



**UNIVERSITY OF PISA
DEPARTMENT OF VETERINARY
SCIENCES**

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**PROCEDURE FOR THE MANAGEMENT OF THE
CYCLICAL REVIEW REPORT**

Date: 19/09/2018

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0. REVISION MATRIX

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	57	19/09/2018	First issue
01				
02				
03				
04				
05				



1. AIM

The purpose of this document is to define the methods of management of the Cyclical Review Report by the Review Group of the single-cycle Master's Degree Course (DC) in Veterinary Medicine.

The rules contained in this procedure apply to the Degree Course in Veterinary Medicine.

2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS

Reference documents:

- DM 987/2016 – Self-assessment, evaluation, initial and periodic accreditation of university locations and study courses - and subsequent amendments.
- SUA-DC form.
- Annual Monitoring form
- Indications and guidelines for the preparation of the Annual Monitoring form sent by the Quality Committee of the University of Pisa.

The following terms and abbreviations apply in the procedure:


DC = Degree Course

DVS = Department of Veterinary Sciences

3. RESPONSIBILITY, AUTHORITY AND COMPETENCES

The figures involved in the procedure are the following:

- The **President of the DC in Veterinary Medicine** has the task of:
 - √ calling the DC Review Group and coordinating the work necessary to compile the Cyclical Review Report;
 - √ submitting the Cyclical Review Report to the DC Council for discussion and approval;
 - √ drawing up the approval resolution and forwarding it together with the Cyclical Review Report to the Teaching Unit of the Department.
- The **Review Group** has the task of:
 - √ meeting for consultation and analysis of data relating to the DC and reported in the SUA-DC form and in the Annual Monitoring Forms;
 - √ analyzing the data according to the indications and guidelines for the preparation of the Cyclical Review Report;
 - √ indicating the main changes found since the last Review, if any;
 - √ preparing the Cyclical Review Report using the scheme prepared by the Quality Committee based on the Guidelines for the periodic accreditation of University Campuses and Degree Courses, indicating the main changes that have taken place since the previous Cyclical Review.

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This includes also the improvement actions put in place, the main problems, challenges, strengths and areas for improvement that emerge from the analysis of the period under review and the prospects for the following period, the changes deemed necessary, the critical elements identified and the actions aimed at making further improvements.

- The **Degree Course Council** has the task of:
 - √ discussing and approving the Cyclical Review Report.
- The **Teaching Unit of the DVS** is in charge of:
 - √ transmitting the approval resolution of the Degree Course Council to the University of Pisa - Quality Committee, as provided for in the Indications and guidelines for the preparation of the Annual Monitoring Form sent by the Quality Committee of the University of Pisa;

4. OPERATING MODE

Based on the "Indications and guidelines" sent by the Quality Committee of the University of Pisa, the President of the DC calls the Review Group and coordinates the work necessary for the preparation of the Cyclical Review Report.

The Review Group meets to consult and analyze the data relating to the DC, reported on the SUA form and on the Annual Monitoring Form, to compile the Cyclic Review Report in all its parts indicated by the Indications and guidelines transmitted by the Quality Committee of the University of Pisa (definition of cultural and professional profiles and architecture of the DC, student experience, resources of the DC, monitoring and revision of the DC, analysis of quantitative indicators).

The Review Group provides a summary of the main changes detected since the last Review, if any, analyzes the situation based on the data and indicates objectives and actions of improvement.

The President submits the Cyclical Review Report to the DC Council for discussion and approval.

The Council discusses and approves the Cyclical Review Report.

The President draws up the approval resolution and forwards it together with the Cyclical Review Report to the Teaching Unit of the DVS.

The Teaching Unit of the DVS transmits the resolution to the University Quality Committee, following the indications and guidelines for the preparation of the Annual Monitoring Form sent by the Quality Committee of the University of Pisa.

5. ATTACHMENTS