



# **GUIDELINE TO THE CYCLICAL REVIEW REPORT BY THE QUALITY COMMITTEE**



**Staff office Quality and Strategy Development**

**UNIBZ**

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## Introduction

With the new AVA guidelines regarding the Self-evaluation, Evaluation and the (initial and periodic) Accreditation of the Universities and Degree courses, in their final version of August 10th 2017, the focus lies no longer on processes, but on results and corrective actions, putting the student's role at the center of Quality Assurance. The AVA guidelines have therefore implemented the ESG 2015 (*Standards and Guidelines for Quality Assurance in the European Higher Education Area*).

Part of the self-assessment foreseen by Quality Assurance (QA) processes are the annual and cyclical reviews of the Degree Courses. Both aim at identifying and implementing corrective measures and improvements wherever necessary within their didactic management. While the new Annual Monitoring report (Scheda di monitoraggio annuale) reduces significantly the workload regarding the annual self-assessment for every single Degree course by simplifying it in form and content through a predefined template, the cyclical review is still an in-depth self-assessment of the overall performance of the Degree course, based upon the relevant QA prerequisites (R3). Hence, the problems and proposals for solutions to be implemented in the next cycle must be identified in detail.

The Quality Committee has created the following guidelines based on the new ANVUR indications. They intend to provide information and operational instructions for the preparation of the Cyclical Review Report, with the aim of supporting the work of the Degree Course Councils (in their function as Quality Committees of the Degree course) and supported by the course lecturers.

The template is drawn up according to the ANVUR model (*Linee guida, Allegato 6.2*)

**The cyclical review report is one of the key documents for the periodic accreditation by the CEVs.**

## Legal framework

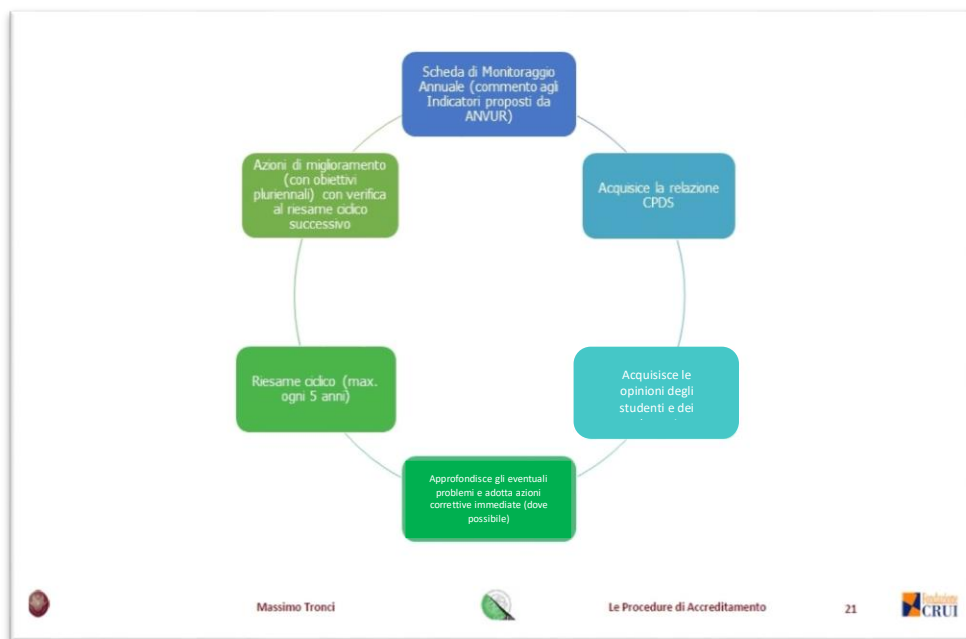
- MIUR - DM 987 del 12.12.2016, "Autovalutazione, valutazione e accreditamento iniziale e periodico delle sedi e dei corsi di studio";
- MIUR - DM 60 del 08.02.2017, Modifiche al DM 987;
- ANVUR - "Accreditamento periodico delle sedi e dei corsi di studio universitari" – Linee Guida e allegati del 10.08.2017.

## Who executes the cyclical review

The cyclical review report, like the Annual Monitoring report, is drawn up by the Degree Course Council (in its function as evaluation group - *Gruppo di Riesame*) under the direction of the Degree Course Director, and must be approved by the Faculty Council.

## The Quality Assurance cycle of the Degree Course and the schedule of the cyclical review report

The Quality Assurance cycle of the Degree course the Cyclical Review Report is part of can be displayed as follows (fig. 1):



**Fig.1:** The QA cycle of the Degree course

The Cyclical Review Report shall be produced at regular intervals not exceeding five years and in any case within one of the following situations:

- upon specific request of ANVUR, MIUR or the University;
- in the event of substantial changes to the Degree regulations;
- in the presence of serious critical issues that have emerged.

The list of all the cyclical review reports carried out so far at unibz by the Degree Courses is presented in Annex I.

**In view of the periodic accreditation by the CEV, the Quality Committee requires the preparation of an updated cyclical review report by 2018 for all Degree courses.**

## Topics of the cyclical review report

The Cyclic Review Report is split into five parts structured in the same way. Each part of the template indicates the main points of attention and the documentary sources to consider:

- 1 - DEFINITION OF THE CULTURAL AND PROFESSIONAL PROFILES AND THE ARCHITECTURE OF THE DEGREE COURSE
- 2 - THE STUDENT'S EXPERIENCE
- 3 - DEGREE COURSE RESOURCES
- 4 - MONITORING AND REVIEW OF THE DEGREE COURSE
- 5 - COMMENT ON THE INDICATORS

### Part a

At the beginning of each part, entitled "*Summary of the main changes identified since the last review*", a commentary is required on the changes undertaken on the basis of the corrective actions proposed in the previous cyclical review report. If a Degree Course undertakes the cyclical review report for the first time, this part may be omitted.

To facilitate the monitoring of corrective actions already undertaken/to be undertaken this table may be of help:

Action	Title	ref.year	State of the art	solution	Additional actions foreseen
	<i>Brief description</i>		<i>Executed/non executed / ongoing</i>		<i>Whenever the corrective action was not decisive or executed</i>

### Part b

In the section "*Data-based analysis of the situation*", the starting point is indicated by both the documentary sources to be considered and a series of attention points to be answered. You are required to consider all the points listed.

### Part c

The section "*Objectives and improvement actions*" requires the identification of any corrective actions aimed at improving critical situations.

For each proposed corrective action, it is advisable to define the objectives, the actions to be taken, to identify the responsible person, to define the schedule and its duration.

Corrective actions with few links to the critical issues highlighted, generic or unfeasible requests or those dependent on other entities and uncontrollable must be avoided. In addition to the corrective actions identified for the Annual Monitoring Report, here you are required to list corrective actions effective over a longer time period.

### The specificities of unibz

The template for the Cyclical Review Report made available by the Quality Committee includes those parts/questions related to the specific characteristics of unibz, i.e:

- the state-of-the-art and monitoring of the use of languages in the individual Degree Courses, *see capitolo 3 – Risorse del CdS*;
- the following indicators special attention must be paid to, based upon the 2017-2019 programmatic financial agreement between the Free University of Bolzano and the Autonomous Province of Bolzano, *see chapter 5 – comment to the indicators*:
  - iC2 Percentage of graduates within the regular course duration;
  - iC10 Percentage of CFUs received abroad by regular students out of the total of CFUs achieved by students within the regular course duration;
  - iC11 Percentage of graduates within the regular course duration who have acquired at least 12 CFUs abroad;
  - iC17 Percentage of registered students graduating within one year beyond the regular duration of the degree course in the same Degree course;
  - iC24 Percentage of drop outs after N+1 years.
- the recommendations received by the Evaluation Committee through the Audits held or through its shared reports, *see chapter 4 - monitoring and review of the Degree Course*.

### References

The main documents to be consulted are:

- SUA-CdS;
- annual Report of the Joint Studies Committee (*Relazione annuale della Commissione paritetica*);
- Annual Monitoring Report (*Scheda di monitoraggio annuale*) and Annual Review Reports (*Rapporti di Riesame Annuale*);
- Previous Cyclic Review Report;
- Minutes of the Degree Course Council, the Faculty Council and the Joint Studies Committee;
- Results of the course evaluation by students and reports by the Evaluation Committee
- Notes, minutes of meetings and reports of internal and external Stakeholders.

### Execution and approval

The Degree Course Council under the responsibility of the Course Director draws up the Cyclical Review Report in Italian or English. The report is mandatory for all Degree Courses and must be approved by the Faculty Council.

The Course Director will send the document to the Quality Committee within the established time frame.

**Please consider the following schedule for the different bodies involved:**

<b>Deadline</b>	<b>Responsible</b>	<b>Action</b>
<b>28/09/2018</b>	Degree Course Director	Drafting of the Cyclical Review Report and submission of preliminary draft to Quality Committee
<b>Within 08/10/2018</b>	Quality Committee	Eventual comments and inputs
<b>Within 02/11/2018</b>	Degree Course Director and Degree Course Council (Quality Commission) Faculty Council	Implementation of comments and approval by the Faculty Council Submission of the final document and resolution of approval by the Faculty Council to <a href="mailto:quality.committee@unibz.it">quality.committee@unibz.it</a> and <a href="mailto:tuition@unibz.it">tuition@unibz.it</a> .

The Quality Committee will upload the report in the SUA-CdS database.

### **Information and contact point**

For further information, please contact the support office of the Quality Committee:

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## Annexes

A-I List of the Cyclic Review Reports executed so far at unibz:

Faculty	Degree Course		Degree Course Director	activation year	Cyclic Review report
Economics and Management	L18Bz	BA in Economics and Management	Weissensteiner Alex	2010/2011	2015
	L18Bk	BA in Tourism, Sport and Event Management	Serena Volo	2010/2011	2016
	L33	BA in Economics and Social Sciences	Schamel Günther	2010/2011	2016
	LM63	MA in Economics and Management of the Public Sector	Mirco Tonin	2010/2011	2015
	LM77	Ma in Entrepreneurship and Innovation	Narduzzo Alessandro	2010/2011	2016
	LM77	MA in Accounting and Finance	Massimo Bonacchi	2018/2019**	
Education	L19	BA in Social Education	Elsen Susanne	2009/2010	2016
	L20	BA in Communication Sciences and Culture	Zinn Dorothy Louise	2012/2013	2015
	L39	BA in Social Work	Susanne Elsen	2009/2010	2016
	LM45	MA in Musicology	Comploi Franz	2016/2017	n.a.
	LM85bis	MA in Primary Education	Michael Gaidoschik	2011/2012	n.a.
	LM87	MA in Innovation and Research for Social Work and Social Education	Kolis Summerer	2013/2014	2016
Computer Science	L31	BA in Computer Science	Gamper Johann	2010/2011	2015
	LM18	MA in Computer Science	Marco Montali	2009/2010	2015
	LM18	European Master in Software Engineering	Russo Barbara	2016/2017	n.a.
	EMSE				
Design and Art	L4	BA in Design and Art	Benincasa Antonino	2009/2010	2015
	LM12	MA in Eco-Social Design	Krois Kris	2015/2016	n.a.
Science and Technology	L9	BA in Industrial and Mechanical Engineering	Gasparella Andrea	2011/2012	2015
	L9	BA in Wood Engineering	Gasparella Andrea	2018/2019**	n.a.
	L25	BA in Agricultural and Agro-environmental Sciences	Fischer Christian	2012/2013	2015
	LM30	MA in Energy Engineering	Marco Baratieri	2012/2013	2015
	LM33	MA in Industrial and Mechanical Engineering	Vidoni Renato	2016/2017	n.a.
	LM70	MA in Food Sciences for Innovation and Authenticity	Gobbetti Marco	2018/2019**	n.a.
	LM73	MA in Environmental Management of Mountain Areas	Comiti Francesco	2014/2015	n.a.
** newly established					