

SUPSI

Guideline for the publication of SUPSI Quality Assurance System (QAS) documents

Basic principles

We are committed to providing relevant QAS information and documents in order to ensure that adequate information about our activities in accordance with the main federal and cantonal transparency laws.

We apply the principles of the Standards and Guidelines for Quality Assurance in the European Higher Education Area, published at https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf.

We publish QAS documents on our external website or on the Staff Portal (SUPSI's intranet portal to which employees have access).

Every person has the right to consult the published QAS documents and to obtain information on their content from the SUPSI Management.

The use of the documents is subject to intellectual property legislation.

The right of access to a document may be restricted if it could significantly harm the free expression of opinion or if it includes information considered confidential by the SUPSI Management.

Field of application

These guidelines apply to our QAS documents and more specifically to the documents that are produced and listed within the processes of the SUPSI Quality Manual in the section "*Documentation produced as a result of the process*" (hereinafter "*QAS Documents*").

The documents that are produced independently by the affiliated Schools and listed in their Quality Manuals fall within the scope of this directive in compliance with the affiliation agreements, drawn up in accordance with Article 12 of the Cantonal Law on USI, SUPSI and Research Institutes, which provides for academic integration and administrative autonomy.

QAS documents

QAS documents represent a part of our documentary legacy. They make it possible to verify the progress of processes and certify the results of internal and external audits and related improvement plans.

Examples include Activity Reports, Periodic Process Reports, Self-assessments, External Peer Assessments, Improvement Plans and documents demonstrating their impacts.

The QAS documents also include all the institutional regulations falling within the competence of the SUPSI Board, the Chairman of the SUPSI Board or the General Director.

QAS documents are centrally stored in the document repository (Docuware®).

Publications and making them available

We guarantee the transparency of our activities by publishing QAS documents on the external website and on the Staff Portal.

We publish the documents considered to be of mainly internal interest on the Staff Portal only.

The documents on the external website or on the Staff Portal can be published in their full version or in a summary version.

The following documents must be published on our website, at least in summary form:

- the Institutional Strategy and related action plans of the Departments and affiliated Schools;
- the Equal Opportunities and Communication Action Plans;
- the Logistics Strategy and the IT Strategy;
- the financial and personnel information contained in the relevant financial statements and estimates;
- institutional regulations of external interest.

The documents related to the external assessments of each process (Self-assessments, Peer Reports, Plan with improvement measures) are considered of mainly internal interest and are published on the Staff Portal in their entirety.

Some documents may only be made accessible in their entirety to a restricted number of employees if they include information that is considered confidential or if the provision of such information could significantly impair the free expression of opinion.

The publication of the specific documents of the affiliated schools is decided by the respective departments in accordance with the principles of this Directive.

A list of all QAS documents and their publication rules is published and updated on the Staff Portal under the responsibility of the General Director.

This guideline comes into force immediately and applies to all documents produced as part of the development of the QAS.

As a rule, it also applies retroactively to documents produced before 1.1.2020. The Process Manager shall define any exceptions relating to the publication of documents that were prepared prior to the entry into force of these Guidelines.

Entry into force

This guideline was approved by the SUPSI Management on 2 July 2020 and enters into force with immediate effect.

Franco Gervasoni, General Director