



**Universitat de Lleida**

## **Internal Quality Assurance System of the Faculty of Medicine**

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## **A. Prologue. The center's quality assurance system**

The university institutions have acquired, within the framework of the EHEA, a commitment to transparency and internal guarantee of the quality of their training programs. This commitment is reflected in the ratification, by all the European ministers of education, of the standards and guidelines for quality assurance of the ENQA (network of European quality agencies). Likewise, and according to the approach regarding the procedure for the design and implementation of university degrees established by Royal Decree 1393/2007, which establishes the organization of official university courses, universities must guarantee, making use of the trust that society grants them in their autonomous management, that their actions ensure the achievement of the objectives associated with the training they impart. To achieve this challenge, universities must have formally established and publicly available internal quality assurance policies and systems (IQAS).

In order to help Spanish universities achieve the aforementioned objectives, ANECA, ACSUG and AQU Catalunya jointly deploy the AUDIT program. The objective of this program is to guide the design of the IQAS of the university training of the university centers, integrating all the activities that have been developed so far related to the assurance of the quality of the teaching.

### **The quality guarantee**

Quality assurance includes all activities aimed at checking and ensuring the quality of the courses developed by the center, and also at generating and maintaining the trust of students, teachers and society.

### **Quality assurance systems**

A quality assurance system is the set integrated by the activities developed by the center to guarantee the quality of the teaching, and also the existing relationship between these activities.

In this framework, the University of Lleida has designed an internal management system model for the quality of university education that is deployed, with its own peculiarities, in each of the integrated centres.



## **B. The Faculty of Medicine. Presentation**

The Faculty of Medicine of Lleida has a tradition of more than 700 years and is the oldest in the crown of Aragon and the fourth in the Peninsula. Created in 1300 by King Jaume II, with bull of Pope Boniface VIII, it is the Faculty of Medicine of the Peninsula where the first dissections of corpses and the first legal autopsy were performed.

Currently, the Faculty of Medicine of Lleida has modern spaces adapted to the learning model established by the European Higher Education Area. These spaces are equipped with the latest generation of teaching and research equipment: the computer rooms, the dissection room, the practical laboratories, skills rooms (simulation center) or the video conference room are a sample.

Its training offer is wide and is aimed at the training of both doctors and other professionals in the field of health that today's society needs: biomedical researchers and nutritionists and dieticians. There is also the possibility of doing a master's degree: the Master's in Biomedical Research. It has a teaching staff made up of researchers from the Lleida Biomedical Research Institute and doctors from the Arnau de Vilanova and Santa Maria University Hospitals, Pallars Hospital (Trepça), La Seu d'Urgell Hospital and the Hospital Transfronterer de la Cerdanya which, together with those of the primary care centers (CAP), offer an excellent teaching guarantee and unique human treatment.

The wide range of collaboration agreements with universities around the world also constitute an excellent mobility network for the students of this center.

The Faculty of Medicine is involved in the development of the territory using the entire network of health services, developing competitive biomedical research and collaborating in improving the quality of Ponent's health services.

Its size, the urban mobility plan, good communications and a privileged geographical location, away from the hustle and bustle of the big overpopulated cities, make Lleida an ideal city to host university students.

## **C. Organization, principles and affiliation to the quality policy of the UdL**

### **1. Organization of the Faculty**

#### **1.1. Structure of the Faculty**

Members of the Faculty of Medicine are the academic staff who teach there, all the students enrolled in the courses taught in the Faculty and the Technical, Management and Administration and Services staff assigned to the center.

#### **1.2. Functions of the Faculty<sup>1</sup>**

The functions of the Faculty are those established in the Statutes of the UdL and the rules that develop them and those determined by the current general regulations, with the purpose of fulfilling the institutional mission approved by the Faculty.

These are functions of the Faculty:<sup>2</sup>

- a) Organize the first and second cycle courses, in accordance with the study plans, aimed at obtaining the corresponding degrees.
- b) Order the studies, through the annual preparation of the teaching plan of the Faculty, its evaluation and its follow-up, in accordance with the guidelines set in general by the Governing Council of the University.
- c) Promote the planning of the center's teachings and monitor them.
- d) Coordinate and supervise the teaching activity, ensuring compliance with the schedule and the quality of the teaching.
- e) Stimulate and promote student mobility.
- f) Administer the services, equipment and resources of the educational center, in accordance with the guidelines issued by the Governing Council.

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<sup>1</sup>Article 2 of the Regulations of the Faculty of Medicine. Approved by agreement 114/2003 of the Provisional Government Council, of November 4, 2003, modified by agreement 247/2009 of the Government Council, of October 29, 2009. Last modified by agreement 355/2022 of the Governing Council of December 14, 2022.

<sup>2</sup>Article 21 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the Official Journal of the Generalitat no. 3963, of September 8, 2003.



- g)** To participate, in accordance with the legislation in force and the Statutes of the University of Lleida, in the process of selection, training, promotion and removal of the Technical, Management and Administration Personnel and Services assigned to the educational center.
- h)** Collaborate in the preparation of the proposal for the human resources and materials necessary to carry out their functions.
- i)** Promote and, where appropriate, coordinate permanent training and university extension courses, to which the necessary support must be provided.
- j)** Participate in the governing bodies of the University in the terms provided for in the Statutes of the UdL.
- k)** Prepare proposals for the creation, modification or deletion of study plans, courses and degrees, in accordance with what is established in the Statutes of the UdL.
- l)** Administratively manage the academic activity of the teaching center's students.
- m)** All the functions aimed at the proper fulfilment of its purposes or those attributed to it by the Statutes and regulations of the University and current legislation.



### **1.3. Governing bodies and management team**

The governing bodies of the Faculty are:

- The dean and the governing team
- The Faculty Board
- The Quality Commission of the FM
- The Undergraduate and Master Studies Committee

The governing team of the Faculty is made up of:

- The dean.
- The vice-deans
- The acting vice dean of head of studies
- The academic secretary

Other commissions of the Faculty:

- The Undergraduate Studies Commissions of the centre
- The Master's Committee
- The Joint Commission UdL-Catalan Institute of Health
- UdL Joint Commission – Management of Health Services
- The Joint Commission Department of Health Generalitat de Catalunya-UdL-Consorci Sanitari de l'Anoia.





### **1.3.1. Collegiate bodies**

#### **1.3.1.1. The Faculty Board<sup>3</sup>**

The Faculty Board is the collegiate body of representation and ordinary governance of the Faculty.

The Faculty Board is made up of 56 members, with the following composition:

- a)** The dean, the academic secretary and the governing team of the Faculty, up to a total of five people, who are natural members.
- b)** A representation of the professors with permanent ties who teach at the Faculty, equivalent to 51% of the total of the members of the Board, including those who are born members.
- c)** A representation of the rest of the academic staff who teach there, equivalent to 12% of the total members of the Board, including those who are born members.
- d)** A representation of the student body first and second cycle, equivalent to 28% of the total Board members.
- e)** A representation of the administration and service staff who provide services to the Faculty, including staff assigned to the campus, equivalent to 9% of the total members of the Board.

The powers of the Faculty Board are:<sup>4</sup>

- a)** Elect and remove the dean.
- b)** Work up the internal regulation.
- c)** Approve the Faculty's annual evaluation and monitoring report.
- d)** Supervise the management of the governing bodies of the Faculty.
- e)** Elaborate study plans, propose modifications and propose new degrees, in accordance with current regulations.
- f)** Elaborate the multi-year planning of the courses of the center in the form it establishes.

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<sup>3</sup>Title according to Chapter I of the Regulations of the Faculty of Medicine. Provisional Governing Council Agreement 114/2003 of November 4, 2003, modified by Governing Council Agreement 247/2009 of October 29, 2009.

<sup>4</sup>Article 77 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the Official Journal of the Generalitat no. 3963, of September 8, 2003.



- g) Promote permanent training activities, specialization and university extension.
- h) Approve the teaching plan of the Faculty and guarantee its publicity
- i) Assess the quality of teaching based on the criteria established by the competent general bodies.
- j) Plan the Faculty's expenses, approve the distribution criteria for the amounts allocated in the budget and supervise the administration of the corresponding budget allocations.
- k) Approve the center's Policy and its annual monitoring.
- l) Approve the annual management report with the summary of the center's IQAS results.
- m) Approve the center's Improvement Plan.
- n) All other powers attributed to him by the Statutes of the University of Lleida and current legislation.

#### **1.3.1.2. The Quality Commission<sup>5</sup>**

The Quality Committee is the body that assumes leadership in matters of quality and development of the Faculty's internal quality assurance system.

The Quality Committee has the following composition:

- The dean, who exercises the presidency.
- The team member with quality responsibilities.
- The head of studies.
- Degree and master's degree coordinators.
- The head of the Academic Department.
- Two student representatives (one undergraduate and one master).
- The center's quality manager, who acts as secretary.

The following external agents may occasionally participate, as advisors without being members:

- Representatives of the professional sector
- Graduates (Alumni)

The functions of the Faculty of Medicine's Quality Committee are:

- a) Approve the design and review of the center's IQAS and the reports that derive from its development.

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<sup>5</sup> Agreement no. 86/2022 of the Governing Council of May 3, 2022, which approves the Regulations for the academic and quality commissions of the centers of the University of Lleida.



- b) Propose the new degrees and their modifications, so that the Faculty Board studies and evaluates them, and raises them to the Governing Council for approval.
- c) Approve the monitoring and evaluation reports derived from the IQAS procedures.
- d) Supervise the deployment of the center's quality commitments included in its quality policy.
- e) Analyse and evaluate the monitoring indicators of the IQAS.
- f) Prepare the Center's Improvement Plan and its annual monitoring, so that the Faculty Board can study and approve them.
- g) Ensure the dissemination of the center's quality policy and its deployment.
- h) Make an annual management report summarizing the results of the center's IQAS and present it to the Faculty Board for approval.

### **1.3.1.3. The Studies Committee<sup>6</sup>**

The Study Committee regulates all matters relating to the Faculty's degrees and master's degrees. It is made up of:

- The head of studies, who presides over it.
- Degree and master's degree coordinators.
- The student representatives (as many representatives of the student body as there are members of the teaching body).
- The head of the Academic Department, who acts as secretary.
- The center's quality manager.

The Study Committee is governed by its regulations, which must be approved by the Faculty Board. In any case, the functions of the Study Committee, as established by the Statutes of the University of Lleida in article 81, are the following:

- a)** Coordinate the preparation of the teaching plan and supervise its implementation.
- b)** Ensure that study plans are updated and, if necessary, propose their modification.
- c)** Study the needs of teaching resources to guarantee the optimal functioning of the courses and make the proposals it considers appropriate.

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<sup>6</sup>Agreement no. 19/2010 of the Governing Council of January 29, 2010, which approves the UdL's Academic Planning Regulations and defines the functions for the Center's Undergraduate Studies Committee, Articles 23 and 24 of the Regulations of the Faculty of Medicine, agreement 114/2003 of the provisional Governing Council, of November 4, 2003, modified by agreement 247/2009 of the Governing Council, of October 29, 2009.



- d) Participate in the evaluation of the quality of teaching in the terms provided for by the Faculty Board and promote measures aimed at improving it.

In addition, the functions of this commission are also those set out in article 2.2 of the Regulation which regulates the organization and powers of the academic and quality commissions of the centers:

- e) To propose to the dean, who resolves by delegation of the rector, the validations and recognition of credits for degree studies.
- f) Propose to the competent bodies of the University collaboration agreements with other institutions and public and private bodies, as well as with companies (teaching, resources, practices...). All these collaborations must be formalized through an agreement.

#### **1.3.1.4. The degree commissions of the center<sup>7</sup>**

The Faculty of Medicine creates a committee for each degree in the center. These degree committees function as work committees and are defined in the Regulations of the Study Committee<sup>8</sup> of the Faculty of Medicine. The creation of this commission has as its general objective the coordination and continuous improvement of teaching in the different degrees.

The Degree Committee has the following composition:

- The degree coordinator, who presides over it.
- A teacher representing each year of the degree.
- The delegate of each course of the degree plus one representative of the Student Council (as many representatives of the student body as there are members of the teaching body).
- The centre's quality manager, who acts as secretary.

#### **Function of the Degree Committee**

Each degree committee assumes the management of its degree. Their agreements are submitted to the Studies Committee to be approved, and in this case the president must send the topics to be included in the agenda of the Studies Committee.

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<sup>7</sup> Approved by the Faculty Board of June 8, 2018

<sup>8</sup> Approved by the Faculty Board of June 8, 2018



### **1.3.1.5. The Master's Commission<sup>9</sup>**

The Master's Commission has the following composition:

- The master's coordinator
- A representative of the master's teaching staff
- A representative of the master's students
- The center's quality manager

His functions are:

- a) Apply the criteria for admission and selection of students that were defined in the degree report and submit to the dean the proposed resolution of admitted students.
- b) Evaluate prior learning and propose validations and recognitions to the dean, who decides by delegation from the rector.
- c) Set the minimum number of credits, as well as the subjects of the program that each student must take as a leveling concept (training supplements).
- d) Ensure compliance with the agreements of the Study Committee and the regulations established by the Governing Council.

### **1.3.1.6. The Joint Commission University of Lleida - Catalan Institute of Health – (UdL-ICS)<sup>10</sup>**

The mission of the Joint Commission Catalan Health Institute - University of Lleida is to ensure the observance of the commitments made in the ICS-UdL concert and to interpret them.

The teaching objectives of the Mixta ICS-UdL Commission are to promote the maximum use of the hospital and extra-hospital, human and material health resources of the ICS for the university teaching of the various current and future health sciences courses, favoring their updating and its continuous improvement of quality.

It is made up of eight members of the UdL, appointed by the rector, and eight members from the ICS (Arnau de Vilanova Hospital and primary care centres), appointed by the managing

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<sup>9</sup>Agreement 19/2010 of the Governing Council, of 29 January 2010, approving the Regulations on academic planning at the UdL.

<sup>10</sup>Concert in the field of teaching assistance and research between the University of Lleida and the Catalan Institute of Health. Published in DOGC no. 75484, of 31.01.2018.



director of the ICS. Two students with a voice and without a vote are also included, chosen by the students themselves, one among those studying the second cycle and the other among those studying the third cycle. Depending on the matters being discussed within the Commission, both institutions may invite the number of advisers or experts they consider relevant, with voice and without vote, after the President of the Commission has been notified and has been approved at the beginning of the session.

His functions are:

- a) Ensure the proper application of the Concert, ensuring at all times the operation of the commissions provided for in this Concert.
- b) Set the specific objectives of development, promotion of teaching, research and coordination with assistance, with knowledge of the development policy of medical and nursing staff of the Catalan Institute of Health that may have a current or future relationship in the health sciences courses at the University of Lleida.
- c) Ensure that in the organization of activities affecting both institutions, the Statutes and Regulations of the University of Lleida and the Catalan Health Institute are considered.
- d) Define, consistently with the general guidelines set by the University of Lleida and the Catalan Institute of Health, the teaching staff policy, specify the linked positions and associated care positions, foresee and adopt the way to reduce or expand them the number in accordance with the theoretical and practical objectives of the study plan and propose the reduction or expansion, if appropriate, to the Board of Governors of the University of Lleida and the Catalan Institute of Health. The definition of the template of linked places will have maximum priority in order to respond to objective needs.
- e) Propose the modification of the RLT of linked places (which is attached as an annex to this concert), of official teachers and permanent labour contracts.
- f) Propose the modification of the staff of the teaching staff associated with care that must be filled with staff from the HUAV and other entities included in the concert. The contract will be for a maximum of one year and the possible renewal will be subject to timely evaluation, according to the protocol approved by this Commission.
- g) Formulate the requirements and the scale of merits for the call for tenders for assistant teaching assistants, for those positions that must be filled with staff from the agreed centres.



- h) To propose the calls for linked positions, in accordance with Royal Decree 1558/1986. These calls must be carried out jointly by the University of Lleida and the Catalan Health Institute.
- i) Establish the University's participation formulas in the Arnau de Vilanova University Hospital and other healthcare structures, associates or collaborators, and of these in the University.
- j) Agree on the form of teaching or research participation in the Hospital's services for the University's academic staff, who, without belonging to the employment relationship of the Arnau de Vilanova University Hospital-Primary Care Centers, need to intervene in the referred services, due to their activity.
- k) Decide on the creation of other commissions (composition and members), whether they are of global impact in the area of the Concert, or whether they are specific and related to the different courses that are included.
- l) Develop the points necessary for the performance of this Concert, which are not included in this clause.
- m) Resolve issues not foreseen in this concert that require an agreement between the ICS and the UdL, and are submitted to their consideration.
- n) Follow up on the agreements made in the Joint Commission itself and report and receive information on matters delegated to other commissions.
- o) Inform, when appropriate, regarding what is established in letter i) of article 4.1.
- p) Create joint commissions and determine their functions and composition.
- q) Any other derivation from current regulations and the text of this concert.

### **1.3.1.7. UdL Joint Commission – Management of Health Services<sup>11</sup>(UdL-GSS)**

A Joint Commission is set up made up of ten members of the University of Lleida, appointed by the rector and ten members from Health Services Management, appointed by the Board of Directors of Health Services Management, whose mission will be to interpret and oversee the 'observance of the commitments derived from this concert.

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<sup>11</sup> Concert in the teaching, care and research field between the University of Lleida and Health Services Management. Published in DOGC No. 7548 of January 31, 2018



His functions are:

- a) Ensure the correct application of the Concert, always ensuring the functioning of the commissions provided for in this Concert.
- b) Set the specific objectives of development, promotion of teaching, research and coordination with assistance, with knowledge of the development policy of medical and nursing personnel of Health Services Management that may have a current or future relationship in the health sciences courses at the University of Lleida.
- c) Ensure that in the organization of activities affecting both institutions, the Statutes and Regulations of the University of Lleida and Health Services Management are considered.
- d) Define, consistently with the general guidelines set by the University of Lleida and Health Services Management, the teaching staff policy, specify the linked positions and those associated with assistance, foresee and adopt the way to reduce or expand the number in accordance with the theoretical and practical objectives of the study plan and propose the reduction or expansion, if appropriate, to the Board of Governors of the University of Lleida and Health Services Management. The definition of the template of linked places will have maximum priority in order to respond to objective needs.
- e) Propose the modification of the RLT of linked places (which is attached as an annex to this concert), of official teachers and permanent labour contracts.
- f) Propose the modification of the staff of the teaching staff associated with care that must be covered by staff from the HUSM and other entities included in the concert. The contract will be for a maximum of one year and the possible renewal will be subject to timely evaluation, according to the protocol approved by this Commission.
- g) Formulate the requirements and the scale of merits for the call for tenders for assistant teaching assistants, for those positions that must be filled with staff from the agreed centers.
- h) Propose calls for linked positions, in accordance with Royal Decree 1558/1986. These calls must be carried out jointly by the University of Lleida and Health Services Management.
- i) Establish the University's participation formulas in the Santa Maria University Hospital and other healthcare structures, associates or collaborators, and of these in the University
- j) Agree on the form of teaching or research participation in the Hospital's services for the academic staff of the University, who, without belonging to the list of jobs at the





University Hospital of Santa Maria, need to intervene in the referred services, due to their activity.

- k) Decide on the creation of other commissions (composition and members), whether they are of global impact around the Concert, or whether they are specific and related to the different courses that are incorporated.
- l) Develop the points necessary for the performance of this Concert, which are not included in this clause.
- m) Resolve issues not foreseen in this concert that require an agreement between Health Services Management and the University of Lleida, and are submitted to their consideration.
- n) Follow up on the agreements made in the Joint Commission itself and report and receive information on issues delegated to other commissions.
- o) Inform, when appropriate, regarding what is established in letter i) of article 4.1.
- p) Create joint commissions, and determine their functions and composition
- q) Any other derived from current regulations and the text of this concert.

#### **1.3.1.8. UdL Joint Commission, Department of Health Generalitat de Catalunya and Anoia Health Centre<sup>12</sup>**

A Joint Commission is set up made up of 6 members of the University of Lleida, appointed by the rector and 6 members of the Anoia Health Consortium, appointed by the president of the CSA at the proposal of the management of Hospital d'Igualada.

The purpose of the Joint Commission is to monitor and ensure compliance with the commitments arising from the concert.

His functions are:

- a) Ensure the proper application of the Concert, always ensuring the functioning of the commissions provided for in it.

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<sup>12</sup> Agreement no. 148/2020 of the Government Council of 18 June 2020, which approves the Concert in the field of teaching, care and researchers between the Department of Health of the Generalitat of Catalonia, the University of Lleida and the Health Consortium of the Boredom



- b) Ensure that in the organization of activities that affect both institutions, the Statutes and Regulations of the University of Lleida and the CSA are taken into account.
- c) Review and evaluate the results of the previous year, the incidents and the satisfaction of the parties and the student body with the clinical practices carried out.
- d) Approve the number of students in clinical practices within the health institution for the following year, for each of the degrees, their duration and location.
- e) Approve the incorporation of students to do internships for new official degrees, provided there is sufficient teaching capacity (teaching staff, care activities and material resources) and interest from both parties.
- f) Approve, annually, the incorporation of students into the internships of their own university degrees, especially of their own master's degrees, which are taught in whole or in part within the scope of the CSA, provided that there is sufficient teaching capacity and interest from both parties. The approval of internships for any of the degrees mentioned, in this section and in the previous one, will require that it include the place of completion, number of students, training time, teaching objectives and activities, favourable report of the commission's teaching capacity of the center's teaching and contributions and compensations between the parties.
- g) To propose to the governing bodies of the university and of the center's titular health institution the number and profile of permanent teaching positions linked to the university staff, as well as the corresponding call.
- h) Propose to the governing bodies of the university and the center's health institution the number and profile of the university's healthcare teaching positions, which must be filled with staff from the health institution, as well as the corresponding call.
- i) Agree on the number of teaching professionals to carry out the practices of the different subjects.
- j) Review and update, when appropriate, the list of health services and university centers or departments that are foreseen in annex 1 of the concert.
- k) Propose the shared use of any other resource or service not included in this concert.
- l) Decide on the creation of subcommittees. composition and members - whether they are of global impact in the scope of the concert, or whether they are specific and related to the different courses that are included.



- m) Follow the agreements taken by the committee itself and report and receive information on matters delegated to the subcommittees.
- n) Any other function derived from current regulations and the text of this concert.
- o) Resolve issues not foreseen in this concert that require an agreement between CSA (Hospital d'Igualada) and the UdL, and be submitted to their consideration.

### **1.3.2. Individual bodies**

#### **1.3.2.1. The Dean of the Faculty<sup>13</sup>**

The dean chairs the governing team of the Faculty of Medicine, which is made up of the vice-deans and the secretary.

The dean has the powers attributed to him by the Statutes of the UdL and all other functions relating to the center that these regulations do not attribute to the Faculty Board.

Its functions, according to the Statutes, are:<sup>14</sup>

- a) Represent the center.
- b) Convene and preside over the Faculty Board and execute its agreements.
- c) Direct and coordinate the activities of the Faculty.
- d) Direct the administrative and budgetary management of the Faculty.
- e) To propose to the Faculty Board the center's lines of action and promote the multi-year planning of the courses.
- f) Oversee the processes of teaching accreditation and teaching quality assessment and the implementation of corrective measures.
- g) Summon the directors of the departments that teach at the Faculty, and plan and coordinate the execution of their teaching plan.
- h) Appoint the governing team of the Faculty, in accordance with its regulations.
- i) Any other function attributed to it by these Statutes.

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<sup>13</sup>Articles 19 and 20 of the Regulations of the Faculty of Medicine. Provisional Governing Council Agreement 114/2003 of November 4, 2003, modified by Governing Council Agreement 247/2009 of October 29, 2009.

<sup>14</sup>Article 79 of the Statutes of the UdL. Approved by the Senate in the session of April 7 and July 10, 2003 and published in the Official Journal of the Generalitat no. 3963, of September 8, 2003.



- j) The other competences referred to the centers that have not been expressly attributed to other bodies by the Statutes of the University of Lleida.

#### **1.3.2.2. The vice-deans<sup>15</sup>**

The dean appoints the vice-deans from among the full-time permanent academic staff attached to the Faculty.

The vice-deans have the functions inherent in their position, as well as any other that is entrusted to them by the dean and the governing team.

#### **1.3.2.3. The head of studies<sup>16</sup>**

Corresponds to the vice-dean with functions of head of studies of the center:

- a) Coordinate the operation of the center's Undergraduate Studies Committee. Be the interlocutor to transfer the agreements and commitments.
- b) Ensure compliance with the agreements and guidelines established by the Official Undergraduate Studies Commission of the UdL.
- c) Send the information and documentation that justifies the internal proposal of the degree program to present to the responsible administrations.
- d) Ensure the dissemination and training offer of the degree.

All this translates in particular into the following functions:

- a. Ensure the coherence of the annual teaching plan for all the courses in the centre, collecting and supervising the proposals of the training program coordinators and presenting them to the relevant Study Committee.
- b. Ensure compliance with the curriculum and the quality of teaching activities.

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<sup>15</sup>Articles 22 and 24 of the Regulations of the Faculty of Medicine. Provisional Governing Council Agreement 114/2003 of November 4, 2003, modified by Governing Council Agreement 247/2009 of October 29, 2009.

<sup>16</sup>Article 9 of agreement no. 19/2010 of the Governing Council, of January 29, 2010, which approves the UdL's academic planning regulations.



- c. Oversee the administrative management procedures of the teaching activity (acts, registrations, designation of tribunals, practices...) and sanction them.
- d. Coordinate credit recognition, adaptations and admissions commissions.
- e. Ensure that the center's academic regulations are in line with other higher-ranking regulations.
- f. Collect, supervise and present to the Study Committee the proposals for academic activity of free choice and transversal training.
- g. Prepare timetables and distribution of teaching spaces.
- h. Assist the teaching staff and students with regard to teaching activities and when appropriate in agreement with the coordinator of each course.

#### **1.3.2.4. The academic secretary<sup>17</sup>**

The dean appoints the academic secretary from among the full-time permanent academic staff attached to the Faculty or from among the officials of groups A or B who provide services to the Faculty.

The secretary acts as notary public, carries out the responsibilities of document custody, registration and archiving, and has the functions specific to his position and any other assigned to him by the dean and the governing team.

#### **1.3.2.5. The vice-dean of mobility<sup>18</sup>**

The centre's international relations coordinator is the academic manager at the center for mobility students, takes decisions relating to mobility at their center and advises the students. In relation to outgoing mobility students, the mobility academic coordinator informs and advises the School's students, carries out academic monitoring, receives the certificate of stay

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<sup>17</sup> Articles 25 and 26 of the Regulations of the Faculty of Medicine. Provisional Governing Council Agreement 114/2003 of November 4, 2003, modified by Governing Council Agreement 247/2009 of October 29, 2009.

<sup>18</sup> As indicated in PG07 Establish the mobility policy and objectives, PG08 Manage the outgoing mobility student and PG09 Manage the incoming mobility student.



and administrative documentation, draws up and signs the validation and sends the documentation to the International Relations unit.

In relation to incoming mobility students, the academic mobility coordinator at the center must validate the proposals for signing mobility-related agreements presented by their centre, review the documentation and sign the admission certificate, welcomes students and monitors them academically.

### **1.3.2.6. The coordinators of the training programs<sup>19</sup>**

The coordinators are appointed by the rector at the proposal of the center and with the approval of the vice-rector responsible for quality.

His functions are:

- a) Ensure the application of the training program approved by the Governing Council of the UdL and by the educational administration bodies.
- b) Propose the annual teaching plan to the center's Studies Committee, in agreement with the head of studies.
- c) Coordinating the teaching staff involved in the training program to achieve the expected academic objectives.
- d) Manage student suggestions and complaints, and channel them to the relevant areas and services.
- e) Ensure that the degree website contains all relevant information regarding the training program and its results, considering the needs of the internal quality assurance system and the recommendations of university quality agencies.
- f) Prepare the annual monitoring report, incorporating the evaluation of the evolution of the degree's strategic indicators, and propose the necessary actions to improve academic results and the management of the degree.

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<sup>19</sup>Agreement no. 74/2016 of the Governing Council, of 30 May 2016, which approves the regulation of the figure of the coordinator of a training program. modified by Government Council Agreement 32/2020 of February 18, 2020



### **1.3.2.7. The coordinator of external internships at the center<sup>20</sup>**

The organizational competence of the external academic internships in the different centers rests with their management teams, who must designate from among their members an institutional manager, who will act as the general coordinator of the center's external internships. This coordination involves, among other issues, the implementation of the policy of external curricular and extracurricular practices of the center, and the coordination between the different subjects responsible for curricular practices, both undergraduate and master's, of the center.

The final management and responsibility of a specific external curricular academic practice, both in the degrees and in the master's, rests with the professor who has been assigned responsibility for the practice subject in the teaching plan. Schools must appoint a teacher responsible for extracurricular external academic practices.

The teacher responsible for external curricular practices of the corresponding degree must appoint, from among the teachers of the degree, an academic tutor for each training project, who must be responsible for the orientation of the student, monitoring the development of the practice and its evaluation - which must include a qualification proposal.

The center can opt for the professor responsible for curricular external internships for the corresponding degree (responsible for the external internship subject) to provide academic tutoring at the same time.

In the case of extracurricular academic practices, the center, through the coordinator of the extracurricular practices that it designates, must appoint a teacher of the course that the student is taking (or related course) so that exercise tutoring. The academic tutor is responsible for monitoring and evaluating the activities carried out by the student.

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<sup>20</sup>Regulations for External Academic Internships of the UdL. Approved by Agreement no. 32/2014 of the Governing Council of February 26, 2014, modified by Agreement Agreement no. 282/2014 of the Governing Council of November 26, 2014, approving the modification of the Regulations on External Academic Internships



### **1.3.2.8. The center's orientation and tutoring coordinator<sup>21</sup>**

In each center of the UdL there must be a UdL Acompanya - Nèstor Program coordinator, who will have maximum responsibility. The appointment of this figure is the responsibility of the director of the center.

The functions assigned to the program coordinator for each center are:

- a) Organize the reception days of the center in coordination with the dean's office or the management and under the general guidelines of the general coordination of the program.
- b) Organize and plan training and/or information activities in coordination with the dean's office or management, in accordance with the framework established in this document and in collaboration with the general coordination of the program.
- c) Guide and advise students throughout their learning process.
- d) Get to know and present UdL Acompanya - Nestor Program to students during the welcome days.
- e) Introduce the mentorship program and its coordinator to the student body.
- f) Monitor and evaluate the program through a questionnaire that will be drawn up by the program's general coordinator, in which proposals for improvement can also be included.
- g) Support the mentorships in their organization and development.
- h) Promote, manage and plan activities that may be of most interest to students.

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<sup>21</sup>Agreement no. 265/2020 of the Governing Council, of December 17, 2020, approving the UdL Acompanya – Nestor Program





#### 1.4. Regulations and rules

- [Statutes of the University of Lleida](#). (Approved by the Senate in the session of 04.07.2003 and 07.10.2003 and published in [DOGC No. 3963 of 8.09.2003](#) and to [BOE No. 264 of 4.11.2003](#))
- Regulations of the Faculty of Medicine. Approved by the Faculty Board on October 7, 2003 and by the provisional Governing Council on November 4, 2003 (agreement 114/2003). Amended by the Faculty Board and the Governing Council on October 29, 2009 (agreement 247/2009). Amended by the Faculty Board and the Governing Council on December 14, 2022
- Regulation of the Studies Committee of the Faculty of Medicine.
- Agreement no. 265/2020 of the Governing Council, of December 17, 2020, which approves the [UdL Accompanya – Nestor Program](#)
- [Agreement no. 19/2010](#) of the Governing Council of January 29, 2010, which approves the UdL's Academic Planning Regulations - The Annual Teaching Plan.
- Concert in the field of teaching, care and research between the University of Lleida and the Catalan Health Institute. DOGC 7548, of January 31, 2018
- Agreement no. 148/2020 of the Government Council of 18 June 2020, which approves the Concert in the field of teaching, care and researchers between the Department of Health of the Generalitat of Catalonia, the University of Lleida and the Health Consortium of the Boredom
- Concert in the teaching, care and research field between the University of Lleida and Health Services Management. DOGC 7548 of January 31, 2018.
- [Regulations for External Academic Internships of the UdL](#), approved by the Governing Council on November 26, 2014.
- Agreement no. 86/2022 of the Governing Council of May 3, 2022, which approves the Regulations for the academic and quality commissions of the centers of the University of Lleida.



Universitat de Lleida

## **1.5. Identification data**

FACULTY OF MEDICINE

Health Sciences Campus

C. Montserrat Roig, 2

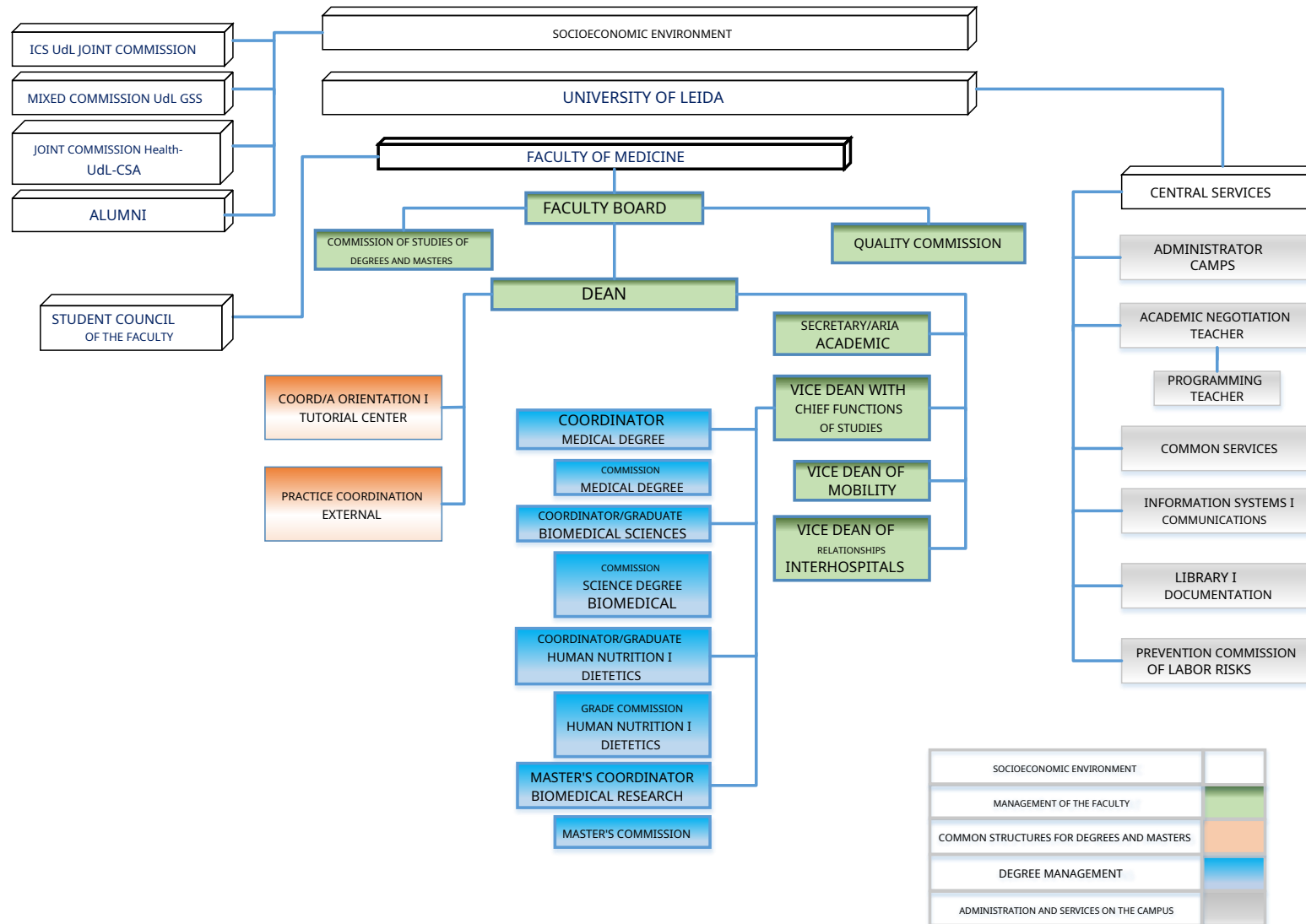
25008 Lleida

<http://www.medicina.udl.cat>

[medicina.deganat@udl.cat](mailto:medicina.deganat@udl.cat)

+34 973 702 418

## 2. Organization chart of the Faculty of Medicine





### **3. The Faculty of Medicine within the framework of the UdL's quality policy. Affiliation to the mission, vision and values of the UdL.**

The involvement of the Faculty of Medicine in strategic planning begins with the participation in the institutional evaluation of the degrees, and subsequently continues with the elaboration of the strategic planning of the center and the assignment to the strategic planning of the University.

The Faculty of Medicine adopts the general mission of the University of which it is a part, and adapts it to its more specific mission, which is to contribute to the health of the population by training doctors, researchers in biomedicine or nutritionists and dieticians as well as biomedical research. For this reason, the Faculty must ensure training oriented towards good care practice, with special attention to the role of basic and clinical research as a driver of progress in the knowledge of the causes and symptoms of diseases and in the development of new therapies.

To fulfil this mission, the Faculty of Medicine sets itself milestones, in line with those of the UdL, which have teaching and training as the central axis. Some of these milestones are the following: to be a center of reference in health education, developing and implementing an innovative training model; consolidate the third cycle so that it can be a source of basic and clinical researchers and future university professors; structuring and generating a continuing education model with the aim of being a center of reference, and consolidating a student-centered training management model.

In the strategic and quality framework of the UdL, the Faculty of Medicine defines its quality policy and deploys it through the Internal Quality Guarantee System (IQAS). The IQAS has a set of procedures that guarantee the review and improvement of quality objectives.

Through PG31 Review and improve the IQAS, the procedures included in the quality system are monitored annually based on a set of key indicators. The result of this procedure is an analysis of the results achieved in a given period. Based on this analysis, and through the procedure PG24 Define and develop the policy and improvement objectives of the university, the framework actions to be deployed in the centers are identified in each program and axis in which the Plan is organized University strategist. The deployment in the center of the



framework actions identified in the Program Budget is included in the annual Agreements for the improvement actions of the centers, agreements that provide for the transfer of budget items to the centers once the improvement actions have been identified and associated these to monitoring indicators.

The center prioritizes a group of actions from its Improvement Plan that are part of the global objectives of the UdL defined in the annual Program Budget. This prioritization is formalized with the signing of the Agreements between the rectorate of the University of Lleida and the center in which the centre's management, the Management and the Vice-rectorate responsible for quality participate.

The degree of compliance with the indicators associated with the actions prioritized in the Agreements, which is carried out in the month of December, determines the amount of the transfer of the corresponding budget items. Those responsible for the management of the Agreements with the centers program (representatives of the UdL management team and the head of the Teaching Quality and Planning unit) assess the fulfillment of the agreed objectives, which will be measured from of the monitoring indicators included in the signed agreements, and prepare a resolution proposal that is communicated to the centers. The center can propose sending additional information to improve the result of the indicators. If necessary, those responsible for the management of the Agreements program, in view of the additional information sent by the center, reviews the compliance of the actions and makes a definitive assessment of the percentage of compliance.

#### **4. Identification of interest groups of the FM and ways of participation.**

The interest groups for the Faculty of Medicine are the same as for the University: students, teaching staff, administration and service staff, employers, public and private organizations and institutions, the public administrations, alumni, professionals, and society in general. Special attention must be given to those who are linked to the care and health fields.

The participation of these interest groups in the center is conveyed through their participation in the governing and advisory bodies of the Faculty.



The Student Council's task is to represent the Faculty's students in the UdL's representative bodies, in addition to promoting relations and the exchange of experiences with the other faculties.

The members of the Council meet bimonthly to catch up on issues within the Faculty, but also on the changes occurring in society and the medical profession. In addition, the Council also takes the initiative in the organization of recreational and cultural activities, such as the Cultural Week of Medicine.

The students of the Faculty of Medicine of Lleida are part of the CEMCAT (Council of Medical Students of Catalonia, <http://www.cemcat.blogspot.com/>) and the CEEM (State Council of Medical Students, <http://www.ceem.org.es/>), and they actively participate in all the activities and conferences that these organizations carry out periodically.

The Faculty has a very direct collaborative relationship with professionals in the fields related to its training programs. This collaboration is carried out through the Joint Commissions (ICS-UdL, UdL-GSS, Health-UdL-CSA) and the Faculty Management, in which external agents participate, which allows the exchange of information and opinion for the improvement of the programs and activities of the Faculty.

The center also relates to other faculties of Medicine, through regular meetings or participation in networks. The exchange of ideas, procedures, experiences and concerns provides added value and allows us to work together to guarantee improvement.

At the state level, the Faculty of Medicine regularly participates in the National Conference of Deans of Medical Faculties, and on a European scale, the Faculty belongs to the international network called MEDINE 2 (Medical Education in Europe).

Finally, each of the procedures described in this system details the ways of participation of the main interest groups, how their satisfaction is measured and how they are held accountable.



## **D. Structure of the internal quality assurance system (IQAS) of the Faculty of Medicine.**

### **1. Subscription to the UdL process management model.**

The UdL has chosen to promote and implement the process management model, a system in which workflows are organized around formalized processes, aimed at providing added value to the agents involved. The Faculty of Medicine adheres to the process management model and the UdL process map that provides the University's organizational vision, its *raison d'être* and its central activities.

The document that serves as the basis for the IQAS is the Quality Manual of the UdL. In the preparation of the Quality Manual and the center's quality assurance system, the documentation relating to the University's government (Statutes and general regulations) and the internal regulations of the Faculty of Medicine have been taken into account. The documentation of the European, Spanish and Catalan quality agencies (ENQA, ANECA and AQU Catalunya) regarding the configuration, development and evaluation of internal quality assurance systems has also been considered. This reference documentation is included in the standards and guidelines for quality assurance in the European area of higher education and is developed by the AUDIT project.

### **2. Organizational structure for the developer of the Internal Quality Assurance System of the Faculty of Medicine (IQAS of the FM)**

The IQAS collects the set of activities that take place at the center in order to guarantee the continuous improvement of the quality of the training offered by the Faculty.

The scope of application of the IQAS of the Faculty of Medicine includes all the official qualifications that are taught at the center and for which it is responsible.

The dean of the Faculty, as the main person responsible, acts with commitment in the establishment, development, review and improvement of the IQAS.



The center's quality coordinator represents the dean in monitoring the center's internal quality assurance system.

The Center's Studies Committee, at the proposal of the Dean of the Faculty, acts as the Center's Quality Assurance Committee for degrees. The Center's Official Postgraduate Program Studies Committee acts as the Quality Assurance Committee when it comes to issues related to master's programs.

## **2.1. Functions of the dean of the Faculty in the framework of the development of the IQAS FM**

1. Propose to the Faculty Board the review of the composition and functions of the Study Committee, which acts as the center's Quality Assurance Committee.
2. Guarantee that the members of the center (teaching and research staff, administration and services and students) have access to the SIGQ FM documents that apply to them. The updated version of the center's internal quality assurance system must be available on the Faculty's website.
3. Lead the actions at the center for the development of the IQAS.
4. Carry out revisions of the IQAS FM with the support of the Teaching Quality and Planning unit
5. In the revisions, communicate to the people in the center that they can make improvement proposals, which must be studied and, where appropriate, approved with the aim of improving the processes and their results.
6. Promote the creation of improvement teams to attend to the results of follow-up evaluations involving the FM's IQAS.

## **2.2. Functions to be carried out by the centre's quality coordinator**

1. Represent the dean in monitoring the IQAS of the FM.
2. Assist the dean in the tasks corresponding to the design, implementation, maintenance and improvement of the FM's IQAS.
3. Disseminate the process of preparing the FM's IQAS, establish procedures to facilitate access to the proposals and reports that are generated during the preparation, and enable



the participation of all the interest groups involved.

4. Ensure that the procedures necessary for the development of the Faculty's IQAS are implemented and maintained.
5. Inform the dean's team of the fulfilment of the FM's IQAS and of the improvements that must be implemented.

### **2.3. Functions of the Center's Degree Studies Committee and the Center's Quality Assurance Committee**

1. Prepare the center's IQAS planning and the quality policy and objectives set in the improvement agreements, and propose approval to the Faculty Board.
2. Disseminate information regarding the policy and quality objectives in the Faculty.
3. Monitor the effectiveness of the processes through the associated indicators.
4. Evaluate the results of the satisfaction surveys of the interest groups (students, teachers and PAS).
5. Once the results have been analysed, formulate the necessary improvement proposals to guarantee the quality of the processes managed by the centre.
6. Study the implementation of the proposals to improve the IQAS of the FM suggested by the other members of the Faculty.
7. Follow up on the implementation of approved improvement proposals and actions to respond to suggestions, complaints and claims.

### **2.4. Approval and revision of the IQAS**

The Dean of the Faculty of Medicine is the main person responsible for the School's Internal Quality Assurance System.

Every year, in the annual monitoring sessions of the IQAS in the center, improvements can be detected in all the elements that make up the general system, which will be reported to the University's Strategy and Quality Commission (CEQ). Changes can also be detected in the organization and operation of the elements that are included in the Center's Internal Quality Assurance System Manual. The center's Quality Committees are responsible for approving the

improvements in the review of the center's IQAS, which will subsequently be submitted to the CEQ for approval.

### **3. The general procedures of the UdL**

The Faculty of Medicine accepts the following general procedures as its own procedures:

- PG 01. Define and develop the centers' improvement objectives
- PG 02. Design training programs
- PG 03. Review and improve training programs
- PG 04. Extinguish a title
- PG 05. Select, admit and enroll students
- PG 06. Capturing future students
- PG 07. Establish policy and goals for mobility
- PG 08. Manage outgoing mobility students
- PG 09. Manage incoming mobility students
- PG 10. Manage complaints and suggestions
- PG 11. Define the academic staff policy
- PG 12. Define the administration and service personnel policy
- PG 13. Identify needs and select academic staff
- PG 14. Select administration and service personnel
- PG 15. Develop and execute the Academic Staff Training Plan
- PG 16. Prepare and execute the Training Plan for administration and service personnel
- PG 17. Evaluate teaching activity, promote and recognize academic staff
- PG 19. Evaluate the management activity of the academic staff
- PG 20. Promote, encourage and improve the administration and service staff
- PG 21. Manage the provision of services
- PG 22. Schedule the annual teaching plan
- PG 23. Publish information and receive reports on training programs
- PG 24. Define and develop the university's improvement policy and objectives
- PG 25. Define and develop the training policy and objectives
- PG 26. Accredite official qualifications



- PG 27. Manage material resources intended for teaching
- PG 28. Welcoming and guiding students
- PG 29. Manage external academic practices
- PG 30. Plan and develop teaching methodologies
- PG 31. Review and improve the Internal Quality Assurance System
- PG 32. Manage complaints and suggestions (centres)
- PG 33. Collect the satisfaction of the interest groups