



GUIDELINES FOR THE ANNUAL MONITORING REPORT BY THE QUALITY COMMITTEE



Staff Unit Quality and Strategy Development

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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 (Standards and Guidelines for Quality Assurance in the European Higher Education Area).

Part of the self-assessment process foreseen by Quality Assurance (QA) are the annual and cyclical reviews of the Degree Courses. While the cyclical review is still an in-depth self-assessment of the overall performance of the Degree course and will take place at least every five years, the former annual review has been replaced by the **Annual Monitoring report**. However, the processes of self-assessment of the Degree courses are always intended to identify and implement corrective measures and improvements wherever necessary within its didactic management.

The Quality Committee has created the following guidelines based on the new ANVUR indications. They intend to provide information and operational instructions for the format of the Annual Monitoring report, with the aim of supporting the work of the University Course Councils (in their function as Quality Committees of the Degree course).

For an overall and detailed overview of the new ANVUR guidelines and indicators, we strongly recommend the ***Documento di accompagnamento e approfondimento degli indicatori***, proposed by ANVUR and herewith attached.

The QA cycle of the Degree course

The Quality Assurance cycle of the Degree course can be displayed as follows (fig. 1).

With the new schedule requested by the new ANVUR indications, the Annual Monitoring report of the Degree course and the Annual Report of the Joint Studies Committee of the Faculties will overlap. Hence, the Quality Committee is indicating a precise scheduling for both documents, expressing at the same time its recommendation for a solid relationship and exchange between the Joint Studies Committee and the Degree course Directors, as well as with the Deans and Vice Dean for Studies.



Fig.1: The QA cycle of the Degree course

The new Annual Monitoring Report

One of the most important news within the new AVA2.1 guidelines is indeed the Annual Monitoring Report: **in short, it consists of a summary and critical comment on the quantitative indicators provided by ANVUR.**

While in the former Annual Review each Degree course was requested to carry out an in-depth analysis of its relevant strengths and critical issues and to identify and implement corrective actions, for the new Annual Monitoring Report only a short comment is required.

As such, the workload regarding the annual self-assessment for every single Degree course reduced significantly, by simplifying it in form and content through a predefined template.

The ANVUR indicators

ANVUR and MIUR provide a “set of indicators” that are calculated nationwide to Universities and Degree courses. Among these, some indicators are used by ANVUR to monitor the Universities, as well as to monitor the single Degree courses and to select those to be examined during the CEV institutional accreditation visit. The Degree course indicators relate to the careers and employability of students, the attractiveness of the Degree course, the level of internationalization and the qualification of the Degree course lecturers.

The databases used by ANVUR for the calculation of the indicators are as follows:

- ANS (anagrafe nazionale degli studenti), regarding the students’ careers
- SUA-CdS, regarding the basic information of the Degree course

- DB Ruolo Docenti, regarding the information about the lecturers
- VQR regarding the verification of the quality of research
- Almalaurea, regarding the analysis of the graduates' profiles and their employment situation
- SUA-RD for the University info sheets
- Anagrafe dottorati for the University info sheets

Based on these new sources and on the metrics of the indicators, it is indeed impossible to compare them with the reports provided so far.

The single Degree course of the University will be compared to the courses of the same Degree and type (L/LM/LMCU - Bachelor, Master, Master with a single cycle) and of the same geographic area. As such, both the positive potential of the course and heavy deviations from the national or macro-regional average values appear, thus offering a multi-dimensional picture of the overall national course offerings.

ANVUR preferred not to identify threshold values for the different indicators at this stage. On the one hand, the reliability of the used databases is admittedly not yet at its best, and on the other hand, the use of the set of indicators for the self-assessment leads to an ever-increasing responsibility by the universities. In fact, they autonomously define their own objectives, on which basis they will then choose which indicators to focus on.

Based upon the 2017-2019 programmatic financial agreement between the Free University of Bolzano and the Autonomous Province of Bolzano, special attention must be paid to the following 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

Comments by the Degree course

In accordance with the guidelines of the Ministerial Programming, the indicators are proposed to the Degree courses with the main aim of evoking a reflection on the achievements of the course's objectives. They do not form an overall vote or opinion on the Degree course.

Each Degree course completes the Annual Monitoring Report. By doing so, every Degree course is called to a trend analysis (growth, decline or discontinuous trend) and to a summary commentary on the indicators prepared. Each Degree course is free to comment on the indicators of its choice, but it is important that the course recognizes and comments on the most significant ones, detecting both successful indicators and identifying any critical issues in the design and management of the course offer. It is advisable to compare the data, firstly, to the

geographical area average, if available (Trentino Alto Adige, Veneto, Friuli Venezia Giulia, Emilia Romagna) and then, if possible, to the national average.

In case of particular issues and divergences in the data, it is advisable to comment them in the respective comment field.

For indicators that show a certain critical issue, in fact, the Degree course is called upon to investigate its possible causes and to propose corrective actions: these are actions of immediate and direct application whose effectiveness and concrete results can be measured in the following year. For each corrective action proposed, it is important to establish the objectives, actions to be taken, the person in charge, the timeframe required for its intervention and its overall duration. Corrective actions showing few connections to the critical issue must be avoided, as well as too generic or unrealistic proposals, or actions dependent on or of governance of other bodies.

The following table can be of use in order to lay out and monitor the ongoing/planned corrective actions:

Action	Title	Reference year	Status	Solution	Additional actions foreseen
	<i>Short description</i>		<i>Executed Non executed In progress</i>		<i>If the corrective action has not been executed or completed</i>

Processing and approval

The Degree Course Council under the responsibility of the Course Director fills out the Annual Monitoring report in Italian or English. The Faculty Council must approve the Monitoring report. Please note that the completion of the Annual Monitoring report is not required for newly activated Degree courses in 2016-2017. For those courses, it is therefore not necessary to fill in the form, even if available on the AVA website.

The Annual Monitoring report is completed by inserting the comments prepared by each Degree course in the appropriate dialog box in the SUA-CdS website, together with the PDF file that each Degree course will prepare and that will be uploaded to the SUA database. The upload and the management of the SUA database remains under the responsibility of the Quality Committee.

The final deadline for the upload to the CINECA database is on December 31st 2017. Consequentially, the following schedule for the various bodies involved has been designed:

Deadline	Responsible	Action
30/11/17	Joint Study Committee	Annual report
01/12/17	Quality Committee	Sending the annual report of the Joint studies Committees of the faculties to the Degree course directors

within 07/12/17	Degree course director and Degree council (Quality Committee) Faculty Council	Analysis and critical comment on the indicators proposed by ANVUR Approval by the Faculty body Sending the Annual Monitoring Report to the Quality Committee quality.committee@unibz.it , cc-ed law@unibz.it and tuition@unibz.it .
12/12/17	Quality Committee	comments and rewordings, if necessary
20/12/17	Degree course director	Sending of the final document, together with the approval of the Faculty council to quality.committee@unibz.it , law@unibz.it and tuition@unibz.it
22/12/17	Quality & Strategy Study and Tuition	Upload in the SUA-CdS database

The Quality Committee will organize meetings with the Degree Course directors during the preparation period of the Annual Monitoring Reports.

The Quality Committee recommends interacting with the Joint Studies Committee already during the preparation of the report through meetings or the exchange of draft versions to ensure the exchange of useful information for both the Course Council and the Joint Study Committee.

Instructions for the completion of the Report

The Annual Monitoring Report template consists of
a first summary part containing all the main information about the Degree course: name, code, university, geographical area, degree class, number of students... etc.;

a second part containing a table with the proposed indicators, grouped by topics:

- Group A - Indicators relating to didactics (DM 987/2016, Annex E)
- Group B - Indicators related to Internationalization (DM 987/2016, Annex E)
- Group E - Further indicators for the evaluation of didactics (DM 987/2016, Annex E)

The values of the individual indicators have been calculated over a span of three academic years (or cohorts of enrolled students see each indicator for detailed information). As such, trends within the university can be spotted immediately. Secondly, for each indicator ANVUR provides benchmark values of the same Degree class within the University, within the geographical area and within the country.

The enclosed document to the indicators prepared by ANVUR offers a detailed explanation of each indicator and indications on how to fill out the template. (p. 9 ff).

Contact

Staff Unit Quality and Strategy Development quality@unibz.it	Kathrin Staffler Claudia Steger
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