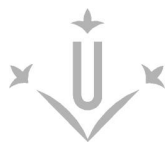


Procedure: DESIGN TRAINING PROGRAMS	PG 02
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice-rector of Academic Planning and Quality	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

HISTORY OF EDITIONS			
No. version	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 AQU Catalunya
3.0	February 2014	February 2014	Review and improvement of the procedure
3.1	May 2016	May 2016	Regulatory update
3.2	March 2018	Electronic signature	Regulation and procedure update
4.0	April 2020	Electronic signature	Changes in operational content
5.0	June 2021	Electronic signature	Incorporation of Doctoral Programs
6.0	June 2022	Electronic signature	Incorporation of the Regulation of academic and quality commissions. Changes in operational content

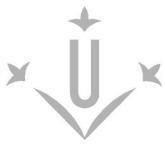


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PREPARATION / REVIEW

Francisca Santiveri Morata. Vice Chancellor of Academic Planning and Quality.
Esther Serra Barberà. Center Quality Manager (QPD)



1. OBJECT

The purpose of this procedure is to establish the guidelines to be applied in the design of the new degrees, master's and doctorate, adapted to the EEAS and the follow-up and subsequent review of their results, in order to guarantee the quality of the official training programs of each of the centers of the University of Lleida (UdL).

2. SCOPE OF APPLICATION

This procedure applies to all the official training programs of the UdL's own centers.

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the vice-rector's office responsible for quality and the management or dean's office of the centers.

4. RELATED PROCESSES

This procedure is part of the Design teaching, research and 3rd mission process (A13).

5. RELATED MANAGEMENT SYSTEMS

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

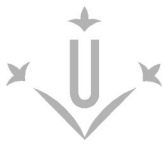
6. DEFINITIONS

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/external quality, such as actions aimed at ensuring the quality of the courses developed by the centre, and also at generating and maintaining the trust of students, teachers and society.

Login Profile: Brief description of the personal and academic characteristics (skills, knowledge, interests) that are generally considered suitable for people who have to start the studies of a certain qualification. This profile makes it possible to guide future students on the characteristics that are considered suitable for starting certain studies.

Training program: Set of courses organized to obtain a bachelor's, master's or doctorate degree, with all the regulatory, technical, human and material elements that surround it and



facilitate the achievement of the objectives established by the body responsible for 'these studies.

Undergraduate studies: Studies that include basic education and general training, aimed at preparing for the exercise of professional activities. Completion of these studies gives the right to obtain a graduate degree and qualifies for professional practice in the labor market, both nationally and in Europe.

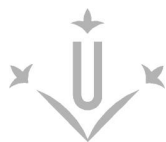
Master's courses: Studies that have as their purpose the acquisition of advanced specialized or multidisciplinary training, aimed at academic, professional or research specialization. Completion of these studies gives the right to obtain a university master's degree.

Doctoral studies: Studies whose purpose is the training of PhD researchers of high scientific quality, able to promote the transformation of society through innovation.

7. REFERENCES/REGULATIONS

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

- [Royal Decree 822/2021, of September 28](#), which establishes the organization of university education and the procedure for ensuring its quality
- [Royal Decree 99/2011, of January 28](#), by which the official Doctorate courses are regulated.
- [Royal Decree 1509/2008, of September 12](#), by which the Register of Universities, Centers and Titles is regulated.
- Decree 201/2003, of August 26, which approves the [Statutes of the University of Lleida](#)
- [Agreement no. 74/2016](#) of the Governing Council of March 30, 2016, modified by Agreement 32/2020 of the Governing Council of February 18, 2020, which approves the regulations on the figure of the Coordinator of a degree and master's training program at the University of Lleida.
- Agreement no. 116/2016 of the Governing Council, of April 27, 2016, which approves the [II Equality Plan of the UdL \(2016-2019\)](#).
- [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 third languages in undergraduate studies](#). Approved by Government Council Resolution 168/2021 of July 22, 2021
- Agreement no. 11/2022 of the Governing Council of February 23, 2022, which approves the [Strategic Plan of the UdL 2030](#)
- [Agreement no. 63/2011](#) of the Governing Council of March 30, 2011, which approves the **creation of the School of Doctorate** of the UdL.

Methodology of AQU Catalunya

- [Guide for the preparation, verification and modification of undergraduate and master's degrees](#) (April 2022).
- [Guide for the accreditation of official undergraduate and master's degrees](#) (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)

8. OPERATIONAL CONTENT

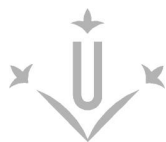
8.1 DESCRIPTION OF THE ACTIVITY

The university's management team is leading the process of drawing up the UdL's new training offer within the reference framework of the UdL's Teaching and Training Strategy, 2014-2018¹. Likewise, the Interuniversity Council of Catalonia (CIC) approves the multi-year programming and implementation calendar for new degrees.

1. Mark the design guidelines of the degrees

The management team of the UdL, through the vice-rectorates responsible for teaching, infrastructure, quality and teaching planning and teaching staff, sets the guidelines in relation to the training programs and their design.

¹Approved by the Governing Council of January 29, 2014. 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.



2. Present the proposal

The centre's management team presents the proposal for a new degree, master's degree or doctorate to the UdL's management team. This new proposal must comply with the planning framework defined for UdL degrees and the regulations established for the definition of new proposals.

3. Assess the feasibility of the title proposal

The Vice-Rectorate responsible for teaching will assess the feasibility of the proposal for the new degree.

4. Is the proposal viable?

If the feasibility of the proposal for a new degree is assessed favorably by the responsible vice-rectorate, it will be possible to start preparing the report on the training proposal.

5. Elaborate the proposal for the Memoir of a title

Based on the definition of the exit profile, the center's proposal drafting committee designs the structure and content of the program that will constitute the Report for the application for the official degree. The proposals take into account the result of the monitoring of the qualifications that is carried out annually (procedure PG 03 Review and improve the training programs).

6. Review the proposal

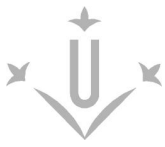
The report is reviewed internally by the vice-rectorate responsible for teaching, with the support of the Teaching Quality and Planning unit.

7. Approve the proposal?

The Quality Commission, in the case of degrees and master's degrees, validates the proposal for a new qualification, and presents it to the center's Board to study, evaluate, and raise it to the Governing Council for approval .

In the case of doctoral programs, the Management Committee of the Doctoral School submits the training program proposal to the Governing Council for approval.

In all cases, the Social Council of the UdL proposes to the department responsible for universities, the implementation of the approved proposals.



8. Check, evaluate and verify the title?

The training proposal approved internally by the UdL is sent to the "Council of Universities", who checks that it meets the minimum requirements established by the regulations. It is then sent to AQU Catalunya and the training proposal is evaluated externally. The proposal, if it is evaluated positively, is returned to the "Council of Universities", which is the competent body for the verification of official degrees, so that it dictates the resolution of the verification of the degree.

9. Implement the qualification?

The rector of the UdL requests the department responsible for universities in Catalonia to authorize the implementation of the new training programs.

A degree, once evaluated, verified and implemented, acquires official status and is registered in the Register of Universities, Centers and Titles (RUCT).

10. Follow up on the publication of the title

The Teaching Quality and Planning unit monitors the necessary procedures for the publication and registration of the degree at the RUCT.

11. Dissemination of the training offer

The University of Lleida, through the vice-chancellors responsible for teaching and student affairs, disseminates its training offer.

Once the academic activity of the corresponding course has been carried out (PG30 Plan and develop teaching methodologies), the official degree, master's and doctorate degrees are monitored annually (PG03 Review and improve training programs) . Through the PG03, the degree coordination identifies proposals for improvement. These proposals may entail the need to propose modifications to the training program.

12. Are there modifications?

It is possible that from the follow-up the need to introduce modifications to the qualification is detected, otherwise the development planned in the report continues.

13. Propose modifications (substantial or non-substantial)

The center's quality committee proposes modifications to the degrees, so that the center's Board studies and evaluates them, and raises them to the Governing Council for approval.



Any proposed modification must have a favorable report from the quality unit, prior to approval by the center's quality committee.

14. Is the amendment approved?

The UdL's Academic Planning Commission reports on the proposed modifications and submits them to the Governing Council for approval. Subsequently, the Social Council proposes them to the department responsible for universities, if applicable.

15. Request the modification

In the case of non-substantial modifications and, if the center is not institutionally accredited, they will be sent to AQU Catalunya for acceptance. The university will incorporate the modifications into the degree record using the Ministry of Universities application.

If the center is institutionally accredited, the evaluation by the competent agency will not be necessary and the university will incorporate the modifications into the degree record through the Ministry of Universities application.

In the case of substantial modifications, in all cases, they will be requested from the "Council of Universities" for approval, and previously evaluated by the competent agency.

In all cases, the person requesting the authorization of the modifications is the Vice-Chancellor responsible for teaching and the Teaching Planning Unit enters the information into the Ministry's electronic headquarters.

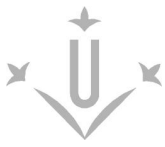
16. Is the amendment approved?

Non-substantial modifications, if the center is not institutionally accredited, must be evaluated by AQU Catalunya. If the center is institutionally accredited, they will be approved by the governing bodies of the university and the evaluation by AQU Catalunya will not be necessary

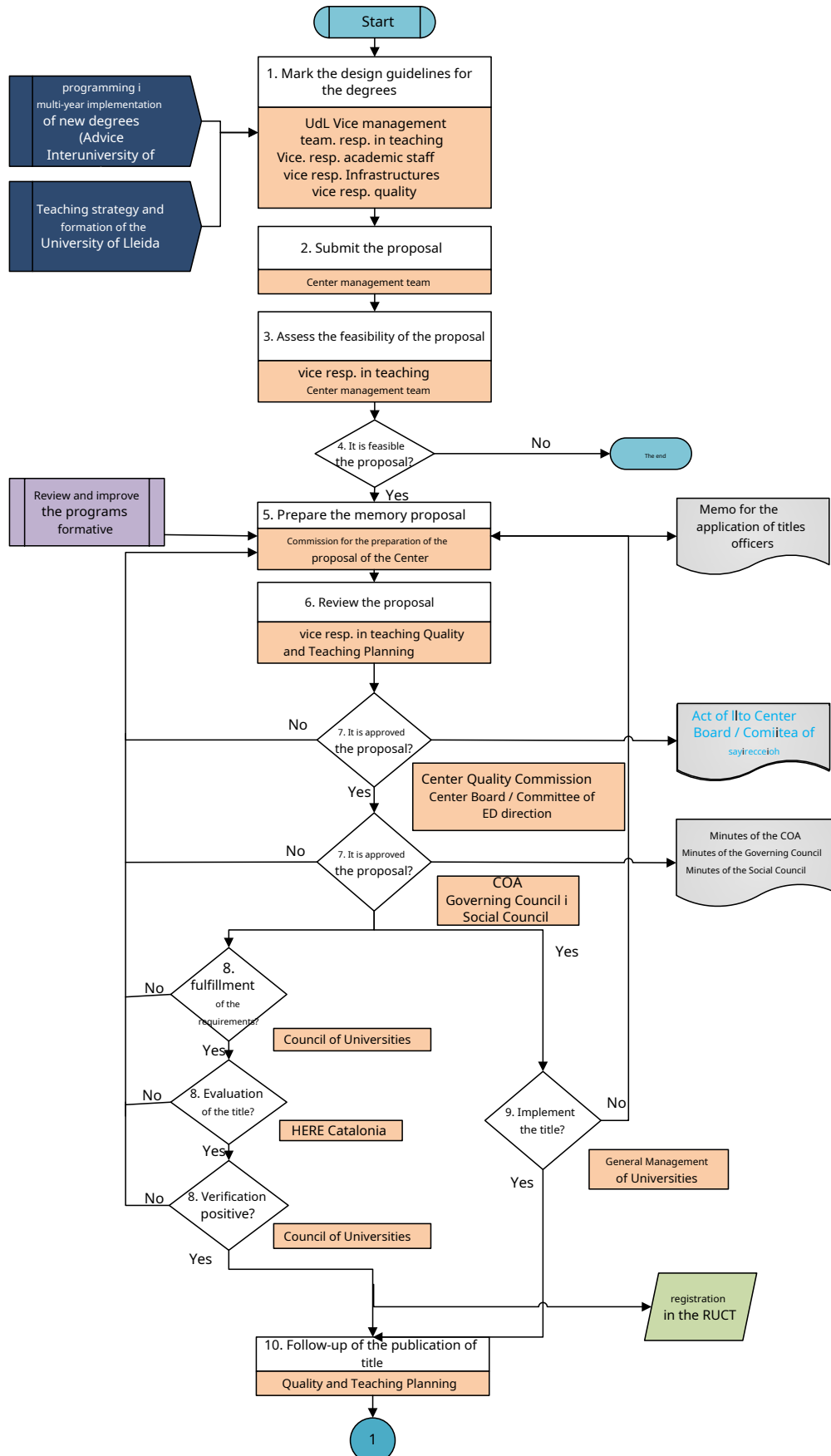
In the case of substantial modifications, whether the center is institutionally accredited or not, approval is processed at the "Council of Universities".

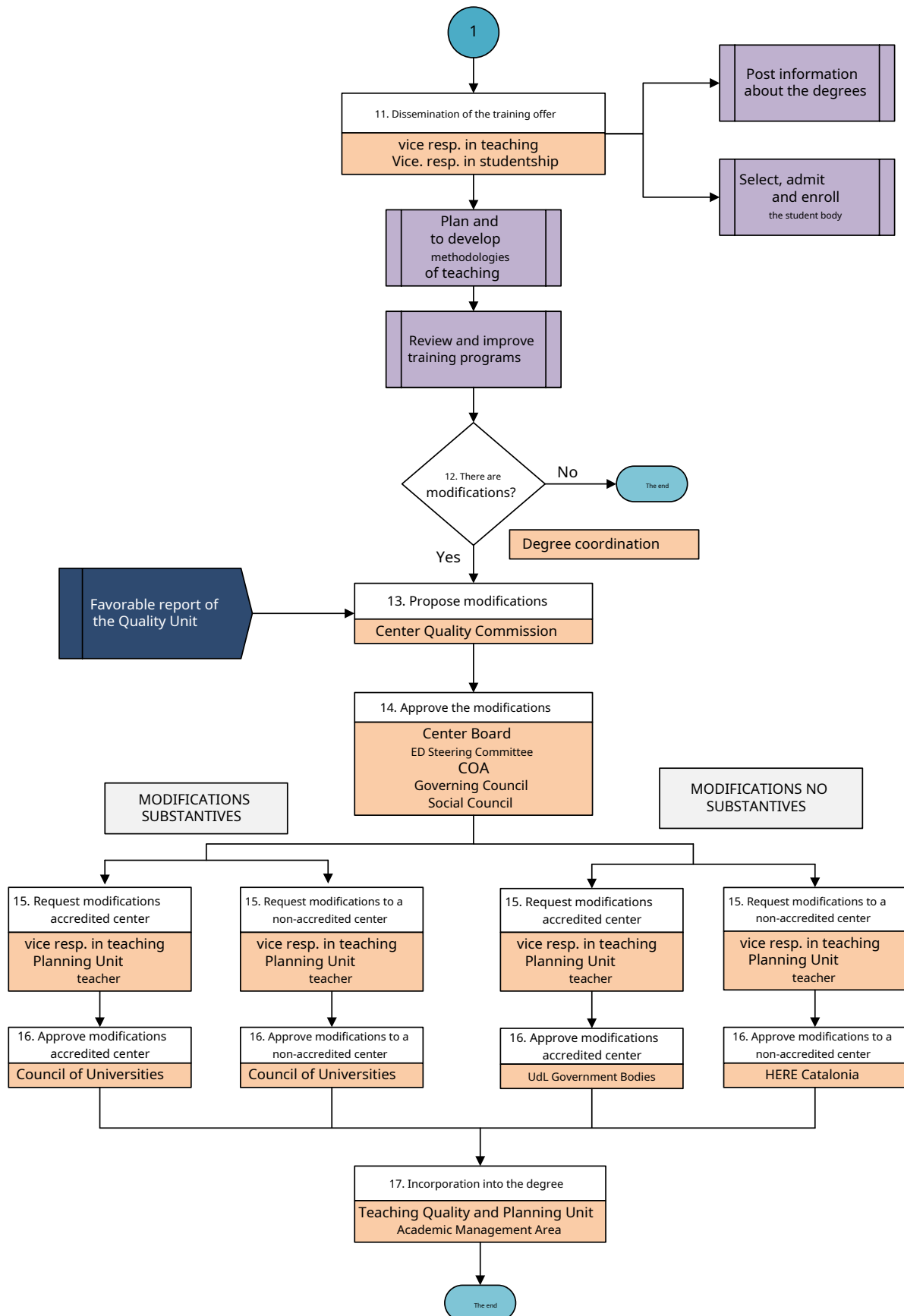
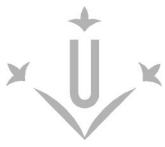
17. Incorporate the modifications to the qualification

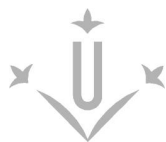
The Academic Management unit and the Teaching Quality and Planning unit incorporate substantial modifications and non-substantial modifications into the corresponding documents and programs.



8.2 ACTIVITY FLOW







8.3 RESPONSIBILITIES

- **Management team of the UdL:** Leads the process of drawing up the new training offer at the university.

- **Social Council:** It is up to him to propose to the department competent in matters of universities, with the previous report of the Governing Council, the implementation or deletion of courses leading to the obtaining of official university degrees².

- **Governing Council:** It is up to him to promote and issue reports on the creation of new courses³. It is up to him to approve the new degrees and the modifications to the study plans raised by the center's Board.

- **Vice-chancellor responsible for teaching (degree and/or master's degree):** Marks the guidelines, validates the planning documents of the training programs and evaluates the quality, the results and the programs. It also disseminates the training offer.

- **Vice-rectorate responsible for student matters:** Through the University Information and Guidance Unit (IOU), it is responsible for informing, advising and guiding the students, the university community and the public about the educational offer of the University of Lleida.

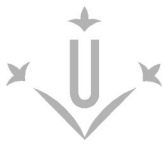
- **Degree coordination:** Through the procedure PG03 Review and improve the training programs, it identifies the modifications that can be introduced to improve the degrees and proposes them to the center's quality committee

- **Quality Committee:** Proposes the new degrees and their modifications, so that the Board of the center studies and evaluates them, and raises them to the Governing Council for approval.

- **Academic Planning Committee:** Approves the memoranda for the application for official degrees (degree, master's and doctorate) that will be approved by the university's Governing

²Art. 50.1, section b) of the Statutes of the UdL. Approved by the Senate in the session of 07.04.2003 and 10.07.2003 and Published in DOGC No. 3963 of 8.09.2003

³ Art. 47.2, section e) of the Statutes of the UdL. Approved by the Senate in the session of 07.04.2003 and 10.07.2003 and Published in DOGC No. 3963 of 8.09.2003.



Council. It evaluates and monitors undergraduate, master's and doctoral programs to ensure their quality.

●**Center Board:**It is responsible for studying and evaluating the proposals for the training programs to be implemented in the center and their modifications.

●**Management Committee of the Doctoral School:**It is responsible for approving the proposals for the training programs to be implemented in the center and their modifications.

●**Commission for the preparation of proposals of the center:**Design the proposal for the exit profile and the structure of the training program.

●**Teaching Quality and Planning:**It supports the vice-rectorate(s) responsible for teaching, and monitors the procedures related to official degrees (initial proposal, modification and/or cancellation).

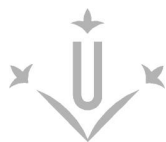
●**Academic management:**He is responsible for entering and reviewing the general information on the official degrees offered by the UdL in the Universitas XXI computer application (curriculum, subjects, price per credit, etc.), and making the corresponding changes.

9. PARTICIPATION OF INTEREST GROUPS

For the preparation of the exit profile, external agents from the social environment related to the qualifications are consulted, and their contributions are valued.

In addition, the training programs are approved by the Governing Council, a body in which there is representation of teaching staff, students and administrative and service staff.

Finally, the Social Council intervenes in the procedure, which is the body for society's participation in the university.



10. RECORDS AND ARCHIVE

Document	Responsible/custodian
Proceedings of meetings of undergraduate, master's and doctoral committees	Dean's Office / Center Management
Report for the request for official titles	Vice-rectorate responsible for teaching (degree, master's and doctorate)
Center Board Agreements	Dean's Office / Center Management
Agreements Management Committee ED	Management of the School of Doctorate
Agreements Council of Government	general secretary
Social Council Agreements	Social Council