



ESCUELA INTERNACIONAL DE DOCTORADO UNIVERSIDAD FRANCISCO DE VITORIA

INTERNAL QUALITY ASSURANCE and IMPROVEMENT PROCEDURES of the DOCTORATE PROGRAM

Royal Decree 99/2011, of January 28, regulating official doctorate programs provides the legal framework for the Internal Quality Assurance System for Doctorate Programs of the Universidad Francisco de Vitoria (UFV). Quality Assurance may be described as a systematic, structured and continuous assessment for the maintenance and improvement of the program quality. Within the framework of university education policies and programs, quality assurance allows institutions to demonstrate the importance of the excellence of their programs and degrees, establishing procedures and means to ensure and demonstrate this quality.

The doctorate programs of the Universidad Francisco de Vitoria have an established quality assurance system based on an evaluation system that encompasses all academic and organisational aspects of the doctorate program, including initial processes, internal procedures and final results. The evaluation actions are aimed at serving the interests of knowledge, identifying possible areas for improvement in relation to institutional objectives. This will permit the identification of strengths and areas for improvement in the aspects indicated. The aim, therefore, is to diagnose and design strategies for improvement. The entire process and the evaluation tools employed are statistically analysed to ensure their validity and reliability.

The Internal Quality Assurance System of the Universidad Francisco de Vitoria is designed and implemented to meet the needs of the doctorate programs. There are various aspects which are specific to the doctorate:

1. Oversight of the Quality Assurance of the Doctorate. To ensure the effectiveness of the Quality Assurance for the doctorate programs, an Academic Commission has been created which is responsible for the design of the Doctorate, its updating, quality and coordination as well as the progress of research, training and the authorisation for the presentation of a doctoral thesis of each student in the program. The commission may incorporate external agents and will meet at least twice during the academic year. Furthermore, a Quality Assurance Commission is established for each program. This commission represents the doctoral students, support personnel and the directors of the doctorate program. The Quality Assurance Commission will meet twice a year with the aim of evaluating the development of the program and establishing an improvement



plan to be approved by the Academic Commission of the Doctorate Program. The head of the quality program represents the director of the program in the implementation and oversight of the Internal Quality Assurance System.

2. Quality assessment and improvement procedures for teaching and faculty. The evaluation of the performance of thesis directors is conducted by means of oversight and evaluation of satisfaction surveys of doctoral students which assess student perception of the progress of their own research and the methodologies employed. With the results of these surveys the head of the quality program will submit a plan for improvements and intervention strategies to the Quality Assurance Commission as appropriate. The results of the individual satisfaction surveys are also submitted to the thesis directors for their information, personal evaluation and improvement, oriented towards continuous improvement and excellence.
3. Procedure to analyse the employment opportunities of doctorates and satisfaction. The evaluation model is essentially informative, oriented towards excellence, development and continuous improvement of the university. The aim is providing the university with immediate feedback in order to reorient, if necessary, its activities and lines of research. The procedure to analyse the employment opportunities of doctorates is applied once the student has defended their thesis by means of surveys conducted by the International Doctoral School.
4. Procedure to analyse the satisfaction of stakeholders (doctoral students, academic, administrative and services personnel, etc). The aim is to ensure that learning outcomes, satisfaction and any other aspect which may impact the quality of education provided by the university is measured and evaluated. This analysis will serve as the basis for decision-making in improving the quality of education.
5. Suggestions, complaints and congratulations. The users may present their suggestions, complaints or congratulations to the Universidad Francisco de Vitoria by means of the following:
 - Completing the form in the Suggestions Box provided on the home page of Universidad Francisco de Vitoria: www.ufv.es.
 - Sending an email to: calidad@ufv.es
 - Completing the form of the Quality and Evaluation Department located at Office 2.33, Building H of the Universidad Francisco de Vitoria.

The Universidad Francisco de Vitoria will communicate the results of the assessment of the Doctorate Program to the entire university community and the general public. The International Doctoral School UFV (EIDUFV) will provide doctoral students, and any other interested member of the university community, with the results of the surveys on employment opportunities. Research projects and theses of particular

academic, scientific, social and professional interest will be made available to the entire university community in the UFV Library.

Life of a Degree: Verification Process, Oversight and Renovation of Certification

- *Verification of the Report.* All official degrees must go through a prior evaluation process conducted by the educational quality agency (Knowledge Foundation Madri+d) for which the university issues a report of the degree program. Study plans must be verified by the Council of Universities and authorised for implementation by the corresponding Autonomous Community.
- *Oversight:* Royal Decree 1393/2007 establishes that quality evaluation agencies must carry out “oversight of the registered degree, based on the available public information, up to the moment of evaluation for the renovation of their certification”. Beyond that established in the regulations, this oversight must also serve to provide a diagnostic of the program and as a basis for improvements to correct possible deviations from the initial design of the degree.
- *Renovation of Certification:* The Knowledge Foundation Madri+d is responsible for verifying that the design and implementation of the program is coherent with the initial project and achieves appropriate results in the MECES. (QF-EHEA - Spanish Framework for Higher Education). The evaluation included a visit to the institution. During the 2018-2019 academic year, the Doctorate Program in Biotechnology, Medicine and Biomedical Sciences of the Universidad Francisco de Vitoria were recertified.

