

External review of the National Agency for Quality Assessment and Accreditation of Spain (ANECA) by the European Association for Quality Assurance in Higher Education (ENQA)

Annex I: TERMS OF REFERENCE

January 2012

1. Background and Context

The National Agency for Quality Assessment and Accreditation of Spain, ANECA, is a Foundation whose aim is to provide external quality assurance for the Spanish Higher Education System and to contribute to its constant improvement.

ANECA has developed several Programmes (for the evaluation of institution and programmes, as well as academic staff) in order to perform its activities (evaluation, certification and accreditation), with the purpose of integrating the Spanish system into the European Higher Education Area (EHEA).

ANECA was reconfirmed Full membership of ENQA on 20 September 2007, as a result of a review coordinated by ENQA.

2. Purpose and Scope of the Evaluation

This is a type B review, as defined in the *Guidelines for external reviews of quality assurance agencies in the European Higher Education Area*. It will evaluate the way in which and to what extent ANECA fulfils the criteria for the ENQA membership and thus the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*. Consequently, the review will also provide information to the ENQA Board to aid its consideration of whether ANECA should be reconfirmed Full Member of ENQA. The review panel is not expected, however, to make any judgements as regards granting ANECA Full Membership in ENQA.

In addition to analysing ANECA compliance with the ENQA membership criteria, and thus with the ESG, the review aims to assess ANECA's evaluation of academic staff.

3. The Review Process

The process is designed in the light of the *Guidelines for external reviews of quality assurance agencies in the European Higher Education Area*.

The evaluation procedure consists of the following steps:

- Formulation of the Terms of Reference and protocol for the review;
- Nomination and appointment of the review panel;
- Self-evaluation by ANECA including the preparation of a self-evaluation report;
- A site visit by the review panel to ANECA;

- Preparation and completion of the final evaluation report by the review panel;
- Scrutiny of the final evaluation report by the Review Committee of the ENQA Board;
- Analysis of the scrutiny by the ENQA Board and their decision regarding ENQA membership;
- Follow-up of the panel's and/or ENQA Board's recommendations by the agency.

3.1 Nomination and appointment of the review team members

The review panel consists of five members: Four external reviewers (one or two quality assurance experts, representative(s) of higher education institutions, student member) and a review secretary. Three of the reviewers (including the review secretary) are nominated by the ENQA Board on the basis of proposals submitted to ENQA by the national agencies, and are drawn from senior serving members of Board/Council or staff of ENQA member agencies. The fourth external reviewer is drawn from a nomination provided by the European University Association (EUA). The nomination of the student member is asked from the European Students' Union (ESU). One of the panel members serves as the chair of the review.

Current members of the ENQA Board are not eligible to serve as reviewers.

ENQA will provide ANECA with the list of suggested experts with their respective curricula vitae to establish that there are no known conflicts of interest. The experts will have to sign a non-conflict of interest statement as regards the ANECA review.

3.2 Self-evaluation by ANECA, including the preparation of a self-evaluation report

ANECA is responsible for the execution and organisation of its own self-evaluation process and shall take into account the following guidance:

- Self-evaluation is organised as a project with a clearly defined schedule and includes all relevant internal and external stakeholders;
- The self-evaluation report is broken down by the topics of the evaluation: background description of the current situation of the Agency; analysis and appraisal of the current situation; proposals for improvement and measures already planned; a summary of perceived strengths and weaknesses;
- The report is well-structured, concise and comprehensively prepared. It clearly demonstrates the extent to which ANECA fulfils its tasks of external quality assurance and meets the criteria for the ENQA membership and thus the ESG. The report is submitted to the review panel a minimum of four weeks prior to the site visit.

3.3 A Site Visit by the Review Panel

ANECA will draw up a draft proposal of schedule of the site visit to be submitted to the review panel at least three months before the planned dates of the visit. The schedule includes an indicative timetable of the meetings and other exercises to be undertaken by the review panel during the site visit, the duration of which is 2 days. The approved schedule

shall be given to ANECA at least two months before the dates of the visit, in order to properly organise the requested interviews.

The review panel will be assisted by ANECA in arriving to Madrid, Spain.

Where appropriate, the site visit will close with an oral presentation and discussion of the major issues of the evaluation between the review panel and ANECA.

3.4 Preparation and completion of the final evaluation report

On the basis of the review panel's findings, the review secretary will draft the report in consultation with the review panel. The report will take into account the purpose and scope of the evaluation as defined under article 2. It will also provide a clear rationale for its findings with regards to each ENQA membership criteria. A draft will be submitted for comment to ANECA within two months of the site visit for comment on factual accuracy. If ANECA chooses to provide a statement in reference to the draft report it will be submitted to the chair of the review panel within two weeks after the receipt of the draft report. Thereafter the review panel will take into account the statement by ANECA, finalise the document and submit it to ANECA and ENQA.

The report is to be finalised within three months of the site visit and will not exceed 40 pages in length.

4. Follow-up Process and Publication of the Report

ANECA will consider the expert panel's report and inform ENQA of its plans to implement any recommendations contained in the report. Subsequent to the discussion of the evaluation results and any planned implementation measures with ENQA, the review report and the follow-up plans agreed upon will be published on the ANECA website.

5. Budget

5.1 ANECA shall pay the following review related fees:

- Chair: 5,000 EUR
- Review secretary: 5,000 EUR
- Other panel members (3,000 EUR for each of the three panel members): 9,000 EUR
- Administrative overhead for ENQA Secretariat: 5,000 EUR
- Travel and subsistence expenses (approximate): 6,000 EUR

This gives a total indicative cost of 30,000 EUR for a review team of 5 members. In the case that the allowance for travel and subsistence expenses is exceeded, ANECA will cover any additional costs after the completion of the review. However, the ENQA Secretariat will endeavour to keep the travel and subsistence expenses in the limits of the planned budget, and will refund the difference to ANECA if the travel and subsistence expenses go under budget.

6. Indicative Schedule of the Review

The evaluation is scheduled according to the following planning:

ANECA begins self-evaluation	September 2011
Agreement on terms of reference and protocol for review	January 2012
Appointment of review panel members	February 2012
ANECA self-evaluation completed	April 2012
Preparation of site visit schedule and indicative timetable	May 2012
Briefing of review panel members	June 2012
Review panel site visit	September 2012
Draft of evaluation report to ANECA	November 2012
Statement of ANECA to review panel if necessary	November 2012
Submission of final report to ANECA and ENQA	December 2012
Consideration of the report by ENQA and response of ANECA	December 2012
Publication of report and implementation plan	January 2013