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| **Procedure:**  **PUBLISH INFORMATION AND ACCOUNT ON TRAINING PROGRAMS** | **PG 23** |
| **Responsible unit:**  **TEACHING QUALITY AND PLANNING** | |
| **Approved by:**  **Francesc Giné de Solà**  **Vice-rector of Academic Planning** | |
| **Location:** [**https://cv.udl.cat/portal/site/uop**](https://cv.udl.cat/portal/site/uop)  **Printed copies are not guaranteed to be valid** | |

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| **HISTORY OF EDITIONS** | | | |
| **No. version** | **Date Elaboration** | **Date Approval** | **Summary of reasons for change** |
| 1.0 | May 09 | May 09 | Initial edition |
| 2.0 | June 10 | June 10 | Incorporation of evaluation results AQU Catalunya |
| 2.1 | October 12 | October 12 | Minor changes internal review |
| 2.2 | January 14 | January 14 | Update procedures |
| 2.3 | March 2018 | Electronics | Review and improve procedures |
| 3.0 | April 2020 | Electronics | Changes in operational content, stakeholder participation and registration and archiving |

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**PREPARATION / REVIEW**

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# object

The purpose of this procedure is to establish how the University of Lleida publishes information and reports on its training programs.

# Scope of application

This procedure applies to the official training programs of the centers owned by the UdL

# Scope of dissemination

This procedure must be brought to the attention of the deanships and center directors, of the heads of studies, of the training program coordination and of the Secretary General

# Related processes

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

# RELATED MANAGEMENT SYSTEMS

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

# Definitions

**Interest group:** Any person, group or institution that has an interest in the centre, the courses or the results obtained. This could include students, teachers, parents, public administrations, employers and society in general.

# References/Regulations

* + - Protocol for the annual internal monitoring of the official titles of the UdL
    - [Agreement no. 74/2016 of the Governing Council of March 30, 2016,](http://udl.cat/ca/organs/vicerectors/voa/Normativa-figura-coordinador_a/) 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.

# operational content

* 1. Description of the activity

The publication of information and the performance of accounts at the University of Lleida is done in three areas:

* The general area through the publication of relevant information about the University
* The scope of the centre, through the relevant publication on the centre
* The field of qualification, through the web page of each training program.
  + - 1. **Determine public information guidelines**

The Vice-Rectorate responsible for teaching determines the guidelines for the information that must be made public through the website of the training programs of the official degrees of the own centers of the UdL, to hold society accountable. The page must include: training objectives and skills, study plan, registration information, access and admission, academic calendar, timetables, teaching staff, subject programs and practicum, as well as the main degree results or information regarding its internal quality assurance system.

Changes in regulations, outcomes, or monitoring for improvement may result in changes to guidelines or procedure. The Vice-rector responsible for teaching will ensure that the new guidelines include the implementation of the improvements.

* + - 1. **Make the information about the results available to the academic managers**

The Vice-rector responsible for quality is in charge of making available to the academic managers (management team, center managers, degree managers, ...) information on the results of the training programs.

The DATA Portal is the platform through which the academic and management managers ofthe UdL They can access the results and obtain different types of reports for decision-making and for the performance of their management accounts.

* + - 1. **Publish information about the university**

General information in relation to the University of Lleida and its activity will be made public through its website ([www.udl.cat](http://www.udl.cat)).

Through the institutional website, the UdL publishes information on its organization, on the governing, management and participation bodies of all interested agents and on its teaching, research and transfer activity and services to society.

With reference to its teaching activity, the regulated training offer (official degrees and master's degrees), the research training offer (doctorate) is published through the institutional website.

An aspect to highlight is the publication of the university's global results through the UdL in figures, which shows information on:

* the academic results of the degrees
* indicators of teaching, research and transfer, specialisation, internationalisation, impact on the territory and employability and external perception.

Finally, there is an information block that collects the activity of the services provided by the UdL to the entire university community: cultural activities, accommodation, insurance, scholarships and grants, libraries, bicycles, sports and information in relation to the programs of mobility for both students, PDI and PAS.

* + - 1. **Publish information about the center**

The Centre's Deanship or Management is in charge of making general information about the center public and reporting on its operation through the website. On this page we will find information related to the organization of the School or Faculty, its governing bodies, the departments that are part of it and which degree and master's degree programs are offered at the center. We may also have information in relation to mobility (regulations, objectives, programs,...), internships (in companies, extracurriculars,...), research (groups and research centers, scientific and technical services,...) and services of interest to the university community and which can be found on the campus where the center is located: administrative services, library, study rooms, computer service, copy shop, cafeteria, assistants

* + - 1. **Publish information about the training program**

The degree and master's training programs of the University of Lleida have their own [Web page](http://udl.cat/ca/estudis/estudis_centres/) which contains useful and necessary information for students.

These pages must include information that the university considers essential (guidelines set by the Vice-rector responsible for teaching) and that guarantee accessibility for students and publicity and transparency. The coordinator of the training program ensures the maintenance of the website and the updating of its content, regarding the program and its results, including any information it considers of interest. The UdL has designed a common structure that all official degree websites must have the UdL, in which the information is organized according to the following structure:

* Future students
* training plan
* Calendars and timetables
* Academic practices
* mobility
* Scholarships and grants
* regulations
* News and videos
* Degree in figures
* Degree sheet

The coordinator of the program has a direct relationship with the Vice-rector responsible for teaching (in general university matters) and with the head of studies (in specific center matters), this guarantees consistency and update of the information that is made public through the website of the training programs.

* 1. Activity flow



* 1. Responsibilities
  + **Vice-rectorate responsible for teaching:** It is responsible for marking the guidelines that the coordinators of the training programs must follow in order to make the information of the programs public.
  + **Vice-rectorate responsible for quality:** It is responsible for making available to the academic managers the information related to the results of the training programs.
  + **Center Management and Dean's Office**: It is responsible for making information public and publicly accounting for the center's actions. The center's annual report is available on the center's website.
  + **Management team of the UdL:** Through the General Secretariat, it is coordinated information related to the university's activity that is made public in the memory academic of the UdL, through which the University is accountable to society. The reports for each academic year are available on the Secretary General website. The performance of internal accounts, of the management of the government team, it is done through the rector's annual report that is presented to the Staff meeting and through periodic reports to the Governing Council.
  + **Program coordinator:** Oversees the maintenance of the degree website. This page contains all the information regarding the program and its results, according to the quality protocols.

# Participation of interest groups

The main decision-making and governing body of the UdL it is the university's Governing Council, in which there is representation from the teaching staff, students and administration and service staff. The management team of the UdL publishes all the information about the decisions taken in this body through the BOU (Official Bulletin of the University) which can be consulted on the institutional page of the UdL.

In addition, the rector's report, in which the university's management team is held accountable, is presented to the faculty, which is the highest representative body at the university.

# Records and archive

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| **Document** | **Responsible/custodian** |
| Institutional website of the UdL | Communication, dissemination and press coordinator |
| Center website | Center Management/Deanship |
| Website of the training program | Degree coordinator |