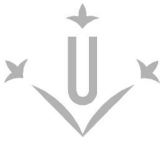


Procedure: ATTRACT FUTURE STUDENTS	PG 06
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Montserrat Rue Monné Vice-rector of Students and Employability	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

HISTORY OF EDITIONS			
No. version	Date Elaboration	Date Approval	Summary of reasons for change
1.0	April 09	April 09	Initial edition
2.0	June 10	June 10	Incorporation of evaluation results AQU Catalunya
2.1	June 12	June 12	Regulatory update
2.2	October 13	October 13	Update procedures
2.3	May 2016	May 2016	Regulatory update
2.4	May 2018	Electronic signature	Review and update procedure
2.5	February 2020	Electronic signature	Changes in operational content
2.6	June 2022	Electronic signature	Update of the regulations



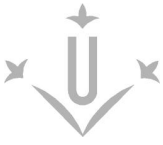
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PREPARATION / REVIEW

Montserrat Rue Monné. Vice-rector of Students and Employability

Fermina Salillas Guallarte. Center Quality Manager (QPD)



1. OBJECT

The purpose of this procedure is to establish how the University of Lleida (UdL) carries them out actions aimed at students who want to access the university system: present the offer of services of the UdL and affect the final decision process.

2. SCOPE OF APPLICATION

This procedure applies to the University Information and Guidance unit and to the own centres.

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the University Information and Orientation unit, the management or deanship of the respective centers and the people responsible for information, attention and promotion tasks at the centers.

4. RELATED PROCESSES

This procedure is part of the Capture process (A31).

5. RELATED MANAGEMENT SYSTEMS

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

6. DEFINITIONS

Information and orientation program aimed at future students: Set of activities planned for potential students to: make the University of Lleida known, inform them about the educational offer of the centers of the University of Lleida and guide them in the different possibilities offered by the UdL.

7. REFERENCES/ REGULATIONS

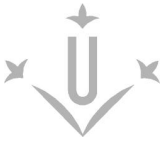
- [Transition Activities from Secondary School to the University of Lleida.](http://www.udl.es/ca/perfiles/secundaria/)
(<http://www.udl.es/ca/perfiles/secundaria/>)

8. OPERATIONAL CONTENT

8.1. DESCRIPTION OF THE ACTIVITY

1. Prepare the proposal for the orientation, information and advice program

The vice-rectorate responsible for student affairs gives the instructions for the preparation of the proposal for the activities of the orientation, information and advice program aimed at future university students, parents and secondary school teachers, for each academic year.



2. Prepare the transition program

The University Information and Guidance unit prepares the Transition Program for future undergraduate students.

3. Evaluate the proposal

The Student Affairs Committee (CAE) evaluates the program proposal.

4. Publish the activity guide

The vice-rector's office responsible for student affairs prepares and publishes the transition activities guide (Transition activities from secondary school to the University of Lleida).

5. Carry out activities

The activities of the transition program are developed and carried out by the different parties involved, from the vice-rectorate for student skills, the centers as promoters of the different activities, the ICE, the Language Institute and the unit of 'University Information and Orientation.

6. Elaborate the memory

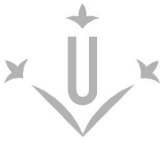
At the end of the academic year, the University Information and Guidance unit prepares the program development report. The vice-rector in student affairs presents it to the Student Affairs Committee, the Governing Council and the faculty where he presents the report of the different units involved.

7. Post information and receive accounts

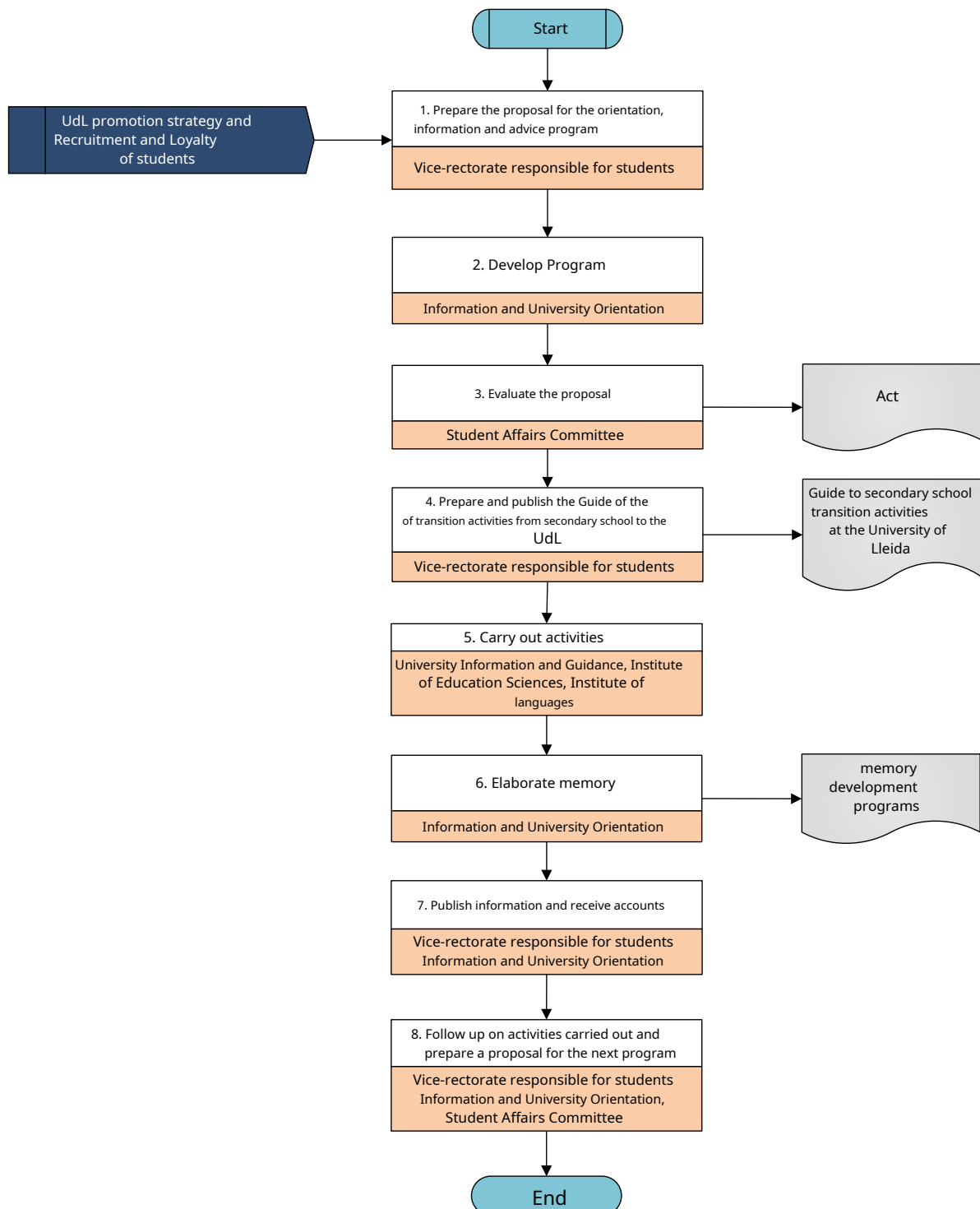
Accounts are kept of the development of the activities through the presentation of the report to the Governing Council; the publication of the academic report for each academic year; the information on the website of the University Information and Guidance unit and specific publications and announcements.

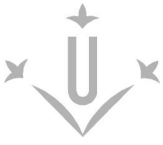
8. Monitor the activities carried out and prepare the proposal for the next program

The vice-rector's office responsible for student matters, the University Information and Guidance unit and the Student Affairs Committee monitor the activities, draw up the proposed program for the following academic year and incorporate improvements and innovations.



8.2. ACTIVITY FLOW





8.3. RESPONSIBILITIES

- **Vice-rector responsible for student matters:** He is responsible for the procedure and chairs the Student Affairs Committee. In collaboration with the University Information and Guidance unit is in charge of the annual review and the proposal for improvements.
- **Student Affairs Committee (CAE):** Evaluate the proposal and the development report of the guidance, information and advice program aimed at future university students, parents and secondary school teachers. It is chaired by the vice-rector in charge of Student affairs, the secretary is the vice-rector of Cultural Activities and University Projection, and its members are four representatives of the academic staff, three of the students and one of the administration and services staff.
- **Information and University Guidance:** It is responsible for informing, advising and guiding students, the university community and the public in general on issues affecting the UdL. It is in charge of planning, managing and executing the program of activities (orientation, information and advice).

9. PARTICIPATION INTEREST GROUPS

The Student Affairs Committee has members from all groups of the university community (students, teaching staff and administration and services staff). A fluid relationship is maintained with the secondary education institutes in the area, the Department of Education, the federations of parents' associations and with other actors in the education system.

10. RECORDS AND ARCHIVES

Document	Responsible/ Custodian
Proceedings Student Affairs Commission	Information and University Orientation
Guide to information and orientation activities	Information and University Orientation
Annual report	Information and University Orientation