ACPUA MONITORING PROGRAMME FOR DOCTORAL PROGRAMMES

Evaluation pilot

Framework Document

Approved by the Evaluation, Certification and Accreditation Committee (CECA)

24 April 2018

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1. Introduction

1.1. Legal Framework

RD 1393/2007 establishes **three phases in the process of implementing official university degrees,** including doctoral programs. The project of an official university doctorate degree (as in the case of degree and master) begins with the request for verification to the Council of Universities, its authorisation by the Autonomous Community and its inclusion in the Register of Universities, Centres and Titles (RUCT).

In a second phase, **the university proceeds** to the implementation of the doctorate degree and carries out its **annual monitoring**, in order to **improve** the development of teaching through the **definition of improvement plans**. Likewise, the evaluation agencies must carry out an external monitoring and prepare individual reports for each degree in which compliance with the established monitoring criteria is recorded and in which, if applicable, recommendations to ensure the continuous improvement of the development of the implementation of the degree can be included. In this way, the task of guaranteeing the compliance with the commitment acquired by the university with its official doctorate degrees is achieved.

In a third phase, **the initial accreditation** of the doctorate degrees must be renewed six years after the date of its verification by the Council of Universities or from the date of its last accreditation.

The **accreditation verification, monitoring and renewal** processes are focused on guaranteeing the quality of the doctorate university education and on facilitating its continuous improvement based on certain standards. A reference document of these processes is the verification report, an expression of the official degree project that the university undertakes to develop. However, the titles evolve and it is logical that modifications are produced on said report that are introduced through the procedure established for this purpose. Therefore, the monitoring and accreditation processes should take as reference the latest version of the verified report, which will include the modifications that may have occurred since the verification.

To carry out these three phases of the process of external quality assurance of the degrees, the agencies have been provided with evaluation protocols. Thus, the Spanish Network of University Quality Agencies (REACU) proposed guidelines for the monitoring and renewal of the accreditation of degrees that were incorporated by the University Commission for Regulation of Monitoring and Accreditation (CURSA) in its document "Criteria and Evaluation Guidelines for the accreditation of official Degree, Master and Doctorate degrees. "

However, the conviction of the uniqueness of the doctoral programs has subsequently led REACU to draw up and finally approve (at its meeting of 25 November 2016) a specific document for the external evaluation of doctoral programs entitled "Criteria and evaluation guidelines in the monitoring and accreditation of official Doctorate degrees. "

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Based on this protocol, and always ensuring compliance with the Standards and guidelines for quality assurance in the European Higher Education Area (ESG), ACPUA has designed its follow-up procedure for doctoral degrees, which is presented in this document and that is in line with the monitoring of degree and master degrees and with the renewal of the accreditation of degrees. To design the ACPUA Programme for the Monitoring of Doctoral Programmes, the relevant stakeholders have been consulted (Universities and management teams of the doctoral schools of the University System of Aragon).

1.2. Purpose of the document

The purpose of this document is to present to the agents involved in the process (universities, students, professors, evaluation commissions, educational administrations, employers and other interested groups), the procedure and the aspects that will be subject to evaluation in the external monitoring evaluation of the doctorate degrees carried out by ACPUA.

2. ACPUA Programme for the Monitoring of Doctoral Programmes

As stated above, official university qualifications in Spain are subject to an external evaluation process structured in three phases: the ex-ante evaluation or verification (ACPUA Verification Programme), the monitoring (ACPUA Monitoring Programme) and the ex-post evaluation or renewal of the accreditation (ACPUA Programme for the renewal of accreditation), in which basically various institutional agents are involved (Council of Universities, Evaluation Agencies, etc.). 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 the universities in the design of their degrees is combined with an external evaluation, monitoring and accreditation system that allows obtaining clear indications of the effective implementation of the teachings contributing to the accountability of the university institution.

2.1. Objectives

The external monitoring of doctoral programmes has the following objectives:

a) **To ensure the quality of the** doctoral programme offered in accordance with the established qualification levels and the criteria expressed in the current legal regulations.

b) **Guarantee that the quality of the results obtained** in the development of the doctoral programme corresponds to the commitments acquired and verified by the corresponding evaluation body.

c) **Check** that the doctoral programme has undergone an appropriate **monitoring process by the university** and that the available quantitative

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and qualitative information has been used to analyse its development and generate the pertinent improvement proposals.

d) **Ensure the availability and accessibility of the public information**, valid, reliable, pertinent and relevant to help in the decision-making of students and other stakeholders of the university system, nationally and internationally.

e) **Provide recommendations and/or suggestions for improvement** for the doctoral programme.

f) Accompany the degrees, trying as far as possible, to **eliminate uncertainties in view of their accreditation**.

2.2. Periodicity and scope

In the case of the **Doctoral programmes of** the University System of Aragon (hereinafter SUA), virtually all of them were verified in a very short period of time. This, together with the fact that the necessary REACU document of national guidelines for this evaluation was not available until the end of 2016, has led the CECA to propose the implementation of a **pilot Monitoring programme during the 2017- 2018 course** with the following objectives:

1. **To promote a documented process of reflection and improvement** of doctoral programmes, promoting the preparation of follow-up reports that are useful to the people responsible for the programme, to doctoral schools or universities when taking more beneficial decisions for the degree.

2. **Prepare the information systems of the universities** in such a way as to ensure the collection of all the information and all the evidences required in the next phase of renewal of the accreditation, as well as the necessary information for the publication of the programmes.

3. **Carry out a first evaluation of a sample of doctoral programmes** prior to the accreditation renewal process, in order that both universities and the agency itself can introduce proven improvements in the process and evaluation tools.

4. **Generate a framework of reflection** that facilitates the accreditation of doctoral programmes, ensuring the linkage of the monitoring process with the processes of verification and renewal of the accreditation of these degrees.

Once the monitoring pilot of the doctoral programs has been completed, and after the meta-evaluation of the process, the periodicity and scope of the ACPUA Programme for the Monitoring of Doctoral Programs will be defined.

2.3. Assessment bodies

The **Subcommittee for the Evaluation of Qualifications** (SET) is ultimately responsible for issuing the monitoring reports. The operating regulations and the composition thereof are published on the ACPUA website.

To carry out the evaluation, **ad-hoc panels** of experts will be set up by area of knowledge. The selected experts must comply with the requirements defined in the document "Procedure for the selection of ACPUA Evaluators" published on the Agency's website, among which the requirement to carry out its main activity outside the Autonomous Community of Aragon stands out.

The number of **academics and students** that form part of the panel will depend on the number of degrees to be reviewed. In the constitution of the panels, members of the Degrees Evaluation Sub-commission and of the verification branch commissions may take part.

All the participants in this evaluation will sign the Agency's code of ethics.

2.4. Results:

The result of the monitoring process will be a **motivated report** that will include: strengths, weaknesses, good practices and recommendations. In relation to the latter, those that are considered critical or of special importance, if any, will be expressly indicated.

As established in the Protocol for the Monitoring and Renewal of the Accreditation of CURSA Official Titles, in the event that deficiencies are detected that pose a serious risk to the minimum quality required, ACPUA will transfer them to the university, to the Autonomous Community and to the Council of Universities for its knowledge and effects.

The reports will be duly published on ACPUA's website.
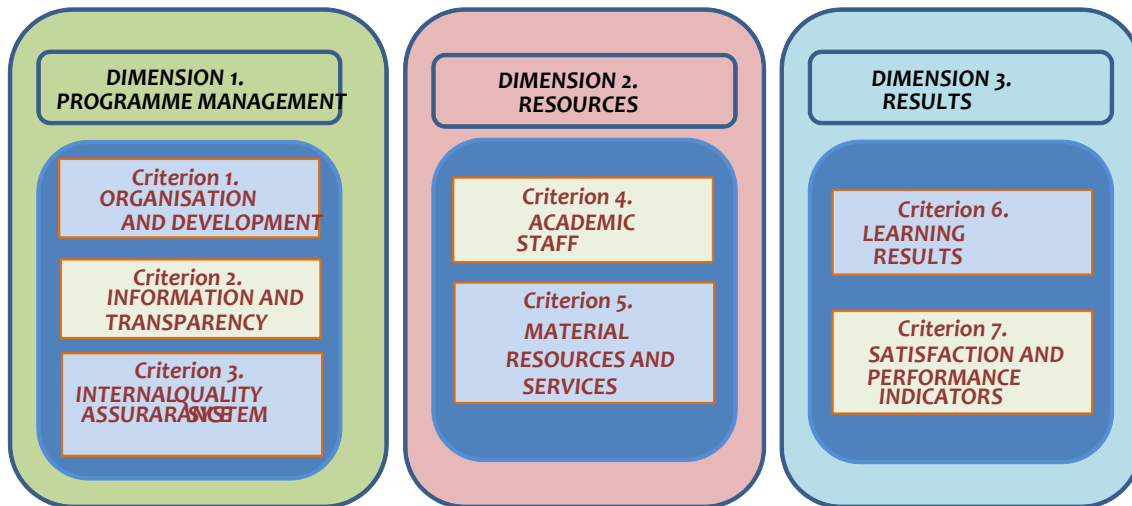
3. EVALUATION CRITERIA

Figure 1.- Evaluation Protocol

Figure 1 shows the evaluation protocol proposed for the monitoring of ACPUA's doctoral programmes. This is based on the 7 criteria defined for the evaluation of the accreditation renewal: organisation and development of the degree; information and transparency; quality assurance system; academic staff; material resources and services; learning outcomes; and satisfaction and performance indicators. These criteria, which include, as already mentioned, the internationally recognised quality principles, are grouped **around three dimensions**:

✓ **MANAGEMENT OF THE DEGREE** The aspects of the implementation of the doctoral programme that demonstrate the level of compliance of the project that the institution intended to develop are analysed: the validity of its interest for society, the academic management, the public information generated and the degree of implementation of its Internal Quality Assurance System.

✓ **RESOURCES** The human, material and support resources provided for the doctoral programme during its implementation are evaluated.

✓ **RESULTS.** Aspects related to the results of the doctoral programme and their evolution during the development of the same are evaluated.

The criteria included in these three dimensions are detailed below, indicating, for each one of them, a series of guidelines that allow to display the aspects to be assessed, as well as the evidences and indicators that can confirm the fulfilment of the criterion and that will be considered by the evaluators when evaluating the programme.

DIMENSION 1. PROGRAMME MANAGEMENT

Criterion 1. ORGANISATION AND DEVELOPMENT

Standard:

*The training programme is updated and has been **implemented** according to the conditions established in the **verified report** and/ or its subsequent modifications.*

Guidelines to assess for compliance with the criteria:

1.1. The programme has mechanisms to ensure that the entrance profile of doctoral students is adequate and their number is consistent with the characteristics and distribution of the research lines of the program and the number of places offered.

1.2. The program has adequate supervision mechanisms for doctoral students and, if applicable, training activities.

1.3. The institution responds to the recommendations included in the different reports available for evaluating the degree (verification, modification, follow-up).

1.4. Where appropriate, the changes introduced in the doctoral programme and that have not been modified do not alter level 4 of the MECES and allow its updating in accordance with the requirements of the discipline.

Evidence and indicators:

The **evidence** that must be considered to reflect on the compliance with this standard are the following:

- Updated report for the verification of the degree.
- External reports received by the programme (verification report and, if applicable, modification reports, ACPUA follow-up reports and accreditation renewal report).

The **indicators** that must be considered to evaluate this standard are the following:

	Report (if applicable)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Offer of places							
Demand							
Newly enrolled students							
Total number of students enrolled							
• Total number of students enrolled in line / team 1							
• Total number of students enrolled in line / team 2							
• Total number of students enrolled in line / team 3							
Percentage of foreign students enrolled.							
Percentage of students from master degrees from other universities.							

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Percentage of students enrolled part-time.							
Percentage of students with a scholarship or pre-doctoral contract.							
Percentage of students who have required training complements.							

The indicators will be analysed, whenever possible, in reference to the values included in the verification report and in time series to allow the analysis of the evolution.

Criterion 2. INFORMATION AND TRANSPARENCY

Standard:

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

Guidelines to assess for the compliance with the criteria:

2.1. The public university provides objective, complete and updated information on the characteristics of the doctoral programme, its characteristics, its development and the results achieved.

2.2. The institution guarantees easy access to the relevant information of the doctoral programme to all stakeholders.

2.3. The institution publishes the SGIC in which the doctoral programme is framed.

Evidence and indicators:

To evaluate this criterion, the evaluators will review the available public information. Subsequently, the content that should be publicly available on the institution's website regarding the operational development of doctoral programmes is shown.

DIMENSION	CONTENTS
ACCESS TO THE DOCTORAL PROGRAMME	- Objectives of the programme - Entry profile - Exit profile - Number of places offered - Enrolment period and procedure - Admission criteria and requirements
ORGANISATION	- Lines of research - Training activities - Procedure for the preparation and defence of the research plan

OPERATIONAL PLANNING	- Academic regulation
	
	- Duration of studies and permanence
	
	- Academic calendar
	
	-Learning resources
	
	    o Virtual communication spaces
	
	    o Laboratories
	
	    o Library
	
	    o Others

TEACHING STAFF	- Teaching staff of the programme - Academic and research profile - Contact information
MOBILITY PROGRAMMES	- Objectives - General regulations - Scholarships

The publication of Satisfaction and result **indicators** should also be ensured (the publication of at least the indicators included in this protocol is considered optimal).

Criteria 3. INTERNAL QUALITY ASSURANCE SYSTEM (SGIC)

Standard:

*The institution has an **internal quality assurance system** formally established and implemented that ensures, in an effective way, the **continuous improvement** of the doctoral programme.*

Guidelines to assess for the compliance with the criteria:

3.1. The implemented SGIC guarantees the collection of information and relevant results for decision-making and efficient management of the doctoral programme, especially on learning outcomes and the satisfaction of stakeholders.

3.2. The implemented SGIC has procedures that facilitate the evaluation and improvement of the doctoral programme.

3.3. The implemented SGIC has adequate procedures to respond to suggestions and claims.

Evidence and indicators:

Doctoral programs must publish the documentation related to quality assurance systems that justifies the implementation of the structures and procedures included in the verification reports.

It is especially important to publish the documentation related to the action plans and follow-up of the improvement actions of the doctoral programme and the results of the processes of collecting the degree of satisfaction of the stakeholders.

DIMENSION 2. RESOURCES

Criteria 4. ACADEMIC STAFF

Standard:

*The academic staff is **sufficient and adequate,** according to the characteristics of the doctoral programme, the scientific field and the number of students.*

Guidelines to assess for the compliance with the criteria:

- 4.1. The academic staff meets the requirements for their participation in the doctoral programme and credits their research experience.

- 4.2. The academic staff is sufficient and has the necessary dedication to develop their functions in an appropriate way, considering the number of students in each line of research and the nature and characteristics of the doctoral programme.

- 4.3. The doctoral programme has mechanisms for recognising the tutoring task and thesis management.

- 4.4. The degree of participation of international experts in the follow-up commissions and thesis courts is appropriate according to the scientific scope of the programme.

Evidence and indicators:

The indicators that must be considered to evaluate this standard are the following:

	Report	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of thesis directors defended							
Percentage of the thesis directors defended with six-year terms .[1]							
Percentage of six-year or other quality indicators of the research of directors / faculty of the doctoral programme. [2]							
Number of ongoing European projects in the year							
Number of ongoing non-European projects in the year							
Number of indexed publications in the year							

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[1] The programmes in which the number of potential applicants is very low must be indicated in the evaluation of this indicator (e.g.: Health fields, fields with many RyC or ICREA directors, etc.).

[2] Number of six-year terms obtained by directors / faculty of the doctoral programme. For the teaching staff that cannot access the recognition of six-year terms other research quality indicators will be considered.

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Number of non-indexed publications in the year							
Ongoing contracts with companies in the year							
Number of patents applied in the year							

Criterion 5. MATERIAL RESOURCES AND SERVICES

Standard:

*The **material resources and services** made available for the development of the planned activities are appropriate, depending on the characteristics of the doctoral program, the scientific field and the number of students.*

Guidelines to assess for the compliance with the criteria:

5.1. The material resources available are adequate to the number of students in each line of research and the nature and characteristics of the doctoral programme.

5.2. The academic guidance services respond to the needs of the training process of students and researchers.

Evidence and indicators:

The indicators that must be considered to evaluate this standard are the following:

	Report	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Satisfaction of the doctoral students with the studies.							
Satisfaction of the thesis doctors with the studies							

DIMENSION 3. RESULTS

Criteria 6. Learning outcomes

Standard:

*The **learning outcomes** correspond to level 4 of the **MECES** (Spanish Qualifications Framework for Higher Education).*

Guidelines to assess for the compliance with the criteria:

6.1. The results of the academic indicators of the doctoral programme and their evolution are adequate.

Evidence and indicators:

The evidence that must be considered to evaluate this standard are the following:

- Guide for the monitoring of the official doctoral programmes
- Doctoral theses generated within the framework of the doctoral programme
- Information on training activities and evaluation systems

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The indicators that must be considered to evaluate this standard are the following:

	Report	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Number of theses defended full-time							
Number of theses defended part-time							
Number of theses defended in co-tutelle.							
Number of theses defended in industrial doctoral programmes							
Average duration of the full-time doctoral programme.							
Average duration of the part-time doctoral programme.							
Percentage of abandonment of the programme.							
Percentage of theses with cum laude qualification.							
Percentage of theses with international mention.							
Percentage of students of the doctoral programme who have taken part in research stays.							
Number of scientific results associated with the doctoral theses.							

Criteria 7. SATISFACTION AND PERFORMANCE INDICATORS

Standard:

*The **results** of the indicators of the doctoral programme are **appropriate** to their characteristics and to the socio-economic and research context.*

Guidelines to assess for the compliance with the criteria:

7.1. The satisfaction of students, teachers, graduates and other stakeholders is adequate.

7.2. The indicators are appropriate to the profile of the students, according to the scientific scope of the programme.

7.3. The evolution of the indicators is consistent with the forecasts established in the verified report.

7.4. The labour insertion of the graduates is coherent with the socioeconomic and research context of the programme.

Evidence and indicators:

The indicators that must be considered to evaluate this standard are the following:

	Report	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Employment rate.							
Adaptation rate of the job to the studies.							
Satisfaction of the doctoral students with the programme.							
Satisfaction of the thesis doctors with the programme.							
Satisfaction of the employers or the society							

IMPROVEMENT PLAN

The monitoring and improvement cycle that the universities must implement for each and every one of their degrees must be translated into the identification of weak points and in the analysis of causes, establishing improvement actions. The effectiveness of these actions will be greater the greater the linkage there is with the objectives and the results of the programme indicators.

The improvement plan must be prepared in an organised and hierarchical manner. It must determine the tasks, those responsible, the priority of the action and the implementation schedule. Furthermore, it is advisable to provide monitoring indicators for each of the improvement actions identified.

In this way, the cycle of internal monitoring of the degrees should review the execution status of the previous Improvement Plan, analysing the results obtained with the implementation of the actions identified in the improvement of the weaknesses initially found and explaining the reasons why those that have not been undertaken where not able to be carried out.

The Improvement Plan will also include the actions undertaken by the degrees in relation to the recommendations or aspects of improvement that may have been indicated in the verification / modification, accreditation or monitoring reports.

As an example, a table with the contents that can be included in the improvement plan is shown:

DIAGNOSIS	CAUSES	OBJECTIVES	ACTIONS PROPOSED	PERSON RESPONSIBLE	DEADLINES	LEVEL (prog/centre/univ)	DOES IT IMPLY MODIFICATION?

4. EVALUATION PROCEDURE

4.1. Annual monitoring planning

ACPUA will determine annually the qualifications that will be monitored, ensuring that all official degrees, masters and doctoral degrees have at least one monitoring report between accreditations.

Both the universities and the General Directorate of Universities will be informed in a timely manner of the monitoring plan approved by ACPUA, being able to agree with the Agency on the suitability of including certain degrees or specific areas in said planning.

During the 2017-2018 academic year, a **pilot programme to monitor doctoral programs will be launched,** in which a sample of degrees previously agreed upon with SUA universities will participate.

4.2. Documentation for the evaluation

The universities will annually make available to the Agency the monitoring reports of **all their doctoral programmes** (according to the models that each of them have defined in their quality assurance system), thus ensuring that the annual monitoring process of the titles is running normally.

The **internal monitoring reports of** the degrees must include the analysis carried out by the programmes on the compliance with the evaluation criteria established in point 3. Evaluation criteria, as well as the evidences and indicators that are available and that support the analysis performed (as long as they are not available on the websites of the universities). The evidence and indicators proposed in point 3. Evaluation criteria can serve as a guide when identifying which type of indicators or evidence may be interesting for the analysis of each criterion.

The monitoring process carried out by ACPUA will be based on the evaluation by a panel of experts of the following documentation:

- The **internal monitoring report** (according to the models that each university has defined in its quality assurance system) of the programme.

- The **external reports of verification / modification, monitoring and / or renewal of the accreditation** (in order to review the actions undertaken by the programme in relation to the recommendations included therein).

- The **public information** available.

4.3. Appointment of evaluators

The ACPUA Evaluation, Certification and Accreditation Commission (CECA) appoints the members of the panel of experts (academics and students) who will act annually based on the number of programmes to be evaluated. The composition of the panel will be made public through the Agency's website.

In the case of the incorporation of new evaluators without experience in the evaluation of degrees with ACPUA or with any other agency, they will be provided with the necessary training in the evaluation protocol to be applied.

4.4. Evaluation

The panel of experts will carry out the evaluation applying the evaluation protocol described in point 3 of this document and will issue a technical judgment that will be submitted to the Subcommittee for the Evaluation of Degrees.

4.5. Issuance of the evaluation report proposal

The Subcommittee on Degree Evaluation (SET), based on the evaluation carried out by the different panels of experts, will issue the corresponding Monitoring Report Proposal.

This proposal will be sent to the university that will have twenty calendar days for the presentation of allegations.

4.6. Issuance of the Evaluation Report

Once the allegations have been analysed, if there are any, the Sub-commission for the Evaluation of Qualifications will issue the Monitoring Report that will be sent to the department of the Government of Aragon that is responsible for university education and to the university. In the event that the Monitoring Report indicates deviations susceptible to a new verification, the University Council will be informed.

The final report issued by the Subcommittee on Degree Evaluation must be motivated and conclusive, and must always include a global assessment, a list of strengths, weaknesses and the identification of good practices and recommendations. In the case of collecting recommendations, those that are considered critical or of special importance, if any, and that would make necessary the annual monitoring of the program will be pointed out.

Finally, the Agency will proceed to publish the results of the evaluation on its website.

4.7. Meta-evaluation of the process

ACPUA will close the evaluation process by gathering information about the satisfaction of those involved in the process.

The information collected and the results of the evaluation by the experts will be sent to the CECA to close the meta-evaluation process, proposing, if necessary, improvements on the evaluation procedure.

4.8. Claims and appeals

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For any claim or appeal associated with this evaluation process that ACPUA is aware of, the management will inform the Agency's Guarantee Committee for its acknowledgement and effects.

The information related to the Guarantee Committee and the Procedure to process complaints and claims in the case of monitoring is available on the ACPUA website.

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ANNEX I. Definition of the indicators for the monitoring of the Doctoral Programmes.

Quality of the training programme

Offer of places: number of places offered by a doctoral programme.

Demand: number of applications submitted to access a doctoral programme.

Newly enrolled students: number of students in a doctoral programme who, for the first time, have formalised the enrolment.[3]

Total number of students enrolled: the total number of students who have formalised their enrolment in a programme in a given course.

- **Total number of students enrolled according to the research line**: number of students enrolled in each specific programme research line.

Percentage of foreign students enrolled: number of students of foreign nationality who have formalised their enrolment in a programme in relation to the total number of students enrolled in the programme.

Percentage of students from master degrees from other universities: number of students who do not come from master studies at the same university in relation to the total number of students enrolled in the programme.

Percentage of students enrolled part-time: number of students who have formalised their enrolment in a programme to which they have been authorised to develop part-time thesis work in relation to the total number of students enrolled in the programme.

Percentage of students with scholarship or pre-doctoral contract:[4] number of students who have formalised their enrolment in a program and have obtained a scholarship to carry out their doctoral studies in relation to the total number of students enrolled in the programme.

Percentage of students who have required training complements: number of students enrolled who have required training complements in relation to the total number of students enrolled in the programme.

Adaptation of the teaching staff

Number of thesis directors defended. Number of directors who have directed theses that have been defended in the programme.

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[3] Students accepted yet not enrolled are not accounted for as, for example, they are taking part in additional training.

[4] Only the following scholarships are taken into consideration for the doctoral studies: FPI, FPU, FI, of the own university, Erasmus Mundus, industrial doctoral studies and ITN.

Percentage of thesis directors defended with six-year terms[5]. Number of six-year terms obtained by the directors of the theses defended in the programme in the last six years in relation to the potential applicants (official and labour PDI, professors of private universities).

Percentage of six-year periods or other research quality indicators of directors/teaching staff of the doctoral programme. Number of six-year terms obtained by the directors / professors of the programme in relation to potential applicants (official and labour PDI, teaching staff from private universities). For the teaching staff that cannot access the recognition of six-year terms other research quality indicators will be considered.

Efficacy of the learning support systems

Satisfaction of the doctoral students with the studies (from 1 to 5). Number of students that are positioned in each of the levels of satisfaction included in satisfaction survey questionnaire in relation to the total number of students who have responded to the survey.

Satisfaction of the thesis directors with the studies (from 1 to 5). Number of thesis directors that are positioned in each of the levels of satisfaction included in satisfaction survey questionnaire in relation to the total number of thesis directors who have responded to the survey.

Quality of the results.

Number of theses defended full-time. Sum of theses defended by the students of the full-time doctoral programme.

Number of theses defended part-time. Sum of theses defended by the students of the doctoral programme who have been authorised to develop it part-time.

Number of theses defended in co-tutelle. Sum of theses defended by the students of the co-tutelle doctoral programme.

Number of theses defended in industrial doctoral programmes. Sum of theses defended by the students of the industrial doctoral programme.

Average duration of the full-time doctoral programme:[6] Average number of courses used by full-time students who have defended the thesis since they first enrolled in the programme.

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[5] The programmes in which the number of potential applicants is very low must be indicated in the evaluation of this indicator (e.g.: health fields, fields with many RyC or ICREA directors, etc.).

[6] Excluding the periods defined in RD 99/2011 (maternity, illness, etc.).

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Average duration of the part-time doctoral programme[7]:. Average number of courses used by part-time students who have defended the thesis since they first enrolled in the programme.

Percentage of abandonment of the programme. Number of students who, during an academic year, did not formalise the enrolment in the programme they were studying or have defended the thesis in relation to the total number of students who could have enrolled in the same course again.

Percentage of theses with cum laude qualification. Number of students who have defended the thesis during an academic year and have obtained cum laude qualification in relation to the total of students who have defended the thesis in that same course.

Percentage of doctors with international mention. Number of students who have defended the thesis during an academic year and who, in accordance with the requirements established by the regulations, have obtained an international mention of their degree in relation to the total number of students who have defended the thesis in the same course.

Percentage of students of the doctoral programme who have taken part in research stays. Number of students of the doctoral program who have completed research stays for more than 3 months in research centres or in other universities in relation to the total number of students in the programme.

Number of scientific results of the doctoral theses. Number of contributions accepted on the day of the defence of the doctoral thesis, including: scientific articles in indexed journals, publications (books, book chapters ...) with peer review system and patents.

Employment rate[8]. Percentage of people employed over the total doctorate persons in the scope of the programme.

Adaptation rate of the job to the studies. Percentage of doctors within the scope of the programme who perform doctor-level functions over the total number of graduates employed.

Process for the creation and revision of this guide

Rev. no.	Date	Modifications introduced
0	05/09/2017	Presentation of guide to the Doctorate School of the UZ

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[7] Excluding the periods defined in RD 99/2011 (maternity, illness, etc.).

[8] It would be convenient to use the rates per programme in case of having them.

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1	20/09/2017	Presentation of guide to the Doctorate School of the USJ
2	24/04/2018	Consideration of the contributions made by the universities and final approval by the CECA.
3	17/07/2020	Update document after pilot programme. Approved by CECA.

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