Universitat de Lleida

Procedure: **DEFINE AND DEVELOP THE UNIVERSITY'S POLICY AND IMPROVEMENT OBJECTIVES**	**PG 24**
Responsible unit: **TEACHING QUALITY AND PLANNING**	
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HISTORY OF EDITIONS			
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PREPARATION / REVIEW

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1.-OBJECT

The purpose of this procedure is to establish how the university defines and develops the policy and improvement objectives, which include the improvement of the teaching, research and transfer and management mission to increase its effectiveness and efficiency. The University of Lleida has adopted the Strategic Plan to define the general lines in all areas of its activity.

2.-SCOPE OF APPLICATION

This procedure will apply to the University of Lleida.

3.-SCOPE OF DIFFUSION

This procedure must be brought to the attention of the university Vice-rectors and the Management.

4.-RELATED PROCESSES

This procedure is part of process A11 Establish strategy and budget.

5.-RELATED MANAGEMENT SYSTEMS

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

6.-DEFINITIONS

Quality policy: Global framework that guides an organization to commitment to service quality, results, user satisfaction and stakeholders.

Quality objectives: Set of proposals that you want to achieve during a period with the purpose of improving the institution, the training offer, the unit or the services that are evaluated. Each objective is associated with a monitoring indicator that measures the degree of fulfilment of the objective.

7.-REFERENCES / REGULATIONS

- Strategic planof the UdL approved by Agreement no. 11/2022 of the Governing Council, of February 23, 2022.
- Quality policyat the UdL
- 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, dated 25 June 2014, extended by Agreement 50/2020 of the Governing Council, dated 18 February 2020, amended 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.

- Annual budget of the UdL

8.-OPERATIVE CONTENT

8.1.- DESCRIPTION AND DEVELOPMENT OF THE ACTIVITY

The University of Lleida marks its lines of action through the Strategic Plan of the UdL. The responsible vice-rectorates define the framework of the policies in their area through the development plans of the Strategic Plan.

In this set of guidelines, the UdL's governing team sets the UdL's policy and sets goals for improvement.

1. Define the lines of work

Taking into account the strategic documents of the University of Lleida (Strategic Plan, Teaching Strategy Plan, Research Plan, Internationalization Plan, ...) the Board of Directors defines the priority lines of work per academic year. These lines are developed from 5 strategic areas:

- Strategic area 1: Teaching, learning and employability
- Strategic area 2: Research and knowledge transfer
- Strategic area 3: Relationship with the territory and internationalization
- Strategic area 4: University community and transversal policies
- Strategic area 5: Organization, resources and services

For each of these areas, axes of work, actions to be developed, those responsible for carrying out the actions, responsible units, period and the indicators that measure the results are defined.

2. Define the actions of each area

The members of the Board of Directors annually define the actions to develop the axes of work in each area, within the field of their responsibilities. In the determination of these annual actions, it considers the monitoring of the results of the actions defined in the previous period.

In a special way and beforehand, the vice-rectorates responsible for the SGIQ procedures and management, within the framework of PG31 Review and improve the SGIQ, carry out an analysis of the monitoring indicators for each procedure. The result of this analysis is the basis for defining the actions that fall within the different areas mentioned in action 1.

In this way, the SGIQ, as a system that directs the field of regulated teaching, is linked and coordinated with the Program Budget that plans the activity in all areas of action of the university.

3. Approve the budget by program

The program budget, with its objectives, improvement actions and allocated budget items, is presented annually to the Governing Council and the Social Council for their approval.

4. Publish the Budget by Programs

The Management is responsible for ensuring that the information relating to the improvement programs is made public, which includes the funding planned for each program: (http://www.udl.cat/serveis/afin/Pressupost.html).

Once this information is published, the centers, within the framework of PG01 Define and develop the centers' improvement objectives, prioritize and transfer to their scope of action the university actions identified in the SGIQ procedures that have been included in the Budget for Programs.

5. Follow the performances

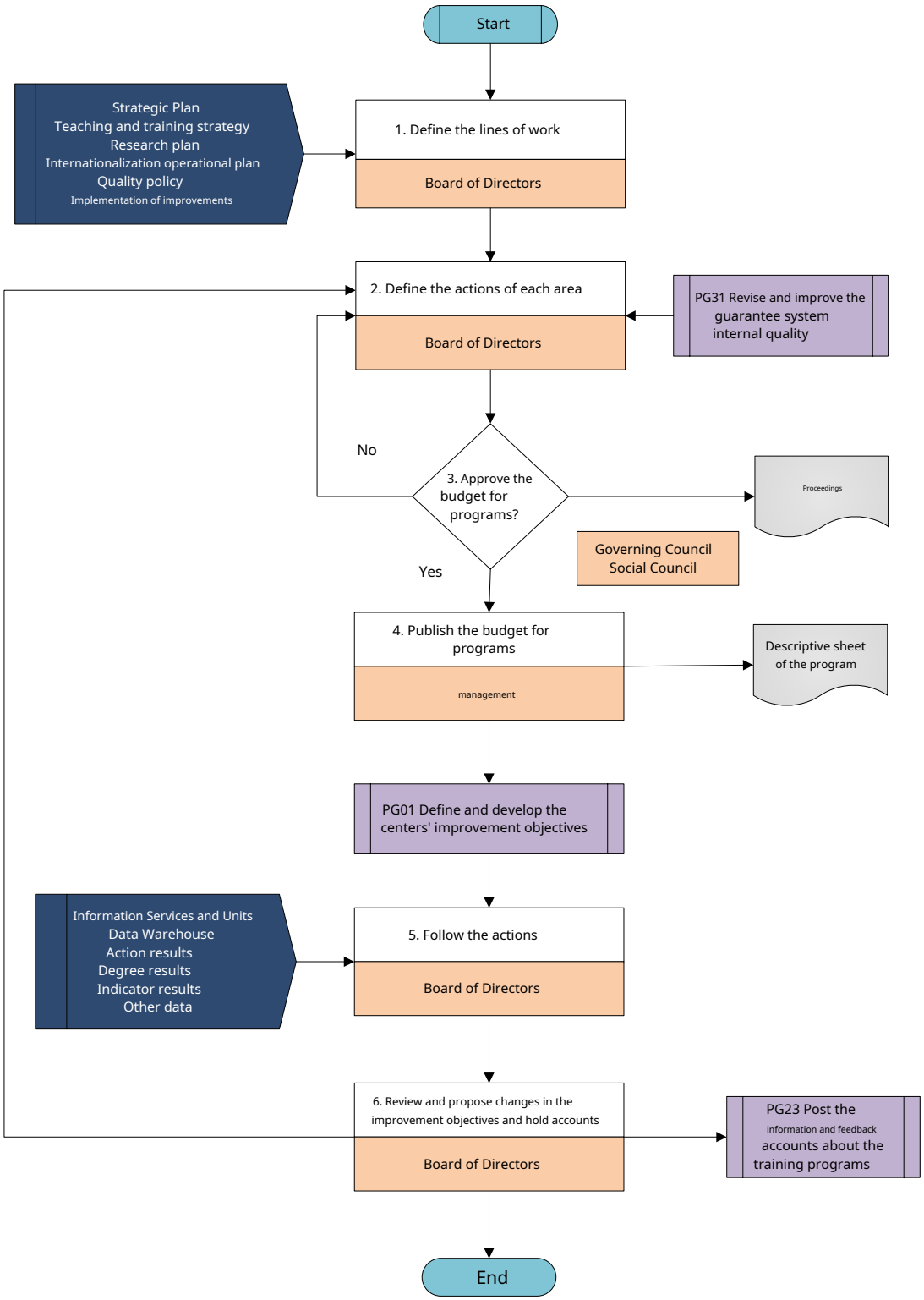
The improvement actions incorporated in the Program Budget have assigned responsible persons. The Board of Directors, through the services and units that have developed the actions, collect the necessary information to monitor them.

6. Review and propose changes in the improvement objectives and hold accountable

The Board of Directors reviews the information collected in the monitoring of the programs and the improvement objectives achieved and proposes the changes and introduces the improvements it considers necessary for the following year's programs.

The Board of Directors holds accounts of its actions before the Senate of the UdL, through the Rector's report, and before society through the university's academic report (PG23 Publish the information and hold accounts about the training programs).

8.2.- ACTIVITY FLOW



8.3.- RESPONSIBILITIES FOR THE PROCEDURE

- **Board of Directors:** It is the university's governing team, made up of the rector, the vice-rectors, the manager and the secretary-general, responsible for making strategic decisions and establishing the university's policies and objectives. It must also monitor these objectives and be accountable for its performance.

- **Social Council / Governing Council:** The Social Council is responsible for approving the university's budget and the documents it includes, at the proposal of the university's Governing Council.

- **Management:** It guarantees that information related to public programs is made public through its website, the university's budget (including the budget by program), as well as documentation associated with the budget.

9.- PARTICIPATION OF INTEREST GROUPS

All the strategic documents of the UdL (Strategic Plan, Teaching Strategy Plan, Internationalization Plan, Research Plan, Quality Policy, ...) are discussed and approved by the Governing Council, which is the body governing body of the University of Lleida and in which there is representation of teaching staff, students and administration and service staff.
In addition, the approval of the university's budget is the responsibility of the Social Council, which is the body for society's participation in the university.

10.-REGISTERS AND ARCHIVES

Document	**Responsible / custodian**
Approved budget	Management
Descriptive sheets of programs	Economic Area