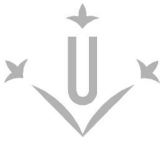


<b>Procedure:</b> <b>DEFINE AND DEVELOP TRAINING POLICY AND OBJECTIVES</b>	<b>PG 25</b>
<b>Responsible unit:</b> <b>TEACHING QUALITY AND PLANNING</b>	
<b>Approved by:</b> <b>Francisca Santiveri Morata</b> <b>Vice-rector of Academic Planning and Quality</b>	
<b>Location:</b> <a href="https://cv.udl.cat/portal/site/uop">https://cv.udl.cat/portal/site/uop</a> <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
1.1	January 2014	January 2014	Update procedure
1.2	March 2018	Electronic signature	Review and improve procedures
1.3	April 2020	Electronic signature	Update procedure
1.4	June 2022	Electronic signature	Incorporation of the Regulation of academic and quality commissions



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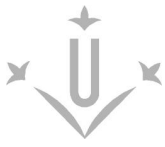
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## **PREPARATION / REVIEW**

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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 establish how the University of Lleida defines and develops the policy and training improvement objectives.

## 2. SCOPE OF APPLICATION

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

## 3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the Vice-rector responsible for quality, and of the Deanships and management of the own centers of the University.

## 4. RELATED PROCESSES

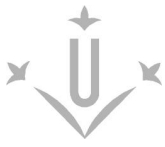
This procedure is part of the Establish strategy and budget process (A11)

## 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.
- **Academic Planning Commission (COA):** Knows and evaluates the degree and master's training programs, their quality, the results of the annual monitoring and the proposals for improvement and resolves everything that is necessary.



## 7. REFERENCES/REGULATIONS

- Strategic plan of the UdL, approved by Agreement no. 11/2022 of the Governing Council, of February 23, 2022.
- Quality policy at 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.
- Agreement no. 75/2009 of the Governing Council, of March 2009, which approves the review of the program of improvement agreements with the centers within the framework of the new funding system for the centers of the UdL.

## 8. OPERATIONAL CONTENT

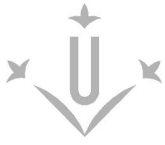
### 8.1 DESCRIPTION AND DEVELOPMENT OF THE ACTIVITY

#### 1. Define the policy proposal and training objectives

The Vice-rector responsible for teaching prepares a policy proposal and training improvement objectives based on the strategic objectives defined by the Board of Directors (PG 24 Define and develop the university's improvement policy and objectives), monitoring the program of improvement agreements with the centers (PG 01 Define and develop the improvement objectives of the centers) and the annual monitoring of the training programs (PG 03 Review and improve the training programs).

#### 2. Assess the policy and training improvement objectives

The Academic Planning Committee evaluates the proposed policy and training improvement objectives and agrees on the main actions.

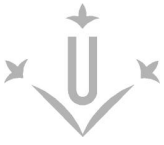


### **3. Develop actions**

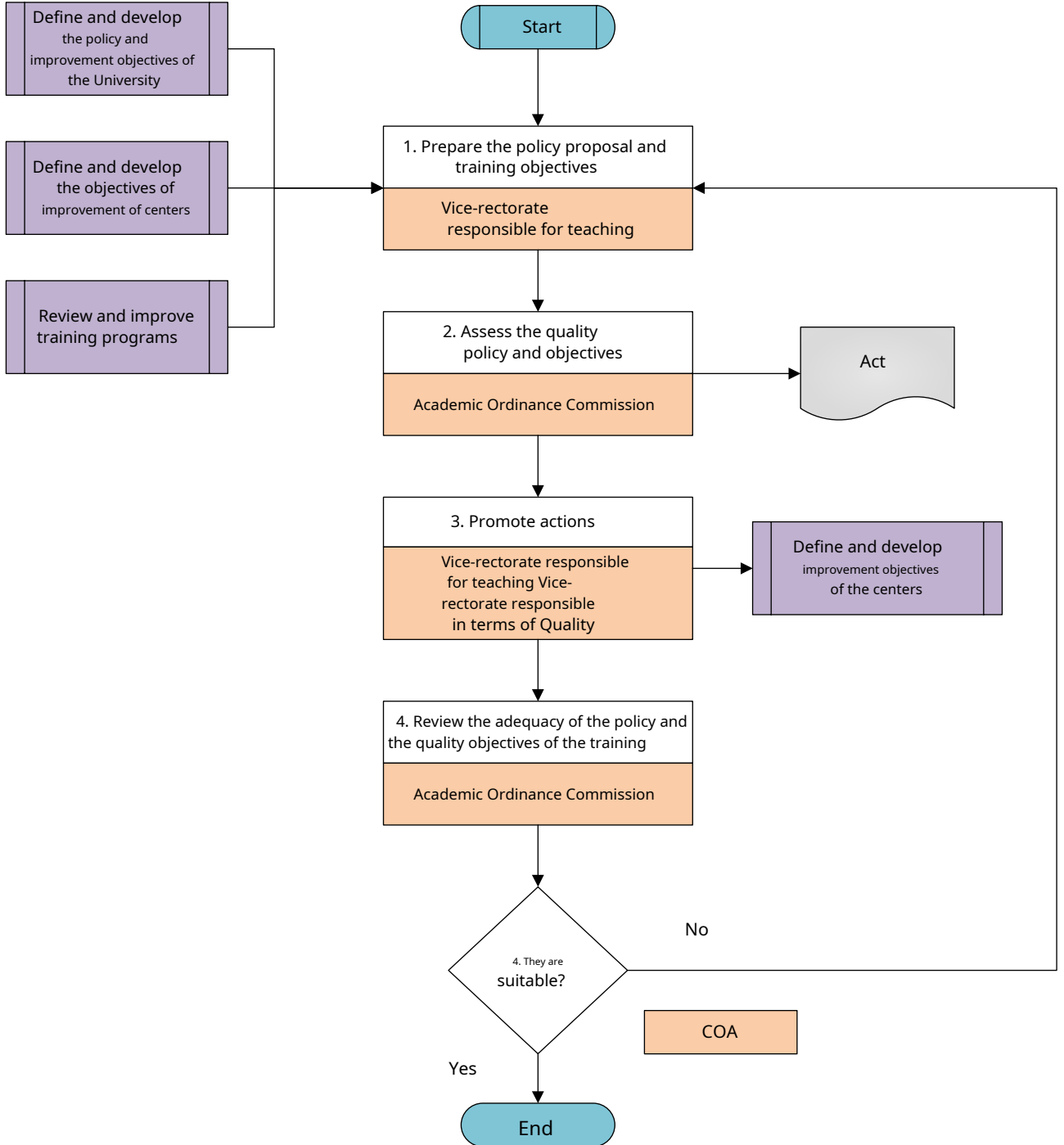
The Vice-Rectorate responsible for teaching and the Vice-Rectorate responsible for quality promote the actions derived from the policy and the objectives of improving the quality of training through the signing of improvement agreements with the centres.

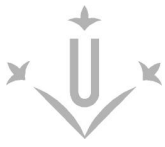
### **4. Review the adequacy of the policy and the quality objectives of the training**

Within the framework of the Academic Planning Commission, the results of the training programs and the adequacy of the policy and quality objectives of the training are reviewed annually.



## 8.2 ACTIVITY FLOW





### 8.3 RESPONSIBILITIES

- **Academic Planning Committee:** It is the commission in charge of overseeing official undergraduate and master's studies the University.
- **Vice-rectorate responsible for teaching:** It is his responsibility to develop the policy proposal and training improvement objectives, and together with the Vice-rector responsible for quality, it promotes actions through the agreements with the centres.

## 9. PARTICIPATION OF INTEREST GROUPS

The composition of the center's Quality Committee guarantees the participation of all University groups - teaching staff, students and PAS - in the quality policy and objectives of the training.

## 10. RECORDS AND ARCHIVE

<b>Document</b>	<b>Responsible/custodian</b>
Proceedings of the Academic Planning Commission	Vice-rectorate responsible for teaching