
CHARM-EU Phase Review Procedure

1. Purpose

To document the procedure for capturing and reporting student and staff evaluation data from each phase (Preparatory, Flexible, Experiential, and Capstone) in the 120 ECTS version of the CHARM-EU MSc in Global Challenges for Sustainability. This is a key quality assurance action to align with the European Standards Guidelines and the European Approach for Quality Assurance of Joint Programmes.

2. Scope

This scope of this procedure is for the 120 ECTS version of the CHARM-EU MSc in Global Challenges for Sustainability.

3. Benefits

The benefit of this procedure is that it:

- 3.1.** Facilitates a standardized approach to gathering evaluation data for the CHARM-EU MSc in Global Challenges for Sustainability..
- 3.2.** Ensures that evaluation data is captured in a timely and structured manner.

- 3.3.** Ensures that all stakeholders involved in the capturing and reporting of evaluation data are clear on their responsibilities.

4. Procedure

4.1. Start date

The phase review procedure begins at the final date of each phase for each cohort.

Therefore, there are four phase reviews procedures for each cohort of students registered on the CHARM-EU MSc in Global Challenges for Sustainability.

4.2. Data inputs required

All standard data inputs must be collected within three weeks after the availability of grades

Standard inputs required for each phase review include:

4.2.1. Student System Data

Responsibility: The University of Barcelona is responsible for this input.

This data is generated by the University of Barcelona on the final date of each phase for each cohort. This data is necessary to address ESG 1.7. The following variables are reported on:

Variable	Description
Total student number	The total number of registered students on the final date of the phase.

Gender	The gender of each registered student on the final date of the phase.
Age distribution	The age distribution of each registered student at the start of the MSc.
Nationality	The nationality of each registered student on the final date of the phase.
Location	The university location of each registered student on the final date of the phase.
Track (Phase 2 Only)	The track of each registered student on the final date of the phase (i.e. Food, Water and Life and Health).
Educational Background	The educational background of the student at admission.
Grade	The final grade of each registered student for that phase. If available, the grade of the previous phase should also be provided.
Remediation	Number of registered students following a remediation plan
Status of students on inclusivity points	Number of registered students with inclusivity points on the final date of the phase.

Admission points and grade analysis	Crosstabulation of number of students with their levels of admissions points (i.e. 90-100, 80-90), with their current grade (Grade 90-100, 80-90).
Total student withdrawals	The total number of student withdrawals on the final date of the phase.
Date of student withdrawal	The week of the phase where a student withdrew from the programme.
Reason for student withdrawal	The reason provided by student for programme withdrawal.

4.2.2. Student Evaluation Survey Results

Responsibility: The CHARM-EU Quality Office is responsible for this input.

A student evaluation survey is disseminated to all students in a dedicated classroom period on the final date of the phase. Students have two days to complete this survey. This data is necessary to address ESG 1.7. This survey is developed and maintained by the Quality Office.

4.2.3. Programme Board Minutes

Responsibility: The Programme Board is responsible for this output

The Programme Board maintains minutes of emergent actions and potential enhancements for the MSc. These should be made available to the Quality Office if requested.

4.2.4. Staff Student Council Minutes

Responsibility: The Quality Office is responsible for this input.

The Staff Student Council meets every month, and key actions or enhancements that emerge from this council within the phase should be summarized. This data is necessary to capture student-centered actions that emerge from this Council. This data is necessary to address ESG 1.3.

4.2.5. Staff Feedback Form

Responsibility: The Quality Office is responsible for this input.

Input from Module Coordinators, Teaching Staff, Teaching Assistants and the JVAO on phase challenges, events of note, relevant actions taken, and potential enhancements are requested at the final date of the phase. A Microsoft Form is sent to all aforementioned stakeholders and one week is given to provide feedback. This data is necessary to address ESG 1.7.

4.2.6. Stakeholder Feedback Form

Responsibility: The Quality Office and Phase Module Coordinators are responsible for this input.

Input from external stakeholders who have participated in the phase are requested at the end of the phase. A Microsoft Form is sent to the Module Coordinator who will then share this with any relevant external stakeholders.

4.3. Additional inputs

If, throughout the phase, other inputs such as KCT surveys, feedback generated from stakeholders, or general evaluations are conducted, these should also be reported upon.

4.4. Reporting

On receipt of all data inputs for a phase, the Quality Officer collates this information into a presentation for the Academic Council and Programme Board. Relevant recommendations and/or specific enhancements are also documented based on an analysis of the data. These results are then presented within two months of the final date of the phase.

4.5. Enhancements based on procedure

Any enhancements and/or recommendations emerging from the procedure for a phase should be addressed in the enhancement procedure.

5. Responsibility

The Academic Council is responsible for oversight of this procedure.

The Quality Officer is responsible for collating all data related to the Phase Review and reporting to the Academic Council.

6. Related documents

European Standards Guidelines (2015)

European Approach to Quality Assurance of Joint Programmes (2014)

Privacy Policy

7. Document control

Date of initial approval: 04/09/2025

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