfavourable.

In case of a favourable report, the Commission for Certification will issue a Certificate with a validity of five years.

The centres which do not obtain the certification should wait for a minimum of two years before submitting a new application for IMPLANTA certification.

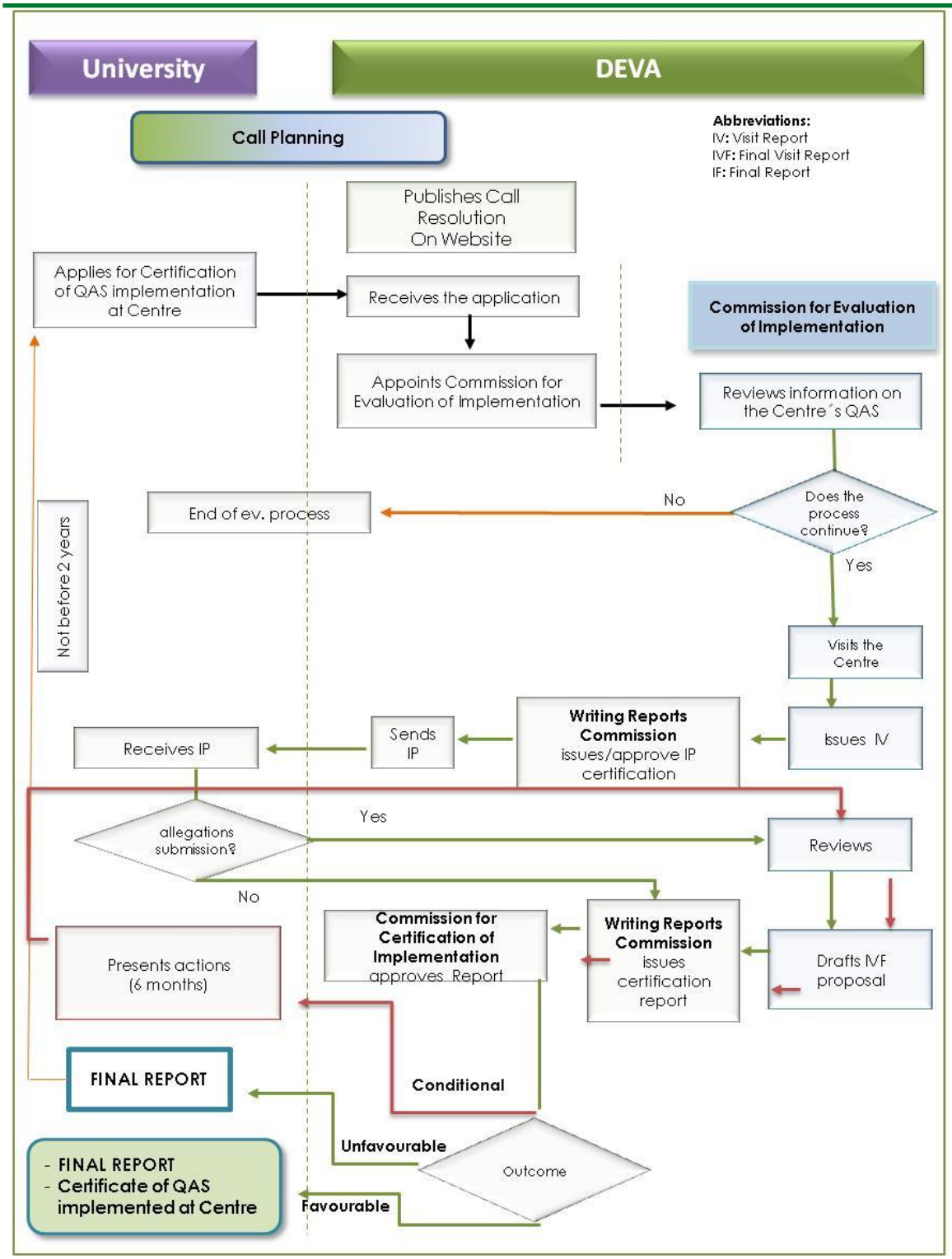

Figure 2. Procedure on Programme IMPLANTA

Follow-Up of Certification.

The Evaluation Commission will conduct a follow-up two years after awarding Certification. The follow-up report drafted by the Evaluation Commission will be based on the self-evaluation report and documentary evidence provided by the University.

Certificate Renewal.

The Evaluation Commission, in accordance with the review of documentation and follow-up report, will determine if the visit to the Centre is required.

After the visit, if applicable, the Evaluation Commission will issue a reasoned report which will be remitted to the Commission for Certification including a proposal for resolution. The Commission for Certification reviews the report and will make a decision on the adequacy of renewal for five years.

e) Appeals

Please check the document Procedure for Appeals to University programmes (June 2020) published on website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosUniversidades.pdf

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4. PROGRAMME DOCENTIA

The Directorate for Evaluation and Accreditation (DEVA) of the Andalusian Agency of Knowledge, in order to support universities in the development of procedures for teaching staff evaluation, continues the collaboration in the Programme DOCENTIA (as it was established in the collaboration agreement signed with ANECA in 2007).

4.1. COMMISSIONS COMPOSITION AND FUNCTIONS

The Evaluation Commission members are assigned the profiles listed below:

- Presidency:
  - Academic staff with voice and vote within the commission.
  - Chair and direction of the evaluation process.
  - Coordination of the commission activities.
  - Drafting of the commission reports.
  - Review and signature of the commission meetings minutes.
  - If applicable, attending the visits.
  - Evaluation of applications.

- Secretary:
  - Technical staff of a quality assurance agency, with voice but without vote in the commission.
  - Providing the required technical and methodological support for evaluations.
  - Drafting provisional/final evaluation reports.
  - Remitting the reports to the corresponding agency.
  - Drafting the session minutes.
  - If applicable, attending the visits.
  - Evaluation of applications.

- Academic, Student or Professional Vocal:
  - With voice and vote within the commission.

- Evaluation of the corresponding documentation of the university. If applicable, attending the visits.

1.- Evaluation Commission

The functions of the evaluation commissions responsible of issuing the technical reports on verification, implementation (follow-up) and certification of the procedures for evaluation of university teaching staff activity are:

- Analysis of the documentation submitted by the Universities.
- Issuing technical evaluations on the universities evaluation models and their implementation (follow-up).
- Making proposal, if applicable, on the verification of the evaluation models and subsequent certification, or accreditation renewal of their certification.
- Identifying strengths and weaknesses of the university evaluation models, and making proposal on recommendations and actions for improvement.
- Drafting technical reports.
- Attending the visit, in the certification stage.

4.2. EVALUATION PROCEDURE

a. Legislation and Guides on Evaluation and Procedure.

Programme DOCENTIA. Programme suppporting university teaching staff activity. Integration and updating of documentation of 2015 V1 programme.

b. Start of the Process.

The institutions participating in the Programme DOCENTIA will sign a collaboration agreement, or any other legal instrument, with a quality assurance agency participating in the Programme.

The universities will submit the applications to ANECA or the quality assurance agency in their Autonomous Community in accordance with the procedures established by these agencies. In case of legal instruments, the conditions and economic obligations for participation will be also established.

c. Evaluation.

Verification

The universities will submit their evaluation models to the corresponding QA agencies for Verification by the Verification Commission that will issue a provisional report.

The corresponding QA agency will remit a provisional report to the University which will be able to analyse and provide feedback on this report.

Whether the evaluation outcome is positive under conditions, the university might attend to the conditions included in the report within a month, otherwise, after that period, if the conditions are not met, the outcome will be negative.

The Verification Commission will review the feedback and modifications provided by universities in their evaluation models in order to issue a final report.

Follow-Up
The universities will implement their experimental evaluation models, at least for two years, on the assessment of teaching staff activitiy, in accordance with the established procedures.

The universities will submit a follow-up report on the outcomes of the procedure implementation, which will be reviewed by the evaluation commission which will issue a provisional report.

The university might present allegations to the report and the Commission will analyse the allegations in order to issue a final report on the continuity of the implementation process or for participation in the certification stage.

Certification
The aim of this phase is certifying the evaluation models of university teaching staff activity implemented at the universities and other Higher Education Centres, within the framework of the DOCENTIA Programme.

The Certification of the university models for evaluation of teaching staff activity is the accreditation of compliance with the standards and guidelines established by the DOCENTIA Programme. This certification is valid for 5 years, and it is the recognition of teaching quality of the faculty favourably evaluated.

A follow-up of teaching staff activity will be conducted during the period of validity of the certificates awarded to universities.

Certification Renewal
Following certifications validity, the universities should apply for this process to the corresponding QA agency and submit a new evaluation report for the certification phase.

Participation in this phase is subject to the formal acceptance of the conditions established by the respective agency.

QA agencies will review the documentation submitted by universities and, in case any additional document is required, a deadline of 20 working days will be open for submitting additional information. Once this time limit has expired and the additional documentation required is not submitted, the applications will be desisted by the agencies.

The Commissions for Certification will first analyse the self-assessment reports and the documentation submitted by universities, and they will visit universities in situ in order to verify the effective and adequate implementation of the evaluation models.

The Commissions for Certification will issue the corresponding technical reports which will be presented to the agencies and, they will issue as well a report based on the certification provisional outcome. This report is remitted to the universities and, within 30 working days, the universities might present observations concerning the report. These observations will be analysed by the Commissions for Certification which will issue a report including a proposal for certification to be remitted to the agencies.

The agencies will issue the favourable or unfavourable proposal on the certification conducted by the universities. In case the evaluation models implemented do not meet compliance with DOCENTIA Programme, these models will not be certified and the universities will be informed on the aspects for improvement, etc. which should be modified either in their evaluation models or their implementation. The applicant universities might present an appeal, within 20 working days after receiving notification, to the agencies which will be remitted to the corresponding Commission for Appeals.

d. Resolution/Reports.

Verification
The Commission for Verification will issue a final report including a positive or negative decision.

Follow-Up

The evaluation Commission will issue a final report on the implementation or participation process in the certification phase.

Certification / Renewal

The agencies will report favourably or unfavourably on the applications for certification submitted by the universities.

The agencies will issue a report which will be published on their websites.

e. Appeals.

If the applications for certification submitted by the universities are unfavourably reported, the applicant universities might present an appeal to the Directorate for Evaluation and Accreditation AAC-DEVA within 20 working days since the day of notification. The Director for Evaluation and Accreditation, previous enquiry to ANECA, will appoint a Commission for Appeals for this purpose in order to issue a report including a proposal for certification. AAC-DEVA will inform the universities on the appeal resolution.

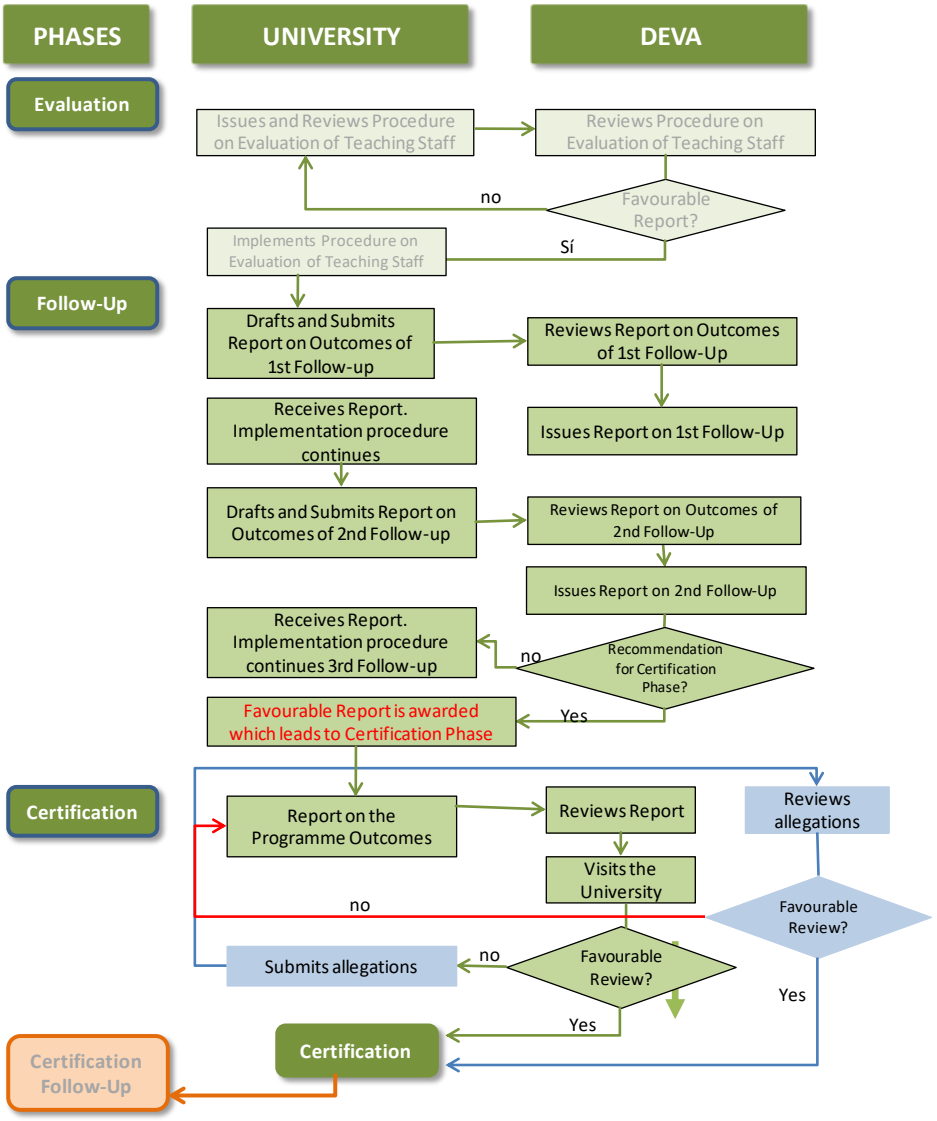

Figure 3. Procedure Programme DOCENTIA

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5. VERIFICATION / MODIFICATION OF OFFICIAL BACHELOR, MASTER AND DOCTORATE DEGREES

5.1. COMMISSIONS COMPOSITION AND FUNCTIONS

AAC-DEVA´s processes for verification and modification of official Bachelor, Master and Doctorate degrees are carried out by different commissions:

- Commissions for evaluation of academic fields (CER)
- Writing Reports Commission (CEI)

1.- Commission for Evaluation of Academic Fields (CER)

The Commissions for evaluation of academic fields are composed of independent experts, appointed as technical collaborators evaluators, selected in accordance with the criteria of eligibility, territorial representation, independence, availability, responsibility and gender, which are classified within the following academic fields with regard to specialisation:

- Arts and Humanities.
- Science.
- Engineering and Architecture.
- Health Sciences.
- Social and Educational Sciences.
- Legal Sciences.
- Economic and Entrepreneurial Sciences.

Each commission is composed of:

- Academic members (included the commissions secretaries).
- Students.
- Evaluators expert in Quality Assurance Systems.
- Professional stakeholders.
- International evaluators, if required.

The functions associated to each profile are:

- Presidency:
  - Coordination of the work of the Commission for Academic Fields.
  - Direction of the sessions of the Commission for Academic Fields.
  - Evaluation of the applications for verification/modification.
  - Review of the provisional reports proposals for verification/modification.
  - Review of allegations to provisional reports for verification/modification.
  - Review of final reports for verification/modification.
  - Attending as vocal the sessions of the Writing Reports Commission.
  - Requests DEVA, if applicable, the collaboration of experts external to CER in order to complete the commission members evaluation.
  - Transversal review, per university, of the provisional and final reports for verification/modification.
  - Signing the commission meetings minutes for academic fields.

- Secretary:

- Supporting the presidency in work coordination, ensuring the development of evaluations in accordance with the technical documentation on the evaluation programme.
- Participating in and attending, as vocal, the Writing Reports Commission sessions.
- Reviewing the applications for verification/modification.
- Reviewing the allegations to provisional reports for verification/modification.
- Drafting provisional and final reports for verification/modification issued by CER (supported by the presidency).
- Drafting and signing the minutes proposal.

- Academic Vocal:
  - Reviews the applications for verification/modification.
  - Reviews the allegations to provisional reports for de verification/modification.
  - Reporting on evaluations in the CER meetings.
  - Participating as collegiate member in decision making on the evaluation criteria in the CER sessions.
  - Drafting provisional and final reports for modification.

- Student Vocal:
  - Reviewing the applications assigned.
  - Attending the sessions of the Reports Commission (CEI).

- Professional Vocal:
  - Reviewing consistency between learning goals and skills established in the degree project with regard to future graduates.
  - Attending the sessions of the Writing Reports Commission (CEI).

- Evaluators expert in quality assurance systems:
  - Reviewing the proposal for the degree quality assurance system, as a useful tool for the analysis of the implementation outcomes.

- External collaborators:
  - Providing additional evaluations and support to CER members on the assessed projects for degrees implementation, as requested by AAC-DEVA or the commission presidency.

2.- Writing Reports Commission (henceforward CEI)

This commission is composed of:

- AAC-DEVA´s Director as CEI President or the delegated person.
- AAC-DEVA´s technical staff as the commission secretary.
- The presidents of the CER.
- The secretaries of the Commissions for Academic Fields Evaluation (CER).
- A Student.
- A professional Stakeholder member of a Commission for Academic Fields Evaluation.
- AAC-DEVA´s technical collaborator and area coordinator.

The functions of the Reports Commission members (CEI) are:

- Presidency:
  - Preparing the commissions sessions agenda.

- Chairing and coordinating the commissions sessions.
- Providing information to CER presidents and secretaries on news, modifications and any other additional information produced during the evaluation process.
- Signing the meetings minutes.

- Secretary:
  - Supporting the presidency in work coordination (preparing the meetings agenda and documentation, and any other tasks associated to the development within the secretarial competence).
  - Organising the reports which will be reviewed in the CEI sessions.
  - Providing information to the CEI membrs on the applications (temporary nature, incidences, etc.).
  - Supporting CEI members in the meetings.
  - Drafting the proposal and signing the meetings minutes.

- Presidents and secretaries of CER Commissions (CER)::
  - Presentation of the commissions final reports.
  - Providing information to CEI on inquiries or incidences detected in the evaluation o the CER sessions (CER).
  - Reaching an agreement with CEI members on reports evaluation

- Student and Professional Vocal:
  - Reaching an agreement with CEI members on reports evaluation.

- Technical collaborator who is area coordinator of the activity at DEVA:
  - Reaching an agreement with CEI members on reports evaluation.

AAC-DEVA civil servants will advice the Commission on any legal issue, if applicable.

5.2. EVALUATION PROCEDURE

a. Legislation and Guides on Evaluation and Procedure.

- ROYAL DECREE 1393/2007, 29TH October, which regulates official Higher Education (Consolidated text, March 15th, 2019).
- Royal Decree 99/2011, January 28th, which regulates official Doctorate Education (Consolidated text, June 3th, 2016).
- Standards and Guidelines for verification of University Bachelor and Master degrees (REACU, 02/07/2011).
- Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015).
- Recommendations and good practices on the application for Modification of Official University Bachelor, Master and Doctorate Degrees.
- Guide: Verification of Official Degrees (Bachelor and Master).
- Guide to prepare the report for verification of official Doctorate programmes.
- Protocol for verification of official Doctorate programmes (REACU, 12/12/2011).
- Law 39/2015, October 1st, on the Public Administration Common Administrative Procedure

b. Process start AAC-DEVA.

AAC-DEVA receives the notification on the application for the degree verification or modification

through the competent Ministry e-platform

c. Evaluation.

AAC-DEVA proceeds to carry out the evaluation through technical collaborators as evaluators of the Academic Fields Commission (CER) related to the degree.

Verification:

The degree evaluation report is reviewed by the experts members of the Academic Fields Commission.

Following the review of the proposal for modification, the CER secretary issues a provisional report proposal which is reviewed by the president of the commission. This proposal might include aspects for improvement or amendment in order to obtain a favourable report. These proposals on reports are reviewed in the Academic Fields Commission sessions.

All the reports from each university are transversally reviewed by a member of the Writing Reports Commission (CEI).
The Writing Reports Commission (CEI) approves provisional reports for degrees verification in ordinary session.

The provisional report is remitted to the university which might present allegations within 20 calendar days.
The allegations to provisional reports are reviewed by the CER president and secretary. Following review, the CER secretary issues a final verification report including either a favourable or unfavourable decision.
The Reports Commission (CEI) approves final verification reports of the degrees in ordinary session.

Modification:

Applications for modification are reviewed by CER expert members.
Following assessment of the application for modification, the CER secretary issues a report proposal. A provisional report is issued and remitted to the university, which might present allegations within 10 working days.
AAC-DEVA receives the allegations presented to the provisional report for modification and the modified report by the university. These allegations are assigned to the corresponding academic field commission which carried out initial evaluation and it will analyse if the aspects included as allegations have been resolved.
If the proposal is favourable, a final report proposal is remitted to the CEI.
When the deadline ends, the Academic Field Commission secretary (CER) issues a proposal for final report including a favourable or unfavourable decision.

The Writing Reports Commission (CEI) approves the final reports for degrees modification in ordinary session.

d. Resolution /Reports.

The final report issued by AAC-DEVA either as favourable or unfavourable, is remitted to the applicant university, the Council of Universities, the competent Ministry and the competent administrative department at the Andalusian Autonomous Community.

e. Recursos

Please check the document published on DEVA website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosUniversidades.pdf

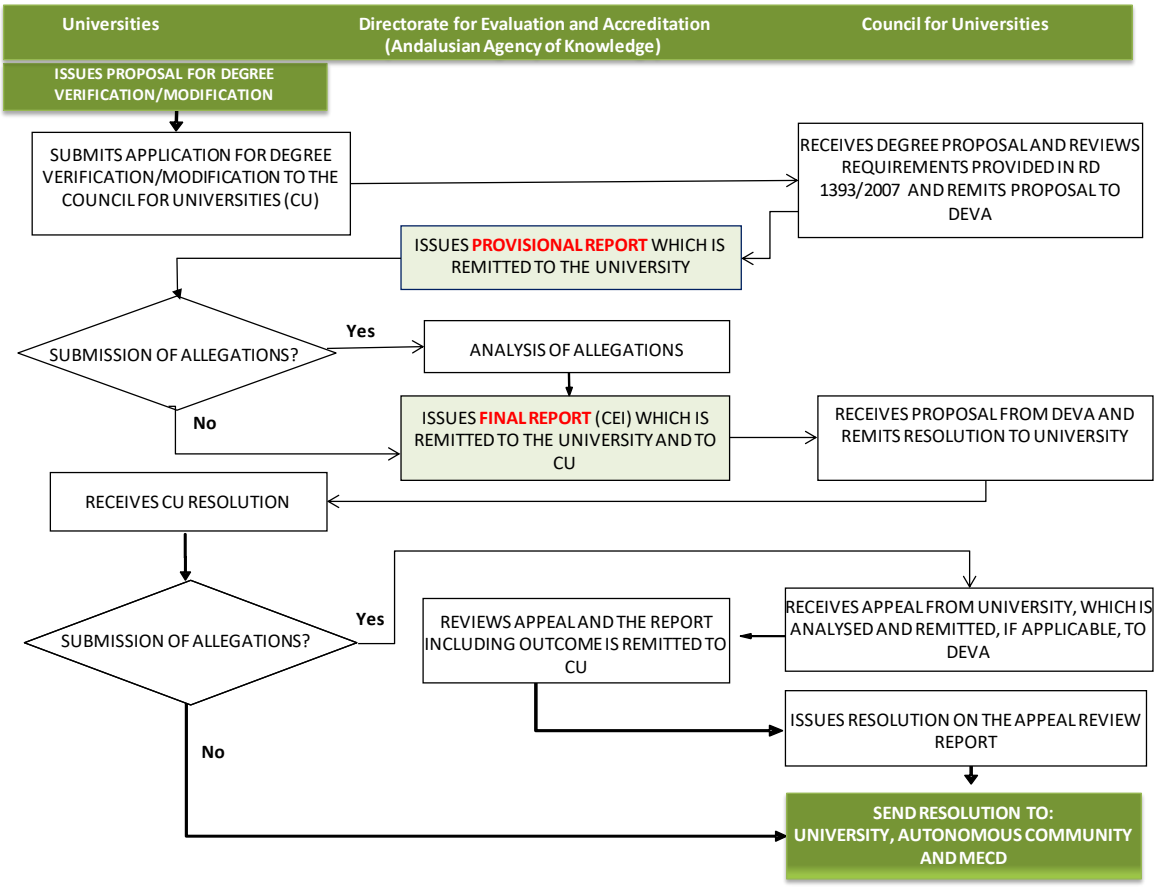

Figure 4. Procedure for Verification/Modification of Bachelor/Master/Doctorate Degrees

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6. FOLLOW-UP OF BACHELOR, MASTER AND DOCTORATE DEGREES

6.1. COMMISSIONS COMPOSITION AND FUNCTIONS

The Follow-Up Commission is composed of external experts appointed as AAC-DEVA´s technical collaborators and evaluators whose specialisation and skills are integrated in the academic fields listed below:

- Arts and Humanities.
- Science.
- Engineering and Architecture.
- Health Sciences.
- Social and Educational Sciences.

- Legal Sciences.
- Economic and Entrepreneurial Sciences.

The commission composition:

- Coordinators.
- Academic vocals.
- Students

This commission will be chaired by DEVA´s Director or a delegated person, and AAC-DEVA´s technical staff, as the commission secretary.

The functions associated to each profile are:

- Presidency:
  - Prepares agenda for the commission sessions.
  - Chairs and coordinates the commission sessions.
  - Signs the meetings minutes.

- Secretary:
  - Supports the presidency in work coordination (preparing the meetings agenda, documentation, and other tasks required).
  - Drafts the proposal and signs the meetings minutes.

- Coordinator:
  - Reviews self-assessment reports/plans for improvement.
  - Drafts and reviews follow-up reports.
  - Participates in the working sessions they are summoned to attend.

- Academic Vocal::
  - Reviews self-assessment reports/plans for improvement.
  - Participates in the working sessions they are summoned to attend.
  - Drafts the follow-up reports proposals

- Student Vocal:
  - Evaluation of the degrees webpages.
  - Drafts the follow-up report proposal.
  - Participates in the working sessions they are summoned to attend.

6.2. EVALUATION PROCEDURE

a. Legislation and Guides for Evaluation and Procedure.

- ROYAL DECREE 1393/2007, October 29th, which regulates official Higher Education (Consolidated Text, March 15th, 2019).
- ROYAL DECREE 99/2011, January 28th, which regulates official Doctorate Education (Consolidated Text on January 3rd, 2016).
- Protocol on Accreditation Renewal and Follow-Up of official University Degrees, developed by the University Commission for regulation of Follow-up and Accreditation (CURSA).

- Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015).
- Guide on Follow-Up of official University Bachelor and Master degrees.
- Guide on Follow-Up of Doctorate Programmes.

b. Process start.

AAC-DEVA, in order to coordinate the process with the Universities, announces the Follow-Up call start in advance, prepares the computer programme so that universities can submit the required documentation, in accordance with the information provided in the **Guide on Follow-Up of Bachelor, Master and Doctorate Degrees**, within due dates, according to the corresponding follow-up modality.

c. Evaluation.

Available Public information:

AAC-DEVA, through the Follow-Up Commission, will assign the degrees to the student profile who will review the degree webpage in order to issue a URL report proposal which will be reviewed and approved by the Follow-Up Commission.

Self-evaluation reports and Plans for Improvement:

Self-evaluation reports and Plans for Improvement will be assigned to the Follow-Up Commission members for evaluation and reporting, taking into account the academic field. These reports will be reviewed by the appointed coordinators and approved by the Follow-Up Commission.

d. Follow-Up reports.

The report will be electronically submitted to the Universities through the computer application. In case of errors detected on the degree implementation during the follow-up evaluation process, which might affect compliance with the minimum quality assurance standards required, AAC-DEVA will send the corresponding notification to the University, the Autonomous Community and the Council of Universities, in order to proceed in accordance with the provisions in the applicable regulatory framework.

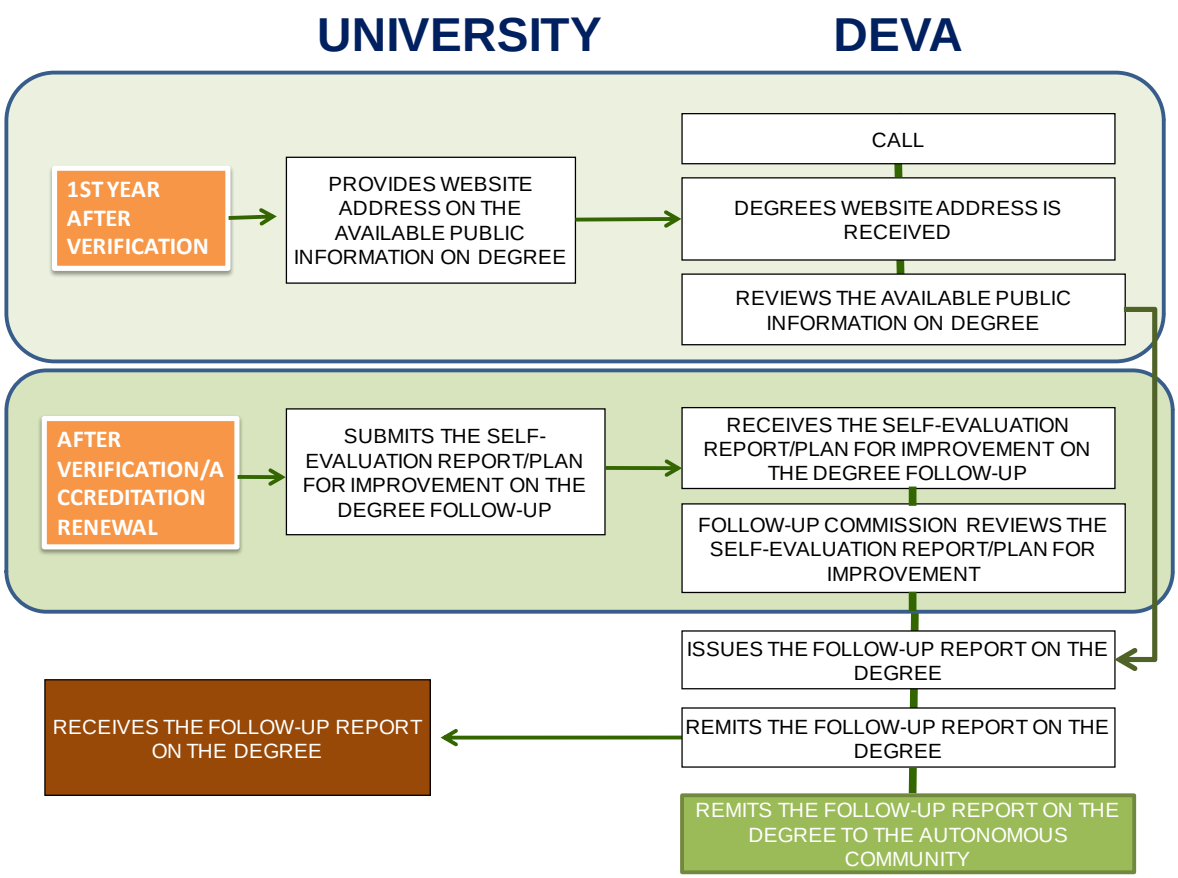

Figure 5. Procedure on Follow-Up of Bachelor/Master/Doctorate Degrees.

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7. ACCREDITATION RENEWAL OF BACHELOR, MASTER AND DOCTORATE DEGREEES

7.1 COMMISSION COMPOSITION AND FUNCTIONS

The Commission for Accreditation Renewal, within its competence, conducts the evaluation of Bachelor, Master and Doctorate Degrees at the Andalusian University System. The commission members´ profiles are:

Coordinator:

- Coordination and direction of the visit panel activity.
- Participation in the work sessions.
- Assessment of self-evaluation reports and allegations.
- Participation in the university visit.
- Drafting the provisional and final reports proposals.
- Ensuring homogeneity concerning format and evaluation criteria in reports.

Academic Vocal:

- Participation in the work sessions.
- Assessment of self-evaluation reports.

- Participation in the university visit.
- Participation in decision making on evaluation criteria.
- Drafting of visits reports.

Student Vocal:

- Participation in the works sessions.
- Assessment of self-evaluation reports.
- Participation in the university visit.
- Participation in decision making on evaluation criteria.
- Drafting the visits reports.

Professional Vocal:

- Assessment of self-evaluation reports.
- Participation in the works sessions.
- Participation in decision making on evaluation criteria.

According to their different specialisation, evaluators belong to the following academic fields:

- Arts and Humanities.
- Science.
- Engineering and Achitecture.
- Health Sciences.
- Social and Educational Sciences.
- Legal Sciences.
- Economic and Entrepreneurial Sciences.

a. Coordinators Commission.

The Commission of Coordinators is composed of the different visit panels coordinators who carried out the different degrees evaluation. The number of coordinators will depend on the number of applications submitted in each call and the required specialisation.

The functions associated to each profile are:

- Presidency (AAC-DEVA´s Director or the delegated person)
  - Prepares the sessions agenda.
  - Chairs and coordinates the commission sessions.
  - Signs the commission sessions minutes.

- Secretary (AAC-DEVA´s technical staff appointed by the presidency).
  - Supporting the presidency in the coordination of tasks (preparing the meetings agenda, documentation and any other tasks related to the development of the competencies assigned).
  - Drafting the proposal and signing the minutes

- Technical collaborators exercising each areas of activity at AAC-DEVA.
  - Reaching an agreement with other coordinators on the reports evaluation

- Academic Vocal as coordinator.
  - Reviews applications and allegations.

- Issues the reports proposals.
- Participation as vocal in the coordinators meetings.

b. Reports Comission (CEI)[1]

The functions associated to each profile are:

- Presidency (AAC-DEVA´s Director or the delegated person).
  - Preparing the agenda of the commission sessions.
  - Chairing and coordinating the commission sessions.
  - Approving and signing the commission sessions minutes.

- Secretary (AAC-DEVA technical staff appointed by the presidency).
  - Supporting the presidency in the coordination of work (preparing the meetings agenda, documentation and other tasks related to the development of the competences assigned).
  - Drafting the proposal and signing the commission sessions minutes.

- Technical collaborator coordinating the corresponding AAC-DEVA area of activity.
  - Reaching an agreement with all the coordinators on the reports assessment.
  - Participating in the commission meetings.

- Coordinator, Academic, Student and professional Vocals appointed by AAC-DEVA´s Director.
  - Review the applications.
  - Participate in the meetings as vocal.

AAC-DEVA´s civil servant staff will advise the Commission on any legal issue that might be required.

7.2 EVALUATION PROCEDURE

a. Legislation and Guides for Evaluation and Procedure.

- Royal Decree 1393/2007, October 29th, which regulates official Higher Education.
- Royal Decree 99/2011, January 28th, which regulates official Doctorate Education (Consolidated Text on June 3rd, 2016).
- Guide: Accreditation Renewal of Official Bachelor and Master Degrees.
- Guide on Accreditation Renewal of Doctorate Programmes.
- Law 39/2015, October 1st, on the Common Administrative Procedure at Public Administration.
- Resolution by the General Direction for Universities which establishes the deadline and procedure for submission of applications for accreditation renewal of official Bachelor, Master and Doctorate Degrees at the Andalusian University System.

b. Process start.

The process starts with reception at DEVA of the application for accreditation renewal remitted by the competent Regional Ministry. Documentation required for the evaluation is provided by the Universities through AAC-DEVA´s computer application.

[1] *Former Advising Reports Commission..*

c. Evaluation.

The documentation submitted by the University is reviewed, proceeding to request amendment in accordance with the applicable regulatory framework, if applicable.

Each application is reviewed by technical collaborators as evaluators: academic, students and professional evaluators.

After evaluation and a previous work session, the commission participates in the visit to the University centres where the degrees under review for accreditation renewal are provided. For this visit, a "visit panel" is appointed, which is integrated by technical collaborators (evaluators with academic profile and a student).

One of the academic collaborators realises the function of the visit coordinator, who will also have to issue the provisional report proposal. This proposal might include modifications which will require subsequent amendment in order to fulfil the process, or recommendations for improvement. The panel coordinator will participate in the coordinators commission.

After the visit, the coordinator will issue the provisional report which might include modifications or recommendations.

The provisional report proposals will be analysed and discussed in the coordinators commission. Their structure and content are agreed in a session, after which, the Writing Reports Commission will transversally review per university, and they will be finally approved in ordinary session.

Once the process is concluded, the reports are approved and remitted to universities, which, within 20 working days, might present allegations to the reports and meet the modifications and recommendations provided in the evaluation.

In case that no allegations are presented, the provisional report will be considered as final report. If the University presents allegations, the technical collaborator (evaluator) who coordinated the panel is appointed to analyse allegations submitted by the University. The evaluator will issue the final report proposal, which will be favourable or unfavourable. This proposal analysed and discussed by the coordinators commission. These reports structure and content are agreed in a work session. Finally, the Reports Commission will transversally review and approve the reports per university in ordinary session.

d. Resolution /Reports

The final report issued by AAC-DEVA, favourable or unfavourable, is remitted to the applicant University, the Council of Universities, the competent Ministry and the Autonomous Community.

e. Appeals

Please check the document published on DEVA´s website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosUniversidades.pdf

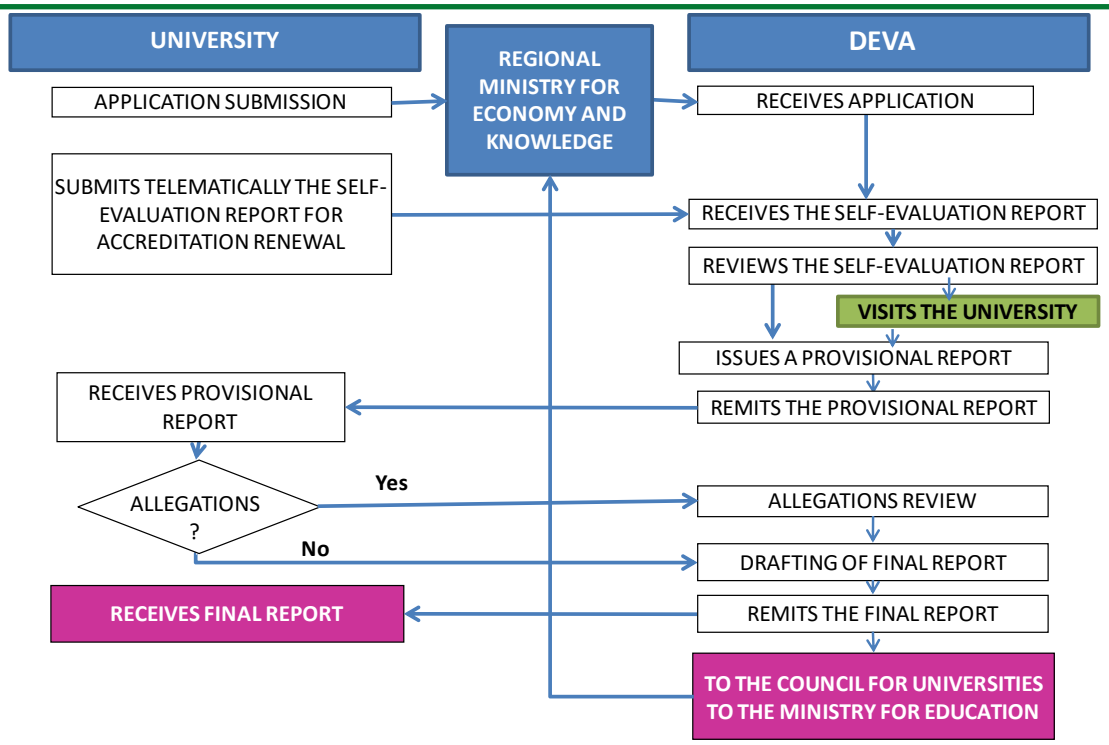

Figure 6. Procedure on Accreditation Renewal of Bachelor/Master/Doctorate Degrees

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8. ACCREDITATION OF THE PROCEDURE FOR CERTIFICATION OF FOREIGN LANGUAGES PROFICIENCY AT ANDALUSIAN UNIVERSITIES

8.1 COMMISSION COMPOSITION AND FUNCTIONS

The commission certification is composed by a president, two academic vocals, a professional vocal, a student vocal and AAC-DEVA´s technical staff as the commission secretary.

The functions associated to each profile are:

- Presidency:
  - Reviewing self-evaluation reports for Accreditation, follow-up and accreditation renewal.
  - Issues and reviews provisional and final reports.
  - Reviewing the allegations presented.
  - Attending the meetings.
  - Attending the visits.
  - Preparing the agenda for the commission sessions.
  - Chairing and coordinating the commission sessions.
  - Approving and signing the commission sessions minutes

- Academic Vocal:
  - Reviewing the self-evaluation reports on Accreditation, follow-up and accreditation renewal.
  - Attending the meetings.
  - Attend the visits.

- Professional Vocal:
  - Reviewing the self-evaluation reports on Accreditation, follow-up and accreditation renewal.
  - Attending the meetings.
  - Attending the visits.

- Student Vocal:
  - Reviewing the self-evaluation reports on Accreditation, follow-up and accreditation renewal.
  - Attending the meetings.
  - Attending the visits.

- Secretary: (AAC-DEVA´s technical staff appointed by the presidency).
  - Supporting the presidency in the coordination of work (preparing the meetings agenda, documentation and other required tasks).
  - Drafting the proposal and signing the meetings minutes.

8.2 PROCEDIMIENTO DE EVALUACIÓN

a. Legislation and Guides for Evaluation and Procedure.

- Resolution of March 18th, 2013, by the Managing Direction of the Andalusian Agency of Knowledge, which provides the procedure on the assessment of accreditation of foreign languages proficiency at the Andalusian Universities.
- Collaboration agreement among the Andalusian Universities on the accreditation of foreign languages proficiency.
- RD104/2017, December 22, which provides the minimum requirements of basic levels of certification, the basic curriculum for Intermediate B1 and B2 levels, Advanced C1 and C2, on languages teaching regulated by Organic Law 2/2006, May 3rd, on Education, which establishes the equivalence between languages teaching of special system ruled by different study plans and this Royal Decree.
- Guidelines for the accreditation of the Procedure for Certification of foreign languages proficiency at Andalusian Universities.

b. Process start.

Accreditation, Follow-Up and Accreditation Renewal:

The University submits the application to AAC-DEVA and it will be reviewed in accordance with formal requirements. In case of unfulfillment, AAC-DEVA will notify the university of this issue and the need for amendment and submission of the required documentation.

Following submission and review of the required documentation with regard to the standards provided, the application will be remitted to the **Commission for Certification**.

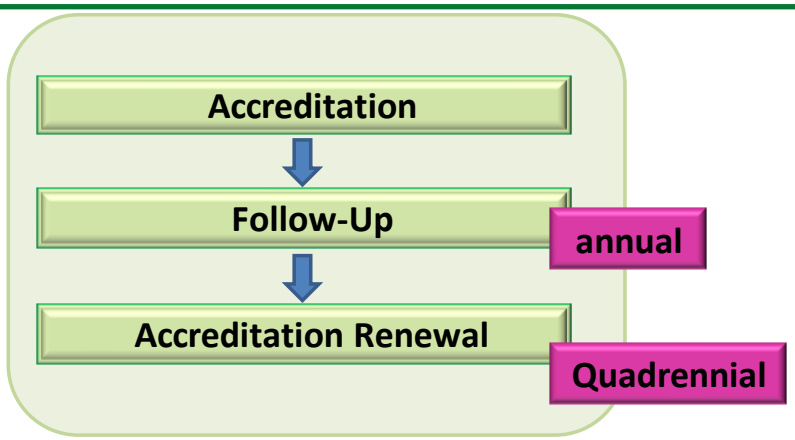

Figure 7. Periodicity of the evaluation process

c. Evaluation.

Accreditation

AAC-DEVA remits the applications and the evaluation template to the members of the Commission for Certification who will evaluate in accordance with the standards and guidelines established in the procedure for certification of foreign languages proficiency at the Andalusian Universities and agreed by all them, in accordance with the standards provided in the Common European Framework of Reference for Languages.

The commission for certification, after the report review, will visit the university to review the procedure implemented.

After the visit, the commission presidency will draft a **provisional report**, which will be approved by the commission for certification and remitted to the university which, within 20 working days, will be able to submit allegations.

AAC-DEVA receives the allegations to the report and remits documentation for evaluation to the commission. The commission presidency will draft the **final report**. The final report proposal is reviewed and approved by the commission for certification.

Folow-Up

The follow-up self-evaluation reports are remitted for review to the commission for certification members. The presidency is responsible of drafting the report reviewed and approved by the commission for certification.

Accreditation Renewal

AAC-DEVA remits the application and the evaluation template to the commission for certification for assessment, in accordance with the standards and guidelines established by the procedure for accreditation of foreign languages proficiency agreed by the Andalusian Universities, in accordance with the standards provided in the Common European Framework of Reference for Languages.

Following the review of the self-evaluation report, the commission for certification will make a decision on the appropriateness of a visit to the university in order to interview the different

stakeholders. After the visit, the presidency will draft a **provisional report** which will be approved by the commission for certification.

This report is remitted to the university which, within 20 working days, will be able to submit allegations.

AAC-DEVA receives the allegations to the report and remits documentation for evaluation to the commission. The commission presidency will draft the **final report**. The final report proposal is reviewed and approved by the commission for certification.

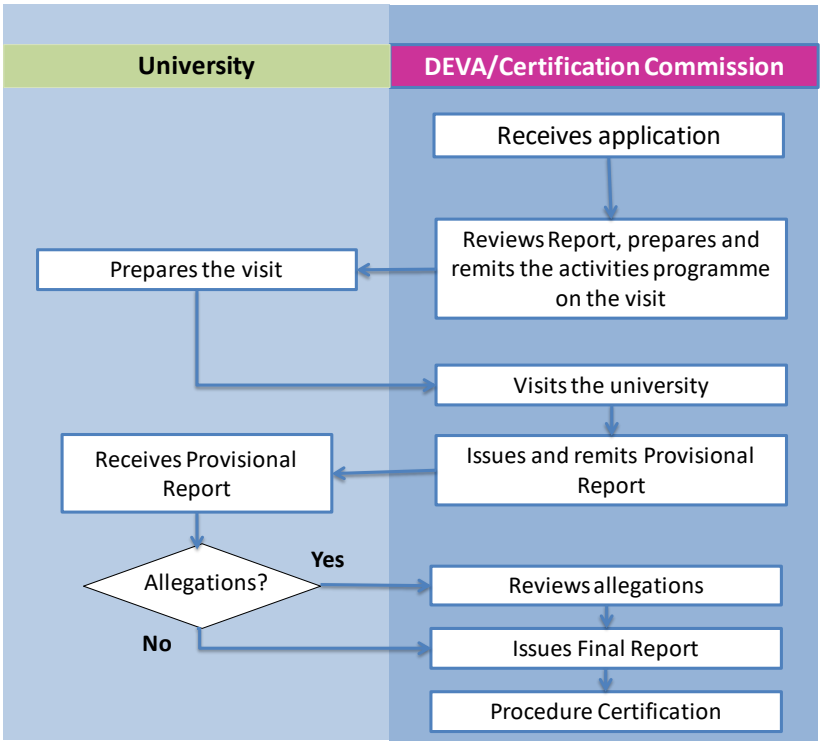

Figure 8. Procedure for accreditation of foreign language proficiency

d. Resolution.

AAC-DEVA publishes the resolution on the evaluation report issued by the **commission for certification** and will notify the university. It should include a positive or negative outcome on the evaluation and the report issued by the Commission on which the resolution is based.

e. Appeals.

Please check the document published on DEVA´s website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosUniversidades.pdf

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9. EVALUATION OF CENTRES

9.1 COMMISSION COMPOSITION AND FUNCTIONS

The **Centres Commission** is composed by DEVA´s Director, technical staff and collaborators as evaluators who are appointed in accordance with the protocol established by DEVA´s evaluation procedures.

Centres Commission
Functions:

- **Presidency**
  - Evaluation and review of applications.
  - Reports review.
  - Attends the meetings.

- **Academic Vocal**
  - Evaluation and review of applications.
  - Attends the meetings

- **Student Vocal**
  - Evaluación y revisión de los expedientes.
  - Asistir a las reuniones.

- **Professional Vocal**
  - Evaluation and review of applications.
  - Attends the meetings

Reports Commission (CEI)[2]

This commission is composed of:

- Presidency (AAC-DEVA´s Director or the delegated person)
  - Preparing the meetings agenda.
  - Chairing and coordinating the Commission.
  - Signing the minutes of the Commission sessions.

- Secretary (AAC-DEVA´s technical staff appointed by AAC-DEVA´s Direction)
  - Supporting the presidency in the coordination of work (preparing the meetings agenda and documentation and other tasks required with regard to the competences assigned).
  - Drafting the proposal and signing the minutes of the commission sessions.

- Presidency of the Centres Commission, Academic, Student and Professional Vocals.
  - Reviewing the applications.
  - Participating as vocal in the meetings.

[2] Also denominated Advising Reports Commission(CEI)

AAC-DEVA´s Civil Servant staff might advice the commission on any legal issue required.

9.2. EVALUATION PROCEDURE

a. Legislation.

- Organic Law 6/2001, December 21st, on Universities.
- Royal Decree 420/2015, May 29th, on the creation, recognition, authorisation and accreditation of universities and universities centres.
- Legislative Decree 1/2013, January 8th, which approves the Consolidated Text of the Andalusian Universities Law.
- Order of May 26, 1993 on the centres ascription to Public Universities from the National General Administration and the authorisation of foreign centres under its competences.

b. Process start.

The procedure starts with the submission of the application to AAC-DEVA by the competent Regional Ministry.

c. Evaluation.

The centres commission analyse the evaluation conducted, and, in an ordinary session, assessment is agreed and the report proposal is issued.

The reports commission reviews the report issued by the centres commission, and in an ordinary session, delivers a favourable or unfavourable report.

d. Resolution /Reports..

The issued report is submitted to the competent Regional Ministry, which is responsible of awarding the administrative authorisation.

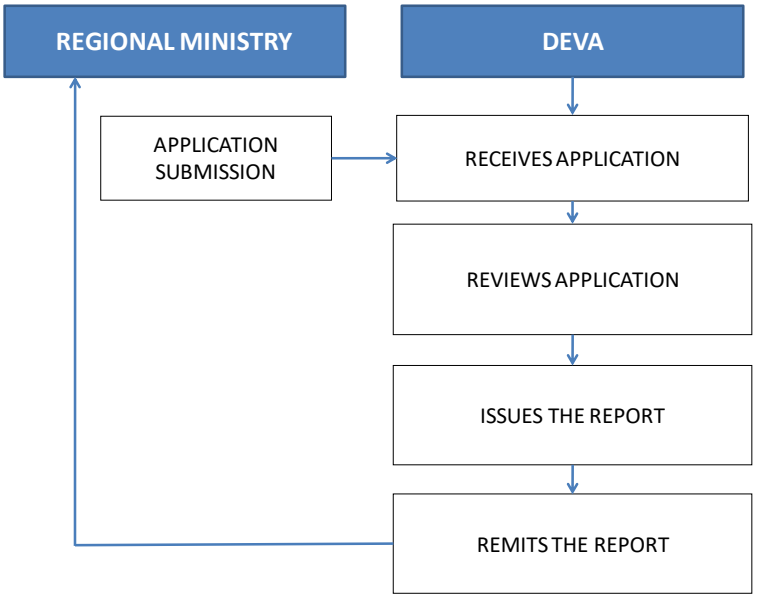

Figure 9. Procedure for Centres Evaluation

10. INSTITUTIONAL ACCREDITATION

10.1. COMMISSION COMPOSITION AND FUNCTIONS

The evaluation process for Institutional Accreditation will be carried out by a Commission appointed for that purpose, in accordance with the Procedure for the selection of evaluators.

The commission composition is:

The evaluation Commission for Institutional Accreditation is responsible of conducting the review, the analysis of documentation and issuing the corresponding report. Its composition is:

- AAC-DEVA´s Director who chairs the Commission Presidency.
- Technical Collaborator who coordinates the area of activity at AAC-DEVA.
- Head of Service for the Technical Committee for Evaluation and Accreditation.
- AAC-DEVA´s Technical Staff, as the Commission Secretary, with voice but no vote.

10.2. EVALUATION PROCEDURE

a. Legislation.

- RD 1393/2007, October 29th, which regulates official Higher Education.
- Royal Decree 420/2015, May 29th, on the creation, recognition, authorisation and accreditation of universities and universities centres.
- Resolution of March 7th, 2018, by the General Secretary of Universities, which establishes the guidelines on the procedure for institutional accreditation of centres at public and private universities.

b. Institutional accreditation procedure start.

The submission of the application, signed by the Rector, and submitted by the Universities to the Direction for Evaluation and Accreditation, starts the procedure.

c. Evaluation.

After receiving the application, AAC-DEVA will verify the information provided comparing to the data registered at RUCT. If the documentation submitted is incomplete, or it includes rectifiable errors, the applicant will be requested to provide the required prescriptive documents within 10 working days, otherwise, the application will be desisted, in accordance with the provisions in Law 39/2015, October 1st, on the Common Administrative Procedure at Public Administration, article 68:

"The corresponding body for evaluation will issue a review report binding for the Council of Universities, which will be favourable or unfavourable. This report will be prescriptive and it might cancel the maximum deadline to issue and notify the resolution of the procedure in the terms established in part d, section 1 of article 22 of Law 3972015, October 1st.
The body for evaluation will notify the university of the deadline suspension, which will be calculated since the date the application is registered at the university. This notification will be attached to the application. If the deadline is not suspended, the body for evaluation will have a maximum period of two months to issue the report, since the date the application is registered at the university". (2.2 Resolution, March 7th, 2018)

d. Evaluation report.

After the documentation is reviewed and the evaluation is carried out by the Evaluation Commission for Institutional Accreditation, AAC-DEVA will issue a favourable or unfavourable report which will be remitted to the Council of Universities, with the application and the documentation provided by the University through the web service provided by the Regional Ministry for that purpose.

e. Resolution and notification.

Following reception of the report, the Council of Universities will issue the final resolution within three months since the date the application is registered at the University. The resolution will be notified to the Ministry for Education, Culture and Sport, the autonomous community, the applicant university and DEVA.

f. Appeals.

Please check the document published on DEVA´s website:
http://deva.aac.es/include/files/deva/normativa/protocolos/ProcedimientoRecursosUniversidades.pdf

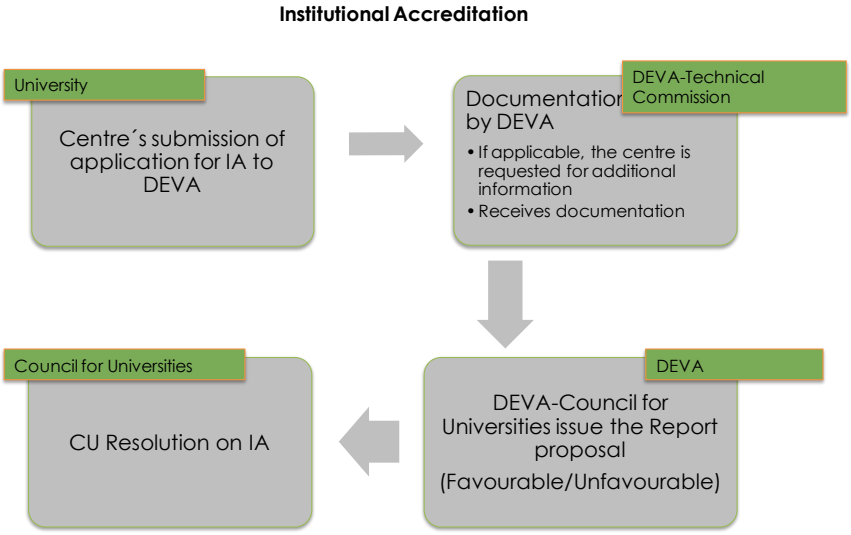

Figure 10. Procedure for Institutional Accreditation

11. EVALUATION OF RESEARCH, DEVELOPMENT AND INNOVATION (R+D+I)

11.1. COMPOSITION AND FUNCTIONS OF THE COMMISSIONS FOR EVALUACIÓN R+D+I PROGRAMMES

The evaluation of R+D+I applications is carried out by the thematic commissions which cover the different scientific-technical areas in the Andalusian Knowledge System.
DEVA´s evaluation commissions are: Agriculture (AGC); Fundamental Biology and Biotechnology (BFB); Food Science and Technology (ALI); Educational Sciences (EDU); Earth Sciences, Natural Resources and Environmental Technology (TNA); Social Sciences (SOC); Sciences and Materials Technology (CTM); Sciences and Chemistry Technology (QUI); Law (DER); Ecology and Biodiversity (ECB); Economy (ECE); Energy and Transport (ENT); Philosophy, Philology, Literature and Art (FLA); Physics (FIS); Physiopathology (FPT); Public Health, Diagnostic and therapeutics Tools (DTS); History (HIS); Infection, Immunity and Associated Diseases (IIE); Maths (MAT); Neuroscience and Nervous System Diseases (NEU); Industrial Production and Engineering (PII); Psychology (PSI); Technology (TEC); Communication and Information Technology (TEI).
Commissions for transversal evaluation will be appointed when it is required by the applications

academic area.
All DEVA´s evaluation commissions´ members must be independent experts who will be appointed for that purpose as technical collaborators and evaluators, in accordance with the provisions of the Andalusian Agency of Knowledge Statutes, article 16 .
The commissions are composed of a president and at least two technical collaborators. The commissions might also be supported by external experts on evaluations, who will not participate in the commission meetings. The number and type of external collaborators will depend on the number of applications submitted in each call and the specific area (human resources, scientific or technological projects, infrastructures and equipments, research groups, research institutes or other ones related).
The commission secretary will be one of the collaborators.

The functions associated to each evaluator profile are:

- Presidency
  - Coordinates the commission work.
  - Chairs the commission meetings.
  - Puts collaborators forward as commission members, and if applicable, external experts who might be required, in accordance with the procedure for selection of evaluators.
  - Allocates applications among collaborators.
  - Reviews the reports issued by collaborators.
  - Drafts review reports on the assigned applications.
  - Issues final evaluation reports and if applicable, the decisions on the allegations that might be presented to these reports.
  - Signs the commission meetings minutes.

- Collaborator:
  - Drafts review reports on the assigned applications.
  - Puts collaborators forward as commission members, and if applicable, external experts who might be required, in accordance with the procedure for selection of evaluators.
  - Attend the commission meetings to participate in the discussion on the issued reports and agree on the final evaluation awarded

- External expert:
  - Drafts review reports on the assigned applications

- The Commission Secretary (who will be selected among the commission collaborators):
  - Drafts and signs the minutes proposal

11.2. EVALUATION PROCEDURE

The process provided in this document refers to the evaluation of R+D+i Grants for the Agents of the Andalusian Knowledge System, in accordance with the provisions in the Andalusian Law on Science and Knowledge.

Process Start.

The convening entity should submit electronically all the corresponding documentation, the call text and the standards and scales to AAC-DEVA, through the electronic tool compatible with AAC-DEVA application for R+D+i evaluation. AAC-DEVA will specify the evaluation standards applied by the commissions which will be published on its website. Additionally, the convening institution should submit a list including the applications data: applicants´ name, beneficiary institution, the corresponding DEVA area involved and, if applicable, the project summary and title.

Evaluation Procedures.

Depending on the nature of the programme, one of the following procedures will be carried out:

a. Standard Evaluation.

AAC-DEVA´s technical staff provides the telematic application and allocates the applications among the presidents of the set up evaluation commissions.

The presidency distributes applications among the collaborators according to the different topics.

Each file is reviewed by at least a collaborator and an external expert, who will be put forward by a collaborator. They independently review the application and individually evaluate it.

The collaborator issues a report on each one of the assigned applications, taking into account the individual reviews obtained.

Once the reviews are issued by collaborators, the commission conducts a joint review and analyse the reports, resolve possible disagreements, they agree on a final outcome and, if applicable, the files are prioritised.

The presidency, as responsible of quality, issues a final evaluation report on the application.

b. Simplified Evaluation.

The commission reviews the applications without receiving reports by external collaborators. This process is similar to the standard procedure, however the participation of external collaborators is not required.

The presidency allocates applications among the commission collaborators, and each file is reviewed by at least two collaborators.

Once the reviews are issued by collaborators, the commission conducts a joint review and analyse the reports, resolve possible disagreements, they agree on a final outcome and, if applicable, the files are prioritised.

The presidency, as responsible of quality, issues a final evaluation report on the application.

This procedure is specially appropriate for the evaluation of human resources calls.

Resolution.

AAC-DEVA remits the resulting evaluation reports to the convening entity. AAC-DEVA does not remit evaluation reports to the researchers reviewed, and it cannot contact them on the review. Possible technical clarifications should be made through the convening entity. This aspect is taken into account before and after the evaluation period, and, if applicable, during the allegations resolution process.

Allegations.

The resolution to allegations presented by the convening entity to DEVA are reasoned on a report by the corresponding commission Presidency, who will be advised by collaborators directly involved in these applications. This report is remitted to the convening entity.

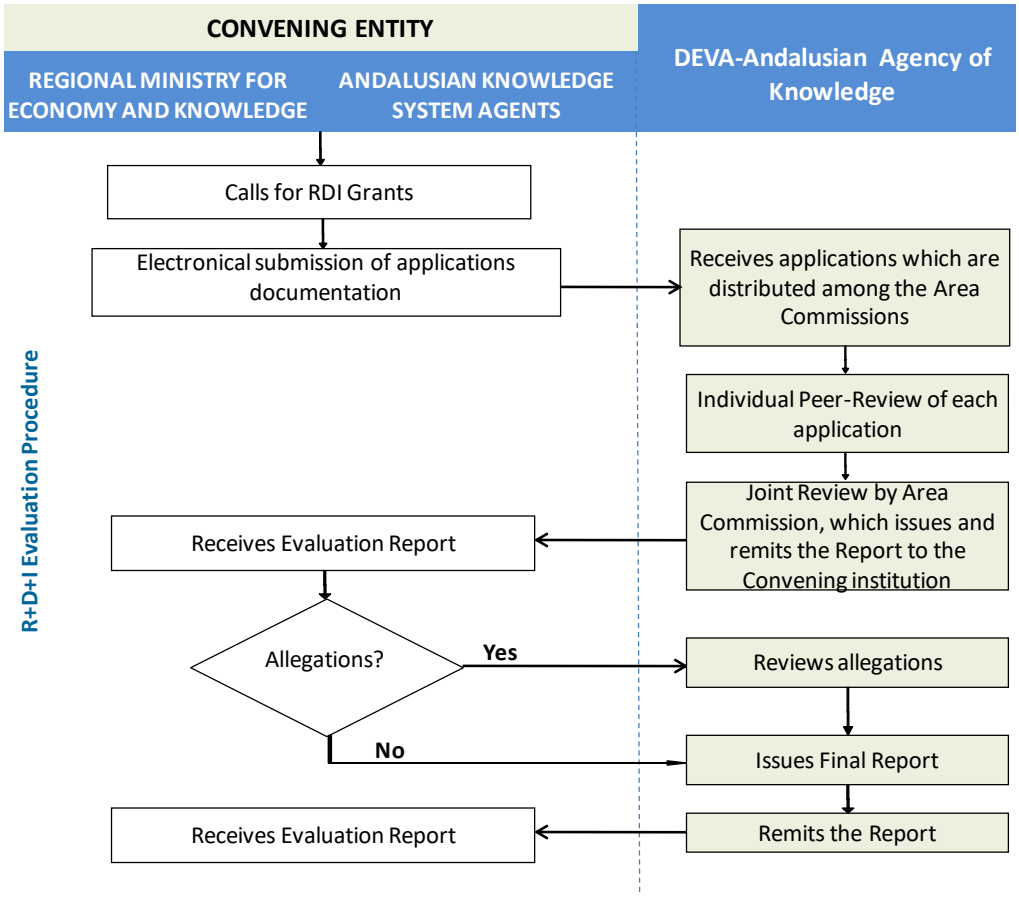

Figure 11. R+D+I Evaluation Procedure

Conflict of interest.

Collaborators and external experts will abstain from participating in the review procedures of the applications concerning any of the causes provided in article 23, of Law 40/2015, October 1st, on the Legal Rules on Public Administration. Particularly, these causes are considered to concur whenever they are related to the applicants same research centre or they had collaborated with the applicants within the framework of a scientific cooperation on a joint project or publication over the last five years. These circumstances should be notified to the Commission President, who will resolve the conflict of interest.

In case a vocal member applies for a R+D+I call to be reviewed by AAC-DEVA, the corresponding application will be reviewed by a special commission devoted to the situations concerning conflict of interest, presided by AAC-DEVA´s Director.

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