



AGÈNCIA VALENCIANA
D'AVALUACIÓ I PROSPECTIVA

REGULATIONS GOVERNING THE ORGANISATION AND OPERATION OF THE PROTOCOLS AND APPEALS COMMISSION

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AGÈNCIA VALENCIANA
D'AVALUACIÓ I PROSPECTIVA

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RULES OF ORGANISATION AND OPERATION OF THE PROTOCOLS AND APPEALS COMMISSION

ARTICLE 1. COMPETENCES

1. The Protocols and Appeals Commission (hereinafter CPR) is a permanent technical body of the Agència Valenciana d'Avaluació i Prospectiva (Valencian Agency for Assessment and Foresight).
2. The Protocols and Appeals Commission is responsible for all complaints received in the processes of verification, follow-up and renewal of accreditation of all official degrees in the Valencian university system.
3. The Protocols and Appeals Commission is also responsible for drafting and validating the protocols for evaluating the quality assurance activities carried out by AVAP.

ARTICLE 2. COMPOSITION

1. The Protocols and Appeals Commission is a collegial body whose members are experts with extensive academic and professional experience in the field of quality assurance in higher education.
2. The Protocols and Appeals Commission is composed of the following persons:
 - a) A chairperson with an academic profile in the legal field and experience in quality assurance 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, at least one of whom must be from the legal area, with experience in quality assurance processes. At least two thirds of which must be doctoral civil servants from the university teaching bodies, whatever their administrative status, with 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 quality assurance processes.
 - d) A secretary with a technical profile attached to AVAP, with the right to speak but not to vote.

ARTICLE 3. FUNCTIONS

The Protocols and Appeals Commission shall have the following functions:

- a) The review of complaints received in the processes of verification, follow-up and renewal of accreditation of all official degrees in the Valencian university system.
- b) The drafting of reports on allegations in the process of authorising new qualifications.
- c) The drafting of reports on allegations in degree follow-up processes.
- d) The issuing of the report requested by the Council of Universities, where appropriate, in cases of allegations in degree accreditation renewal processes.
- e) The review of complaints received by AVAP about dissatisfaction with the conduct of AVAP's evaluation processes.
- f) The drafting and validation of protocols for the evaluation of quality assurance activities carried out by AVAP.
- g) Prepare progress reports related to its field of action.
- h) To report to the Agency's management on the development of its activities and the agreements adopted.

ARTICLE 4. FREQUENCY OF MEETINGS

1. The Protocols and Appeals Commission shall meet, on an ordinary basis, at least once every six months and an official notice shall be sent 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. In relation to the management of appeals in quality assurance processes, prior to the session, each member of the Committee shall review the material provided and collegially issue a reasoned report, in accordance with the provisions of article 26.10 of Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.

2. In relation to the management of complaints received by the agency, a reasoned report must be issued based on all the documentation submitted and collected from the AVAP quality service, in accordance with resolution 2 December 2020, of the president of AVAP, which approves the procedure for the submission and processing of complaints, suggestions and acknowledgements in the field of services provided by the agency.
3. With regard to the protocols of AVAP's quality assurance activities, the commission will receive drafting proposals from each of the commissions responsible for their management, as well as from AVAP's quality area. On the basis of these documents, each member of the Protocols and Appeals Commission will make an individual assessment. Subsequently, the corresponding protocol update will be drafted collegially.
4. Decisions shall be taken by simple majority. In the event of a tie, the chair shall have the casting vote.

ARTICLE 6. AGREEMENTS

1. In order for the Protocols and Appeals Commission to be validly constituted for the purposes of holding meetings, deliberating and adopting resolutions, 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 first call.
2. The Protocols and Appeals Commission shall act autonomously and independently in the performance of its duties. Its resolutions 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 Protocols and Appeals 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 Protocols and Appeals Commission shall cease:
 - 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 a member of the Protocols and Appeals Commission, the term of office of the newly appointed member shall be equal to the unexpired term of the member he/she replaces.

ARTICLE 9. REMUNERATION

1. The work of the Protocols and Appeals Commission shall be remunerated on the basis of attendance at meetings.
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.

ARTICLE 10. RESOURCES

The decisions of the Protocols and Appeals Commission exhaust administrative channels and may be appealed through the courts.

ARTICLE 11. AMENDMENT OF THE RULES OF PROCEDURE

1. Amendments to these Rules of Procedure may be requested at the initiative of the Chairman of the Protocols and Appeals Commission, or of the majority of its members.
2. The amending proposal has to include an alternative text.
3. A favourable vote of two thirds of the legal number of members of the Protocols and Appeals Commission is necessary for the validity of the agreements taken on the modification of these Regulations.