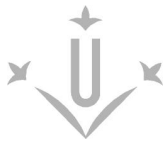


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| <b>Procedure:</b><br><b>PROGRAM THE ANNUAL TEACHING PLAN</b>   | <b>PG 22</b> |
| <b>Responsible unit:</b><br><b>TEACHING QUALITY AND PLANNING</b>   |              |
| <b>Approved by:</b><br><b>Francisca Santiveri Morata</b><br><b>Vice-rector of Academic Planning and Quality</b>  |              |
| <b>Location:</b> <a href="https://cv.udl.cat/portal/site/uop">https://cv.udl.cat/portal/site/uop</a><br><b>Printed copies are not guaranteed to be valid</b> |              |

| <b>HISTORY OF EDITIONS</b> |                         |                      |   |
|----------------------------|-------------------------|----------------------|---|
| <b>No. version</b>         | <b>Date Elaboration</b> | <b>Date Approval</b> | <b>Summary of reasons for change</b>                                |
| 1.0                        | June 2010               | June 2010            | Initial edition (previously PC01 center procedure)                  |
| 1.1                        | June 2012               | June 2012            | Regulatory update   |
| 1.2                        | January 2014            | January 2014         | Update procedure  |
| 2.0                        | May 2018                | Electronic signature | Procedure modification  |
| 3.0                        | April 2020              | Electronic signature | Changes in operational content                                      |
| 3.1                        | November 2021           | Electronic signature | Changes in operational content                                      |
| 3.2                        | June 2022               | Electronic signature | Incorporation of the Regulation of academic and quality commissions |



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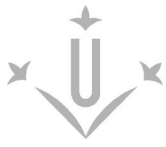
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## **PREPARATION / REVIEW**

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Francisca Santiveri Morata. Vice-rector of Academic Planning and Quality

Stella M. Miret Alberich. Center Quality Manager (QPD)



## 1. OBJECT

The purpose of this procedure is to define the set of actions to carry out the offer of subjects/subjects, the organization of groups, the distribution of teaching credits and the assignment of teaching staff, spaces and timetables. All of this information makes up the annual teaching plan that students enrolling in the official degrees of the University of Lleida must follow.

This procedure includes the most general aspects and decision-making by the vice-rectors, centers and departments.

## 2. SCOPE OF APPLICATION

This procedure applies to the University of Lleida's own centers.

## 3. SCOPE OF DIFFUSION

In the field of centers, this procedure must be brought to the attention of deans and center directors, heads of studies, coordinators of the center's educational and academic training programs.

At the university level, this procedure must be brought to the attention of the Vice-Rectorate responsible for academic staff, the Vice-Rectorate responsible for teaching, the Academic Management unit and the Information and Communication Systems (SIC) unit.

## 4. RELATED PROCESSES

This procedure is part of the process (A26) Manage resources (centre/unit level).

## 5. RELATED MANAGEMENT SYSTEMS

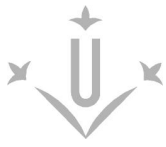
This procedure is included in the scope of the UdL's Internal Quality Assurance System.

## 6. DEFINITIONS

**Teaching offer:** Set of subjects/subjects offered in a training program, in a given academic year. The subjects are structured in training activities (with certain credits) and activity groups. Credits are assigned to departments and areas of knowledge.

**Academic organization plan:** Contains all the teaching staff who will teach the teaching offer of an academic year.

**Annual teaching plan:** Set of data resulting from academic planning that includes the



teaching offer, the teachers who must teach each group of activities, the timetables of face-to-face classes and the place of teaching, and the dates exam

**Teaching planning:** Set of tasks in relation to the organization and responsibilities for teaching that follows the following phases: preparation of the teaching offer for an academic year and assignment of teaching staff, timetables, spaces and exam calendar.

**Teaching programme:** Set of qualifications that make up the offer of the University System of Catalonia for an academic year and which is approved by the Consorci Interuniversitari de Catalunya.

**Universitas XXI:** Computer program through which academic planning is managed.

## 7. REFERENCES/ REGULATIONS

- [Teaching and training strategy of the UdL](#), approved by agreement no. 5/2014 of the Governing Council, of January 29, 2014, modified by agreement no. 160/2014 of the Governing Council, of 25 June 2014, extended by the agreement 50/2020 of the Governing Council, of 18 February 2020, modified by agreement no. 109/2020 of the Governing Council, of April 28, 2020 and amended by agreement no. 183/2020 of the Governing Council, of July 23, 2020.
- Academic calendar. It is approved by the Governing Council for each academic year.
- Academic regulations of the Official Undergraduate and Master's University Studies that are approved each academic year.
- Frame for the [teaching planning](#) which is approved annually.

## 8. OPERATIONAL CONTENT

### 8.1. DESCRIPTION OF THE ACTIVITY

#### 1. Prepare the UdL Teaching Planning Framework proposal.

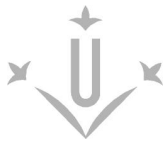
Every year the Vice-rector responsible for teaching prepares the MPD which includes the calendar of activities for the planning of the next academic year.

#### 2. Inform about the proposal.

Once the MPD's proposal has been drawn up, it is reported to the COA, who will present it to the Governing Council for approval.

#### 3. Approve the proposal.

When the MPD proposal presented by the COA is approved by the Governing Council, it becomes the Teaching Planning Framework document for the corresponding year. If it is not approved, it will be returned to the Vice-rector responsible for teaching to prepare



a new proposal.

**4. Elaborate the initial proposal of teaching offer.**

The Teaching Quality and Planning unit, in agreement with the Vice-rector responsible for teaching, prepares the initial proposal for the teaching offer. This offer includes the result of PG 02 - Designing training programs, the teaching planning data of previous courses and the improvements resulting from the monitoring of the degree (result of PG 03) in relation to the multi-year teaching program of the Interuniversity Council of Catalonia.

**5. Send the teaching offer proposal to the centers.**

The Vice-rector's office responsible for teaching sends the teaching proposal to the centres.

**6. Communicate to the departments the start of the analysis of the teaching offer.**

The Vice-rector responsible for teaching informs the departments that the period of joint analysis (centres and departments) of the teaching offer proposal for the next academic year has begun.

**7. Analyze the teaching offer proposal.**

The management of centers collects the information sent by the Vice-rector responsible for teaching and the proposals that each department has made regarding the distribution of training activities and the number of groups per activity of the different subjects/subjects to be taught. They also assess the needs of teachers.

**8. Approve the academic calendar of the UdL**

The Governing Council approves the general academic calendar of the UdL.

**9. Negotiate the teaching offer.**

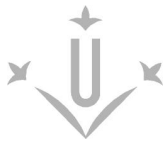
The center management presents the results of the review and analysis of the proposed teaching offer to the Vice-Rectorate responsible for teaching and the Vice-Rectorate responsible for academic staff, for their approval.

At the same time, the centers approve the proposal for their own academic calendar to be submitted, for approval, to the Academic Planning Commission and the Governing Council.

**10. Approve the center's teaching offer.**

The study committee of the center validates the teaching offer and presents it for approval to the Governing Council.

If it is not approved, it will have to be renegotiated.



**11. Communicate the teaching capacity of the department's teaching staff.**

The vice-rector responsible for the academic staff informs the teaching staff and the departments of his teaching capacity to cover the assigned teaching, in accordance with the established academic staff policy.

**12. Notify the departments of the opening of teaching planning.**

The Vice-rector responsible for teaching notifies the departments that the teaching offer has already been finalized and that the assignment of teaching staff to the activity groups of the corresponding subjects/subjects can begin.

The vice-rector responsible for academic staff informs the departments about the procedures for the renewal and/or recruitment of teaching staff as a result of teaching planning.

**13. Assign the teaching staff to the teaching offer.**

The director of the department is responsible for the distribution of teaching credits to be given by the teaching staff, taking into account their teaching capacity. The result of this distribution is the teaching plan of the department, in which the person responsible for each subject is determined.

Once the allocation of teaching credits has been completed, the corresponding renewals/requests for academic staff are processed.

**14. Approve the academic arrangement plan.**

The Department Council approves the academic organization plan which is the assignment of teaching staff to the teaching offer.

**15. Validate the data of the academic arrangement plan.**

The Teaching Quality and Planning unit and the corresponding vice-rectorates technically validate the corresponding data, to guarantee that all the teaching offer has assigned teaching staff.

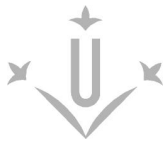
**16. Prepare timetables and allocate spaces.**

The Head of Studies of the center manages the timetables and spaces for teaching the different subjects and the studies committee of the center approves the teaching timetables and the exam calendars.

With this approval, the teaching plan for the degrees is completed, which is the final result of the teaching planning procedure.

**17. Follow up the teaching planning procedure.**

The Teaching Quality and Planning unit collects information related to the operation of the procedure (including suggestions or complaints from those involved in the procedure),



and provides it to the Vice-Rectorate responsible for teaching and the Vice-Rectorate responsible for academic staff for analysis and review of the procedure aimed at improving teaching planning. This information is communicated to the heads of studies so that it can be taken into account in the annual internal monitoring of official degrees, detailed in procedure PG03 Review and improve training programs.

**18. Decide on improvements in the procedure.**

The Vice-Rectorate responsible for teaching, based on the monitoring information, identifies and decides on the improvements that must be implemented in the teaching planning procedure.

**19. Are there any changes in the teaching plan?**

Circumstances may arise during the execution of the teaching plan that make it necessary to introduce changes in the teaching plan.

**20. Propose changes in the teaching offer, in the assignment of teaching staff or in timetables and spaces**

Changes in the teaching offer

During the development of the teaching programme, which is agreed within the framework of the Catalan University System, there may be a need to make changes in the teaching planning, in the sense of including or excluding some qualification.

Once registration for an academic year has opened, changes may occur in the teaching plan due to a different registration than planned, changes in the availability of teaching staff, etc. In particular, the modifications that can occur are dropping subjects or changes in the offer of activity groups in a subject.

Changes in teaching staff allocation

Changes in the teaching offer can produce changes in the assignment of teaching to the teaching staff. Likewise, any reason for replacement of teaching staff will also lead to changes, at the same time as the positions pending recruitment.

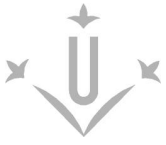
Changes in timetables and spaces

The previous changes may raise the need to change timetables and, consequently, spaces. Sometimes there are also changes produced punctually by events external to the degree that generate needs for specific spaces.

These modifications can be detected by the heads of studies, the academic and teaching negotiator, the departments or the teaching staff themselves.

**21. Request authorization for changes in the teaching offer**

The head of studies requests authorization from the Vice-rector responsible for teaching and in matters of academic staff to make changes in the teaching offer.



**22. Authorize the change**

Changes in the teaching offer

Changes in the teaching offer are authorized by the Vice-Rectorate responsible for teaching and the Vice-Rectorate responsible for academic staff

Changes in teaching staff allocation

Changes in faculty assignment are authorized by the appropriate department head.

Changes in timetables and spaces

Changes in timetables and spaces are authorized by the heads of studies.

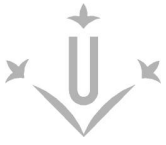
**23. Ratify the change in teaching staff assignment**

The Departmental Council must ratify the changes in the allocation of teaching staff authorized by the Director.

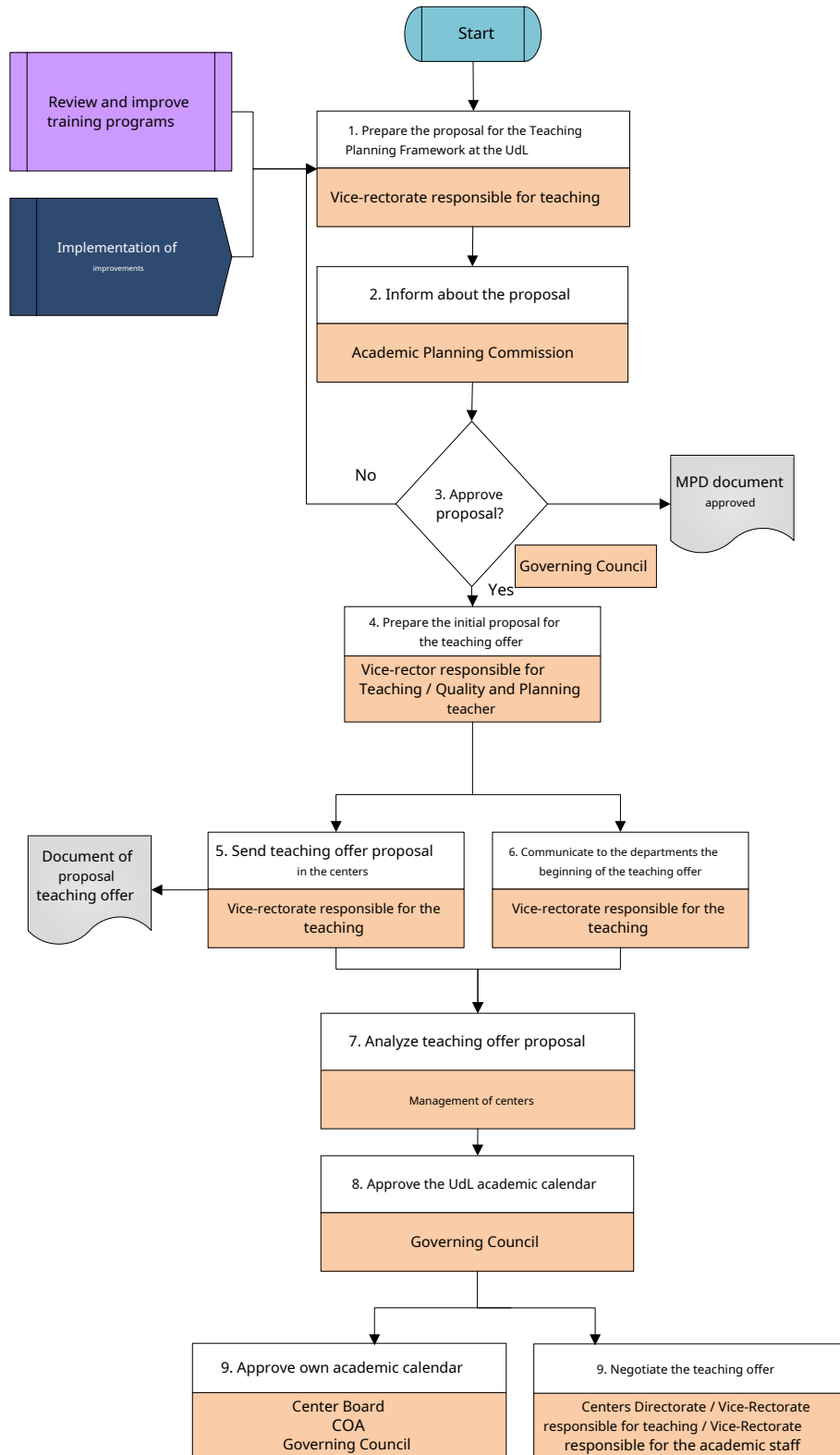
**24. Enter the changes in Universitas XXI**

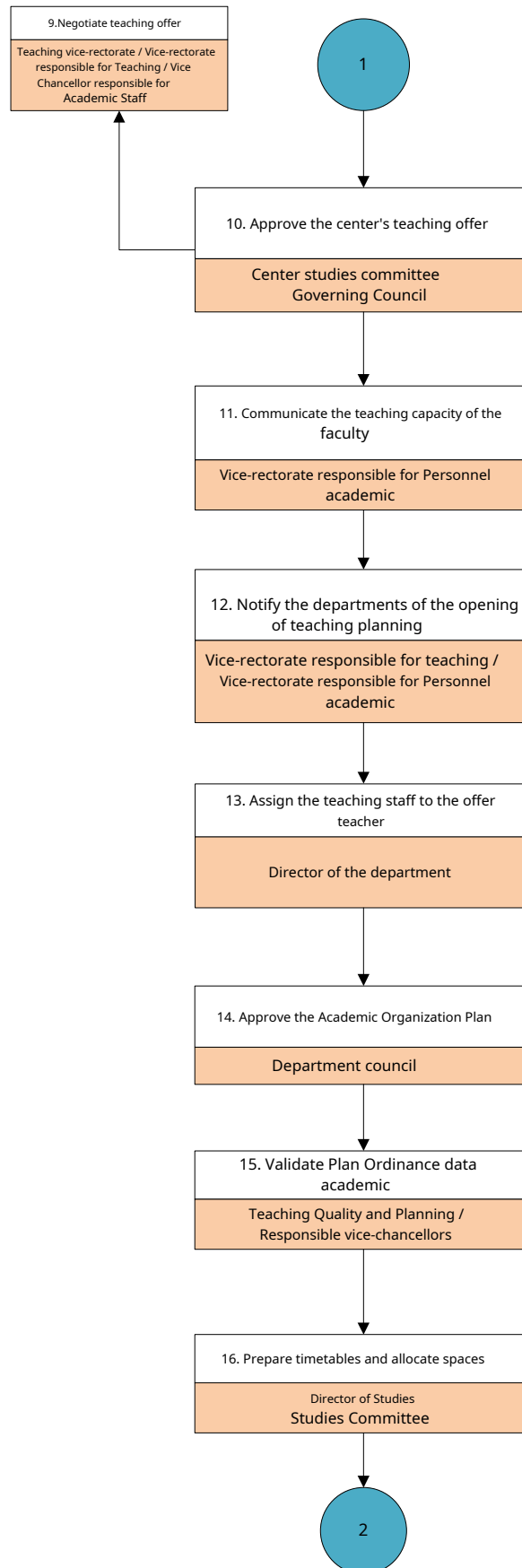
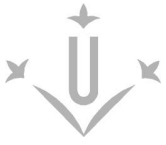
The centre's academic and teaching negotiator introduces the changes to the Universitas XXI application.

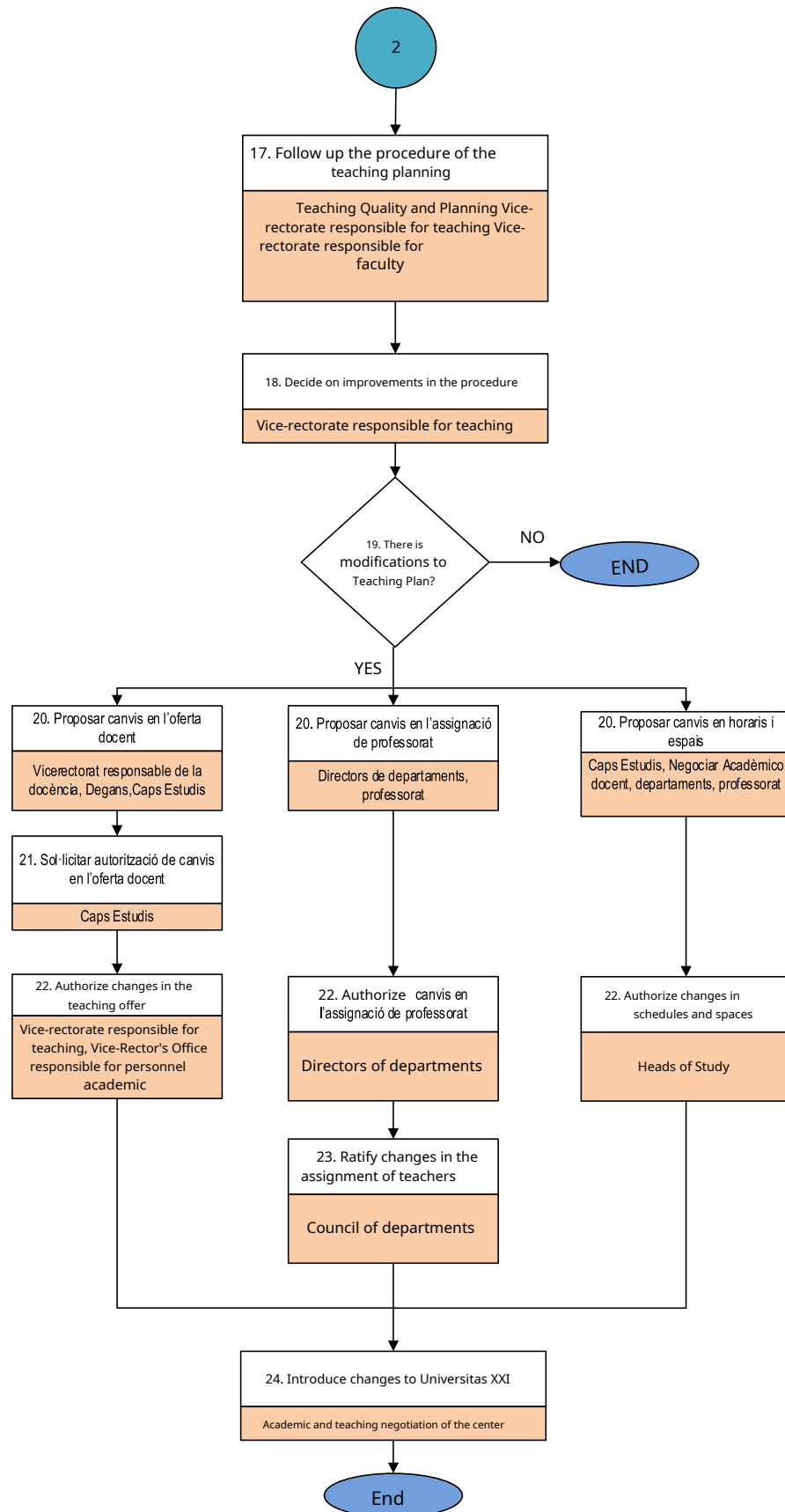
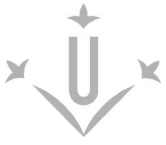


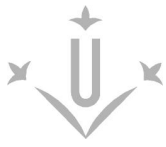


## 8.2. ACTIVITY FLOW









### 8.3. RESPONSIBILITIES

**Governing Council:** Decides on the final approval of the offer of the official degree and master's training programs of the UdL's own centers.

**Center board:** Approves the annual training offer of the center's official degree and master's training programs.

**Vice-rectorate responsible for teaching:** Marks the guidelines that the centers must follow to develop the annual planning of their official degrees.

**Vice-rectorate responsible for academic staff:** Marks the guidelines on academic staff.

**Teaching Quality and Planning Unit:** Responsible for monitoring teaching planning.

**Academic Planning Commission.** It analyzes the teaching planning proposals of each center and resolves the proposed cases with conflict, taking into account the reports of the centers.

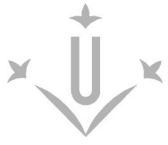
**The center's study committee:** Chaired by the head of studies, it approves the offer of the center's annual teaching plan for the degree and master's programs, studies the needs for teaching resources, monitors the procedure and studies the improvements to be introduced.

**Department Council:** Approves the academic organization plan of the department.

**Management of the department:** The departments must distribute among their members the teaching that belongs to them and must report to the competent governing bodies of the University. The management of the department is responsible in case of non-compliance with the academic planning of the department.

**Head of studies:** He or she is responsible for the center's annual teaching plan. He must ensure the coherence of the annual teaching plan for all the courses in the center, collecting and supervising the proposals of the coordinators of the training programs and presenting them for the approval of the relevant study committee, and for compliance with the plan of studies and the quality of teaching activities.

**Academic Management:** 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.).



**The center's academic and teaching department (administrative of the center's teaching schedule):** It is responsible, under the direction of the head of studies, for entering and revising the information on the center's teaching offer in the corresponding management IT applications.

**Systems, Information and Communications Unit:** It is responsible for the proper functioning of databases and the extraction and loading processes between databases.

## 9. PARTICIPATION OF INTEREST GROUPS

In the study committee of the center there is representation of teaching staff, administration and services staff and students. The study committee of the center has equal representation of students and teachers.

In addition, the Governing Council, on which the approval of the University's educational offer depends, is represented by all the University's collectives.

## 10. RECORDS AND ARCHIVES

| <b>Document</b>                   | <b>Responsible/ Custodian</b> |
|-----------------------------------|-------------------------------|
| Approved annual teaching plan     | Center Management/Deanship    |
| Annual teaching offer             | Center Management/Deanship    |
| Proceedings Council of Government | General Secretary             |
| Department Council Proceedings    | Departments                   |