



<b>Procedure:</b> <b>PLANIFY AND DEVELOP TEACHING METHODOLOGIES</b>	<b>PG 30</b>
<b>Responsible unit:</b> <b>TEACHING QUALITY AND PLANNING</b>	
<b>Approved by:</b> <b>Francisca Santiveri Morata</b> <b>Vice Chancellor 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>Num version</b>	<b>Date Elaboration</b>	<b>Date Approval</b>	<b>Resum of reasons for change</b>
PC 02 v 2.2	October 2013	October 2013	Initial edition
1.0	May 2018	Electronics	Homogenize procedures in all centers
2.0	April 2020	Electronics	Changes in operational content
2.1	June 2022	Electronic signature	Update of the regulations



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## **PREPARATION / REVIEW**

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## 1. OBJECT

The purpose of this procedure is to establish the action guidelines of the UdL centers in the planning and development of appropriate teaching methodologies to guarantee the acquisition of skills provided for in the study plans.

## 2. SCOPE OF APPLICATION

This procedure applies to UdL centers.

## 3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the coordinators of the training programs, the teaching staff who teach at the center and the Vice-Chancellor responsible for teaching.

## 4. RELATED PROCESSES

This procedure is part of the Design and deliver regulated training process (A33).

## 5. RELATED MANAGEMENT SYSTEMS

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

## 6. DEFINITIONS

**Teaching methodologies:** Set of activities and strategies in which the leading role in the teaching-learning process rests with the student. They enhance their participation and the construction of their own learning process, while integrating knowledge.

**Evaluation of a learning:** Systematic process of collecting, analyzing and interpreting information that includes a set of organized activities that are used to assess the training process and its results in accordance with previously established reference criteria, in order to make decisions for the improvement of learning.

## 7. REFERENCES / REGULATIONS

- Plan of studies for each qualification approved and published in the BOE.



- [Regulations for the Evaluation and Qualification of Teaching in Degrees and Masters at the University of Lleida.](#) Approved by the Governing Council on February 26, 2014, modified by Governing Council resolution 111/2016 of April 27, 2016, by Governing Council resolution 231/2016 of October 25, 2016, by agreement 221/2018 of the Governing Council of 24 July 2018 and by agreement 33/2020 of the Governing Council of 18 February 2020.
- [Teaching and training strategy of the UdL 2014-2018,](#) approved by the Governing Council of January 29, 2014, extended by the Governing Council of February 18, 2020, modified by the Governing Council of April 28, 2020 and amended by the Governing Council of July 23, 2020.

## **8. OPERATIONAL CONTENT**

### **8.1. DESCRIPTION OF THE ACTIVITY**

#### **1. Coordinate the teaching staff of the training program**

The coordinator of the training program must ensure the application of the training program (procedure PG 02 Designing training programs), in accordance with the center's annual schedule (procedure PG 22 Programming the annual teaching plan), and coordinate the teachers involved in teaching.

#### **2. Work up the teaching guide**

The teaching staff, in agreement with the person responsible for each subject, prepares the teaching guide for each subject, which must contain contextualization, skills, objectives, contents, methodology, assessment and bibliography and other sources of information for the subject.

In the planning, the improvements to be implemented in the development of education, identified in the annual internal monitoring of the degrees (procedure PG 03 Review and improve the training programs) or in other procedures, must be taken into account. In case of having to introduce modifications in the evaluation systems that are included in the teaching guide, the approval of the study committee will be required.



### **3. Publish the teaching guide**

Once the information has been validated by the person responsible for each subject, the teaching guide must be published within the deadlines established by the Vice-Rectorate responsible for teaching.

### **4. Develop teaching**

The teaching staff develops teaching according to the methodology provided for in the teaching guide for the subject and ensures that this development ensures the achievement of the skills defined in the degree's training profile.

A virtual campus is available to support the development of the different training activities.

### **5. Assess the quality of the teaching received**

The student evaluates the quality of the subjects and the teachers who teach them through the subject-teacher opinion survey. The results of this evaluation take part of the information systems for the analysis of results used in the annual internal monitoring of training programs (procedure PG 03 Review and improve training programs).

### **6. Evaluate the student**

The teaching staff evaluates the students of the program in accordance with the criteria previously established in the teaching guide, with the academic calendar and the regulations of the UdL and enters the provisional grades on the virtual campus.

### **7. Sign the acts**

The teaching staff, once the final provisional grades have been published and the student has been granted the right to review, signs the minutes that include the final grades, within the deadlines set by the university.



### **8. Validate notes**

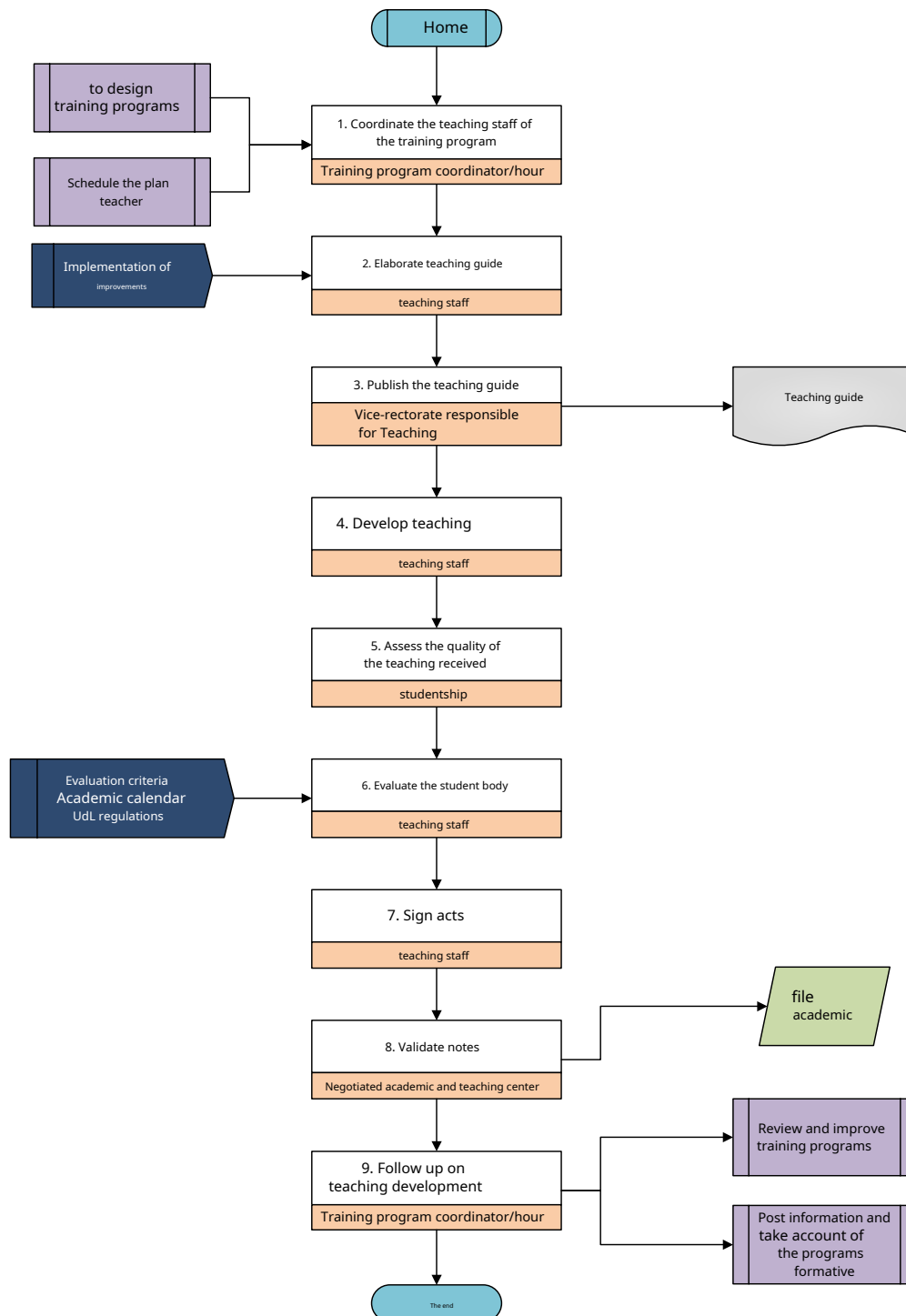
The center's academic and teaching negotiator validates the final grades of the minutes signed in the student's file.

### **9. Monitoring the development of teaching**

The coordinator of the training program is responsible for monitoring the results of the program based on the information available (opinion surveys, performance rates...) in the university's information systems. Procedure PG 03 Review and improve training programs details how monitoring is done, how improvements are made to training programs and procedure PG 23 Publishing information and reporting on training programs details how accountability and information is published .



## 8.2. ACTIVITY FLOW





### 8.3. RESPONSIBILITIES

- **Training program coordinator:** It is who is responsible for coordinating the training process and the teaching staff involved in the program, monitoring the results of the training process and managing the resources assigned to the program.
- **Teaching staff:** The teaching staff of the center who carry out the teaching and, in coordination with the head of a subject, complete the information on the planning of the teaching-learning activities for the teaching guide of the subjects.
- **Subject manager:** He is responsible for ensuring that the information that is made public about the teaching planning of the subjects is complete and correct.
- **Academic and teaching negotiation:** enter the student's grades in the academic record, based on the minutes signed by the teaching staff.

### 9. PARTICIPATION OF INTEREST GROUPS

The composition of the study commissions of the center guarantees the participation of teachers, students and PAS in the monitoring of the programs (procedure PG 03 Review and improve training programs).

With the student opinion survey, they participate directly by giving his opinion and evaluating the teaching-learning process in each subject of the training program.

### 10. RECORDS AND ARCHIVES

Document	Responsible / custodian
Teaching guide for the subjects	Center direction