GUIDELINES FOR THE ACTIVITIES OF THE UNIVERSITY QUALITY COMMITTEE

1. INTRODUCTION/PREMISE

As defined in the Quality Assurance Manual *(Manuale dell'Assicurazione della Qualità),* the University Quality Committee *(PQA)* is an actor within the University's Quality Assurance (QA) system, alongside the Governing Bodies, the Evaluation Board *(NdV)* and the Joint University Committee for Teaching (CPDS).

The organisation and operation/functioning of the PQA/UQC are established by the Operating Regulations issued by Rector's Decree no. 63/2023/ D.R. rep. n. 63/2023 of January 17, 2023.

Said Regulation establishes, in Article 2, that the PQA is composed of "four to eight University professors representing the three departmental locations and the University's scientific-disciplinary areas, with expertise in Evaluation, Accreditation, Quality", appointed by Rector's Decree, who "remain in office for three years and cannot serve more than two consecutive terms". The functions of President are attributed to one of the members in the appointment decree.

Furthermore, in Article 5 the Regulation establishes that "Within each Department there shall be a Department Quality Manager for Teaching *(RQDF),* a Department Quality Manager for Research *(RQDR)* and a Department Quality Manager for Third Mission *(RQDTM)*", who act as representatives towards the PQA in their respective areas of expertise.

The PQA is supported by an administrative support structure (Central Sector for Accreditation, Quality and Analysis).

2. PQA DUTIES AND ACTIVITIES

The duties and activities falling under the PQA's responsibility are established by Art. 4 of the aforementioned Regulations. In particular, the PQA organises, supervises and supports the quality processes in teaching, research and third mission/social impact, which consist of:

a) promoting the culture and improvement of quality within the University;
b) establishing the University's QA processes and monitoring their progress;
c) advising the Governing Bodies of the University on QA topics;

d) providing support and proposing common tools, in coordination with the supporting administrative structure, to the University's units in managing the QA processes.

Within the scope of these duties, and more generally in the AVA3 perspective, the PQA carries out activities for:

a) monitoring and supervising the regular execution of QA procedures for teaching, research and third mission, particularly monitoring and supervising the effectiveness of the continuous improvement process;

b) supporting the teaching, research and third-mission structures in carrying out their QA activities, especially regarding both the organization of the necessary data collection and its transmission to the involved actors, and the assistance in drafting the documentation required by the regulations on the self-evaluation and initial and periodic accreditation system;

c) methodological support and verification of the implementation of the monitoring process for the University and Departmental Strategic Planning;

d) preparing Guidelines and documentation to support the processes of self-evaluation, evaluation (in preparation for audit by the Evaluation Board - *NdV* and the Evaluation Expert Commission - *CEV)*, periodic review of Study Programmes, PhD Programmes, Departments and Joint Teaching Staff-Students Committees (CPDS);

e) supporting the correct flow of information among the Governing Bodies, the Evaluation Board, the Joint University Committee for Teaching, the Joint Teaching Staff-Students Committees, the Departments, the Schools, the Study Programmes;

f) academic and administrative staff training organization and management engaged in the University's QA procedures and and its Teaching, Research, and Third Mission structures;

g) interactions with students, graduating students, graduates and PhD candidates to assess their views on the adequacy of student services and on the QA framework supporting the University's educational offer;

h) organisation and management of training activities addressed to student representatives in central and peripheral governing bodies and in oversight structures;

i) implementation of self-evaluation activities addressing institutional compliance with the QA standards set for Periodic Accreditation;

j) follow-up and monitoring of corrective actions adopted in response to ANVUR recommendations, including the preparation of an action plan to remedy identified weaknesses by Evaluation Expert Commission *(CEV);*

k) preparation of the PQA Annual Report on the status of the QA System and related activities.

University Quality Committee (PQA)

PQA Documents

- ✓ **Annual Report** on the status of the AQ system and AQ activities
- ✓ **Guidelines** for Strategic Planning, Study Programmes (CdS), PhD Programmes (Dottorati), Departments, on Teaching, Research and Third Mission
- ✓ **Self-evaluation** on Institutional QA Requirements

Composition

- ✓ President (Full Professor - PO/ Associate Professor - PA) at the University
- ✓ 4-8 PO/PA at the University

Duties

- ✓ **Promotion of:**
  - ▪ Quality Cultura
  - ▪ Continuous Quality improvement
- ✓ **Support/Assistance to:**
  - ▪ Governing Bodies (OdG) on QA topics
  - ▪ Strutture dell'Ateneo nella gestione dei processi di AQ e nella preparazione degli audit University Structures in managing QA processes and preparing for audits (NdV, CEV)
  - ▪ University Structures in preparing QA documentation
- ✓ **Preparation of:**
  - ▪ Tools to assist structures in setting up/managing QA processes and monitoring their outcomes
  - ▪ Guidelines for QA processes

- ✓ **Coordination and Communication:**
  - ▪ Internal**:** between Governing Bodies, NdV, CPDS, CPDA, Departments/School, PhD Programmes, Study Programmes, QA/review groups
  - ▪ External: towards the Evaluation Expert Commission (CEV) during accreditation visits
  - ▪ **Training, Information and Feedback:**
  - ▪ Sharing QA regulations and procedures with peripheral structures
  - ▪ Training for staff and student representatives on QA matters at University and Departmental level
  - ▪ Distribution and/or access to necessary data
- ✓ **Planning and Monitoring of :**
  - ▪ Surveys on the opinions of students, graduating students, graduates and PhD candidates
  - ▪ QA processes
  - ▪ Completeness/accuracy of QA documentation

Figure 1: Role of the PQA in Quality Assurance

3. PROCEDURAL SCHEME OF THE PQA'S ACTIONS

The operational modalities of the PQA (including the Departmental Quality Managers: RQDF/R/TMs) concerning most QA processes in teaching, research, and third mission/social impact involve the following sequential steps:

A. The PQA prepares the Guidelines and, where necessary, a template for drafting the document to be produced as part of a specific process. The process of preparing the Guidelines is described in the third part of the Quality Assurance Manual. https://qualita.uniupo.it/it/documenti-linee-guida/linee-guida/manuale-dellassicurazione-della-qualita

B. The PQA forwards the Guidelines and the template to the relevant structures and the RQDF/R/TMs, ensuring their publication on the University QA website.

C. The PQA prepares, where deemed necessary, a checklist for monitoring the progress of the process and makes it available to the RQDF/R/TMs.

D. The PQA carries out specific training activities addressed to the RQDF/R/TMs, regarding their role in support, advisory and monitoring QA activities.

E. The PQA, directly or through the supporting administrative office, initiates the QA process, notifying the relevant units (providing a schedule of start dates and their deadline for completion).

F. The PQA, directly and/or through the RQDF/R/TMs, provides the structures with advice, support and useful materials (data) relevant to the process.

G. The PQA verifies the outcomes of the process and prepares a report to be submitted to the University's Governing Bodies.

The procedural scheme can in turn be summarised in the following overview (with the responsible actor indicated in parentheses).
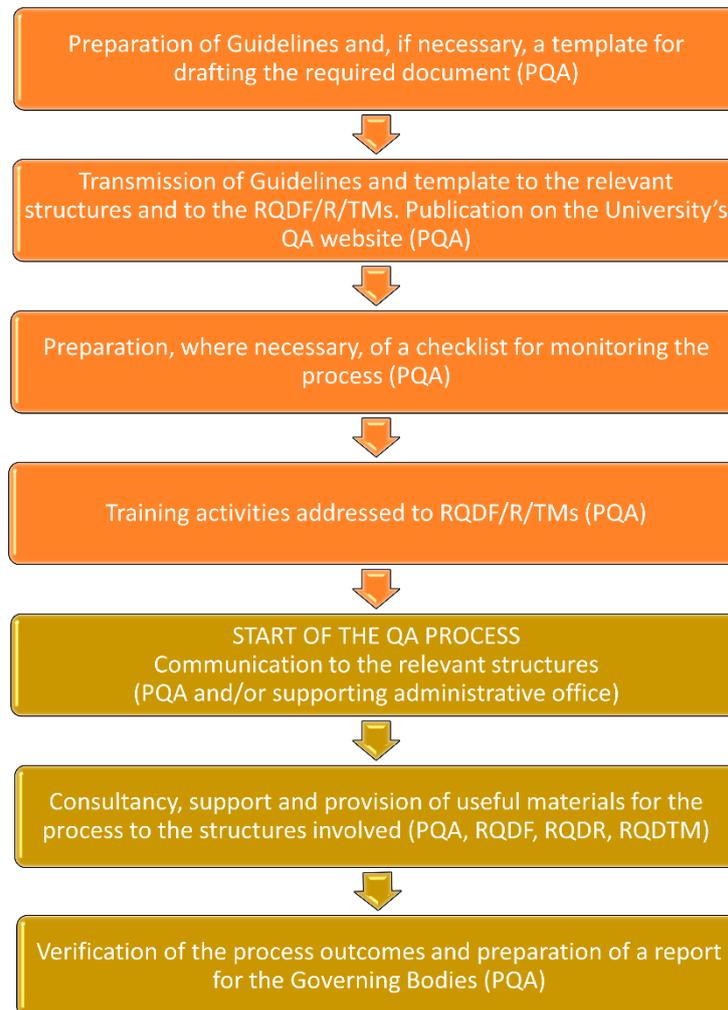
Figure 2: Procedural scheme of PQA actions (orange indicates the stages of preparation and training for new or updated Guidelines; brown indicates the phases common to all QA processes, carried out annually)

4. BIBLIOGRAFIA

UPO, Operating Regulations of the University Quality Assurance Committee (Rector's Decree no. 63/2023 of 17 January 2023) https://www.uniupo.it/it/ateneo/regole-trasparenza-sindacati/normativa/presidio-di-qualit%C3%A0

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