



# ACPUA ACCREDITATION RENEWAL PROGRAMME

## Framework document

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## 1. INTRODUCTION

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### 1.1. Applicable legal framework

Article 27 bis of **Royal Decree 861/2010**, of 2 July, which modifies **Royal Decree 1393/2007**, of 29 October, establishing the organisation of official university education in Spain, states that the initial accreditation of official degrees must be **renewed periodically from the date of their verification or from the date of their last accreditation**: in the case of Bachelor's degrees, before the end of six years, and in the case of Master's degrees, before the end of four years<sup>1</sup>. Likewise, **Royal Decree 99/2011, of 28 January**, which regulates official doctoral studies, establishes in article 10 that doctoral programmes must undergo an evaluation procedure every six years, for the purpose of renewing the accreditation referred to in article 24 of the aforementioned Royal Decree 1393/2007, of 29 October.

Subsequently **Royal Decree 534/2013**, of 12 July, amending **Royal Decrees 1393/2007**, of 29 October, establishing the organisation of official university education; 99/2011, of 28 January, regulating official doctoral education; and 1892/2008, of 14 November, which regulates the conditions for access to official university degree courses and admission procedures to Spanish public universities, introduces a sixth transitional provision in **Royal Decree 1393/2007**, of 29 October, which **establishes a moratorium on two academic years** for the obligation to submit official degrees to the procedure for renewal of accreditation whose term expires during the academic year 2012-2013 or will expire during the academic years 2013-2014 or 2014-2015.

Under this legislation, the Government of Aragon, by **Order of 17 December 2013** (BOA of 10 January 2014) of the Minister of Education, University, Culture and Sport opened the period for the application for voluntary renewal of accreditation.

On the other hand, on **16 December 2013**, ACPUA signed with ANECA a specific Agreement of collaboration and cooperation between both agencies for the implementation of the ACPUA Programme of voluntary renewal of accreditation, which allowed to adapt for its application to the Aragon University System the ACREDITA programme of ANECA and its documentation

Finally, the Government of Aragon by **Order of 16 May 2014** (BOA of 30 May 2014) of the Minister of Education, University, Culture and Sport has opened a period for the renewal of accreditation of official university education in the Autonomous Community of Aragon which must be accredited before the academic year 2015-2016, again entrusting the Aragon agency for Quality Assurance and Strategic Foresight in Higher Education (ACPUA) with the issuance of the corresponding evaluation reports.

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<sup>1</sup> With the exception of Master's degrees regulated in accordance with Royal Decree 775/2011, of 3 June, approving the Regulation of Law 34/2006, of 30 October, on access to the professions of Lawyer and Procurator of the Courts, whose renewal of accreditation must be carried out every 6 years.

## 1.2. Purpose of the ACPUA accreditation renewal programme.

The main objective of the evaluation process to be carried out by the ACPUA for the renewal of the accreditation is to **check whether the results of the degree are adequate and to guarantee the adequate continuity of the teaching of the same** until the next renewal of the accreditation. These results will focus, among others, on the verification of the **acquisition of skills** by students and on the **mechanisms for evaluating** the acquisition of these skills that the university has developed for each degree, as well as on the analysis of the evolution of the results of the same.

The purpose of this document is to present the agents involved in the process (universities, students, teachers, evaluation committees, educational administrations, employers and other stakeholders), both the procedure to follow for the periodic evaluation of the accreditation, and the aspects subject to be assessed.

## 2. OBJETIVES AND SCOPE

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The renewal of the accreditation is part of a compulsory global evaluation process, which must be followed periodically by all official degrees registered in the Register of Universities, Centres and Degrees (RUCT).

This global evaluation process has 3 phases: ex-ante evaluation or verification (ANECA's VERIFICA Programme), follow-up (ACPUA's Follow-up Programme) and ex-post evaluation or renewal of accreditation (ACPUA Programme for renewal of accreditation), in which various institutional actors (Council of Universities, Evaluation Agencies, etc.) are mainly involved. These phases correspond respectively to 3 stages in the life of a curriculum: its design, its development or implementation and the review of its results, in which the main protagonist is the university.

In this way, the greater autonomy of universities in the design of their degrees is combined with a system of evaluation, monitoring and accreditation that allows obtaining clear indications of the effective implementation of teaching and, therefore, the accountability of the university institution.

### 2.1. Objectives

The evaluation for the renewal of the accreditation is based both on the **fulfilment of the commitments assumed for the teaching of the degree and on the results of the same**. The reason for this results-based approach is determined by the timing of the assessment (once the degree is implemented) and should be a **natural consequence of the two pre-assessment processes that all official degrees have to undergo**.

More specifically, the general objectives of the ACPUA accreditation renewal programme are as follows:

- To ensure the quality of the training programme offered in accordance with the criteria

expressed in the current legal regulations. Consequently, the quality of the achievement of learning results will be one of the evidences to be assessed.

- To ensure that the development of the degree is being carried out according to the verified report<sup>2</sup>, has been carried out in a controlled manner, with adequate resources and supported by an internal quality assurance system that has allowed the reflection and effective improvement of the degree.
- To ensure that the degree has had an appropriate follow-up process and that available quantitative and qualitative information has been used to analyse its development and generate relevant proposals for improvement.
- To ensure the availability and accessibility of valid, reliable, pertinent and relevant public information that assists in the decision-making of the different users and stakeholders of the university system.
- To provide recommendations and/or suggestions for improvement of the degree that support the internal processes of quality improvement of the training programme and its deployment.

El proceso de renovación de la acreditación permitirá, por tanto, **comprobar si el título está siendo ofertado de acuerdo con los objetivos planteados en la memoria de verificación (o en las modificaciones posteriores que se hubieran producido) y además, si los resultados obtenidos y su evolución justifican la renovación de la acreditación.** Asimismo, el proceso de evaluación para la renovación ayudará al título a identificar aquellos aspectos a los que hay que prestar especial atención con vistas a la mejora de sus resultados.

## 2.2. Scope

The ACPUA will carry out the evaluation for the renewal of the accreditation for all the degrees that request it from the University of Zaragoza and of the University San Jorge.

## 2.3. Results of the accreditation renewal evaluation process

The outcome of the evaluation process for the renewal of the accreditation will be **a reasoned report on favourable or unfavourable terms.**

The duration of the administrative process of renewal of the accreditation will be 6 months from the time the university submits the application until the Council of Universities issues the final decision of renewal or not of the degree.

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<sup>2</sup> Verified report is understood to be the sum of the report that obtained the initial verification of the degree, together with all the approved modifications that have been included subsequently.

### 3. EVALUATION CRITERIA

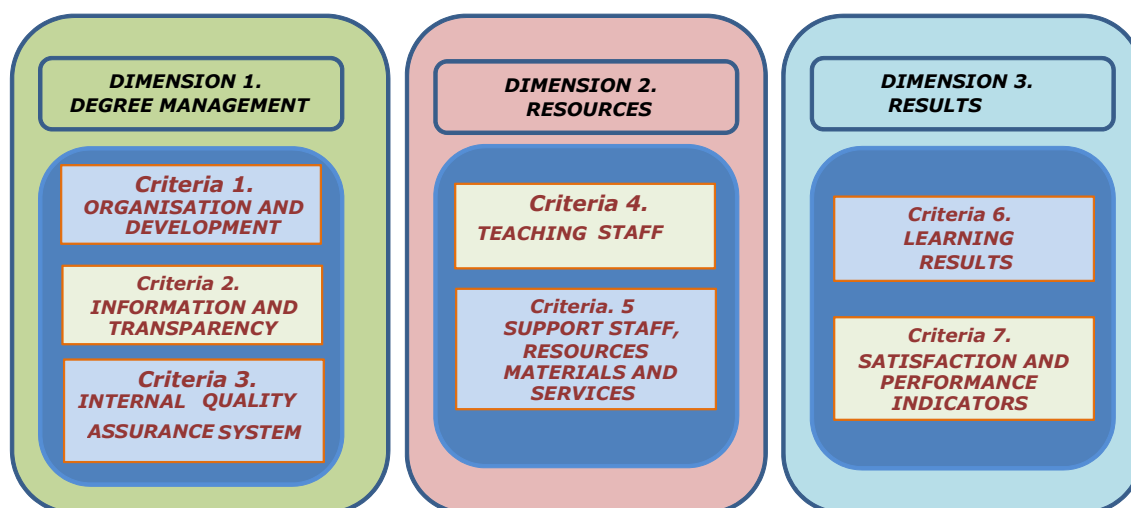


Figure 1

Figure 1 shows the evaluation model for the proposed renewal of accreditation based on 7 criteria referring to the most relevant aspects to be assessed during the process: degree organisation and development; information and transparency; quality assurance system; academic staff; support staff, material resources and services; learning results; and satisfaction and performance indicators. These criteria, which cover, as already mentioned, the internationally recognised principles of quality, are grouped **around three dimensions**:

- ✓ **DEGREE MANAGEMENT.** The management and organisation of the curriculum (including access, teacher coordination mechanisms and credit transfer and recognition systems); the transparency and visibility of the degree in terms of the information it provides about it to the different stakeholders; and the effectiveness of the Internal Quality Assurance System as an instrument for collecting information, analysing it, implementing improvement actions and following them up.
- ✓ **APPEALS.** The adequacy of the academic staff and of the material resources, infrastructure and services made available to students to ensure the attainment of the competences defined by the degree will be the subject of analysis.
- ✓ **RESULTS** Aspects related to the results of the degree and the evolution that these have had during the development of the same will be evaluated. In this sense, the mechanisms established by the university will be analysed in order to verify the

adequate acquisition, by the students, of the competences initially defined for the degree, or more correctly, the learning results. The evolution of the different indicators of academic, professional (employability) and personal (satisfaction of the formative experience) results will also be analysed.

The criteria included in these three dimensions are detailed below, indicating, for each of them, a series of guidelines that make it possible to display the aspects that will be taken into account when assessing whether or not a degree receives a favourable report with a view to the renewal of its accreditation. These criteria and guidelines are generally applicable to all official Bachelor's, Master's and Doctorate degrees. Annex 1 summarises the correspondence of these criteria with the European standards included in the document "Standards and Guidelines for Quality Assurance in the European Higher Education Area".

## **DIMENSION 1. DEGREE MANAGEMENT**

### **Criterion 1. ORGANISATION AND DEVELOPMENT**

#### **Standard:**

*The training programme is up to date and has been **implemented** in accordance with the conditions set out in the **verified report** and/or its subsequent amendments.*

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#### **Guidelines to be assessed for compliance with the criterion:**

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 1.1. The **implementation** of the curriculum and the **organisation** of the programme are consistent with the competency profile and objectives of the degree set out in the verification report and/or its subsequent amendments.
- 1.2 The defined graduation profile (and its deployment in the curriculum) maintains its **relevance** and is **updated** according to the requirements of its academic, scientific or professional environment.
- 1.3 The degree has **mechanisms for teacher coordination** (horizontal and vertical articulation<sup>3</sup> between the different subjects) that allow both an adequate allocation of the student's workload and adequate time planning, ensuring the acquisition of the learning results.
- 1.4 The admission criteria applied allow students to have the appropriate entry profile to begin these studies and their application respects the **number of places offered** in the verified report.

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<sup>3</sup> Included in this section is: the analysis of the appropriate sequencing of the training activities, contents and evaluation systems, in each of the subjects and between the different subjects that make up the academic year and the curriculum, so as to avoid the existence of gaps and duplicates and to facilitate, with an appropriate workload for the student, the acquisition of skills by the student.



- 1.5 The application of the different **academic regulations** is carried out in an appropriate manner and allows the values of academic performance indicators to be improved.

## Criterion 2. INFORMATION AND TRANSPARENCY

### Standard:

*The institution has mechanisms to adequately **communicate** to all stakeholders the characteristics of the programme and the processes that guarantee its quality.*

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### Guidelines to be assessed for the compliance with the criterion:

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 2.1. Diploma holders publish **appropriate and up-to-date information** on the characteristics of the training programme, its development and its results, both in terms of monitoring and accreditation.
- 2.2. The **information needed** for decision-making by potential students interested in the degree and other stakeholders in the national and international university system is **easily accessible**.
- 2.3. Students enrolled in the degree have timely access to relevant information on the **curriculum** and **expected learning results**.

## Criterion 3. INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

### Standard:

*The institution has an **internal quality assurance system** formally established and implemented that effectively ensures the **continuous improvement** of the degree.*

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### Guidelines to be assessed for the compliance with the criterion:

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 3.1. The IQAS implemented and regularly reviewed ensures the **continuous collection and analysis of information and relevant results** for the effective management of the diploma, in particular learning results and stakeholder satisfaction.
- 3.2. The implemented IQAS **facilitates** the process of monitoring, modifying and accrediting the degree and guarantees its continuous improvement based on the **analysis** of objective and **verifiable** data.
- 3.3. The implemented IQAS has procedures that facilitate the **evaluation and improvement of the quality of the teaching-learning** process.



## **DIMENSION 2. RESOURCES**

### **Criterion 4. ACADEMIC STAFF**

#### **Standard:**

*The academic staff that is teaching is **sufficient and adequate**, according to the characteristics of the degree and the number of students.*

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#### **Guidelines to be assessed for the compliance with the criterion:**

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 4.1. The academic staff of the degree meet the level of **academic qualification** required for the degree and have adequate **teaching and research experience and quality**.
- 4.2. The academic staff is **sufficient** and has **adequate dedication** for the development of their functions and to assist the students.
- 4.3. The teaching staff is updated in such a way that, taking into account the characteristics of the degree, they can approach the **teaching-learning** process in an appropriate manner.
- 4.4. (Where applicable) The university has implemented the **commitments** included in the verification report and the **recommendations** defined in the verification reports, authorisation, where applicable, and monitoring of the degree relating to the hiring and improvement of the teaching and research qualifications of the teaching staff.

### **Criterion 5. SUPPORT STAFF, MATERIAL RESOURCES AND SERVICES**

#### **Standard:**

*The support staff, **material resources and services** made available for the development of the degree are adequate according to the nature, modality of the degree, number of students enrolled and skills to be acquired by them.*

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#### **Guidelines to be assessed for the compliance with the criterion:**

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 5.1. The **support staff** involved in the training activities is sufficient and adequately supports the teaching activity of the academic staff associated to the degree.
- 5.2. The **material resources** (classrooms and their equipment, work and study spaces, laboratories, workshops and experimental spaces, libraries, etc.) are adapted to the number of students and the training activities programmed in the degree.
- 5.3. In the case of **distance/semi-presential** learning degrees, the technological infrastructure and associated teaching materials allow for the development of training

activities and the acquisition of the skills of the degree.

- 5.4. The academic, vocational and mobility **support and guidance services** made available to students upon enrolment are tailored to the skills and modality of the degree and facilitate the teaching-learning process.
- 5.5. In the event that the degree provides for the performance of **external internships**, these have been planned as that foreseen and are suitable for the acquisition of the skills of the degree.
- 5.6. The university has made effective the **commitments** included in the verification report and the **recommendations** defined in the verification, authorisation, if any, and degree follow-up reports regarding the support personnel participating in the training activities, the material resources, and the degree support services.

### **DIMENSION 3. RESULTS**

#### **Criterion 6. LEARNING RESULTS**

##### **Standard:**

*The **learning results** achieved by the graduates are consistent with the **graduation profile** and correspond to the level of the **MECES** (Spanish Qualifications Framework for Higher Education) of the degree.*

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##### **Guidelines to be assessed for the compliance with the criterion:**

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 6.1. The **training activities**, their **teaching methodologies** and the **evaluation systems** used are appropriate and reasonably consistent with the objective of acquiring the intended learning results. The **learning results achieved** meet the objectives of the training programme and are appropriate to your MECES level.

#### **Criterion 7. SATISFACTION AND PERFORMANCE INDICATORS**

##### **Standard:**

*The **results** of the indicators of the training programme are **consistent** with the design, management and resources made available for the degree and satisfy the social demands of their environment.*

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##### **Guidelines to be assessed for the compliance with the criterion:**

The degree is therefore expected to meet the following guidelines at the time of renewal of the accreditation:

- 7.1. The **evolution of the main data and indicators of the degree** (number of new students per academic year, graduation rate, drop-out rate, efficiency rate, performance rate and

success rate) is appropriate, according to the thematic area and environment in which the degree is inserted and is consistent with the characteristics of the new students.

- 7.2. The **satisfaction** of the students, faculty, graduates and other stakeholders is adequate.
- 7.3. The values of the indicators of **labour market insertion** of the graduates of the degree are appropriate to the socio-economic and professional context of the degree.

## 4. CRITERION ASSESSMENT

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### 4.1. Levels

Each of the criterion and evaluation guidelines previously mentioned will be assessed on the basis of four levels:

- A. It is excellently passed:** the standard corresponding to the criterion is fully achieved and, in addition, is an example that exceeds the basic requirements.
- B. It is achieved:** the standard corresponding to the criterion is fully achieved.
- C. It is partially achieved:** the standard is achieved at the minimum level required, but there are specific aspects that need to be improved.
- D. It is not achieved:** the criterion does not meet the minimum level required to reach the corresponding standard.

### 4.2. Requirements for criterion achievement

For the purposes of this procedure, they shall be regarded as serious deficiencies leading to the issue of a report unfavourable to the accreditation renewal:

- Those which have been reiterated in the ACPUA follow-up reports and which, although their correction is necessary, have not been carried out.
- Non-compliance with clear commitments and objectives assumed in the verified report of academic staff, support services and infrastructures.

Not in any case can an accreditation be achieved if the qualification of "D. Not achieved" is obtained in any of the following criteria

1. Criterion 4. Academic staff
2. Criterion 5. Support staff, material Resources and Services
3. Criterion 6. Learning results.

The above does not exclude that, depending on the nature of the degree and the teaching-learning modality of the degree, the identification of serious deficiencies in other criteria may lead to the issuance of a report in unfavourable terms.

### 4.3. Degrees taught in several centres

In accordance with the CURSA protocol approved by the General Conference on University Policy, the evaluation of a degree that is taught in several centres of the same university and in which there is evidence of serious non-compliance on the part of one or some of the centres where the degree is taught, may obtain a provisional report with aspects that necessarily have to be modified, including the elimination of the participation of the centre or centres where these deficiencies occur.

The final favourable report will be obtained with the commitment on the part of the university that, once obtained, if it were the case, the renewal of the accreditation will proceed to the punctual modification of the curriculum so that in a prudential term, the said centre is excluded for the impartation of the corresponding degree.

Although the external evaluation reports, where appropriate, will distinguish the valuations between each of the centres that impart the degree, the semi-quantitative valuation mentioned in section 4.1 will be unique, and will correspond to that of the centre that has obtained the lowest valuation.

## 5. EVALUATION FOR THE ACCREDITATION RENEWAL

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Documentation on which the evaluation is based

For the assessment of the criteria and guidelines described in the previous section, the ACPUA will base on the following information:

- **The latest version of the verified report**, which shall include those favourably informed modifications that have been requested by the degree. This report is the commitment that the university has acquired with the society.
- The **reports** generated by ANECA during the evaluation process for the **verification/modification** of the degree.
- **Annual reports on internal monitoring** of the degree.
- The **external monitoring reports** made to the degrees by ACPUA to verify the effective development of the same.
- **Evidence obtained from the Internal Quality Assurance System.**
- **Certification reports** on the implementation of the Internal Quality Assurance System derived from the **AUDIT** Programme. Reports on the certification process of the evaluation models of the teaching activity of the university teaching staff derived from the **DOCENTIA** Programme.
- **Indicators** from the **Integrated University Information System (IUIS)**.
- The **self-report** for the renewal of the accreditation of the degree, by means of which

the university justifies that the results obtained by the degree comply with the objectives for which the degree was designed and can extend or complete the evidences contained in the previous points. The structure of this report will be detailed in the Self-assessment Guide for the renewal of accreditation of official Bachelor's, Master's and Doctorate degrees.

- **The consensual evaluation report of the visit (IV)** to be drawn up by the ACPUA following the visit to the university. The format of this report will be detailed in the External Assessment Guide for the renewal of accreditation of official Bachelor's, Master's and Doctorate degrees.

All this information will form part of the so-called "accreditation dossier".

### 5.1. Evaluation procedure for the accreditation renewal

The purpose of this procedure is to describe the sequence of activities carried out by the agents involved in the process, in order to ensure the transparency and proper functioning of the tasks of application, organisation and evaluation of the official qualifications submitted for the renewal of the accreditation.

#### Application

1. As established in the second article of the Order of 16 May 2014 of the Councillor for Education, University, Culture and Sport mentioned above, the process will begin with the application by the university for the renewal of the accreditation of the degree before the Directorate General of Universities of the Department of Education, University, Culture and Sport.

In the case of degrees in which several universities participate, the renewal of the accreditation will be carried out by the evaluation agency designated by the autonomous community in which the university responsible for the degree is located, that is, the one that requested and processed the request for verification and the one that receives all the correspondence and notifications corresponding to the same. This university is called the "administrative responsible" and does not have to coincide with the coordinating university, since in some cases this coordination may rotate between universities from time to time. The information about this evaluation process must be notified by the responsible university to the other universities participating in the degree.

2. Subsequently, the Directorate General of Universities will send to the ACPUA the request for renewal of the accreditation of said degree which must be accompanied by the corresponding self-report.
3. The ACPUA, in accordance with the first article of the aforementioned order, shall then carry out the evaluation in accordance with the provisions of this Programme.

### Organisation of the visit and selection of evaluators

4. The ACPUA will agree with each university a schedule of visits where the degrees to be evaluated will be grouped according to their nature and that of the centres where they are taught. The visit schedule will be sent by the Agency to the university with sufficient time in advance.
5. In accordance with the provisions of the procedure for the preparation and selection of ACPUA evaluators, the ACPUA shall appoint the panel of experts.
6. The panel of experts, in order to prepare the visit, will analyse, prior to the visit, the documentation associated with each degree (accreditation dossier), and may request, if it deems it appropriate, additional information from the university. It will also submit, for consensus, the proposed agenda for the visit to the university, at least two weeks prior to the celebration of the same.

### Provisional Evaluation

7. The panel of experts will carry out the visit to the degrees that correspond to it. The ACPUA will provide them with an evaluation template which will enable them to organise the information gathered during the visit. The chairperson of the panel of experts, together with the secretary of the panel of experts, shall draw up a report of the visit for each of the degrees allocated. This report will be agreed by all the members of the expert panel.
8. This visit report, together with all the previous information available, will be submitted to the ACPUA Sub-Commission for the Evaluation of Degrees (SET), which will prepare the proposed report that will be sent to the university.
9. This proposal for a report may either be **favourable** to the renewal of accreditation or contain **aspects that must necessarily be clarified** in order to obtain a report in favourable terms.
10. All proposals for reports, whatever their result, must be reasoned and may include recommendations for improvement.

### Allegations phase

11. The proposed report (PR) will be sent to the university so that it can present allegations within 20 calendar days. In the case that the result of the PR contains "aspects that must necessarily be clarified in order to obtain a report in favourable terms" the university will be able to make the appropriate clarifications on the detected deficiencies, as well as to provide an Improvement Plan that tries to correct them.

### Final Evaluation

12. If allegations are presented, they will be evaluated by the ACPUA Sub-Commission for the



Evaluation of Degrees (SET).

13. The evaluation report will be prepared by the Sub-Commission for the Evaluation of Degrees (SET). This report may be **favourable** or **unfavourable** to the renewal of the accreditation of the degree.
14. The ACPUA shall send the evaluation report to the requesting university, the Council of Universities, the Ministry of Education, Culture and Sport and the Directorate General of Universities of the Government of Aragon.

### Resolution

15. Once the report has been received, the Council of Universities will issue the corresponding resolution on the renewal of the accreditation of the degree within a maximum period of 6 months from the date of application, communicating said resolution to the Ministry of Education, Culture and Sport, the Government of Aragon and the university.
16. Once the resolution has been issued, the Ministry will communicate it to the RUCT, which if it is deemed appropriate will proceed to the registration of the corresponding renewal of the accreditation. In the event of rejection, the degree shall be recorded in the register as extinguished as of this date.

### Resource

17. The university, against the resolution of the Council of Universities, may appeal to the presidency within one month from the date of the resolution (article 27.7 bis of RD 861/2010). The Council of Universities, through its commission of experts, is the body that can ratify the resolution or accept the claim and send it to the ACPUA, indicating in a specific way the aspects of the evaluation that must be reviewed, all within a maximum period of three months, starting from the filing of the claim.

Within this period, the ACPUA shall review the claims sent to it by the Council of Universities. In anticipation of the foregoing, the ACPUA shall have available a system for reviewing claims in accordance with the international standards, which shall be reviewed by its Evaluation, Certification and Accreditation Commission (CECA).

## 6. RELATIONSHIP BETWEEN THE ACPUA ACCREDITATION RENEWAL PROGRAMME AND OTHER EVALUATION PROGRAMMES.

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### 6.1. Relationship between the ACPUA Accreditation Renewal Programme and the ACPUA Follow-up Programme

ACPUA's follow-up programme proposes, on a regular basis, and mainly through the university's



public information, to follow up on how each of its degrees is being implemented so that it can be used as another element to improve the training offered to its students. In this sense, the ACPUA follow-up programme aims to show, if any, those issues and actions that may hinder the future renewal of the accreditation of the degree.

To this end, the ACPUA follow-up programme analyses the following criteria that are present in the evaluation model of the accreditation renewal programme: Organisation and Development, Information and Transparency, Internal Quality Assurance System, Academic Staff, Support Staff, Material Resources and Services, and Satisfaction and Performance Indicators.

The reports that are elaborated within ACPUA's follow-up programme will form part of the dossier of accreditation of the degree and will be taken into account by the panels of visit, as well as by the Degree Evaluation Sub-commission.

### **6.2. Relationship between the ACPUA Accreditation Renewal Programme and the AUDIT Programme.**

The process of renewing the accreditation of degrees has elements in common with the AUDIT Programme, which evaluates the Internal Quality Assurance Systems of the Centres.

Annex 2 of this document shows the relationship between the guidelines of the ACPUA Renewal of the accreditation Programme and those of the AUDIT Programme. The scope of both programmes is different, since the former focuses on the degrees, while the latter focuses on the centres. However, the analysis of the two programmes also reveals some common aspects between the two programmes.

Obtaining an AUDIT certificate is associated with an audit report, which reflects the assessment of the different aspects of the Internal Quality Assurance System implemented in the centre. The contents of said report shall be taken into account in the process of the renewal of the accreditation of the centre's degrees, allowing as a general rule that those guidelines of ACPUA's Renewal of the accreditation that appear in the table in Annex 2 shall not be subject to a new evaluation by the commissions that visit the university centres on the occasion of the aforementioned renewal of accreditation, during the period of validity of the certification of the implementation of the AUDIT Programme.

Notwithstanding the foregoing, if through different sources of information, the ACPUA detects incidents in the degrees given at the centre, it may evaluate the criteria established in the accreditation renewal model that are affected.

### **6.3. Relationship between the ACPUA Accreditation Renewal Programme and the DOCENTIA Programme.**

The evaluation of the teaching activity is understood in the DOCENTIA Programme as part of a system, developed by an institution, to guarantee the quality of the curricula it imparts. Annex 3 shows a table with the relationship between the guidelines of the ACPUA Renewal of the accreditation Programme and those of the DOCENTIA Programme. This table shows the

existence of common aspects between the two programmes.

In DOCENTIA, the **evaluation of the teaching activity** is understood to be the systematic evaluation of the performance of teachers, considering their professional role and their contribution to achieving the objectives of the degree in which they are involved, according to the institutional context in which this is carried out.

Consequently, the evaluation of the teaching activity should be understood as an **internal evaluation** carried out by the university of its teaching staff in order to guarantee the fulfilment of the objectives of the teaching it provides.

During the certification process, DOCENTIA reflects on the assessment of the different aspects of the Teaching Quality Assessment System implemented in the centre. This assessment is reflected in the evaluation report and its content will be taken into account in the process of renewing the accreditation of the centre's degrees.

Thus, the guidelines of the ACPUA Programme for the renewal of the accreditation that appear in the aforementioned ANNEX 3 will not be subject to evaluation by the commissions during the visit carried out for the renewal of the accreditation of the centre's degrees.

However, the ACPUA will be able to evaluate these guidelines if, through the different sources of information, it detects incidences in the degrees thought in the centre.

#### **6.4. Relationship between the ACPUA Accreditation Renewal Programme and the ACREDITA PLUS Programme.**

In addition to the ACPUA Programme for the renewal of accreditation, ANECA's ACREDITA PLUS programme will be launched, the aim of which is to offer the possibility of obtaining international seals of recognised prestige in sectorial areas closely linked to the exercise of professions, in the same process of renewing the accreditation of the degree.

Specifically, official Undergraduate and Master's degree courses in the fields of engineering or computer science that so wish may apply for the EUR-ACE® or EURO-INF seals of the organisations ENAEE (European Network for the Accreditation of Engineering Education) and EQANIE (European Network for Quality Assurance in Computer Education) respectively, at the same time as applying for the renewal of the accreditation of their degree. Gradually, other international seals will be incorporated in different scientific-technical fields that will also allow the evaluation of the renewal of the national accreditation together with the possibility of obtaining these international recognitions.

In order to obtain the above-mentioned seals, it will be necessary to comply with the international standards set by the organisations ENAEE and EQANIE, in addition to the essential requirement of obtaining a favourable resolution of the renewal of the accreditation of the degree. A degree that does not renew its accreditation, therefore, in no case could obtain these seals.

## Process for creating and reviewing this guide

| Nº Rev. | Date       | Document update                                |
|---------|------------|--|
| 0       | 22/07/2014 | Creation of the document approved by the CECA. |
| 1       | 17/07/2020 | Update of the document and approval by CECA.   |

## ANNEX 1. Relationship between the ACPUA Accreditation Renewal Programme and the ENQA Criteria and Guidelines

Connection between the dimensions to be evaluated of the ACPUA Accreditation Renewal Programme and the criteria and guidelines for quality assurance in the European Higher Education Area (ESG).

| ACPUA accreditation renewal programme             | Criteria and guidelines for quality assurance in the European Higher Education Area (ESG)  |
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| <p><b>DIMENSION 1.<br/>DEGREE MANAGEMENT.</b></p> | <p><b>1.1. Policy and procedures for quality assurance:</b> Institutions should have a policy and associated procedures for quality assurance and criteria for their programmes and degrees. They must also be explicitly committed to the development of a culture that recognises the importance of quality and quality assurance in their work. To achieve this, institutions must develop and implement a strategy for continuous quality improvement. The strategy, policy and procedures should have a formal status and be publicly available. They should also consider the role of students and other stakeholders.</p> <p><b>1.2. 'Approval, control and periodic review of programmes and degrees:</b> Institutions should have formal mechanisms for the approval, periodic review and control of their programmes and degrees'.</p> <p><b>1.6. 'Information systems:</b> Institutions should ensure that they collect, analyse and use relevant information for the effective management of their curricula and other activities'.</p> <p><b>1.7. 'Public information:</b> Institutions should regularly publish up-to-date, impartial and objective information, both quantitative and qualitative, on the programmes and degrees they offer'.</p> |
| <p><b>DIMENSION 2.<br/>RESOURCES</b></p>          | <p><b>1.4. 'Teacher quality assurance:</b> Institutions should have means to ensure that teachers are trained and competent for their work. These means should be made known to those who carry out external evaluations and will be included in the reports'.</p> <p><b>1.5. Learning resources and student support:</b> Institutions must ensure that the resources available to support student learning are adequate and appropriate for each of the programmes offered'.</p>  |

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| <p><b>DIMENSION 3. RESULTS</b></p> | <p><b>1.2. 'Approval, control and periodic review of programmes and degrees:</b> Institutions should have formal mechanisms for the approval, periodic review and control of their programmes and degrees'.</p> <p><b>1.3. 'Evaluation of students:</b> Students should be assessed using criteria, standards and procedures that are published and applied consistently'.</p> |
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## 7. ANNEX 2. Relationship between the ACPUA Accreditation Renewal Programme and the AUDIT Programme Guidelines

| ACPUA accreditation renewal programme Guidelines  | AUDIT Programme Guidelines  |
|---|---|
| 1.2. 1.2 The defined graduation profile (and its deployment in the curriculum) maintains its relevance and is updated according to the requirements of its academic, scientific and professional environment.   | <p>1.1.1. To determine the bodies, stakeholders and procedures involved in the design, control, planning, development and periodic review of the degrees, their objectives and associated competences.</p> <p>1.1.3. To have mechanisms that regulate the decision-making process regarding the offer of training and the design of the degrees and their objectives.</p> <p>1.1.4. To ensure that the necessary mechanisms are developed to implement the improvements derived from the process of periodic review of degrees.</p> <p>1.2.1. To have information systems that allow it to know and assess the Centre's needs in terms of: definition of enrolment/graduation profiles...</p> |
| 1.5. 1.5 The application of the different academic regulations (permanence, recognition, etc.) is carried out in an appropriate manner and allows the values of academic performance indicators to be improved. | <p>1.2.3. To establish mechanisms to regulate guidelines affecting students: regulations (exams, sanctions, request for certifications, validations, etc.), rules of use (of facilities), timetables, schedules and benefits offered by the university.</p> <p>1.2.4. To define how the control, periodic review and improvement of the processes and actions related to the students are carried out.</p>  |
| 2.1. Diploma holders publish appropriate and up-to-date information on the characteristics of the training programme, its development and its results, both in terms of monitoring and accreditation processes. | <p>1.5.7. Accountability procedure of results</p> <p>1.6.1. To have mechanisms that allow them to obtain information on the development of degrees and programmes.</p> <p>1.6.2. To determine what the established procedure is for informing stakeholders about: the offer of training, Objectives and planning of degrees, The teaching results, etc.</p>   |
| 2.2. The information needed for decision-making by students interested and other stakeholders in the national and international university system is easily accessible.   | <p>1.6.1. To have mechanisms that allow them to obtain information on the development of degrees and programmes.</p> <p>1.6.2. To determine what the established procedure is for informing stakeholders about: the training offer, Objectives and planning of degrees, The teaching results, etc.</p> <p>1.6.3. To define how the public information provided to stakeholders is controlled, periodically reviewed and continuously improved.</p> <p>1.6.4. Decision-making procedures relating to the publication of information on programmes and titles apply.</p>  |

| ACPUA accreditation renewal programme Guidelines  | AUDIT Programme Guidelines   |
|---|--|
| 2.3. <i>Students have timely access to relevant information about the curriculum and expected learning results.</i>   | 1.6.1. To have mechanisms that allow them to obtain information on the development of degrees and programmes.<br>1.6.2. To determine what the established procedure is for informing stakeholders about: the training offer, Objectives and planning of degrees, The teaching results, etc.<br>1.6.3. Actions are carried out to continuously improve the public information provided to stakeholders.<br>1.6.4. Decision-making procedures relating to the publication of information on programmes and titles apply. |
| 3.1. The IQAS implemented and regularly reviewed ensures the continuous collection and analysis of information and relevant results for the effective management of the degree, in particular learning results. | 1.5.1. Obtaining information on the needs of stakeholders regarding the quality of teaching.<br>1.5.2. Collection of information on learning results, labour insertion and stakeholder's satisfaction.<br>1.5.3. Continuous improvement of the results and reliability of the data used.<br>1.5.4. Strategies and systematic to introduce improvements in results.<br>1.5.5. Decision-making processes related to results.<br>1.5.6. Involvement of stakeholders in measuring, analysing and improving results         |
| 3.2. The implemented IQAS facilitates the process of monitoring, modifying and accrediting the degree and guarantees its continuous improvement based on the analysis of objective and objective data.          | 1.0. How the Centre defines its quality policy and objectives.<br>1.1. How the Centre guarantees the quality of its training programmes.<br>1.2. How the Centre guides its teaching to students.<br>1.3. How the Centre ensures and improves the quality of its academic staff.<br>1.4. How the Centre manages and improves its material resources and services.<br>1.5. How the Centre analyses and takes into account the results.<br>1.6. How the Centre publishes information on degrees.                          |
| 3.3. The implemented IQAS has procedures that facilitate the evaluation and improvement of the quality of the teaching-learning process.  | 1.1. How the Centre guarantees the quality of its training programmes.<br>1.2. How the Centre guides its teaching to students.<br>1.3. How the Centre ensures and improves the quality of its academic staff.  |
| 4.3. The teaching staff is updated in such a way that, taking into account the characteristics of the degree, they can approach the teaching-learning process in an appropriate manner.                         | 1.3. How the Centre ensures and improves the quality of its academic staff.  |



| ACPUA accreditation renewal programme Guidelines  | AUDIT Programme Guidelines   |
|---|--|
| <p>5.4. The academic, vocational and mobility support and guidance services made available to students upon enrolment are tailored to the skills and modality of the degree and facilitate the teaching-learning process.</p> | <p>1.2.1. To have information systems that allow it to know and assess the Centre's needs in terms of:</p> <ul style="list-style-type: none"> <li>-Support and guidance to students on the development of teaching</li> <li>-External internships and student mobility</li> <li>-Professional orientation</li> </ul> <p>1.2.2 To have mechanisms that allow them to obtain, evaluate and contrast information on the current development of the aforementioned processes.</p> <p>1.2.4. To define how the control, periodic review and improvement of the processes and actions related to the students are carried out.</p> |

## 8. ANNEX 3. Relationship between the ACPUA Accreditation Renewal Programme and the requirements of the DOCENTIA Programme

| ACPUA accreditation renewal programme Guidelines  | DOCENTIA Requirements  |
|---|--|
| <p>3.3. The implemented IQAS has procedures that facilitate the evaluation and improvement of the quality of the teaching-learning process.</p> | <ul style="list-style-type: none"> <li>-There are procedures that guarantee the quality of teaching.</li> <li>- The university elaborates and publishes the aggregated results about the quality of the teaching activity of the degrees in an easily accessible place on the web and, in addition, they are easily understandable by the entire university community (including prospective students and their families) and by the society in general. (3.1. Transparency).</li> <li>- The actions that are deployed in response to the training objectives and competencies that are intended to favour students (organise, coordinate, plan and teach students, as well as evaluate learning) are evaluated, analysed and reported on their results to individual teachers and different managers of the institution. The individual reports incorporate improvement actions when the evaluation results so require (3.4. Individual reports).</li> <li>- The results of the teaching activity are translated in terms of the progress made in student learning and in the assessment expressed in the form of perceptions or opinions of students, graduates, academics and teachers themselves.</li> <li>- The results of the teaching activity are also the <b>basis for the revision and improvement of the curricula.</b></li> <li>-The university applies procedures to determine the impact or consequences in the Centres and Departments of the evaluation of the teaching activity and provides evidence of the application of the corresponding foreseen consequences (e.g. promotion, training, economic incentive, etc.). (3.5. Consequences).</li> </ul> |

| ACPUA accreditation renewal programme Guidelines   | DOCENTIA Requirements  |
|--|--|
| <p>4.3. The teaching staff is updated in such a way that, taking into account the characteristics of the degree, they can approach the teaching-learning process in an appropriate manner.</p> | <ul style="list-style-type: none"> <li>- The university elaborates and publishes the aggregated results about the quality of the teaching activity of the degrees in an easily accessible place on the web and, in addition, they are easily understandable by the entire university community (including prospective students and their families) and by the society in general. (3.1. Transparency).</li> <li>-The individual reports incorporate improvement actions when the evaluation results so require (3.4. Individual reports).</li> <li>- In addition, to facilitate the improvement of the quality of the process, a certified DOCENTIA model requires the University to design a plan to <b>improve the teaching activity</b> of its teaching staff in accordance with the deficiencies detected in the evaluation of said activity. In this sense, the information prepared by the university presenting the results of the evaluation and the analysis on the improvement of the teaching quality in an institutional report (3.4. Institutional report), as well as the consequences of the evaluation of the teaching activity in the Centres and Departments, are essential for the design of the mentioned plan that the university must execute (3.5. Consequences).</li> <li>-The plan for improving the teaching activity may include, for example, training courses, attendance at teaching innovation workshops, organisation of workshops on campus for the presentation and dissemination of good teaching practices, institutional recognition for the implementation of good practices, publication of best practices.</li> <li>- The existence of procedures for monitoring individual or institutional improvement actions is essential, as is the identification of the body or bodies responsible for their implementation (3.5. Consequences).</li> </ul> |