



**ACPUA ONLINE SITE VISITS FOR PROGRAMMES AND CENTRES OF THE
UNIVERSITY SYSTEM OF ARAGON (SUA)**

ACPUA GUIDE FOR ONLINE SITE VISIT

Approved by the ACPUA Commission of Evaluation, Certification and Accreditation, 30
October 2020

1. Scope of application

The following guidelines will apply to all programmes evaluation procedures and centres where a physical site visit is required but which is not available in part or in full and must be replaced by an online one.

This protocol will apply to the following procedures:

- a) Assessment procedures for the ACPUA programmes that require a face-to-face visit:
 - Accreditation (renewal) for Bachelor's and Master's degrees, doctoral programmes and accreditation for Artistic Education Master's degrees
 - Evaluation for the follow-up of Bachelor's and Master's degrees, Doctorate and Master's programmes in Artistic Education with the assessment of the accreditation favourable, but with a plan for improvement.
- b) Assessment procedures for the ACPUA centres requiring face-to-face visits:
 - ACPUA Programme for the Certification of Internal Quality Assurance Systems in University Centres (PACE-IQAS).
 - Follow-up and renewal of the PACE-IQAS Certification.
 - ACPUA institutional accreditation renewal programme (under development).
 - ACPUA 2030 certification programme for universities and centres (ALCAEUS).
 - Renewal of the ALCAEUS programme certification.
 - ACPUA Programme for the periodic evaluation of university research institutes (IUIs).

2. Background

The latest major global health crisis caused by the COVID-19 pandemic has prompted a series of structural changes at all levels of education. Higher education and hence its academic, research and management activities have continued because of its commitment to training and science, but it has had to adapt to the recommendations and standards that have been developed by international, european and national bodies to deal with this health emergency.

The temporary cessation of face-to-face activities in higher education has acted as a disruptive to their functioning, one of the most relevant changes being the emergence of protocols and standards that promote a model of distance education relationship. Working in higher education under this prism guarantees no risk of contagion and favours and makes it possible to carry out university activities, allowing a return to normality after the months of "state of alarm" in Spain from March onwards.

In view of the situation created in the field of higher education throughout the country by the health crisis caused by the COVID-19 pandemic, the ACPUA has reflected on the procedures followed in external site visits in all its assessment programmes.

In order to safeguard the functioning of the system, the ACPUA joins all the recommendations, standards, clarifications and information on this subject that have appeared within the European Association for Quality Assurance in Higher Education (ENQA) and the European Quality Assurance Register for Higher Education Area (EQAR).

Similarly, the ACPUA endorses the pronouncements made on this subject by the Spanish Network of University Quality Agencies (REACU), of which it is a member, including those made at the meeting of 26 October 2020.

The Agency needs to provide Aragon Higher Education Institutions with an action guide for carrying out online site visits to the programmes and centres of the University System of Aragon which, due to the current health emergency situation, cannot be carried out face-to-face.

In this sense, the application of this guide begins with the 2020/21 academic year.

The value of this new guide is its potential to facilitate the visits needed in the assessment processes of the ACPUA programmes, while taking into account their objectives.

Before the final approval of this document, the SUA institutions have been able to participate in its preparation by contributing their comments, observations and suggestions.

3. Guide guarantees

This guide defines the rules that the ACPUA will follow in the case of online site visits, ensuring that the integrity of the assessment process is maintained. This provides a framework that guarantees the following premises:

1. Compliance with the "Standards and guidelines for quality assurance in the European Higher Education Area (ESG)" including in particular ESG 2.3 that "External quality assurance processes should be reliable, useful, pre-defined, implemented consistently and published. They include:
 - a self-assessment or equivalent;
 - an external assessment normally including a site visit;
 - a report resulted for the external assessment;
 - a consistent follow-up.
2. The coordination of the online visit by those responsible for the degrees and the centres with the ACPUA.
3. Virtual visits will be carried out by independent experts, who will ensure that they have the resources and skills necessary to carry out the assessment.
4. The documentation related to the virtual visit and, therefore, to the evaluation is the same as if a face-to-face visit.
5. The guarantee of transparency: the virtual visit will be advertised in the same terms as if it were a face-to-face visit.

The success of the virtual visit is based on the following aspects, which are considered key:

1. To allow the panel of experts to work as a group.
2. Allow interviews with the different groups involved in the degree or the centre.
3. Producing the material relevant for the visit report of the panel of experts and which will subsequently be submitted in each case to the ACPUA sub-committee on evaluation.

4. Considerations on virtual visits

1. General technical aspects of the virtual visit (checking the internet connection, checking the participants, virtual meeting rooms, attendance, etc.).

Before each interview, a virtual meeting will always be organised by videoconference between the degree coordinator and/or the centre and the responsible ACPUA technician who will act as secretary of the panel of experts. During this meeting, the stability of the internet connection will be checked. Similarly, the technician responsible for the ACPUA will hold a meeting in another room with the panel of experts to carry out the same checks.

These preliminary preparations help to optimise the process and ensure consistency and uniformity of the assessment.

2. Confidentiality, security and data protection.

The aspects of confidentiality, security and data protection are critical aspects when taking an online visit. For this reason, the ACPUA and the Institution must establish an additional agreement, taking into account the regulations in force. The measures to guarantee these aspects will be confirmed in the meeting prior to the visit and always respecting the following starting points, to guarantee the viability of the process

- a) The videoconference meeting platform will always be managed by the ACPUA, with the presence at all times of the ACPUA technician who will act as secretary of the panel of experts.
- b) The virtual visit will be recorded and made available to the chair of the visiting panel. This recording will be destroyed once the evaluation has been completed (including the period of allegations/resources).
- c) Only the ACPUA will be able to record the hearings.
- d) All the members of the visiting panel, the evaluation committees and the ACPUA technicians have signed the relevant code of ethics, which is published on the Agency's website.

3. Coordination meeting prior to the visit.

A few days before the date of the visit, the ACPUA technician, who will act as secretary of the panel of experts, will hold a coordination meeting with the person responsible for the degree and/or the centre. The aim of this meeting will be to adjust the agenda of the previously planned visit as much as possible, to guarantee the attendance of a sufficient number of participants in each of the interviews with the stakeholders and to adjust the plans and questions for these interviews in accordance with the information received by the institution.

The person responsible for the degree and/or the centre will provide a list of participants in the different hearings in advance, including the following information: name and surname, telephone number, e-mail and profile of the participant.

4. Visit agenda.

The agenda for the visit, which will be agreed with those responsible for the degree and/or the centre, will be adapted to the characteristics of the agreed technologies (availability, viability, etc.). It is important to guarantee short stops to rest, read and analyse information, prepare technical aspects of the sessions, as well as sufficient time for the private discussions of the panel of experts.

5. Space dedicated to the open hearing of people interested in participating in the visit and not invited to any interview of the stakeholders.

The participation of stakeholders in the degree and/or the centre who, not having been invited to the interviews included in the virtual visit agenda, wish to take part in it, will be as follows

- a. The qualification and/or the centre must carry out the necessary publicity among its stakeholders to guarantee that anyone who wants to participate in the visit can do so with total guarantee.
- b. The degree and/or the centre will open a period of time to sign up for this interview space (open hearing). The list of people who wish to participate must be sent to the ACPUA. This list will have the following information: full name, ID card and e-mail address.
- c. The degree and/or the centre will send the list to the ACPUA technician one week before the visit
- d. The ACPUA will organise as many "open hearing" sessions as necessary according to the number of participants registered.
- e. The ACPUA will provide the link to the "open hearing" interview session at least 15 minutes before it takes place.
- f. Only those persons included in the list provided by the university may participate.

6. Number of participants.

The number of participants per interview will be a maximum of eight to ensure sufficient time for discussion with each participant.

The profile of the participants will be determined with the centre according to the evaluation process.

7. About the preparation of the connection.

The Agency will provide the person responsible for the degree and/or centre with the link for the sessions. The person in charge of the qualification must indicate to the participants the need to connect 15 minutes before their session and be available at the telephone number that appears in the list referred to in section 4.3 of this guide. For this purpose, the spaces indicated as "preparation for connection" are established in the visit agendas.

The ACPUA will have two virtual rooms for the visit. These two rooms will be managed by the Agency staff.

Guests at each session will click on the link provided to enter a room where the panel secretary will welcome them and ensure that all attendee connections are functioning. At the scheduled time for the session, the panel secretary will direct attendees to the panel room where the hearing will take place.

Each participant must have their own audio and video connection with sufficient quality to develop the audience in the best possible conditions.

Each participant must ensure that they connect from a room or physical space that guarantees silence and confidentiality. If, due to technical needs, participants have to use the same space, they must ensure that each person has a device (computer, tablet, telephone, etc.) that allows individual use of the camera and microphone using a headset.

The degree and/or the centre will offer technical support to each of the members participating in the hearings. The platform used for the virtual tour will be ZOOM, which does not require the installation of any associated software.

Participants must have the camera on for the entire duration of the hearing but with the microphone closed, which will be opened at the time of their intervention.

8. About the consecutive translation from English to Spanish.

If any of the persons involved on the part of the degree and/or the centre need the consecutive translation from English to Spanish, the ACPUA must be informed sufficiently in advance and will provide this translation. Similarly, if any member of the panel of experts needs such a translation, the Agency will also be responsible for it.

9. About the visit to the facilities.

The need for the visit to the degree facilities and/or the centre will be agreed at the "pre-visit coordination meeting". If such a visit is necessary, the ACPUA technician, who will act as secretary of the panel, will coordinate it with the degree holder and/or the "pre-visit coordination meeting" centre. This meeting will also determine who will accompany the visiting panel on behalf of the degree course and/or centre. On the panel's side, the visit will be carried out exclusively by the president (or a member of the panel to whom he or she delegates) and the secretary of the panel of experts.

In the same way, such a visit could be replaced (if considered appropriate by the panel of experts) by the submission of evidence in video format about certain aspects of the installations, being relevant in this case that the veracity of the images is demonstrated. In this case, the detail of the evidence that the centre can prepare will be determined in the "pre-visit coordination meeting".

10. About the evidences.

The evidences to be presented in each of the assessment processes should be made available to the panel of experts in the same way as for face-to-face visits. Paper-based evidence should be converted into pdf files. For other types of evidence that cannot be included in any type of evidence repository (recordings, online evidence, etc.), those responsible for the degree and/or the centre will communicate the specific case to the responsible technician of

the Agency in the "coordination meeting prior to the visit", who will do the same with the president of the panel of experts for the consideration and resolution of each case.

5. FINAL CONSIDERATION

For the rest of the questions related to the assessment process itself, attention will be paid to what is referred to in the different degree and/or centre assessment protocols for each of the processes (objectives, frequency and scope, assessment bodies, outcomes, assessment criteria, assessment procedures, etc.). These protocols are published on the ACPUA website.

APPENDIX I: Template with the agenda of the online site visit for the **assessment of the programmes** of the University System of Aragon

COORDINATION MEETING PRIOR TO THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER	REMARKS
9.00-9.15	PREPARING THE CONNECTION	PROGRAMME COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.15-10.00	VISIT AGENDA	PROGRAMME COORDINATOR	TIMETABLES, INTERVIEW PARTICIPANTS, TECHNICAL ISSUES	ACPUA TECHNICIAN	
10.00-10.45	EVIDENCE	PROGRAMME COORDINATOR	EVIDENCE REPOSITORY, VISIT TO THE FACILITIES, ETC.	ACPAU TECHNICIAN	
10.45-11.00	BREAK				
11.45-12.30	OTHER CONTENTS ABOUT THE VISIT	PROGRAMME COORDINATOR	OPEN HEARING, TRANSLATION, CONFIDENTIALITY, OTHER...	ACPUA TECHNICIAN	

FIRST DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
8.45-9.00	PREPARING THE CONNECTION	PROGRAMME COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.00-9.30	PRIVATE MEETING OF THE VISITING PANEL				
9.30-9.45	PREPARING THE CONNECTION	PROGRAMME COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.45-10.30	PRESENTATION	PROGRAMME COORDINATOR, CENTRE CHAIR, REPRESENTATIVES OF THE INSTITUTION, ETC.	PRESENTATION OF THE PROGRAMME, CONTEXTUALISATION, ETC. LINES OF WORK, OBJECTIVES TO BE DEVELOPED, ETC.	CHAIR OF THE REVIEW PANEL	
10.30-10.45	PREPARING THE CONNECTION	PROGRAMME COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
10.45-11.30	INTERVIEW 1ST STUDENTS				
11.30-11.45	PRIVATE MEETING OF THE VISITING PANEL				
11.45-12.00	BREAK				

ACPUA online site visits for programmes and centres of the University System of Aragon

FIRST DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
12.00-12.15	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
12.15-13.00	OPEN HEARING				
13.00-13.15	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
13.15-14.00	INTERVIEW 2ND TEACHING STAFF				
14.00-15.30	BREAK				
15.30-15.45	PRIVATE MEETING OF THE VISITING PANEL				
15.45-16.00	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
16.00-16.45	INTERVIEW 3RD EMPLOYERS				
16.45-17.00	PRIVATE MEETING OF THE VISITING PANEL				

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SECOND DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
9.00 -9.15	PRIVATE MEETING OF THE VISITING PANEL				
9.15 -9.30	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.30-10.15	INTERVIEW 4TH GRADUATES				
10.15-11.00	REVIEW OF THE EVIDENCE				
11.00-11.30	BREAK				
11.30-11.45	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
11.45-12.30	INTERVIEW 5TH ADMINISTRATION AND SERVICE STAFF				
12.30-12.45	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
12.45 -13.30	COMPLETION OF THE INTERVIEWS WITH THE DIFFERENT GROUPS	PROGRAMME COORDINATOR, REPRESENTATIVES OF THE INSTITUTION, ETC.	SPACE FOR DISCUSSION ON POSSIBLE ISSUES THAT AROSE DURING THE INTERVIEWS.	CHAIR OF THE REVIEW PANEL	

ACPUA online site visits for programmes and centres of the University System of Aragon

ONLINE OR FACE-TO-FACE SITE VISIT TO THE FACILITIES IF NECESSARY					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
9.00 -10.00	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
10.00 -11.00	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
11.00-11.30	BREAK				
11.30-12.30	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
12.30-13.30	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	

ACPUA online site visits for programmes and centres of the University System of Aragon

ANNEX II: Template with the agenda of the online site visits for the different assessments referred to the centres of the University System of Aragon. ¹

COORDINATION MEETING PRIOR TO THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER	REMARKS
9.00-9.15	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.15-10.00	VISIT AGENDA	COORDINATOR OF THE VISIT	TIMETABLES, INTERVIEW PARTICIPANTS, TECHNICAL ISSUES	ACPUA TECHNICIAN	
10.00-10.45	EVIDENCE	COORDINATOR OF THE VISIT	EVIDENCE REPOSITORY, VISIT TO THE FACILITIES, ETC.	ACPUA TECHNICIAN	
10.45-11.00	BREAK				
11.45-12.30	OTHER CONTENTS ABOUT THE VISIT	COORDINATOR OF THE VISIT	OPEN HEARING, TRANSLATION, CONFIDENTIALITY, OTHER...	ACPUA TECHNICIAN	

¹ Interviews with other stakeholders may be added if the assessment protocol so requires.

FIRST DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
8.45-9.00	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.00-9.30	PRIVATE MEETING OF THE REVIEW PANEL				
9.30-9.45	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.45-10.30	PRESENTATION	REPRESENTATIVES OF THE CENTRE, QUALITY MANAGERS / SDG, REPRESENTATIVES OF THE INSTITUTION, ETC.	PRESENTATION OF THE CENTRE, CONTEXTUALISATION, ETC. LINES OF WORK, OBJECTIVES TO BE DEVELOPED, ETC.	CHAIR OF THE REVIEW PANEL	
10.30-10.45	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	AQUA TECHNICIAN	
10.45-11.30	INTERVIEW 1ST QUALITY OFFICERS / SDG				
11.30-11.45	PRIVATE MEETING OF THE REVIEW PANEL				
11.45-12.00	BREAK				

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FIRST DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
12.00-12.15	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
12.15-13.00	OPEN HEARING				
13.00-13.15	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE CONNECTION, MEETING CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
13.15-14.00	INTERVIEW 2ND STUDENTS / GRADUATES				
14.00-15.30	BREAK				
15.30-15.45	PRIVATE MEETING OF THE REVIEW PANEL				
15.45-16.00	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
16.00-16.45	INTERVIEW 3RD EMPLOYERS				
16.45-17.00	PRIVATE MEETING OF THE REVIEW PANEL				

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SECOND DAY OF THE ONLINE SITE VISIT					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
9.00 -9.15	PRIVATE MEETING OF THE REVIEW PANEL				
9.15 -9.30	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
9.30-10.15	INTERVIEW 4TH TEACHER STAFF				
10.15-11.00	REVIEW OF THE EVIDENCE				
11.00-11.30	BREAK				
11.30-11.45	PREPARING THE CONNECTION	COORDINATOR OF THE VISIT	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
11.45-12.30	INTERVIEW 4TH ADMINISTRATION AND SERVICE STAFF				
12.30-12.45	PREPARING THE CONNECTION	PROGRAMME COORDINATOR / VISIT COORDINATOR	CHECKING THE STABILITY OF INTERNET CONNECTION, MEETING ROOMS, PLATFORM...	ACPUA TECHNICIAN	
12.45 -13.30	COMPLETION OF THE INTERVIEWS WITH THE DIFFERENT GROUPS	PROGRAMME COORDINATOR, CENTRE COORDINATORS, QUALITY	SPACE FOR DISCUSSION ON POSSIBLE ISSUES THAT AROSE DURING THE INTERVIEWS.	CHAIR OF THE REVIEW PANEL	

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		OFFICERS / SDG, INSTITUTION REPRESENTATIVES, ETC.			
ONLINE SITE VISIT OR FACE-TO-FACE VISIT TO THE FACILITIES IF NECESSARY					
DATE:	(TO BE AGREED BETWEEN THE INSTITUTION AND THE AGENCY)				
SCHEDULE (TO BE SPECIFIED)	CONTENTS	PERSONS FROM THE INSTITUTION INVOLVED	ISSUES TO BE DISCUSSED	LEAD PANEL MEMBER (INTERVIEW MODERATOR)	REMARKS
9.00 -10.00	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
10.00 -11.00	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
11.00-11.30	BREAK				
11.30-12.30	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	
12.30-13.30	VISIT TO THE FACILITIES			THE CHAIR OF THE REVIEW PANEL (OR PERSON DELEGATED) AND THE ACPUA TECHNICIAN	

ACPUA online site visits for programmes and centres of the University System of Aragon

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ANNEX III: Reference framework

European regulations and information:

- COVID-19 consequences. EQAR page, including answers to frequent questions by registered agencies. <https://www.eqar.eu/covid-19/>
- [ENQA protocol for online visits due to force majeure.](#)

State regulations:

- [Royal Decree 1393/2007, of 29 October](#), establishing the organisation of official university education.
- [Royal Decree 99/2011, of 28 January, which](#) regulates official doctoral studies.
- [Royal Decree 420/2015 of 29 May on the](#) creation, recognition, authorisation and accreditation of universities and university centres.
- [Resolution of 7 March 2018](#), of the General Secretariat for Universities, which gives instructions on the procedure for institutional accreditation of public and private university centres.
- [REACU Protocol: "Evaluation criteria and guidelines for the accreditation of official Bachelor's, Master's and Doctoral degrees \[Revision approved by REACU meeting 8-9 May 2014\]"](#).
- [Protocol for the renewal of institutional accreditation of university centres](#) (Approved at the REACU meeting held on 15 January 2020)

Regional regulations:

- [ORDER IJU/969/2017, of 23 June](#), regulating the procedure for the implementation, monitoring, modification, renewal of accreditation and suppression of official university education in the Autonomous Community of Aragon.

Own documents:

- [ACPUA Accreditation Renewal Programme](#). Approved by the CECA on 17 July 2020.
- [Accreditation Renewal Program for Programmes](#). Protocol for the Evaluation of Doctorate Programmes. Approved by the CECA on 17 July 2020.
- [Guide for the completion of self-reports and information on the expert panel visit](#) Second renewal of the accreditation of the official degrees of the University System of Aragon
- [Procedure for the follow-up of bachelor degree and master](#). Approved by the ECSC on 17 July 2020.
- [ACPUA Follow-up Programme](#). Protocol for the evaluation of Doctorate programmes. Approved by the CECA on 17 July 2020.

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- [Guide for the follow-up of Master's degrees in artistic education](#). Approved by the CECA on 17 July 2020.
- [ACPUA Programme for the Certification of Internal Quality Assurance Systems in University Centres](#). Approved by the CECA on 17 July 2020.
- [ACPUA institutional accreditation programme](#). Procedure for initial institutional accreditation.
- [ACPUA 2030 certification programme for universities and centres](#). Framework Document. Approved by the CECA on 17 July 2020.
- [ACPUA programme for the periodic evaluation of university research institutes \(IUIs\)](#). Framework document. Approved by the CECA on 24 April 2018.

Other documents:

- Decalogue of virtual visits. ANECA
- Protocol for action in the VSMA framework due to the effects of the coronavirus SARS-COV-2. Annex I: Specific action protocol for accreditation visits in virtual format AQU Catalunya.
- Action protocol for carrying out virtual accreditation visits in the face of a health alert. ACSUG.
- Protocol for non-presential renewal commissions. ACCUEE.
- Instructions for accreditation online site visits. AQUIB.
- Proposed agenda for the visit in virtual format. UniBasq.

6. Document revision history

Revision number	Date	Comments
V_0.0	15/10/2020	Sending to external experts and universities
V_1.0	30/10/2020	CECA approval