

RULES OF ORGANISATION AND OPERATION OF THE QUALIFICATIONS ASSESSMENT COMMITTEE

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**AGÈNCIA VALENCIANA
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RULES OF ORGANISATION AND PROCEDURE OF THE QUALIFICATIONS ASSESSMENT COMMITTEE

ARTICLE 1. COMPETENCES

1. The Qualifications Assessment Committee (hereinafter 'CET') is a permanent technical assessment body of the Valencian Agency for Evaluation and Prospective Studies (AVAP)
2. The Qualifications Assessment Committee is responsible for all matters relating to the accreditation of official university degrees at Bachelor's, Master's and Doctorate levels, and Master's degrees in Artistic Studies.
3. The Qualifications Assessment Committee shall draw up a report on the renewal of accreditation for official university degree programmes and Master's programmes in the Arts within the Valencian Community. In the case of university degrees, this report shall be sent to the applicant university, the Council of Universities, the Valencian Regional Government and the Ministry of Universities. In the case of arts education qualifications, the report shall be sent to the Higher Council for Arts Education, the applicant institution, the relevant education authorities and the ministry responsible for education.

ARTICLE 2. COMPOSITION

1. The Qualifications Assessment Committee is a collegiate body whose members are external experts from outside the Valencian university system, specialising in the following fields of knowledge:
 - a) Social Sciences
 - b) Legal Sciences
 - c) Arts and Humanities
 - d) Sciences
 - e) Health Sciences
 - f) Engineering and Architecture
2. The Qualifications Assessment Committee comprises the following roles:
 - a) A chairperson with an academic background and experience in the verification, monitoring or accreditation of degree programmes. The individual must be a civil servant holding a PhD within the university teaching staff, regardless of their administrative status, and must have at least three recognised periods of teaching

activity (five-year periods) and two recognised periods of research activity (sexenios, six-year periods).

- b) A variable number of academic members, preferably with experience in degree programme verification, monitoring or accreditation processes. At least two-thirds of these must be university teaching staff holding a PhD, regardless of their administrative status, who have completed at least three recognised periods of teaching activity (five-year periods) and two recognised periods of research activity (six-year periods).
- c) At least one student member studying for an undergraduate, Master's or PhD degree, with experience in degree programme evaluation processes.
- d) A secretary with a technical background from AVAP, with a voice but no vote.

ARTICLE 3. FUNCTIONS

The Degree Programme Evaluation Committee shall have the following functions:

- a) The evaluation of courses leading to official qualifications offered by universities and higher arts education institutions in the Valencian Community.
- b) To plan and coordinate the relevant evaluation processes.
- c) To establish mechanisms for monitoring and improving the processes carried out.
- d) To ensure the independence and impartiality of the decisions reached.
- e) To ensure consistency in the conduct of the evaluation processes.
- f) To provide methodological and technical advice.
- g) To adopt, collectively and with clear justification, decisions relating to the degree programmes they evaluate.
- h) Report to the Agency's Management on the progress of their activities and the agreements reached.

ARTICLE 4. FREQUENCY OF MEETINGS

1. The Degree Evaluation Committee shall meet, as a rule, once every quarter, and an official notice of meeting shall be sent at least 15 days in advance, including the agenda.
2. It shall also hold extraordinary meetings whenever convened by its Chair, when requested by at least one third of its members, or at the request of the Commission's secretariat.

3. Meetings may be held in person, remotely or in a hybrid format. Valid electronic means include, amongst others, email, audio conferences and video conferences.

ARTICLE 5. CONDUCT OF MEETINGS

1. During the session, each member shall present a detailed account of their individual assessment of each of the theses assigned to them according to their field of expertise and shall put the results of the assessments up for debate.
2. Decisions must be taken by a simple majority. In the event of a tie, the chair shall have the casting vote.
3. The Qualifications Assessment Committee shall draw up a final report, which may be favourable, favourable subject to conditions, or unfavourable to the renewal of accreditation; in the case of official university qualifications, this report shall be sent to the applicant university, the Council of Universities, the Valencian Regional Government and the Ministry of Universities; and, in the case of Master's degrees in higher arts education, to the Higher Council for Arts Education, the applicant institution, the relevant education authorities and the ministry responsible for education. The Council of Universities (in the case of official university degrees) or the Higher Council for Arts Education (in the case of higher arts education degrees) shall issue the corresponding decision, which shall bring the accreditation renewal procedure to a close

ARTICLE 6. RESOLUTIONS

1. For the Qualifications Assessment Committee to be validly constituted for the purposes of holding meetings, deliberating and adopting resolutions, the presence of the chair and the secretary – or, where applicable, their deputies – and of at least half of its members shall be required at the first call.
2. The Qualifications Assessment Committee shall act autonomously and independently in the performance of its functions. Its resolutions shall be adopted by a simple majority of votes.
3. An alternate chair shall be appointed from amongst the members to act in the event of the absence or illness of the incumbent chair.
4. An alternate secretary shall be appointed from among AVAP's technical staff to act in the event of the absence or illness of the incumbent secretary.

ARTICLE 7. MINUTES OF MEETINGS

1. Minutes must be drawn up for all meetings held, setting out: the venue of the meeting, the day, month, year and starting time, those present, the names of the qualifications being assessed, the RUCT number or the relevant number in the case of arts qualifications, any incidents, the conclusions, the resolutions adopted, and the time at which the meeting was adjourned.
2. The minutes must be approved either at the same meeting or at the next one; they must be signed by the person acting as secretary and authorised by the chair. It must be ensured that members can access the minutes in electronic format to consult the content of the resolutions adopted.

ARTICLE 8. TERM OF OFFICE AND TERMINATION

1. Members of the Qualifications Assessment Committee shall be appointed by the AVAP Chair, on the recommendation of the General Management, for a renewable term of three years.
2. Members of the Qualifications Assessment Committee shall cease to hold office:
 - a) Upon expiry of their term of office.
 - b) Upon resignation.
 - c) Upon death.
 - d) Upon dismissal by the AVAP Presidency, on the recommendation of the AVAP General Management, for failure to fulfil their duties.
 - e) Upon incurring any of the established incompatibilities.
3. In the event of the resignation of a member of the Qualifications Assessment Committee, the term of office of the newly appointed member shall be equal to the remaining term of the member they are replacing.

ARTICLE 9. REMUNERATION

1. The work of the Qualifications Assessment Committee shall be remunerated on the basis of attendance at its meetings and the number of qualifications to be assessed.
2. As this is a collegial body and decisions must be taken by a simple majority of those present, in order to receive the full remuneration for attendance, members of the Committee must attend at least 80 per cent of the meetings.

3. In addition to the remuneration for attendance, members of the Committee shall be remunerated for each qualification they are individually required to review, according to their field of expertise.

ARTICLE 10. APPEALS

Decisions of the Council of Universities based on the report issued by the Qualifications Assessment Committee may be appealed to the Agency's Protocols and Appeals Committee.

ARTICLE 11. AMENDMENT OF THE REGULATIONS

1. A request to amend these Regulations may be made on the initiative of the Chair of the Qualifications Assessment Committee or by a majority of its members.
2. The proposed amendment must include an alternative text.
3. A two-thirds majority of the statutory number of members of the Qualifications Assessment Committee is required for any decisions taken regarding amendments to these Regulations to be valid.