

SUPSI

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

Basic principles

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

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, on the Student Portal or on the Collaborator Portal (SUPSI's intranet portal to which employees have access).

Within the limits of the applicable laws, 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 documents is subject to intellectual property and data protection 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. Additional explanations are listed below.

Field of application

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

This guideline also includes information, documents and data concerning:

- the Quality Policy and Strategy, the Quality Assurance Framework, the SUPSI Quality Handbook as well as the biennial QAS Reports,
- SUPSI's institutional accreditation procedure,
- the school's improvement activities centrally integrated at the institutional level in the *SharePoint* application.

The documents that are produced independently by the Affiliated Schools and listed in their Quality Handbooks fall within the scope of this directive in compliance with the affiliation agreements, drawn up in accordance with Article 12 of the University Schools Law, which provides for academic integration and administrative autonomy

QAS information and documents

QAS information and 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.

QAS information and 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*®), while key information related to the improvement of activities is centrally integrated into the *SharePoint* application.

Affiliated Schools archive documents and information, considered relevant to their activities, in document systems that may differ from those used in SUPSI. In case of necessity, documents and information must be available in a timely manner from SUPSI.

Publications and making them available

We guarantee the transparency of our activities by publishing QAS documents and information on the external website, the Collaborator Portal or the Student Portal.

We only publish documents and information considered to be of mainly internal interest on the Collaborator Portal.

The documents on the external website or on the Collaborator 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:

- SUPSI Quality Policy and Strategy and the Quality Assurance Framework
- the Institutional Strategy with related action plans and/or strategies:
 - o of the affiliated Departments and Schools;
 - o of the institutional mandates of basic education, continuing education and research
 - o of the Equal Opportunities;
 - o of the Sustainability Report;
- the financial and personnel information contained in the relevant financial statements and estimates;
- institutional regulations of external interest.

The results arising from the institutional accreditation procedure, and in particular the Self-Assessment Report and the Expert Report with the related decision of the Swiss Accreditation Council are also available on our website.

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 Collaborator Portal in their entirety.

The SUPSI Quality Handbook like the biennial QAS Reports are published on the Collaborators Portal in their totality with possibly some summaries on the website.

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.

In the SUPSI Quality Handbook within individual processes, publication rules are defined for each produced document.

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.

Version 1 approved by the Quality Coordination Committee on November 17, 2022.

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