PROTOCOL FOR MONITORING
BACHELOR'S, MASTER'S AND DOCTORATE
UNIVERSITY DEGREES

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Version Control Register:

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Version 1. Approved by the CTEyA	University Evaluation and Accreditation Area	21/10/2022	V1

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1. Introduction

Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance, sets out the general regulatory framework for the verification, follow-up and renewal of accreditation of official university teaching. Doctoral studies, as part of the postgraduate programme leading to the award of an official doctoral degree are also regulated by Royal Decree 99/2011, of 28 January.

This document aims to collect and identify the lines of action to carry out the monitoring of official university bachelor's, master's and doctoral degrees taught at Andalusian universities, in centres that have not yet obtained Institutional Accreditation, within the regulatory framework in which they currently find themselves.

Degrees whose centres have QAS certificates and are in the process of Institutional Accreditation are not included in the scope of this programme.

Article 28 of Royal Decree 822/2021 establishes the "Procedure for monitoring degrees taught in non-institutionally accredited university centres":

> *"To this end, in accordance with the guidelines of the corresponding quality agency and with what is reflected in the external evaluation reports, they shall draw up at least one follow-up report, which is mandatory three years after the effective implementation or renewal of accreditation"*

The purpose of monitoring the development of the syllabus of official university degrees is also established in the aforementioned Royal Decree:

- Evaluate compliance with the fundamental academic criteria and approaches set out in the syllabus.
- Accredit the transparency of the information and indicators that show the academic results of the degree.
- Detect possible deficiencies in implementation and identify good practices in the monitoring and continuous improvement of university studies.

2. Evaluation procedure

Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance, specifies in Article 34 the procedure for the renewal of accreditation of degrees taught in non-institutionally accredited university centres, as well as the following deadlines:

This section explains the evaluation process which is the responsibility of the DEVA-AAC, as the competent quality agency.

1. Once the call for applications has been made, the university must access the DEVA-AAC's "Assessment of implemented degrees" platform to include the self-report/URL corresponding to each degree submitted to the call for applications. The system will generate a pdf document to be attached to the follow-up request.

2. The university shall submit the application for monitoring, signed by the rector and addressed to the Directorate for Evaluation and Accreditation of the Andalusian Knowledge Agency, through the Single Electronic Register of the Administration of the Andalusian Regional Government, which can be accessed at the following web address: https://ws050.juntadeandalucia.es/vea/faces/vi/procedimientoDetalle.xhtml

3. Once the application has entered the registry, the information provided by the university will be verified and, if it does not meet the requirements, the DEVA-AAC, in accordance with article 68 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, will request the university to rectify the lack or to attach the necessary documents within ten working days.

4. The documentation submitted by the university, whether it be the degree's website (URL), in the first year of its implementation, or the self-monitoring report, three years after its implementation and/or renewal, will be evaluated by commissions appointed for this purpose. These committees shall draw up an evaluation report in accordance with the evaluation dimensions, criteria and guidelines for bachelor's, master's and doctoral degrees (section 3 of this protocol).

5. The DEVA-AAC may carry out a visit to the university in the case of degrees with special monitoring. Degrees are considered to be specially monitored where[1]:
   - Having detected deficiencies and identified the need to remedy them in previous external evaluation reports, these have not been corrected over 6 years (the period between two accreditation renewals).

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[1] Evaluation protocol for the monitoring and renewal of the accreditation of official university bachelor's and master's degrees (approved at the REACU meeting of 2 March 2022).
Evaluation Protocol for the Monitoring and Renewal of the Accreditation of Doctoral Programmes leading to the award of the official degree of Doctor (Approved on 2 March 2022).

- Non-compliance has been detected with the commitments and training objectives assumed in the verified report or in its subsequent modifications that affect the nature, objectives and characteristics of the degree.
- Failure to meet commitments is observed in the standards:
  - Teaching staff.
  - Resources and support for teaching.
  - Programme outcomes.

6. The evaluation committee will prepare a draft monitoring report which will be approved by the report issuing committee (RIC).

7. Once approved, the monitoring report will be sent to the universities and the Autonomous Community through the DEVA-AAC's "Evaluation of implemented degrees"platform.

8. In the event of detecting deficiencies in the correct development of the implementation of the degree programme, which represent a serious risk to the minimum quality required, the DEVA-AAC will notify the university and the Autonomous Community, in order to proceed in accordance with the provisions of the current regulatory framework.
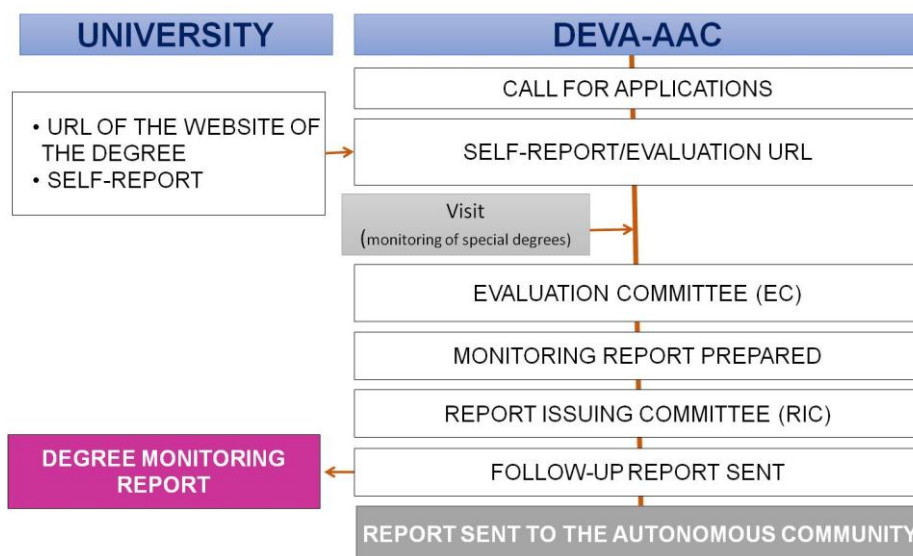
Procedure for monitoring Bachelor's/Master's/Doctorate degrees.

3. Assessment dimensions, criteria and guidelines for bachelor's, master's and doctoral degrees

The dimensions, criteria and evaluation guidelines to be applied in the monitoring process of bachelor's, master's and doctoral degrees will be the same as those used for the accreditation renewal process. Therefore,in this section reference is made to the Guide for the renewal of the accreditation of Andalusian university bachelor's, master's and doctoral degrees, approved by the

Technical Committee on 21 July 2022 and published at the following address: http://deva.aac.es/include/files/universidades/acreditacion/Guia-RenovacionAcreditacionGMD.pdf?v=202292785214

4. Evaluation Commission. Composition and functions

The evaluation work of the DEVA-AAC in the monitoring processes of the official bachelor's, master's and doctoral degrees will be carried out by different evaluation commissions made up of external persons. The commissions that will act in the different stages of the process are:

a. <u>Evaluation committees (hereinafter EC) and visiting panels.</u> The number of branch committees acting in each call will be determined on the basis of the applications submitted.

b. <u>Report Issuing Committee (hereinafter RIC)</u>

a. <u>Evaluation committees (hereinafter EC) and visiting panels</u>

The evaluation commissions are made up of independent experts, appointed as technical collaborators as evaluators, selected according to the criteria of suitability, territorial representation, independence, availability, responsibility, gender and specialisation in different fields of knowledge.

The composition and functions of the committee are as follows

<u>Coordinator</u>: A person from academia who is the president.

- Evaluate follow-up files.
- Participate in and direct the Committee's sessions.
- Act as speakers on their evaluations at EC meetings.
- Attend and participate, at each evaluation session, in the collegial evaluation decision-making on all applications assigned to the committee.
- Draft proposed reports.
- Attend and participate in, as appropriate, the meetings of the Report Issuing Committee (RIC).
- Participate in and attend work sessions.
- Where appropriate, attend visits and draft the visit report.
- Review the proposal of the reports with the help of the person holding the secretariat of the Committee, based on the agreements reached by consensus at the Committee meeting.
- Ratify and sign the minutes of the evaluation committee.

<u>Secretariat</u>: A person designated for this purpose from among the technical staff of the DEVA-AAC, who will act as the secretariat of the commission.

- Assist the chair in the coordination of the work, ensuring that the evaluations are carried out in accordance with the technical documentation of the evaluation programme.

- Participate and attend as a member in the sessions of the Report Issuing Committee.
- Revise and sign minutes of the committee sessions.
- Participate in and attend work sessions.
- Where appropriate, attend visits.

<u>Technical collaborator who coordinates the area of activity in the - AAC:</u>

- Ensure that common agreements are reached on assessment criteria.
- Participate in and attend committee meetings.

<u>Academic Board (national/international):</u> - International academic memberships, whenever possible.

- Evaluate follow-up files.
- Act as speakers on their evaluations at EC meetings.
- Attend and participate, at each evaluation session, in the collegial evaluation decision-making on all applications assigned to the committee.
- Draft proposed reports.
- Attending and participating, as appropriate, in the meetings of the Report Issuing Committee (RIC).
- Participate in and attend work sessions.
- Where appropriate, attend visits and draft the visit report.

<u>Student Council:</u> Students currently pursuing bachelor's, master's or doctoral degrees).

- Evaluate follow-up files.
- Act as speakers on their evaluations at EC meetings.
- Attend and participate, at each evaluation session, in the collegial evaluation decision-making on all applications assigned to the committee.
- Draft proposed reports.
- Attending and participating, as appropriate, in the meetings of the Report Issuing Committee (RIC).
- Participate in and attend work sessions.
- Where appropriate, attend visits and draft the visit report.

For those degrees with special monitoring which, in the opinion of DEVA-AAC, require a visit to the university, visiting panels will be set up, made up of academic staff and student profiles belonging to the assessment committees.

b. Report Issuing Committee (RIC)

The reporting committee shall carry out a transversal review of the degrees per university before proceeding to their approval.

The composition and functions of the various members of the RIC are as follows:

Presidency (position held by the DEVA-AAC management or person delegated by them).
- Draw up the agenda of meetings of the committee, assisted by the secretary.
- Attending, directing and coordinating the sessions of the commission.
- Ratify and sign the minutes of the RIC.

Secretariat: (DEVA-AAC technical staff appointed by the president).
- Assist the chair in coordinating the work (drawing up the agenda of meetings, preparing documentation and other matters related to the development of its competences).
- Prepare the documentation with the reports to be discussed during the RIC sessions.
- Inform the members of the RIC of the status of the dossiers (temporality, incidents, etc.).
- Assist the members of the RIC during meetings.
- Drafting and signing the minutes of the RIC.

Technical collaborator who coordinates the area of activity in DEVA - AAC:
- Ensure that common agreements are reached on assessment criteria.
- Participate in and attend committee meetings.

Academic members belong to the evaluation commissions, selected by DEVA-AAC:
- Revise and present the reports by university.
- Communicate to the RIC any doubts, difficulties or incidents that have been detected in the evaluations.
- To reach a consensus with the other members of the REC on the assessment of reports.
- Adopt common agreements on valuation criteria.
- Participate in and attend committee meetings.

Student body, selected by DEVA-AAC:
- Revise and present the reports by university.
- Communicate to the RIC any doubts, difficulties or incidents that have been detected in the evaluations.
- To reach a consensus with the other members of the RIC on the assessment of reports.
- Adopt common agreements on valuation criteria.
- Participate in and attend committee meetings.

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

5. Regulations

- Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- Royal Decree 99/2011, of 28 January, regulating official doctoral studies (Consolidated text of 3 June 2016).
- Resolution of 6 April 2021, of the General Secretariat for Universities, approving recommendations in relation to the assessment criteria and standards for the verification, modification, monitoring and renewal of the accreditation of official university bachelor's and master's degrees offered in virtual and hybrid teaching modalities.
- Standards and Criteria for Quality Assurance in the Higher Education Area (2015).
- REACU- Evaluation Protocol for the Monitoring and Renewal of Accreditation of Official University Degree and Master's Degrees (Approved on 2 March 2022).
- REACU- Evaluation Protocol for the Monitoring and Renewal of the Accreditation of Doctoral Programmes leading to the award of the official title of Doctor (Approved on 2 March 2022).
- Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.
- Guide for the renewal of the accreditation of Andalusian university bachelor's, master's and doctoral degrees (Approved by the Technical Committee on 21 July 2022).

6. Background

Version	Bachelor's and Master's Degree Follow-up Guide
V01-08/02/2011	Initial version.
V02-21/12/2011	Includes: 1) Follow-up Committee for Official Degrees. 2) Evaluation process in the follow-up of official degrees. 3) Evaluation protocols. 4) Monitoring report on official degrees. 5) External visits for the monitoring of official degrees.
V03-16/12/2014	-General revision of the wording of the document. -Adjustment of: . the self-reporting model for monitoring the accreditation renewal criteria. . the assessment questionnaires. . the rating scale.
V04-21/03/2017	1) Revision of introduction guide. 2) Revision of objectives of monitoring. 3) Deletion of sections 2. Purposes and 3. Monitoring criteria. 4) Inclusion of section 3 Monitoring Modalities in which two monitoring modalities are differentiated: after Verification (Modality 1) or after renewal of Accreditation (Modalities 2b and 2b). 5) Inclusion of a paragraph 7. Request for modifications, section 7 corresponding to the request for modifications not communicated by

	the P is removed from the Self-Report. 6) Update Annex I. Structure of the Self-monitoring Report. 7) Inclusion of Annexe II. Structure of the improvement plan. 8) Annex V. Update of the Self-Report Evaluation Questionnaire. 9) Inclusion Annexe VII. Improvement Plan Evaluation Questionnaire.
V05-29/06/2021	1) Adaptation to the REACU document of 26 January 2018 "Guidelines for the design of double degrees"). 2) Adaptation to the REACU document of 26 February 2018 "Guidelines for the development and evaluation of bachelor's and master's degrees in distance and blended learning"). 3) Adjustment to the information of Resolution of 6 April 2021, of the General Secretariat for Universities, approving recommendations in relation to the assessment criteria and standards for the verification, modification, monitoring and renewal of the accreditation of official university bachelor's and master's degrees offered in virtual and hybrid teaching modalities 4) Elimination of monitoring modalities. 5) Updating the model and content of the Self-Report.
Version	**Doctoral monitoring guide**
V01-11/12/2014	Initial version.
V02-22/06/2017	1) Revision of introduction guide. 2) Inclusion of section 2.Objectives of monitoring. 3) Deletion of sections 2. Purposes and principles of the monitoring of official degrees, and 4. Criteria for monitoring doctoral programmes. 4) Revision of the Monitoring Procedure section. 5) Inclusion of section 3. Monitoring Modalities in which two monitoring modalities are differentiated: after Verification (Modality 1) or after renewal of Accreditation (Modalities 2b and 2b). 6) Elimination of the amendment application. 7) Update Annex I. Structure of the Self-monitoring Report. 8) Inclusion of Annexe II. Structure of the improvement plan (Modalities 2A and 2B). 9) Update of the questionnaire for the assessment of publicly available information. 10) Updating of the self-report assessment questionnaire for monitoring doctoral programmes. 11) Inclusion Annex V. Improvement Plan Evaluation Questionnaire (2A and 2B). 12) Inclusion of Annexe VI. Indicators for the Monitoring and Accreditation of Doctoral Programmes.
V03-29/06/2021	6) Elimination of monitoring modalities. 7) Update of the model and content of the Self-Report.