

RULES OF ORGANISATION AND OPERATION OF THE EXTERNAL EVALUATION COMMITTEE

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**AGÈNCIA VALENCIANA
D'AVALUACIÓ I PROSPECTIVA**

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Contents

ARTICLE 1. COMPETENCES.....	5
ARTICLE 2. COMPOSITION	5
ARTICLE 3. FUNCTIONS	6
ARTICLE 4. ORGANISATION OF MEETINGS	6
ARTICLE 5. CONDUCT OF THE SESSIONS AND ISSUANCE OF THE EXTERNAL EVALUATION REPORT	6
ARTICLE 6. MINUTES OF THE VISIT	7
ARTICLE 7. TERM OF OFFICE AND TERMINATION	7
ARTICLE 8. REMUNERATION.....	8
ARTICLE 9. APPEALS.....	8
ARTICLE 10. AMENDMENT OF THE REGULATIONS	8

ARTICLE 1. COMPETENCES

1. The External Evaluation Committee (hereinafter 'CEE') is a technical evaluation body of the Valencian Agency for Evaluation and Prospective Studies.
2. The External Evaluation Committee is responsible for the evaluation process for the renewal of accreditation of official degree programmes taught in the Valencian Community.
3. The External Evaluation Committee shall carry out a visit to the relevant institution and issue an external evaluation report containing a detailed and reasoned analysis of the degree of compliance with each and every one of the criteria and guidelines for the renewal of accreditation.

ARTICLE 2. COMPOSITION

1. The External Evaluation Committee is a collegiate body whose members are expert evaluators from outside the Valencian university system.
2. There shall be one External Evaluation Committee for each visit carried out as part of an accreditation renewal process. Several degree programmes within the same field of knowledge may be grouped together.
3. Each External Evaluation Committee is composed of the following persons:
 - a) A chairperson with an academic background and experience in the verification, monitoring or accreditation of degree programmes.
 - b) A variable number of academic members, to be determined on the basis of the number of degree programmes to be assessed and the diversity of their fields of expertise, preferably with experience in the verification, monitoring or accreditation of degree programmes as members of assessment committees.
 - c) One student member, preferably from the field of study of the degree programmes to be assessed, and ideally with training in evaluation processes.
 - d) One member with a technical background, who shall have experience in the implementation and operation of quality assurance systems, university management or the European Higher Education Area, and who shall act as secretary.

ARTICLE 3. FUNCTIONS

The External Evaluation Committee shall have the following functions:

- a) To propose an agenda for the visit to the university, in accordance with the schedule set out in advance.
- b) To review the evidence provided by the university.
- c) To conduct the scheduled meetings with the various stakeholder groups.
- d) To draw up a reasoned external evaluation report.
- e) To take decisions collectively, and with justification, regarding the degree programmes under evaluation.
- f) Report to the Agency's Management on the progress of its activities and the agreements reached.

ARTICLE 4. ORGANISATION OF MEETINGS

1. The External Evaluation Committee shall meet one week prior to the visit to the university, as well as on the days scheduled for the visit and subsequently as often as the Committee deems necessary until the external evaluation report is finalised.
2. Coordination meetings may be held in person, remotely or via a hybrid format. Valid electronic means include, amongst others, email, audio conferences and video conferences.
3. The visit to the university may take place in person or online, at the discretion of AVAP.

ARTICLE 5. CONDUCT OF THE SESSIONS AND ISSUANCE OF THE EXTERNAL EVALUATION REPORT

1. One week prior to the visit to the university, the External Evaluation Committee shall hold an online meeting to discuss the issues that each committee member has individually identified through their prior analysis of the evidence.
2. The visit to the institution will last for a maximum of three days and may include the external evaluation of several degree programmes. The visit may take place in person or online, at AVAP's discretion. During the visit, in addition to reviewing the relevant evidence and touring the facilities, the committee will hold scheduled meetings with the relevant groups involved in the degree programme (management team, programme coordinators, teaching staff, students, administrative and support staff, graduates, employers, etc.).

3. At the end of the visit, the members of the External Evaluation Committee will pool their preliminary conclusions in order to draw up the External Evaluation Report. Decisions must be taken by a simple majority. In the event of a tie, the chair will have the casting vote.
4. Each member of the External Evaluation Committee will produce an individual report on the degree programme or programmes assigned to them.
5. The academic member of the External Evaluation Committee responsible for each degree programme will coordinate the drafting of a report, which is reviewed by each committee member so that they may contribute suggestions and proposals.
6. The academic member will incorporate the suggestions and proposals made by all members of the Committee and finalise the draft.
7. The Chair of the Committee shall review the draft External Evaluation Report, sign it and submit it to AVAP within a maximum of seven days from the date of the visit.

ARTICLE 6. MINUTES OF THE VISIT

1. Minutes must be drawn up for each visit carried out by an External Evaluation Committee, setting out the venue of the meeting; the day, month, year and starting time; those present; the names of the degree programmes evaluated; any incidents; the conclusions; the resolutions adopted; and the time at which the meeting was adjourned.
2. The minutes must be approved during the same session or the following one; they must be signed by the person acting as secretary and authorised by the chair.

ARTICLE 7. TERM OF OFFICE AND TERMINATION

1. Members of the External Assessment Committee are appointed to assess one or more qualifications (depending on whether several qualifications have been grouped together). Consequently, the Committee's term of office shall cease upon completion of the assessment for which it was appointed.
2. Members of the External Evaluation 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 Agency's Management, for failure to fulfil their duties.
 - e) Upon incurring any of the established incompatibilities.
3. In the event of the departure of a member of the External Evaluation Committee, the term of office of the newly appointed member shall be equal to the remaining term of the member they are replacing.

ARTICLE 8. REMUNERATION

The work of the External Evaluation Committee shall be remunerated on the basis of attendance, the number of qualifications to be evaluated and whether the visit takes place in person or online.

ARTICLE 9. APPEALS

No appeal may be lodged against the report drawn up by the External Evaluation Committee.

In the event of disagreement or dissatisfaction with the process that has been carried out or with the report of the External Evaluation Committee, the complaints and appeals procedure may be used. This procedure allows an institution that has undergone an AVAP review process to express its dissatisfaction with the conduct of the process or with those carrying it out (complaints procedure) or to challenge the formal outcome, that is, the decision on renewal (appeals procedure).

ARTICLE 10. AMENDMENT OF THE REGULATIONS

1. The approval and amendment of these regulations fall within the remit of the Valencian Agency for Evaluation and Prospective Studies (AVAP), as the body responsible for the organisation and operation of the External Evaluation Committees.
2. The External Evaluation Committees, through their chair or a majority of their members, may submit to AVAP reasoned proposals for amendments to the regulations, accompanied, where appropriate, by an alternative draft.
3. The proposals shall be examined by the competent bodies of AVAP; however, their submission shall not be binding.