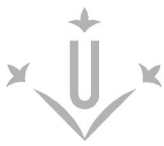


Procedure: ACCREDIT OFFICIAL QUALIFICATIONS	PG 26
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice-rector of Academic Planning and Quality	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

HISTORY OF EDITIONS			
No. version	Date Elaboration	Date Approval	Summary of reasons for change
1.0	May 2016	May 2016	Initial edition
1.1	March 2018	Electronic signature	Update procedure
1.2	February 2020	Electronic signature	Update procedure
1.3	June 2022	Electronic signature	Incorporation of the Regulation of academic and quality commissions



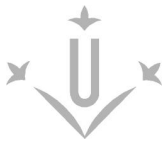
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PREPARATION / REVIEW

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1. OBJECT

The purpose of this procedure is to define the actions that are carried out for the accreditation of the official degrees (Bachelor, Master and Doctorate) of the University of Lleida.

2. SCOPE OF APPLICATION

This procedure applies to all official degrees from the University of Lleida's own and affiliated centres.

3. SCOPE OF DISSEMINATION

In the field of degrees, this procedure must be brought to the attention of the degree coordinators (Bachelor's, Master's and Doctorate).

In the field of centers, this procedure must be brought to the attention of center managements and deanships, heads of studies and the management of doctoral programs.

At the university level, this procedure must be brought to the attention of the vice-rectors responsible for quality and teaching.

4. RELATED PROCESSES

This procedure is part of the Audit process (Internal and external) (A54).

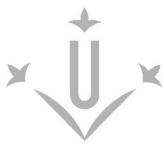
5. RELATED MANAGEMENT SYSTEMS

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

6. DEFINITIONS

Accreditation: Verification from an external visit that the degree is being developed as planned in the verification.

Directive: Set of instructions that guide the actions to be carried out in a model or system.



Quality assurance: Systematic, structured and continuous attention to quality, in terms of its maintenance and improvement; all activities aimed at ensuring internal and external quality. In this case, actions aimed at ensuring the quality of the courses developed by the center are considered, as well as those aimed at generating and maintaining the confidence of students, teachers and society.

Training program: Set of organized courses that lead to obtaining a degree, with all the regulatory, technical, human and material elements that surround it and favor the achievement of the objectives established by the body responsible for this program.

Center portfolio: Fundamental tool for internal quality assurance systems for training programs that collects all the documentation and evidence generated by the planning, development and results of the implementation of a program.

Evidence: Documentary evidence showing the completion of an action or the achievement of a result.

7. REFERENCES/REGULATIONS

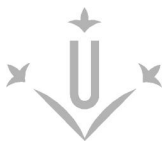
The sources to consider for accreditation are, among others:

- [Royal Decree 822/2021](#), of September 28, which establishes the organization of university courses and the procedure for ensuring their quality.
- [Guide for the accreditation of official undergraduate and master's degrees, December 2021](#). Agency for the Quality of the University System of Catalonia.
- [Guide for the accreditation of official doctoral programs](#), December 2020. Agency for the Quality of the University System of Catalonia

8. OPERATIONAL CONTENT

8.1 Description of the activity

Annually, the UdL monitors its official degrees, following the review and improvement procedures of training programs (PG 03) and doctoral programs (PD05), both included in the internal quality assurance systems. The main result of the application of these procedures is the center's Monitoring Report which includes the report of all the center's qualifications and of which the Improvement Plan is also



part. Based on this document, and at the time when it is appropriate to carry out the accreditation, the procedure described below is applied.

1. Approve Center monitoring report.

Annually, the coordinators draw up the follow-up reports of the training programs for which they are responsible and they are approved by the center's Quality Committee and by the Academic Committee of the program, in the case of doctorates. In these reports, the results of the previous year are evaluated and improvement actions are identified. All the degree monitoring reports, plus the sections to be completed by the centre, form the center monitoring report (ISC).

2. to credit

In accordance with the planning of the external evaluations carried out by AQU Catalunya, and with the terms and procedures established by RD 822/2021, the Vice-rector responsible for academic organization will make the formal request for accreditation of the degrees.

The request for accreditation is made for each qualification. With this request, the accreditation process begins.

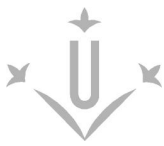
3. Create Internal Evaluation Committee

In the accreditation process, the management or dean's office of the center constitutes the Internal Evaluation Committee (CAI). In the case of the doctorate, this committee is constituted by the Academic Committee.

Its composition includes representatives of the center's management, program coordinators, teaching staff, administration and services staff (PAS), students, and other members that the center's management or dean's office deems appropriate to include. The CAI is responsible for the preparation of the internal accreditation self-report.

4. Collect evidence.

The Guide for the Accreditation of AQU Catalunya's official bachelor's and master's degrees includes a list of evidence that must be available for consultation by the



members of the External Assessment Committee (CAE). The degree coordinator, the CAI and the Teaching Quality and Planning unit collaborate in the collection and systematization of the necessary information.

All the evidence is collected in the center's Portfolio within the UdL's virtual campus, where it will be made available to the CAE so that it can consult it.

5. Prepare Center Accreditation Report.

The CAI is responsible for the Center's Accreditation Report (IAC). The report must include data from the last academic year, with the evolution of recent years and its analysis. The report ends with an Improvement Plan.

6. Approve / Disseminate Center Accreditation Report (IAC).

After the preparation of the IAC, it is made available to the center's university community in order to disseminate it, in this way everyone is aware of it and can make the contributions they think appropriate.

In the event that a contribution is presented during the public dissemination process, this will be assessed by the CAI before the approval of the report and, if applicable, will be incorporated.

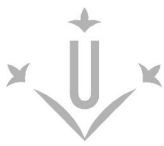
7. Approve Center Accreditation Report.

The CAI submits the report to the University's Academic Organization Committee (COA), which is the superior body that approves the Centre's Accreditation Report before submission to AQU Catalunya.

If the COA does not approve the Center's Accreditation Report, it is sent back to the CAI for review.

8. Publish Center Accreditation Report

The Teaching Quality and Planning unit is responsible for delivering the report to the evaluators through the website that AQU Catalunya makes available and also publishes it on the UdL website.



9. Propose External Evaluation Committee

AQU Catalunya proposes to the university the composition of the External Evaluation Committee. In the event that the center becomes aware that any of the proposed members has a conflict of interest with the center's qualifications, AQU Catalunya must be notified in writing. In this case, AQU Catalunya decides whether to replace the person in question.

10. Give access to the Portfolio.

The Teaching Quality and Planning unit gives access to the Center's Portfolio to CAE members. In the Portfolio you will find all the necessary information for the evaluation of the qualification.

11. Prepare external visit.

The center and the CAI, with the support of the Teaching Quality and Planning unit, prepare the visit of the CAE according to the program proposed by AQU Catalunya. The groups involved in the visit are the CAI, the centre's management team and a representation of the teaching staff, the students, the graduates and the main employers of the graduates.

An audience is organized with each of these groups.

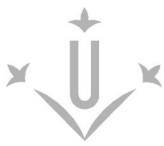
12. Respond to requests for data from the External Evaluation Committee.

In advance of the visit, the CAE carries out a preliminary analysis of the documentation presented. As a result of this analysis, the External Evaluation Evidence Review Report (IRAE) is issued. Additional data may be required from the center in this report.

13. Welcome the visit.

The center is responsible for hosting the visit and making the necessary space and resources available to the CAE.

The aim of the CAE's visit to the center is to be able to compare the evidence provided with the different groups.



During the visit, the CAE holds the various hearings planned in the schedule of the visit, plus the visit to the facilities.

14. Reply Report

After the visit, the CAE issues the Prior External Assessment Report (IPAE) and publishes it on the documentation management platform of AQU Catalunya. In this report, in addition to the analysis and evaluation of the accreditation criteria, the set of good practices and the aspects to be improved are summarized.

Within the established period, the CAI presents the allegations it considers appropriate so that the CAE can consider them.

15. Publish External Evaluation Report.

At the end of the period for submission of allegations, the CAE prepares the External Evaluation (IAE) report and publishes it on the AQU Catalunya documentation management platform. The Teaching Quality and Planning unit sends this report to the center management, the vice-rectorate responsible for teaching and the vice-rectorate responsible for quality.

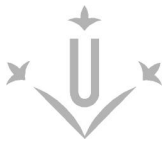
16. Answer report

The specific evaluation commission by branch (CEA) of AQU Catalunya receives the IAE at the proposal of the CAE and prepares the Pre-Accreditation Report (IPA) for each of the qualifications evaluated in the Evaluation Report external. This report is published on the documentation management platform of AQU Catalunya. The result can be: accredited in progress of excellence, accredited, accredited with conditions or not accredited.

The Internal Evaluation Committee (CAI) can present allegations, within the established deadlines.

17. Plan Identified Improvements

The center, in coordination with the degree, incorporates in the Center's Improvement Plan the improvement actions that have been identified in the various external



evaluation reports. Special monitoring is done of those improvements that have been identified as mandatory compliance in a certain period of time.

18. Publish the Final Accreditation Report (IDA)

The specific evaluation committee by branch (CEA) of AQU Catalunya, once the allegations have been reviewed, issues the Final Accreditation Report (IDA) and publishes it on the AQU Catalunya documentation management platform .

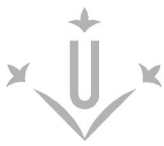
The Teaching Quality and Planning unit communicates the final result of the process to the vice-rectorates responsible for teaching and quality and to the academic management administrative units.

19. Notify/ Publish

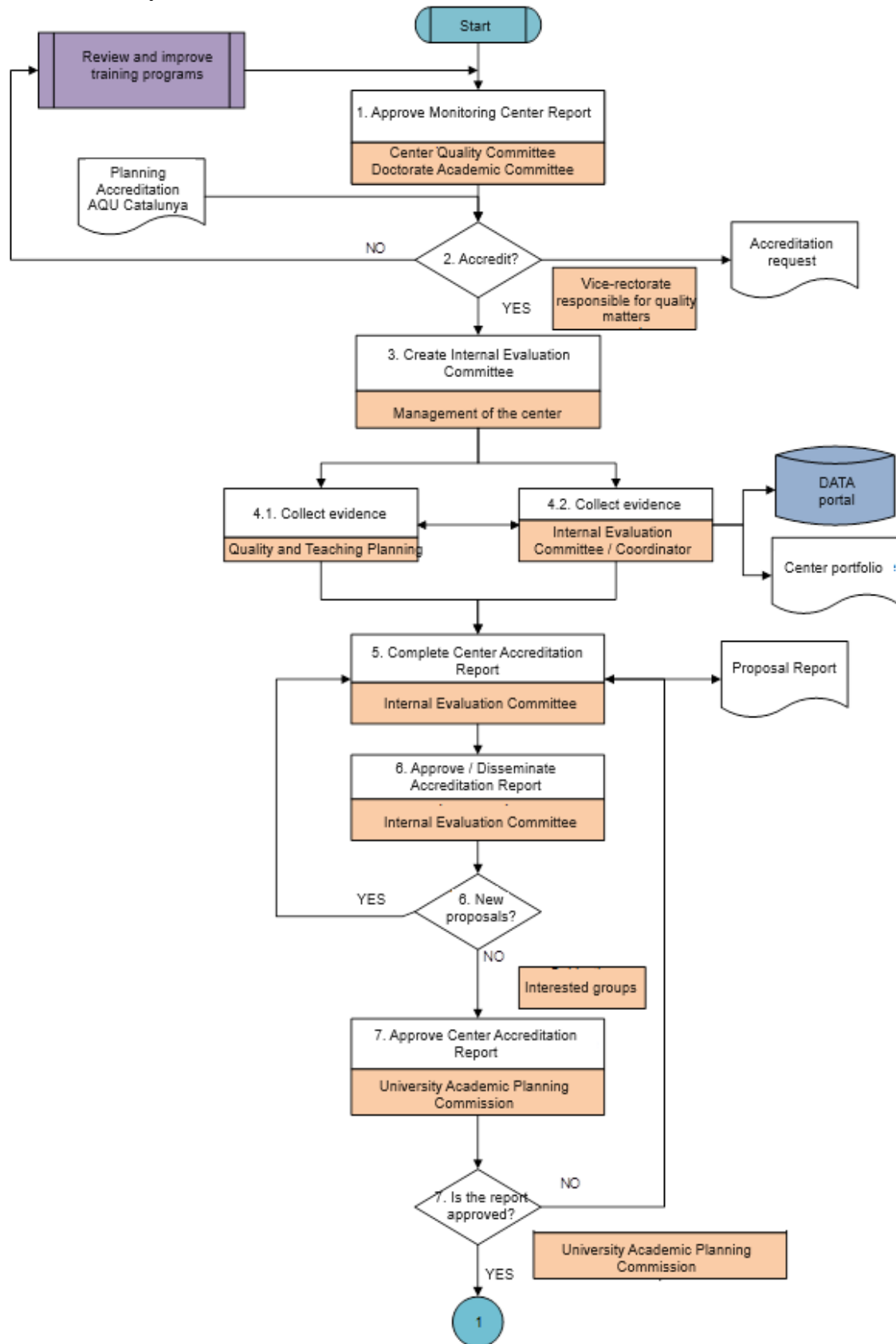
AQU Catalunya communicates the result of the accreditation process to the Generalitat de Catalunya, the Ministerio de Educación Ciencia y Deportes and the Consejo de Universidades. It also issues and sends the corresponding stamps and certificates with the results to the university.

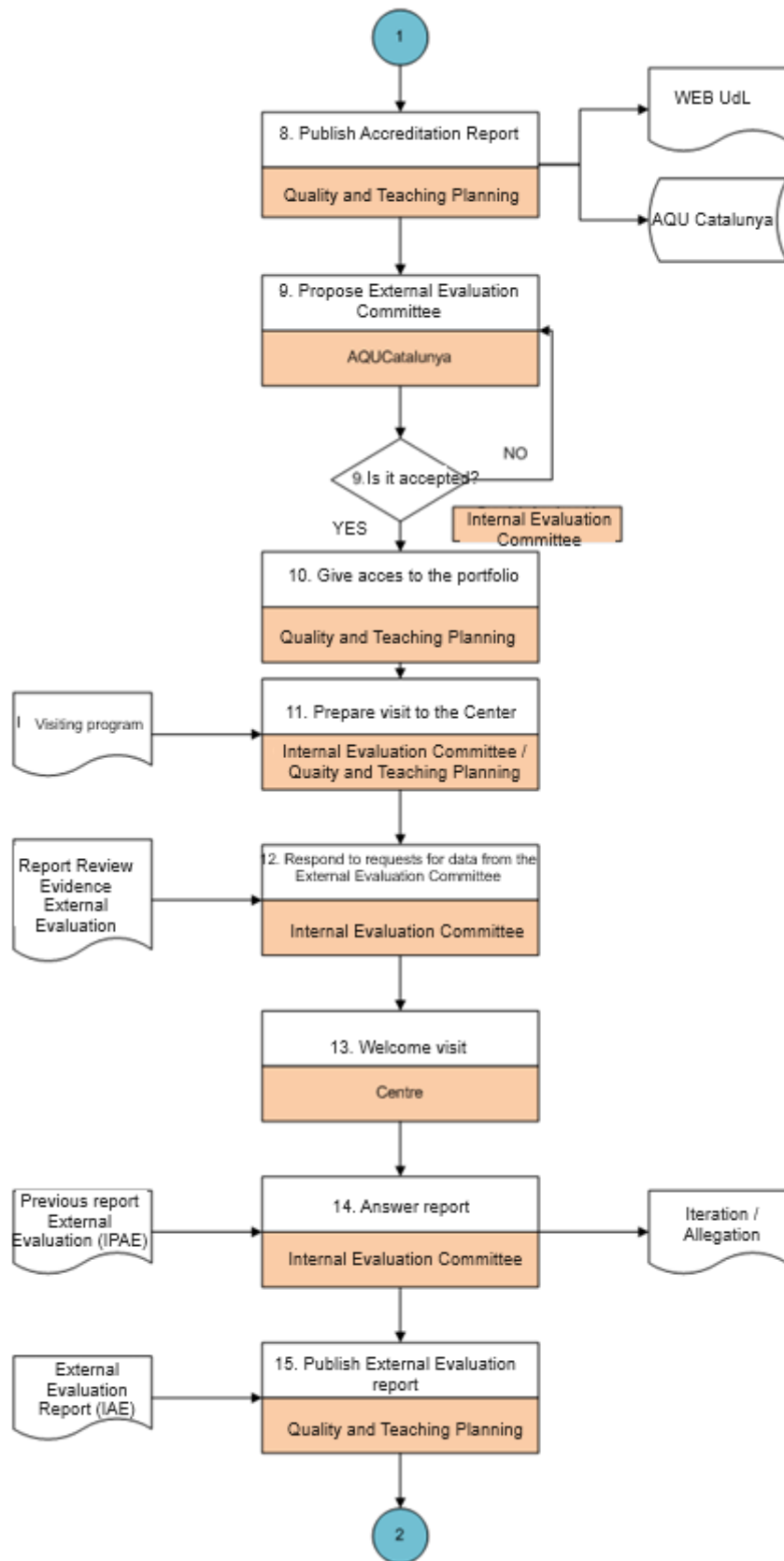
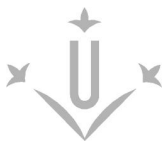
The Consejo de Universidades publishes in the Registro de Universidades, Centros y Títulos (RUCT) the resolution of the result of the accreditation.

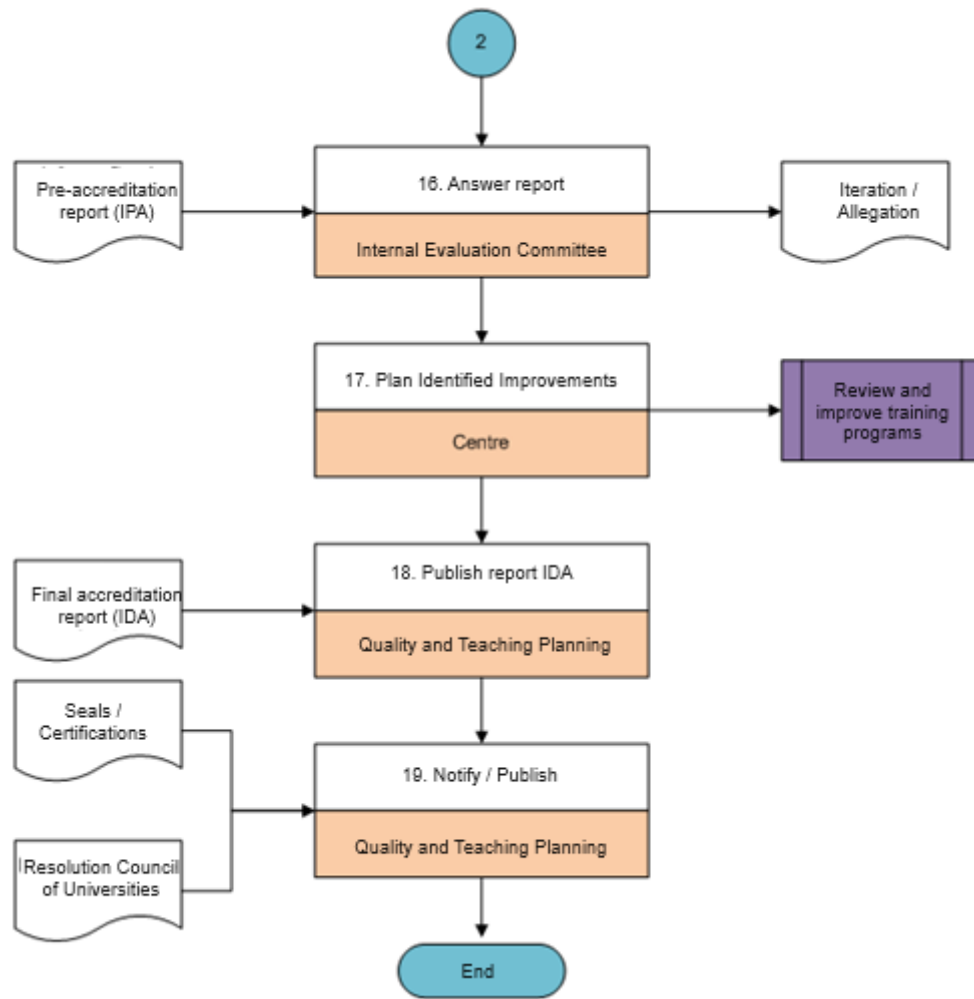
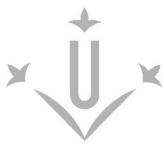
The Teaching Quality and Planning unit sends the stamps and certificates issued to the centre, to the Academic Management unit, to the Doctoral School and to the vice-rectorates responsible for teaching and quality. It is also responsible for including the corresponding stamp on the website of each qualification. In the case of affiliated centers, it is the responsibility of the center itself to make it public.

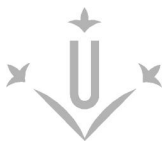


8.2 Activity flow



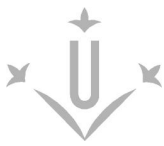






8.3 Responsibilities in the procedure

- **University Academic Planning Commission (COA):** It is responsible for approving the reports of the annual monitoring of the official and center degrees, as well as the accreditation reports.
- **Program coordinator:** He is responsible, through the study committee, for applying the monitoring and evaluation instruments provided for in the system of internal guarantee of the quality of official degrees. Together with the collectives involved in the program, it evaluates the results and prepares a report with proposals for improvement.
- **Center Quality Committee:** This body assumes leadership in matters of quality and development of the Center's Internal Quality Assurance System.
- **Management Committee (PhD School):** The Quality Assurance System for doctoral programs establishes that this commission performs the functions of the Quality Assurance Commission for doctoral programs. Among other things, its function is to prepare the proposal for actions to improve the programs, in accordance with the monitoring report of the coordinator.
- **Center Management and Deanship:** Get to know and review the results of the annual monitoring of the official titles of your center and present the proposal for improvement actions to the vice-rectorate responsible for quality for the signing of the annual improvement agreements.
- **Academic Committee of the program (doctorate):** Get to know and review the results of the annual monitoring of doctoral programs and present the proposal for improvement actions to the vice-rectorate responsible for quality.



- **Internal Evaluation Committee (CAI):**In an accreditation process, an Internal Evaluation Committee is established. Its composition includes representatives of the center's management, program coordinators, teaching staff, administration and services staff (PAS), students, and other members that the center's management or dean's office deems appropriate to include. They are responsible for drawing up the internal accreditation report.
- **Teaching Quality and Planning Unit:**It supports the UdL centers in the monitoring and accreditation procedures of the programs and ensures that they function properly.
- **Vice-rectorate responsible for teaching quality:**He is responsible for the accreditation procedure at the UdL and for ensuring its compliance.

9. PARTICIPATION OF INTEREST GROUPS

The accreditation process guarantees the participation of all groups in the assessment of the training programs: - teaching staff, students and administrative and service staff - as well as external agents representing the professional sector and graduates.

10. RECORDS/ARCHIVE

Document	Responsible/custodian
Request for accreditation	Vice-rectorate responsible for quality
Center Accreditation Report	Teaching Quality and Planning - Web
Evidence – Portfolio of the Title	Teaching Quality and Planning - SIC