

Procedure: REVIEW AND IMPROVE TRAINING PROGRAMS	PG 03
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice Chancellor of Academic Planning and Quality	
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HISTORY OF EDITIONS			
No. versio n	Date Elaboration	Date Approval	Summary of reasons for change
1.0	April 2009	April 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results HERE Catalonia
3.0	October 2013	October 2013	Review and improve procedures
3.1	April 2016	April 2016	Update of the regulations
3.2	March 2018	Electronic signature	Review and improve procedures
3.3	February 2020	Electronic signature	Update of the regulations
4.0	June 2021	Electronic signature	Incorporation of the programs of doctorate
4.1	June 2022	Electronic signature	Incorporation of the Regulation of the academic and quality commissions

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ELABORATION / REVIEW

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1. OBJECT

The purpose of this procedure is to establish the guidelines to be applied in monitoring the results of a program, in order to identify aspects of improvement and put them into practice, with the participation of all agents involved

2. SCOPE OF APPLICATION

This procedure applies to all the official undergraduate and master's and doctoral training programs of the UdL centers.

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the Vice-Chancellor responsible for academic organization, the management or dean's office of the UdL centers and of the program coordinator formative

4. PROCESSES RELATED

This procedure is part of the *Evaluate and redirect process at center / unit level (A56)*.

5. MANAGEMENT SYSTEMS RELATED

This procedure is included in the scope of the UdL's Internal Quality Assurance System .

6. DEFINITIONS

Directive: Set of instructions that guide the actions to be carried out in a model or system.

Quality assurance: Systematic, structured and continuous attention to quality, in terms of its maintenance and improvement; all activities aimed at ensuring internal and external quality. In this case, the actions aimed at ensuring the quality of the courses developed by the center are considered, as well as those aimed at generating and maintaining the confidence of the students, the teaching staff and the society

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Training program: Set of organized courses that lead to obtaining a degree, with all the regulatory, technical, human and material elements that surround it and favor the achievement of the objectives established by the body responsible for this program

Center portfolio: Fundamental tool for internal quality assurance systems for training programs that collects all the documentation and evidence generated by the planning, the development i the results of the implantation of one program

7. REFERENCES/REGULATION

The sources to be taken into account in the design, review and improvement of training programs are, among others:

- [Royal Decree 822/2021, of September 28](#), establishing the organization of university education and the procedure for ensuring its quality
- Statutes of the University of Lleida, published in [DOGC no. 3963, of September 8 of 2003](#).
- [Agreement no. 5/2014](#) of the Governing Council of January 29, 2014, which approves the Teaching and Training Strategy of the UdL 2014-2108. Extended by agreement no. 50/2020 of the Governing Council of 18 February, modified by the agreement 109/2020 of the Governing Council of 28 April 2020 and the agreement 183/2020 of the Governing Council of 23 July
- [Regulations on the figure of the coordinator of a training program degree and master's degree from the University of Lleida](#) (Governing Council Agreement No. 74/2016 of March 30, 2016, modified by Governing Council Agreement 32/220 of February 18 2020)

Methodology of AQU Catalunya

- [Guide for the preparation, verification and modification of undergraduate and master's degrees](#) (April 2022).
- [guide for a the accreditation of the degrees university officers of degree i master's degree](#) (December 2021).
- [Guide for monitoring the official bachelor's and master's degrees](#) (January 2022).
- [Guide for monitoring the official doctoral programs](#) (January 2022).
- [Guide for the preparation and verification of proposals for official doctoral programs](#) (July 2019)

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8. CONTENT OPERATIVE

8.1 DESCRIPTION AND DEVELOPMENT OF THE ACTIVITY

The development of the quality policy foresees the monitoring of the results of the programs taught at the UdL.

In addition, the UdL's teaching and training strategy establishes an action plan with measures to implement and consolidate a quality training process.

1. Carry out the annual teaching planning of the program formative

In degree and master's courses, the head of studies, together with the program coordinator, is responsible for drawing up the annual teaching plan for the training program (assignment of teaching groups, teaching staff, spaces and timetables) (PG 22 *Schedule the annual teaching plan*). On the other hand, the head of each subject must coordinate the planning of the teaching-learning activities of the subject/module/subject (Planning and developing teaching methodologies). The teaching planning for each academic year takes into account the improvements derived from monitoring, agreed within the framework of the corresponding committee: the center's study committee.

Doctoral studies are organized into doctoral programs. The academic committee of each doctoral program is responsible for the definition, updating and coordination of the program, as well as the progress of research and the training of researchers in training. It is chaired by the coordinator, who directs and coordinates the activity of the doctoral program, the fulfillment of its objectives and supervises the information regarding the lines of research

2. Carry out the teaching activity

The teaching staff is responsible for carrying out their teaching assignment, in the case of degrees and masters, and for the supervision and direction of theses, in the case of the doctorate, with quality guarantees.

3. Carry out training sessions for the Tracking

The Vice-Chancellor's office responsible for quality, the Quality and Teaching Planning unit, with the collaboration of the deanships and the center management, organize the necessary training activities to carry out the monitoring of degrees. This one

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training is especially aimed at degree coordinators, but other people from the centers who have responsibilities related to the development of the training programs (practice coordination, mobility coordination, academic management, etc.) can participate.

4. Keep track of the qualifications of the center

The UdL, through the Teaching Quality and Planning unit, facilitates the coordination of the annual degree results. Through the virtual campus, the Center's Portfolio is made available to the coordinator, which is the space where the documentation generated by the degree program in the annual planning, development and measurement of results is housed. Also in the virtual campus, the coordination can access the DATA Portal, which is the platform through which all the information on the results of the degrees is made available to the academic managers. This one documentation

forms the basis of the report drawn up annually by the coordinator, from which he makes an assessment of the planning, development and annual results of the program of the degree

Monitoring includes the review and analysis of information relating to other procedures that affect the training program such as: mobility, external internships, professional guidance, reception, tutorial action, selection, admission and enrollment, teaching and assessment methodologies, human resources, material resources and services, student complaints and suggestions.

5. Elaborate and approve the proposals of improvement

In the annual report of the degree, the coordinator includes proposals for improvement. Proposals to improve degrees are evaluated, in the case of degrees and master's degrees, by the center's Quality Committee, and in the case of degree programs doctorate, by the Committee of Direction

The center's Quality Committee, in the case of degrees and master's degrees, and the Management Committee, in the case of the Doctoral School, draw up the center's Improvement Plan and its annual monitoring, so that the center's Board study and approve them.

6. Evaluate and approve the Tracking

The Academic Planning Commission of the University, chaired by the vice-chancellor responsible for teaching and of which the deans are part, among others

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and center directors/res, makes an assessment of the annual follow-up of each qualification. If the non-viability of a program is contrasted, the *PG04 Extinguish one procedure is applied title*

7. Communicate results and publish information

Following this procedure results in the publication of the results. The Vice-Chancellor's office responsible for quality issues through the Teaching Quality and Planning unit is responsible for making public the information on the monitoring of degrees on its website. The academic results are published on the website of each of them degrees

8. Develop the Improvement Plan Centre.

The centers' management and dean's teams are responsible for managing the actions derived from the commitments included in their Quality Policy, once prioritized by the center's Quality Committee. This commission also supervises the deployment of these commitments

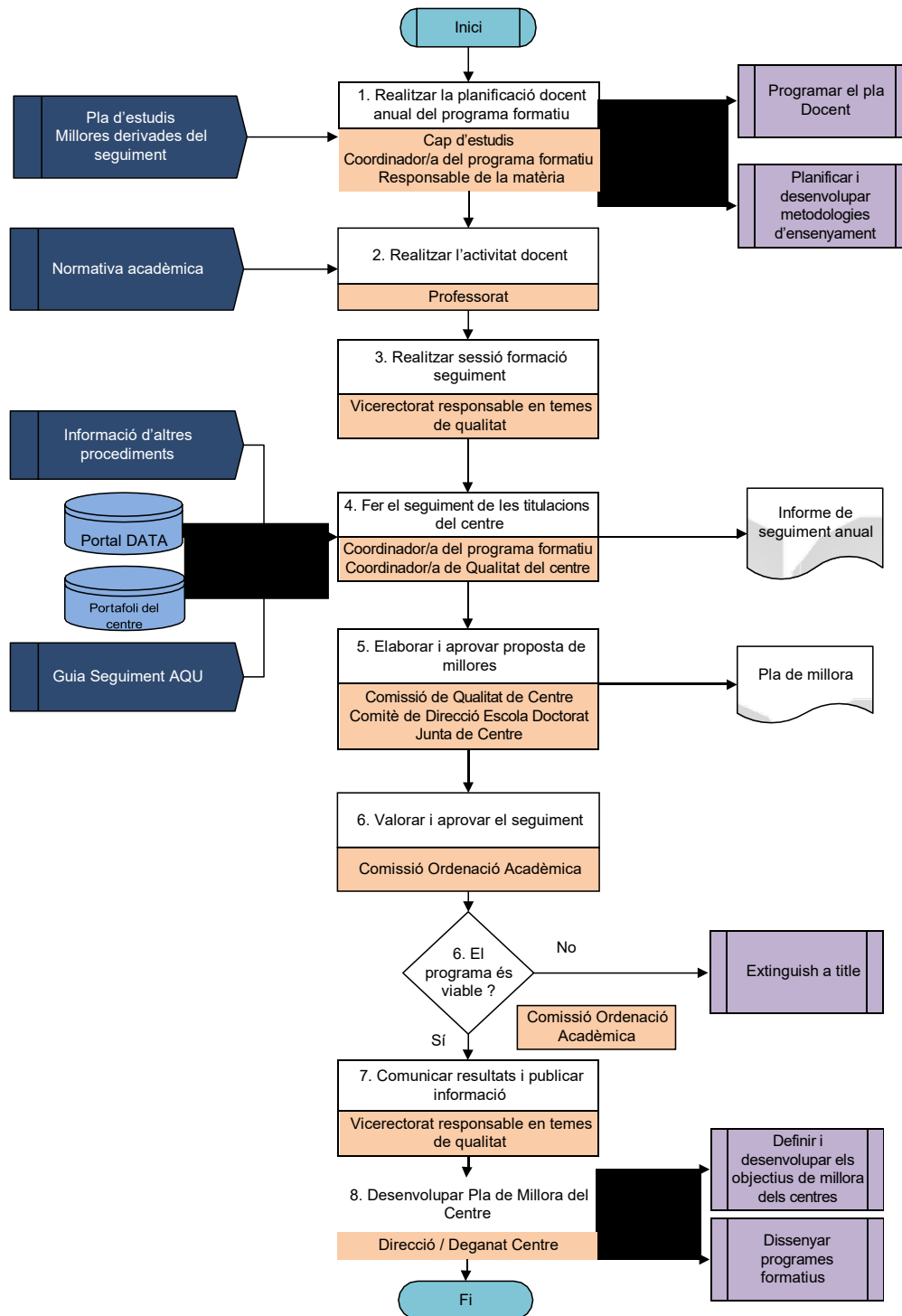
In the case of the Doctorate School, the Improvement Plan is driven by the Management Committee of the School of Ph.D

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8.2 FLOW OF THE ACTIVITY



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8.3 RESPONSIBILITIES

- **University Academic Planning Commission (COA):** Responsible for reviewing and approving the results of the annual monitoring of degrees officers
- **Coordinator of the training program ¹:** He is responsible, through the Study Committee, for applying the monitoring and evaluation instruments provided for in the protocol for the annual internal monitoring of official degrees. Together with the collectives involved in the program, it evaluates the results and prepares a report with proposals for improvement prioritized
- **Center Quality Committee:** Prepares the Center's Improvement Plan and its annual monitoring, so that the Center's Board studies them and approve
- **board of center:** study i approve the plans of improvement from center i the his annual monitoring.
- **Management Committee of the Doctoral School:** It is responsible for preparing the proposal for actions to improve the doctoral programs, in accordance with the follow-up report of the coordinator
- **Center management and deanship:** Know and review the results of the annual monitoring of the official degrees of your center and present the proposed improvement plan actions to the vice-rectorate responsible for quality for the signing of the annual improvement agreements.

9. GROUP PARTICIPATION OF INTEREST

The composition of both the center's quality committees, and the Management Committee of the Doctoral School, as well as the Academic Organization Committee (COA) guarantees the participation of all the university's groups - teaching staff, students and administration and service staff – in the assessment of training programs.

¹ Agreement No. 74/2016 of the Governing Council of March 30, 2016

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10. RECORDS/ARCHIVE

Document	Responsible/custodian
Annual monitoring report	Quality and Teaching Planning
Center portfolio	Quality and Teaching Planning

Annex

- **models of surveys**



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