REGULATIONS GOVERNING THE ORGANISATION AND OPERATION OF THE PROGRAMME EVALUATION COMMISSION

AGÈNCIA VALENCIANA D’AVALUACIÓ I PROSPECTIVA

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ARTICLE 1. COMPETENCES

1. The Programme Evaluation Commission (CET) is a permanent technical evaluation body of the Valencian Agency for Assessment and Foresight (Agència Valenciana d’Avaluació i Prospectiva).

2. The Programme Evaluation Commission is responsible for all matters related to the accreditation of official programmes and qualifications.

3. The Programme Evaluation Commission will draw up a report on the renewal of accreditation of all official university courses in the Valencian Community, which will be sent to the applicant university, the Council of Universities, the Valencian Regional Government and the Ministry of Universities.

ARTICLE 2. COMPOSITION

1. The Programme Evaluation Commission is a collegiate body whose members are expert evaluators from outside the Valencian university system, by branch of specialisation:
   a) Social Sciences
   b) Legal Sciences
   c) Arts and Humanities
   d) Science
   e) Health Sciences
   f) Engineering and Architecture

2. The Programme Evaluation Commission is composed of the following persons:

   a) A chairperson with an academic profile and experience in degree verification, monitoring or accreditation processes. He/she must be a doctoral civil servant from the university teaching bodies, whatever his/her administrative situation, who has at least three recognised periods of teaching activity (five-year periods) and two recognised periods of research activity (six-year periods).
   b) A variable number of academic members, preferably with experience in degree verification, monitoring or accreditation processes. At least two thirds of the members must be university teaching staff with doctorates, whatever their administrative status, who have at least three recognised periods of teaching activity (five-year periods) and two recognised periods of research activity (six-
year periods). The other third shall be made up of experts of recognised prestige and proven professional experience.

c) At least one member who is a Bachelor’s, Master’s or PhD student with experience in degree evaluation processes.

d) A secretary with a technical profile attached to AVAP, with the right to speak but not to vote.

ARTICLE 3. FUNCTIONS

The Programme Evaluation Commission shall have the following functions:

a) The assessment of programmes leading to the award of official degrees by universities and higher education institutions.

b) Planning and coordinating the relevant evaluation processes.

c) Determine mechanisms for monitoring and improving the processes developed.

d) Ensure the independence and impartiality of the decisions reached.

e) Ensure consistency in the development of evaluation processes.

f) Provide methodological and technical advice.

g) Prepare progress reports related to its field of action.

h) Adopt collegially, and in a reasoned manner, decisions relating to the qualifications they assess.

i) To report to the Agency’s management on the development of its activities and the agreements adopted.

ARTICLE 4. FREQUENCY OF MEETINGS

1. The Programme Evaluation Commission shall meet in ordinary session at least once per term and an official notice shall be sent out at least 15 days in advance, including the agenda.

2. They shall also meet in extraordinary session whenever convened by their chairperson, at the request of at least one third of their members, or at the request of the secretariat of the Commission.

3. Meetings may be held in person, remotely or mixed. Valid electronic means include, but are not limited to, e-mail, audio conferences and videoconferences.
ARTICLE 5. CONDUCT OF MEETINGS

1. During the session, each member will make a detailed presentation of the individual evaluation of each of the titles assigned according to their branch of specialisation and will submit the results of the evaluations for discussion.

2. Resolutions shall be passed by simple majority. In the event of a tie, the chair shall have the casting vote.

3. The Programme Evaluation Commission shall draw up a final report, which may be favourable or unfavourable to the renewal of accreditation, which shall be sent to the applicant university, the Council of Universities, the Generalitat Valenciana and the Ministry of Universities. The Council of Universities shall issue the corresponding resolution.

ARTICLE 6. AGREEMENTS

1. For the valid constitution of the Programme Evaluation Commission for the purposes of holding sessions, deliberations and reaching agreements, the presence of the chair and the secretariat or, where appropriate, of those replacing them, and of at least half of its members, shall be required at the first call.

2. The Programme Evaluation Commission shall act autonomously and independently in the performance of its functions. Its decisions shall be reached by simple majority vote.

3. An alternate chairperson shall be appointed from among the members, who shall act in the event of the absence or illness of the person holding the office of chairperson.

4. An alternate secretary shall be appointed from among AVAP’s technical staff to act in the event of absence or illness of the titular staff member.

ARTICLE 7. MINUTES OF MEETINGS

1. Minutes must be kept of all the sessions held, indicating the place of the meeting; the day, month, year and time of commencement; the attendees, the names of the securities assessed, the incidents, the conclusions, the agreements adopted, and the time of adjournment of the session.

2. The minutes must be approved at the same or the following meeting, signed by the secretary and authorised with the approval of the chairperson. It must be ensured that
members can access the minutes in electronic format in order to consult the content of the resolutions adopted.

**ARTICLE 8. TERM OF OFFICE AND CESSATION**

1. The members of the Programme Evaluation Commission shall be appointed for a term of four years, which may be extended for a further four years. Once the term of their appointment has expired, they shall continue to exercise their functions until the appointment of a new member to replace them.

2. The members of the Programme Evaluation Commission shall cease to hold office:
   
a) At the end of the term of office.
b) By resignation.
c) By death.
d) By dismissal by the Director of the Agency, following a report to the Governing Board, for failure to perform his/her duties.
e) For incurring in any of the established incompatibilities.

3. In the event of the resignation of one of the members of the Programme Evaluation Commission, the term of office of the newly appointed member shall be equal to the time remaining to be served by the member he/she replaces.

**ARTICLE 9. REMUNERATION**

1. The work of the Programme Evaluation Commission shall be remunerated according to attendance and the number of degrees to be evaluated.

2. As this is a collegiate body and decisions must be taken by a simple majority of those attending, in order to receive full attendance fees, members of the Committee must attend at least 80% of the meeting.

3. In addition to the attendance fee, the members of the Commission shall be remunerated for each of the titles that they individually have to review, according to their branch of speciality.
ARTICLE 10. RESOURCES

The decisions of the Council of Universities based on the report issued by the Programme Evaluation Commission may be appealed to the Agency’s Protocols and Appeals Commission.

ARTICLE 11. AMENDMENT OF THE RULES OF PROCEDURE

1. Modification of these regulations may be requested by the chairperson of the Programme Evaluation Commission, or by the majority of its members.

2. The amending proposal has to include an alternative text.

3. The favourable vote of two thirds of the legal number of members of the Programme Evaluation Commission is necessary for the validity of the agreements taken on the modification of these Regulations.