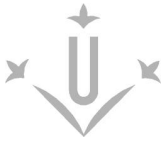


Procedure: EXTINGUISH A TITLE	PG 04
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice-rector of Academic Planning and Quality	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

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
2.1	June 2012	June 2012	Update of the regulations
3.0	January 2014	January 2014	Review and improve procedures
3.1	May 2016	May 2016	Review and improve procedures
4.0	March 2018	Electronic signature	Procedure name modification and procedure improvement
5.0	April 2020	Electronic signature	Changes in operational content
5.1	June 2022	Electronic signature	Update of the regulations



INDEX

1. OBJECT	3
2. SCOPE OF APPLICATION.....	3
3. SCOPE OF DISSEMINATION.....	3
4. RELATED PROCESSES.....	3
5. RELATED MANAGEMENT SYSTEMS	3
6. DEFINITIONS	3
7. REFERENCES/ REGULATIONS.....	3
8. OPERATIONAL CONTENT	4
8.1 DESCRIPTION OF THE ACTIVITY	4
8.2 ACTIVITY FLOW.....	6
8.3 RESPONSIBILITIES	7
9. PARTICIPATION OF INTEREST GROUPS.....	7
10. RECORDS AND ARCHIVE	8

PREPARATION / REVIEW

Francisca Santiveri Morata. Vice-rector 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 event that an official title of the University of Lleida (UdL) is to be extinguished.

2. SCOPE OF APPLICATION

This procedure applies to the own centers (schools and faculties) of the UdL

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the deanships and center managements, the heads of studies and the coordinators of the training program.

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

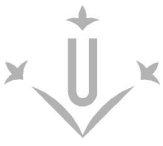
Suspend a title: Stop offering new access places to a degree, due to demand and/or strategic issues, liable to be reactivated later.

Title in extinction: Title that is being definitively closed, either because it has been suspended without the possibility of reactivation or because it is being verified, but in which there are still enrolled students.

Extinguish a title: Definitively deprogram the execution of a qualification and cause its effects to cease.

7. REFERENCES/ REGULATIONS

- [Royal Decree 822/2021, of September 28](#), which establishes the organization of university education and the procedure for ensuring its quality.
- [Royal Decree 1509/2008](#), of September 12, which regulates the Register of Universities, Centers and Titles.
- [Statutes of the University of Lleida](#), published in DOGC no. 3963, of September 8, 2003.



8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

As indicated by Royal Decree 822/2021¹, studies leading to official degrees must be verified and subsequently accredited.

Once verified, the Ministry of Education and Culture (MEC) establishes the official nature of the degree to which the study plan gives rise and the degree is registered in the Register of Universities, Centers and Titles (RUCT).

All studies are subject to quality assurance monitoring (SGIQ), which from the beginning, in planning and implementation, allows information to be obtained in order to provide continuous feedback to improve the programs . If a program fails to guarantee minimum quality and viability, it must be extinguished (PG30 Plan and develop teaching methodologies and PG 03 Review and improve training programs).

1. Appropriate enrollment in the program?

The vice-rector's office responsible for teaching assesses whether a program has an adequate number of students enrolled in the first year.

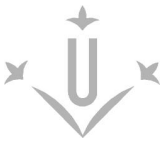
If the number of enrolments for an academic year is adequate, the program is implemented according to what is planned in its verification report.

If the number of students enrolled for an academic year is not adequate, the degree is suspended (for the first year), the training programs will be reviewed and improved (PG03) and the feasibility of the program will be reviewed, if it can be offered again the following year.

2. Proper implementation?

The Academic Planning Commission assesses the level of quality of the training programs. The feasibility of the degree is also assessed, especially with regard to guaranteeing the minimum enrolments approved by the Interuniversity Council of Catalonia.

¹Royal Decree 822/2021, of 28 September, which establishes the organization of university education and the procedure for ensuring its quality.



3. Study of the alternatives and proposed modification

If it is considered that a program does not meet the characteristics to guarantee its viability or minimum quality, the center, with the collaboration of the Vice--rector responsible for teaching studies the possible alternatives, based on which a proposal will be made of modification, verification or termination of the title. If the proposal is to modify or verify the degree to improve it, procedure PG02 Design training programs will be followed.

4. Inform and propose the termination of the title

If the modification of the program does not guarantee its viability, the degree will be cancelled, the management of the center validates the proposal for the cancellation of the degree.

5. Raise the proposal for the extinction of the title to the Governing Council

Once the reports have been evaluated by the center's Board, the Academic Planning Commission, raises the termination proposal to the Governing Council.

6. Presentation of the proposal to the Social Council

The Governing Council must submit a report on the proposal to extinguish the title to the Social Council.²

7. Presentation of the proposal to the Department of Universities

The Social Council proposes to the competent department in matters of universities, with the previous report of the Governing Council, the deletion of courses that lead to the obtaining of official university degrees.

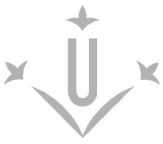
8. Follow-up of the extinction of the title

The Teaching Quality and Planning unit monitors the procedures necessary for the termination of the degree, as well as the annulment of the registration of the degree in the RUCT.

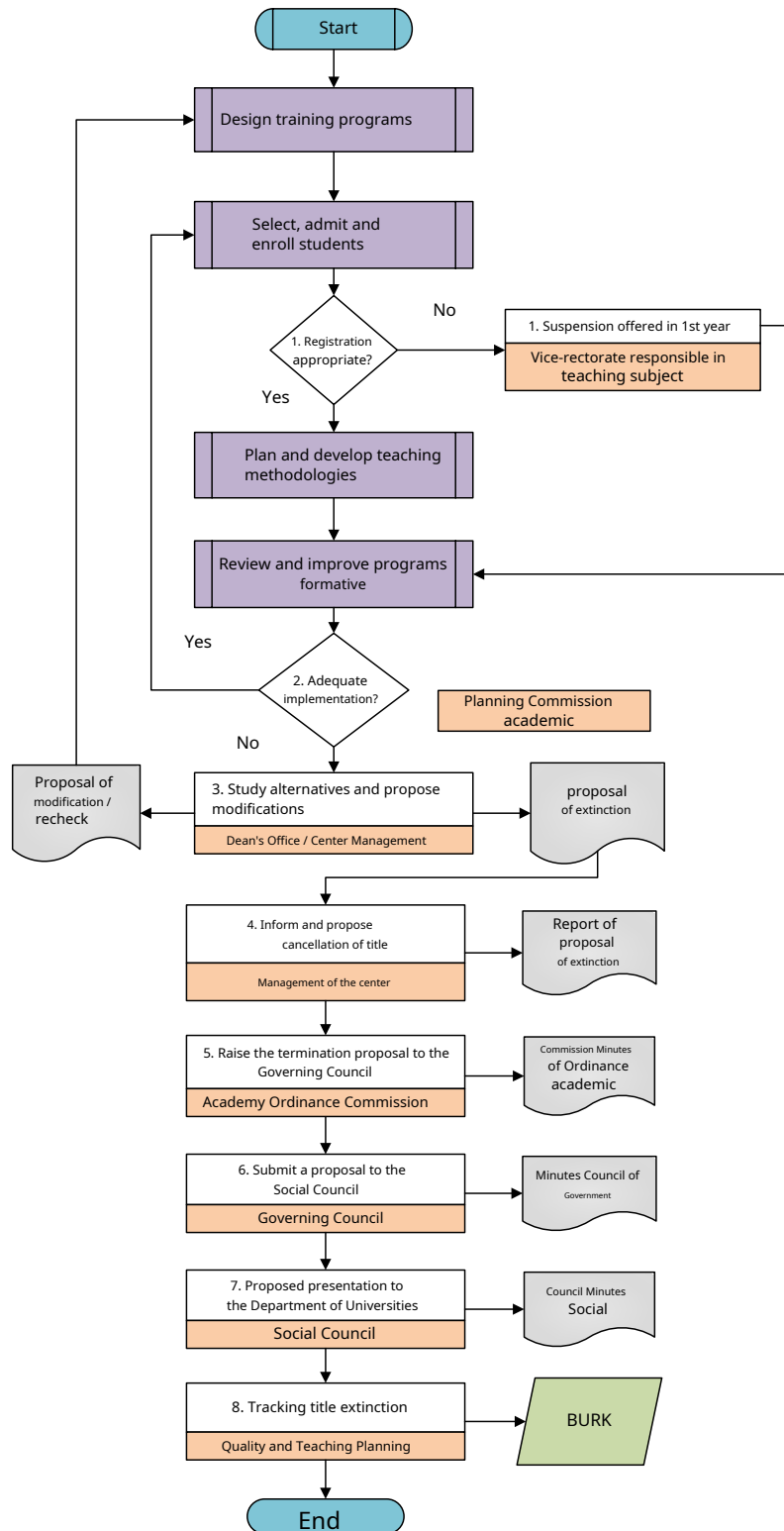
An official title that expires is deregistered from the RUCT.

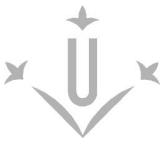
In case of extinguishing a title, the UdL and the corresponding center must ensure that the students taking the degree have the necessary guarantees to continue their studies.

² According to the Statutes of the UdL, article 50, sections b) and c) corresponding to programming and management competencies.



8.2 ACTIVITY FLOW





8.3 RESPONSIBILITIES

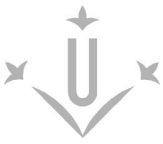
- **Social Council:** It is the body in charge of proposing to the competent department in matters of universities, with the previous report of the Governing Council, the implementation or deletion of courses that lead to the obtaining of official university degrees.
- **Governing Council:** Presents to the Social Council the proposal to cancel a title, accompanied by the corresponding report.
- **Center Board:** It evaluates the reports and the proposal for the extinction of the titles and raises them to the Governing Council.
- **Academic Planning Commission (COA):** It assesses the feasibility and quality level of the degree and master's programs and resolves the reauthorization of the program offer, or proposes to the Board of Center the extinction of the title.
- **Vice-rectorate responsible for teaching:** He is responsible for the organization of teaching and the review and monitoring of procedures related to official qualifications.
- **Teaching Quality and Planning:** It supports the Vice-rector/s responsible for teaching, and monitors the procedures related to official degrees (initial proposal, modification and/or extinguishing).

9. PARTICIPATION OF INTEREST GROUPS

In the commission that assesses the results of the training programs - COA - there is representation from teaching staff, students and PAS.

There is also full representation in the Board of Center and the Governing Council.

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
Title modification proposal	Vice-rectorate responsible for teaching
Center Board Agreements	Dean's Office / Center Management
Agreements Council of Government	general secretary
Social Council Agreements	Social Council