

GUIDELINES FOR THE MONITORING REPORT AND THE STRATEGIC AND OPERATIONAL PLANNING DOCUMENT OF THE FACULTY

Quality Committe

unibz

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1. Introduction

The **Monitoring Report and Strategic and Operational Planning Document of the Faculty** on Teaching, Research and Third Mission/Social Impact, subject of these Guidelines, becomes part of the system of the self-evaluation process of the Free University of Bozen-Bolzano.

In the previous years, the Faculties have developed the SUA RD document (when foreseen by ANVUR) and conducted an in-depth self-assessment as part of the evaluation carried out by external experts in 2021–2022. In 2025, the University Governance — supported by the Quality Committee — redefined the review and planning procedures at Faculty level in alignment with the AVA 3 guidelines. The new system foresees triennial and annual review and planning exercises, carried out by the Faculties, i.e., the academic structures with responsibility for Teaching, Research and Third Mission/Social Impact. The Monitoring Report on Teaching, Research and Third Mission/Social Impact exercise is carried out in 2025 and it is referred to the years 2022-2024. It will be repeated in the future every three years. It is then integrated by an annual monitoring report, which will be aim at monitoring the achievements of the goals set in the Strategic and operational planning document of the Faculty.

These Guidelines, developed by the Quality Committee, are intended to provide information and operational guidance for the triennial preparation of the Monitoring Report and the Strategic and Operational Planning Document of the Faculty on Teaching, Research, and Third Mission/Social Impact, with the aim of supporting the work of the Faculties.

The structure of these Guidelines is inspired by the AVA3 framework, which has been adapted to the specific context of unibz. The analysis of data related to activities in Teaching, Research, and Third Mission/Social Impact is integrated with self-evaluation processes, leading to the identification of strategic and operational actions.

2. Who makes the Monitoring Report and Strategic and Operational Planning Document of the Faculty on Teaching, Research and Third Mission/Social Impact

As indicated in the unibz Guidelines for Quality Assurance and Accreditation at Faculty, Degree Course and PhD Level, the Dean of the Faculty, supported by various academic figures, is responsible for compiling the Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact, as well as other self-evaluation documents required by the unibz Quality Assurance (QA) system.

The Dean is supported by the Faculty Commission for Quality Assurance of Research and Third Mission/Social Impact, which is composed of the Faculty QA Responsible, the Vice-Dean for Research and the Coordinators of the research areas/clusters and the Faculty Responsible for Third Mission/Social Impact (if appointed), as well as by the the Vice-Dean for Teaching, the Degree Course Directors and Coordinators of the PhD Programme. The Monitoring Report and Strategic and Operational Planning Document of the Faculty on Teaching, Research and Third Mission/Social Impact must be approved by the Faculty Council.

3. The cycle of Quality Assurance of Teaching, Research and Third Mission/Social Impact

The QA methodology follows a management-by-objectives approach and is implemented through a continuous cyclical process (*plan-do-check-act*):

- a) *plan-do*: definition of the University policies on the quality of Teaching, Research and Third Mission/Social Impact, assignment of the strategic and operative objectives of the Faculties, and implementation of the actions needed for the realisation of the planned objectives.
- b) *check-act*: monitoring of the results on Teaching, Research and Third Mission/Social Impact, identification of possible criticalities and implementation of the possible actions of improvement or consolidation, based on the triennial self-evaluation/programming with the Monitoring Report and Strategic and Operational Planning Document of the Faculty.

The Monitoring Report and Strategic and Operational Planning Document of the Faculty on Teaching, Research and Third Mission/Social Impact, subject of these Guidelines, is an integral part of this process.

As (new) permanent tool of triennial self-evaluation and planning, the Quality Committee requires all Faculties to prepare the Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact by May 31st (with the first application due in November 2025 and the first draft to be submitted by September 22 to the Governance and the Quality Committee for review and feedback).

Below are described the structure and the contents of the Monitoring Report and Strategic and Operational Planning Document of the Faculty on Teaching, Research and Third Mission/Social Impact.

(I) Structure and contents of the Monitoring report

The **Monitoring Report** is a confidential self-assessment document that reviews the past three years and is not made available publicly.

The document is structured into **four sections**, each subdivided into subsections:

SECTION I: INTRODUCTION

It is divided into two subsections:

1.1 Academic and Technical-Administrative Staff (in Brackets Externally Funded Personnel)

Data for this subsection will be provided by the Quality Committee based on the unibz "Jahresbericht – Relazione sulla gestione", as well as on data supplied by the Personal Office.

1.2 Rankings and Accreditations

The Faculty should describe its positioning in national and international rankings (e.g., CENSIS, Times Higher Education World University Rankings, QS), as well as international accreditations achieved for its research and/or teaching activities (including international accreditations of specific Degree Courses).

SECTION II: TEACHING

It is divided into nine subsections:

2.1 Summary of the Main Changes Identified Since the Last Review

The Faculty should provide a summary of the actions implemented and the main changes that have occurred in teaching since the last Faculty-level Review (Faculty Self-Assessment and related feedback).

2.2 First-Year Enrollment Students, Divided by BA, MA, and PhD Programmes

The Chart for this subsection will be provided by the Quality Committee based on data supplied by Controlling.

2.3 Total Number of Enrolled Students, Divided by BA, MA, and PhD Programmes

The Chart for this subsection will be provided by the Quality Committee based on data supplied by Controlling.

2.4 Analysis of Monitoring Indicators for Bachelor's and Master's Degree Courses Aggregated at Faculty Level

Data for this subsection will be provided by the Quality Committee based on the SUA-CdS Database.

2.5 Bachelor's and/or Master's Degree Courses within the Faculty that Show Significant Critical Issues Requiring Action at Faculty Level, as Identified in the Annual Monitoring Report, Cyclical Review Report, Annual Report of the Joint Studies Committee, and Annual Reports of the Evaluation Committee (AVA/OPIS)

The Faculty should identify any Bachelor's or Master's Degree Courses that show significant critical issues — based on the aspects outlined in the previous section — and requiring targeted interventions at the Faculty level.

The key documents referenced in the title are available on the QA SharePoint: [link](#).

2.6 Analysis of Monitoring Indicators for PhD Programmes: Recurring Issues at Faculty Level (Based on the PhD Annual Monitoring Report)

Data has already been provided by the Quality Committee based on the "Cruscotto Indicatori ANVUR" for the Annual Monitoring Report of the PhD Programmes.

2.7 PhD Programmes within the Faculty That Show Significant Critical Issues Requiring Intervention at the Faculty Level, as Identified in the PhD Annual Monitoring Report and Annual Reports of the Evaluation Committee (AVA/OPIS)

The Faculty should identify any PhD Programmes exhibiting significant critical issues — based on the aspects outlined in the previous section — and requiring targeted interventions at the Faculty level.

The key documents referenced in the title are available on the QA SharePoint: [link](#).

2.8 Coverage of Teaching Hours (in Brackets Total Hours Covered by Internal Staff)

The Faculty should report the total teaching hours delivered in each SDS, indicating in brackets the hours covered by internal staff (60 hours/year for researchers and 120 hours/year for professors).

Data will be provided by the Quality Committee based on AIS Database.

2.9 Additional Reflections or Analyses Related to Teaching

The Faculty should indicate any further reflections or analyses concerning the teaching area.

SWOT ANALYSIS – TEACHING

The Faculty should include the SWOT analysis for the Teaching area here.

SECTION III: RESEARCH

It is divided into seventeen subsections:

3.1 Summary of the Main Changes Identified Since the Last Review

The Faculty should summarize here the actions implemented and the main changes that have occurred in research since the last Faculty-level Review (SUA RD 2021, Faculty Self-Assessment and related feedback).

3.2 Faculty Research Macro-Areas and/or Clusters

The Faculty should provide a description of research macro-areas and/or clusters, including the names of members and the coordinator.

3.3 Research Laboratories

The Faculty should provide a description of its research laboratories.

3.4 Large Research Equipment (> 100.000€)

The Faculty should list equipment with significant value (exceeding €100,000) and a high level of specialization.

3.5a Scientific Production* (Number of Publications) of Professors (PO, PA e PStr.), Researchers (RU, RTT, RTDB e RTDA)

In the absence of objective and non-discriminatory, alternative criteria, this point is based on the scientific production related to the National Scientific Abilitation (ASN) and the relative ministerial regulation (definition of book, scientific article, chapter, etc) and includes the number of publications of the Professors (PO, PA, PStr.) and of the Researchers (RU, RTT, RTDB e RTDA) (normative reference: Decreto Ministeriale n. 120 del 7 giugno 2016 e Decreto Ministeriale n. 589 del 8 agosto 2018).

It is specified that, for each product with multiple authors from the same Faculty, the product can be assigned to only one person; however, if authors are from different Faculties, a product may be attributed to two authors.

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

3.5b-1 Number of Academic Staff in Service as of 31/12/20xx With No Scientific Production (ASN Products) During That Year

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

3.5b-2 Number of Academic Staff in Service as of 31/12/20xx With No Scientific Production (VQR Products) During That Year

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

3.6 Academic and Professional Awards (Indicate the Number)

This section includes prizes, mentions, positions in national and international rankings.

Data should be entered by the Faculty in the table based on its own elaboration drawn from the Boris CV activities export provided by the Quality Committee (Boris category CV activities-awards). Awards received by multiple staff members should be counted only once.

3.7 Scientific Conferences/Congresses Organizing Committee Responsibilities

This section covers responsibilities related to organizing scientific congresses and conferences.

Data should be entered by the Faculty in the table based on its own elaboration drawn from the Boris CV activities export provided by the Quality Committee (since there is no specific category in Boris, data may be distributed across different categories). Activities involving multiple staff members should be counted only once.

3.8 Board Membership in Scientific Associations (e.g., President, Vice-President, Past President, Member of the Executive Board)

Data should be entered by the Faculty in the table based on its own elaboration drawn from the Boris CV activities export provided by the Quality Committee (since there is no specific category in Boris, data may be spread across different categories). Activities involving multiple staff members should be counted only once.

3.9 Fellow of Scientific Societies

Only positions assigned through a peer review process should be considered; simple membership in scientific societies is excluded.

Data should be entered by the Faculty in the table based on its own elaboration drawn from the Boris CV activities export provided by the Quality Committee (since there is no specific category in Boris, data may be spread across different categories). Activities involving multiple staff members should be counted only once.

3.10 Leadership or Membership in Editorial Boards of Journals or Publication Series (Specify the Number)

Includes directorship or participation in editorial boards of Scientific Journal or Scientific Series.

Data should be entered by the Faculty in the table based on its own elaboration drawn from the Boris CV activities export provided by the Quality Committee (Boris categories CV activities - member of editorial board, editorship and editorial work). Activities involving multiple staff members should be counted only once.

3.11 Director or Scientific Responsibility / Coordination of Public or Private or International Research Institutes

Data should be entered by the Faculty in the table based on its own elaboration.

3.12 Teaching or Research Assignments at International Public or Private Universities and Research Centers with a minimum duration of 30 days or equivalent to at least 1 ECTS credit

Data should be entered by the Faculty in the table based on its own elaboration.

3.13 Research Projects Eligible for Funding Based on Competitive Calls Involving Peer Review (Indicate Number and Total Financing by Type)

Data will be provided by the Quality Committee based on data supplied by Controlling.

Project assignments to years are based on their starting year.

3.14 ANVUR Indicator I.0.0.A – Revenues From Commissioned Research, Technology Transfer, and Competitive Funding Related to Tenured Professors

Data will be provided in September by the Quality Committee based on the "Cruscotto Indicatori ANVUR".

3.15 Summary of the Analysis of VQR Results 2020 – 2024

The Faculty should summarize (without compromising the privacy of individual researchers) the self-assessment carried out using the software "Criterium" for the VQR 2020–2024.

3.16 Additional Indicator Chosen by the Faculty (for Example, Publications in International Top-Tier Journals or Q1-Ranked Journals in Scopus) (or Any Other Deemed Appropriate)

The Faculty should identify, report and comment any additional indicator for the research area.

3.17 Additional Research-Related Indicator Selected by The Faculty

The Faculty should identify, report and comment any further additional indicator relevant for the research area.

3.18 SWOT ANALYSIS – RESEARCH

The Faculty should include the SWOT analysis for the Research area here.

SECTION 4: THIRD MISSION/SOCIAL IMPACT

It is divided into seven subsections:

4.1a Third Mission Activities – Detail

The Faculty should enter data on Third Mission activities by category in the table, based on its own analysis of the Boris Third Mission export provided by the Quality Committee (all Boris Third Mission categories). Activities involving multiple staff members should be counted only once.

4.1b Third Mission Activities – Overview

The Faculty should provide the total number of Third Mission activities per year in the table, based on its own elaboration drawn from the Boris Third mission export provided by the Quality Committee (all Boris Third mission category). Activities involving multiple staff members should be counted only once.

4.2 Number of Academic Staff in Service as of 31/12/20xx With No Third Mission/Social Impact Activities During That Year

The Faculty should identify and report the number of staff members who have not engaged in any Third Mission/Social Impact activities during the specified years. The list of staff members will be provided by the Quality Committee.

4.3 ANVUR Indicators I.0.0.B (Number of University Spin-Offs and Patents Related to Tenured Professors) and I.0.0.C (Number of Third Mission Activities Related to Tenured Professors)

Data will be provided in September by the Quality Committee based on the "Cruscotto Indicatori ANVUR".

4.4 Teaching Projects Awarded Funding (Indicate the Number and Total Amount of Funding Received, Categorized By Type).

*Data will be provided by the Quality Committee based on data supplied by the Controlling.
Project assignments to years are based on their starting year.*

4.5 Lifelong Learning and Open University Initiatives

The Faculty should describe the lifelong learning and open university initiatives (excluding Executive Masters), including contributions to the Studium Generale involving staff members.

4.6 Additional Third Mission/Social Impact Indicator Selected by the Faculty

The Faculty should identify, report and comment any additional indicator for the Third Mission/Social Impact area.

4.7 Additional Third Mission/Social Impact Indicator Selected by the Faculty

The Faculty should identify, report and comment any additional indicator relevant for the Third Mission/Social Impact area.

SWOT ANALYSIS – THIRD MISSION

The Faculty should include the SWOT analysis for the Third Mission area here.

(II) Structure and contents of the Strategic and Operational Planning Document

The **Strategic and Operational Planning Document** builds upon a concise analysis of the Monitoring Report and focuses on defining goals and actions for the upcoming three years. This document is publicly available, as required by the AVA 3 system.

It includes an analysis of the relevant context and macro-trends, the Faculty's vision and mission, an internal and external analysis of the Faculty (SWOT analysis), and the setting of objectives. The document must align with the University's strategic plans and take into account the programmatic-financial Convention between the Free University of Bozen/Bolzano and the Autonomous Province of Bolzano.

The document is structured into **six sections**, each subdivided into subsections:

SECTION 1: INTRODUCTION

The Faculty should provide a brief introduction about its identity and main activities in Teaching, Research and Third Mission.

SECTION 2: FACULTY MISSION AND VISION

The Faculty should clearly state its vision and mission.

SECTION 3: TEACHING

3.1 Analysis of the Situation

The Faculty should summarize its current situation related to the Teaching, highlighting the teaching offer and outlining its strengths and weaknesses. The Faculty can draw on the analyses conducted in the Monitoring Report as well as in the RRCs of the Degree Courses and in the Annual Monitoring Report of the PhD Programmes of the Faculty.

The Faculty should also include the SWOT analysis for the Teaching area developed in the Monitoring Report.

3.2 Strategic Goals (3 Years Span)

The Faculty should identify and describe 3 to 5 major strategic goals for the next three years. This section should also demonstrate alignment with the university strategy referring to the "Politiche di Ateneo per la Qualità" and/or the strategic plan of unibz. (These goals should be high-level, such as: increase students numbers, increase students satisfaction, increase research outputs, increase third-party funding, ... For the indicators, please refer mostly to the ones mentioned in Section II of the Monitoring Report.

3.3 Actions and Operational Goals

For each strategic goal, the Faculty should specify 3 to 5 actions and/or operational goals, identifying timing, monitoring indicators, those responsible (e.g., dean, vice-dean, faculty responsible, director of Degree Course xxx) and resources needed. (For the indicators, please refer mostly to the ones mentioned in Section II of the Monitoring Report). These concrete actions and/or operational objectives should be reflected in the annual activity plans prepared for the years 2026 to 2028. The template for the activity plans will provide specific guidance on how to include and summarize these objectives.

SECTION 4: RESEARCH

4.1 Analysis of the situation

The Faculty should provide a summary of its research status, highlighting the laboratories, the research performance etc. and mentioning its strengths and weaknesses. This analysis can draw upon findings from the Monitoring Report.

Additionally, the Faculty should include the SWOT analysis for the Research area as developed in the Monitoring Report.

4.2 Strategic goals (3 years span)

The Faculty should identify and describe 3 to 5 major strategic goals for the next three years. This section should also demonstrate alignment with the university strategy referring to the "Politiche di Ateneo per la Qualità" and/or the strategic plan of unibz. (These must be high level goals, such as: increase students numbers, increase students satisfaction, increase research outputs, increase third-party funding, ...) For the indicators, please refer mostly to the ones mentioned in Section III of the Monitoring Report

4.3 Actions and Operational Goals

For each strategic goal, the Faculty should specify 3 to 5 concrete actions and/or operational objectives, detailing timelines, monitoring indicators, responsible parties (e.g., Dean, Vice-Dean, Faculty AQ Responsible, Degree Course Director), and required resources. Indicators referenced should primarily correspond to those outlined in Section III of the Monitoring Report. These concrete actions and/or operational objectives should be reflected in the annual activity plans prepared for the years 2026 to 2028. The template for the activity plans will provide specific guidance on how to include and summarize these objectives.

SECTION 5: THIRD MISSION AND SOCIAL IMPACT

5.1 Analysis of the Situation

The Faculty should summarize the situation of the faculty with respect to third mission and social impact, highlighting the activities done and mentioning its strengths and weaknesses. The Faculty can draw from analyses done in the Monitoring Report.

The Faculty should include the SWOT analysis for the third mission area that you developed in the Monitoring Report.

5.2 Strategic Goals (3 Years Span)

The Faculty should identify and describe 3 to 5 major strategic goals for the next three years. This section should also demonstrate alignment with the university's overall strategy by referencing the "Politiche di Ateneo per la Qualità" and/or the strategic plan of unibz. (Goals should be high-level and relevant, such as: increase students numbers, increase students satisfaction, increase research outputs, increase third-party funding, ... For the indicators, please refer mostly to the ones mentioned in Section IV of the Monitoring Report.)

5.3 Actions and Operational Goals

For each strategic goal, the Faculty should specify 3 to 5 concrete actions and/or operational objectives, outlining timelines, monitoring indicators, responsible parties (e.g., Dean, Vice-Dean, Faculty AQ Responsible, Degree Course Director), and required resources. Relevant indicators should primarily refer to those listed in Section IV of the Monitoring Report. These concrete actions and/or operational objectives should be reflected in the annual activity plans prepared for the years 2026 to 2028. The template for the activity plans will provide specific guidance on how to include and summarize these objectives.

SECTION 6: CRITERIA FOR ALLOCATION OF RESOURCES

The Faculty should describe in this section the criteria used to allocate economic resources within the Faculty to Degree Courses, PhD Programmes, macro-areas/clusters and faculty members. Please refer here only to unibz resources.

The Faculty should mention the following categories of resources: staff (professors and researchers, technologists, research contracts, etc.), personal fund - "fondo personale" (allocated to all professors and researchers), three years award - "premiabilità", budget for research, budget for teaching, budget for third mission, infrastructure calls, internal calls (e.g. ID), etc.

The Faculty is required to define ex ante clear criteria for the allocation of resources among the members of the Faculty or among the different scientific groups/units (e.g., macro-areas or cluster, Degree Courses, PhD Programmes, SSDs, etc.), and to report ex post the allocation of such resources on the basis of indicators that allow the impact of the allocated resources to be measured.

4. Information and Contacts

For further information, please contact the Support Office of the Quality Committee:



quality.committee@unibz.it



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