

Procedure for Evaluation Boards (Face-to-Face Undergraduate Degree Programs)

Academic Planning Department

VERSION	DATE	REASON FOR THE AMENDMENT	PREPARATION	REVIEW
1.0	31-05-2019	Newly Created	VOAP-Planning	

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UNIVERSIDAD
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1. Purpose of the Procedure

This procedure establishes the guidelines for organizing, communicating, and conducting the academic evaluation boards, corresponding to the regular examination periods of the first and second semesters for face-to-face undergraduate degree programs.

2. This procedure serves two main purposes

On the one hand, compliance with the guidelines and instructions set forth by Fundación Madrid+d to participate in the verification processes of the academic degrees.

On the other hand, analyzing the academic performance of the student through the review of their grades, attitude (personal relationships, integration into the university environment), and verification of their adherence to and fulfillment of the syllabi of the subjects comprising the group under analysis.

3. Persons Involved

This procedure directly affects the following individuals: The Head of the Academic Planning Department, the Group Supervisor, the Teaching Team in charge of the Group, the Program Director, who must attend in the absence of the supervisor. The attendance of the teaching staff at the evaluation boards is mandatory, as it constitutes a requirement in the accreditation and verification process of university degrees.

Additionally, this procedure indirectly affects, although their attendance is not mandatory, the personnel of the Career Services Department, particularly for third and fourth-year students, whose students are undertaking internships in companies and can benefit from the information provided during the boards.

Likewise, it is advisable for the professors teaching subjects included in the "English Professional Skills" and "Interdisciplinary Learning Course" diplomas to attend.

Finally, the Psychological and Pedagogical Support Unit also participates in the evaluation boards, providing complementary insights into the students' personal and attitudinal aspects, guiding and supporting the professors in specific cases.

4. Evaluation Board Organization

The role and preliminary tasks carried out by the Academic Supervisor are crucial for the successful conduction of the evaluation boards. The following are the key responsibilities:

- Contacting all the professors teaching subjects in the respective semester and degree program at the beginning of the examination period, informing them that they are required to prepare the Professor's Report (ANNEX I) and submit it five days before the scheduled date of the Evaluation Board.
- Preparing the Supervisor's Report, incorporating all the information received from the Professors' Reports. (ANNEX IV).
- On the day of the Evaluation Board, providing a copy of the Supervisor's Report to the personnel of the Academic Planning Department to ensure the smooth functioning of the board.
- Bringing a printed copy of the attendance signature sheet for the teaching team during the Evaluation Board. (ANNEX IV).

5. Notification of the Evaluation Board

Two evaluation boards are conducted during each academic year, corresponding to the ordinary exam periods of the first and second semesters.

The Director of the Academic Planning Department will consider the relevant dates of the semester and, at the beginning of the semester, will send a proposed schedule of dates via email to the Directors of the degree programs. A one-week response period will be given to confirm the definitive dates.

Subsequently, the official convocation will be issued, including information on the degree program, groups, start and end times, classroom, and campus (ANNEX II).

This convocation will be published and disseminated on the Virtual Campus within the VOAP-Academic Planning-Evaluation Boards section, one month before the end of the exam period.

6. Development of the Evaluation Board

The evaluation boards are led by the Director of the Academic Planning Department or a designated team member. The duration of the boards depends on the complexity and number of students in the group, but typically lasts for approximately one hour.

Throughout the evaluation boards, the Academic Planning Department will collect suggestions and requests made by the faculty to forward them to the corresponding department and implement appropriate improvement actions. The Academic Planning Department will draft minutes capturing the most relevant aspects and will be archived in the VOAP/ Academic Year/ Evaluation Boards unit.

7. Evidence: Custody and Filing

Once the Evaluation Board is concluded, the Tutor must submit the completed Tutor's report to the Academic Department within a maximum of ten days, including any suggestions or requests gathered during the Evaluation Board.

The Academic Department should archive the document both in digital and paper format, organized by academic year, degree program, examination session, group, and semester. Attendance records of individuals who attended the evaluation boards should also be filed. These records will be collected by the Program Director and handed over to the Academic Department for safekeeping and archiving.



ANNEX I. PROFESSOR'S REPORT

GROUP SUBJECT REPORT

The application form can be downloaded for completion from the SSP/Information of Interest/Document Download section.

Year: _____ Exam Type: _____

Subject: _____

Term: _____ Date: _____

Teacher: _____ Supervis: _____

- Students with an outstanding overall performance in this evaluation

	Good	Intermediate	Unsatisfactory
Due to the results obtained in:			
Due to their personal efforts, consistency and participation			

- Incidents in the report on Students in the 5th or 6th retake examination. Analysis of their results

- Overall assessment of the group.

- Degree of compliance with the course syllabus

• Conclusions

The overall performance of this group in all subjects has been _____ ,
as evidence by the high low medium pass percentage (_____ %).

All the professors agree that this group participates not much a lot in class, showing little sufficient interest in the subjects taken.

Furthermore, all professors also agree that the general attitude of this group is: _____

The group's participation in guided activities (practical sessions, case studies, oral presentations, etc.) has been: _____

The group's participation in university extension activities (conferences, visits, etc.) has been: _____

• Attendees

SUPERVISOR

PROFESSOR

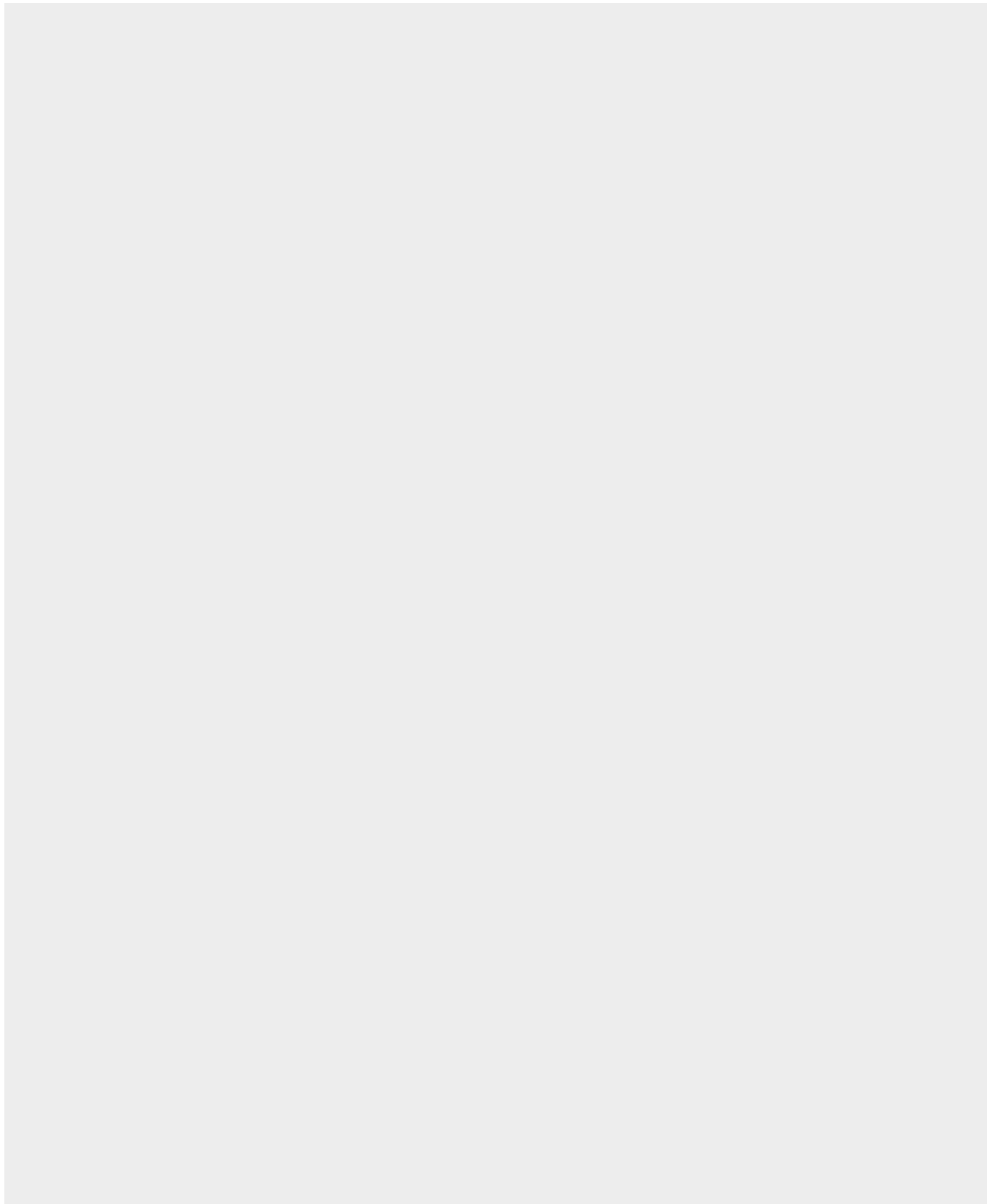
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Group Statistics:

- Grading and Attendance statistical data are printed.
- Two tables will be inserted: one containing the data of the students in the group and another with the data of the total number of students per subject.
- These tables will be available on the Statistics section of the SSP-

ANNEX II

EVALUATION BOARD MEETING

All Faculty Members of the _____, School/Faculty at the _____, Campus are hereby summoned to attend the meetings of the Teaching Teams for the groups in which they teach, as indicated below:

AGENDA

1. Grading review Kindly bring the grade lists.
2. Analysis of the adherence to the course syllabus.
3. Analysis of student performance.
4. Requests and questions

DEGREE IN

GROUPS	DAY	HOUR	PLACE
1 2 3 4	/ /		Room -

Please be on time.

Virginia Marín Gil
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