

SERVICE CHARTER MONITORING REPORT YEAR 2025

**Secretaria de la Facultat de Geografia i Història
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.	3,93	3,93	3,98	3,98
2 Resolution rate of admission procedures for partial official studies within the deadline.	100 %	100 %	100 %	100 %
3 Satisfaction with the help provided during the enrolment process.	3,85	3,85	4,11	4,11
4 Rate of reports issued in time in the matter of cancellation of enrolment due to force majeure.	87,50 %	97,22 %	97,96 %	90,24 %
5 Satisfaction with inquiries or procedures regarding the cancellation of registration due to force majeure within the deadline.	3,88	3,88	4,29	4,29
6 Rate of recognitions of credits processed within the due date.	100 %	100 %	97,62 %	87,50 %
7 Satisfaction with inquiries or arrangements for recognition and credit transfers.	4,00	4,00	3,94	3,94
8 Rate of transfer of academic records to other universities within the due date.	100 %	96,49 %	100 %	100 %
9 Satisfaction with inquiries and management of university fees.	3,88	3,88	3,85	3,85
10 Satisfaction with inquiries and management of mobility programmes.	2,89	2,89	4,71	4,71
11 Satisfaction with the information received on procedures or enquiries regarding work placements.	3,86	3,86	4,30	4,30
12 Satisfaction with the information received on procedures or consultations about final projects .	4,28	4,28	4,50	4,50
13 Certificate issuance rate within the deadline.	100 %	100 %	100 %	100 %
14 Satisfaction with the time of delivering certificates.	3,74	3,74	4,32	4,32
15 Notification rate of resolutions in the matter of bringing forward examinations sittings within the due date.	91,18 %	100 %	100 %	100 %
16 Satisfaction with queries or procedures on bringing forward examinations sittings.	3,71	3,71	4,00	4,00
17 Satisfaction with the information received on procedures or enquiries regarding appealing exam grades.	3,67	3,67	5,00	5,00
18 Rate of incorporation of the qualifications of curricular evaluations by compensation in the academic records within the due date.	91,67 %	100 %	n. d.	33,33 %
19 Rate of certificates processing within the due date.	77,69 %	80,95 %	95,27 %	42,76 %
20 Satisfaction with management and information about doctoral procedures.	4,38		4,10	4,10

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	Yes
22 Information rate regarding the homologation of foreign qualifications within the due time.	n. d.	n. d.	n. d.	n. d.

* 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.

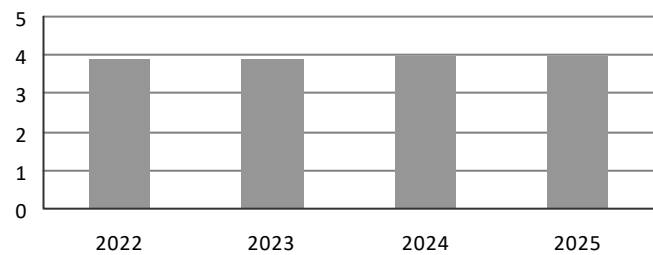
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,93		3,93	
2023	3,93		3,93	
2024	3,98		0,05	
2025	3,98		0	

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: 3 or more

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.

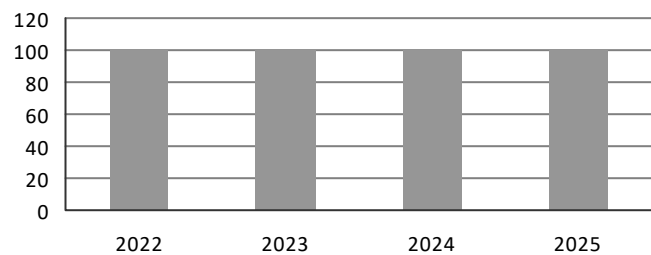
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	20/20	0	
2023	100	20/20	0	
2024	100	7/7	0	
2025	100	10/10	0	

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

Commitment 3

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

INDICATORS:

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

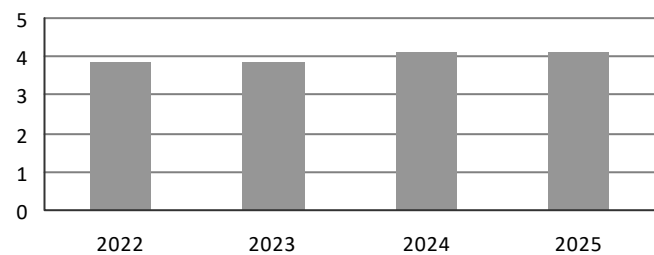
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,85		3,85	
2023	3,85		3,85	
2024	4,11		0,26	
2025	4,11		0	

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.

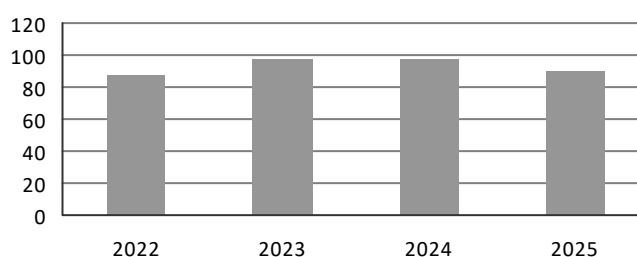
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	87,50	56/64	-12,50	At times when there is a heavy workload, there may not be enough time to produce the report within this period, but it is always issued so that it can be reviewed at the next meeting, the date of which is communicated to us by the Student Services.
2023	97,22	35/36	-2,78	Error in the computation of the time limit.
2024	97,96	48/49	-2,04	Confusion with the date of presentation of the request (we thought, by mistake, that we were within the deadline).
2025	90,24	37/41	-9,76	DANA. It didn't pass through the center and there was no dean's report.

Indicator evolution

Formula: $(\text{Number of reports issued on cancellation of enrolment due to force majeure within the deadline (15 working days)} / \text{Total reports processed}) \times 100$

Target: 100%

Unit: %



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

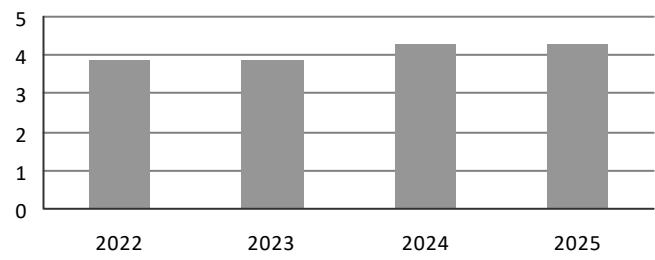
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,88		3,88	
2023	3,88		3,88	
2024	4,29		0,41	

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

Target: Positive evolution. Base year 2022

Unit: scale from 1 to 5

Indicator evolution



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.

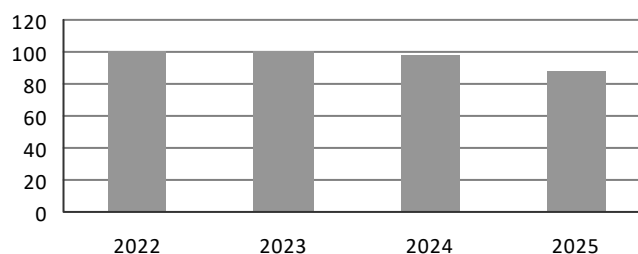
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	45/45	0	
2023	100	48/48	0	
2024	97,62	41/42	-2,38	The student was notified once the director of the master's degree had communicated the result of the Academic Coordination Committee.
2025	87,50	28/32	-12,50	The student is not informed because the receipt generated by UXXI is for 25% and should be for 100%. Ticketing was done on 9/6 and there was no response as of 9/17. Until 10/17, the receipt could be generated correctly because the procedure had not been enabled.

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



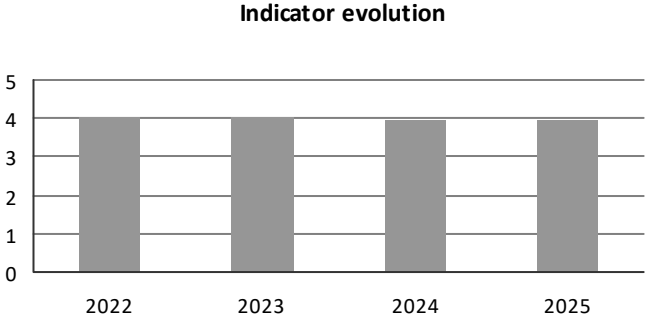
7. Satisfaction with inquiries or arrangements for recognition and credit transfers.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	4		0	
2023	4		0	
2024	3,94		-0,06	
2025	3,94		0	

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.

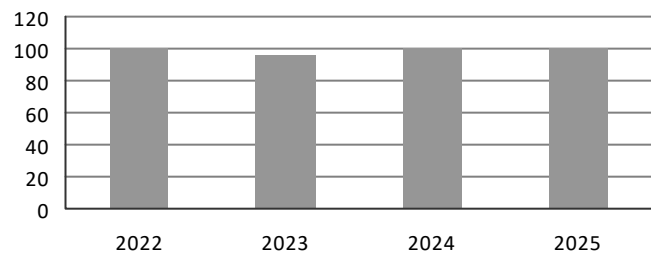
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	49/49	0	
2023	96,49	55/57	-3,51	Error in the computation of the time limit.
2024	100	34/34	0	
2025	100	25/25	0	

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. During the enrolment period, this perio

INDICATORS:

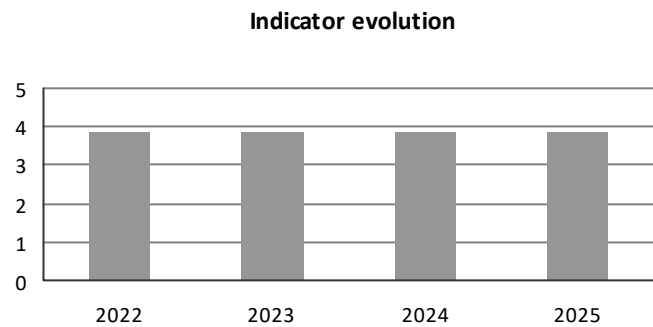
9. Satisfaction with inquiries and management of university fees.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,88		3,88	
2023	3,88		3,88	
2024	3,85		-0,03	
2025	3,85		0	

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

Target: 3 or more

Unit: scale from 1 to 5



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:

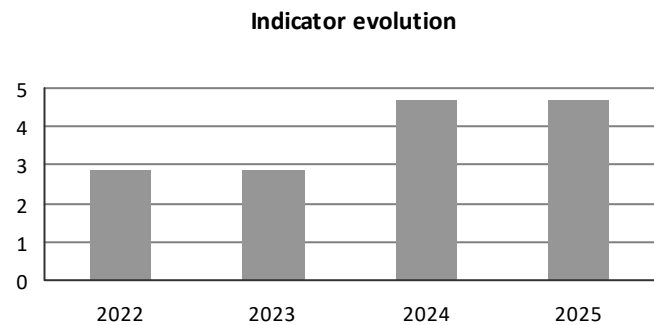
10. Satisfaction with inquiries and management of mobility programmes.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	2,89		2,89	
2023	2,89		2,89	
2024	4,71		1,82	
2025	4,71		0	

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

Target: 3 or more

Unit: scale from 1 to 5



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:

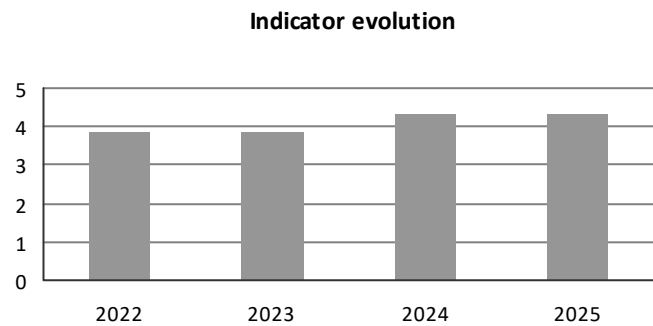
11. Satisfaction with the information received on procedures or enquiries regarding work placements.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,86		3,86	
2023	3,86		3,86	
2024	4,30		0,44	
2025	4,30		0	

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

Target: 3 or more

Unit: scale from 1 to 5



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:

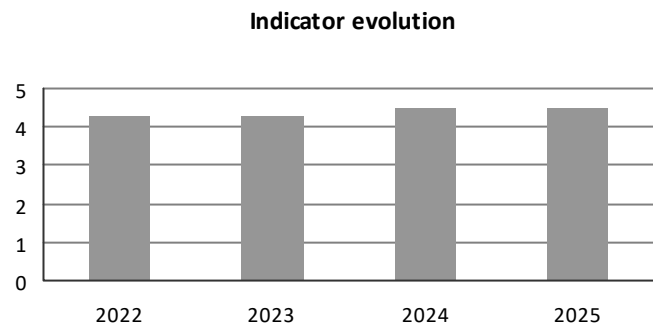
12. Satisfaction with the information received on procedures or consultations about final projects .

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	4,28		4,28	
2023	4,28		4,28	
2024	4,50		0,22	
2025	4,50		0	

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

Target: 3 or more

Unit: scale from 1 to 5



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 15 working days, except during the enrolment period which will be 45 working days.

INDICATORS:

13. Certificate issuance rate within the deadline.

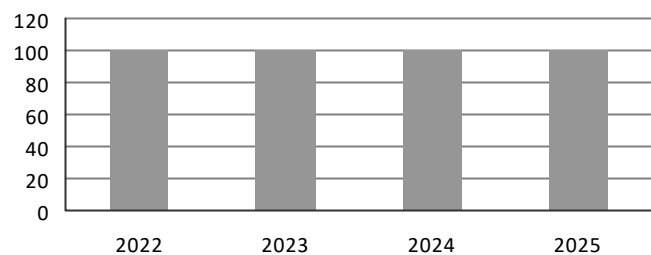
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	100	130/130	0	
2023	100	63/63	0	
2024	100	54/54	0	
2025	100	46/46	0	

Formula: (Number of certificates issued within the deadline (15 working days) / Total number of certificates issued) x 100

Target: 100%

Unit: %

Indicator evolution



14. Satisfaction with the time of delivering certificates.

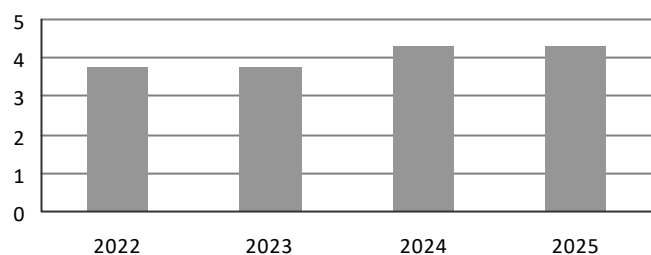
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,74		3,74	
2023	3,74		3,74	
2024	4,32		0,58	
2025	4,32		0	

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.

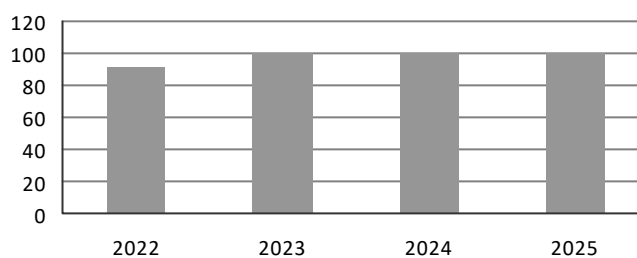
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	91,18	31/34	-8,82	On some occasions, the secretary's office is not informed of the date of the exam by the teacher.
2023	100	50/50	0	
2024	100	50/50	0	
2025	100	78/78	0	

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



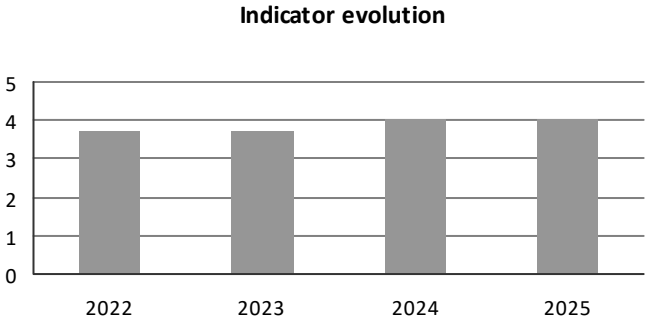
16. Satisfaction with queries or procedures on bringing forward examinations sittings.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,71		3,71	
2023	3,71		3,71	
2024	4		0,29	
2025	4		0	

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:

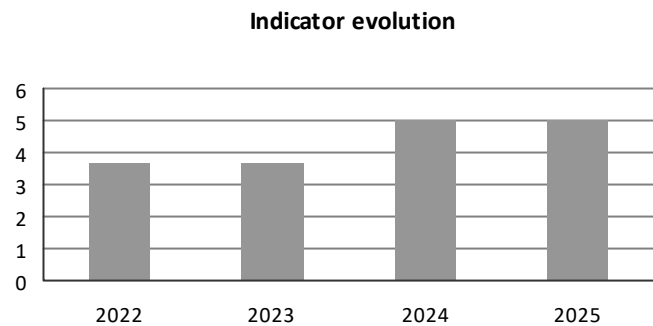
17. Satisfaction with the information received on procedures or enquiries regarding appealing exam grades.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	3,67		3,67	
2023	3,67		3,67	
2024	5		1,33	
2025	5		0	

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

Target: 3 or more

Unit: scale from 1 to 5



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.

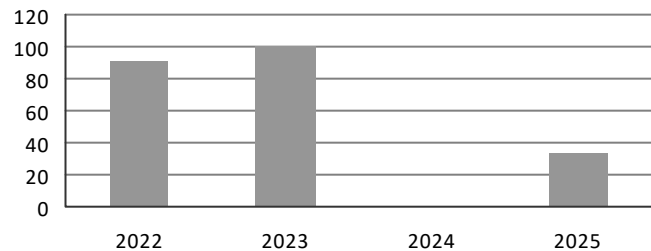
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	91,67	11/12	-8,33	The delay was due to a computer problem related to the recognition of exam dates (this was a student on the Erasmus programme).
2023	100	2/2	0	
2024	n. d.	0/0		All applications have been resolved unfavourably, so there have been no additions to the file.
2025	33,33	1/3	-66,67	Unknown procedure in UXXI

Indicator evolution

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: %



CERTIFICATES AND EUROPEAN DIPLOMA SUPPLEMENT (EDS)

Service 15

Processing request degree certificates (ordinary or duplicate) and the European Diploma Supplement (SET) 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 45 working days.

INDICATORS:

19. Rate of certificates processing within the due date.

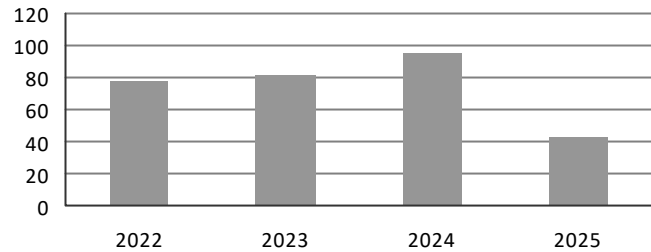
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	77,69	195/251	-22,31	The delay was due to the need to obtain information from ADEIT regarding the External Internships.
2023	80,95	306/378	-19,05	There have been some periods of heavy workload, as well as problems with the functioning of the application.
2024	95,27	403/423	-4,73	At some moments, the backlog of work has made it impossible to meet the deadlines. There have also been some implementation problems which have caused delays.
2025	42,76	180/421	-57,24	Change of application to UXXI and could not be validated in 179 cases

Formula: $(\text{Number of degree validations processed within the deadline} / \text{Total number of degree validations processed}) \times 100$

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.

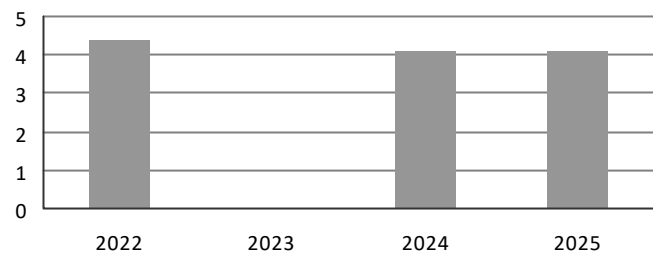
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	4,38		0	
2023	n. d.		0	
2024	4,10		4,10	
2025	4,10		0	

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.

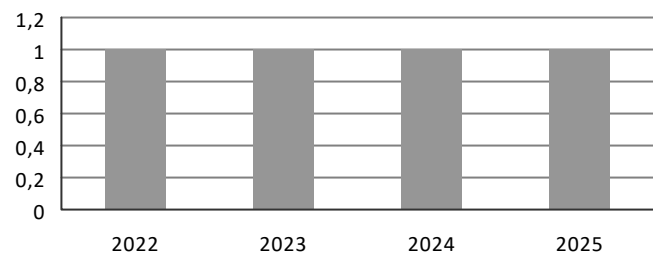
Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	1		0	
2023	1		0	
2024	1		0	
2025	1		0	

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

Target: Yes (yes = 1)

Unit: Yes = 1, No = 0

Indicator evolution



RECOGNITION OF FOREIGN QUALIFICATIONS

Service 18

Processing the student's applications related to the accomplishment of the complementary training requirements demanded by the Ministry to get the homologation of higher education qualifications.

Commitment 18

To inform users who have applied for the recognition of foreign qualifications about the procedures to be followed in order to meet the training requirements set by the Ministry within 15 days.

INDICATORS:

22. Information rate regarding the homologation of foreign qualifications within the due time.

Year	Value	Num./den.	Deviation	Cause of negative deviation
2022	n. d.	0/0		
2023	n. d.	0/0		
2024	n. d.	0/0		No application has been received
2025	n. d.	0/0		

Formula: $(\text{Number of applications processed within the deadline} / \text{Total number of applications submitted}) \times 100$

Target: 100%

Unit: %

Indicator evolution

