

GUIDELINES FOR THE ANNUAL MONITORING REPORT

Edited by Quality Committee

UNIBZ

10-2024

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Introduction

The Quality Committee (QC) created the following guidelines to provide **useful information and practical indications for the drafting of the Annual Monitoring Report (SMA) of the Degree Courses**, with the aim of supporting the work of the Degree Course Councils and the Quality Assurance (QA) groups.

The Annual Monitoring Report consists of a synthetic and critical commentary on a set of quantitative indicators provided by ANVUR, aimed at identifying, implementing and monitoring improvement actions (where necessary), in view of the continuous improvement of the Degree Course. The Annual Monitoring Report also represents a moment of reflection, acknowledgement and monitoring of the suggestions and proposals coming from other bodies involved in the Quality Assurance process, among which the Joint Studies Committees (CPDS), the Quality Committee (QC) and the Evaluation Committee (NdV). Through a predefined template, the workload for the Degree Courses has been significantly lightened in recent years by simplifying both form and content of this annual self-assessment.

Together with the Cyclical Review Report, the Annual Monitoring Report is an **important activity within the Quality Assurance cycle of the Degree Courses**, based on a process of self-assessment and continuous improvement, as summarised in figure 1.

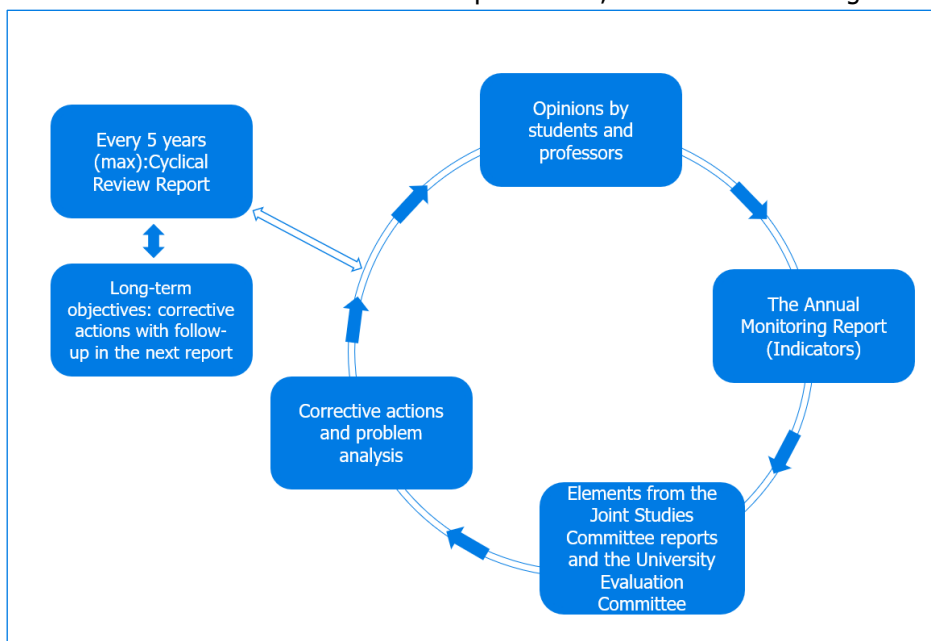


Figure 1: The QA cycle of the Degree course

This ongoing process of improvement is based on a Plan-Do-Check-Act (PDCA) logic, which can be summarised as follows: (a) define the objectives, i.e. the results it wants to achieve (Plan) and plan and develop an integrated set of approaches and actions to achieve the set objectives (Plan); (b) implement the identified approaches and related processes (Do), (c) monitor the

planning and implementation (Check), and finally (d) promote improvement activities to make the approaches and processes more effective (Act). In addition to the Annual Monitoring Report, there is also the Cyclical Review Report, which each Degree Courses must prepare periodically (e.g. every five years), where the Degree Courses set multiannual objectives and improvement actions to be evaluated and verified at every review, always considering the Annual Monitoring Report and both the annual reports of the Joint Studies Committees and the Evaluation Committee.

The SMA must be completed by each study course, except for newly activated study courses in the academic year 2023-2024.

Given the time overlap between the ministerial deadlines for the Annual Monitoring Report and the annual reports of the Joint Studies Committees, **the Quality Committee has drawn a detailed schedule**, recommending a continuous exchange of information between the Joint Studies Committees on one hand and the Directors of the Degree Courses, the Deans and Vice Deans for Studies on the other to be established and consolidated over time.

Legal references

- MUR - DM 1154 del 14.10.2021, ["Decreto Autovalutazione, valutazione e accreditamento iniziale e periodico delle sedi e dei corsi di studio"](#);
- ANVUR – Accreditamento periodico delle sedi e dei corsi di studio universitari ["Linee Guida per il Sistema di Assicurazione della Qualità negli Atenei"](#), approvate con Delibera del Consiglio Direttivo n. 189 dell'8 agosto 2024;
- [Documento di accompagnamento e approfondimento degli indicatori](#) proposto da ANVUR;
- [Decreto legislativo 27 gennaio 2012, n. 19](#);
- [Statute of unibz](#).

The ANVUR indicators for the Annual Monitoring Report

ANVUR and MUR provide a "set of indicators" to Universities and Degree Courses that are calculated nationwide. Among these, some indicators are used by ANVUR i) to monitor the Universities as well as the single Degree Courses and ii) to select those to be examined during the CEV institutional accreditation visit. **The Degree Course indicators relate to the careers and employability of students, the attractiveness of the Degree Course, the level of internationalization and the qualification of the Degree Course lecturers.**

In accordance with the Guidelines of the ministerial schedule, the indicators are proposed to the Degree Courses for the sole purpose of providing a tool for self-reflection and the achievement of their main objectives. They do not constitute a grade or general assessment of the Degree Course.

The databases used by ANVUR for the calculation of the indicators are as follows:

- ANS (Anagrafe Nazionale degli Studenti), for the students' careers;
- SUA-CdS, for the basic information of the Degree Course;
- DB Ruolo Docenti, for the information about the lecturers;
- VQR for the the quality of research;
- Almalaurea, for the the graduates' profiles and their employment situation;
- SUA-RD for the University info sheets;
- Anagrafe Dottorati for the University info sheets.

The single Degree Course of the University will be compared to the courses of the same Degree and type (L/LM/LMCU - Bachelor, Master, Master with a single cycle) at national and macro-regional level. As such, both the positive potential of the course and heavy deviations from national and/or macro-regional averages are detected, which shall be investigated in depth to identify possible improvement actions. The macro-region of reference for unibz Degree Courses is the North-East and it includes the Universities in Trentino-Alto Adige, Veneto, Friuli-Venezia Giulia and Emilia-Romagna.

The indicators are calculated for a period of three academic years (or cohorts of enrolled students, see each indicator in detail), to be able to assess not only the comparison within the geographic area and other Degree Courses at national level but also its trend over time.

ANVUR has identified a minimum set of indicators to be considered in the quality evaluation of the Degree Courses:

- iC2 Percentage of graduates within the regular course duration
- iC13: Percentage of CPs achieved in the first year out of the total CPs to be achieved
- iC14: Percentage of students continuing to the second year in the same Degree Course(?)having acquired at least 20 CPs in the first year
- iC16bis: Percentage of students who continue to the second year in the same Degree Course having acquired at least 2/3 of the CPs foreseen in the first year
- iC17 Percentage of registered students graduating within one year beyond the regular duration of the Degree Course in the same Degree Course
- iC19: Hours of teaching provided by teachers employed on a permanent basis out of total hours of teaching provided
- iC22: Percentage of enrolled students graduating within the normal duration of the course
- iC27: Ratio of students enrolled/total teaching staff (weighted by teaching hours)
- iC28: Ratio of students enrolled in first year/first-year teaching staff (weighted by teaching hours)

In addition, and in continuity with the Annual Monitoring Report in previous years, the QC suggests to pay particular attention to the following indicators:

- iC10 Percentage of CPs received abroad by regular students out of the total of CPs achieved by students within the regular course duration
- iC11 Percentage of graduates within the regular course duration who have acquired at least 12 CPs abroad
- iC24 Percentage of dropouts after N+1 years

The relevant criteria, sources of information and further indications for the analysis of the indicators can be found in the following document proposed by ANVUR: ***Documento di accompagnamento e approfondimento degli indicatori*** (Annex I).

Structure and instructions for the completion of the Annual Monitoring Report

In preparing the Annual Monitoring Report (SMA), the Degree Directors are asked to i) analyse the value of the indicators prepared by ANVUR and their trending in time (growth, decrease or discontinuous trend) and to ii) provide a summarizing commentary on the indicators themselves.

The template for the Annual Monitoring Report (SMA) created by the Quality Committee (Annex II) consists of four sections that are described in detail below:

- 1) Course Information
- 2) Indicators part I
- 3) Indicators part II
- 4) Status of corrective actions and feedback received from the Joint Studies Committee and the Evaluation Committee

The Quality Committee recommends comparing the data, if possible, firstly with the average of the geographic area and secondly, with the national average data, as well as checking the trend over time.

If any anomalies in the data are found, it is advisable to mention them in the commentary.

For critical indicators, in fact, the Degree Course are called upon to investigate their possible causes and to propose corrective actions: only actions that are immediately and directly applicable and whose actual effectiveness and concrete results can be ascertained in the following year are intended as such.

The Quality Committee suggests avoiding the repeated use of texts in the document.

1) Information about the Degree Course

The first part is a summary of all the main information about the Degree Course: name, code, University, geographical area, degree class, number of students...etc.

This section contains the general data that require a formal check whether the entered data are correct.

2) Indicators Part I

This section provides comments on the indicators relating to teaching and internationalization, in particular:

- **Group A** - Indicators relating to teaching (DM 987/2016, Annex. E)
 - codes from iC01 to iC08
- **Group B** - Indicators related to Internationalization (DM 987/2016, Annex. E)
 - codes from iC10 to iC12
- **Group E** - Further indicators for the evaluation of teaching (DM 987/2016, Annex. E)
 - codes from iC13 to iC19

The Degree Course should analyse and comment on the following indicators in this section:

- iC2: Percentage of graduates within the regular course duration
- iC10: Percentage of CPs received abroad by regular students out of the total of CPs achieved by students within the regular course duration
- iC11: Percentage of graduates within the regular course duration who have acquired at least 12 CPs abroad
- iC13: Percentage of CPs achieved in the first year out of the total CPs to be achieved
- iC14: Percentage of students continuing to the second year in the same Degree Course having acquired at least 20 CPs in the first year
- iC16bis: Percentage of students who continue to the second year in the same Degree Course having acquired at least 2/3 of the CPs foreseen in the first year
- iC17 Percentage of registered students graduating within one year beyond the regular duration of the Degree Course in the same Degree Course
- iC19: Hours of teaching provided by teachers employed on a permanent basis out of total hours of teaching provided

Each Degree Course is free to comment on additional indicators of its choice, in addition to those indicated above.

The Quality Committee recommends comparing the data, if possible, firstly with the average of the geographic area and secondly, with the national average data, as well as checking the trend over time (where available).

For indicators that show a certain critical issue (lower value than the average data of the geographical and national area or negative trend), the Degree Course is called upon to investigate the possible causes and to propose corrective actions using the scheme below (one scheme for each proposed action). Corrective actions showing few connections to the critical issue must be avoided, as well as too generic or unrealistic proposals, or actions dependent on other bodies that are, hence, out of its control.

Action n.:

Title:

Goal to be improved:

Indicator(s):

Responsible: (*where possible, it is suggested to identify a single person and not a group e.g., Course Council, course lecturers*)

Description of measures to be taken:

Duration (execution time/deadline):

Status: (*Planned - Executed - Non-executed - In progress*)

Additional actions foreseen: (*If the corrective action has not been executed or completed*)

3) Indicators Part II

This section provides comments on the indicators:

- **Additional Indicators** for Experimentation – Study Career and regular future careers – codes from iC21 to iC24
- **Additional Indicators** for Experimentation - Satisfaction and Employability – code iC25
- **Additional Indicators** for Experimentation - numbers and Qualifications of the Academic Staff - codes from iC27 to iC28

The Degree Course should analyse and comment on the following indicators in this section:

- iC22: Percentage of enrolled students graduating within the normal duration of the course
- iC24: Percentage of dropouts after N+1 years
- iC27: Ratio of students enrolled/total teaching staff (weighted by teaching hours)
- iC28: Ratio of students enrolled in first year/first-year teaching staff (weighted by teaching hours)

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Action n.:

Title:

Goal to be improved:

Indicator(s):

Responsible: *(where possible, it is suggested to identify a single person and not a group e.g., Course Council, course lecturers)*

Description of measures to be taken:

Duration (execution time/deadline):

Status: *(Planned -Executed - Non-executed - In progress)*

Additional actions foreseen: *(If the corrective action has not been executed or completed)*

4) Status of corrective actions and feedback received from the Join Studies Committee and the Evaluation Committee

This section gives a brief description of the status quo of the implementation of the suggestions and corrective actions proposed: (a) in the monitoring reports from previous years, (b) in the annual reports of the Join Studies Committee, and (c) in the Annual reports and audits of the Evaluation Committee, in the Report on the Survey of Students' Opinions (pursuant to Article 1, paragraph 2 of Law 370/1999) of the previous academic year and during any audit carried out during the year, using the scheme below (one scheme for each proposed action).

Action n.:

Title:

Goal to be improved:

Indicator(s):

Responsible: *(where possible, it is suggested to identify a single person and not a group e.g., course council, course lecturers)*

Description of measures to be taken:

Duration (execution time/deadline):

Status: *(Planned -Executed - Non-executed - In progress)*

Additional actions foreseen: *(If the corrective action has not been executed or completed)*

Work material provided by the Quality Committee

The Quality Committee provides each Degree Course with the following working material for the preparation of the Annual Monitoring Report:

- Guidelines for the completion of the Annual Monitoring Report, proposed by the Quality Committee and available in Italian and English;
- Templates for the Annual Monitoring Report, to be filled in in Italian or English.

The reports of the Evaluation Committee are available at the following link:

<https://scientificnet.sharepoint.com/sites/unibzQualityAssurance/SitePages/Relazioni-annuali-NdV.aspx>

For the data set of updated indicators (October version) for each Degree Course each course director, however, has access to the data in the SUA-CdS of his/her Degree Course.

Processing and approval

The Degree Course Council under the responsibility of the course director creates the Annual Monitoring report in Italian or English which then has to be approved by the Faculty Council. Please note that the completion of the Annual Monitoring report is not required for newly activated Degree Courses in 2023-2024.

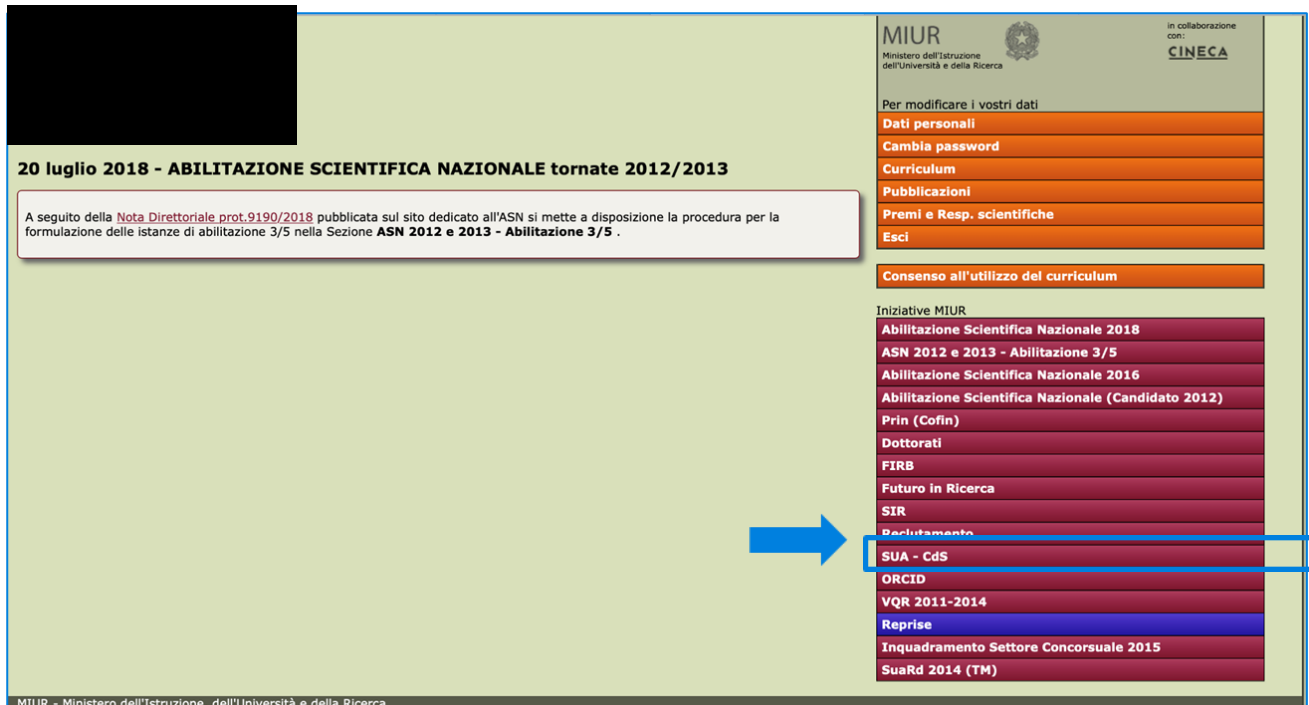
The final deadline for the upload to the CINECA database is on December 31st, 2024. Consequentially, please refer to the following schedule for the various bodies involved:

Deadline	Responsible	Action
October	Quality Committee	Info meeting SMA and CPDS
11/11/24	Joint Study Committee / Degree Course director	Exchange of SMA and Annual Report + Submission of Annual Report and SMA to Quality Committee
02/12/24	Quality Committee	Feedback Annual Report and SMA
20/12/24	Joint Study Committee	Submission of final Annual Report With comments from the QC and additions from the SMA-exchange
20/12/24	Degree Course director Faculty Council	Submission of final Annual Monitoring Report With comments from the QC and additions from the CPDS-exchange

The Quality Committee recommends interacting with the Joint Studies Committee already during the preparation of the report through meetings or through sharing draft versions. This is to ensure the exchange of useful information for both the Course Council and the Joint Studies Committee.

Access to the SUA database and indicators

Degree Course directors can access the SUA-Cds of their course via the CINECA individual teaching staff site (Figure 2):



MIUR
Ministero dell'Istruzione
dell'Università e della Ricerca

in collaborazione con:
CINECA

Per modificare i vostri dati

- Dati personali
- Cambia password
- Curriculum
- Pubblicazioni
- Premi e Resp. scientifiche
- Escl

Consenso all'utilizzo del curriculum

Iniziative MIUR

- Abilitazione Scientifica Nazionale 2018
- ASN 2012 e 2013 - Abilitazione 3/5
- Abilitazione Scientifica Nazionale 2016
- Abilitazione Scientifica Nazionale (Candidato 2012)
- Prin (Cofin)
- Dottorati
- FIRB
- Futuro in Ricerca
- SIR
- Reclutamento
- SUA - CdS**
- ORCID
- VQR 2011-2014
- Reprise
- Inquadramento Settore Concorsuale 2015
- SuaRd 2014 (TM)

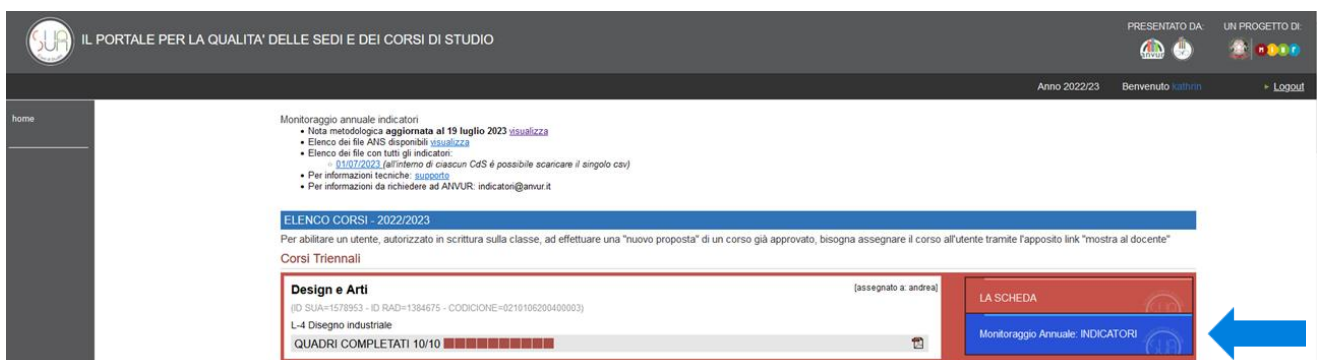
MIUR - Ministero dell'Istruzione, dell'Università e della Ricerca

20 luglio 2018 - ABILITAZIONE SCIENTIFICA NAZIONALE tornate 2012/2013

A seguito della [Nota Direttoriale prot.9190/2018](#) pubblicata sul sito dedicato all'ASN si mette a disposizione la procedura per la formulazione delle istanze di abilitazione 3/5 nella Sezione **ASN 2012 e 2013 - Abilitazione 3/5**.

Figure 2: CINECA individual teacher website access

The indicators are available in the SUA-CdS database for the academic year 2023/24 (Figure 3).



IL PORTALE PER LA QUALITA' DELLE SEDI E DEI CORSI DI STUDIO

PRESENTATO DA: UN PROGETTO DI:

Anno 2022/23 Benvenuto [fabrizio](#) Logout

home

Monitoraggio annuale indicatori

- Nota metodologica aggiornata al 19 luglio 2023 [vsua@szca](#)
- Elenco dei file ANS disponibili [vsua@szca](#)
- Elenco dei file con tutti gli indicatori: [11072022](#) (all'interno di ciascun CdS è possibile scaricare il singolo csv)
- Per informazioni tecniche: [supporto](#)
- Per informazioni da richiedere ad ANVUR: [indicatori@anvur.it](#)

ELENCO CORSI - 2022/2023

Per abilitare un utente, autorizzato in scrittura sulla classe, ad effettuare una "nuovo proposta" di un corso già approvato, bisogna assegnare il corso all'utente tramite l'apposito link "mostra al docente"

Corsi Triennali

Design e Arti [assegnato a: andrea]

ID SUA=1578953 - ID RAD=1384675 - CODICIONE=0216106200400003

L4 Disegno industriale

QUADRI COMPLETATI 10/10

LA SCHEDA

Monitoraggio Annuale INDICATORI

Figure 3: SUA-CdS Course of the Faculty of Design and Art

Uploading comments in the SUA-CdS

The Annual Monitoring report is completed by inserting the comments prepared by each Degree Course in the appropriate dialog box in the SUA-CdS website.

The Degree Courses will be responsible for the upload of the comments in the SUA database.

Comments should be uploaded by selecting the most recent version of the indicators provided by ANVUR (usually the schedule for the course dated in September), which will later result in the SUA-CdS website as the Annual Monitoring Report of the Study course.

Once the upload of the comments is complete, please send the Annual Monitoring Report together with the approval of the Faculty Council and the confirmation of the upload in the SUA-CdS to the Quality Committee.

Following a short guideline on how to insert the comments in the SUA-CdS:

1. Access the SUA-CdS website with the credentials of the Head of the Faculty Secretariat. Select the SUA-CdS of the reference year for the Annual Monitoring Report, choose the relevant Degree Course and click "*Monitoraggio Annuale: INDICATORI*" (Fig. 4).

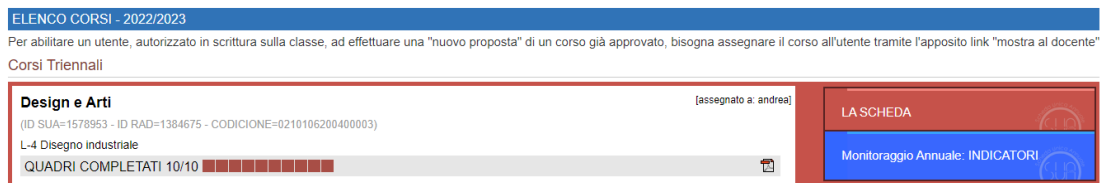



Figure 4: CdS_Degree course of the Faculty of Design and Art

2. Select the most recent version of the indicators, which must match the version received together with the Annual Monitoring Report template from the Quality Committee. After saving the comments for your Degree Course, the comment "Commento selezionato come scheda di monitoraggio annuale" must appear next to the indicator files:

Commento selezionato come scheda di monitoraggio annuale 

Scheda del Corso di Studio - 01/04/2023


Scarica la scheda in [pdf](#)
 Scarica la scheda [pdf](#) con commento

Denominazione del CdS	Design e Arti
Città	BOLZANO - BOZEN
Codizione	0210106200400003
Ateneo	Libera Università di BOLZANO
Statale o non statale	Non Statale
Tipo di Ateneo	Tradizionale
Area geografica	NORD-EST
Classe di laurea	L-4
Interclasse	-
Tipo	Laurea Triennale
Erogazione	Convenzionale
Durata normale	3 anni

Figure 5: SUA-CdS_Indicators L-4

3. Copy the two comments of the Annual Monitoring Report in the section "Breve commento" and select the one as the version of the Annual Monitoring Report to be loaded in the SUA-CdS; then save the comment and check that the process has been completed successfully (Fig.3).

It is advisable not to comment using summary tables, for they cannot be copied in the "Short comment" section. Use plain text instead.

 Breve commento

Indicatori I Parte:

iC00a
 Avvii di carriera al primo anno

2021 – 83 (area geografica non telematici 123,2 / atenei non telematici 145,8)
 2020 – 85
 2019 – 79

Commento: Dato positivo. Si conferma il trend positivo dell'anno precedente con una leggera inflessione negativa (-2 avvii di carriera rispetto all'anno precedente). Non sono previste necessarie azioni correttive.

Utilizzo questa versione come scheda di monitoraggio annuale

Dati ANS aggiornati al **08/10/2022**

Elenco file con dati ANS [visualizza](#)

Figure 6: SUA-CdS_Comment L-4

Info and Contact

Please contact the support office to the Quality Committee for any question or further information:

✉ **quality.committee@unibz.it**

☎ **0471 011600**