



Universitat de Lleida

**Internal Quality Assurance System
of the Faculty of Medicine**

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A. Foreword The center's quality assurance system

The university institutions have acquired, within the framework of the EHEA, a commitment of transparency and internal guarantee of the quality of its training programs. This commitment is included in the ratification, by all the European ministers of education, of the ENQA quality assurance standards and guidelines (network of quality assurance agencies European quality). Also, and according to the approach on the design procedure and implementation of the university degrees established by Royal Decree 1393/2007, by which the organization of official university courses is established, universities must guarantee, making use of the trust that society grants them in their autonomous management, that their actions ensure the achievement of the objectives associated with the training that they teach. To achieve this challenge, universities must have policies and systems of internal quality assurance (SGIQ) formally established and publicly available.

In order to help the universities of the Spanish State to achieve the aforementioned objectives, ANECA, ACSUG and AQU Catalunya jointly deploy the AUDIT program.

This program aims to guide the design of SGIQs for university education of the university centers, integrating all the activities that have been developed so far related to the assurance of the quality of education.

The quality guarantee

Quality assurance includes all activities aimed at checking and ensuring the quality of the lessons developed by the center, and also to generate and maintain trust of students, teachers and society.

Quality assurance systems

A quality assurance system is the whole integrated by the activities developed by the center to guarantee the quality of the courses, and also the existing relationship between them activities.

In this framework, the University of Lleida has designed an internal management system model of the quality of the university education that is deployed, with its own peculiarities, to each one of the integrated centers.



B. The Faculty of Medicine. Presentation

The Faculty of Medicine of Lleida has a tradition of more than 700 years, and is the oldest of the crown of Aragon and the fourth of the Peninsula. Created in 1300 by King Jaume II, with bull of the Pope Boniface VIII, is the Faculty of Medicine of the Peninsula where the first ones were held corpse dissections and the first legal autopsy.

Currently, the Faculty of Medicine of Lleida has modern spaces adapted to the learning model established by the European Higher Education Area. These spaces they are equipped with the latest generation of teaching and research equipment: the classrooms IT department, the dissection room, practice laboratories, skills classrooms (center of simulations) or the video conference room are examples of this.

Its training offer is extensive and is aimed at the training of both doctors and others professionals in the field of health that today's society needs: researchers biomedical and nutritionists and dieticians. It also offers the possibility of making a master's degree: the Master's in Biomedical Research. It has a staff of teachers made up of researchers from the Biomedical Research Institute of Lleida and by doctors from Arnau de Vilanova and Santa Maria university hospitals, Pallars Hospital (Tremp) and the La Seu and Vielha Hospitals, which, together with those of the primary care centers (CAP), offer an excellent teaching guarantee and unique human treatment.

The wide range of collaboration agreements with universities around the world also constitute an excellent mobility network for the students of this center.

The Faculty of Medicine is involved in the development of the territory using the entire network of health services, developing competitive biomedical research and collaborating in the improvement of the quality of Ponent's health services.

Its size, the urban mobility plan, good communications and a situation privileged geographical location, away from the hustle and bustle of the big overpopulated cities, like Lleida an ideal city to host university students.

C. Organization, principles and affiliation to the quality policy of the UdL

1. Organization of the Faculty

1.1 Structure of the Faculty

All the academic staff who teach there are members of the Faculty of Medicine the students enrolled in the courses taught in the Faculty and the staff of administration and services assigned to the center.

1.2 Functions of the Faculty¹

The Faculty of Medicine is the center responsible for the management of university education Medicine and any other assigned in the future, in accordance with the Statutes of the UdL, aimed at obtaining the corresponding academic degree.

The functions of the Faculty are those established in the Statutes of the UdL and rules that the develop and those determined by the general regulations in force, with the purpose to comply with the institutional mission approved by the Faculty.

These are functions of the Faculty:²

- a) Organize the first and second cycle courses, in accordance with the study plans, aimed at obtaining the corresponding degrees.
- b) Order the studies, through the annual preparation of the teaching plan of the Faculty, their evaluation and its follow-up, in accordance with the guidelines set in general by University Governing Council.
- c) Promote the planning of the center's teaching and follow it up.
- d) Coordinate and supervise the teaching activity, while ensuring compliance with the schedule and the quality of teaching.
- e) Stimulate and promote student mobility.

¹ Article 2 of the Regulations of the Faculty of Medicine. Approved by the agreement 114/2003 of the Provisional Governing Council, of November 4, 2003, and modified by the agreement 247/2009 of the Governing Council, of October 29, 2009.

² Article 21 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the *Official Journal of the Generalitat* no. 3963, of September 8, 2003.



- f)** Administer the services, equipment and resources of the educational center, in accordance with the guidelines issued by the Governing Council.
- g)** Participate, in accordance with current legislation and the Statutes of the University of Lleida, in the process of selection, training, promotion and removal of administrative staff in services intended for the educational center.
- h)** Collaborate in the preparation of the proposal for the necessary human and material resources to carry out their functions.
- i)** Promote and, where appropriate, coordinate permanent and extension training courses in the university, to which the necessary support must be provided.
- j)** Participate in the governing bodies of the University in the terms provided for in the Statutes of the UdL.
- k)** Prepare proposals for the creation, modification or deletion of study plans, courses and qualifications, in accordance with what is established in the Statutes of the UdL.
- l)** Administratively manage the academic activity of the teaching center's students.
- m)** All the functions aimed at the proper fulfillment of its purposes or those that it attributes in the Statutes and regulations of the University and current legislation.

1.3 Governing bodies and management team

The governing bodies of the Faculty are:

- The Faculty Board
- The Study Committee

The governing team of the Faculty is made up of:

- The dean or dean.
- The vice-deans or vice-deans
- The acting vice dean or head of studies
- The academic secretary

Other commissions of the Faculty.

- The Center's Undergraduate Studies Committees
- The Study Committee for Official Postgraduate Health Programs
- The Master's Commission
- The Joint Commission UdL-Catalan Institute of Health
- UdL Joint Commission – Management of Health Services
- The Joint Commission Department of Health Generalitat de Catalunya-UdL-Consorci Sanitarium of Anoia.

1.3.1 Collegiate bodies

1.3.1.1 The Faculty Board³

The Faculty Board is the collegiate body of representation and ordinary governance of the Faculty.

The Faculty Board is made up of 56 members, with the following composition:

- a) The dean, the academic secretary and the governing team of the Faculty, up to a total of five people, who are natural members.
- b) A representation of teachers with a permanent link who teach at the Faculty, equivalent to 51% of the total members of the Board, including those who are born members.
- c) A representation of the rest of the academic staff who teach there, equivalent to 12% of the total members of the Board, including those who are members born members
- d) A representation of first and second cycle students, equivalent to 28% of the total Board members.
- e) A representation of the administration and services staff who provide services to the Faculty, including the staff assigned to the campus, equivalent to 9% of the total members of the Board.

The powers of the Faculty Board are:

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- a) Elect and remove the dean.
- b) Draw up the internal regulation.
- c) Approve the Faculty's annual evaluation and monitoring report.
- d) Supervise the management of the governing bodies of the Faculty.
- e) Prepare the study plans, propose modifications and propose new ones degrees, in accordance with current regulations.
- f) Elaborate the multi-year planning of the center's teaching in the form that establish
- g) Promote permanent training, specialization and university extension activities.

³ Title according to Chapter I of the Regulations of the Faculty of Medicine. Provisional Governing Council Agreement 114/2003 of November 4, 2003, modified by Governing Council Agreement 247/2009 of October 29, 2009.

⁴ Article 77 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the *Official Journal of the Generalitat* no. 3963, of September 8, 2003.



- h) Approve the teaching plan of the Faculty and guarantee its publicity
- i) Assess the quality of teaching based on the criteria established by the relevant bodies
generally competent
- j) Plan the expenses of the Faculty, approve the criteria for distributing the amounts
allocated in the budget and oversee the administration of budget allocations
corresponding
- k) All other powers attributed to him by the Statutes of the University of Lleida i
current legislation.

1.3.1.2 The Study Committee⁵

The Study Committee regulates all matters relating to the Faculty's degrees. It is constituted by a professor representing each course of education, one or a student from each year of education, a representative of the Council of the Student Body, and the vice dean or head of studies, who chairs the Commission and will designate the secretary of the commission.

The Study Committee is governed by its regulations, which must be approved by the Faculty Board. In any case, the functions of the Study Committee, as established by the University Statutes of Lleida in article 81, are the following:

- a) Coordinate the preparation of the teaching plan and supervise its implementation.
- b) Ensure that study plans are updated and, if necessary, propose their modification.
- c) Study the needs of teaching resources to guarantee optimal functioning of the teachings and make the proposals you consider appropriate.
- d) Participate in the evaluation of the quality of teaching in the terms provided for by the Board of Faculty and promote measures tending to improve it.

1.3.1.3 The degree commissions of the center⁶

The Faculty of Medicine creates a committee for each degree in the center. These degree committees function as work committees and are defined in the Regulations of the Study Committee⁷ of the

⁵ Agreement no. 19/2010 of the Governing Council of January 29, 2010, which approves the UdL's Academic Planning Regulations, defines the functions of the Centre's Undergraduate Studies Committee, Articles 23 and 24 of the Regulations of the Faculty of Medicine, agreement 114/2003 of the provisional Governing Council, of November 4, 2003, modified by agreement 247/2009 of the Governing Council, of October 29, 2009.

Faculty of Medicine. The creation of this commission has the general objective of coordination and improvement continuous teaching in the different grades.

1.3.1.4 The Commission of Official Postgraduate Programs (POP) Health8

The POP commission regulates the Master's degrees in Health Sciences, so it includes the Masters of the Faculty of Medicine and the Masters of the Faculty of Nursing and Physiotherapy.

It consists of:

- a) Two representatives of the dean's office or the management of the centers.
- b) The coordinator of each master's program that makes up the POP.
- c) Two department directors (or persons to whom they delegate), who have to choose between the departments involved in the POP.
- d) Two students from POP studies.
- e) A PAS representative linked to academic management.

His functions are:

- a) Ensure the correct annual master's planning.
- b) Evaluate the evaluation reports of the quality of each master's degree and make suggestions to the Master's Committee to ensure its quality.
- c) Submit an evaluation report to the Official Postgraduate Studies Commission of the UdL of the different master's studies implemented.
- d) Ratify and ensure compliance with the criteria of the validation proposal and/or recognition of the different master's studies.
- e) Ratify the participation of teachers in the master's programs that make up the POP.
- f) Approve the information and documentation that justifies the new planning proposal master's degrees to present to the body responsible for universities in the field.

⁶ Approved at the Faculty Board of June 8, 2018

⁷ Approved at the Faculty Board of June 8, 2018

⁸ The name and functions of this commission were updated in Agreement no. 19/2010 of the Governing Council of January 29, 2010, which approves the UdL's Academic Planning Regulations - The Annual Teaching Plan. This committee corresponds with the Center's Official Graduate Program Studies Committee, approved by Agreement no. 110/2006 of the Governing Council, of June 21, 2006, and modified by Agreement no. 19/2010 of the Governing Council of January 29, 2010, by Agreement no. 104/2012 of the Governing Council of May 30, 2012 and by Agreement no. 54/2016 of the Governing Council of February 24, 2016.

- g) Supervise the agreements established in the POP, which must be sent to the vice-rectorate responsible for teaching prior to the rector's signature.

1.3.1.5 The Master's Committee⁹

This committee is made up of:

- a) The coordinating person responsible for the master's degree.
b) Two professors involved in the teaching of the master's degree.

His functions are:

- a) Prepare the master's teaching plan.
- b) Establish the criteria for admission and selection of students for the master's degree and undertake them the application
- c) Carry out the evaluation of previous learning, to set criteria of validations/recognition.
- d) Set the minimum number of credits, as well as the subjects of the program to be taken each student in terms of leveling.
- e) Inform the Study Committee of the Center's Official Postgraduate Program about the conditions of the possible agreements. Draw up the agreement.
- f) Stimulate the mobility of students and teachers and facilitate coordination between the participating faculty.
- g) Establish mechanisms to monitor the master's degree in order to guarantee its quality.
Make the master's evaluation report following the quality evaluation protocol established by the UdL.
- h) Make the academic and financial report of the master's degree.
- i) Look after the studies that are associated with the doctorates of the Official Programs of Postgraduate
- j) Establish collaboration agreements with other public and private institutions and bodies, as well as companies and industries (teaching, resources, practices...). All these collaborations will be formalized in an agreement.

⁹ Agreement 19/2010 of the Governing Council, of 29 January 2010, approving the Regulations on academic planning at the UdL.

- k) Resolve the academic and management incidents that arise from the implementation of the
master's degree
- l) Ensure the correct fulfillment of the obligations, duties and commitments derived from the
content of the agreement in the event that the master's degree is inter-university.
- m) Propose teacher participation in the master's.
- n) Propose the collaboration of professionals or researchers and researchers who are not
university teaching staff, under the supervision of one or more professors from the
master's degree
- o) Ensure compliance with the agreements of the Study Committee of the Official Programs of
Postgraduate degree from the center as well as the regulations established by the Studies Committee
Officers of Official Postgraduate Programs of the UdL and of the Governing Council itself.

1.3.1.6 The Joint Commission University of Lleida - Catalan Institute of Health - (UdL-ICS)¹⁰

The mission of the Mixed Commission Catalan Institute of Health - University of Lleida is
ensure the observance of the commitments made in the ICS-UdL concert and interpret-
the bear.

The teaching objectives of the Mixtya ICS-UdL Commission are to promote the maximum
use of hospital and extra-hospital health resources, human and material
the ICS for university teaching of the various health sciences courses
current and future, favoring its updating and continuous improvement of quality.

It is made up of eight members of the UdL, appointed by the rector or rector, and eight members
by the ICS (Arnau de Vilanova Hospital and primary care centres), appointed by
managing director of the ICS. Two students with a voice and without a vote are also included,
chosen by the students themselves, one among those taking the second cycle and the other among those
who attend the third cycle. Depending on the matters dealt with by the Commission,
both institutions can invite the number of advisers or experts they consider
relevant, with voice and without vote, after it has been communicated to the president of
the Commission and has been approved at the beginning of the session.

¹⁰ Concert in the field of teaching assistance and research between the University of Lleida and the Catalan Institute of Health. Published in DOGC no. 75484, of 31.01.2018.

His functions are:

- a) Ensure the correct application of the Concert, ensuring the operation at all times of the commissions provided for in this Concert.
- b) Set the specific objectives of development, promotion of teaching, research and coordination with the assistance, with knowledge of the development policy of medical and nursing staff of the Catalan Institute of Health who may be related current or future in health sciences courses at the University of Lleida.
- c) Ensure that in the organization of activities that affect both institutions, es take into account the Statutes and Regulations of the University of Lleida and the Institute Health Catalan.
- d) Define, consistently with the general guidelines set by the University of Lleida and the Catalan Institute of Health, the teaching staff policy, specify the places linked and associated assistance, foresee and adopt the form of reducing or expand the number in accordance with the theoretical and practical objectives of the study plan and propose the reduction or expansion, if appropriate, to the Board of Governors of the University of Lleida and the Catalan Health Institute. The template definition of linked places will have maximum priority in order to respond to needs objectivable
- e) Propose the modification of the RLT of linked places (which is attached as an annex to the present concert), of the staff and permanent contract teaching staff.
- f) Propose the modification of the staff of the assistant teaching staff that they will necessarily have to cover themselves with HUAV staff and other entities included in the concert The contract will be for a maximum of one year and the possible renewal will be submitted to the appropriate evaluation, according to the protocol approved by this Commission.
- g) Formulate the requirements and the merit scale for the call for tenders assistant professor, for those positions that must be filled with staff from concerted centers
- h) Propose calls for linked positions, in accordance with the Royal Decree 1558/1986. These calls must be carried out jointly by the University of Lleida and the Catalan Health Institute.

- i) Establish the University's participation formulas at the Arnau University Hospital Vilanova and other assistance structures, associates or collaborators, and of these to the University
- j) Agree on the form of teaching or research participation in the services of the Hospital del academic staff of the University, who do not belong to the relationship of jobs of the Arnau de Vilanova University Hospital-Primary Care Centers, if necessary intervene in the referred services, due to their activity.
- k) Decide on the creation of other commissions (composition and members), whether they are of global impact in the scope of the Concert, whether they are specific and relative to the different ones lessons that are incorporated.
- l) Develop the necessary points for the performance of this Concert, which are not there included in this clause.
- m) Resolve issues not foreseen in this concert that require an agreement between the ICS and the UdL, and be submitted to their consideration.
- n) Follow up on the agreements made in the Joint Commission itself and inform and receive information on matters delegated to other commissions.
- o) Inform, when appropriate, regarding what is established in letter i) of article 4.1.
- p) Create joint commissions, and determine their functions and composition
- q) Any other derivation from current regulations and the text of this concert. 3

1.3.1.7 UdL Joint Commission – Management of Health Services¹¹ (UdL-GSS)

A Joint Commission formed by ten members of the University of Lleida, appointed by the rector and ten members by the Health Services Management, appointed by Board of Directors for the Management of Health Services, whose mission will be to interpret and ensure the observance of the commitments derived from this concert.

His functions are:

- a) Ensure the proper application of the Concert, ensuring its operation at all times of the commissions provided for in this Concert.

¹¹ Concert in the teaching, care and research field between the University of Lleida and Health Services Management. Published in DOGC No. 7548 of January 31, 2018

- b) Set specific objectives for development, promotion of teaching, research and coordination with the assistance, with knowledge of the development policy of medical and nursing staff of Health Services Management who may be related current or future in health sciences courses at the University of Lleida.
- c) Ensure that in the organization of activities that affect both institutions, es take into account the Statutes and Regulations of the University of Lleida and Management of Health Services.
- d) Define, consistently with the general guidelines set by the University of Lleida i Management of Health Services, teaching staff policy, specifying places linked and associated assistance, foresee and adopt the form of reducing or expand the number in accordance with the theoretical and practical objectives of the study plan and propose the reduction or expansion, if appropriate, to the Board of Governors of the University of Lleida and Health Services Management. The template definition of linked places will have maximum priority in order to respond to needs objectivable
- e) Propose the modification of the RLT of linked places (which is attached as an annex to the present concert), of the staff and permanent contract teaching staff.
- f) Propose the modification of the staff of the assistant teaching staff that they must be covered by HUSM staff and other entities included in the concert The contract will be for a maximum of one year and the possible renewal will be submitted to the appropriate evaluation, according to the protocol approved by this Commission.
- g) Formulate the requirements and merit scale for the call for tenders assistant professor, for those positions that must be filled with staff from concerted centers
- h) Propose calls for linked positions, in accordance with the Royal Decree 1558/1986. These calls must be carried out jointly by the University of Lleida and Health Services Management.
- i) Establish the University's participation formulas in the Santa University Hospital Maria and other welfare structures, associates or collaborators, and of these to the University

- j) Agree on the form of teaching or research participation in the services of the Hospital del academic staff of the University, who do not belong to the relationship of jobs of the University Hospital of Santa Maria, need to intervene in the referred services, for reason for its activity.
- k) Decide on the creation of other commissions (composition and members), whether they are of global impact in the scope of the Concert, whether they are specific and relative to the different ones lessons that are incorporated.
- l) Develop the necessary points for the performance of this Concert, which are not there included in this clause.
- m) Resolve issues not foreseen in this concert that require an agreement between Management of Health Services and the University of Lleida, and be subject to theirs consideration.
- n) Follow up on the agreements made in the Joint Commission itself and inform and receive information on matters delegated to other commissions.
- o) Inform, when appropriate, regarding what is established in letter i) of article 4.1.
- p) Create joint commissions, and determine their functions and composition
- q) Any other derived from current regulations and the text of this concert.

1.3.1.8 Joint Commission UdL, Department of Health Generalitat de Catalunya i Health Center of Anoià¹²

A Joint Joint Commission formed by 6 members of the University of Lleida, appointed by the rector and 6 members of the Anoià Health Consortium, appointed by president or the president of the CSA at the proposal of the management of the Hospital d'Igualada. The purpose of the Joint Commission is to monitor and ensure compliance with the commitments derived from the concert.

His functions are:

- a) Ensure the proper application of the Concert, ensuring its operation at all times of the commissions provided for in the same.

¹² Agreement no. 148/2020 of the Government Council of 18 June 2020, which approves the Concert in the field of teaching, care and researchers between the Department of Health of the Generalitat of Catalonia, the University of Lleida and the Health Consortium of the Boring

- b) Ensure that in the organization of activities that affect both institutions, es take into account the Statutes and Regulations of the University of Lleida and the CSA.
- c) Review and evaluate the results of the previous year, the incidents and the satisfaction of the parts and of the student body with the clinical practices carried out.
- d) Approve the number of students in clinical practices within the health institution for in the following year, for each degree, its duration and location.
- e) Approve the incorporation of students to do internships for new official degrees, as long as there is teaching capacity (teaching staff, assistance activities and resources materials) sufficient and interest of both parties.
- f) Approve, annually, the incorporation of students into university degree placements own, especially from own master's degrees, which are taught in whole or in part in the scope of the CSA, as long as there is sufficient teaching capacity and interest from both parts. The approval of practices of any of the mentioned degrees, in this section and in the previous one, will require that it include place of realization, number of students, training time, teaching objectives and activities, favorable report on teaching capacity of the teaching committee of the center and contributions and compensations between the parties.
- g) Propose to the governing bodies of the university and the health institution in charge of center the number and profile of permanent teaching positions linked to the university staff, as well as the corresponding call.
- h) Propose to the governing bodies of the university and the center's health institution the number and profile of the university's support teaching positions, which have d be covered with staff from the health institution, as well as the corresponding call.
- i) Agree on the number of teaching professionals to carry out the practices of the different subjects.
- j) Review and update, when appropriate, health services and centers or university departments that are foreseen in annex 1 of the concert.
- k) Propose the shared use of any other resource or service not included in this one concert
- l) Decide on the creation of subcommittees. composition and members - whatever they are of global incidence in the scope of the concert, whether they are specific and relative to the different ones lessons that are incorporated.

- m) Follow the agreements taken by the commission itself and inform and receive information from the issues delegated to subcommittees.
- n) Any other function derived from current regulations and the text of this concert.
- o) Resolve issues not foreseen in this concert that require an agreement between CSA (Hospital d'Igualada) and the UdL, and be submitted to their consideration.

1.3.2 Individual bodies

1.3.2.1 The Dean of the Faculty¹³

The Dean presides over the governing team of the Faculty of Medicine, which is integrated by the vice-deans, the secretary, two representatives of the student body (one or one for each of the first two cycles and elected by the Faculty's Student Council) i the person who assumes the responsibility of the Administrative Secretary of the Faculty of medicine

The dean has the powers attributed to him by the Statutes of the UdL and all the others functions relating to the center that these regulations do not attribute to the Faculty Board.

Its functions, according to the Statutes, are:

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- a) Represent the center.
- b) Convene and preside over the Faculty Board and execute its agreements.
- c) Direct and coordinate the activities of the Faculty.
- d) Direct the administrative and budgetary management of the Faculty.
- e) Propose to the Faculty Board the center's lines of action and promote planning multi-year course of study.
- f) Oversee the processes of accreditation of the teaching and evaluation of the quality of the teaching and for the execution of corrective measures.
- g) Summon the directors of the departments that teach at the Faculty, and plan and coordinate the execution of its teaching plan.
- h) Appoint the governing team of the Faculty, in accordance with its regulations.

¹³ Articles 19 and 20 of the Regulations of the Faculty of Medicine. Agreement 114/2003 of the Provisional Government Council, of November 4 2003, modified by the agreement 247/2009 of the Governing Council, of October 29, 2009.

¹⁴ Article 79 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the *Official Journal of the Generalitat* no. 3963, of September 8, 2003.



- i) Any other function attributed to it by these Statutes.
- j) The other powers referred to the centers that have not been expressly attributed to other bodies by the Statutes of the University of Lleida.

1.3.2.2 The vice-deans and vice-deans¹⁵

The dean appoints the vice-deans from among the permanent academic staff full-time attached to the Faculty.

The vice-deans have the functions inherent in their position, as well as any other that is entrusted to them by the dean and the governing team.

1.3.2.3 The head of studies¹⁶

Corresponds to the head of studies of the center:

- a) Coordinate the operation of the center's Undergraduate Studies Committee. To be the interlocutor to transfer agreements and commitments.
- b) Ensure compliance with the agreements and guidelines established by the Study Committee Degree Officers of the UdL.
- c) Send the information and documentation that justifies the internal proposal of the program degree to present to the responsible administrations.
- d) Ensure the dissemination and training offer of the degree.
- e) All this translates in a particular way into the following functions:
- f) Ensure the consistency of the annual teaching plan for all the center's courses, collecting and supervising the proposals of the program coordinators training and presenting them to the relevant Study Committee.
- g) Ensure compliance with the study plan and the quality of teaching activities.
- h) Oversee the administrative management procedures of the teaching activity (acts, registrations, designation of courts, practices...) and sanction them.
- i) Coordinate credit recognition, adaptations and admissions commissions.

¹⁵ Articles 22 and 24 of the Regulations of the Faculty of Medicine. Agreement 114/2003 of the provisional Government Council, of November 4, 2003, modified by the agreement 247/2009 of the Governing Council, of October 29, 2009.

¹⁶ Article 9 of agreement no. 19/2010 of the Government Council, of January 29, 2010, approving the Planning Regulations academic of the UdL.

- j) Ensure that the center's academic regulations are in line with other regulations
higher rank
- k) Collect, supervise and present to the Study Committee the activity proposals
academic of free choice and transversal training.
- l) Prepare timetables and distribution of teaching spaces.
- m) Assist the teaching staff and students with regard to teaching activities and when appropriate
according to the coordinator of each course.

1.3.2.4 The academic secretary¹⁷

The dean appoints the academic secretary from among the staff
permanent full-time academic attached to the Faculty or among the officials of groups A
or B that provide services to the Faculty.

The secretary acts as notary public, exercises custodial responsibilities
documentary, registration and archiving, and has the functions specific to his position and any other that
is entrusted to him or her by the dean and the governing team.

1.3.2.5 The vice dean of mobility¹⁸

The center's international relations coordinator is responsible
academic at the center for student mobility, makes decisions relating to
mobility at its center and advises students.

In relation to outgoing mobility students, the mobility academic coordinator informs i
advises the School's students, monitors academics, receives the certificate of the stay and the
administrative documentation, makes and signs the validation report and sends the documentation
in the International Relations unit.

In relation to incoming mobility students, the academic coordinator of
mobility in the center must validate the proposals for signing the agreements related to the
mobility that present themselves from their centre, review the documentation and sign the certificate
of admission, welcomes students and monitors them academically.

¹⁷ Articles 25 and 26 of the Regulations of the Faculty of Medicine. Agreement 114/2003 of the provisional Government Council, of November 4, 2003, modified by the agreement 247/2009 of the Governing Council, of October 29, 2009.

¹⁸ As indicated in PG07 Establish the mobility policy and objectives, PG08 Manage the outgoing mobility student and PG09 Manage the incoming mobility student.

1.3.2.6 The coordinators of the training programs¹⁹

The coordinators are appointed by the rector at the proposal of the center and with the approval of the vice-rector responsible for quality.

His functions are:

- a) Ensure the application of the training program approved by the Governing Council of the UdL and by educational administration bodies.
- b) Propose the annual teaching plan to the Center's Study Committee, in agreement with the head of studies.
- c) Coordinate the teaching staff involved in the training program in order to achieve the fulfillment of the intended academic objectives.
- d) Manage the suggestions and complaints of the students, and convey them to the areas i relevant services.
- e) Ensure that the degree website contains all the relevant information regarding the training program and its results, taking into account the needs of the internal quality assurance system and the recommendations of quality agencies university
- f) Prepare the annual monitoring report, incorporating the evaluation of the evolution of the strategic indicators of the qualification, and propose the necessary actions to improve them academic results and degree management.

1.3.2.7 The coordinator of external internships at the center²⁰

The organizational competence of the external academic practices in the different centers falls to their management teams, which they must appoint from among their own members an institutional manager, who will act as coordinator or general coordinator of the center's external practices. This coordination it involves, among other issues, the implementation of the external practices policy

¹⁹ Agreement no. 74/2016 of the Governing Council, of 30 May 2016, which approves the regulation of the figure of the coordinator of a training program. modified by Government Council Agreement 32/2020 of February 18, 2020

²⁰ Regulations for External Academic Internships of the UdL. Approved by Agreement no. 32/2014 of the Governing Council of February 26, 2014, modified by Agreement Agreement no. 282/2014 of the Governing Council of November 26, 2014, approving the modification of the Regulations on External Academic Internships

curricular and extracurricular activities of the center, and the coordination between the different managers of curricular practice subjects, both undergraduate and master's, from the center.

The management and final responsibility of a specific external curricular academic practice, both in the degrees as in the master's, rests with the professor assigned to the plan teacher the responsibility of the practice subject. Centers must appoint one professor responsible for external extracurricular academic practices.

The professor responsible for external curricular practices of the degree corresponding must appoint, from among the teachers of the degree, an academic tutor academic for each training project, which must be responsible for the guidance of the student, monitoring the development of the practice and its evaluation — which must include a qualification proposal.

The center can choose to have the teacher responsible for external practices curricula of the corresponding degree (responsible for the subject of external practices) exercise their academic tutoring at the same time.

In the case of extracurricular academic practices, the center, through the coordinator or coordinator of the extracurricular practices that she designates, must appoint a teacher of the course taken by the student in practice (or related course) so that he can practice it the tutoring The academic tutor is responsible for monitoring i the evaluation of the activities developed by the student.

1.3.2.8 The center's orientation and tutoring coordinator²¹

In each UdL center there must be a UdL Acompanya coordinator – Nestor Program, which will have maximum responsibility. The appointment of this figure is responsibility of the director of the center.

The functions assigned to the program coordinator for each center are:

- a)** Organize the reception days of the center in coordination with the dean's office or the management and under the general guidelines of the general coordination of the program.

²¹ Agreement no. 265/2020 of the Governing Council, of December 17, 2020, approving the UdL Acompanya – Nestor Program

- b) Organize and plan training and/or information activities in coordination with the dean's office or management, in accordance with the framework established in this document and in collaboration with the general coordination of the program.
- c) Guide and advise students throughout their learning process.
- d) Make yourself known and present UdL Acompanya - Nestor Program to the students during the reception days.
- e) Make students aware of the mentoring program and its coordinator or coordinator
- f) Follow up and evaluate the program through a questionnaire that will be prepared by the general coordinator of the program in which they may also be included suggestions for improvement.
- g) Support the mentorships in their organization and development.
- h) Promote, manage and plan the carrying out of activities that may interest the most students

1.4 Regulations and rules

- [Statutes of the University of Lleida](#). (Approved by the Senate in the session of 04.07.2003 and 10.07.2003 and published in [DOGC No. 3963 of 8.09.2003](#) and in [BOE No. 264 of 4.11.2003](#))
- Regulations of the Faculty of Medicine. Approved by the Faculty Board on October 7 of 2003 and by the provisional Governing Council on November 4, 2003 (agreement 114/2003). Modified by the Faculty Board and the Governing Council on October 29 of 2009 (agreement 247/2009).
- [Agreement no. 110/2006](#) of the Governing Council, of June 21, 2006, by which the composition and functions of the bodies responsible for POPs studies are approved UdL. (modified by [Agreement No. 19/2010](#) of the Governing Council of January 29 2010, [Agreement no. 104/2012](#) of the Governing Council of May 30, 2012 and [Agreement no. 54/2016](#) of the Governing Council of February 24, 2016)
- Regulations of the Studies Committee of the Faculty of Medicine.
- Agreement no. 265/2020 of the Governing Council, of December 17, 2020, whereby the UdL Acompanya – Nestor Program is approved

- [Agreement no. 19/2010](#) of the Governing Council of January 29, 2010, by which it is approved the UdL's Academic Planning Regulations - The Annual Teaching Plan.
- Concert in the teaching, care and research field between the University of Lleida and the Catalan Health Institute. DOGC 7548, of January 31, 2018
- Agreement no. 148/2020 of the Governing Council of June 18, 2020, whereby the Concert is approved in the teaching, care and research fields between the Department of Health of the Generalitat of Catalonia, the University of Lleida and the Anòia Health Consortium.
- Concert in the teaching, care and research field between the University of Lleida and Health Services Management. DOGC 7548 of January 31, 2018.
- UdL External Academic Internship Regulations, approved by the Council of Government of November 26, 2014.

1.5 Identification data

FACULTY OF MEDICINE

Health Sciences Campus

C. Montserrat Roig, 2

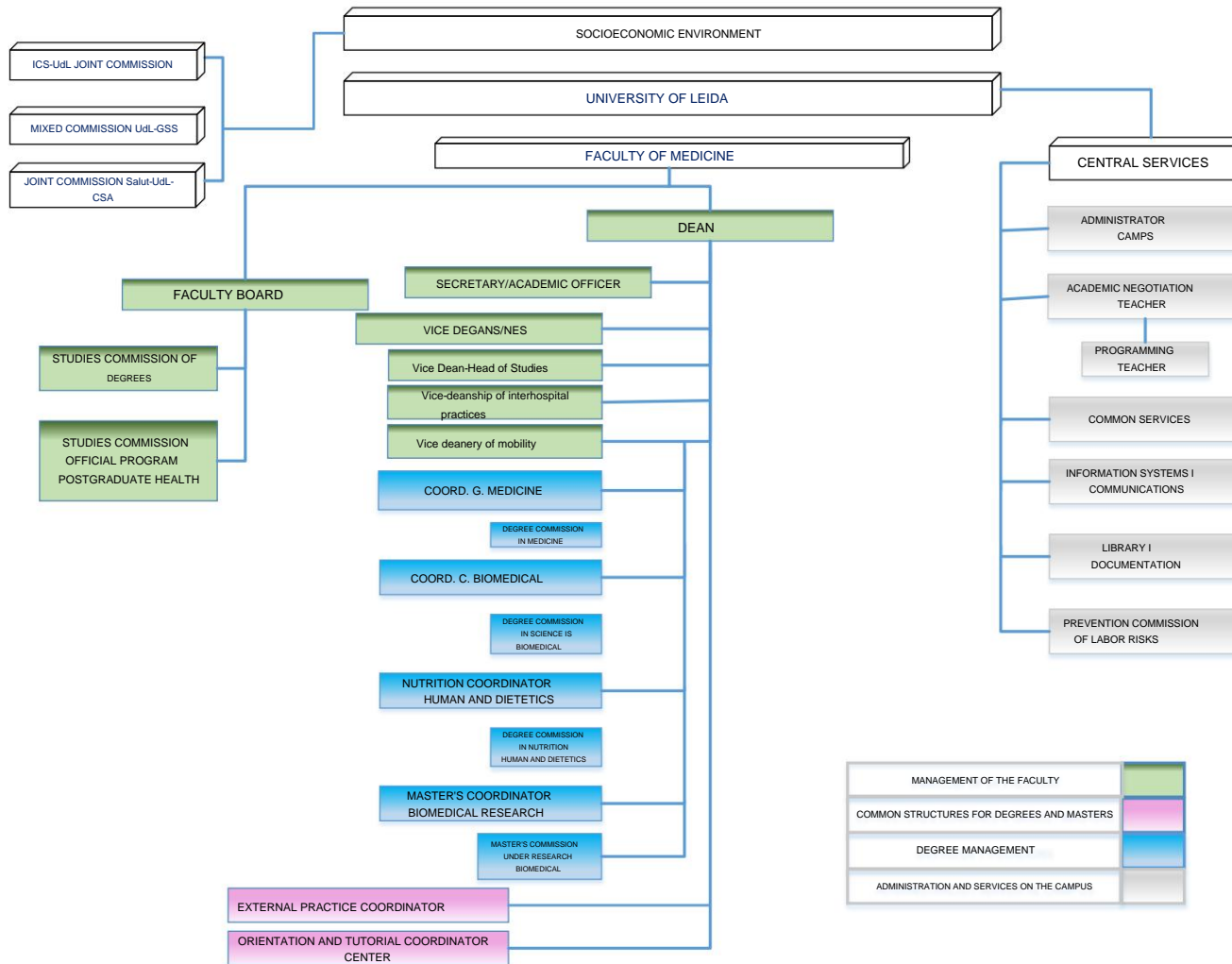
25008 Lleida

<http://www.medicina.udl.cat>

salut.secretariacentre@udl.cat

+34 973 702 400

2. Organization chart of the Faculty of Medicine



3. The Faculty of Medicine within the framework of the UdL's quality policy. Ascription to the mission, vision and values of the UdL.

The involvement of the Faculty of Medicine in strategic planning begins with the participation in the institutional evaluation of degrees, and subsequently continues with the preparation of the strategic planning of the center and the affiliation to the strategic planning of the University.

The Faculty of Medicine makes its own the general mission of the University of which it is part, i adapts it to its more specific mission, which is to contribute to the health of the population through the training of doctors, researchers in biomedicine or nutritionists and dieticians as well as the biomedical research. For this reason, the Faculty must ensure a training oriented to the good care practice, with special attention to the role of basic and clinical research as a engine of progress in the knowledge of the causes and symptoms of diseases and in the development of new therapies.

To fulfill this mission, the Faculty of Medicine sets milestones, in line with those of the UdL, which have teaching and training as their central axis. Some of these milestones are the following: to be a center of reference in the teaching of the field of Health, developing and implementing an innovative training model; consolidate the third cycle so that it can be one source of basic and clinical researchers and future university professors; structure and generate a continuous training model with a vocation to be a center of reference, and to consolidate a model of training management focused on students.

In the strategic and quality framework of the UdL, the Faculty of Medicine defines its policy of quality and deploys it through the Internal Quality Assurance System (SGIQ). The SGIQ has a set of procedures that guarantee the review and improvement of the objectives of quality

Through the PG31 Review and improve the SGIQ, the procedures are monitored annually included in the quality system based on a set of key indicators. The result of this procedure is an analysis of the results achieved in a given period. A from this analysis, and through the procedure PG24 Define and develop the

policy and the university's improvement objectives, the framework actions are identified
deploy in the centers in each program and axis in which the Strategic Plan of the
university The deployment in the center of the framework actions identified in the Budget
for Programs is included in the annual Agreements for the improvement actions of the centers, agreements
which provide for the transfer of budget items to the centers once they have been identified
improvement actions and associated these with monitoring indicators.

The center prioritizes a group of actions from its Improvement Plan that are part of the
global objectives of the UdL defined in the annual Program Budget. This one
prioritization is formalized with the signing of the Agreements between the rector of the
University of Lleida and the center in which the management of the center, the Management and
the Vice-Rectorate responsible for quality.

The degree of compliance with the indicators associated with the actions prioritized in the Agreements, which
is carried out in the month of December, determines the amount of the transfer of budget items
corresponding Those responsible for the management of the Agreements with the centers program
(representatives of the UdL management team and the head of the Quality unit i
Teaching Planning) evaluate the fulfillment of the agreed objectives, which will be measured from
of the monitoring indicators included in the signed agreements, and prepare a proposal for
resolution that is communicated to the centers. The center can propose sending information
complementary to improve the result of the indicators. If applicable, those responsible for the
management of the Agreements program, in view of the additional information sent by the center,
reviews the compliance of the actions and makes a final assessment of the percentage of
fulfillment

4. Identification of interest groups of the FM and ways of participation.

The interest groups for the Faculty of Medicine are the same as for the University:
the students, the teachers, the administration and services staff, the employers, the
public and private organizations and institutions, public administrations, the former
students, professionals and society in general. Special attention must be paid to those who
they are linked to the care and health fields.

The participation of these interest groups in the center is conveyed through their participation in the governing and advisory bodies of the Faculty.

The Student Council's task is to represent the students of the Faculty in the representative bodies of the UdL, in addition to promoting relations and exchanges of experiences with the other faculties.

The members of the Council meet every two months to catch up on issues in the area of the Faculty, but also about the changes that occur in society and the profession medical. In addition, the Council also takes the initiative in the organization of recreational activities and cultural events, such as the Cultural Week of Medicine.

The students of the Faculty of Medicine of Lleida are part of the CEMCAT (Council of Medical Students of Catalonia, <http://www.cemcat.blogspot.com/>) and CEEM (State Council of Medical Students, <http://www.ceem.org.es/>), and participate actively in all the activities and days that these organizations carry out periodically.

The Faculty has a very direct collaborative relationship with professionals in the fields related to their training programs. This collaboration is carried out through the Joint Committees (ICS-UdL, UdL-GSS, Health-UdL-CSA) and of the Faculty Management, in which external agents participate, which allows the exchange of information and opinion for the improvement of the programs and activities of the Faculty.

The center also relates to other faculties of Medicine, through meetings periodicals or participation in networks. The exchange of ideas, procedures, experiences and of concerns provides added value and allows working together to guarantee improvement.

At the state level, the Faculty of Medicine regularly participates in the National Conference of Deans of Medical Faculties, and on a European scale, the Faculty belongs to the network international called MEDINE 2 (Medical Education in Europe).



Finally, each of the procedures described in this system details the ways of participation of the main interest groups, how their satisfaction is measured and how they are responded to accounts

D. Structure of the internal quality assurance system (SGIQ) of the Faculty of Medicine.

1. Subscription to the UdL process management model.

The UdL has chosen to promote and implement the management model by processes, a system in the which work flows are organized around formalized processes, oriented to contribute added value to the agents involved. The Faculty of Medicine subscribes to the management model by processes and the process map of the UdL that offers the organizational vision of the University, its reason for being and its central activities.

The document that serves as the basis for the SGIQ is the *Quality Manual of the UdL*. In the preparation of the *Quality Manual* and the center's quality assurance system has taken place taking into account the documentation relating to the University's government (Statutes and regulations general) and the internal regulations of the Faculty of Medicine. It has also been considered documentation from the European, Spanish and Catalan quality agencies (ENQA, ANECA and AQU Catalunya) relating to the configuration, development and evaluation of the systems of internal quality assurance. This reference documentation is the one included in the standards and guidelines for quality assurance in the European area of education higher and the one that develops the AUDIT project.

2. Organizational structure for the developer of the Guarantee System Intern of the Quality of the Faculty of Medicine (SGIQ of the FM)

The SGIQ collects the set of activities that take place in the center in order to guarantee the continuous improvement of the quality of the training offered by the Faculty.

The scope of application of the SGIQ of the Faculty of Medicine includes all **official** degrees which are taught at the center and for which it is responsible.

The dean of the Faculty, as the main responsible, acts with commitment in the establishment, development, review and improvement of the SGIQ.

The center's quality coordinator is the acting vice-dean of head of studies and represents the dean in monitoring the internal guarantee system of center quality.

The Center's Studies Committee, at the proposal of the Dean of the Faculty, acts as a Quality Assurance Committee of the center for the degrees. The Program Studies Committee Postgraduate Officer of the center serves as the Quality Assurance Commission when it comes to this of issues related to master's programs.

2.1 Functions of the Dean of the Faculty in the context of development from SGIQ FM

1. To propose to the Faculty Board the review of the composition and functions of the Commission of Studies, which acts as the center's Quality Assurance Committee.
2. Guarantee that the members of the center (teaching and research staff, administration and services and students) have access to the SIGQ FM documents that apply to them.
The updated version of the center's internal quality assurance system must be available on the Faculty's website.
3. Lead the actions at the center for the development of the SGIQ.
4. Carry out the revisions of the SGIQ FM with the support of the Quality unit and Teaching Planning
5. In the revisions, communicate to the people in the center who can make proposals for improvement, which must be studied and, where appropriate, approved with the aim of improvement the processes and their results.
6. Promote the creation of improvement teams to attend to the results of the evaluations of follow-up involving the SGIQ of the FM.

2.2 Functions to be carried out by the quality coordinator from the center

1. Represent the dean in monitoring the SGIQ of the FM.
2. Help the dean in the tasks corresponding to the design, the implementation, the

maintenance and improvement of the FM's SGIQ.

3. Disseminate the process of preparing the FM's SGIQ, establish procedures for facilitate access to the proposals and reports that are generated during the preparation, i enable the participation of all the interest groups involved.
4. Ensure that the necessary procedures are implemented and maintained for the development of the Faculty's SGIQ.
5. Inform the dean's team of the performance of the FM's SGIQ and of the improvements they must be implemented.

2.3 Functions of the Center's Degree Studies Committee or the Committee of Studies of the Official Postgraduate Program as Guarantee Commission of the Quality of the center

1. Develop the center's SGIQ planning and policy and quality objectives that they are fixed in the improvement agreements, and propose their approval to the Faculty Board.
2. Disseminate information regarding the quality policy and objectives at the Faculty.
3. Monitor the effectiveness of the processes through the associated indicators.
4. Assess the results of the satisfaction surveys of the interest groups (students, teachers and PAS).
5. Once the results have been analyzed, formulate the necessary improvement proposals to guarantee the quality of the processes managed by the center.
6. Study the implementation of the proposals to improve the SGIQ of the FM suggested by the other members of the Faculty.
7. Monitor the implementation of approved improvement proposals and actions to respond to suggestions, complaints and claims.

2.4 Approval and revision of the SGIQ

The Dean of the Faculty of Medicine is the main person responsible for the System Internal Quality Assurance of the School.

Annually in the annual monitoring sessions of the SGIQ in the center they can be detected improvements in all the elements that make up the general system of which he will report to the University Evaluation Commission (CAU). Changes can also be detected in the organization and operation of the elements that are collected in the Manual of the System of Internal Quality Assurance of the centre. The degree and master's quality commissions of the center are responsible for approving the improvements of the revision of the center's SGIQ, which subsequently they will be raised to the CAU for approval.

3. The general procedures of the UdL

The Faculty of Medicine accepts general procedures as its own procedures next:

- PG 01. Define and develop the centers' improvement objectives
- PG 02. Design training programs
- PG 03. Review and improve training programs
- PG 04. Extinguish a title
- PG 05. Select, admit and enroll students
- PG 06. Capture future students
- PG 07. Establish policy and goals for mobility
- PG 08. Manage outgoing mobility students
- PG 09. Manage incoming mobility students
- PG 10. Manage complaints and suggestions
- PG 11. Define the academic staff policy
- PG 12. Define the administration and service personnel policy
- PG 13. Identify needs and select academic staff
- PG 14. Select administration and service personnel
- PG 15. Prepare and execute the academic staff training plan
- PG 16. Prepare and execute the Training Plan for administration and service personnel
- PG 17. Evaluate teaching activity, promote and recognize academic staff
- PG 19. Evaluate the management activity of the academic staff
- PG 20. Promote, incentivize and improve administration and service personnel



- PG 21. Manage the provision of services
- PG 22. Schedule the annual teaching plan
- PG 23. Publish information and receive accounts on training programs
- PG 24. Define and develop the university's improvement policy and objectives
- PG 25. Define and develop the training policy and objectives
- PG 26. Attest to official qualifications
- PG 27. Manage material resources intended for teaching
- PG 28. Welcoming and guiding students
- PG 29. Manage external academic practices
- PG 30. Plan and develop teaching methodologies
- PG 31. Review and improve the Internal Quality Assurance System
- PG 32. Manage complaints and suggestions (centres)