

External review of the Fundación para el Conocimiento Madrimasd (FCM) by the European Association for Quality Assurance in Higher Education (ENQA)

Annex I: TERMS OF REFERENCE

January 2014

1. Background and Context

ACAP (Agencia de Calidad, Acreditación y Prospectiva de las Universidades de Madrid) was set up in 2002 as the officially recognised accreditation body for the Madrid Region, with the aim of promoting improvements in teaching, research and management quality in higher education, and to increase the efficiency of the university system in the Region of Madrid to meet society's expectations for cultural progress and excellence in higher education.

ACAP was founded on several key principles: the independence of the assessment bodies; the objectivity of its methods and procedures and their publication; the impartiality of the managing bodies, and the university participation in quality improvement programmes.

On 20 December 2013, ACAP was merged into the Fundación para el Conocimiento Madrimasd (FCM).

FCM is applying for the first time for ENQA Full membership.

2. Purpose and Scope of the Evaluation

This is a type A 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 FCM 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 FCM should be granted Full Member of ENQA. The review panel is not expected, however, to make any judgements as regards the reconfirmation of Full Membership.

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 FCM including the preparation of a self-evaluation report;
- A site visit by the review panel to FCM;
- 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 FCM with the list of suggested experts with their respective curriculum 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 FCM review.

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

FCM 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 SWOT analysis;
- The report is well-structured, concise and comprehensively prepared. It clearly demonstrates the extent to which FCM 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 eight weeks prior to the site visit.

3.3 A Site Visit by the Review Panel

FCM will draw up a draft proposal of schedule for the site visit to be submitted to the review panel at least two 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 FCM 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 FCM in arriving in Madrid, Spain.

The site visit will close with an oral presentation and discussion of the major issues of the evaluation between the review panel and FCM.

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 FCM within two months of the site visit for comment on factual accuracy. If FCM 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 FCM, finalise the document and submit it to FCM 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

FCM will consider the expert panel's report and will publish it on its website. The report will also be published on the ENQA website, regardless of the review outcome and decision by the ENQA Board. FCM commits to preparing a follow-up plan in which it addresses the recommendations of the review panel and to submitting, if requested, a progress report to the ENQA Board.

5. Use of the report

ENQA shall retain ownership of the report. The intellectual property of all works created by the expert panel in connection with the review contract, including specifically any written reports, shall be vested in ENQA.

The review report is to be used by the Board of ENQA for the purpose of reaching a conclusion on whether FCM has or has not met the membership criteria/ESG.

The review report is to be considered as property of ENQA only after being approved by the ENQA Board. Once submitted to FCM and ENQA and until the approval of the Board, the report may not be used or relied upon by FCM, the panel and any third party and may not be disclosed without the prior written consent of ENQA. FCM may use the report at its discretion only after being approved by the ENQA Board.

Should the review report be used for applying to the European Quality Assurance Register for Higher Education (EQAR), the Chair of the panel shall remain available to respond to questions of clarification or further information from the EQAR Register Committee provided that the ENQA Secretariat is copied in all such requests.

6. Budget

FCM shall pay the following review related fees:

Fee of the Chair	4,750 EUR
Fee of the Secretary	4,750 EUR
Fee of the 3 other panel members	8,250 EUR (2,750 EUR each)
Administrative overhead for ENQA Secretariat	5,000 EUR
Experts Training fund	1,250 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, FCM 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 FCM if the travel and subsistence expenses go under budget.

In the event of a second site visit required by the Board and aiming at completing the assessment of compliance, and should the agency accept a second visit, an additional fee of 500 EUR per expert, as well as travel and subsistence costs are recoverable from the agency.

7. Indicative Schedule of the Review

The duration of the evaluation is scheduled to take about 13 months, from January 2014 to February 2015:

Agreement on terms of reference and review contract	January 2014
Appointment of review panel members	April 2014
Self-evaluation completed	August 2014
Preparation of site visit schedule and indicative timetable	August 2014
Briefing of review panel members	September 2014
Review panel site visit	October 2014
Draft of evaluation report to FCM	December 2014
Statement of FCM to review panel if necessary	Dec 2014-January 2015
Submission of final report to ENQA	January 2015
Consideration of the report by ENQA and response of FCM	February 2015
Publication of report	February 2015