

SERVICE CHARTER MONITORING REPORT YEAR 2024

**Secretaria de la Facultat de Filologia, Traducció i
Comunicació
Universitat de València**



EVOLUTION OF INDICATORS DURING THE LIFE OF THE SERVICE CHARTER

Indicator	2022	2023	2024	2025
1 Satisfaction with the information and personal contact received from the Office.	3,62	3,62	2,88	
2 Resolution rate of admission procedures for partial official studies within the deadline.	100 %	100 %	100 %	
3 Satisfaction with the help provided during the enrolment process.	3,65	3,65	3,27	
4 Rate of reports issued in time in the matter of cancellation of enrolment due to force majeure.	100 %	100 %	100 %	
5 Satisfaction with inquiries or procedures regarding the cancellation of registration due to force majeure within the deadline.	3,78	3,78	2,07	
6 Rate of recognitions of credits processed within the due date.	100 %	100 %	100 %	
7 Satisfaction with inquiries or arrangements for recognition and credit transfers.	3,27	3,27	2,97	
8 Rate of transfer of academic records to other universities within the due date.	100 %	100 %	100 %	
9 Satisfaction with inquiries and management of university fees.	3,99	3,99	3,35	
10 Satisfaction with inquiries and management of mobility programmes.	3,12	3,12	3,00	
11 Satisfaction with the information received on procedures or enquiries regarding work placements.	3,51	3,51	2,76	
12 Satisfaction with the information received on procedures or consultations about final projects .	3,68	3,68	3,29	
13 Certificate issuance rate within the deadline.	100 %	100 %	100 %	
14 Satisfaction with the time of delivering certificates.	3,68	3,68	2,92	
15 Notification rate of resolutions in the matter of bringing forward examinations sittings within the due date.	100 %	100 %	100 %	
16 Satisfaction with queries or procedures on bringing forward examinations sittings.	4,18	4,18	3,11	
17 Satisfaction with the information received on procedures or enquiries regarding appealing exam grades.	2,50	2,50	3,40	
18 Rate of incorporation of the qualifications of curricular evaluations by compensation in the academic records within the due date.	100 %	100 %	100 %	
19 Rate of certificates issuing within the due date.	100 %	100 %	100 %	
20 Satisfaction with management and information about doctoral procedures.	4,16	4,16	4,05	

Indicator	2022	2023	2024	2025
21 Compliance with the publication of schedules, classrooms and exam dates before the beginning of the enrolment period.	Yes	Yes	Yes	

* In the case of deadlines, a positive deviation indicates that the deadline has been met and a negative deviation indicates that the deadline has been exceeded.

CUSTOMER SERVICE AND INFORMATION FOR USERS

Service 1

Dealing with information queries and guidance for students (future, current and graduate) and other users.

Commitment 1

To respond appropriately to all the information queries made by users.

INDICATORS:

1. Satisfaction with the information and personal contact received from the Office.

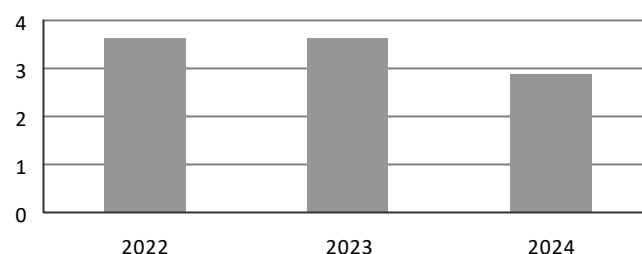
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,62		3,62	
2023	3,62		3,62	
2024	2,88		-0,74	We reviewed the qualifications of the staff providing care.

Formula: Mean of items 4 and 5 weighted by the number of valid responses. Item rated on a Likert scale 5 (1: Strongly disagree, 5: Strongly agree)

Target: Positive evolution. Base year: 2022

Unit: scale from 1 to 5

Indicator evolution



ADMISSIONS FOR RESTARTING PARTIAL OFFICIAL STUDIES

Service 2

Processing entrance applications through the recognition of partial official studies of students who wish to join the centre and informing about the resolutions.

Commitment 2

To process applications for admissions to the centre through the entrance procedure for partial official studies before 30 September (unless any modification of the academic management processes timetable).

INDICATORS:

2. Resolution rate of admission procedures for partial official studies within the deadline.

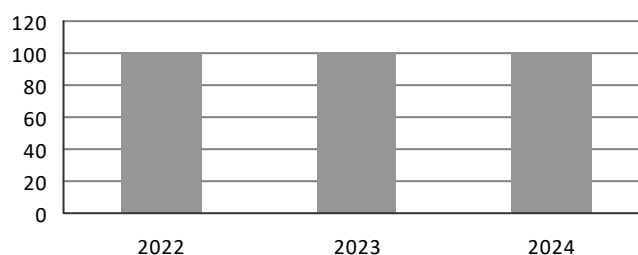
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	31/31	0	
2023	100	53/53	0	
2024	100	68/68	0	

Formula: (Number of resolutions processed within the deadline (before September 30) / Total number of resolutions processed) x 100

Target: 100%

Unit: %

Indicator evolution



ENROLMENT

Service 3

Providing technical and administrative assistance to students during the enrolment process, both in undergraduate and master's studies.

Commitment 3

To provide appropriate technical and administrative assistance for enrolment to all students who request it.

INDICATORS:

3. Satisfaction with the help provided during the enrolment process.

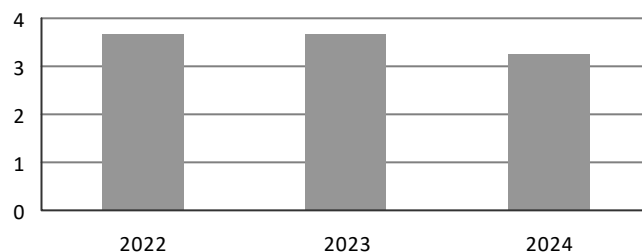
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,65		3,65	
2023	3,65		3,65	
2024	3,27		-0,38	We reviewed the enrolment procedure.

Formula: Mean of item 17 weighted by the number of valid responses. Item rated on a Likert scale 5 (1: Strongly disagree, 5: Strongly agree)

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



CANCELLATION OF ENROLMENT DUE TO FORCE MAJEURE

Service 4

Informing students about how to meet the requirements to totally or partially cancel enrolment due to force majeure, sending the management report to the pertinent committee and starting any procedures derived from it.

Commitment 4

To make available the procedure for cancellation of enrolment due to force majeure to the pertinent committee and the Dean's report within 15 working days of the presentation of the application along with all the supporting documentation.

INDICATORS:

4. Rate of reports issued in time in the matter of cancellation of enrolment due to force majeure.

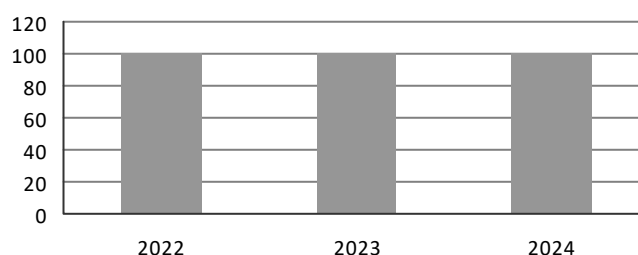
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	95/95	0	
2023	100	99/99	0	
2024	100	65/65	0	

Indicator evolution

Formula: (Number of reports issued on cancellation of enrolment due to force majeure within the deadline (15 working days) / Total reports processed) x 100

Target: 100%

Unit: %



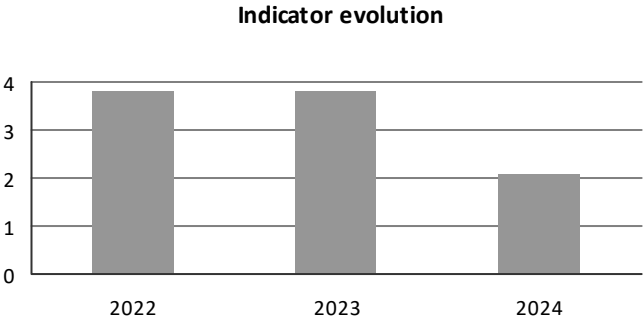
5. Satisfaction with inquiries or procedures regarding the cancellation of registration due to force majeure within the deadline.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,78		3,78	
2023	3,78		3,78	
2024	2,07		-1,71	This procedure depends mainly on the Rectorate Commission. Compliance with FFTIC has been reviewed.

Formula: Mean of item 18 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5



RECOGNITION AND TRANSFER OF CREDITS

Service 5

Processing applications for recognition and transfer of credits, sending them to the corresponding committee, informing the student about their decision and, if necessary, issuing the receipt of the accepted recognition.

Commitment 5

To notify all the decisions about recognition and transfer of credits within 15 days of the issuing of the corresponding committee's report, as long as the student provides the required documentation.

INDICATORS:

6. Rate of recognitions of credits processed within the due date.

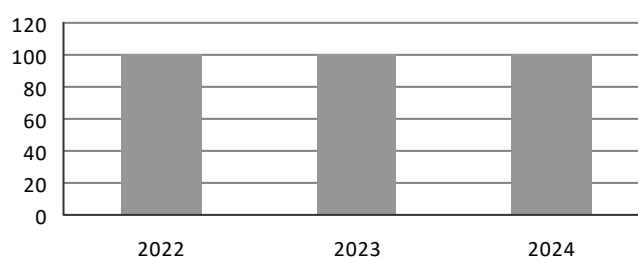
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	78/78	0	
2023	100	68/68	0	
2024	100	72/72	0	

Formula: (Number of notifications of recognition and transfer of credits within the deadline / Total number of recognitions processed) x 100.

Target: 100%

Unit: %

Indicator evolution



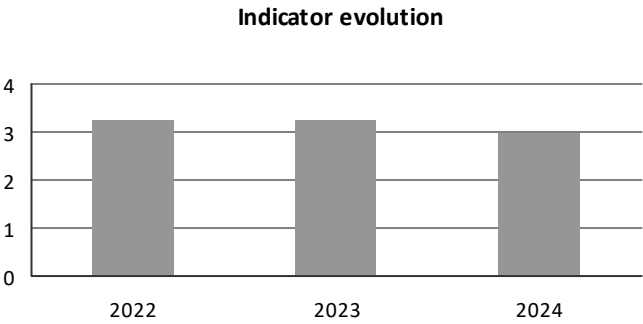
7. Satisfaction with inquiries or arrangements for recognition and credit transfers.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,27		3,27	
2023	3,27		3,27	
2024	2,97		-0,30	The FFTIC procedure has been reviewed and according to documentation is answered before the official deadlines.

Formula: Mean of item 26 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5



ACADEMIC RECORDS TRANSFER TO OTHER UNIVERSITIES

Service 6

Processing the academic records transfer requested by students accepted in other universities.

Commitment 6

To process the transfer of records requested by students to the destination centre within 30 working days of the submission. Documents must have been already processed and fees paid in advance.

INDICATORS:

8. Rate of transfer of academic records to other universities within the due date.

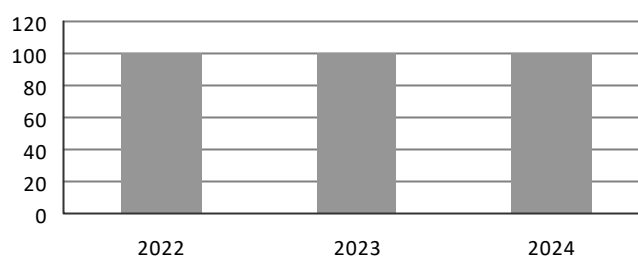
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	67/67	0	
2023	100	87/87	0	
2024	100	51/51	0	

Formula: $(\text{Number of files transferred within the deadline} / \text{Total number of transfers requested}) \times 100$.

Target: 100%

Unit: %

Indicator evolution



INVOICES AND REFUNDING FEES

Service 7

Managing students' receipts, including refunds and additional payments.

Commitment 7

To inform within 5 working days about any incidents related to payments when the centre is responsible for them. In the case of fee refunds, the due date will be 5 working days from the confirmation of the payment.

INDICATORS:

9. Satisfaction with inquiries and management of university fees.

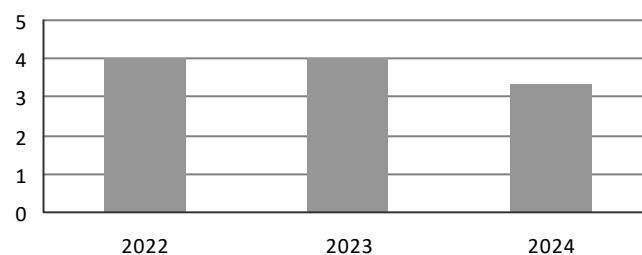
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,99		3,99	
2023	3,99		3,99	
2024	3,35		-0,64	With the UXXI application there have been many problems with the management of fees.

Formula: Mean of item 19 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



MOBILITY PROGRAMMES

Service 8

Coordinating and managing the files of students who participate in mobility programmes and reporting the resolutions.

Commitment 8

To add the qualifications into the mobility students' transcript within 5 working days of receiving all the qualifications from the host university.

INDICATORS:

10. Satisfaction with inquiries and management of mobility programmes.

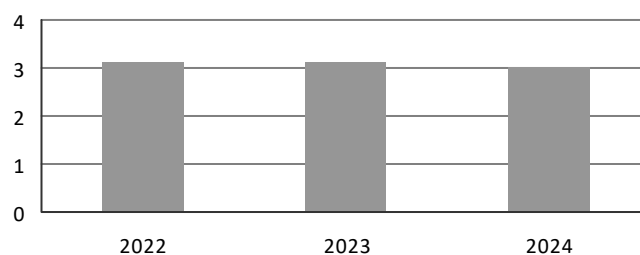
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,12		3,12	
2023	3,12		3,12	
2024	3		-0,12	Consultations have been correct, the UXXI application presents management problems and delays.

Formula: Mean of item 30 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



WORK PLACEMENTS

Service 9

Informing students about the procedures and deadlines related to work placements and making the corresponding arrangements.

Commitment 9

To inform students about the assignment of work placements at least 10 days before starting.

INDICATORS:

11. Satisfaction with the information received on procedures or enquiries regarding work placements.

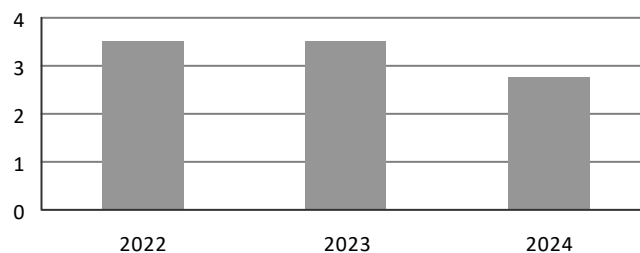
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,51		3,51	
2023	3,51		3,51	
2024	2,76		-0,75	The management of PE in the secretariat is correct according to the timetable of procedures. Academic coordination does not depend on the secretariat.

Formula: Mean of item 27 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



UNDERGRADUATE DEGREE FINAL PROJECT AND MASTER'S DEGREE FINAL PROJECT

Service 10

Managing the procedures regarding degree's and master's final projects.

Commitment 10

To guarantee students who meet the requirements the appropriate processing to defend their final projects within the deadline.

INDICATORS:

12. Satisfaction with the information received on procedures or consultations about final projects .

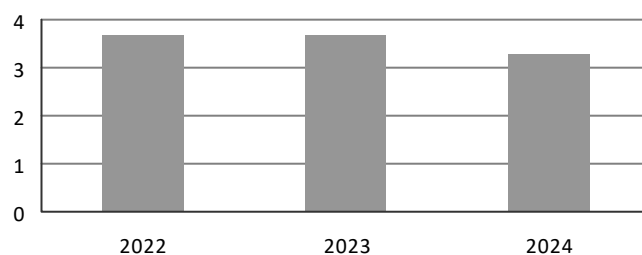
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,68		3,68	
2023	3,68		3,68	
2024	3,29		-0,39	The information published on the web is rechecked.

Formula: Mean of item 28 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



CERTIFICATES

Service 11

Issuing academic certificates as well as other certificates at the request of students.

Commitment 11

To issue academic certificates which cannot be obtained through the online office within 10 working days, except during the enrolment period.

INDICATORS:

13. Certificate issuance rate within the deadline.

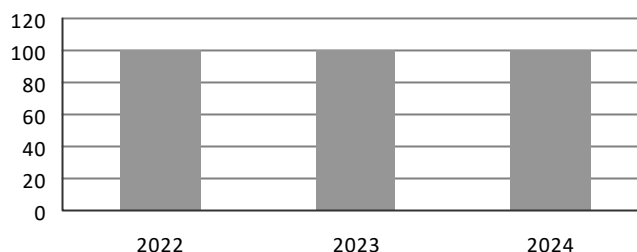
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	676/676	0	
2023	100	1.655/1.655	0	
2024	100	129/129	0	

Formula: (Number of certificates issued within the deadline (7 working days) / Total number of certificates issued) x 100

Target: 100%

Unit: %

Indicator evolution



14. Satisfaction with the time of delivering certificates.

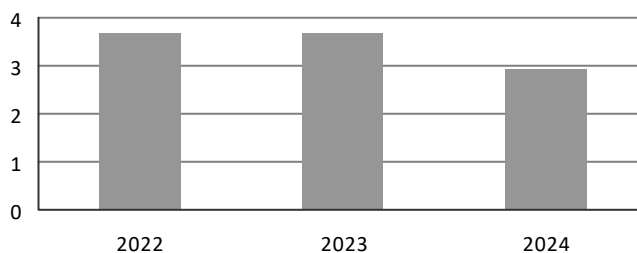
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,68		3,68	
2023	3,68		3,68	
2024	2,92		-0,76	Certificates are issued by electronic administration. And when the secretary's office is required to do so, it is done before the deadline stipulated in the Charter of Services.

Formula: Mean of item 23 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



BRINGING FORWARD EXAMINATION SITTINGS

Service 12

Processing student's applications to bring forward examination sittings and informing about the resolutions.

Commitment 12

To appropriately resolve all student applications to bring forward examination sittings and informing them about the resolutions within 10 working days from the submission deadline.

INDICATORS:

15. Notification rate of resolutions in the matter of bringing forward examinations sittings within the due date.

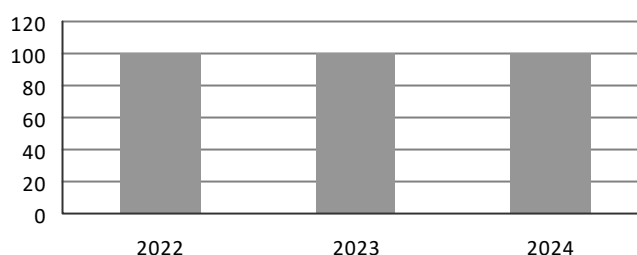
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	55/55	0	
2023	100	96/96	0	
2024	100	88/88	0	

Formula: (Number of notifications in the matter of bringing forward examinations sittings within the due date (10 working days) / Total number of notifications made in the matter of bringing forward examinations sittings) x 100

Target: 100%

Unit: %

Indicator evolution



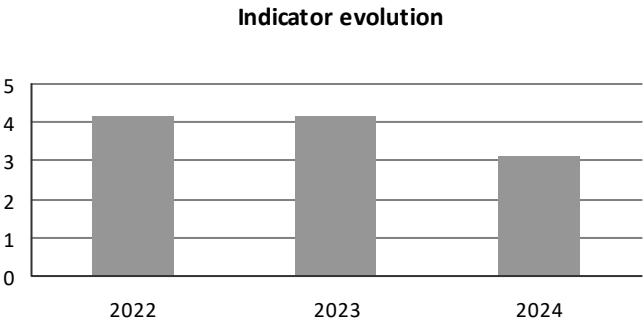
16. Satisfaction with queries or procedures on bringing forward examinations sittings.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	4,18		4,18	
2023	4,18		4,18	
2024	3,11		-1,07	This year the advance of the call for applications with the new UXXI application has presented enough incidences.

Formula: Mean of item 32 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5



APPEALING EXAM GRADES

Service 13

Processing the student's applications to appeal exam grades and informing them about the resolutions.

Commitment 13

To communicate the resolutions of exam grades appealing within a maximum of 5 working days from the decision of the Grade Revision Committee.

INDICATORS:

17. Satisfaction with the information received on procedures or enquiries regarding appealing exam grades.

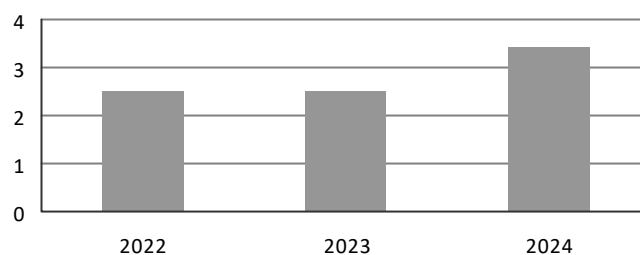
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	2,50		2,50	
2023	2,50		2,50	
2024	3,40		0,90	

Formula: Mean of item 33 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



CURRICULAR EVALUATIONS FOR COMPENSATION

Service 14

Processing the student's applications about curricular evaluation for compensation, sending the dean's report regarding the fulfilment of the requirements and processing the resolution.

Commitment 14

To add the qualifications to the student's record within 5 working days of receiving the rector's favourable decision.

INDICATORS:

18. Rate of incorporation of the qualifications of curricular evaluations by compensation in the academic records within the due date.

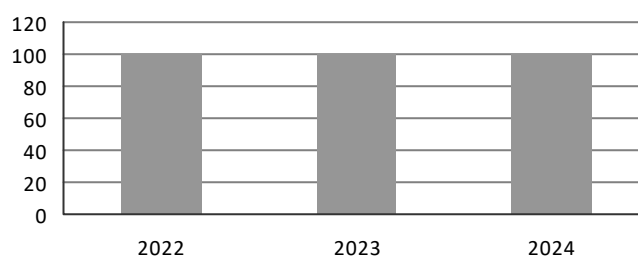
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	44/44	0	
2023	100	54/54	0	
2024	100	36/36	0	

Formula: (Number of files incorporating qualifications of curricular evaluations by compensation in the academic records within the due date (5 working days) / Total number of files processed) x 100.

Target: 100%

Unit: %

Indicator evolution



CERTIFICATES AND EUROPEAN DIPLOMA SUPPLEMENT (EDS)

Service 15

Processing degree certificates (ordinary or duplicate) and the European Diploma Supplement (EDS) and delivering them to the students.

Commitment 15

To validate applications for issuing certificates within 15 working days of paying the fees, except during the enrolment period, when the due date will be 30 working days.

INDICATORS:

19. Rate of certificates issuing within the due date.

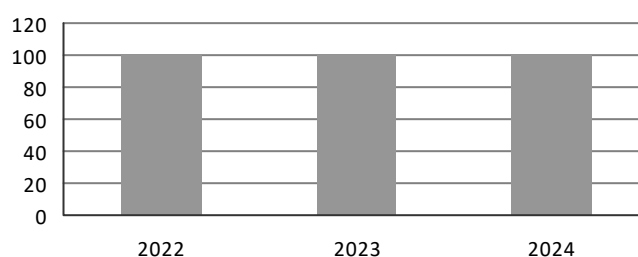
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	667/667	0	
2023	100	519/519	0	
2024	100	811/811	0	

Formula: (Number of academic degrees sent within the due date / Total number of academic degrees sent) x 100

Target: 100%

Unit: %

Indicator evolution



DOCTORAL STUDIES

Service 16

Managing documentation and information of interest related to thesis submissions and defence.

Commitment 16

To guarantee doctoral students who meet the requirements the appropriate processing to defend their thesis on the scheduled date.

INDICATORS:

20. Satisfaction with management and information about doctoral procedures.

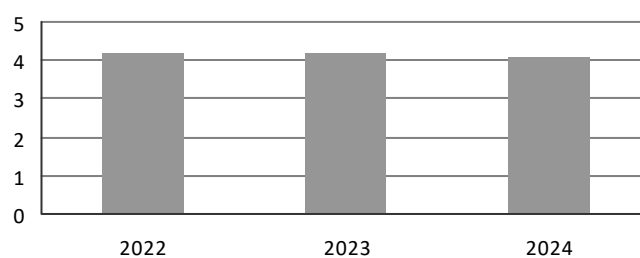
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	4,16		4,16	
2023	4,16		4,16	
2024	4,05		-0,11	The management of the secretariat is perfect. The incidences are with the Doctoral School and do not fall within our competence.

Formula: Mean of item 37 weighted by the number of valid responses

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



SCHEDULES, CLASSROOMS AND EXAMS CALENDAR

Service 17

Publishing schedules, classrooms and exam dates after the Academic Year Offer's approval.

Commitment 17

To publish the schedules, classrooms and exam dates for each academic year before the beginning of the enrolment period.

INDICATORS:

21. Compliance with the publication of schedules, classrooms and exam dates before the beginning of the enrolment period.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	1		0	
2023	1		0	
2024	1		0	

Formula: Yes / No (Yes = 1, No = 0)

Target: Yes (yes = 1)

Unit: Yes = 1, No = 0

Indicator evolution

