EVALUATION GUIDE FOR THE RECOGNITION OF UNIVERSITIES AND UNIVERSITY-AFFILIATED CENTRES

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CONTENTS

1. INTRODUCTION

Royal Decree 640/2021, of 27 July, sets out the fundamental prerequisites for establishing public and private universities, in addition to university-affiliated centres. The latter aim to teach official university degrees, generate, and transfer scientific, technological, and humanistic knowledge through research, and undertake other activities as legally prescribed. This decree also covers the recognition and authorisation procedures for universities and university-affiliated centres, and the institutional accreditation of these centres. The Royal Decree also governs the process for authorising the commencement of academic activities.

The Royal Decree also aims to specify the essential prerequisites for a centre's affiliation with a public or private university and establish the process to obtain authorisation for universities and centres to offer courses leading to a foreign university degree.

The purpose of this guide is to ascertain the assessment criteria and supporting evidence that will be evaluated during the recognition process of new universities and university-affiliated centres, regarding their compliance with the stipulated regulations. It additionally supplies details on the assessment procedure for establishing and acknowledging a university and recently established university-affiliated centres.

The assessment criteria outlined in this guide are subject to the principles of the European Higher Education Area.

2. EVALUATION REPORTS

This section outlines the assessment process for the DEVA-AAC.

0. The application is forwarded by the University to the General Secretariat for Universities, Research and Technology.

1. The assessment process commences with a petition for an optional report from the General Secretariat for Universities, Research and Technology, as established in Article 79 of the Common Administrative Procedure for Public Administrations, Law 39/2015, of 1 October.

2. DEVA will receive the application and accompanying documents supplied by the University and subsequently forward them to the Universities and University-affiliated centres Commission.

3. The commission members scrutinise the dossier and conduct a personalised evaluation based on the templates outlined in this guide.

4. The committee president prepares a report proposal, considering the individual evaluations.

5. The committee convenes a working session to review the proposal and, if applicable, grant approval for the report.

6. The final report is released by the Directorate for Evaluation and Accreditation, who subsequently inform the General Secretariat for Universities, Research and Technology.
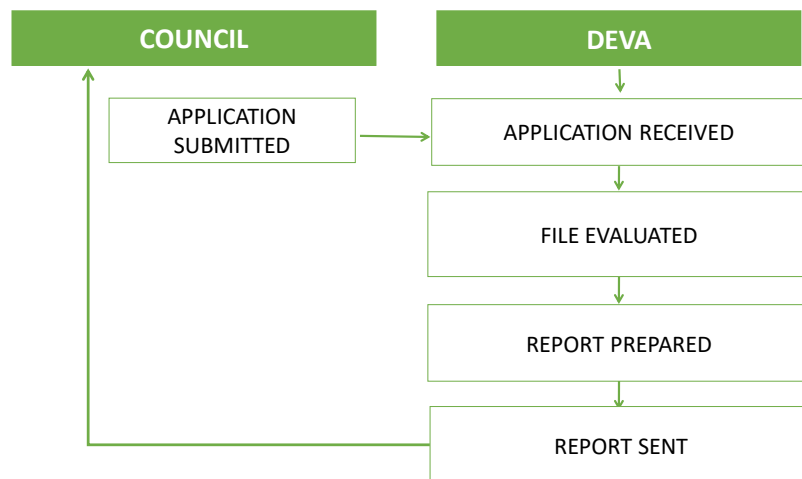
Figure: Evaluation process for accrediting universities and university-affiliated centres.

3. ASSESSMENT CRITERIA AND GUIDELINES FOR THE RECOGNITION OF UNIVERSITIES

CRITERION I. PROJECT CHARACTERISTICS

Characteristics of the project and legal personality of the promoter.

I.1.- Background. Relevant academic, technical or statistical information that justifies it

In this section, the following will be assessed:

The academic, technical, or statistical importance of creating the proposed new university, as well as its relevance, timeliness, and justification within the national-regional context in response to societal and educational needs.

Documentation to be provided:

- Justification, using statistical data and previous studies, showcases the academic and technical benefits of the new university within the national-regional context.

I.2.- Need and feasibility in relation to the environment and potential demand from students

In this section, the following will be assessed:

The feasibility of the suggested programmes considering the environment and the probable student demand, along with the anticipated job market integration, rationalise their execution.

Documentation to be provided:

- Study the feasibility, needs analysis, and potential demand for the proposed degrees, as well as the expected labour market integration.

I.3.- Contribution of the added value of the University to the Andalusian University System

In this section, the following will be assessed:

The value added to the Andalusian University System, particularly the internationalisation of its activities and the evaluation of its research proposals' excellence and knowledge transfer to the local context, is significant.

Documentation to be provided:

- Justification of how added value contributes to the Andalusian University System, with particular emphasis on internationalisation, territorial development, and excellence in training and research.

I.4.- Legal Personality

In this section, the following will be assessed:

The type of legal personality adopted.

Documentation to be provided:

- Articles of incorporation or another similar legal instrument.

I.5.- Accreditation of not incurring any prohibitions is required to apply for university recognition.

In this section, the following will be assessed:

Compliance with the sub-criterion that universities cannot be created by those who incur any of the prohibitions outlined in the Organic Law on Universities to be eligible for university recognition.

Documentation to be provided:

- Declaration of not being affected by any of the prohibitions prescribed in the Organic Law on Universities.

Criterion II. TEACHING PROJECT

> **The University must have an adequate academic offer of official degrees.**

II.A ACADEMIC OFFER OF OFFICIAL DEGREES

II.A.1.- University undergraduate and postgraduate master's degree courses and timetable (minimum offer of courses and forecasts of increase)

In this section, the following will be assessed:

Universities must have an academic offer made up of at least ten official undergraduate degrees and six official postgraduate master's degrees. At least three out of the five primary areas of study (Arts and Humanities, Sciences, Health Sciences, Social Sciences and Law, and Engineering and Architecture, which encompass various fields of study) will be encompassed within this proposal, subject to compliance with relevant autonomous community regulations.

The credit allocation for each degree proposal must be warranted and compliant with Royal Decree 822/2021, of 28 September, which outlines the arrangement of formal university education, designed around undergraduate degrees, postgraduate master's degrees, and doctorates.

The availability of spots will consider the evaluation of whether there are enough and appropriate human and material resources for the programme. The projected number of university positions available at the start of the official academic term must encompass the degrees that will be offered as well as those included in a five-year education plan.

After five years from the commencement of a university's official academic activities, the undergraduate (and dual degree) cohort should represent no less than fifty percent of the complete student population enrolled in official programmes. If the percentage of foreign students enrolled in all official postgraduate master's degrees offered at a university exceeds 50% of the total number of students enrolled in these courses, the minimum number of students enrolled in official undergraduate degrees (including dual degrees) in relation to the total number of students enrolled in all official courses at that university shall be set at 35%.

Documentation to be provided:

- List of undergraduate and postgraduate master's degrees offered by universities, specifying field of study, credit allocation, and mode of delivery, along with affiliated teaching centres.
- Forecast the number of places to be offered for each course until full capacity is reached.

II.A.2.- Doctoral studies and scheduling (minimum offer of courses and forecasts of increase)

In this section, the following will be assessed:

Universities must have an academic offer consisting of at least two official doctoral programmes. The University should ensure the gradual introduction of doctoral programmes aligned with undergraduate and postgraduate master's degrees and their respective areas of expertise.

The predicted total number of university spots to be provided on an academic year basis. The availability of spaces will be considered when evaluating the adequacy and appropriateness of the personnel and materials accessible for the course.

Documentation to be provided:

- List of planned doctoral programmes and research areas, explaining their relevance to undergraduate and postgraduate master's degrees.
- Forecast the number of places to be offered for each course until full capacity is reached.

II.A.3.- Justification of the teaching (undergraduate, accredited postgraduate studies and doctorate)

In this section, the following will be assessed:

The academic, research or professional interest of each proposed degree programme (undergraduate, state-accredited postgraduate studies and doctorate), together with their relevance within the national and regional context, will be discussed in relation to the labour market (including graduate employment forecasts), social demands and training needs.

Documentation to be provided:

- Justification of the proposed degrees (undergraduate, state-accredited postgraduate studies and doctorate), highlighting their academic, research, and professional importance within the local and regional context while considering labour demands, social needs, and training requirements.

II.A.4.- Curriculum

In this section, the following will be assessed:

Whether the study programme is a well-structured and harmonised course that considers the degree's name, the delivery method, the commitment of the student community, the expected educational achievements (knowledge, skills, and competencies), the degree's framework, the content, the educational approaches, the language of the instruction, the extracurricular placements, and the assessment criteria.

To ensure that the quality of degrees offered through distance learning methods is of a high standard, certain features must be applied to each degree and across the entire range of distance learning courses. For each official degree, it is necessary to specify whether it will be taught synchronously, asynchronously, or through a combination of both methods. Additionally, it is important to outline the virtual teaching campus's technological platform, including its main technical and functional characteristics, as well as the technological equipment and facilities that will be available for the training activity's operation. Finally, students must be informed of the necessary computer equipment required to appropriately participate in the programme. The programme should address general assessment systems to monitor students' progress, outline systems for external academic placements, specifying whether they will be virtual or face-to-face. Additionally, the programme should include training for teaching staff in technical skills and non-face-to-face teaching competences at the beginning and throughout subsequent years.

Non-face-to-face teaching activities, together with exams, evaluations, external curricular internships (alliances and agreements with entities) and occasional face-to-face teaching activities, will be subject to evaluation.

Documentation to be provided:

- For degrees, in general (to be detailed during the subsequent degree verification process): Expected learning outcomes and intended academic structure of the degree, including the number of credits, mode, languages of instruction, and subjects.
- Teaching methods and assessment systems planned for the degrees, irrespective of their mode of delivery.

- Expressions of interest or agreements for participating in training activities.
- Specific requirements for degrees to be taught in virtual or hybrid format.

II.A.5.- Quality assurance system (QAS): Mechanisms for the elaboration, approval of curricula, monitoring, and accreditation of degree courses

In this section, the following will be assessed:

The university should establish the extent and duties of the quality assurance mechanism to be executed in accordance with its university quality policy. This system must guarantee the development, supervision, and continual enhancement of degree programmes, regardless of their method of delivery, while also ensuring their accreditation.

If the university intends to provide any lifelong learning degrees with the status and name of "postgraduate master's degree," they should be encompassed within the quality assurance system. Prior to its approval and activation by the University, a favourable report from the Quality Assurance System (QAS) of the corresponding University or centre will be necessary, following the terms laid out in the related QAS.

Documentation to be provided:

- Definition of the scope and functions of the QAS.
- Definition of the quality policy.
- Mechanisms for developing and approving the curriculum should specify the responsibilities of those involved in the process.
- Mechanisms for monitoring and accrediting degrees are essential, and it is necessary to specify the responsibilities involved in the process.

II.B STUDENT BODY

II.B.1.- Access and admission (number of pupils, ratios)

In this section, the following will be assessed:

Compliance with present-day regulations on the admission and access of students.

The body that will carry out the admission process and its composition must be indicated. The criteria for assessing merit and the specific admission tests used in the selection system established for each programme must also be indicated, if applicable. These systems and procedures should include, in the case of students with specific educational needs arising from disability, appropriate support and counselling services, which will assess the need for possible curricular adaptations, pathways or alternative studies.

In the case of postgraduate master's programmes, the entry profile is the starting point for defining admission requirements and criteria, possible complementary training, and subsequent reception and orientation activities. Admission requirements must be designed in such a way that students who meet them have a suitable profile to study one of the postgraduate Master's specialisations. Similarly, the different entry profiles envisaged must be distinguished in the training complements.

In the case of state-accredited postgraduate master's degrees that include complementary courses, it shall be described which students, depending on their previous education, would be required to take them and which would be exempt from taking them, as well as the time at which they must take and successfully complete them.

Note: It should be noted that, in accordance with RD 640/2021, if a university organises its own degrees (i.e., they are not state-accredited programmes), the number of students enrolled in its own lifelong learning degrees may not exceed twice the number of students enrolled in official degrees five years after the start of its activity.

Documentation to be provided:
- For each degree to be taught, entry requirements and admission criteria.
- Recommended admissions profile for each of the degrees to be taught.
- Composition and functions of the body that will carry out the accreditation process.

II B.2.- Mobility Forecast

In this section, the following will be assessed:

Strategy and programming to promote the internationalisation of academic activities and student and staff mobility.

Documentation to be provided:

- If mobility is not an integral part of the degree:
    - o List of universities/institutions with which collaborating agreements have been concluded.
    - o Estimated number of pupils involved.
- If mobility is an integral part of the degree:
    - o List of universities/institutions with which cooperation agreements or contracts have been concluded, including the specific number of places per course and per type of placement.
    - o Estimated number of students expected to participate in each placement per year.
    - o Information on the organisation of the programme (monitoring and evaluation mechanisms)

II.B.3.- Grants and Scholarships

In this section, the following will be assessed:

Detailed description of scholarships, amount, and frequency of calls for applications.

Comply with the requirements of the percentage of resources established by the Andalusian University Programme for grants and aid for study and research, which will consider not only the academic requirements of the students but also their socio-economic conditions.

Documentation to be provided:

- Percentage of the budget allocated to scholarships and grants.
- Criteria for the allocation of scholarships and grants.

CRITERION III. RESEARCH PROJECT

The University needs to have an appropriate research strategy, which will help to develop and enhance research activity.

III.1.- Justification of the university's research strategy in relation to course offerings

In this section, the following will be assessed:

The University has research objectives and programmes in the scientific fields related to the official degrees it organises, as well as specific structures to ensure these objectives.

Documentation to be provided:

- These include objectives and programmes of study within each discipline, and how they relate to degree programmes.
- Organisational structure to ensure the achievement of the research objectives.

III.2.- Main research groups

In this section, the following will be assessed:

The research groups and research areas, the profile of the faculty members in charge of the research areas, and the university's research strategy and its relationship to the teaching activities.

Documentation to be provided:

- List the main research groups to be set up initially and how these are linked to research and teaching, especially for doctoral programmes.
- Profiles of the teaching staff in the research groups into which the university will be organised.

III.3.- Research support structures

In this section, the following will be assessed:

Multiannual programming of research activities, including:
- Provision of scientific and technical equipment and infrastructures.
- Mechanisms to encourage research among teaching and research staff.
- Measures to be put in place to attract talent.
- Cooperation strategies through knowledge and innovation transfer with the productive and institutional sectors.
- A system of indicators to be developed by the university to monitor research activity, comparable to the criteria used by the National Commission for the Evaluation of Research Activity (CNEAI) or the evaluation agencies for the accreditation of university teachers and the evaluation of their research activity.

Dedicate at least 5 per cent of its budget to its own programme(s) for the promotion of research. This percentage may include costs arising from the employment of human resources devoted essentially to research and knowledge transfer activities and not to teaching, from calls for

projects, from investments in scientific and technical infrastructure, from the depreciation of research equipment and from the acquisition of physical or virtual bibliographic and documentary resources for research, as well as from the employment of temporary staff. Costs arising from salaries paid to teaching, research, administrative and service staff may not be included.

Documentation to be provided:

- Multiannual programming of research activity, including among other activities:
    - Incorporation or construction of scientific and technological infrastructures.
    - Incorporation of scientific talent.
    - Support for research projects.
    - Support for researcher mobility.
    - Mechanisms to encourage teaching and research staff.
    - Strategy for knowledge transfer.
- Values and percentages of the budget allocated to own research incentive programmes at the start of the activity and its projection for the following five years.

CRITERION IV. TEACHING AND RESEARCH STAFF

Adequate numbers of suitably qualified teaching and research staff must be available to the university.

IV.1.- Selection and recruitment

In this section, the following will be assessed:

The provisions of Article IX of Organic Law 6/2001 apply to university teaching and research staff. In addition, the provisions of article 7.9 of RD 640/2021 are applied, according to which the number of teaching and research staff with temporary contracts may not exceed 40 per cent of the teaching staff of universities and university-affiliated centres. In the case of teaching staff in private universities, it is imperative that they are not civil servants of an active university teaching body assigned to a public university. The full-time teaching and research personnel shall be subject to the same limitation.

The University shall develop a strategy for selecting and hiring the teaching and research personnel required for the delivery of the envisaged degree programmes.

Documentation to be provided:

- Procedure and main criteria for the selection and recruitment of teaching and research staff.

IV.2.- Teaching and research staff and incorporation plan

In this section, the following will be assessed:

The overall quantity of teaching and research staff at each university should not be below the figure that emerges from implementing a 1/25 ratio based on the total number of students enrolled in accredited university programmes. This proportion should be interpreted as pertaining to full-time or equivalent part-time teaching and research staff.

The established ratio may be adjusted when the University delivers virtual instruction and can range from 1/25 to 1/50, based on the experimental nature of the programme and level of participation. Reasonable exceptions may be made not exceeding 1/100 ratio, with explicit permission granted by competent authorities. This criterion shall apply during the non-face-to-face component of hybrid mode degree programmes.

University staff engaged in teaching and research shall consist of at least the following:
   a) Fifty percent of doctorates are required for all programmes leading to an undergraduate degree.
   b) Seventy percent of all doctorates earned are for courses leading to a postgraduate master's degree.
   c) 50 per cent of male and female physicians must complete all courses leading to an official university degree and all courses leading to an official state-accredited postgraduate master's degree.
   d) All the teaching faculty at the University responsible for doctoral studies must possess a doctorate degree.
   e) The previously mentioned doctorates must align with the University's teaching and research programme in their respective fields of knowledge.

For this purpose, the total count of teaching personnel will be determined based on the full-time equivalent. Similarly, as per the twelfth additional provision of Organic Law 6/2001, of 21 December, related to Health Sciences, the count of associate professor positions assigned in accords between Universities and medical institutions shall not be accounted for determining the percentages mentioned in this article.

Teaching staff without a doctoral degree must possess at least a graduate, architect, engineer, or equivalent degree, unless the teaching involves areas of knowledge where the Council of Universities has deemed the graduate, technical architect, or technical engineer degree sufficient. In these specific areas of teaching, it is adequate for the teaching staff to possess one of the latter qualifications.

The teaching and research staff at the outset of the initiative, alongside the strategy for incorporating fresh teaching staff to guarantee the feasibility of the proposal across all degree programmes. At least twenty per cent of the teaching and research staff must consist of lecturers with doctorates at the beginning of their activities.

Documentation to be provided:

- The required number of teaching and research staff to instruct each degree course at the commencement of official academic activities, along with the projected and unequivocal pledge to increase the number of staff annually up to the total implementation of the related courses. Indicate their academic status, their affiliation with the university, their teaching, research, and professional experience, and their suitability for the fields of knowledge connected to the degree.
  Note: Staff establishment plan refers to the non-nominal roster of teaching and research staff positions, including their category, fields of expertise or specialisation, and schedule.
- Teaching and research staff required to start the activity.
- Plan for the incorporation of teaching and research staff, linked to the deployment of the curricula.

Note: It is essential to remember that, following RD 640/2021, the University will be obligated to provide the competent authority with details of its staff teaching official undergraduate, postgraduate, and doctoral programmes five years after commencement of its operations.

CRITERION V. ADMINISTRATIVE AND SERVICE STAFF

The University must have enough suitably qualified administrative and service staff.

V.1.- Selection and recruitment

In this section, the following will be assessed:

The university shall formulate an effective selection and recruitment process for hiring suitable administrative and service staff required to facilitate the development and delivery of the proposed degrees.

Documentation to be provided:

- Selection process for the appointment of administrative and service personnel.

V.2. - Job descriptions at the start of the activity and incorporation plan

In this section, the following will be assessed:

Universities must have a well-structured hierarchy and enough administrative and support personnel for accomplishing the institution's objectives.

Documentation to be provided:

- Administrative and service staff who are essential to commence operations.
- Plan for the yearly inclusion of administrative and support personnel up to the complete implementation of the relevant teaching, research, and service provisions of the University.

CRITERION VI: FACILITIES

The University must have adequate facilities, means and resources for the fulfilment of its functions.

VI.1.- Faculties, Schools, Departments

In this section, the following will be assessed:

The layout of the centres, their names, the initial official courses they'll offer, their future development plans, as well as the potential department names are all part of the teaching programme and planning.

Documentation to be provided:

- List of the organisational structure (faculties, schools, departments).

VI.2.- Site and location

In this section, the following will be assessed:

The location or locations of the University and its centres, comprising schools, faculties, and research institutes, and particularly the location of the corporate headquarters. Specification of current and future buildings and amenities for the commencement of operations and until complete integration of education.

Documentation to be provided:

- The location or locations of the University and its centres, comprising schools, faculties, and research institutes, and particularly the location of the corporate headquarters.
- Specification of each existing building, including its location and plans. Provide information on the ownership status of the buildings, and if relevant, the rental status and conditions of any rented buildings.
- Specification of each building planned for full implementation of teaching.

VI.3.- Teaching facilities and equipment

In this section, the following will be assessed:

The University requires appropriate teaching, research, transfer, service, and management amenities and apparatus to enhance the quality of functions, primarily teaching and research undertakings.

Specifically, they should have:

a) Teaching and research spaces. Their quantity, size and specifications shall be calculated based on the anticipated number of students using them at the same time as well as the criteria outlined in Annex I. For training within the confines of Health Sciences, refer to Annex II.

b) Complementary academic spaces. Complementary academic spaces are those intended for teaching and research purposes, and serve a specific, complementary role, such as a Learning and Research Resource Centre (CRAI, according to its initials in Spanish), comprising library and documentation services, laboratories, scientific-technical services, and sports facilities. In the specific case of the building(s) that correspond to university library services, they should be consistent and in line with the total number of students who are enrolled in official degree programmes.

c) Computer and telematic equipment. Classrooms, computer, telematics, and audiovisual services must provide sufficient network connectivity through the establishment of the institution's Wi-Fi space, as well as an appropriate number of computer equipment in computer classrooms for academic activities, internships, and academic work. In addition, access to institutional teaching and scientific resources such as the virtual teaching campus, intranet, and others should be ensured through web services. These provisions, whose main components are listed in Annex III, are intended to meet the requirements of the university community.

In the instance of a university that primarily delivers its programme offerings through non-classroom-based official university degrees or in a hybrid format, it is crucial to elaborate and provide comprehensive explanations on the facilities and features that are unique and essential to this type of educational methodology.

In any event, the university premises must comply with the occupational hazard prevention conditions and the acoustic and inhabitation requirements mandated by existing legislation. They must also have architectural and accessibility features that allow access and mobility for people with disabilities, in accordance with current regulations.

Depending on the programmes to be taught, the academic year in which the centres and classrooms will be operational should be considered.

Documentation to be provided:

- Resource and infrastructure investment plan, consistent with proposed and programmed teaching and research planning.
- List and characteristics of the teaching and research premises, specifying for each one the fulfilment of the requirements set out in Annex I and, where appropriate, Annex II.
- Characteristics of computer and telematic equipment, indicating compliance with the requirements set out in Annex III.
- A timetable for the implementation of the facilities and equipment necessary for the adequate and qualitative development of the training activity.

CRITERION VII. *GUARANTEEING THE ACTIVITY AND SUSTAINABILITY OF THE UNIVERSITY*

VII. Guarantee of the activity

The University must guarantee to provide the service as well as to maintain its activities.

In this section, the following will be assessed:

The University shall ensure that its core academic activities (teaching and research) are maintained for the time necessary to achieve the academic and research objectives set out in its programme.

In the event of the termination of any of the degrees offered, either by the University's own decision or by non-renewal of the accreditation of the degree, the University shall provide mechanisms to ensure the completion of the studies of these students.

Documentation to be provided:

- Report guaranteeing financial resources proportional to the number of degrees offered and students enrolled, calculated based on the courses offered.
- Feasibility plan.
- Commitment to keep the University and each of its centres in operation for a minimum period to allow students who have started their studies with sufficient academic merit to complete their studies.

CRITERION VIII. ORGANISATIONAL STRUCTURE AND REGULATIONS

> **The University must have an adequate organisation and structure.**

VIII.1.- Governing and representative bodies

In this section, the following will be assessed:

For the organisation and development of programmed teaching and research activities, the University shall have the necessary governing and representative bodies.

In the case of private universities, the rules of organisation and operation shall determine their governing and representative bodies, as well as the procedures for their appointment and renewal, and shall ensure that the various sectors of the university community are represented in these bodies through appropriate participation, in such a way as to promote a balanced presence of women and men. In any case, the rules of organisation and operation shall ensure that decisions of a strictly academic nature are taken by bodies in which teaching, or research staff are represented by a majority. In appointing the Dean, they must also ensure that the voices of teaching and research staff are heard.

Documentation to be provided:

- Organisation chart of management, representation, and specific functions.
- Procedures for appointing and renewing governing and representative bodies.

VIII.2- Single-member governing bodies

In this section, the following will be assessed:

The single-member governing bodies of private universities shall have the same name as those established for those of public universities, and their holders shall have the title of Doctor when this is required for the same bodies in the former.

Documentation to be provided:

- Organisation chart of management, representation, and single-member functions.
- Procedure for the appointment and renewal of the single member managing and representative bodies.

VIII.3.- Rules of organisation and operation until the approval of its Statutes or Rules of Operation

In this section, the following will be assessed:
The form of government, the structure and the rules of organisation and operation which shall apply until the final approval of their statutes or rules of operation and organisation depending on whether they are public or private universities.

The statutes or the rules of organisation and operation governing the activity and autonomy of the University shall be in conformity with constitutional principles and shall fully and effectively respect and guarantee the principle of academic freedom, which is manifested in the freedom of teaching, research, and study. They must also be the foundation for the principles of coexistence within the university community.

The Statutes and Rules of Organisation and Operation shall include, as a minimum, the provisions contained in Organic Law 6/2001, of 21 December, and other university regulations:

a) Nature, functions, and competence of the University.
b) Legal, personnel and economic-financial regime.
c) Structure (centres, departments, research institutes, doctoral school).
d) Governing and representative bodies.
e) The procedure for the election - or appointment, as the case may be - of the Dean of the University, the duration of their term of office, their functions, and the procedure for their removal.
f) The rights and obligations of the teaching staff, the students, and the administrative and service staff.
g) The procedure for the election or appointment of the University Ombudsperson, the duration of their term of office and appointment, and their working arrangements.
h) Disciplinary regime.
i) Reasons for the extinction or suppression of the University, including the failure to submit or approve the corrective action plan referred to in Article 13 of this Royal Decree.
j) Regulations for the coexistence of the entire university community.
k) Equality regulations. A gender-based equalities plan, sexual and gender-based harassment protocol and payroll must be in place.
l) Any other rules deemed necessary, if they do not contradict Organic Law 6/2001, of 21 December, and other university regulations.

Documentation to be provided:

• Organisational and operational rules.

CRITERION IX. RELATIONSHIP WITH OTHER ENTITIES

> **The University will need to collaborate with other Institutions that are appropriate to the University's aims.**

In this section, the following will be assessed:

Agreements and conventions with other universities, public research institutions, university hospitals, considering the characteristics of the degrees.

Documentation to be provided:

- Strategic alliance agreements.
- Agreements and conventions for work placements and student and teaching staff exchanges.
- Agreements or arrangements with institutions, bodies, organisations, or companies that guarantee the initial development of official undergraduate and postgraduate master's degrees that require compulsory external academic placements must be included.

4. CRITERIA AND GUIDELINES FOR EVALUATING AND RECOGNISING UNIVERSITY-AFFILIATED CENTRES

CRITERION I. CHARACTERISTICS OF THE AFFILIATED CENTRE

> **Characteristics of the affiliated centre, legal personality of the promoter and contribution to the higher education system in Andalusia**

I.1.- Background. Relevant academic, technical or statistical information that justifies it

In this section, the following will be assessed:

Academic, technical, or statistical interest of the proposal to create a new affiliated centre, as well as aspects of relevance, timeliness, and justification in the national/regional context and by social and training needs.

The feasibility of the degrees proposed by the affiliated centre in relation to the environment and potential student demand, and the expected labour market placement that justifies the need to implement them.

Documentation to be provided:

- Rationale for the affiliation, using statistical data and previous studies to argue the opportunities, academic and technical interest of the new affiliation in the national and regional context.
- Study the feasibility, needs analysis, and potential demand for the proposed degrees, as well as the expected labour market integration.

I.2.- Contribution of the added value of the affiliated centre to the Andalusian university system

In this section, the following will be assessed:

The value added to the Andalusian University System, particularly the internationalisation of its activities and the evaluation of its research proposals' excellence and knowledge transfer to the local context, is significant.

Documentation to be provided:

- Justification of how added value contributes to the Andalusian University System, with particular emphasis on internationalisation, territorial development, and excellence in training and research.

I.3.-Legal personality

In this section, the following will be assessed:

The type of legal entity adopted by the affiliated centre and its affiliation agreement under the provisions of Organic Law 6/2001 of 21 December 2001. In accordance with the provisions of the Statutes or Regulations of Operation and Organisation of the University and the provisions of Royal Decree 640/2021 of 27 July, the assignment of university teaching centres requires the prior conclusion of an agreement with the University.

Documentation to be provided:

- Articles of incorporation or another similar legal instrument.
- A secondment agreement signed by the Dean of the University and the legal representative of the centre's host institution. The secondment agreement shall include, as a minimum, what is included in Annex IV.

Criterion II. TEACHING PROJECT

> **The affiliated centre must have an adequate academic offer of official degrees.**

II.1.- Undergraduate, postgraduate Master's and doctoral studies and scheduling (minimum offer of courses and growth forecasts)

In this section, the following will be assessed:

Official undergraduate, postgraduate master's, and doctoral degrees, as well as their academic, research and knowledge transfer interest. Aspects related to its relevance in the national-regional context in terms of employment needs (prediction of graduates' insertion in the labour market), social and training needs. Degrees must have a total number of justified and appropriate credits, in accordance with Royal Decree 822/2021, of 28 September, which establishes the organisation of official university education, divided into undergraduate degrees, postgraduate master's degrees and doctorates.

The forecast of the total number of places to be offered, including both the degrees to be offered at the beginning of the official academic activity and the others that make up a five-year plan of teaching activity. The availability of spaces will be considered when evaluating the adequacy and appropriateness of the personnel and materials accessible for the course.

The possibility of providing qualifications for lifelong learning. According to Royal Decree 640/2021 of 27 July, the distribution of the number of students enrolled in an affiliated centre, according to whether they are students in courses leading to official degrees or in its own lifelong learning degrees, must guarantee that the number of students enrolled in its own lifelong learning degrees does not exceed twice the number of students enrolled in official degrees five years after the start of its affiliation with a university.

Documentation to be provided:

- List of undergraduate, postgraduate, master's and doctoral degrees, with details of subject area, number of credits and mode of delivery.
- Justification of the proposed degrees (undergraduate, state-accredited postgraduate studies and doctorate), highlighting their academic, research, and professional importance within the local and regional context while considering labour demands, social needs, and training requirements.
- Forecast the number of places to be offered for each course until full capacity is reached.

II.2.- Curriculum

In this section, the following will be assessed:

Whether the study programme is a well-structured and harmonised course that considers the degree's name, the delivery method, the commitment of the student community, the expected educational achievements (knowledge, skills, and competencies), the degree's framework, the content, the educational approaches, the language of the instruction, the extracurricular placements, and the assessment criteria.

To ensure that the quality of degrees offered through distance learning methods is of a high standard, certain features must be applied to each degree and across the entire range of distance learning courses. For each official degree, it is necessary to specify whether it will be taught synchronously, asynchronously, or through a combination of both methods. Additionally, it is important to outline the virtual teaching campus's technological platform, including its main technical and functional characteristics, as well as the technological equipment and facilities that will be available for the training activity's operation. Finally, students must be informed of the necessary computer equipment required to appropriately participate in the programme. The programme should address general assessment systems to monitor students' progress, outline systems for external academic placements, specifying whether they will be virtual or face-to-face. Additionally, the programme should include training for teaching staff in technical skills and non-face-to-face teaching competences at the beginning and throughout subsequent years.

Non-face-to-face teaching activities, together with exams, evaluations, external curricular internships (alliances and agreements with entities) and occasional face-to-face teaching activities, will be subject to evaluation.

Documentation to be provided:

- For degrees, in general (to be detailed during the subsequent degree verification process): Expected learning outcomes (knowledge, skills and competences) and expected academic structure of the degree (number of credits, mode, languages of instruction, subjects).
- Teaching methods and assessment systems planned for the degrees, irrespective of their mode of delivery.
- Expressions of interest or agreements for participating in training activities.
- Specific requirements for degrees to be taught in a virtual or blended format.

II.3.- Quality assurance system (QAS): Mechanisms for the elaboration, approval of curricula, monitoring, and accreditation of degree courses

In this section, the following will be assessed:

The educational institution, in agreement with the university to which it belongs, must define the scope and functions of the quality assurance system to be implemented. This system must ensure the appropriate development, monitoring, and accreditation of all degrees, whatever their mode of delivery, and their continuous improvement.

Documentation to be provided:

- Definition of the scope and functions of the QAS.
- Mechanisms for curriculum development and approval, with specification of the affiliate's responsibilities in the process.
- Degree monitoring and accreditation mechanisms, with specification of the responsibilities of the institution involved in the process.

CRITERION III. STUDENTS

> **Equal access and admission of students, as well as access to scholarships, grants, and mobility, must be ensured by the affiliated institution.**

III.1.- Access and admission (number of pupils, ratios)

In this section, the following will be assessed:

Compliance with current regulations regarding access and admission of students.

The body that will carry out the admission process and its composition must be indicated. The criteria for assessing merit and the specific admission tests used in the selection system established for each programme must also be indicated. These systems and procedures should include, in the case of students with specific educational needs arising from disability, appropriate support and counselling services, which will assess the need for possible curricular adaptations, pathways or alternative studies.

In the case of university postgraduate master's degrees, the entry profile is the starting point for the definition of admission requirements and criteria, possible training complements, as well as the subsequent reception and orientation actions. Admission requirements must be designed considering that students who meet these requirements have a suitable profile to study any of the specialisations of the state-accredited postgraduate master's degree. Similarly, the different entry profiles envisaged must be distinguished in the training complements.

In the case of state-accredited master's degrees that include complementary courses, it shall be described which students, depending on their previous education, would be required to take

them and which would be exempt from taking them, as well as the time at which they must take and successfully complete them.

Documentation to be provided:
- For each degree to be taught, entry requirements and admission criteria.
- Recommended admissions profile for each of the degrees to be taught.
- Composition and functions of the body that will carry out the accreditation process.

III.2.- Mobility forecast

In this section, the following will be assessed:

Strategy and programming to promote the internationalisation of academic activities and student and staff mobility.

Documentation to be provided:

- If mobility is not an integral part of the degree:
  - List of universities/institutions with which cooperation agreements have been established.
  - Estimated number of pupils involved.
- If mobility is an integral part of the degree:
  - List of universities/institutions with which cooperation agreements or agreements have been established, including the specific offer of places per year and per type of internship.
  - Forecast number of students involved per year in each type of internship.
  - Information concerning its organisation (monitoring and evaluation mechanisms).

III.3.- Grants and Scholarships

In this section, the following will be assessed:

Description of scholarships, amount, and frequency of calls for applications.

Documentation to be provided:

- Resources earmarked for scholarships and grants.
- Criteria for the allocation of scholarships and grants.

CRITERION IV. RESEARCH PROJECT

> **The affiliated centre must have an appropriate research strategy aimed at developing the following activities.**

IV.1.- Research strategy of the affiliated centre in relation to the courses offered.

In this section, the following will be assessed:

The affiliated centre has research objectives and programmes in the scientific fields related to the official degrees it organises, as well as specific structures to ensure these objectives.

Documentation to be provided:

- Research strategy, including research objectives and research programmes in the scientific fields, specifying the relationship with the degrees to be taught.
- Organisational structure to ensure the achievement of the research objectives.

IV.2.- Main research groups

In this section, the following will be assessed:

The research groups and lines of research, the profile of teaching staff linked to the lines and the university's research strategy and its relationship with the courses taught.

Documentation to be provided:

- List the main research groups to be set up initially and how these are linked to research and teaching.
- Profile of the teaching staff linked to the research groups into which the affiliated centre will be organised.

IV.3.- Research support structures

In this section, the following will be assessed:

The multi-annual programming of the affiliated centre's research activity, which will include:
- Provision of scientific and technical equipment and infrastructures.
- Mechanisms to encourage research among teaching and research staff.
- Measures to be put in place to attract talent.
- Cooperation strategies through knowledge and innovation transfer with the productive and institutional sectors.

Budget allocation to a specific research incentive programme(s). This may include costs arising from the employment of human resources devoted essentially to research and knowledge transfer activities and not to teaching, from calls for projects, from investments in scientific and technical infrastructure, from the depreciation of research equipment and from the acquisition of physical or virtual bibliographic and documentary resources for research, as well as from the employment of temporary staff.

Documentation to be provided:

- Multiannual programming of research activity, including among other activities:
  - Incorporation or construction of scientific and technological infrastructures.
  - Incorporation of scientific talent.
  - Support for research projects.
  - Support for researcher mobility.
  - Mechanisms to encourage teaching and research staff.
  - Strategy for knowledge transfer.
- Values and percentages of the budget dedicated to own research incentive programmes at the time of starting the activity and its projection in the following years.

CRITERION V. ORGANISATIONAL STRUCTURE AND RULES

Appropriate organisation, structure and operating rules must be in place at the affiliated centre.

V.1.- Governing and representative bodies

In this section, the following will be assessed:

The affiliated centre must have the governing and representative bodies necessary for the organisation and development of programmed teaching and research activities. In the case of affiliated centres, the rules of organisation and operation shall determine their governing and representative bodies, as well as the procedures for their appointment and renewal, and shall ensure that the various sectors of the university community are represented in these bodies through appropriate participation, in such a way as to promote a balanced presence of women and men.

The single-member governing bodies of affiliated centres shall have the same name as those established for those of public universities, and their holders shall have the title of Doctor when this is required for the same bodies in the former.

Documentation to be provided:

- Organisation chart of governing and representative bodies (including single-member bodies) and specific functions.
- Procedure establishing the appointment and renewal of governing bodies (including single-member bodies) and representation.

V.2.- Operating rules

In this section, the following will be assessed:

The operating rules governing the affiliated centre's activity and autonomy must comply with constitutional principles and fully and effectively respect and guarantee the principle of academic freedom, manifested in freedom of teaching, research and study. They must also be the foundation for the principles of coexistence within the university community.

Documentation to be provided:

- Rules of organisation and operation of the affiliated centre.
- The rules governing the appointment of the Director of the affiliated centre and the managing team.
- The procedure for the request to the university for the *venia docendi* of its teaching staff.

CRITERION VI. TEACHING AND RESEARCH STAFF

> **Adequate numbers of suitably qualified teaching and research staff must be available to the affiliated centre.**

VI.1.- List of the teaching and research staff at the start of the activity and of the incorporation plan

In this section, the following will be assessed:

The overall quantity of teaching and research staff at each affiliated centre should not be below the figure that emerges from implementing a 1/25 ratio based on the total number of students enrolled in accredited university programmes. This proportion should be interpreted as pertaining to full-time or equivalent part-time teaching and research staff.

The established ratio may be adjusted when the affiliated centre delivers virtual instruction and can range from 1/25 to 1/50, based on the experimental nature of the programme and level of participation. Reasonable exceptions may be made not exceeding 1/100 ratio, with explicit

permission granted by competent authorities. This criterion shall apply during the non-face-to-face component of hybrid mode degree programmes.

The affiliated centre staff engaged in teaching and research shall consist of at least the following:

e) Fifty percent of doctorates are required for all programmes leading to an undergraduate degree.

f) Seventy percent of all doctorates earned are for courses leading to a state-accredited postgraduate master's degree.

g) 50 per cent of male and female physicians must complete all courses leading to an official university degree and all courses leading to an official state-accredited postgraduate master's degree.

h) All the teaching faculty at the affiliated centre responsible for doctoral studies must possess a doctorate degree.

i) The previously mentioned doctorates must align with the University's teaching and research programme in their respective fields of knowledge.

For this purpose, the total count of teaching personnel will be determined based on the full-time equivalent. Similarly, as per the twelfth additional provision of Organic Law 6/2001, of 21 December, related to Health Sciences, the count of associate professor positions assigned in accords between Universities and medical institutions shall not be accounted for determining the percentages mentioned in this article.

Teaching staff who do not hold a doctorate degree must hold at least the degree of graduate, architect, engineer, graduate or equivalent, except when the teaching activity to be carried out corresponds to a field of knowledge for which the Council of Universities has determined, in general terms, the sufficiency of the degree of graduate, technical architect or technical engineer. In this case, and for teaching activities in these scientific fields, it will be sufficient for the teaching staff to hold one of the latter qualifications.

The teaching and research staff at the outset of the initiative, alongside the strategy for incorporating fresh teaching staff to guarantee the feasibility of the proposal across all degree programmes. At least twenty per cent of the teaching and research staff must consist of lecturers with doctorates at the beginning of their activities.

In no case may the teaching staff of private university teaching centres attached to universities be civil servants of a university teaching body in active status attached to a public university, nor may they be full-time teaching and research staff in the same situation.

Documentation to be provided:

- The required number of teaching and research staff to instruct each degree course at the commencement of official academic activities, along with the projected and unequivocal pledge to increase the number of staff annually up to the total implementation of the

related courses. Indicate their academic status, their affiliation with the affiliated centre, their teaching, research, and professional experience, and their suitability for the fields of knowledge connected to the degree.

Note: Staff establishment plan refers to the non-nominal roster of teaching and research staff positions, including their category, fields of expertise or specialisation, and dedication schedule.

- Teaching and research staff required to start the activity.
- Plan for the incorporation of teaching and research staff, linked to the deployment of the curricula.

CRITERION VII. ADMINISTRATIVE AND SERVICE STAFF

> **The affiliated centre must have enough suitably qualified administrative and service staff.**

VII.1. - Job descriptions at the start of the activity and incorporation plan

In this section, the following will be assessed:

The affiliated centre has a well-structured hierarchy and enough administrative and support personnel for accomplishing the institution's objectives.

Documentation to be provided:

- Staff needed to start the activity, including administrative and service staff.
- Plan for the yearly inclusion of administrative and support personnel up to the complete implementation of the relevant teaching, research, and service provisions of affiliated centre.

CRITERION VIII. FACILITIES

> **The affiliated centre must have adequate facilities, means and resources for the fulfilment of its functions.**

VIII.1.- Affiliated Centre and Departments

In this section, the following will be assessed:

The structure of the affiliated centre, its name and the initial official studies that will be taught in it and the forecast of those that are planned to be developed in the future, within the framework of teaching programming and planning, as well as the names of the departments that may be set up in said centre.

Documentation to be provided:

- List of the organisational structure (centre and departments).

VIII.2.- Site and location

In this section, the following will be assessed:

The location(s) where the affiliate centre is located. Specification of current and future buildings and amenities for the commencement of operations and until complete integration of education.

Documentation to be provided:

- The location(s) of the affiliated centre and the location of the head office.
- Specification of each existing building, including its location and plans. Provide information on the ownership status of the buildings, and if relevant, the rental status and conditions of any rented buildings.
- Specification of each building planned for full implementation of teaching.

VIII.3.- Teaching facilities and equipment

In this section, the following will be assessed:

The affiliated centre requires appropriate teaching, research, transfer, service, and management amenities and apparatus to enhance the quality of functions, primarily teaching and research undertakings.

Specifically, they should have:

a) Teaching and research spaces. Their quantity, size and specifications shall be calculated based on the anticipated number of students using them at the same time as well as the criteria outlined in Annex I. For training within the confines of Health Sciences, refer to Annex II.

b) Complementary academic spaces. Complementary academic spaces are those intended for teaching and research purposes, and serve a specific, complementary role, such as a Learning and Research Resource Centre (CRAI, according to its initials in Spanish), comprising library and documentation services, laboratories, scientific-technical services, and sports facilities. In the specific case of the space that corresponds to university library services, they should be

consistent and in line with the total number of students who are enrolled in official degree programmes.

c) Computer and telematic equipment. Classrooms, computer, telematics, and audiovisual services must provide sufficient network connectivity through the establishment of the institution's Wi-Fi space, as well as an appropriate number of computer equipment in computer classrooms for academic activities, internships, and academic work. In addition, access to institutional teaching and scientific resources such as the virtual teaching campus, intranet, and others should be ensured through web services. These provisions, whose main components are listed in Annex III, are intended to meet the requirements of the university community.

In the instance of affiliated centre that primarily delivers its programme offerings through non-classroom-based official university degrees or in a hybrid format, it is crucial to elaborate and provide comprehensive explanations on the facilities and features that are unique and essential to this type of educational delivery.

In any event, the premises must comply with the occupational hazard prevention conditions and the acoustic and inhabitation requirements mandated by existing legislation. They must also have architectural and accessibility features that allow access and mobility for people with disabilities, in accordance with current regulations.

Depending on the programmes to be taught, the academic year in which the centres and classrooms will be operational should be considered.

Documentation to be provided:

- Resource and infrastructure investment plan, consistent with proposed and programmed teaching and research planning.
- List and characteristics of the teaching and research premises, specifying for each one the fulfilment of the requirements set out in Annex I and, where appropriate, Annex II.
- Characteristics of computer and telematic equipment, indicating compliance with the requirements set out in Annex III.
- A timetable for the implementation of the facilities and equipment necessary for the adequate and qualitative development of the training activity.

CRITERION IX. GUARANTEEING THE ACTIVITY AND SUSTAINABILITY OF THE AFFILIATED CENTRE

IX.1. Guarantee of the activity

The affiliated centre must guarantee to provide the service as well as to maintain its activities.

In this section, the following will be assessed:

The affiliated centre shall ensure that its core academic activities (teaching and research) are maintained for the time necessary to achieve the academic and research objectives set out in its programme.

The affiliated centre must provide for mechanisms to guarantee the completion of these students' studies, both in the event of the termination of one of the courses taught, either by decision of the centre itself or by non-renewal of the accreditation of the course.

Documentation to be provided:

- Report guaranteeing financial resources proportional to the number of degrees offered and students enrolled, calculated based on the courses offered.
- Feasibility plan.
- Commitment to keep the affiliated centre in operation for a minimum period to allow students who have started their studies with sufficient academic merit to complete their studies.

CRITERION X. RELATIONSHIP WITH OTHER ENTITIES

The affiliated centre will need to collaborate with other Institutions that are appropriate to the centre's aims.

X.1.Relationship with other entities

In this section, the following will be assessed:

Agreements and conventions with other entities, public research institutions, university hospitals, considering the characteristics of the degrees.

Documentation to be provided:

- Strategic alliance agreements.
- Agreements and conventions for work placements and student and teaching staff exchanges.
- Agreements or arrangements with institutions, bodies, organisations, or companies that guarantee the initial development of official undergraduate and state-accredited postgraduate master's degrees that require compulsory external academic placements must be included.

5. EVALUATION COMMITTEE Composition and functions

The Committee will consist of autonomous professionals chosen as technical assistants and evaluators, appointed based on their fitness, territorial representation, independence, availability, responsibility, gender diversity, and specialisation across diverse fields of knowledge.

They shall form part of it:

- Academic members (including the chairperson).
- Student members.
- Professionals.
- A person designated for this purpose from among the technical staff of the DEVA-AAC, who will act as the secretariat of the commission.

The functions associated with each profile are as follows:

Chairperson
- Evaluation and review of dossiers.
- Report writing.
- Attending meetings.
- Drawing up the agenda of sessions.
- Direct and coordinate the sessions of the committee.
- Revise and sign minutes of the committee sessions.

Secretary
- Assist the chairperson in coordinating the work (drawing up the agenda of meetings, preparing documentation and other matters related to the development of its competences).
- Revise and sign minutes of the committee sessions.

Academic Board
- Evaluation and review of dossiers.
- Attending meetings.

Student member
- Evaluation and review of dossiers.
- Attending meetings.

Professional Members

- Evaluation and review of dossiers.
- Attending meetings.

If necessary, DEVA-AAC staff may advise the Committee on any legal issue that may arise.

6. REGULATIONS

- RD 640/2021, of 27 July, outlines the establishment, validation, and authorisation of universities and university-affiliated centres, as well as the accreditation of institutional university-affiliated centres.
- Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

7. Changes made in this latest version.

Version	Change
V1 Approved TC 26/02/2021	Adaptation to RD 640/2021, of 27 July, regarding the creation, recognition, and authorisation of universities, university-affiliated centres, and institutional accreditation of university-affiliated centres.

ANNEX I. Minimum modules for teaching and research areas

Their number and surface area shall be determined by the number of students expected to use them simultaneously, in accordance with the following modules:

a) Classrooms:

Up to forty students: 1.5 square metres per student.

Forty students and above: 1.25 square metres per student.

b) Teaching laboratories: five square metres per student assigned to a teaching group.

This module can be tailored to suit the practical teaching requirements of the official courses they provide. A designated area or storage furniture must be allocated within this space for the safekeeping of laboratory garments and protective clothing.

The laboratories ought to be distinct from classrooms and tutorial rooms.

c) Research laboratories should have between 10 and 15 square metres allocated per teacher or researcher. These laboratories should be kept separate from the student areas and not be used for teaching purposes.

The spaces for teaching and research must possess sufficient spatial and furniture flexibility to conform to various teaching-learning modalities. Moreover, for research activities, the spaces must cater to the number of researchers and research groups who will use them while considering the peculiarities and requirements of their research.

Teachers' offices should be outfitted with suitable computer and communication equipment.

All academic spaces must adhere to the current accessibility regulations.

ANNEX II. Special requirements for teaching in the field of Health Sciences

1. In the fields of medicine, nursing, and physiotherapy, assurance must be provided that:

   a) Universities should possess one general hospital and three health centres, either public or private, authorised in line with the Royal Decree 1277/2003 of 10 October, which

outlines the fundamental principles for approving health centres, services, and establishments, based on an agreement for public universities or a consensus for private universities.

b) The health institutions must comply with the conditions (supply of people and material resources) stipulated in the joint order issued by the heads of the Ministries in charge of health and universities.

c) The agreement shall specify the healthcare services to be agreed upon and the university departments or units that are associated with them.

d) Use the term "Hospital Universitario" ["University Hospital"] to refer to the hospital in its entirety or when the agreement comprises most of its services and/or care units; use "Hospital Asociado a la Universidad" ["University Associated Hospital"] if the agreement covers only some services. The same principles will apply to health centres.

2. For all remaining university courses in regulated health professions according to articles 6 and 7 of the Law 44/2003, of 21 November, necessary clinical resources, such as centres, services, or healthcare facilities, must be reliably available. The University itself and partnering public administrations, public bodies and public law entities, or private law entities must ensure the availability of these healthcare services, which must be authorised by the corresponding public administration.

3. Universities and healthcare institutions must ensure that students and trainees in the Health Sciences sector adhere to the regulations that outline fundamental guidelines to guarantee and preserve a patient's right to privacy.

ANNEX III. Minimum technological, IT and audio-visual requirements

Universities must have at their disposal:

1. Network and internet connection should be optimised to satisfy the highest potential capacity, speed, and latency that technology can offer at any given time and correspond to the volume of students, teaching staff, administrative and service staff within the university or affiliated centre. For newly established centres, such connection should consider the predicted number of users after the entire teaching offer and scheduled research activities have been fully deployed.

2. Virtual learning hub acts as a conduit for academic dealings and training activities for all subjects and degrees. It assures students and educators a mechanism to develop an academic relationship in line with the respective teaching methodology of each official degree whilst maintaining quality standards. In the case of a university that primarily uses non-face-to-face teaching, it is crucial for the virtual campus and supporting technological platform to possess the necessary technical and capacity-specific abilities to ensure high-quality teaching and learning outcomes.

3. Intranet is a tool designed to virtually manage all administrative, technical, and economic aspects of the University and centre. It specifically caters to the needs of teaching and research staff, administrative and service staff, and the different units within the institution.

4. University departments, centres, and research institutes provide information spaces for the university community and society at large, via their institutional websites and associated portals. These sites are designed to guarantee technological quality and accessibility, while catering to the diverse needs of students and other users alike.

5. Provision of audiovisual, computer, and internet network equipment in classrooms and laboratories for academic practices ensures that the necessary technological needs for teaching implementation are met. This equipment should cater to the specific requirements of the various teaching modalities (in-person, hybrid, and remote) in which the different official degrees offered or to be offered are implemented.

6. Provision of computer rooms so that students can receive teaching, as well as produce work, documents or search for information related to their academic activity.

7. A library and information service should have resources that are thematically coherent with the undergraduate, postgraduate master's, and doctoral programmes that are offered. It should cater to the information and bibliography needs of the students who are enrolled and should have the required capacity to do so effectively. They should also possess systems or virtual environments that ensure the proper management of loan requests, as well as the availability and accessibility of information and documentation in a virtual format.

8. Provision of laboratories and scientific and technical services in accordance with the established multi-year research programme. It should align with the strategic research priorities outlined and the research teams that have been declared or are already fully functioning.

ANNEX IV. Requirements of the affiliation agreement

The affiliation agreement must include, at minimum, the following items:

a) List of university courses to be taught in the affiliated centre.

b) the criteria for admission to the courses.

c) the financial rules that regulate the connection between the affiliated centre and the University.

d) the guidelines for appointing the Director of the affiliated centre and the management team.

e) the decisions made by the governing bodies of the centre.

f) the process for requesting the *venia docendi* of the University's teaching staff.

g) the composition, quantity, and profile of the teaching staff that currently or will soon comprise the centre's workforce.

h) programming for the development and implementation of a quality assurance system and the achievement of its certification by DEVA.

i) the possibility of providing lifelong learning qualifications.

j) planning the advancement of its teaching and research staff's research activity.

k) the facilities and main equipment which the institution has or will have in order to fulfil its academic functions adequately and with quality.