



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

Identification Code: VET-LM5 006

**PROCEDURE FOR THE MANAGEMENT OF THE  
ANNUAL MONITORING FORM**

Date: 19/09/2018

Page 1 of 3

## **INDICE**

0. Revision matrix
1. Aim
2. Reference documents, abbreviations and definitions
3. Responsibility, authority and competences
4. Operating mode
5. Attachments

## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	58	19/09/2018	First issue
01				
02				
03				
04				
05				



## 1. AIM

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

The procedures contained in this document apply to the DC 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.
- Indications and guidelines for the preparation of the Annual Monitoring Form sent by the Quality Presidium of the University of Pisa.


The following terms and abbreviations apply in the procedure:

1. DC = Degree Course
2. 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 Review Group of the DC and coordinating the work necessary to fill in the Annual Monitoring Form;
  - submitting the Annual Monitoring Form to the DC Council for discussion and approval;
  - drawing up the approval resolution and forwarding it together with the Annual Monitoring Form to the Department's Teaching Unit.
- The **Review Group** has the task of:
  - meeting for consultation and analysis of ANVUR indicators published and updated on the [ava.miur.it](http://ava.miur.it) website;
  - analyzing the indicators according to the indications and guidelines for the preparation of the Annual Monitoring Form;
  - elaborating a concise critical comment.
- The **DC Council** has the task of:
  - discussing and approving the Annual Monitoring Form.
- The **Teaching Unit of the DVS** has the task of:
  - transmitting the approval resolution of the Council of the DC to the University of Pisa -

	<b>UNIVERSITY OF PISA</b> <b>DEPARTMENT OF VETERINARY</b> <b>SCIENCES</b>	
Type of document: <b>PROCEDURE FOR THE MANAGEMENT OF THE</b> <b>ANNUAL MONITORING FORM</b>	Identification Code: VET-LM5 006 Date: 19/09/2018      Page 3 of 3	

University 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 for the preparation of the Annual Monitoring Form 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 compilation of the Annual Monitoring Form.

The Review Group meets to consult and analyze the indicators published and updated on the [ava.miur.it](http://ava.miur.it) website concerning student careers, the appeal among students of the courses, internationalization, employment prospects and graduate satisfaction.

The Review Group prepares the Annual Monitoring Form by elaborating a concise critical comment in which it indicates objectives, actions and tools to solve any problems that emerge from the analysis.

The President submits the Annual Monitoring Form to the Council of the DC for discussion and approval.

The Council discusses and deliberates the approval of the Annual Monitoring Form.

The President draws up the approval resolution and forwards it together with the Monitoring Form 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**