Universitat de Lleida

Procedure: MANAGE THE MATERIAL RESOURCES INTENDED FOR TEACHING	PG 27
Responsible unit: **TEACHING QUALITY AND PLANNING**	
Approved by: **J. Narciso Pastor Saenz** **Vice Chancellor of Infrastructures**	
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| HISTORY OF EDITIONS			
No. version	**Date Elaboration**	**Date Approval**	**Summary of reasons for change**
PC 05 1.0	June 2010	June 2010	Initial edition
1.0	March 2018	Electronic signature	Homogenize procedures in all centers
2.0	February 2020	Electronic signature	Change in operational content
2.1	June 2022	Electronic signature	Update of the regulations

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PREPARATION / REVIEW

J. Narciso Pastor Sáenz. Vice Chancellor of Infrastructures

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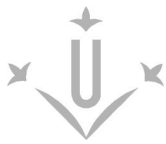
1.   OBJECT

The purpose of this procedure is to establish the action guidelines of the University of Lleida to define the needs of material resources intended for regulated teaching, plan their acquisition and withdrawal and manage them appropriately, guiding this management to continuous improvement.

2. SCOPE OF APPLICATION

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

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of all the people who participate in the management of the center's material resources: campus administrator, managers of common services on campus, staff of the Information and Communication Systems unit on campus , common service assistants, staff from the Campus Economic Unit, the Centre's Management Team, the Infrastructure Unit, the Occupational Risk Prevention Unit and Community Services.

4. RELATED PROCESSES

This procedure is part of the process Provide infrastructure, resources and materials (A22).

5. RELATED MANAGEMENT SYSTEMS

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

6. DEFINITIONS

Material resources: Facilities (classrooms, study rooms, computer rooms, computer user rooms, teaching laboratories, libraries, practice field) and equipment in which the teaching and learning process takes place.

Facilities: Real estate, buildings or territorial elements and their fixed accessories. Examples are a centre, an outdoor car park, a laboratory, an attached library, a restaurant, the lifts, signaling lights, air conditioning, water, ventilation, security systems, scientific, technical, assistance and artistic material, etc.

Equipment: Movable property located on the premises, including non-consumable fungible material such as furniture, a video device or library resources, for example.
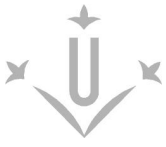
7. REFERENCES/ REGULATIONS

- [Guidelines for the adaptation of legislation for the prevention of occupational risks in the University, for the promotion and extension of the preventive culture in the university community](), approved by the Consejo de Universidades agreement of 22 September 2011.

- [Regulations for the management of spaces](), approved by agreement no. 133/2005, of the Governing Council, of September 23, 2005 and modified by agreement no. 83/2008 of the Governing Council, of May 27, 2008.

- [Procedure for reassignment and deregistration of movable property](), approved by agreement no. 136/2005of the Governing Council, of September 23, 2005.

- [UdL prevention policy](), approved by agreement no. 7/2004 of the Governing Council, of January 16, 2004 and updated by agreement no. 253/2020 of the Governing Council, of December 17, 2020

- [Execution bases]()of the annual budget.

## 8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

1. Identify the needs of the resources associated with teaching

In the detection of material resource needs on campus, a large part of the university community of the centers participates: the administrator, those responsible for common services, the Management of the centers and the student councils, which guarantee participation of the student body

The administrator of the campus, the community services staff, the people responsible for common services, the staff of the administrative economic negotiation of the campus and the unit of Information and Communication Systems on the campus, make the diagnosis of the detection of needs and communicates it to the center.

2. Plan the acquisition or action

Taking into account the applicable regulations, the policies of the UdL, the available budget and the priority or urgency of the need, the center plans the acquisition or action related to
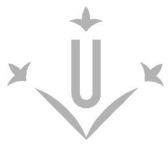
material resources.[1]This planning must include the implementation of the improvements detected in the annual monitoring of this procedure or in the annual monitoring of training programs (PG 03).

3. Can the center bear the expense?

The center, to assume the expense, must have the competence to do so, in addition to adequate and sufficient credit to make the acquisition or request the service.

4. Apply to the responsible vice-rectorate

If the center cannot bear the expense, it must address a reasoned request to the vice-rectorate responsible for the management of the material resources intended for teaching, usually through the campus administrator, which justifies the need for the resources to the competent body with the capacity to make decisions.

5. authorize

The Vice-Rectorate responsible for the management of the material resources intended for teaching, if it considers the request relevant, authorizes the competent body to process the acquisition or action following the procedures designed by the corresponding unit (Economy unit, Occupational Risk Prevention unit, Infrastructure unit...).

6. Execute the acquisition or action

The purchase, reception, review and inventory of new resources or the necessary action on existing resources is carried out, in accordance with the procedures of the corresponding unit, under the coordination of the campus administrator.

7. Coordinate and carry out maintenance

The type and periodicity of maintenance varies according to the type of resources. The Infrastructure unit is in charge of the regulatory, preventive and corrective maintenance of the UdL's facilities, the community services are in charge of the office furniture and the laboratories and the Information and Communication Systems unit in charge of the network and IT equipment.

On campus, the campus administrator plans and coordinates with those responsible for common services who will be responsible for the maintenance of teaching laboratory

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[1]Article 22.2 of the Statutes of the UdL.
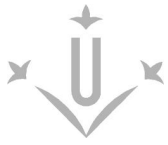
equipment by centers or departments.

8. Analyze the information

Students give their opinion on the operation and adequacy of resources and services through the student opinion survey.

The administration and services staff (PAS) and the teaching and research staff (PDI) express their opinion on the adequacy of resources through the campus administrator. All available sources of information on resources, the previous year's budget settlement, comments received through open mail, data from the IT application for maintenance or repair requests, are taken into account. and the data from the "user support" application, which collects incidents or requests for assistance from UdL staff in matters related to information technology. The opinion of the teaching staff and the PAS who participate in training courses is also collected (therefore, the opinion as users of University resources and services) through training questionnaires that include assessment of organization, adequacy of resources and/or space adequacy.

The student satisfaction survey or the complaints or suggestions collected through the open mail are tools that are made available to the coordination of the training program, and are therefore taken into account in the annual monitoring of the degrees (PG 03)Review and improve training programs). Monitoring includes the assessment of resources and services.

9. Monitor the resource management procedure

The campus administrator, the Infrastructure unit, Community Services, the Library and Documentation unit and the Information and Communication Systems unit monitor the procedure and propose to the Vice-Chancellor responsible for infrastructure the improvements they consider appropriate. This monitoring also makes it possible to identify resource needs.

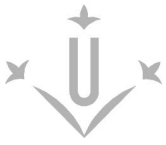### 10. Collect accounts and publish information

The monitoring units present an annual report on their activity to the Vice-Chancellor responsible for infrastructure. In addition, it accounts for the maintenance, improvement and reform of the facilities through quarterly reports, necessary for the UdL to account for the University Investment Plan to the Generalitat de Catalunya.
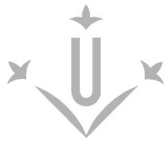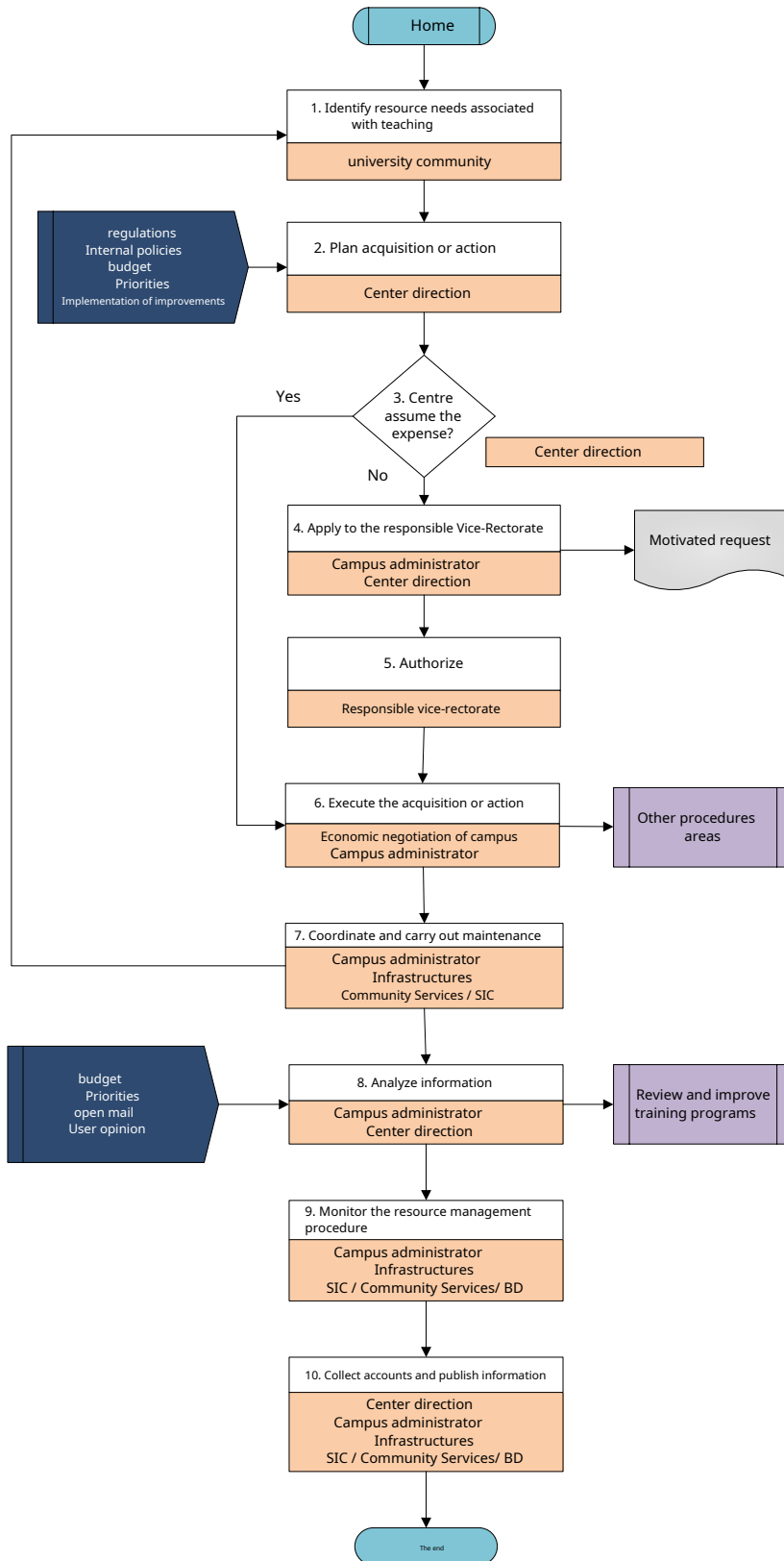
The Vice-Chancellor responsible for infrastructures is accountable to the Governing Council or the Senate, as appropriate, for the actions under its jurisdiction. It also makes decisions regarding information to be made public about resources and facilities, either through the publication of information on the University's website, or through the inclusion of information in the academic memory of the university.
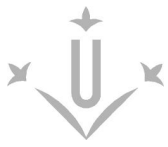
Each year, the centers draw up an evaluation and follow-up report, in which they must give an account of the implementation of the teaching plan, the academic activities, the distribution of financial resources and the expenses incurred.[2] The report is presented to the Center Board and published on the center's website.

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[2] Art. 22.3 of the Statutes of the University of Lleida.

8.2 FLOW OF THE ACTIVITY

Home

1. Identify resource needs associated with teaching

university community

regulations
Internal policies
budget
Priorities
Implementation of improvements

2. Plan acquisition or action

Center direction

3. Centre assume the expense?

Yes

No

Center direction

4. Apply to the responsible Vice-Rectorate

Campus administrator
Center direction

Motivated request

5. Authorize

Responsible vice-rectorate

6. Execute the acquisition or action

Economic negotiation of campus
Campus administrator

Other procedures areas

7. Coordinate and carry out maintenance

Campus administrator
Infrastructures
Community Services / SIC

budget
Priorities
open mail
User opinion

8. Analyze information

Campus administrator
Center direction

Review and improve training programs

9. Monitor the resource management procedure

Campus administrator
Infrastructures
SIC / Community Services/ BD

10. Collect accounts and publish information

Center direction
Campus administrator
Infrastructures
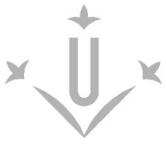SIC / Community Services/ BD

The end

8.3 RESPONSIBILITIES TO THE PROCEDURE

- **Vice-rector's office responsible for infrastructures:** It has competences in infrastructures and information technologies at the University of Lleida. Both the Infrastructure unit and the Information and Communications Systems unit and the Occupational Risk Prevention unit depend on it.

- **Center management:** Plans and prioritizes resource needs in the center.

- **Infrastructures:** It is the unit in charge of the management of the infrastructure works and facilities of the UdL and their corresponding maintenance, both preventive and corrective, with the aim of ensuring the adequacy of the infrastructures and facilities locations

- **Information and Communications Systems (SIC):** Responsible for the acquisition, management, maintenance and user support of voice and data communication network resources, network and internet services and data management systems the information as well as the equipment of the computer classrooms.

- **Management:** The Economy unit and community services are under its organic dependence and, therefore, must be accountable to it. Management must carry out the follow-up.

- **Community Services:** Responsible for the acquisition, reassignment or cancellation of goods.

- **Campus administrator:** Responsible for coordinating spaces, material resources and common services on campus.

- **Economy (Contracting and Purchasing Section):** Manages the procedures related to contracts for works, supplies and services regulated by Law 9/2017, of November 8, on Public Sector Contracts.

- **Economy (campus):** Manages the expenses of the centers on the campus.

9. PARTICIPATION OF INTEREST GROUPS

Students, faculty, and administration and services staff (PAS) can participate in the identification of resource needs.

In addition, the students (users) provide their opinion on the resources and their operation through the student opinion survey on the teaching received. The use of open mail also allows

students to anonymously make the observations they think appropriate about the operation and adequacy of the services.

The teaching staff and the PAS express their opinion through the campus administrator.

Also the questionnaires that collect the opinion of the teaching staff and the PAS who participate in training courses (opinion as users of resources and services of the University) include assessment of organization, adequacy of resources and/or adequacy of spaces.

It is accountable to the Center Management, the highest representative and governing body of the center, in which there is representation of the teaching staff, the students and the PAS.

10. RECORDS AND ARCHIVES

Document	Responsible/ Custodian
Motivated requests	Campus administration