

Procedure: REVIEW AND IMPROVE TRAINING PROGRAMS	PG 03
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	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 doctoral programs
4.1	June 2022	Electronic signature	Incorporation of the Regulation of academic and quality commissions



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PREPARATION / 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 the 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 DISSEMINATION

This procedure must be brought to the attention of the Vice-rector responsible for academic organization, the management or dean's offices of the UdL centers and the training program coordinators.

4. RELATED PROCESSES

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

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 and external quality. In this case, 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 students, teachers and society.

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, development and results of the implementation of a program.

7. REFERENCES/REGULATIONS

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](#), which establishes 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, 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 degree and master's training program at 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)

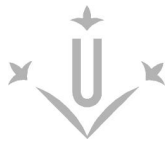
Methodology of AQU Catalunya

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

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 (Plan and develop 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 presided over by the coordinator, who directs and coordinates the activity of the doctoral program, the fulfillment of its objectives and supervises the information regarding the research lines.

2. Carry out the teaching activity

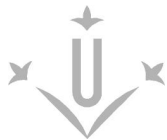
The teaching staff is responsible for carrying out their teaching assignment, in the case of degrees and masters, and for the supervision and direction of theses, in the case of the doctorate, with quality guarantees.

3. Carry out training sessions for follow-up

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

4. Monitor the center's qualifications

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

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

5. Develop and approve improvement proposals

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

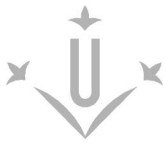
The center's Quality Committee, in the case of degrees and master's degrees, and the Management Committee, in the case of the Doctoral School, draw up the center's Improvement Plan and its annual monitoring, so that the center's Board study and approve them.

6. Evaluate and approve the follow-up

The University's Academic Planning Committee, chaired by the vice-rector responsible for teaching and which includes, among others, the deans and directors of the center, makes an assessment of the annual monitoring of each degree. If the non-viability of a program is proven, procedure PG04 Extinguish a degree is applied.

7. Communicate results and publish information

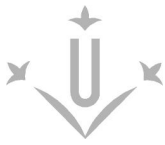
Following this procedure results in the publication of the results. The Vice-rector's office responsible for quality issues through the Teaching Quality and Planning unit is responsible for making public the information on the monitoring of degrees on its website. Academic results are published on the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



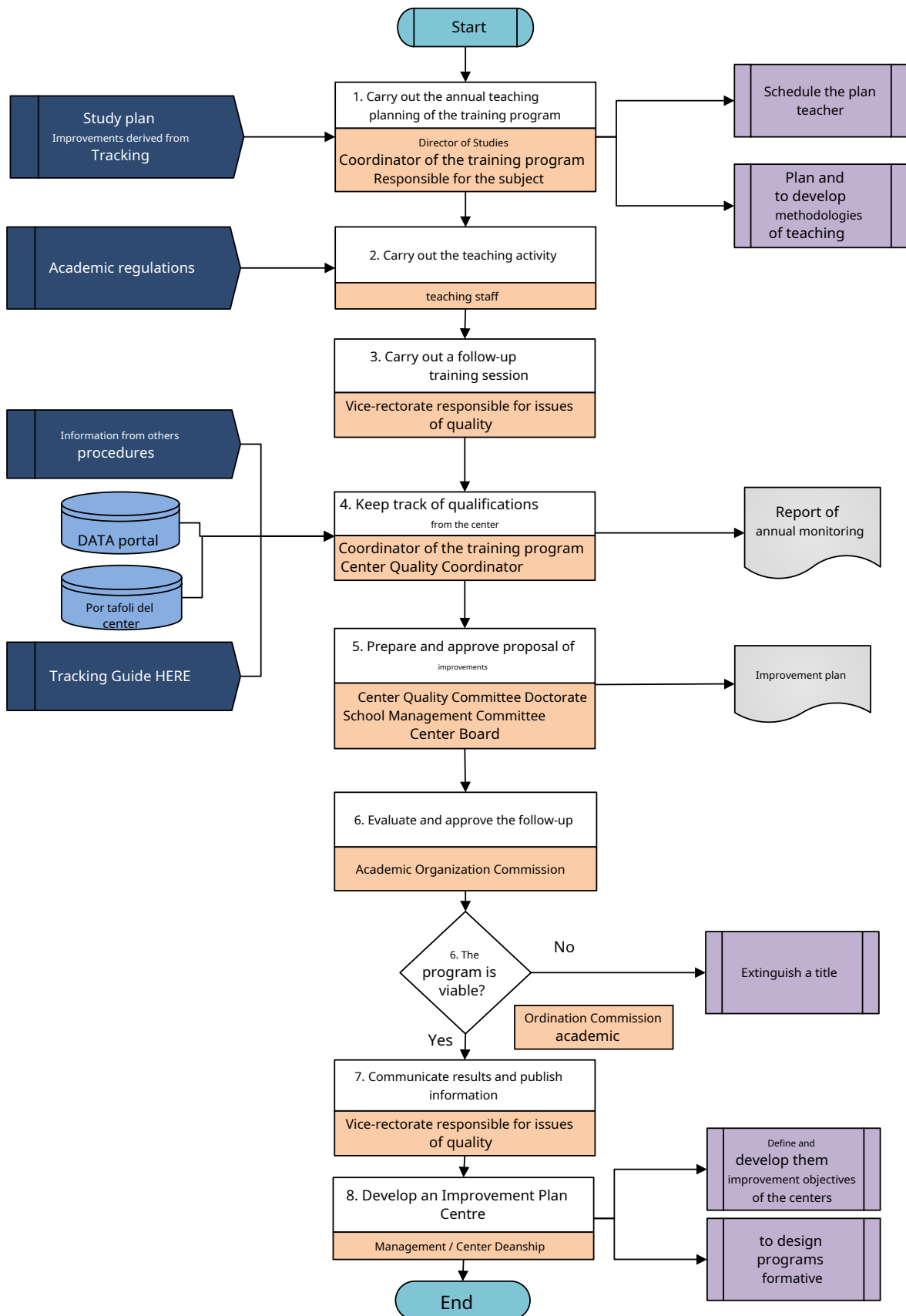
8. Develop the Center's Improvement Plan.

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 oversees the implementation of these commitments.

In the case of the Doctoral School, the Improvement Plan is driven by the Doctoral School Management Committee



8.2 ACTIVITY FLOW





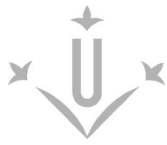
8.3 RESPONSIBILITIES

- **University Academic Planning Commission (COA):**It is responsible for reviewing and approving the results of the annual monitoring of official titles.
- **Coordinator of the training program¹:**He is responsible, through the Studies 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 of prioritized improvement proposals.
- **Center Quality Committee:**Prepares the Center's Improvement Plan and its annual monitoring, so that the Center's Board studies and approves them.
- **Center board:**It studies and approves the center's improvement plans and their annual monitoring.
- **Management Committee of the Doctoral School:**It is in charge of preparing the proposal for actions to improve the doctoral programs, in accordance with the follow-up report of the coordinator.
- **Center Management and Deanship:**Get to know and review the results of the annual monitoring of the official titles of your center and present the proposed actions of the Improvement Plan to the Vice-rector responsible for quality for the signing of the annual improvement agreements.

9. PARTICIPATION OF INTEREST GROUPS

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.

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



10. RECORDS/ARCHIVE

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

Annex

- **Models of surveys**