

GUIDELINES FOR THE RESEARCH MOTORING REPORT (SUA-RD) BY THE QUALITY COMMITTEE

Staff unit Quality and Strategy Development

UNIBZ

11-2018

INDEX

Introduction	2
Who executes the SUA-RD	2
The Quality Assurance cycle for Research and Third Mission.....	3
Topics of the SUA-RD.....	3
Section I.....	3
Section II	4
Section III.....	4
Execution and approval.....	4
Further Information and contact	5

Introduction

The Research Monitoring Report - *Scheda di monitoraggio annuale della ricerca e della terza missione (SUA-RD)* - is part of the self-assessment, evaluation and accreditation system (AVA) and is, as such, one of the tools that will prepare our University for the periodic accreditation and the on-site visit.

The last SUA-RD dates back to the year 2015, regarding the research activities for the period 2011-2013, and to the year 2016, regarding the Third Mission activities for the period 2011-2014.

In preparation for the on-site visit by the CEV, scheduled for April 2019, the Quality Committee decided to propose a new SUA-RD regarding the period 2016-2017-2018 to the Faculties, being they the academic structures responsible for research activities.

The Quality Committee has taken the structure of the last SUA-RD as starting point, adapting it to the needs of unibz. Thus, the collection of data on the research activities are combined with a moment for self-assessment that will propose, where necessary, actions for improvement (that are typical of the review report).

The Quality Committee has created the following guidelines. They intend to provide information and operational instructions for the preparation of the SUA-RD and the review report, with the aim of supporting the Faculties.

The SUA-RD is one of the key documents for the periodic accreditation.

Who executes the SUA-RD

As mentioned in the *Guidelines for Quality Assurance for Research and Third Mission* (document approved by the University Council on 21.09.2018), the Vice Dean for Research is responsible for completing the SUA-RD and any other self-assessment document required by the Quality Assurance process. He is supported by the Commission for Quality Assurance of Research and Third Mission of the Faculty, which is composed of himself and the persons responsible of the various research areas.

The Faculty Council must approve the SUA-RD.

The Quality Assurance cycle for Research and Third Mission

As outlined in the *Guidelines for Quality Assurance for Research and Third Mission*, the guiding methodology in the QA process in research is based on the management by objectives and forms a cyclical outline (*plan-do-check-act*):

- *plan-do*: definition of the University's policies for the quality of research, assignment of strategic and operational objectives for research to the Faculties (and Competence Centers) and implementation of actions aimed at achieving the planned objectives;
- *check-act*: monitoring of research outputs, identification of any critical issues and implementation of any improvement or consolidation actions, also based on the SUA-RD.

The SUA-RD is an integral part of this process.

In view of the periodic accreditation, the Quality Committee initially requires the SUA-RD to the Faculty of Design and Art and the Faculty of Education. During 2019, the other Faculties will follow.

Topics of the SUA-RD

The SUA-RD consists of three sections:

- I – OBJECTIVES, RESOURCES AND MANAGEMENT OF THE FACULTY
- II – RESEARCH OUTPUTS
- III – THIRD MISSION ACTIVITIES

Each of these sections foresees a moment of self-assessment with a comment on the development of the last years, underlining strengths and weaknesses as well as the identification of corrective actions, aimed at improving critical situations.

For each corrective action proposed, it is advisable to define its objectives, the actions to be undertaken, to identify the person responsible, and to define its schedule and duration. Corrective actions with few links to the critical issues highlighted, generic or unfeasible requests or those uncontrollable and dependent on other entities must be avoided.

Section I

This section contains information on the Faculty's objectives in research.

Section 1.a "Research Objectives of the Faculty" describes the plurennial research objectives for the period 2016-2018, in line with the strategic planning of the University. Please refer and take into consideration the Performance Agreement between the Free University of Bozen-Bolzano and the Autonomous Province of Bozen-Bolzano.

Section 1.b "Organizational structure of the Faculty" contains a description of the organizational structure of the Faculty, as well as a list of the research areas.

Section 1.c "Quality Assurance" describes the Faculty's QA policy: the composition of the QA Commission in Faculty Research and its activities over the reference years.

Section 1.d "Competence Centers" indicates any Competence centers affiliated to the faculty (their scope of activity, staff, etc.).

Section 1.e "Infrastructure" contains a list/description of the research laboratories (1.e.1) and large research equipment (1.e.2).
Here, the equipment with a significant value (> 100.000 € and a high degree of specialization) should be considered.

Section 1.f contains a list of the academic staff in service at the Faculty as of 31.12.2018: professors, researchers, research assistants and PhD students are listed, with information on the respective CUN area, SSD sector and the ERC sector of reference.

Section II

This section collects the data on the results of research activities of the academic staff in service at 31.12.2018 for the period 2016 – 2017 – 2018.

The data should preferably be extracted from the Boris research information system. The Quality Committee, hence, encourages all lecturers and researchers to regularly update their data in Boris.

Section III

This section collects the data on the results of the third mission activities of the academic staff in service at 31.12.2018 for the period 2016 – 2017 – 2018.

The data should preferably be extracted from the Boris research information system. The Quality Committee, hence, encourages all lecturers and researchers to regularly update their data in Boris.

Execution and approval

The Commission for Quality Assurance of research and third mission of the faculty, under the responsibility of the Vice Dean for research, edits the SUA-RD in Italian or English. The Faculty Council then must approve the final SUA-RD.

The Vice Dean for Research will send the document to the Quality Committee according to the established schedule.

Please consider the following schedule for the different bodies involved:

Deadline	Responsible	Action
14/12/2018	Vice Dean for Research	Drafting of the SUA-RD and submission of preliminary draft to the Quality Committee at quality.committee@unibz.it
within 21/12/2018	Quality Committee	eventually comments and inputs
within 14/01/2019	Vice Dean for Research 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 the Quality Committee at quality.committee@unibz.it

Further Information and contact

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

Quality and Strategy Development
 Franz-Innerhofer-Platz 8 - Piazzetta Franz
 Innerhofer, 8
 Italy - 39100, Bozen-Bolzano
 Tel +39 0471 011600
 Fax +39 0471 011609
quality@unibz.it