

# REGULATIONS GOVERNING THE ORGANISATION AND OPERATION OF THE AUTHORISATION COMMITTEE

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AGÈNCIA VALENCIANA  
D' AVALUACIÓ I PROSPECTIVA

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## **RULES OF ORGANISATION AND OPERATION OF THE AUTHORISATION COMMITTEE**

### **ARTICLE 1. COMPETENCES**

1. The Authorisation Committee (AC) is a technical evaluation body of the Agència Valenciana d'Avaluació i Prospectiva (Valencian Agency for Assessment and Foresight).
2. The Authorisation Committee is responsible for the evaluation of the implementation of new official degrees in the Valencian Community.
3. The Authorisation Committee shall conduct a site visit, if required, and issue an authorisation report containing a detailed and reasoned analysis of the degree of compliance with each and every one of the criteria and guidelines for authorisation.

### **ARTICLE 2. COMPOSITION**

1. The Authorisation Committee is a collegiate body whose members are expert evaluators from outside the Valencian university system.
2. The Authorisation Committee is composed of the following persons:
  - a) A chairperson with an academic profile and experience in degree verification, authorisation or monitoring processes.
  - b) Several academic members of recognised prestige, by branches of knowledge.
  - c) One or one student, trained in evaluation processes.
  - d) A secretary with a technical profile and attached to AVAP, with voice but without vote in the Commission.

### **ARTICLE 3. FUNCTIONS**

The Authorisation Committee shall have the following functions:

- a) Review the evidence provided by the university.
- b) Conduct scheduled hearings with the collectives, if appropriate.
- c) Draw up a reasoned authorisation report.
- d) Review any factual errors that may have been detected by the university after the issuance of the monitoring report.
- e) Prepare progress reports related to its field of action.

- f) Adopt collegially, and in a reasoned manner, decisions relating to the qualifications they assess.
- g) To report to the Agency's management on the development of its activities and the agreements adopted.

#### **ARTICLE 4. ORGANISATION OF MEETINGS**

1. The Authorisation Committee shall meet as often as it deems necessary for the pooling of the securities to be assessed, and until the finalisation of the authorisation report.
2. The meetings of the Committee may be held in person, remotely or mixed. Valid electronic means include, but are not limited to, e-mail, audio and video conferences.
3. The visit to the university, if applicable, must be carried out in person, unless health or other justified reasons make this advisable.

#### **ARTICLE 5. CONDUCT OF MEETINGS AND DELIVERY OF THE REPORT OF AUTHORISATION**

1. The Authorisation Committee will hold a telematic session to share the aspects that each of the members of the committee have detected individually, through the previous analysis based on the evidence.
2. If necessary, a hearing will be held at the university, preferably in person, unless justified for health reasons or for duly justified reasons.
3. During the visit, in addition to consulting the planned evidence and visiting the facilities, he/she will hold the scheduled hearings with the groups involved in the degree (management team, degree coordinators, teaching staff, students, administration and services staff, graduates, employers, etc.).
4. At the end of the visit, the members of the Committee share preliminary conclusions for the issuing of the Authorisation Report. Decisions are taken by simple majority. In the event of a tie, the chair has the casting vote.
5. The academic member of the degree authorisation committee will coordinate the drafting of a report that is reviewed by each member of the committee for suggestions and proposals.
6. The academic member will incorporate the suggestions and proposals made by all members of the Committee, and will finalise the drafting.

7. The Chairman of the Committee will review and sign the Authorisation Report and send it to AVAP within seven days of the visit.

## **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 Authorisation Committee are appointed for the evaluation of titles for a specific period. Therefore, the term of office of this Committee shall be terminated at the end of the evaluation for which it was appointed.
2. The members of the Authorisation Committee shall cease to be members:
  - 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 Authorisation Committee, 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**

The work of the Authorisation Committee shall be remunerated on the basis of attendance and the number of securities to be evaluated.

## ARTICLE 10. RESOURCES

Once the university has received the authorisation report, it shall have 5 days to communicate any factual errors in the drafting of the report that may have led to an erroneous conclusion.

Reportable factual errors must have the following characteristics:

- 1) simple elementary mistakes of names, dates, arithmetic operations, or transcriptions of documents;
- 2) the error is to be assessed solely on the basis of the information contained in the file;
- 3) the error is obvious and clear, without the need to rely on interpretations of applicable legal rules;
- 4) there is no fundamental alteration in the meaning of the act (since there is no material error where its assessment involves a value judgement or requires an operation of legal qualification).

On the other hand, the complaints and appeals procedure allows an institution that has undergone a review process by AVAP to express its dissatisfaction with the development of the process or those carrying it out (complaints procedure) or to question the formal outcome, i.e. the renewal decision (appeals procedure). The body responsible for reviewing the allegations made by the university will be the Protocols and Appeals Committee.

## ARTICLE 11. AMENDMENT OF THE RULES OF PROCEDURE

1. Amendments to these Rules of Procedure may be requested at the initiative of the chairperson of the Authorisation Committee, 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 Committee is necessary for the validity of the agreements taken on the amendment of these Rules of Procedure.