



**AGENCY FOR QUALITY ASSURANCE
IN THE GALICIAN UNIVERSITY SYSTEM (ACSUG)**
Annual Report 2015



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ACSUG
AXENCIA para a CALIDADE do
SISTEMA UNIVERSITARIO de
GALICIA



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ACSUG has implemented an AENOR certified Quality and Environmental Management System which meets the ISO 9001:2008 and ISO 14001:2004 Standards. Our Environmental Management System has been verified by EMAS (European Eco-Management and Audit Scheme).



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01



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Introduction

The Agency for Quality Assurance in the Galician University System (ACSUG) was founded in 2001 with the primary mission of facilitating the improvement of quality standards in the Galician University System (SUG).

As the body responsible for monitoring and evaluating the quality of universities, ACSUG has made the smooth running of its internal operation a priority to ensure its tasks are performed effectively and efficiently. This year, ACSUG was subject to an audit by AENOR, the Spanish Standards and Certification agency, for the 2015-2018 certification period, which it completed successfully. During 2015, we continued to work on improving our internal management system and working methods as well as on advancing the systematic measurement of the satisfaction of all the ACSUG stakeholders.

Undoubtedly, the major highlight of 2015 has been our work on the design and development of the first Agency Strategic Plan for the 2016-2020 period. Its approval, implementation and launch are planned for the first half of 2016.

Over 2015, ACSUG has continued with the practices it implemented in previous years with the aim of introducing continuous quality improvements in the Galician universities. These practices include the verification, monitoring and renewal of the university qualifications accreditation; certification of university institutions' quality assurance systems; the various appraisal procedures for university teaching staff; conducting labour market integration surveys; assessment of the research undertaken in the universities, etc.

New practices include the consolidation of monitoring the quality assurance of higher education in the arts by ACSUG.

ACSUG is a member of the Spanish Network of University Quality Agencies (REACU) and is one of the agencies participating in the University Committee for the Regulation of the Monitoring and Accreditation of University Qualifications (CURSA). This committee undertakes vital work in the design and introduction of methodologies for the assessment of official university qualifications.

On the international stage, ACSUG has taken an active role in the associations and bodies of which it is a member, including the European Association for Quality Assurance in Higher Education (ENQA), the European Quality Assurance Register for Higher Education (EQAR) and the European Consortium for Accreditation (ECA).

Other activities in which ACSUG has played a role internationally include the ongoing assessment of the University Centres of San Martín de Porres University (USMP) and of the Andina Néstor Cáceres Velásquez University (USMP), both of which are in Peru. ACSUG has also been involved in the European TEMPUS "EDUCA" project, which is contributing to the modernization of pedagogical studies in Central Asian countries.

We hope that this annual report, which reflects the work and the enthusiasm of the ACSUG staff, will help to inform its readers about the numerous actions it has accomplished in 2015.

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ACSUG mission and vision

ACSUG has drafted a publicly available document of its code of ethics, outlining its principles and overall objectives and strategies that underpin the agency's activity.

A significant part of this document relates to the ACSUG Mission and Vision.

MISSION

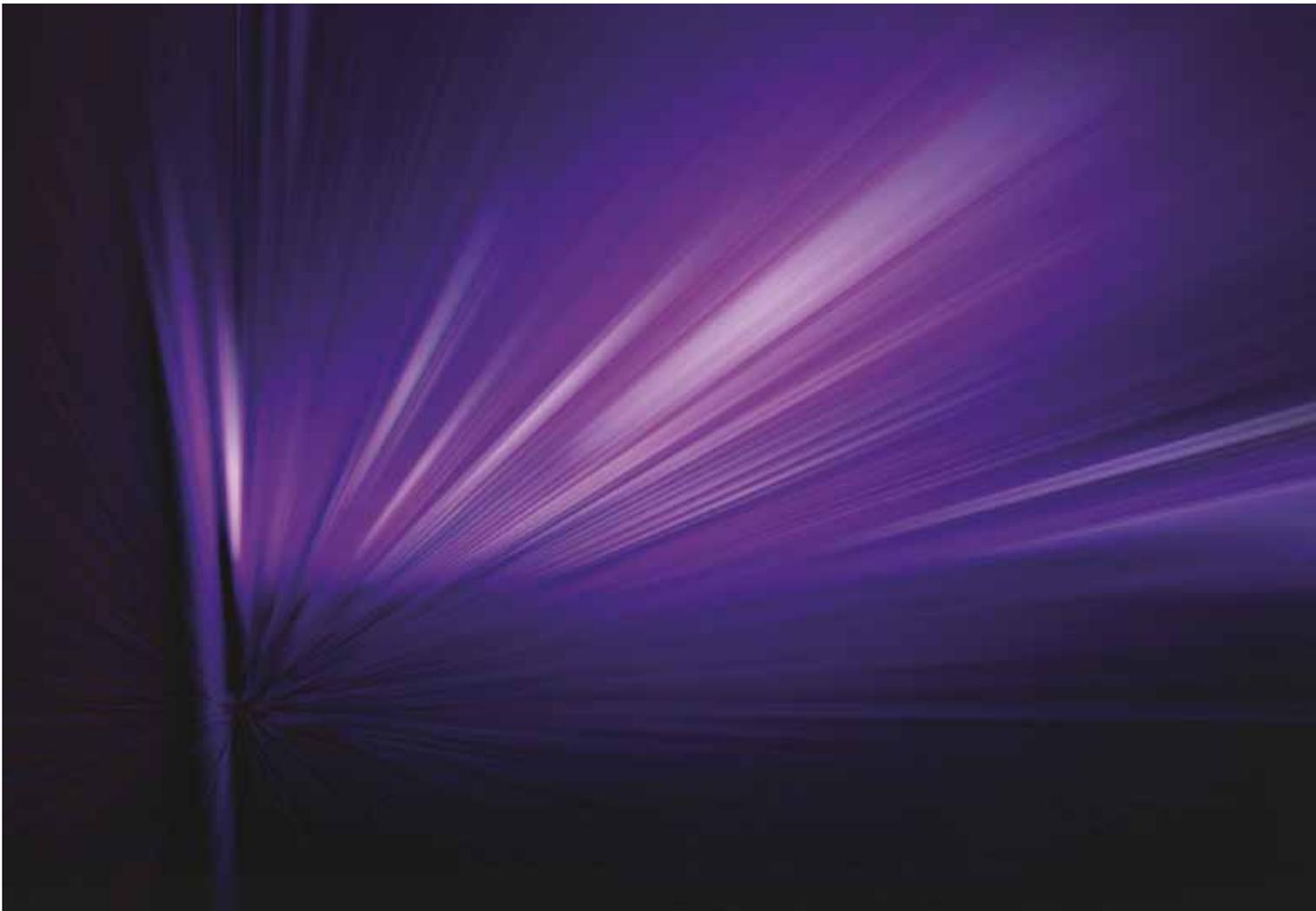
ACSUG's fundamental mission is to contribute to the advancement of quality improvement in the Galician University System (SUG). To achieve this it undertakes a series of tasks, including the drafting of reports and the evaluation, certification and accreditation of the activities carried out by the Galician universities, particularly those related to teaching, research, transfer of knowledge and management.

ACSUG provides ongoing support to the SUG in collating and channelling information between the universities of Galicia and other institutions and players in society, enabling the SUG to remain up to date and in touch with changing social demands.

VISION

The ACSUG's vocation is to become a benchmark for quality assurance in the higher education institutions of the SUG, and to be recognised in Galicia, Spain and internationally for its independence, transparency and credibility.

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Structure and organisation chart

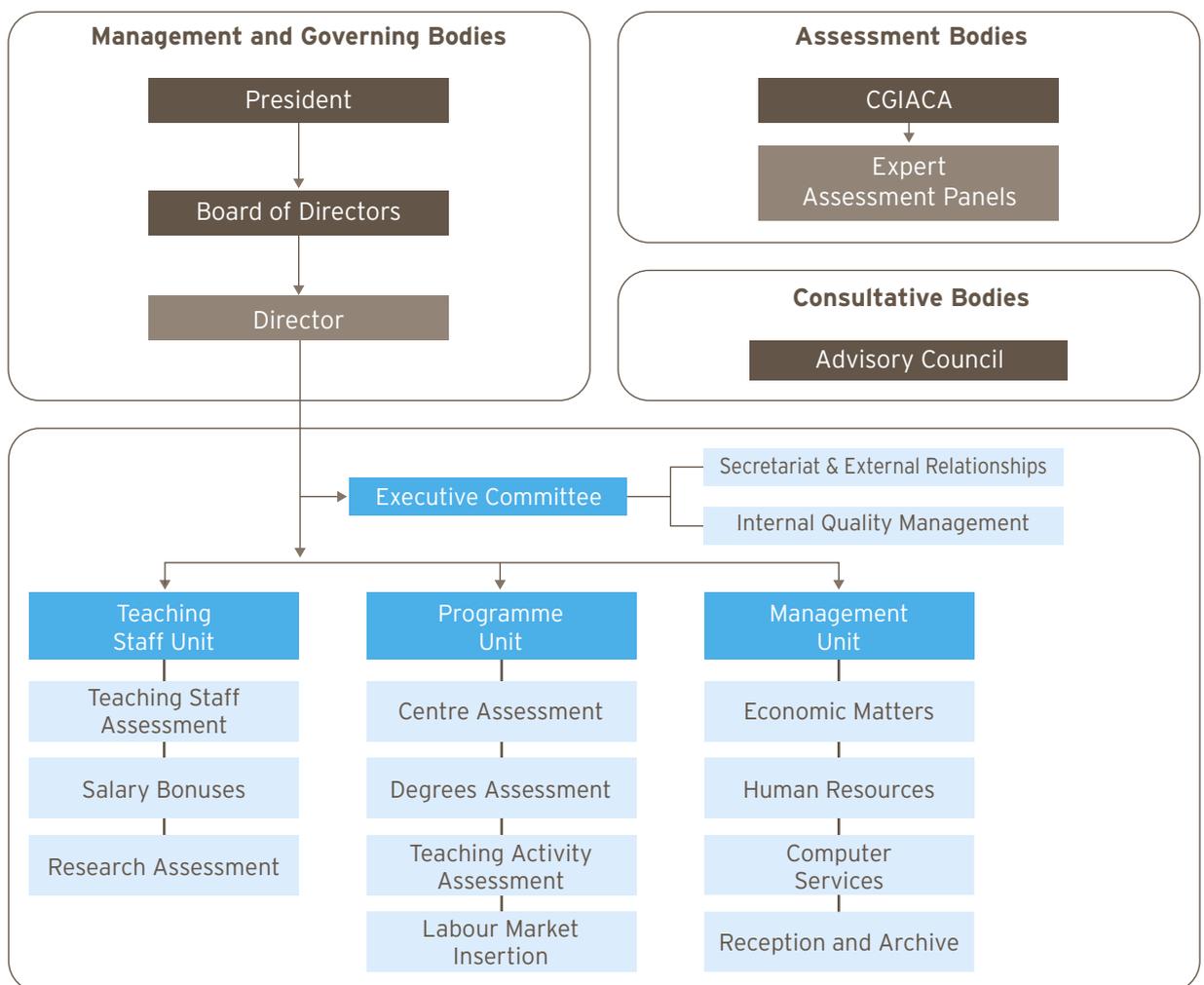
ORGANISATIONAL STRUCTURE AND HUMAN RESOURCES

Organisational structure

ACSUG's organisational structure consists of the governing and management boards, as well as its consultative and assessment bodies.

ACSUG's governing and management boards comprise the President, the Board of Directors and the Director.

The Galician Committee for Reports, Assessment, Certification and Accreditation (CGIACA), as the supreme assessment body, and the Advisory Council as its consultative body, are also permanent ACSUG bodies.



The ACSUG President

Is the institution's highest representative. The President's responsibilities include calling and chairing Board Meetings, steering the discussions and casting the deciding vote in the case of a tie vote. S/he must also work to ensure that the ACSUG goals are accomplished and that the statutes are complied with.

The Board of Directors

This is the supreme governing, management and administrative body. Its functions include the approval of the annual programme of activities, the adoption of appropriate measures to ensure the ACSUG is organised and run as effectively as possible, and the approval of the ACSUG budget and its annual accounts.

The members of the Board of Directors include the ACSUG president, representatives from SUG universities and from the Regional Government of Galicia, notable members of the academic, scientific and business communities, SUG students, the president of CGIACA and the ACSUG director. An ACSUG technical officer, without voting rights, acts as secretary.

The ACSUG Director

The Director is the executive body of ACSUG. S/he administrates, organises, manages and inspects the ACSUG's activities in accordance with the Board of Directors' guidelines.

Galician Committee for Reports, Assessment, Certification and Accreditation (CGIACA)

The CGIACA is the highest assessment body of ACSUG and operates totally independently of the rest of the

organisation. It is responsible for issuing reports and for the assessment, certification and accreditation tasks assigned to the ACSUG, which are covered by article 7 of its Statutes, as well as other tasks related to university quality assurance which may be assigned to it by the Board of Directors or any applicable regulations.

The CGIACA operates with complete independence from any other body or institution and adopts the final decisions on the functions assigned to it, for which it is ultimately responsible.

The CGIACA comprises a President, six members of recognised standing within the academic and scientific community and the ACSUG Director, who acts as secretary and as a non-voting member. The CGIACA members act in a personal capacity and with complete autonomy.

The CGIACA is advised by panels of expert assessors, appointed by the committee itself, who assist it with carrying out its duties. In 2014, a total of 445 expert assessors collaborated, some of whom took part in several assessment procedures.

The CGIACA has made publicly available its operational framework, the procedures and protocols for the assessments, approved reports and certifications, as well as the regulations governing its composition, its operational system and the requirements and procedures for appointing the panels of expert assessors approved by the CGIACA.

The Advisory Council

The Advisory Council is the ACSUG's advisory body and is in charge of analysing and deliberating on its operation and activity. Its responsibilities also include the resolution of controversies that may arise in relation to compliance

with the ethical codes or codes of good practice applicable to the ACSUG procedures and activity.

The Advisory Council is currently chaired by the Director of the ACSUG, and is comprised of eight members, appointed by the Board of Directors from among persons of recognised standing, either nationally or internationally, in the scientific, academic and business fields. The members must be from outside the Galician University System and the presence of business representatives and Galician university students must be guaranteed. An ACSUG technical officer, without voting rights, acts as secretary.

Human resources

The ACSUG staff includes the Director, 11 technical officers and 5 administrative staff. On an operational/functional level, ACSUG comprises the following departments:

Management Committee

This is primarily responsible for ACSUG's external relations, for supporting the panels of expert assessors, and for monitoring and ensuring the continuous improvement of internal quality at ACSUG.

Programmes Department

This is primarily responsible for the verification, monitoring, amendments to and accreditation of official qualifications; for evaluating the design and certification of the internal quality assurance procedures adopted in the university institutions; for assessing centres outside the Spanish University System (SUE); for developing the university teaching staff appraisal programme (Docentia Programme); and for conducting the labour market integration surveys of SUG graduates.

Teaching Staff Department

This is responsible for the appraisal of university teaching staff prior to their recruitment, and for the assignment of salary bonuses associated with the individual merits of the tenured lecturers and temporary lecturers. It also analyses and monitors R&D+i capabilities within the universities and carries out other tasks related to the appraisal of university teaching staff and research groups assigned to ACSUG through various agreements.

Administration Department

This unit comprises the departments responsible for providing support to the rest of the departments, including the general services required by ACSUG in order to carry out its activity.

INTERNAL QUALITY

Internal Quality and Environmental Management System

As the body responsible for monitoring and evaluating university quality, ACSUG believes that it is essential to ensure that its internal operation is well organised in order to conduct its work effectively and efficiently.

ACSUG has therefore implemented an internal management system that complies with the ISO 9001 standard for quality management, as well as with the ISO 14001 standard and the EMAS Regulation, both relating to environmental management.

The management system is certified externally by AENOR, and ACSUG is currently in the 2015-2018 certification cycle. During 2015, ACSUG has successfully completed the external audit conducted by the standards agency AENOR, and has renewed its certification for an additional three years.

The following improvement measures were implemented in 2015:

- It continued to simplify paperwork and to develop flow diagrams for the management system procedures.
- A drive towards a more systematic measurement of the satisfaction of ACSUG users and clients.
- Work began on the analysis, design and development of the 2016-2020 ACSUG Strategic Plan.

In 2016, in addition to prioritising the measurement and analysis of the level of satisfaction of all ACSUG stakeholders, another key objective is to continue with the development, approval and implementation of the 2016-2020 ACSUG Strategic Plan, which could lead to a review of the quality and environmental policy, the code of ethics as well as the agency's mission and vision.

Implementation of other quality assurance and management related regulations

ACSUG is constantly seeking to introduce any regulation that promotes continuous improvement and enhances the performance of its tasks. For this reason, we have implemented every aspect related to the Spanish Law on Prevention of Risks in the Workplace (LPRL) and the Spanish Data Protection Law (LOPD).

INFORMATION TECHNOLOGY

In 2015, in addition to the work generated by the day-to-day activities at ACSUG, the IT services department also carried out the following tasks:

- Adaptation and improvements to the management applications for the various processes undertaken

by ACSUG (regional salary bonuses, teaching staff accreditation, assistance for the consolidation and structuring programme of research units, etc.) prompted by the comments/suggestions from the users (applicants, administrators and assessors), as well as by the modifications introduced as a result of the changes made after the successive evaluations. Work has also started on integration with the regional government's electronic administration and information system.

- Improvements and adjustments to the application for managing the Programme for Evaluating the Performance of University Teaching Staff (DOCENTIA Programme). The application has adopted the changes in the manual and the suggestions made by users.
- Installation of a new domain server.

FINANCIAL ADMINISTRATION

The 2016-2020 Galician University System Funding Programme has been allocated specific item to ensure that all ACSUG activities are able to run efficiently. This item is included every year in the Autonomous Community of Galicia budgets.

ACSUG receives additional income from the assessment activities it is requested to undertake, which it assumes through a number of collaboration agreements (evaluation of the Docentia Programme in the SUG universities, evaluation of the merits of teaching staff at the University of Oviedo, assessment of various university centres in Peru, etc.)

Since 2014, ACSUG has also generated income from administrative services in relation to the evaluations and reports on university teaching staff.

STRUCTURE AND ORGANISATION CHART

Revenue for financial year	Forecast	Income received
3. Charges, service fees and other income	38,125.04	48,560.41
4. Current transfers	1,208,200.54	1,199,663.60
5. Asset income	500.00	373.65
Total amount	1,246,825.58	1,248,597.66

Through budgetary control we know the cost of each of the activities undertaken at all times, which enables us to make forecasts and achieve an efficient, responsible and balanced expenditure of the income earned.

Below are details of the expenditure budget for the 2015 financial year:

Financial expenditure in financial year	Credits	Acknowl. Liabilities
1. Staff salaries	501,459.95	501,153.54
2. Current expenditure on goods & services	731,365.63	541,194.85
6. Real investments	14,000.00	7,183.33
Total amount	1,246,825.58	1,049,531.72

Expenditure in financial year by Areas	Credits	Acknowl. Liabilities
1. ACSUG bodies	70,039.94	67,968.25
2. Quality assessment activities	809,512.40	639,866.85
3. Overseas cooperation activities	64,639.21	54,942.69
4. Management department	302,634.03	286,753.93
Total amount	1,246,825.58	1,049,531.72

The annual accounts and the budget settlement are submitted for audit on an annual basis. Once the audit is completed, the documents are forwarded, together with the auditor's report, to the Public Accounts Department of the Galician Regional Government and to the Accounts Committee of Galicia for their information and control.

04



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Activities and programmes implemented in 2015

EVALUATION OF QUALIFICATIONS AND CENTRES

Verification-Modification of officially recognised qualifications

Pursuant to the provisions of articles 25, 27 and 27 bis of Royal Decree 861/2010 of 2 July which amends Royal Decree 1393/2007 of 29 October and the provisions of the "Secretariat General of Universities" of the Regional Government of Galicia "Department of Education and University Regulation", ACSUG is responsible, previous to the verification by the Universities Council, for the evaluation of the new study programmes submitted by the Galician University System (SUG) universities, and for the annual monitoring of the qualifications registered on the Register of Universities, Centres and Qualifications (RUCT) and for the renewal of their accreditation within the timescale established by the aforementioned provisions.

QUALIFICATIONS ASSESSED BY ACSUG IN 2015

During 2014/2015 academic year, 12 qualifications were submitted for verification, all of which were approved, and 23 modifications were presented, all of which were evaluated favourably.

ACTIVITIES AND PROGRAMMES
IMPLEMENTED IN 2015

Verifications and modifications evaluated by ACSUG in 2015.

QUALIFICATIONS EVALUATED BY ACSUG IN THE VERIFICATION AND MODIFICATION PROCESSES									
BRANCH	CYCLE	2015							
		UDC		USC		UVI		TOTAL	
		VER	MOD	VER	MOD	VER	MOD	VER	MOD
Arts and Humanities	Bachelor's Degree	0	2	0	0	0	0	0	2
	Master's Degree	0	1	0	0	0	1	0	2
	Doctorate	0	0	0	0	0	0	0	0
Sciences	Bachelor's Degree	0	0	0	0	0	2	0	2
	Master's Degree	0	0	0	0	0	0	0	0
	Doctorate	0	0	0	0	0	0	0	0
Health Sciences	Bachelor's Degree	0	0	0	0	0	0	0	0
	Master's Degree	1	0	1	0	0	0	2	0
	Doctorate	1	0	0	1	0	0	1	1
Social and Legal Sciences	Bachelor's Degree	0	0	0	2	0	2	0	4
	Master's Degree	1	1	1	1	1	0	3	2
	Doctorate	1	0	0	0	0	0	1	0
Engineering and Architecture	Bachelor's Degree	1	2	0	1	0	3	1	6
	Master's Degree	1	2	1	1	2	1	4	4
	Doctorate	0	0	0	0	0	0	0	0
TOTAL		6	8	3	6	3	9	12	23

Monitoring officially recognised bachelor and master's degrees

With regard to the qualification monitoring programme, in 2015, ACSUG monitored the Master's courses introduced in the 2012/2013 academic year and the Bachelor's degrees introduced in the 2011/2012 academic year. Overall 15 qualifications were monitored.

Distribution of qualifications monitored by university, branch of knowledge and teaching method.

QUALIFICATIONS MONITORED BY ACSUG					
BRANCH	CYCLE	2015			
		UDC	USC	UVI	TOTAL
Arts and Humanities	Bachelor's Degree	0	0	0	0
	Master's Degree	0	0	0	0
Sciences	Bachelor's Degree	0	0	0	0
	Master's Degree	2	0	0	2
Health Sciences	Bachelor's Degree	0	0	0	0
	Master's Degree	0	0	0	0
Social and Legal Sciences	Bachelor's Degree	0	2	0	2
	Master's Degree	2	3	1	6
Engineering and Architecture	Bachelor's Degree	0	0	1	1
	Master's Degree	3	0	1	4
TOTAL		7	5	3	15

Renewal of university qualification accreditations

qualifications whose accreditation was up for renewal and the dates on which the centres were visited are shown in the table below.

Over the 2014/2015 academic year, we continued with the accreditation renewal programme. The Assessment Panels visited 34 centres where the 63 qualifications to be renewed in this year's process are taught. The

UNI	BRANCH	CENTRE	VISIT	QUALIFICATIONS
UDC	Social and Legal Sciences	Faculty of Law	27 & 28 January 2015	<ul style="list-style-type: none"> - University Master's in Business Legal Advice - University Master's in Law: European Union Studies
		Faculty of Education Sciences	14 & 15 April 2015	<ul style="list-style-type: none"> - Degree in Infant Education - Degree in Primary Education - University Master's Degree in Teacher of Compulsory Secondary Education and Baccalaureate, Vocational Training and Language Teaching - University Master's in Applied Psychology
		Faculty of Sports and Physical Education Sciences	8 April 2015	<ul style="list-style-type: none"> - Degree in Physical Education and Sports Science
		Faculty of Sociology	9 April 2015	<ul style="list-style-type: none"> - University Master's Degree in International Migration: Research, Migration Policies and Intercultural Mediation
	Engineering and Architecture	Higher Technical College of Architecture	12 February 2015	<ul style="list-style-type: none"> - University Master's in Architectural Restoration
		University College of Technical Architecture	13 February 2015	<ul style="list-style-type: none"> - University Master's in Integrated Project Management
	Health Sciences	University College of Physiotherapy	23 March 2015	<ul style="list-style-type: none"> - Degree in Physiotherapy
	Science	Faculty of Science	15 & 16 April 2015	<ul style="list-style-type: none"> - University Master's in Molecular Cellular and Genetic Biology - Degree in Biology - Degree in Chemistry

Calendar of visits for the qualifications participating in the accreditation renewal programme 2014/2015.

ACTIVITIES AND PROGRAMMES
IMPLEMENTED IN 2015

USC	Arts and Humanities	Faculty of Language	13 April 2015	- University Master's in European Medieval Studies: Images, Texts & Contexts
		Faculty of Philosophy	14 April 2015	- University Master's in Philosophy Current Issues
	Engineering and Architecture	Higher Technical College of Engineering	3 & 4 February 2015	- University Master's in Environmental Engineering - Degree in IT Engineering
		Higher Technical College (Lugo Campus)	5 February 2015	- University Master's in Project Management
		Faculty of Science (Lugo Campus)	21 & 22 April 2015	- Degree in Industrial Chemical Processes Engineering
	Science	Faculty of Biology	2 & 3 December 2014	- University Master's in Aquaculture
		Faculty of Physics	3 February 2015	- University Master's in Renewable Resources and Energy Sustainability
		Faculty of Pharmacy	21 & 22 April 2015	- University Master's in Technology Innovation and Security of Food Industry
	Health Sciences	Faculty of Nursing	24 & 25 November 2014	- University Master's in Gerontology - University Master's in Management and Sanitary Attentions
		Faculty of Biology	2 & 3 December 2014	- University Master's in Neuroscience
		Faculty of Science	7 & 8 April 2015	- University Master's in Labor Prevention Risks and Environmental Health - Degree in Dietetic and Human Nutrition
		Faculty of Pharmacy	21 & 22 April 2015	- University Master's in Researching and Development of Medicines
		Faculty of Medicine and Dentistry	13 & 14 April 2015	- University Master's in Biomedical Researching - University Master's in Public Health
		Faculty of Veterinary Sciences	16 March 2015	- University Master's in Researching in Medicine and Veterinary Health

USC	Social and Legal Sciences	Faculty of Education Sciences	18 & 19 February 2015	<ul style="list-style-type: none"> - University Master's Degree in Teacher of Compulsory Secondary Education and Baccalaureate, Vocational Training and Language Teaching - University Master's Degree in Research in Education, Cultural Diversity and Community Development - University Master's in Training Processes
		Faculty of Economic and Business Science	16 & 17 March 2015	<ul style="list-style-type: none"> - University Master's in Economic Development and Innovation - University Master's in Business Administration - University Master's Degree in Economics: Industrial Organisation and Financial Markets
		Faculty of Law	27 & 28 April 2015	<ul style="list-style-type: none"> - University Master's in Public Administration and Institution Law - University Master's in International and Community Taxation - University Master's in International Studies
		Faculty of Labour Relations	27 & 28 April 2015	<ul style="list-style-type: none"> - University Master's Degree in Labour Administration and Management (inter- university with UDC and UVI)
UVI	Arts and Humanities	Faculty of Fine Arts	29 & 30 January 2015	<ul style="list-style-type: none"> - Degree in Fine Art - University Master's Degree in Illustrated Books and Audiovisual Animation - University Master's Degree in Contemporary Art, Creation and Research
	Engineering and Architecture	College of Industrial Engineering	19, 20 & 21 January 2015	<ul style="list-style-type: none"> - University Master's in Industrial Pollution: Evaluation, Prevention and Control - University Master's in Energy and Sustainability - University Master's in Civil Engineering - University Master's in Chemical Engineering - University Master's in Occupational Risk Prevention
	Health Sciences	Faculty of Sciences	25 February 2015	<ul style="list-style-type: none"> - University Master's in Nutrition

UVI	Social and Legal Sciences	Faculty of Business Science and Tourism (Ourense)	13 November 2014	- University Master's in Business Creation, Management and Innovation
		University College of Business Studies (Vigo)	3 & 4 December 2014	- Degree in Trade and Commerce - University Master's in International Trade - University Master's in SME Management
		Faculty of Education Sciences (Ourense)	9 & 10 December 2014	- University Master's in Learning Difficulties and Cognitive Processes - University Master's in Multidisciplinary Intervention in the Diversity of Educational Contexts
		Faculty of Economic and Business Sciences (Vigo)	3 & 4 February 2015	- University Master's in Finance - University Master's in Sustainable Development Management - University Master's in Community Policies
		Faculty of Legal and Labour Sciences	9 & 10 February 2015	- University Master's Degree in Children in Vulnerable Situations and Social Conflict
		Faculty of Biology (Vigo)	16 April 2015	- University Master's Degree in Teacher of Compulsory Secondary Education and Baccalaureate, Vocational Training and Language Teaching

Quality Assurance Systems. FIDES- AUDIT Programme

The certification of the implementation of the IQAS requires an external audit to be conducted by two assessment panels set up specifically for this purpose, in accordance with previously established criteria published on the ACSUG website.

The panels consist of academic and professional members, as well as students and technical staff from ACSUG.

PANEL 1	PANEL 2
Chair: Antonio López Cabanes Business representative: María Vilas Breijo Student: Javier Puga Alonso Secretary: M ^a Paula Ríos de Deus (ACSUG)	Chief Auditor: Laureano González Vega Business representatives: Marta González Moldes & Cecilia de la Rosa González Student: Marta López López Secretary: M ^a Dolores Castro Pais (ACSUG)

In September 2014 the announcement was published calling for applications from the centres to take part in the IQAS implementation certification process for the 2014/2015 academic year.

Applications were submitted by 4 centres, with the following results:

UDC:

- Faculty of Science (Favourable)
- Faculty of Physiotherapy (Favourable)

UVI:

- University College of Business Studies (Favourable)
- Faculty of Legal and Labour Sciences (Favourable)

ASSESSMENT OF TEACHING STAFF

Assessment and report prior to recruiting university teaching staff to the SUG universities

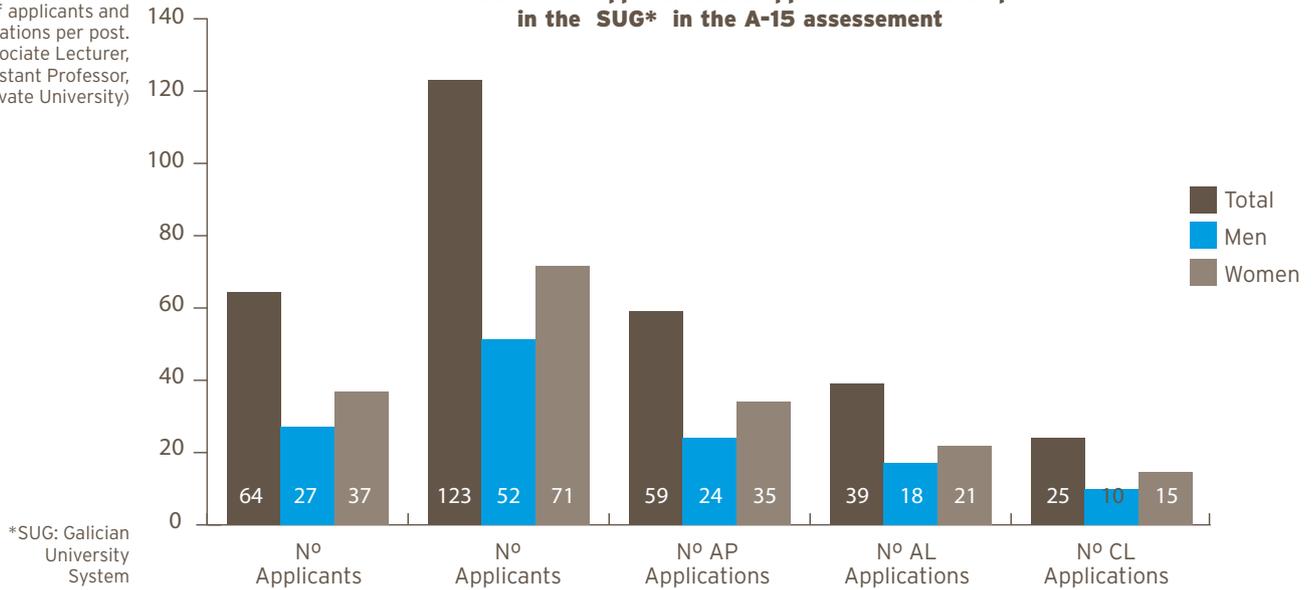
Following what has become the usual procedure in recent years, in 2015, the annual invitation for assessment prior to the recruitment of university teaching staff took place:

- Resolution of 2 March 2015 by the ACSUG President approving the ordinary invitation for assessment prior to the recruitment of teaching staff by the universities of the Galician University System (SUG).

As with the previous year, applicants must be admitted for assessment before the fees are paid. This was one of the reasons why there were fewer applicants this year compared with previous years.

Shows the total number of applicants and applications per post. (AL: Associate Lecturer, AP: Assistant Professor, PU: Private University)

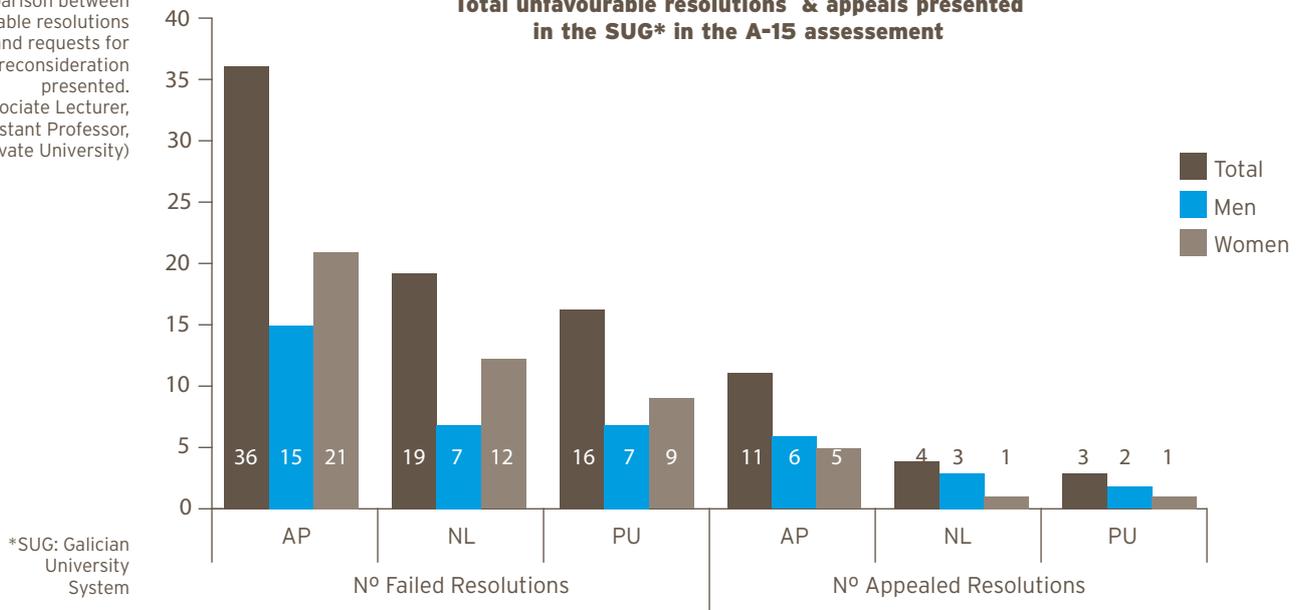
Total number of applicants and applications for each post in the SUG* in the A-15 assesment



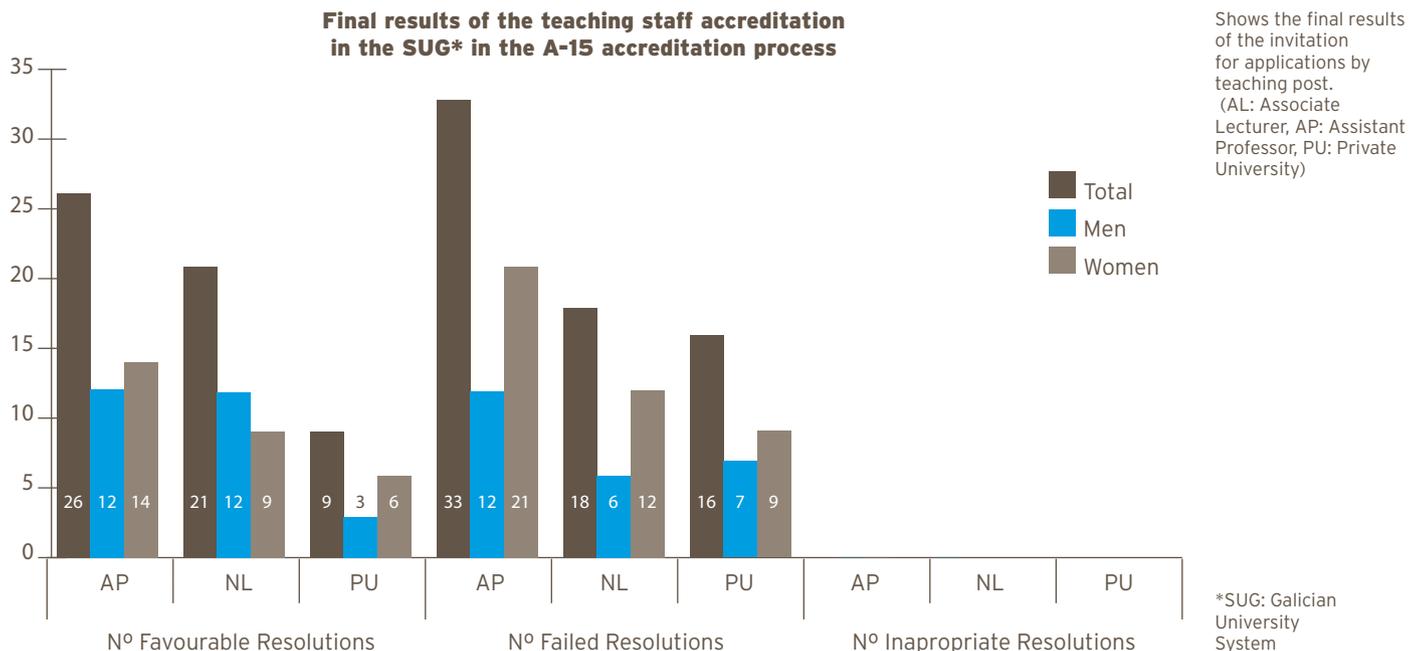
With regard to the request for a review of the results presented this year, the next graph shows the number of appeals for the three different positions, in relation with the negative appraisals.

Comparison between unfavourable resolutions and requests for reconsideration presented. (AL: Associate Lecturer, AP: Assistant Professor, PU: Private University)

Total unfavourable resolutions & appeals presented in the SUG* in the A-15 assesment



The graph below presents the final data of the accreditation process following the resolution of the appeals.



Assessment and report prior to the promotion and consolidation of associate lecturers employed by the SUG universities

The Order of 22 April 2008 (Official Journal of Galicia - DOG- of 5 May 2008) sets out the procedure ACSUG must follow when issuing reports prior to the extension of the temporary lecturers' contracts in the state universities of Galicia, and also when issuing an appraisal prior to making their contracts permanent, pursuant to the provisions of article 6 of Decree 266/2002, of 6 September, relating to the recruitment of university teaching staff, and articles

9 and 10 of Decree 270/2003, of 22 May, which governs the ACSUG.

- **Report prior to the extension of the the contracts of temporary lecturers.**

All lecturers employed by Galician state universities as temporary lecturers and who are in the final year of their initial maximum contract term of 4 years, as referred to by article 6.2 of Decree 266/2002, of 6 September, governing the recruitment of university teaching staff, may apply for this assessment. This year, there were just 2 applicants, both with a positive result.

- **Appraisal prior to a temporary lecturer becoming a tenured lecturer.**

All temporary lecturers whose contracts have been extended by any of the state universities of Galicia may request this conversion, in accordance with article 6.2 of Decree 266/2002, of 6 September, relating to recruitment of university teaching staff. There were just 3 applicants this year, all of which obtained a favourable result.

Bonus payments

Organic Law 6/2001 of 21 December governing universities, sets out that regional governments may establish, for untenured teaching and research staff (article 55) and for tenured teaching and research staff (article 69), additional incentive payments linked to individual merits in teaching, research or administration.

Decree 55/2004 of 4 March was published to develop these articles by establishing a system of incentive payments linked to individual teaching and research merits or to merits in the administration of university teaching staff. Their aim was to set up a system of regionally administered bonuses for permanent teaching and research staff as well as for untenured lecturers in the public universities of Galicia. Four types of allowances have been established: in recognition of teaching work (CLD), in recognition of research work (CLI), in recognition of curricular excellence in teaching and research (CEC), and in recognition of work in administrative positions (CEG).

The figures for the overall results for the four bonus payments in 2015 do not appear in this annual report as the invitations were published towards the end of the year and the applications are still being assessed. They will be covered in the 2016 Annual Report.

Incentive payment in recognition of teaching and research work

This bonus rewards teaching and research work undertaken within the Galician University System (SUG). All permanent staff and untenured staff working in Galician universities may apply, provided they meet the requirements to apply for appraisal. This incentive payment was the first bonus payment to be introduced and has been awarded since 2004.

The 2015 invitation was published in the Official Journal of Galicia (DOG) on 10 December through the Resolution of 15 October 2015 approving the public invitation for assessment prior to the assignation of the incentive payments in recognition of teaching work (CLD) and in recognition of research work (CLI). Owing to the date on which the invitation was published, the applications are to be resolved during 2016.

Autonomous Community Bonus for Teaching and Research Curricular Excellence

The assessment protocol for this bonus payment was developed initially through the Order of 16 April 2004 (Official Journal of Galicia of 28 April), which was subsequently extended with the publication of the assessment protocol developed by the CGIACA through the Order of 16 October 2006 (Official Journal of Galicia of 26 October). It covers the assessment criteria and merits, still currently valid, prior to the assignation of the allowances in recognition of curricular excellence and for administrative work.

The 2015 invitation was published in the Official Journal of Galicia on 10 December 2015, through the Resolution of 19 October 2015. For this reason, both the processing and the evaluation of the applications for the 2015 appraisal will take place during the first four months of 2016. The results of the 2015 process will therefore be published in the 2016 annual report.

Bonus Payments for Administrative Work

This was the last of the regional government incentive payments to be introduced and it was developed pursuant to Decree 55/2004 of 4 March and the assessment protocol published by the Order of 16 October 2006 (Official Journal of Galicia of 26 October).

As occurred with the other three regional incentive payments, the 2015 invitation was published in the Official Journal of Galicia on 10 December 2015, through the Resolution of 16 October 2015. For this reason, both the processing and the evaluation of the applications for the 2015 appraisal will take place during the first four months of 2016. The results of the 2015 process will therefore be published in the 2016 annual report.

DOCENTIA programme

The Programme to Support the Evaluation of the Performance of University Teaching Staff (DOCENTIA) at Galician universities has been running since 2007. The pilot implementation and monitoring phase was launched in 2009, which lasted a minimum of two years, culminating with the certification of the models.

In the last quarter of 2015, the UDC began the 5th process of implementing its DOCENTIA programme. UVI, meanwhile submitted its new evaluation manual

for assessment, which was verified in November 2015, the final step before its implementation.

In December 2015 the DOCENTIA Committee approved the programme's new documentation, which aims primarily to simplify and reinforce the coherence between the different phases of the programme and to introduce the changes resulting from accumulated experience and the publication of the new European standards and guidelines.

Other teaching staff appraisals

Teaching staff appraisal at the University of Oviedo

Following the Agreement signed between ACSUG and the University of Oviedo, on 7 October 2015, it conducted the evaluations prior to issuing the reports on the appraisals of the individual merits of non-permanent internal Research staff at the University of Oviedo in the 2015 process.

The appraisal of research work is conducted in a similar manner to the assessment of research merits of permanent teaching staff and is based on the same criteria and instructions adopted from the National Evaluation Committee of Research Work (CNEAI) and the Resolution of the CNEAI Presidency of 26 November 2014, that establishes the specific criteria for each of the aspects subject to appraisal.

A computer application is available to complete the assessment, used firstly by the applicants and subsequently by the assessors to process the completed applications. The applicants enter each 6-year period they wish to submit for assessment, providing the

most relevant details relating to their research work undertaken during each period. Each period must cover six years of research (full calendar years running from 1 January until 31 December). Only fractions of years equal to or over eight months shall be calculated as a calendar year. The years forming part of a six-year period may or may not be consecutive years. The researchers whose last period of research has received a negative appraisal may create a new six-year period, incorporating some of the negatively evaluated years and at least three years following them into the latest application submitted.

In the 2015 round, 20 applications were assessed. Since the agreement was signed between ACSUG and the University of Oviedo, the following applications have been assessed:

Evaluation of six-year periods at Oviedo	
ASSESSMENT PROCESSES	NO. ASSESSMENTS COMPLETED
2009	38
2010	9
2011	23
2012	30
2013	8
2014	22
2015	21
TOTAL	151

RESEARCH EVALUATION

Assistance for the consolidation and structuring of competitive research units of the Galician University System

The Order of 7 May 2015 establishes the terms and conditions of the grant, awarded on a competitive basis, to assist with the consolidation and structuring of the competitive research units of the Galician University System, partly funded by the European Regional Development Fund (ERDF), within the framework of the Galician Operations Programme 2007-2013.

The aim of the Galician Research, Innovation and Growth Plan 2011-2015 (Plan I2C), through its core strategy 2, is to consolidate benchmark research teams. Policy 2.4, supporting research projects, states that the previous model which funded different groups should be abandoned due to the accumulation of many small research projects. A new model should be adopted that provides structural funding to the groups based on the principle of quality and efficiency, demonstrated through a process of continuous assessment.

It establishes the conditions relating to publicity, objectivity and competition in order to access the assistance for the consolidation, structuring and specialisation of the SUG's most competitive research units through:

Competitive Benchmark Groups: These groups are distinguished by their number of academic publications; their strong level of resource acquisition, which can vary depending on their field of work; their competitiveness

on a national level and in many cases, on an international level; their capacity to train and attract young researchers and by their frequent cooperation with other research groups, institutions and companies. These are grants for the consolidation of SUG research groups who set a benchmark in the Galician University System in terms of their scientific output and their R&D work.

Research Networks: These are grants for research groups to support the development of an action plan implemented through a network in order to generate new scientific capabilities and tackle new research goals more effectively. The applicant will be a SUG research group (the coordinator) which, when joined by at least three other groups, promotes the development of a programme of joint and complementary activities within the network.

Groups with a potential for growth: These are grants for the consolidation of SUG research groups who, in terms of their scientific output and their R&D activity, have demonstrated a potential for growth and to become a benchmark group within the SUG. Although not attaining the levels of development of the previous groups, they demonstrate proven research quality through the application of stringent criteria, and are on their way to becoming benchmark groups.

Strategic groups: Strategic groups are units that are grouped together on a higher level than research groups. They are established by the university that proposes them, and their purpose is to undertake planned, regular collaborative work which has its own R&D and transfer objectives.

The selection of the beneficiaries of the grants is based on the overall evaluations made by a panel of assessors and by the selection committee. Once the assessments

have finalised, the results are forwarded to the selection committee, which prepares the resolution proposal based on the following: the terms of the competition; the assessments themselves; the availability of resources, and the organisation, consolidation and coordination objectives that gave rise to the process. This Committee may award up to 10 additional points to each application out of a maximum of 100 points.

In 2015 assessment round, a total of 67 applications in the various modalities were assessed. 29 groups with potential growth, 19 Competitive Benchmark Groups and 19 Strategic groups.

Since the first evaluation stage of this process was adjudicated to ACSUG by the Galician Regional Government, the following assessments have been conducted:

ASSISTANCE FOR THE CONSOLIDATION AND STRUCTURING OF COMPETITIVE RESEARCH UNITS OF THE GALICIAN UNIVERSITY SYSTEM	
ASSESSMENT PROCESSES	NO. ASSESSMENTS COMPLETED
2010	85
2011	50
2012	73
2013	126
2014	364
2015	67
TOTAL	765

LABOUR MARKET INTEGRATION SURVEYS

During 2015, ACSUG continued to work on its study of the labour market situation of graduates from the Galician University System (SUG), including university graduates from the 1st and 2nd cycle and Masters graduates. This work has been undertaken continuously since the Agency was founded and surveys have been conducted every year since the “2005-2006 Survey of Galician University System Graduates.”

In light of the new configuration of the study programmes: degrees, masters and doctorate programmes, in 2013 ACSUG initiated a new project which expanded the population of the surveys to include master’s graduates. In 2015 the second survey was undertaken, focusing on the Master’s degree holders from the 2010-2011 academic year.

The work performed by ACSUG in relation to the labour market integration surveys is shown in the table below:

Labour market integration surveys of university graduates of the 1st and 2nd cycle (diploma/degree/technical engineering, architecture and technical architecture courses) and degree graduates

The primary purpose of the surveys is to provide information about the employment status of university graduates, approximately two years after they have completed their studies. In this case we aim not only to provide information about how graduates integrate into the labour market, but also to examine the level of satisfaction the graduates have with their experience at university. The analysis of the labour market is structured into two broad areas: access to employment and current employment situation.

Percentage of responses over the last seven surveys.

	GALICIAN UNIVERSITY SYSTEM						
	EILO506	EILO607	EILO708	EILO809	EILO910	EIL1011	EIL1112
POPULATION	10,280	8,689	9,216	8,846	8,922	9,289	8,106
SAMPLE	5,362	4,569	4,830	4,965	5,004	5,114	4,687
%	52.16%	52.58%	52.40%	56.12%	56.10%	55.05%	57.82%
FIELD WORK	May 2008	May/Jun 2009	May/Nov 2010	Oct 2011	December 2012	December 2013	December 2014
RESULTS PUBLISHED	2009	2010	2011	2013	2014	2015	Forecast 2016

- **EIL1011 “Labour market integration survey of 2010-2011 Galician University System graduates”:**

The population surveyed includes graduates from the 2010-2011 academic year. In 2014, the Statistical Analysis Group produced a report on the overall findings. In December 2015 the publication was presented, and an overview of the results by qualification, branch of knowledge and university was also published.

survey was carried out in December 2014. In 2015, the Statistical Analysis Group conducted the analysis and produced a report on the overall findings. In December, a preview of the key results was presented.

Labour market integration surveys of university graduates of officially recognised master’s courses

- **EIL1112 “Labour market integration survey of 2011-2012 Galician University System graduates”:**

The population surveyed includes graduates from the 2011-2012 academic year. The field work for the

The primary purpose of the surveys is to provide information about the employment status of Master’s graduates, approximately three years after they have completed their studies. It is to be noted that the entire

	GALICIAN UNIVERSITY SYSTEM (SUG)		
	EILMÁSTERES0710	EILMÁSTERES1011	EILMÁSTERES1112
POPULATION	2,915	2,099	2,728
SAMPLE	2,242	1,510	2,307
%	76.91%	71.94%	84.57%
FIELD WORK	May-June 2013	June-July 2014	June-July 2015
RESULTS PUBLISHED	2015	2016	2016

Percentage of responses in the two latest surveys.

population was surveyed for these studies and a high percentage of responses was obtained.

- **EILMasters0710 “Labour market integration survey of Galician University System Master’s Graduates, 2007-2008, 2008-2009 and 2009-2010”:**

In this pilot survey, launched in 2013, the population of Master’s graduates was taken as those from the 2007-2008, 2008-2009 and 2009-2010 academic years. The survey was conducted three,

four and five years respectively after completion. The external working group, coordinated by ACSUG, prepared a comprehensive report on the results over 2014, which was presented in 2015.

- **EILMasters1011 “Labour market integration survey of Galician University System Master’s Graduates, 2010-2011”:**

The population surveyed includes graduates from the 2010-2011 academic year. During 2014, the external group analysed the results and drafted a report on the overall results.

- **EILMasters1112 “Labour market integration survey of Galician University System Master’s Graduates, 2011-2012”:** The population surveyed includes graduates from the 2011-2012 academic year. Over 2015, the external group analysed the results and drafted the report on the overall results, and the publication of this report is expected during 2016.

05



Cooperation and communication

Since its foundation, ACSUG has considered it of vital importance to establish relationships and exchange information with other university quality assurance agencies both within Spain and outside its borders.

It has also stressed the importance of promoting and publishing ACSUG's activities on its website, through seminars, its own publications, etc.

INTERNATIONAL ACTIVITIES

ENQA

The European Association for Quality Assurance in Higher Education (ENQA) is a body comprising the higher education quality assurance agencies of European countries that comply with the "Standards and Guidelines for Quality Assurance in the European Higher Education Area (EHEA)".

ACSUG has been a full member of ENQA since November 2009 after being successful in the external evaluation process carried out by this body. As member agencies must be submitted to a recurring evaluation process every 5 years, in 2014, ACSUG was evaluated once again, with a favourable outcome, valid until 2019. During this new 5-year period, ENQA has recommended that ACSUG pay special attention to:

- The development of a long-term Strategic Plan to complement the current annual business plan, to obtain a better forecast of its future business activity and the resources needed to carry it out. A Plan is proposed for the 2016-2020 period.
- Participation of international experts in the assessment panels and in the agency bodies.
- Protocols for resolving appeals and claims.

In addition to the process mentioned above, in 2015, ACSUG continued its involvement in the following activities organised by ENQA:

- 1) Since 2008, ACSUG has been a member of the "Internal Quality Assurance (IQA) Group" working party, made up of internal quality assurance technical officers from European university quality agencies.
- 2) In 2015, technical officers from ACSUG participated in another two specific working groups set up by ENQA:
 - a) **Working group I on the Impact of Quality Assurance:** This working group was created in 2012 with the primary aim of analysing the effect of the implementation of quality assurance procedures in higher education in Europe.

- b) **Working group IV on university system stakeholder involvement in quality assurance procedures:** This working group was created in 2012 with the purpose of analysing and encouraging greater participation by the various parties involved in higher education in Europe: students, graduates, academic staff, business leaders, etc.
- 3) ACSUG contributed to the ENQA newsletter no. 11 with an article about the agency's work in the **Tempus EDUCA Project**, the primary goal of which is to modernize pedagogical teaching in a number of countries in Central Asia.
- 4) In 2015, ACSUG supplied information about its work on a project organised by the Swedish University Quality Evaluation Agency (AAQ) about methodologies in institutional accreditation processes.
- 5) Attendance by the ACSUG Director at the agency's two annual meetings: ENQA Members' Forum in April 2015 in Córdoba (Spain); and ENQA General Assembly in October 2015 in Dublin (Ireland).
- 6) Attendance by the ACSUG Director at the 10th European Quality Assurance Forum (EQAF) in November 2015 in London (UK). The EQAF is an annual forum where stakeholders, including students, universities, university quality agencies, etc. can share their experiences in higher education.

EQAR

The European Register of Quality Assurance Agencies (EQAR) was created in 2008 by ENQA, ESU, EUA and EURASHE, the European bodies representing quality

assurance agencies, students, universities and other higher education institutions, in order to enhance transparency in the quality of higher education in Europe. The EQAR is a register that includes all the quality assurance agencies recognised for their professionalism and credibility in carrying out their work.

ACSUG has been included on the EQAR register since November 2010, after this body verified that ACSUG performed its activities in compliance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (EHEA). In 2014, ACSUG successfully completed a new evaluation process and renewed its membership of EQAR until 2019.

In 2015, ACSUG cooperated with EQAR by completing a number of questionnaires on the usefulness and navigability of the EQAR website and on the impact and benefits for ACSUG of belonging to the European Register.

ECA

Since June 2013 ACSUG is a member of the European Consortium for Accreditation in Higher Education (ECA), a body comprising European quality assurance agencies who wish to promote the mutual recognition of each others' activities and support the shared learning and exchange of good practice in higher education.

In 2015, representatives from ACSUG attended several events organised by ECA:

- 18th Workshop and 2nd ECA Annual Meeting in Hannover (Germany) in June.
- Training day on the evaluation of joint qualifications in Cologne (Germany) in September.

- Seminars on learning results in Higher Education in October in The Hague (Netherlands).
- ECA Winter seminar in December in The Hague (Netherlands).

A technical officer from ACSUG is also participating in one of the [working groups set up by ECA, Working Group 1, the Mutual Recognition and Joint Programmes group](#).

Evaluation of university centres outside the Spanish University System

ACSUG has developed a methodology for assessing university institutions outside the Spanish University System.

The process consists of three phases:

- 1) A self-assessment to be carried out by the centre itself (following the guidelines prepared by ACSUG).
- 2) An external evaluation and a final report by an external panel of experts appointed by ACSUG (including a visit to the centres to be assessed).
- 3) Monitoring and renewal of the certificate if the outcome is positive. The certificate awarded by ACSUG is valid for six years.

Every year the centre concerned must prepare and send a self-monitoring report to ACSUG based on the guidelines which the ACSUG has developed, including a plan of action for improving the results of the indicators, which will be subsequently reviewed.

At the end of three years, a special assessment is conducted of the monitoring process to ensure the actions are being implemented effectively and to verify their repercussion on the continuous improvement of the centre.

After six years another evaluation process is conducted, which includes a self-assessment and an external visit. If the outcome is positive, the certificate is renewed.

Evaluation of the University Centres of San Martín de Porres (USMP) in Peru

In November, the Director of ACSUG took part in the 9th International Workshop "Challenges and Achievements of Quality Education" organised by the USMP in Lima (Peru).

The process of certification of university institutions outside the Spanish University System undertaken by ACSUG includes a monitoring stage. This consists of a visit to conduct an on-site review of the improvement plans being implemented by the centres as a result of the proposals for improvement suggested during the external evaluation process.

Therefore, in November 2015 a follow-up visit was made to the following USMP centres that obtained certification in 2012.

- Professional College of Civil Engineering
- Professional College of Architecture
- Professional College of Communication Sciences
- Faculty of Administrative Sciences and Human Resources

- Faculty of Accounting, Economic and Financial Sciences
- Professional College of Tourism and Hotel Studies

Evaluation of the University Centres of Universidad Andina Néstor Cáceres Velásquez (UANCV) in Peru

In 2015, an assessment of the following Carreras Académicas Profesionales (CAP) (Professional Academic Degrees) has been undertaken:

- CAP in Systems Engineering
- CAP in Civil Engineering
- CAP in Mechanical and Electrical Engineering
- CAP in Electronic Engineering and Telecommunications
- CAP in Industrial Engineering
- CAP in Mechatronics Engineering
- CAP in Architecture and Town Planning
- CAP in Health and Environmental Engineering

ACSUG participation in the european Tempus "Educa" project

The TEMPUS projects are European Union programmes which aim to promote the development of higher education systems. EU member countries are cooperating with countries in other parts of the world in order to share information and experience in the field of higher education.

Mindful of the importance of forging ties and establishing contacts with other bodies and associations, in 2015 ACSUG decided to become actively involved in the TEMPUS IV Project: "Modernization and Development of Curricula on Pedagogy and Educational Management in the Central Asian Countries (EDUCA)" coordinated by the Otto-von-Guericke University, Magdeburg (OvGU).

In the project ACSUG took part in two different activities:

- 1) External visit to the university institutions of: Tajik Pedagogic University (Dushanbe, Tajikistan), Kazakh National Pedagogic University (Almaty, Kazakhstan) and Arabaev Pedagogic University (Bishkek, Kyrgyzstan) to monitor the implementation of a Master's Degree in Education Management.
- 2) Online evaluation of the study plans for four university courses in the field of pedagogy.

OTHER COLLABORATION

Report on the status of the external quality assessment of spanish universities (2014)

In September 2015 the “Report on the status of the external quality assessment of Spanish Universities 2014” was published. This report, coordinated by ANECA, in which all regional quality assurance agencies took part, is the eighth in a series of annual reports, whose purpose is to inform the Ministry of Education and the Council of Universities about the progress in the evaluation, certification and accreditation processes in university education in Spain.

The 2014 report contains the results, firstly of the evaluation of the university centres’ and institutions’ internal quality assurance systems and the procedures they have put in place to monitor and improve teaching quality; secondly of the evaluation of officially recognised qualifications during their design, introduction and accreditation renewal stages; and thirdly of the appraisals of the university teaching and research staff either

to certify the candidates applying for temporary or permanent teaching and research posts or for the purpose of recognising the work of teaching and research staff in the performance of their duties in the universities.

Participation in the spanish network of university quality agencies (REACU)

ACSUG is a member of the REACU, a body to which all the regional university quality assurance agencies and the National Agency for Quality Evaluation and Accreditation (ANECA) belong. During its periodical meetings, the committee discusses issues relating to assessment and coordination that affect all the Spanish agencies.

Participation in the committee for the regulation of monitoring and accreditation of university qualifications (CURSA)

ACSUG is a member of CURSA, the committee that plays a key role in the design and development of methodologies for evaluating the officially recognised university qualifications.

COURSES, WORKSHOPS AND SEMINARS

Organised by ACSUG

DATE	ACTIVITY	PLACE
20/02/15	Training seminar for representatives from the Andina Néstor Cáceres Velásquez University (UANCV) in Peru	ACSUG
11/03/15	Informative seminar on the cycle of officially recognised qualifications	ACSUG
21/05/15 & 22/05/15	Informative seminars on the DOCENTIA Programme, at the University of A Coruña (UDC)	UDC (Ferrol & Coruña)
15/06/15	Training seminar on labour market integration for the survey interviewers	ACSUG
14/10/15	Informative seminars on the DOCENTIA Programme, at the University of A Coruña (UDC)	ACSUG
26/10/15	Training and informative workshop for students of the Master in Training Processes at the University of Santiago de Compostela (USC)	ACSUG
01/12/15	Training seminar on labour market integration for the survey interviewers	ACSUG
03/12/15	Training seminars for the ACSUG qualifications and programmes assessors	ACSUG
11/12/15	Presentation of the publication: "Labour market integration survey of 2010-2011 SUG graduates"	ACSUG

Presentation of papers

DATE	ACTIVITY	PARTICIPATION	PLACE
02/02/15	"University options for Baccalaureate students" conference	Presentation of a paper by the ACSUG Director	IES Carlos Casares (Vigo)
27/05/15	1st International Symposium "Learning-Service in Higher Education: Innovation, Quality and Institutionalization"	Presentation of a paper by the ACSUG Director	Galician College of Public Administration (Santiago)
26/11/15	9th International Seminar Workshop: "Challenges and achievements of quality education"	Presentation of a paper by the ACSUG Director	University of San Martín de Porres (USMP) in Peru

PUBLICATIONS

In 2015 ACSUG released the following publications:

Annual report

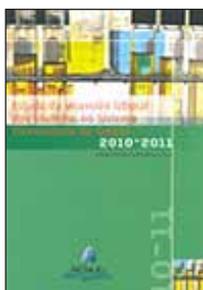


Title: Annual report 2013
Pages: 26
Year: 2015



Title: Annual report 2014
Pages: 26
Year: 2015

Labour Market Integration



Title: Labour market integration survey of 2010-2011 Galician
University System graduates
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Year: 2015
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AXENCIA para a CALIDADE do
SISTEMA UNIVERSITARIO de
GALICIA