

RULES OF ORGANISATION AND OPERATION OF THE BRANCH VERIFICATION COMMITTEES AND THE QUALIFICATIONS VERIFICATION COMMISSION

1. POWERS

The Qualifications Verification Commission is the technical body responsible for assessing the verification and modification of official bachelor's, master's and doctoral programmes at the Valencian Agency for Assessment and Foresight (AVAP). In carrying out its work, the Commission is supported by the Branch Verification Committees.

These regulations were approved by AVAP's Protocols and Resources Committee on 12 March 2024.

The current version was approved by the Qualifications Verification Committee on 7 July 2026 via email.

2. STRUCTURE, COMPOSITION AND FUNCTIONS

2.1. STRUCTURE

The assessment, verification and modification of official qualifications shall be carried out by the following collegiate verification bodies, the composition and functions of which are set out in these regulations:

- Qualifications Verification Commission.
- Branch Verification Committees.
- Specific Verification Committees.

Programme Verification Commission:

This is the body responsible for approving the provisional and final reports on the verification or modification of official qualifications awarded by the universities of the Valencian Community, taking into account the draft reports submitted by the Branch Verification Committees.

Subject Area Verification Committees:

Bodies responsible for assessing and drawing up draft interim and final reports.

The Discipline-Specific Verification Committees cover the fields of study set out in Annex I of Royal Decree 822/2021 of 29 September, which establishes the organisation of university education and the procedure for ensuring its quality.

AVAP has established six Branch Verification Committees, in accordance with the distribution of areas of study amongst the branches of knowledge proposed by the Spanish Network of University Quality Agencies (REACU) in the document approved at its meeting on 27 May

2022 (Guidelines and recommendations for the preparation and evaluation of modifications to study programmes to adapt their affiliation to areas of knowledge):

- Arts and Humanities Verification Committee.
- Sciences Verification Committee.
- Health Sciences Verification Committee.
- Engineering and Architecture Verification Committee.
- Verification Committee for Social and Legal Sciences I.
- Social Sciences and Law Verification Committee II.

Specific Verification Committees:

Where deemed necessary, committees with specific remit may be established to address particular needs falling outside the scope of the Disciplinary Review Committees.

2.2. COMPOSITION. EVALUATORS' PROFILES

The bodies responsible for assessing the accreditation and modification of degree programmes are collegiate bodies whose members are expert assessors from outside the Valencian university system.

QUALIFICATION VERIFICATION COMMISSION

- **Chair:** one of the chairs of the Branch Committees.
From among the academic members, an alternate chair will be appointed to act in the event of the absence or illness of the incumbent chair.
- **Secretary:** a member of staff attached to AVAP, with a voice but no vote.
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.
- **Academic members:** the chairs and secretaries of the Branch and Specific Verification Committees.
- **Professional member:** up to two of the professional members of the Branch Verification Committees.
- **Student member:** one of the students on the Branch Verification Committees.

BRANCH VERIFICATION COMMITTEES

The composition of the Branch Committees shall be as follows:

- **Chair:** a person appointed from among the academic members of the Committee.

An alternate Chair shall be appointed to act in the event of the absence or illness of the incumbent Chair.
- **Secretary:** a person appointed from among the academic members of the Committee.

An alternate Secretary shall be appointed to act in the event of the absence or illness of the incumbent Secretary.

- **Academic members:** academics from the university teaching staff, regardless of their administrative status, associated with the field of knowledge and with experience in the assessment of qualifications, who meet the following criteria:
 - Membership of the university teaching staff or status as a contracted lecturer holding a PhD. In the case of lecturers at private universities, they must be members of the teaching and research staff and be accredited.
 - They must have no professional links whatsoever with the universities of the Valencian Community University System.
 - Have a minimum of 2 five-year periods and 2 six-year periods of service.
- **Student member:** a university student pursuing studies related to one of the fields of knowledge within the discipline. The following conditions apply:
 - Be enrolled on a PhD or Master's programme, or in the final two years of a Bachelor's degree.
 - Have training and, as far as possible, experience in teaching evaluation and quality assurance processes. Participation as representatives in legally constituted student associations and participation in the quality committees of the degree programmes they are currently studying or have previously studied will be viewed favourably.
 - Not currently studying, nor having previously studied, at any university within the Valencian Community's university system.
- **Professional member:** an expert of recognised standing and proven professional track record, with links to one of the fields of knowledge within the discipline, who must:
 - Hold an official university degree.
 - Have a minimum of 5 years' professional experience in one of the fields of knowledge listed in Annex I of Royal Decree 822/2021.
 - Have no connection whatsoever with the universities of the Valencian Community University System.
 - Prior experience in the quality assessment of official university programmes, higher education institutions, teaching staff, or in university quality assurance systems will be considered an advantage.
- Representatives from civil society may participate if selected on the basis of their connection to the subject area of the degree programme being assessed.
- **AVAP technical staff:** secretarial support functions, without voting rights.

Where the interdisciplinary nature of the degree programme so requires, the programme may be assessed by the relevant Academic Members from different Discipline Verification Committees, who in this case would be incorporated into the Discipline Committee through which the university is applying for verification or modification.

Furthermore, if deemed necessary due to the specific nature of the degree programme under assessment, the chair of the Branch Committee may decide to seek advice from academics and/or professionals who are experts in the specific subject area under consideration. Similarly, students from the degree programme in question or related degree programmes may be consulted if deemed necessary.

Furthermore, Specific Verification Committees may be set up to analyse specific aspects, with a composition similar to that described for the Branch Committees.

2.3. FUNCTIONS

QUALIFICATIONS VERIFICATION COMMISSION

The functions of the Qualifications Verification Commission shall be:

- a) To design, plan and coordinate the relevant assessment processes for the verification and modification of study programmes leading to official qualifications awarded by universities and higher education institutions in the Valencian Community.
- b) To decide upon and issue provisional and final reports within the scope of its remit, as well as resolutions on non-substantial amendments.
- c) To establish criteria for action in these processes.
- d) To determine mechanisms for monitoring and improving the processes carried out.
- e) To ensure the independence and impartiality of the decisions reached.
- f) To ensure consistency in the conduct of evaluation processes.
- g) To provide methodological and technical advice to AVAP on all procedures relating to verification within the university sector.
- h) To adopt, collectively and with a statement of reasons, the final evaluation decisions.
- i) Report to the Agency's Management on the progress of its activities and the agreements reached.

SECTORAL VERIFICATION COMMITTEES

The Branch Verification Committees shall have the following functions:

- a) To support the Qualifications Verification Commission in carrying out its duties.
- b) To draw up draft interim reports on the verification and amendment of qualifications and submit them to the Qualifications Verification Commission.
- c) To examine any objections to their reports and submit draft final reports to the Commission.
- d) To ensure the independence and impartiality of the decisions reached.
- e) To establish mechanisms for monitoring and improving the processes carried out.
- f) To ensure consistency in the conduct of the assessment processes.
- g) Any other duties which, within the scope of their remit, are expressly entrusted to them by AVAP Management or by current regulations.
- h) To adopt, collectively and with a statement of reasons, decisions relating to the degree programmes they evaluate.
- i) To report to the Agency's Management on the progress of their activities and the agreements reached.

Specific functions:

Chair of the Branch Verification Committee:

- Resolves all procedural matters in accordance with the established criteria.
- Leads and coordinates the entire Committee and contributes their curricular and academic perspective to the decision-making process.
- Ensures that the assessments set out in the Committee's reports cover all the dimensions provided for in Royal Decree 822/2021, as amended by Royal Decree 905/2025, and that they are duly justified. For doctoral programmes, the provisions set out in Royal Decree 99/2011, as amended by Royal Decree 576/2023, regulating official doctoral programmes, shall be followed.
- Coordinates the drafting of the reports.

Secretariat of the Branch Verification Committee:

- Plans the Committee's meetings in conjunction with AVAP's technical staff and ensures compliance with Royal Decree 822/2021 and the Support Guide. Royal Decree 99/2011, where applicable.
- Ensures that meetings are conducted in such a way that the objectives of the evaluation can be successfully achieved.
- In collaboration with the chair, ensures that the assessments set out in the reports cover all the dimensions specified in Royal Decree 822/2021 or Royal Decree 99/2011 and the Support Guide, and are duly justified.
- Is responsible for compliance with the protocols and guidelines of the assessment process, as well as for ensuring that the assessment is carried out in accordance with the principles of the AVAP's code of ethics.
- They coordinate the various contributions from Committee members and draw up the minutes of each meeting with the chair's approval.

Members of the Branch Verification Committee:

- They complement the chair's curricular and academic perspective through their diverse professional backgrounds.
- They assess the awarded qualification in all its aspects in accordance with the assessment guidelines and protocols.
- They participate in the analysis of the report and in its drafting.

3. OPERATION

3.1. FREQUENCY OF MEETINGS

The Qualifications Verification Commission and the Branch Verification Committees shall meet, as a matter of routine, whenever there are matters to be resolved within their remit.

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

Furthermore, they shall hold extraordinary meetings whenever convened by their chair, when requested by at least one third of their members, or at the request of the Commission's secretariat.

3.2. CONVENING OF MEETINGS AND PROCEDURES

Meetings shall be convened by email, at least forty-eight hours in advance of the date of the meeting. The notice of meeting shall specify the date, time and venue.

For the Committees and the Commission to be validly constituted for the purposes of holding sessions, deliberating and adopting resolutions, the presence of the Chair and the Secretary – or, where applicable, their deputies – and of at least half of their members shall be required.

The Committees and the Commission shall act autonomously and independently in the performance of their duties.

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

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 assessed; any incidents; the conclusions; the resolutions adopted; and the time at which the meeting was adjourned.

The minutes shall be approved at the same meeting. If this is not possible, a draft of the minutes shall be sent to all members after the meeting for their approval or to incorporate any relevant changes.

The minutes shall be signed by the secretary and authorised with the chair's approval.

It must be ensured that members can access the minutes in electronic format to consult the content of the resolutions adopted.

4. SELECTION, APPOINTMENT AND TERM OF OFFICE

The selection of members of the Qualifications Verification Commission and the Branch Verification Committees shall be based on the principles of transparency and objectivity, with a view to ensuring that the individuals selected are suited to the duties to be performed.

Members of the Qualifications Verification Committee and the Branch Verification Committees shall be appointed for a term of four years, renewable for a further four years. Upon expiry of their term of office, they shall continue to perform their duties until a new member is appointed to replace them.

A member's term of office shall cease in the following cases:

- a) Upon expiry of the term of office.
- b) Upon resignation.
- c) Due to death.
- d) By dismissal by the Agency's Management, following a report to the Board of Directors, for failure to fulfil their duties.
- e) Due to falling foul of any of the established incompatibilities.

In the event of the resignation of a member of the Commission or the Committees, the term of office of the newly appointed member shall be equal to the remaining term of the member they are replacing.

5. REMUNERATION

The work of the Qualifications Verification Commission and the Branch Verification Committees shall be remunerated on the basis of attendance at meetings and individual assessments carried out.

As this is a collegial body and decisions must be taken by a simple majority of those present, members must attend at least 80 per cent of the meeting in order to receive the full remuneration for attendance.

6. APPEALS

Decisions of the Council of Universities based on the report issued by the Qualifications Verification Committee may be subject to appeal. Appeals will be heard by AVAP's Protocols and Appeals Committee.

7. AMENDMENT OF THE RULES

A request to amend these Regulations may be made on the initiative of the Chair of the Qualifications Verification Committee or by a majority of its members.

The proposed amendment must include an alternative text.

A two-thirds majority of the quorum of the Qualifications Verification Committee is required for any resolutions regarding amendments to these Regulations to be valid.

REVISION REGISTER

REVISION NO.	DATE	DESCRIPTION OF AMENDMENT
01	March 2024	Regulations in their original version
02	July 2026	Composition of the Verification Committee. Inclusion of secretaries from the Branch Committees as members. Replacement of 'Area of expertise' with 'Area of study' Update of assessors' profiles in line with AVAP's general criteria.