



AGENCIA NACIONAL DE EVALUACIÓN
DE LA CALIDAD Y ACREDITACIÓN

**PROCEDURAL MANUAL FOR THE ISSUANCE OF
REPORTS LEADING TO THE AWARD OF THE
QUALITY LABEL TO Ph.D. STUDIES
(Order ECI/229/2006, of 20 January)**

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1 INTRODUCTION

1.1 OBJECT OF THE CALL FOR APPLICATIONS

The object of the Spanish Ministry of Education and Science's Order, ECI/229/2006, of 20 January, whereby a call for applications was made for the award of the Quality Label recognition to Ph.D. studies from Spanish universities for the 2006-2007 academic year, was the award and renewal of the Quality Label to Ph.D. studies at Spanish universities for the 2006-2007 academic year.

Ph.D. studies are hereby understood to mean those carried out in accordance with Royal Order 56/2005, of 21 January, concerning the regulation of officially recognised postgraduate university studies and those that were started in accordance with Royal Order 778/1998, of 30 April, concerning the regulation of third cycle university studies, the obtaining and issuance of the Ph.D. title and other postgraduate study qualifications, until their termination in accordance with the regulatory repeal of the aforementioned Royal Order 56/2005.

1.2 ASSESSMENT/AUDIT/VALIDATION PROCESSES

1.2.1 The award and renewal of the Quality Label to Ph.D. studies structured in accordance with Royal Order 778/1998 shall take place by way of the following processes:

- a. By **assessment** of the scientific and technical level of the programme, together with its content and aims, which will apply to Ph.D. studies applying for the Quality Label for the first time.
- b. By **audit**, through the *in situ* verification of the information provided in the application that led originally to the award of the Quality Label. This will apply to cases of renewal of the Quality Label for Ph.D. studies where it was first obtained for the 2005-2006 academic year and cases where it was awarded for the 2004-2005 academic year and either renewal was not applied for relative to the 2005-2006 academic year or renewal was not given for that academic year.
- c. By **simple renewal**, following confirmation that the conditions in which the Quality Label was previously granted are maintained, which will apply to:

Ph.D. studies that obtained the Quality Label for the 2004-2005 academic year and renewal by audit for the 2005-2006 academic year.

Ph.D. studies that either obtained the Quality Label for the 2003-2004 academic year, renewal by audit for the 2004-2005 academic year and did not apply for renewal for the 2005-2006 academic year, or renewal by audit for the 2005-2006 academic year in cases where renewal was not applied for relative to the 2004-2005 academic year.

d. By **validation**, subject to confirmation that the conditions in which the Quality Label was previously granted are maintained, together with the degree of compliance with the aims and results deriving from this. This will apply to Ph.D. studies that obtained the Quality Label for the 2003-2004 academic year, renewal by audit for the 2004-2005 academic year and further renewal via the simple procedure for the 2005-2006 academic year.

1.2.2 The award or renewal of the Quality Label to Ph.D. studies structured in accordance with Royal Order 56/2005 shall take place by way of the following processes:

a. By **assessment** of their scientific and technical level, as well as their content and aims, which will apply to Ph.D. studies not in a Ph.D. programme with a current Quality Label recognition for the 2005-2006 academic year.

b. By **simple renewal** for applications for renewal for Ph.D. studies with the Quality Label recognition for the 2005-2006 academic year that began their termination prior to the end of the 2006/2007 academic year in order to give way to Ph.D. studies adapted to Royal Order 56/2005.

1.3 APPLICATION FORMALITIES, PROCESSING AND RESOLUTION

The procedure for obtaining the Quality Label will begin with an application from the interested party, using the standard application form. Applications, which must be signed by the applicant university's legal representative, are to be sent to the Director General for Universities. Application forms will be available online at: <http://www.mec.es>. and from the Directorate General for Universities (c/ Serrano, 150, 28071 Madrid).

The ANECA's subdepartment for postgraduate and postdoctorate training and mobility (*Subdirección General de Formación y Movilidad en Posgrado y Posdoctorado*) initiates the processing procedure, which starts the day after the deadline for submitting applications. If the information provided is incomplete or does not comply with the prerequisites called for in the abovementioned Order, the applicant will be required to either complete the documentation or make good any shortcoming within a period of ten days, with the warning that non-compliance will signify that the application has been withdrawn, under the terms of article 71.1 of Law 30/1992 of 26 November, with the effects stipulated in article 42.1 of said Law. Once the Directorate General for Universities (DGU) has checked that the applications are correct, they are then sent to the National Agency for Quality Assessment and Accreditation of Spain (ANECA) for assessment, audit and validation by way of the procedures made public in this manual. These processes are to be carried out between April and June 2006.

The ANECA shall draw up an interim report that is to be sent to the university's Vice-Rector responsible for the subject making the application, and any disagreement with the assessments must be notified within a maximum period of fifteen days, with any relevant evidence and/or documentation enclosed.

Following the provisional assessment stage, the ANECA will then draw up a detailed report for each individual application. This report, which will be sent to the Directorate General for Universities, contains the comments on each assessment criterion stipulated in the Order, together with its grade mark and the total score obtained by the Ph.D. programme that has been assessed. Applicant universities will be notified of the result of these reports by the Directorate General for Universities.

1.4 THE QUALITY LABEL RECOGNITION

The Quality Label constitutes recognition of the scientific, technical and formative soundness of Ph.D. studies, and of the groups and departments involved in the doctoral training. Award of the Quality Label will also entitle public and private non-profit-making universities to participate in the specific grant scheme run by the Ministry of Education and Science.

Programmes that obtain the Quality Label will be included in a list of Quality Label Ph.D. studies in Spanish universities, which will be public and constitute a

benchmark for quality assurance that may be used for purposes defined in the call for applications. The DGU will be responsible for disseminating and periodically updating this list.

On the basis of this regulatory framework, and in order for the National Agency for Quality Assessment and Accreditation of Spain to carry out the functions of assessment, audit, validation and the drawing up of the report on the Ph.D. programme's application to obtain the Quality Label, the following internal rules of procedure are established.

It is important to point out that the procedures described in this manual do not deal with the processes detailed in sections 1.2.1 c) and 1.2.2 b) on simple renewal, due to the fact that the renewal process for these programmes is carried out by the Ministry of Education and Science.

2 THE APPLICATION PROCESSING PROCEDURE FOR Ph.D. STUDIES

The object of this procedure is to describe the logical sequence of activities carried out by the ANECA's internal as well as collaborating staff involved in the process, in order to safeguard the transparency and the correct processing of applications from Ph.D. programmes submitted to the Ministry of Education and Science.

2.1 The assessment and validation of Ph.D. studies applying for the Quality Label.

This procedure applies to Ph.D. studies applying to the call for applications ECI/229/2006 of 20 January, which comply with the following:

- Programmes structured in accordance with Royal Order 778/1998:
 - Programmes applying for the Quality Label for the first time (assessment).
 - Programmes that obtained the Quality Label for the 2003-2004 academic year, renewal by audit for the 2004-2005 academic year and renewal by simple procedure for the 2005-2006 academic year (validation).
- Programmes structured according to the Royal Order 56/2005:

- Ph.D. studies not included in a Ph.D. programme with a current Quality Label in the 2005-2006 academic year (assessment).

1. The applications are sent from the Directorate General for Universities to the ANECA where they are registered and filed.
2. The applications are appropriately ordered and given to the assessors.
3. The assessment committees then carry out the work of assessment in accordance with the regulations laid down in subsection 3.4 on the “Internal rules of procedure for the assessment committees”.
4. When the Committees have completed the assessment of each application, the ANECA will then send the interim reports with the assessment of each criterion stipulated in the call for applications, together with the overall score, by normal post to the Vice-Rector in charge of the Ph.D. programme.
5. The Vice-Rector in charge of the Ph.D. programme has fifteen days to inform the ANECA by e.mail of any disagreement with the assessments carried out, and any necessary supporting information or evidence may be provided for this purpose.
6. The ANECA will make any pleas and supporting evidence available to the assessors for their review and assessment, and for the final report to be issued.
7. This final report will be sent to the Directorate General for Universities, within the deadlines set in the call for applications, and will be sent in turn to the applicant universities.

2.2 Ph.D. Programmes applying for renewal of the Quality Label by audit.

This procedure applies to programmes that obtained the Quality Label for the 2005-2006 academic year and those that were awarded it for the 2004-2005 academic year and did not apply for renewal for the 2005-2006 academic year or did not obtain renewal for that academic year.

1. Applications for renewal are sent from the Directorate General for Universities to the ANECA, where they are entered and registered.

2. The applications and information on the Ph.D. programme to be audited is then made available to the auditors in electronic format.
3. The team of auditors will carry out its functions as stipulated in the audit guide published on the ANECA website (www.aneca.es).
4. When the audit has been completed, the audit reports are then sent to the QL Renewal Committee for it to prepare the list of programmes for which renewal of the Quality Label is to be proposed.
5. The results of the assessments and audits will be sent by electronic format to the Directorate General for Universities.

3 ASSESSMENT COMMITTEES

3.1 STRUCTURE OF THE ASSESSMENT COMMITTEES

The assessments will be carried out by the corresponding QL scientific committees, which cover the various fields of scientific and technical knowledge (Experimental Sciences, Health Sciences, Social and Legal Sciences, Technical programmes and Humanities).

The assessment committees will be made up of a varying number of members according to the applications received in the call for applications. Each committee will have a Chairperson with full voting rights (Annex II).

3.2 SELECTION OF THE ASSESSMENT COMMITTEES

The selection of the assessors on the committees shall be carried out transparently and according to objective criteria.

All assessors are active researchers who participate in Ph.D. programmes with the Quality Label, have experience in assessment and are recognised for their reputable research activity. The selection process has been carried out in such a way as to achieve the participation and representation on the committees of the highest number of universities possible, as well as the most representative fields of knowledge on the basis of the applications received in the call for applications.

3.3 FUNCTIONS OF THE ASSESSMENT COMMITTEES

The assessment committees carry out the work of assessing the Ph.D. studies that have applied for the Quality Label in the following cases:

- Programmes structured according to the Royal Order 778/1998:
 - Programmes being submitted to obtain the Quality Label for the first time (Assessment).
 - Programmes that obtained the Quality Label for the 2003-2004 academic year, renewal by audit for the 2004-2005 academic year and renewal by simple procedure for the 2005-2006 academic year (validation).
- Programmes structured according to the Royal Order 56/2005:
 - Ph.D. studies not included in a Ph.D. programme with a valid Quality Label in the 2005-2006 academic year (assessment).

3.4 INTERNAL RULES OF PROCEDURE OF THE ASSESSMENT COMMITTEES

The assessment committees exercise their functions within the scope of their corresponding scientific and technical fields. Assessors must refrain from assessing any Ph.D. studies in which they are directly involved, that are in their department or university, or in which they have any responsibility at all.

The assessors will electronically access the necessary documentation to carry out the assessment. This will be undertaken individually by each committee member for each application, and they must give a clear and concise written account of their assessment of each criterion, with details of the most important aspects and those that need to be improved.

This technical assessment must be based solely and exclusively on the information provided by the applicant.

The assessment of Ph.D. studies applying for the Quality Label is to be carried out in pairs.

In the case of Ph.D. studies where the subject may be covered by more than committee, the assessor will inform the committee chairperson of this so that

advice can be requested from an/other committee/s dealing with the fields of science considered to be most appropriate.

If, during the assessment procedure, it is detected that certain Ph.D. studies do not comply with the requirements stipulated in the call for applications, the assessors will complete the assessment and make note of this circumstance.

Each Assessment Committees, meeting at the ANECA's headquarters, will come to an initial basis of agreement on the individual assessments in order for each Chairperson to draw up the interim reports that have been agreed by common consent for each Ph.D. programme. Each report shall include all aspects that can be improved, together with the quantitative assessment of each criterion and the overall assessment of the programme. An official report on each committee's session is to be drawn up and signed by the committee chairperson.

The report will then be sent to the Vice-Rectors responsible for Ph.D. studies at the various universities, and any disagreement with the assessments, with any relevant evidence or documentation enclosed, must be notified within fifteen days. The pleas submitted in support of the interim report's findings are sent to the ANECA and then passed on to the assessors for their review and assessment.

Each Assessment Committee then establishes a further basis for agreement regarding the review of Ph.D. programmes that have submitted pleas and the issuing of the final report. An official report on the session will also be drawn up and signed by the committee chairperson.

3.5 ASSESSMENT CRITERIA FOR THE ASSESSMENT COMMITTEES

Each criterion stipulated in the call for applications by the Ministry of Education and Science (Order of 20 January 2006) will be graded accordingly **from one to ten**.

The mark given to each criterion will correspond to the specific nature of the various fields of scientific and technical knowledge.

3.5.1 Ph.D. STUDIES STRUCTURED IN ACCORDANCE WITH ROYAL ORDER 778/1998 APPLYING FOR THE QUALITY LABEL FOR THE FIRST TIME.

Aspects that must be given consideration by the assessment committees in the assessment are as follows:

a) Articulation and coherence of the anticipated training activities in Ph.D. studies (15%)

The assessor must take into consideration the following aspects:

- The clarity and precision with which the title of Ph.D. studies describes its content.
- Justification for the relevance of the studies and whether the aims of Ph.D. studies are based on the prior analysis of reality and existing needs outside of university circles.
- The clarity with which the aims pursued by Ph.D. studies are defined and expressed.
- The clarity with which the particular pedagogical goals for each academic year or seminar are formulated.
- The degree to which the contents of each academic year and the general aims of Ph.D. studies coincide.
- Whether sufficient courses and seminars are run that are appropriate to the line of research followed by the different Ph.D. students.
- Suitability of the content of courses in terms of scope and whether they are sufficiently in-depth enough for the allocated credits.
- The coherence between the teaching-learning methodology and the alleged goals and whether this allows for active participation by the students.
- The clarity with which the assessment criteria are defined.
- The existence of a relevant and updated bibliography.
- The affinity of the contents with the lines of research of the teaching staff.

b) Record of research during the previous five years (2001-2005) of teaching staff and researchers that participate in Ph.D. studies, including Ph.D. theses that are directed and in preparation (30%).

- A research project or contract in which each member of the teaching staff or researcher is involved, and whether he/she is the head researcher, as well as the duration and funding body.
- The five most important scientific contributions (published works, papers at congresses, etc.), with details of the objective repercussion of the results (citation index, impact factor of the journal where applicable, etc.).

c) Published works with the results of research directly associated with Ph.D. theses defended in the previous five years (2001-2005) and directed by teaching staff and researchers that participate in Ph.D. studies (25%).

- Published works with the results of research directly associated with Ph.D. theses directed by teaching staff and researchers that participate in Ph.D. studies in the previous five years (2001-2005).
- Details of the objective repercussion will be taken into consideration for each published work (citation index, impact factor of the journal where applicable, etc.). The Ph.D. student presenting the thesis must appear as the author of these published works.

d) Relative success of Ph.D. studies. (8%)

The assessor shall take into consideration the following aspects:

- Number of Ph.D. theses directed by teaching staff and researchers that participate in Ph.D. studies in relation to the number of teaching staff and researchers who are involved in giving the programme, all within the previous five years (2001-2005).
- The number of Ph.D. students currently and actively preparing Ph.D. theses in relation to the number of teaching staff and researchers who are involved in giving Ph.D. studies.
- The number of students that have passed the advanced training stage in relation to the number of students enrolled for the first time in Ph.D. studies in the previous five years.

- Average number of students enrolled for the first time in Ph.D. studies in the previous five years in relation to the number of teaching staff and researchers that participate in Ph.D. studies.

e) Students (8%).

The assessor shall take into consideration the following aspects:

- Relationship between the number of Ph.D. students with grants from public award schemes and the total number of students enrolled for the first time in Ph.D. studies, both during the previous five academic years (2000-2001 to 2004-2005).
- Relationship between the number of students from universities other than that/those responsible for the programme and the total number of students enrolled for the first time in Ph.D. studies, both during the previous five academic years (2000-2001 to 2004-2005)
- Procedures and criteria for the selection and admission of students to Ph.D. studies.

f) Student and teaching staff mobility (5%).

The assessor shall take into consideration the following aspects:

- The number of visiting teaching staff and Ph.D. holders with grants from public award schemes that collaborate in Ph.D. studies in relation to the total number of teaching staff and researchers that participate in Ph.D. studies.
- The credits and length of time in which visiting teaching staff and Ph.D. holders have collaborated.
- The number of students that have participated in a mobility programme during Ph.D. studies in relation to the total number of students enrolled in the same studies.
- The percentage of Ph.D. theses with the European Ph.D. label in relation to the number of theses defended in the previous five years.

g) Cooperation and external funding (5%).

The assessor shall take into consideration the following aspects:

- Number and importance of the collaboration agreements with private enterprise and national and international institutions, including other HEIs set up for Ph.D. studies during the previous five years (2001-2005).
- Economic assistance, grants and other sources of external funding (public and private) obtained specifically for Ph.D. studies.

h) Quality assurance systems (4%).

- The assessor will assess whether Ph.D. studies include mechanisms for analysing the way that Ph.D. studies are carried out and their results, and that permit actions for the continuous improvement of quality to be defined and implemented.

3.5.2 Ph.D. STUDIES STRUCTURED IN ACCORDANCE WITH ROYAL ORDER 56/2005 IN A Ph.D. PROGRAMME WITH A CURRENT QUALITY LABEL FOR THE 2005-2006 ACADEMIC YEAR.

The aspects to be taken into consideration by the assessment committees regarding the assessment are as follows:

a) Articulation and coherence of the anticipated training activities in Ph.D. studies (15%).

- The clarity and precision with which the title announcing the Ph.D. studies describes their content.
- Justification for the relevance of the studies and whether the aims of Ph.D. studies are based on the prior analysis of reality and existing needs outside of university circles.
- The clarity with which the aims pursued by Ph.D. studies are defined and expressed.
- Coherence in the development of anticipated training activities, where applicable, that are appropriate to the lines of research of teaching staff.

b) Record of research during the previous five years (2001-2005) of teaching staff and researchers that participate in Ph.D. studies, including Ph.D. theses that are directed and in preparation (30%).

- A research project or contract in which each member of the teaching staff or researcher is involved, and whether he/she is the head researcher, as well as the duration and funding body.
- The five most important scientific contributions (published works, papers at congresses, etc.), with details of the objective repercussion of the results (citation index, impact factor of the journal where applicable, etc.).

c) Published works with the results of research directly associated with the Ph.D. theses defended in the previous five years (2001-2005) and directed by teaching staff and researchers that participate in Ph.D. studies (25%).

- Published works with the results of research directly associated with the Ph.D. theses directed by teaching staff and researchers that participate in Ph.D. studies in the previous five years (2001-2005).
- Details of the objective repercussion will be taken into consideration for each published work (citation index, journal impact where applicable, etc.). The Ph.D. student presenting the thesis must appear as the author of these published works.

d) Relative success of Ph.D. studies. (8%)

The assessor shall take into consideration the following aspects:

- Number of Ph.D. theses directed by teaching staff and researchers that participate in Ph.D. studies in relation to the number of teaching staff and researchers that are involved in giving the programme, all within the previous five years (2001-2005).
- The number of Ph.D. students currently and actively preparing Ph.D. theses in relation to the number of teaching staff and researchers that are involved in giving the Ph.D. studies.
- The number of students that have passed the advanced training stage in relation to the number of students enrolled for the first time in Ph.D. studies in the previous five years.

- The average number of students enrolled for the first time in Ph.D. studies in the previous five years in relation to the number of teaching staff and researchers that participate in Ph.D. studies.

e) Students (8%).

The assessor shall take into consideration the following aspects:

- Relationship between the number of Ph.D. students with grants from public award schemes and the total number of students enrolled for the first time in Ph.D. studies, both during the previous five academic years (2000-2001 to 2004-2005).
- Relationship between the number of students from universities other than that/those responsible for the programme and the total number of students enrolled for the first time in Ph.D. studies, both during the previous five academic years (2000-2001 to 2004-2005)
- Procedures and criteria for the selection and admission of students to Ph.D. studies.

f) Student and teaching staff mobility (5%).

The assessor shall take into consideration the following aspects:

- The number of visiting teaching staff and Ph.D. holders with grants from public award schemes that collaborate in Ph.D. studies in relation to the total number of teaching staff and researchers that participate in Ph.D. studies.
- The credits and length of time in which visiting teaching staff and Ph.D. holders have collaborated.
- The number of students that have participated in a mobility programme during Ph.D. studies in relation to the total number of students enrolled in the same studies.
- The percentage of Ph.D. theses with the European Ph.D. label in relation to the number of theses defended in the previous five years.

g) Cooperation and external funding (5%).

The assessor shall take into consideration the following aspects:

- Number and importance of collaboration agreements with private enterprise and national and international institutions, including other HEIs set up for Ph.D. studies during the previous five years (2001-2005).
- Economic assistance, grants and other sources of external funding (public and private) obtained specifically for Ph.D. studies.

h) Quality assurance systems (4%).

- The assessor will assess whether Ph.D. studies include mechanisms for analysing the way that Ph.D. studies are carried out and their results, and that permit actions for the continuous improvement of quality to be defined and implemented.

3.5.3 Ph.D. STUDIES STRUCTURED IN ACCORDANCE WITH ROYAL ORDER 778/1998 THAT OBTAINED THE QUALITY LABEL FOR THE 2003-2004 ACADEMIC YEAR, WERE RENEWED BY AUDIT FOR THE 2004-2005 ACADEMIC YEAR AND OBTAINED SIMPLE RENEWAL FOR THE 2005-2006 ACADEMIC YEAR.

Renewal applications from Ph.D. studies in which the validation process is applicable will be assessed according to the following criteria:

Information relating to the research stage and the preparation of Ph.D. theses:

a) Scientific production in the previous three years (2003-2005) of Ph.D. holders that are involved in giving the Ph.D. training (24%).

- One project funded by competitive grant schemes, the best invited paper in congresses and seminars, and the best contract with private enterprise and institutions.
- Published works with the results of research of Ph.D. holders involved in giving the Ph.D. training in journals, books and other means of renowned international prestige. Consideration will be given to the number and impact factor.

b) Results of research of Ph.D. theses defended by Ph.D. holders involved in giving the Ph.D. training in the previous three years (2003-2005) (24%).

- The number of published works with results of research in relation to the number of defended Ph.D. theses in which the Ph.D. holders that give the Ph.D. training have participated, all within the previous three years.
- In qualitative and quantitative terms, published works with the results of research, with account taken of the corresponding field of science and the average impact factor level in this field in Spain.

c) Theses directed by Ph.D. holders involved in giving the Ph.D. training in the previous three years (2003-2005) (7%).

- The number of directed Ph.D. theses in which Ph.D. holders involved in giving the Ph.D. training have participated in relation to the number of Ph.D. holders that are involved in giving the training, all within the previous three years.

d) Ph.D. students currently and actively preparing Ph.D. theses (3%).

- The number of active Ph.D. students under the supervision of Ph.D. holders involved in giving the Ph.D. training in relation to the number of Ph.D. holders involved in giving the Ph.D. training.

e) Ph.D. student mobility in the research stage (12%).

- The number of students that have participated in a mobility programme during the research training stage in relation to the total number of students enrolled in the programme, with attention being paid to the length of stay, the host centre/university and the funding body.

Information relating to the advanced training stage prior to the research stage:

a) Students that have completed the advanced training stage in the previous three years (2002-2003 to 2004-2005) (6%).

- The number of students that have passed the advanced training stage in relation to the number of students enrolled for the first time in the programme in the previous three years (in the case of inter-university programmes, this will include students from the participating universities).

Information relating to the programme proposal:

a) Students (12%)

- Relationship between the number of Ph.D. students with grants obtained from a public scheme and the total number of students enrolled for the first time in Ph.D. studies, all during the previous three years (from 2002-2003 to 2004-2005).
- Relationship between the number of students from universities other than that/those responsible for the programme and the total number of students enrolled for the first time in Ph.D. studies, all during the previous three years (from 2002-2003 to 2004-2005).

b) Visiting teaching staff and Ph.D. holders with grants obtained from public award schemes in the previous three years (2003-2005). (12%)

- The number of visiting teaching staff and Ph.D. holders with grants obtained from public award schemes in relation to the total number of teaching staff and Ph.D. holders involved in giving the Ph.D. training.

4 AUDITORS

4.1 STRUCTURE OF THE TEAM OF AUDITORS.

The auditors are persons whose experience, prestige and training accredit them with the technical capability to act as such. The ANECA moreover complements their training in all necessary and specific aspects so they can carry out their work in the correct way.

The auditors' actions are guided by the instructions laid down by the ANECA in its code of ethics, by the internal rules of procedure laid down in this procedure, and in the audit guide posted on the ANECA website (www.aneca.es).

4.2 SELECTION AND FUNCTIONS OF THE AUDITORS

The selection of the auditors is made in a transparent way and according to objective criteria, using the ANECA's database of assessors and auditors.

The ANECA also provides a complementary training, the main aim of which is to familiarise the auditors with the model, tools, concepts and process to be followed during the audit stage.

The auditors must carry out a methodical and independent verification to determine whether the information provided by the Ph.D. programme at the time of the visit complies with the information given in the application.

To this end, they must analyse the information enclosed with the application submitted by the Ph.D. programme in its application for the Quality Label and pay a visit to the university to check the veracity of the information provided by the Ph.D. programme.

4.3 INTERNAL RULES OF PROCEDURE OF THE AUDITORS

The ANECA will designate the auditors who will carry out the audits. It will also provide the Vice-Rector in charge of Ph.D. studies in the university with the list of auditors who will carry out the visits to the university. The Vice-Rector may, where necessary, reject the proposed auditors in the case of manifest incompatibility, and in such an event the ANECA will study the university's alleged reasons and proceed, where applicable, to replace them. If, on the other hand, no response is received from the Vice-Rector within one week, it will be considered that the university accepts the auditors.

Once acceptance of the auditors has been formalised, the auditors will be informed of the university/ies and the list of Ph.D. programmes to be audited.

The ANECA will contact the Vice-Rector responsible for Ph.D. studies to agree on the dates for the visit.

The ANECA will provide the auditors with the information relating to the Ph.D. programme and the necessary tools to carry out the audit.

The auditors will verify the information relating to the Ph.D. programme according to the guidelines given in the **audit guide** posted on the ANECA's website (www.aneca.es).

On the basis of the results of the visit, the auditors will draw up a final report using the formats stipulated in the guide and within the time frame of one week, with their conclusions regarding the visit.

4.4 QL RENEWAL COMMITTEE

The Chairpersons of each Assessment Committee, together with person responsible for the ANECA's Quality Label programme, will make up the QL Renewal Committee. This committee shall use the reports from the audits carried out by the teams of auditors to make the list with the PH.D. programmes for which renewal of the Quality Label is proposed.