
 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PE01_U Definition of the Strategic Plan and Quality Policy	Version: 7.0 Pages: 4
Owner: Rector of UVic-UCC	

PE01_U Definition of the Strategic Plan and the Quality Policy

Prepared by:	Reviewed by:	Approved by:
Rector of the UVic-UCC	Rector of UVic-UCC	Quality Committee of the UVic-UCC
Date: 08/11/2021	Date: 20/11/2021	Date: 05/06/2024

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PE01_U Definition of the Strategic Plan and Quality Policy	Version: 7.0 Pages: 4
Owner: Rector of UVic-UCC	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective.
V5	May 17, 2021	Renaming and updating of entries and exits
v6	02 December 2021 05	Change in the name of PE01_U_Pr01
v7	June 2024	Introduction of changes in the order and content of the sections of the online process with the new UNIKUDE application of the UVic-UCC

1. Objective

Define the necessary procedures to guarantee the governance of the institution.

2. Scope

Applies to all UVic-UCC stakeholders.

3. Owner Rector of
UVic-UCC

4. Associated procedures

[PE01_U_Pr01 Design and monitoring of the Strategic Plan](#)

[PE01_U_Pr02 Establishment and updating of the Quality Policy](#)


5. Other related processes or procedures

PE02_Federativu Definition of the PDI policy

PE03_Federative Definition of PAS policy

PE04_U Definition of the degree map: Programming, implementation and extinction of degrees officials

PE05_U Strategic monitoring and improvement

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PE07_Centre Establishment and update of the center's Quality Policy

PO03_U Definition and monitoring of the Training Model

PO04_U Definition and monitoring of the Academic Regulatory Framework

PS02_Federative Public information management and accountability

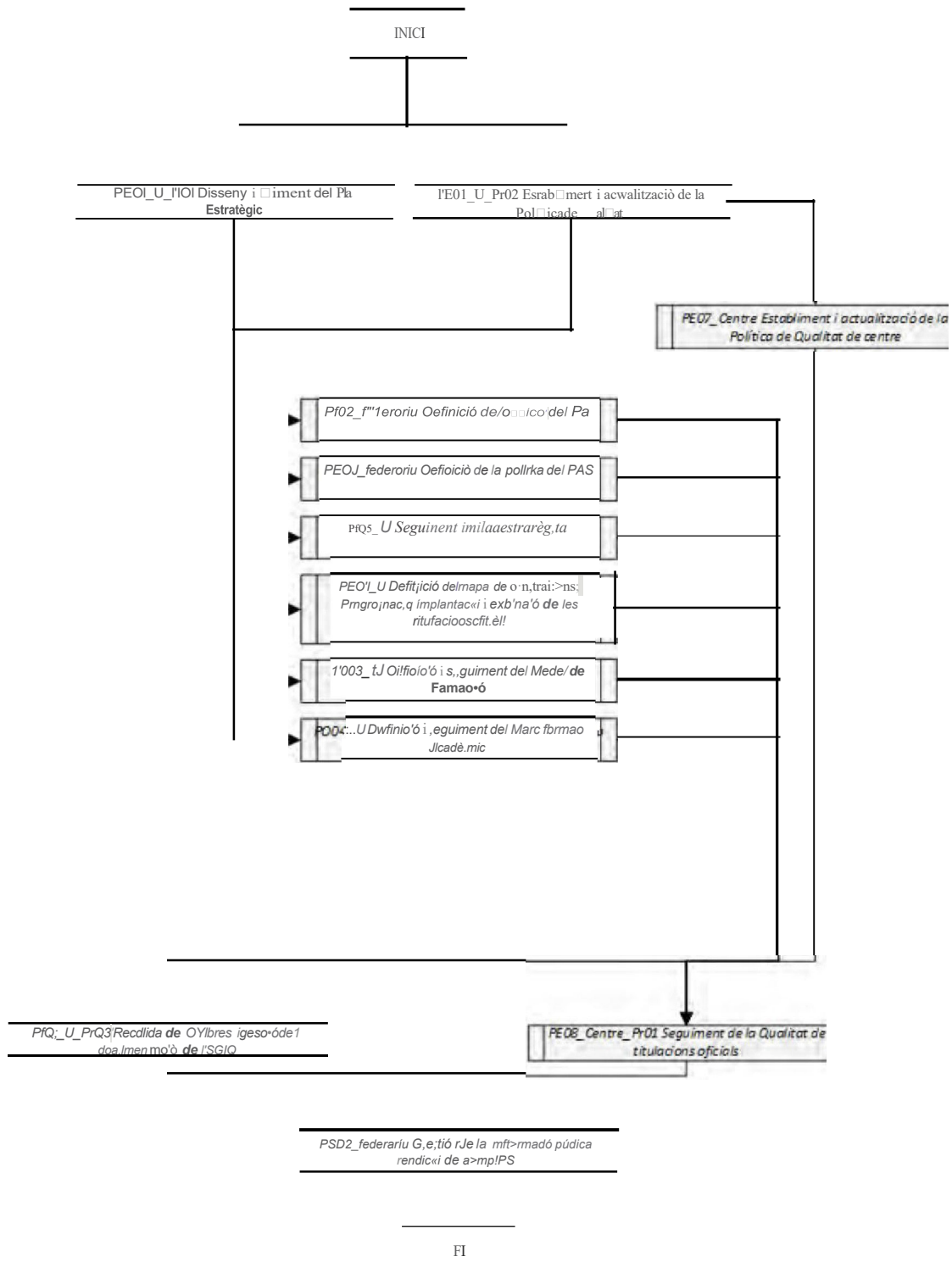
PE05_U_Pr03 Collection of improvements and management of SGIQ documentation


PE08_Centre_Pr01 Quality monitoring of official qualifications

PS02_Federatiu Management of public information accountability

6. Flowchart [https://](https://universitatdevic.sharepoint.com/:u:/t/adq/EYyrlpkZdBIAuE6zPrWtctYBU6fjqp8kWI9Aa_xwk0reU-Q)


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 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr01 Design and monitoring of the Strategic Plan	Version: 7.0 Pages: 7
Manager: Secretary General	

PE01_U_Pr01 Design and monitoring of the Strategic Plan

Prepared by:	Reviewed by:	Approved by:
Secretary General	Rector of the UVic-UCC	Quality Committee of the UVic-UCC
Date: 10/05/2024	Date: 10/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr01 Design and monitoring of the Strategic Plan	Version: 7.0 Pages: 7
Manager: Secretary General	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Change of name and manager
v6	December 02, 2021	Change of name to include monitoring of the Strategic Plan
v7	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UNIKUDE application the UVic-UCC. Inclusion of the rector's delegate for the Quality Policy in the chain of responsibilities

1. Objective

Establish how the University's Strategic Plan is developed and monitored.

2. Scope of application

Applies to all UVic-UCC stakeholders.

3. Manager

Secretary General

4. Interest groups

Students

STEP

IB


Patrons

Graduates

Public administration

Future students

Researchers/nothing

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PE01_U_Pr01 Design and monitoring of the Strategic Plan	Version: 7.0 Pages: 7
Manager: Secretary General	

Employers/nothing

Social fabric of the University's area of influence

Collaborating internship entities

5. Chain of responsibility

Board of Trustees: analyze the UVic-UCC Strategic Plan and propose modifications that are deemed appropriate. Approve the UVic-UCC Strategic Plan.

Rector: instruct the General Secretariat to initiate the procedure for drawing up a new Strategic Plan when the current one has expired. Present the UVic-UCC Strategic Plan to the CGU and the Board of Trustees. Inform those responsible for the strategic axes of the proposed modifications to the CGU and the Board of Trustees.

Secretary General: coordinate the process of preparing the Strategic Plan and carry out the technical review of the approved document. Custody of the archive.

University Governing Council (CGU): approve the UVic-UCC Strategic Plan and propose modifications that are deemed appropriate.

University Governing Council: constituted by the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students chosen by the Student Council, one representative of the PAS and two representatives of the PDI, chosen by the Senate. The UVic-UCC manager and the director will attend the meetings of the Governing Council, with a voice but without a vote.
 general of the FUBalmes and the general directors or equivalent positions of the federated entities.


Rector's Board: analyze, review and reformulate, if necessary, the Strategic Plan proposal prepared by the heads of the axes. Analysis of improvement proposals and, if appropriate, proposal of new ones to ensure the achievement of the Strategic Plan indicators.

Rector's Board: made up of the rector, who chairs it, the vice-rectors, the manager and the general secretary.

Responsible for the axes of the Strategic Plan: analyze the input elements and make the relevant consultations with stakeholders to develop a first proposal for the Strategic Plan. Monitor the indicators of each axis and propose improvements, if appropriate.

Rector's Delegate for Quality Policy: together with the Area Director of Quality, carry out the monitoring of actions and the assessment of indicators with those responsible for the strategic axes.

Director of the Quality Area (AdQ): disseminate the information to the university community and publish the Strategic Plan on the university's Transparency Portal. Collect data from

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indicators. Together with the rector's delegate for Quality Policy, carry out the monitoring of actions and the assessment of indicators with those responsible for the strategic axes. Incorporation of modifications to the Strategic Plan, if applicable. Publication of the monitoring of the Strategic Plan indicators on the university's Transparency Portal.

Stakeholders: participate in the debate on the proposed Strategic Plan and propose modifications that are deemed appropriate.

6. Description

The institution's Strategic Plan is presented as a tool for the definition and strategic planning and efficient mobilization of the university's resources.

It is the reference framework for the continuous improvement of the institution and supports the management of the institution. UVic-UCC which aims to be participatory, transparent and oriented towards satisfying the needs of society and the whole community.

The establishment of the Strategic Plan (mission, values and vision) defines the institutional model of the university.


The UVic-UCC governance team considers the participation and contribution of the entire university community essential in defining the institution's Strategic Plan. That is why in the strategic definition it is vital to take into account the interests and capabilities of all its members and open the procedure to all those who wish to participate and make contributions.

At the direction of the rector of UVic-UCC, the Secretary General, or whoever the rector delegates, proceeds to the constitution of working groups (responsible for the axes) and advisory commissions, discussion groups and open forums, as well as the implementation of the enabling of virtual spaces for opinion and debate, with the participation of all interest groups. The people responsible for the axes analyze all the incoming information and prepare an initial proposal to be delivered to the Board of Rectorate, which proceeds to analyze and propose modifications, if necessary.

The final proposal is presented by the rector to the CGU and the Board of Trustees for review and approval.

Once approved, the director of the AdQ publicly disseminates it to the entire university community by publishing it on the UVic-UCC website.

Once a year, after the end of the school year, the director of the AdQ collects data on the indicators of the Strategic Plan. Possibly, together with the delegate of the rector for Quality Policy, they monitor the actions and assess the indicators of each strategic axis with each of the heads of the axes, who will make the proposals for improvement necessary to ensure compliance with the indicators established in all

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the axes of the Strategic Plan. This proposal for improvement actions is validated by the Rector's Board, and if appropriate, will include new improvement actions.

The proposals for improvement actions are managed through each head of the axes who will include them in the Improvement Plans (PMQ) of the centers in the context of the extraordinary Center Quality Committees (CQC) and will monitor them. In the event that modifications are derived from the Strategic Plan, they are managed by the director of the AdQ.

At the beginning of the second semester of each academic year, the director of the AdQ publicly disseminates to the entire university community the progression of the indicators of the Strategic Plan, publishing them on the UVic-UCC website.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

For the review of this procedure, the following is taken into account:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.


The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. Accountability The person responsible for ensuring compliance with the university's strategic lines and reporting to the governing bodies any deviations detected and proposals for correction and improvement is the owner of the process, the rector of the university through the Rector's Board, which chairs it.

On the other hand, accountability to the different interest groups is ensured through the participation of the different groups in the collegiate bodies of the university's Governing Council and the Board of Trustees.

Finally, it is also accountable to all stakeholders by publishing the status of achievement of strategic objectives on the university's website.

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PE01_U_Pr01 Design and monitoring of the Strategic Plan	
Manager: Secretary General	

9. Associated documentation (INPUTS)

[Program agreement](#)

[Current legal framework](#)

[UVic-UCC regulatory framework](#)

[Previous Strategic Plan](#)

[Ranking table \(QdC\)](#)

[Document access and evaluation tables \(TAAD\)](#)

10. Records (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE01_U_Pr01_Rg01 Minutes of approval of the Plan Strategic for the CGU	Digital	Document Manager	General Secretariat access	restricted
PE01_U_Pr01_Rg02 Minutes of approval of the Plan Strategic for the Board of Trustees	Digital	Document Manager	Board of Trustees Secretariat access	restricted
PE01_U_Pr01_Rg03 Plan Strategic	Digital	Computer network of General Secretariat	General Secretariat	public website
PE01_U_Pr01_Rg04 Publication of the monitoring of the Strategic Plan in Transparency Portal	Digital	Quality Area computer network	AdQ	public website

11. Indicators

U_SGQ001 Percentage of compliance with the objectives of the Strategic Plan


12. Flowchart

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 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr02 Establishment and updating of the Quality Policy	Version: 5.0 Pages: 6
Manager: Rector's Delegate for Quality Policy	

PE01_U_Pr02 Establishment and updating of the Quality Policy

Prepared by:	Reviewed by:	Approved by:
Quality Committee of the UVic-UCC	Rector of the UVic-UCC	Quality Committee of the UVic-UCC
Date:10/05/2024	Date:10/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr02 Establishment and updating of the Quality Policy	Version: 5.0 Pages: 6
Manager: Rector's Delegate for Quality Policy	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
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v5	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Change of manager

1. Objective

Establish the mechanism by which the university defines and periodically reviews its quality policy and objectives.

2. Scope of application

Applies to all UVic-UCC stakeholders.

3. Manager

Rector's Delegate for Quality Policy

4. Interest groups

Students

STEP

IB

Patrons

Graduates


Public administration

Future students

Researchers/nothing

Employers/nothing

Social fabric of the University's area of influence

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr02 Establishment and updating of the Quality Policy	Version: 5.0 Pages: 6
Manager: Rector's Delegate for Quality Policy	

Collaborating internship entities

5. Chain of responsibility

University Quality Commission (CQU): collect and analyze input elements. Review and formulate the UVic-UCC Quality Policy and Objectives.

University Quality Commission: constituted by the rector of UVic-UCC, who chairs it, the vice-rectors, the rector's delegate for quality policy, the director of the quality area, the deans, the directors of each UVic-UCC center, a representative of the UVic-UCC Quality Committee for Areas and Services

and a technician from the quality area, who will act as secretary.

University Governing Council (CGU): analyze the Quality Policy and Objectives and propose modifications that are deemed appropriate. Approve the Quality Policy and Objectives.

University Governing Council: constituted by the rector, who chairs it, the members of the Board of Directors, the deans of the faculties and the directors of the schools, two students elected by the Student Council, one representative of the PAS and two representatives of the PDI, elected by the Senate. The meetings of the Governing Council will be attended, with voice but without vote, by the manager of UVic-UCC and the general director of FUBalmes and the general directors or equivalent positions of the federated entities.

Rector: present the Quality Policy and Objectives to the CGU and the Board of Trustees. Communicate to the CQU the modifications proposed to the CGU and the Board of Trustees.

General Secretariat: carry out the technical review of the approved document and publish it on the website institutional of the university. Custody of the archive.


6. Description

UVic-UCC reviews and keeps its Quality Policy updated in line with the University's Strategic Plan and the Program Agreement and with the commitment to comply with the legal framework and current regulations. UVic-UCC establishes its quality policy oriented

to continuous improvement, promoting rigor, quality and excellence, in teaching, research and knowledge transfer and in the internal organization of the institution and the people who make up the university community, and making it public by rendering accounts while facilitating access to this

information to society in general. This policy is aimed at the satisfaction of interest groups and, in addition, through it the institution demonstrates its commitment by making it public by rendering accounts, facilitating access to this information for society in general.

The quality policy and objectives are reviewed annually and, if necessary, reformulated by the CQU based on information from strategic monitoring and improvement and information from the

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PE01_U_Pr02 Establishment and updating of the Quality Policy	Version: 5.0 Pages: 6
Manager: Rector's Delegate for Quality Policy	

Quality Committees of each of the centers, which constitute the reference for establishing the quality objectives. This proposal is presented to the CGU for review and approval.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. Accountability The person responsible for ensuring compliance with the quality policy and reporting to the bodies government, any deviations detected and proposals for correction and improvement, is the rector of the university through the CQU, which presides over it.

On the other hand, accountability to the different interest groups is ensured through the participation of the different groups in the collegiate body of the university's Governing Council and the university's Quality Commission.

Finally, it is also accountable to all stakeholders in publishing the status of achievement of the objectives of the Quality Policy on the university's website.

9. Associated documentation (INPUTS)

[Program agreement](#)


[UVic-UCC Strategic Plan](#)

[Current legal framework](#)

[UVic-UCC regulatory framework](#)

[Current Quality Policy](#)

[Annual Quality Management Report](#)

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PE01_U_Pr02 Establishment and updating of the Quality Policy	Version: 5.0 Pages: 6
Manager: Rector's Delegate for Quality Policy	

10. Records (OUTPUTS)

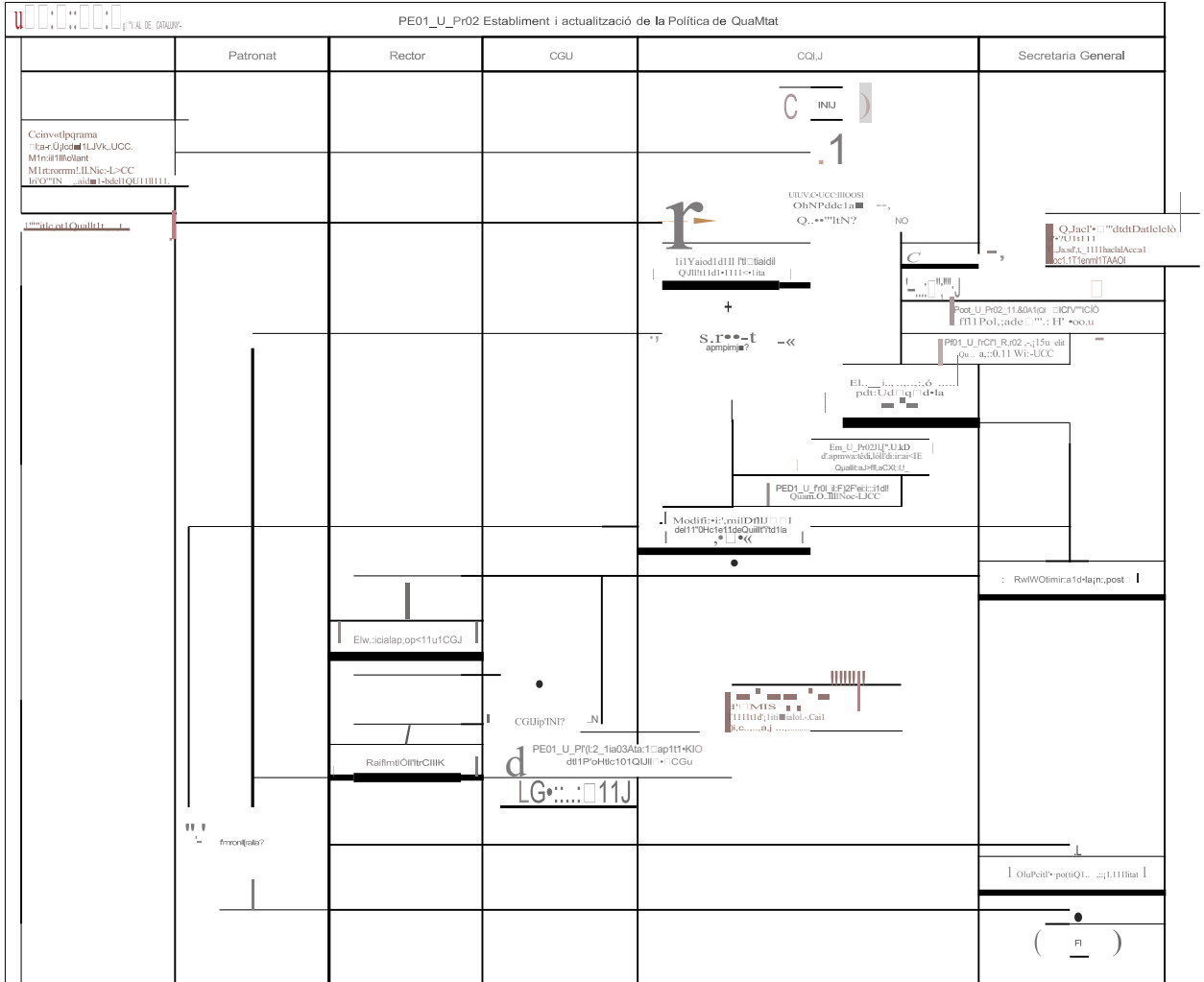
REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE01_U_Pr02_Rg01 Minutes of approval of the Quality Policy by the CQU	Digital	Document Manager	AdQ	restricted access
PE01_U_Pr02_Rg02 Quality Policy of the UVic-UCC	Digital	Quality Area computer network	AdQ	public website
PE01_U_Pr02_Rg03 Minutes of approval of the Quality Policy by the CGU	Digital	Document Manager	General Secretariat access	restricted


11. Indicators

U_SGQ002 Percentage of compliance with the objectives of the UVic-UCC Quality Policy

12. Flowchart [https://](https://universitatdevic.sharepoint.com/:u:/t/adq/EY0OmfHI7-REgPK8SwEEXMoBFvXo9shkO15HycQouoPR-w)


universitatdevic.sharepoint.com/:u:/t/adq/EY0OmfHI7-REgPK8SwEEXMoBFvXo9shkO15HycQouoPR-w



 eada [®] business school barcelona	PE02_EADA Definition of the PDI policy
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	

PE02_EADA Definition of the PDI policy

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: October 14, 2023	CQC Date: November 4, 2023	CDC Date: January 9, 2024

	PE02_EADA Definition of the PDI policy
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PE03 process
1	09/01/2024	Adaptation of EADA's IQAS to standard 5.0. Change of format, scope and alignment with UVic-UCC
2		

1. Objective

The objective of this process is to define the EADA Teaching Staff Policy, which determines the framework for action and the functions of the teaching staff. The policy has a dual purpose: to promote the academic development of the teaching staff and their link with EADA, responding to expectations of recognition and career academic, and actively support EADA's mission and its strategy.

2. Scope

It applies to the teaching and research staff that has links and provides its services to the different EADA campuses.

3. Owner

Academic Direction

4. Associated procedures


PE02_EADA_Pr01 Design and review of the PDI policy

5. Other associated procedures

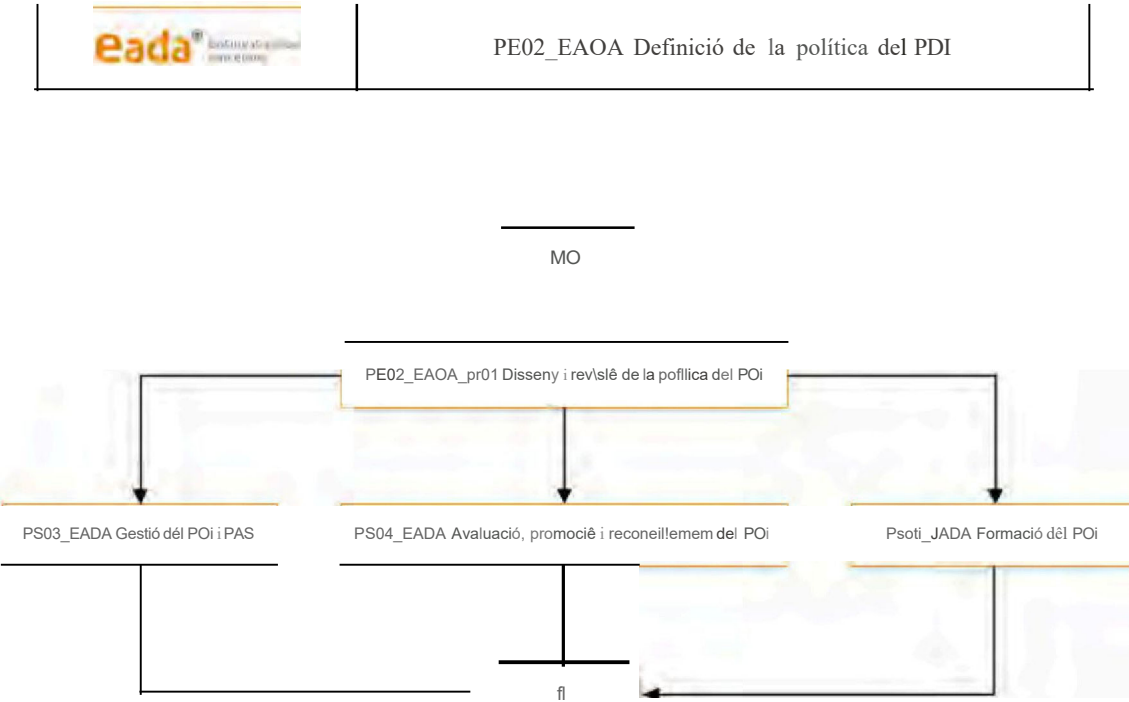
PS03_EADA PDI and PAS Management


PS04_EADA Evaluation, promotion and recognition of teaching and research staff

PS06_EADA Teaching and Learning Staff Training

	PE02_EADA Definition of the PDI policy
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	


6. Flowchart



	PE02_EADA_Pr01 Design and review of the PDI policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

PE02_EADA_Pr01 Design and review of the PDI policy

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 14, 2024	Academic Director Date: July 4, 2024	CDC Date: July 9, 2024

 eada [®] business school barcelona	PE02_EADA_Pr01 Design and review of the PDI policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PE03 process
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
2	09/07/2024	Introduction of changes to the processes and procedures sections of the EADA IQAS catalogue in online with the new UNIKUDE application from UVIC-UCC.

1. Objective

Establish the applicable system in the development, approval and dissemination of the policy on Teaching and Researcher (PDI) at EADA.

2. Scope

It applies to the teaching and research staff that has links and provides its services to the different EADA campuses.

3. Owner

Academic Director

4. Interest groups

Dean

IB

STEP


Board of Trustees

5. Chain of responsibility

- Dean: agent responsible for the final approval of the PDI Policy
- Academic Director: agent responsible for the preparation of the PDI Policy proposal and its implementation.
- Academic Committee: body responsible for approving the proposal to modify the PDI Policy

6. Description

The PDI Policy has a dual purpose: to promote the professional development of PDI and their linkage with the institution and actively support EADA's mission and its strategy.

	PE02_EADA_Pr01 Design and review of the PDI policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

The Academic Management assumes responsibility for the design, updating and elaboration of policies aimed at the PDI. This definition is based on current legislation and the institution's Governance guidelines.

The process begins when one of the agents or interest groups involved requests an initiative to reform or review the current PDI Policy.

The agent involved, in collaboration with the Academic Management, prepares a proposal for a new version of the PDI Policy.

This proposal for a new version of the Policy is presented for debate within the different EADA bodies involved: Management Committee and Academic Committee, and each one produces a report with proposed modifications.

The Academic Management reviews the new version and proposes, if necessary, the pertinent changes. Once these changes have been made, it is submitted to the Dean for approval.

If the new proposal is approved, the Academic Directorate is responsible for publishing it to give access to the teaching and research staff. Otherwise, the EADA bodies involved would review and propose modifications.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and, ultimately, on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

For the review of this procedure, the following is taken into account:

- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups
- The adequacy and results of the indicators
- The review process can take the form of:
 - Changes to the procedure sheet
 - Change in the catalog of indicators
 - New improvement proposals that will be introduced in the Improvement Plan

8. Accountability


Accountability to the different interest groups is ensured through the participation of the different groups in the following decision-making bodies:

- CDC
- CA

Likewise, and annually, accounts are provided in the Degree Monitoring Reports (IST).

9. Associated documentation (INPUTS)

EADA Strategic Plan

	PE02_EADA_Pr01 Design and review of the PDI policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

Current PDI policy
Collective agreement
Current legal framework
NOF

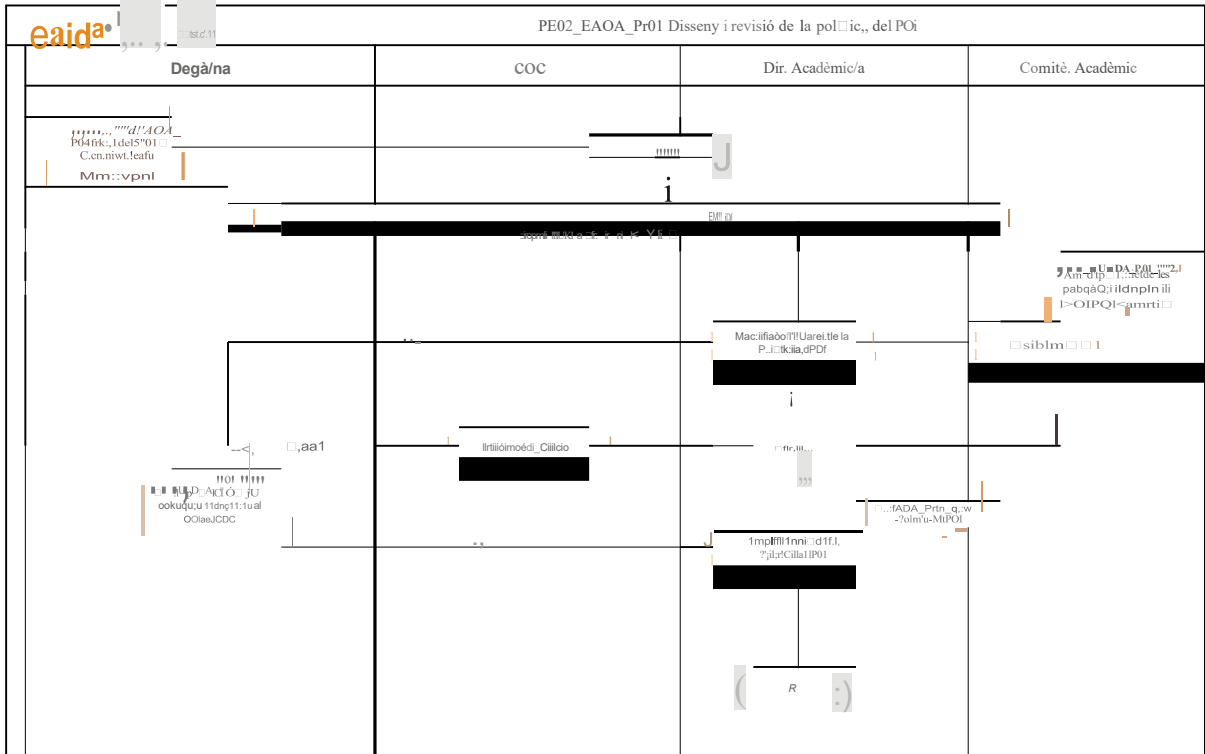
10. Indicators


U_ENQ045 Average satisfaction of teaching staff (services, infrastructure and work)
U_PER009 Percentage of PDI doctor
U_PER062 Percentage of PDI accredited over PDI doctor
U_PER024 Percentage of teaching staff with six-year degrees over teaching staff with a doctorate
U_PER069 Percentage of teaching staff with full-time dedication

11. Records (OUTPUTS)

REGISTRATION	LOCATION SUPPORT	CUSTODY	EVID_TYPE
PE02_EADA_Pr01_Rg01 Teaching and Learning Policy	Digital IRENE	DA	intranet
PE02_EADA_Pr01_Rg02 Minutes of approval of the policies aimed at PDI by the Academic Committee	Digital Document manager	DA	Restricted access
PE02_EADA_Pr01_Rg03 Minutes of approval of policies addressed to the PDI by the CDC	Digital Document manager	Dean	Restricted access


12. Flowchart



 eada [®] business school barcelona	PE03_EADA Definition of the PAS policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of People and Culture	

PE03_EADA Definition of the PAS policy

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 19, 2023	Director of People and Culture Date: November 20, 2023	CDC Date: January 9, 2024

	PE03_EADA Definition of the PAS policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of People and Culture	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PS01 process
1	05/19/2023	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
n		

1. Objective

Establish the procedure carried out to define the policy for Administration and Services Personnel (PAS) from EADA.

2. Scope

Apply to the PAS that has links and provides its services to the different EADA campuses.

3. Owner


People and Culture Management

4. Associated procedures

PE03_EADA_Pr01 Design and review of the PAS policy

5. Other associated procedures

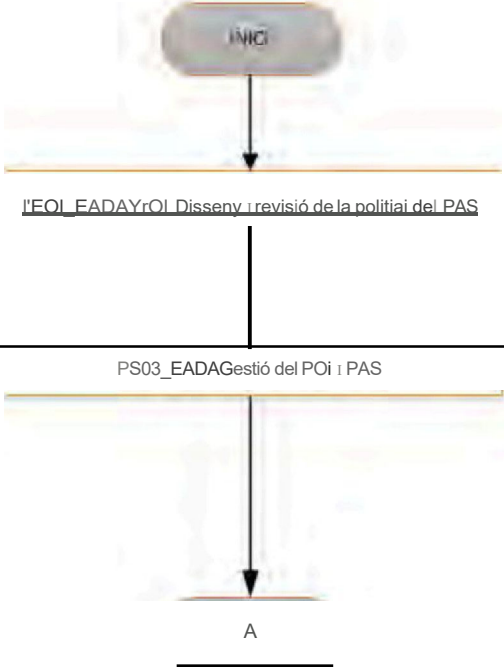
PS03_EADA PDI and PAS Management


	PE03_EADA Definition of the PAS policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of People and Culture	

6. Flowchart

[PE03_EADA.vsd](#)


	PE03_EADA Definició de la política del PAS
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 eada [®] business school barcelona	PE03_EADA_Pr01 Design and review of the PAS policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: People and Culture Director	

PE03_EADA_Pr01 Design and review of the PAS policy

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 14, 2024	People and Culture Director Date: June 4, 2024	CDC Date: July 9, 2024

	PE03_EADA_Pr01 Design and review of the PAS policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: People and Culture Director	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PE03 process
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
2	09/07/2024	Introduction of changes to the processes and procedures sections of the EADA IQAS catalogue in online with the new UNIKUDE application from UVIC-UCC.

1. Objective

Establish the applicable system in the development, review and approval of the policy on Administrative and Personnel Personnel. EADA Services (PAS).

2. Scope

Apply to the PAS that has links and provides its services to the different EADA campuses.

3. Owner

People and Culture Director

4. Interest groups

Steering Committee (CDC)

Dean

STEP

Board of Trustees


5. Chain of responsibility

Dean: analyses the Policy addressed to PAS and proposes the modifications he/she deems appropriate. Approves the Policy addressed to the PAS.

Management Committee (CDC): makes proposals and reviews proposals for modification of the PAS Policy.

Director of People and Culture: agent responsible for the preparation and approval of the proposed modification of the PAS policy and its implementation.

Finance and Corporate Services Department: makes proposals and reviews proposals for policy modifications addressed to the PAS.

	PE03_EADA_Pr01 Design and review of the PAS policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: People and Culture Director	

6. Description

The Human Resources Policy has a dual purpose: to promote the professional development of PAS and their link with the institution and to actively support EADA's mission and its strategy.

The People and Culture Department assumes responsibility for the design, updating and development of policies aimed at PAS, as well as the approval of proposals formulated by the other agents involved.

This definition is based on current legislation, EADA's own regulations on PAS and the institution's Governance guidelines.

In cases that do not involve a modification, but rather an update that does not substantially modify current policies, the People and Culture Directorate submits the modifications to the CDC where they are ratified.

In the event that the proposal involves a substantial modification, it is submitted for review by the Finance and Corporate Services Department.

With the agreements incorporated, the Director of People and Culture, as the owner of the process, presents the final proposal to the CDC for review and to the Dean for final approval.

This procedure is continued in the support process PS03_EADA PDI and PAS Management.

Accountability to the different groups and interest groups is ensured by having these groups represented in the bodies that intervene in the debate, negotiation and approval.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and, ultimately, on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.


The following is taken into account when reviewing this procedure:

- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups
- The adequacy and results of the indicators
- The review process can take the form of:
 - Changes to the procedure sheet
 - Change in the catalog of indicators
 - New improvement proposals that will be introduced in the Improvement Plan

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following decision-making bodies:

- CDC
- CA

 eada [®] business school barcelona	PE03_EADA_Pr01 Design and review of the PAS policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: People and Culture Director	

Likewise, and annually, accounts are provided in the Degree Monitoring Reports (IST).

9. Associated documentation (INPUTS)

EADA Strategic Plan
 Collective agreement
 Current legal framework
 EADA regulatory framework
 NOF
 Consultation with interest groups

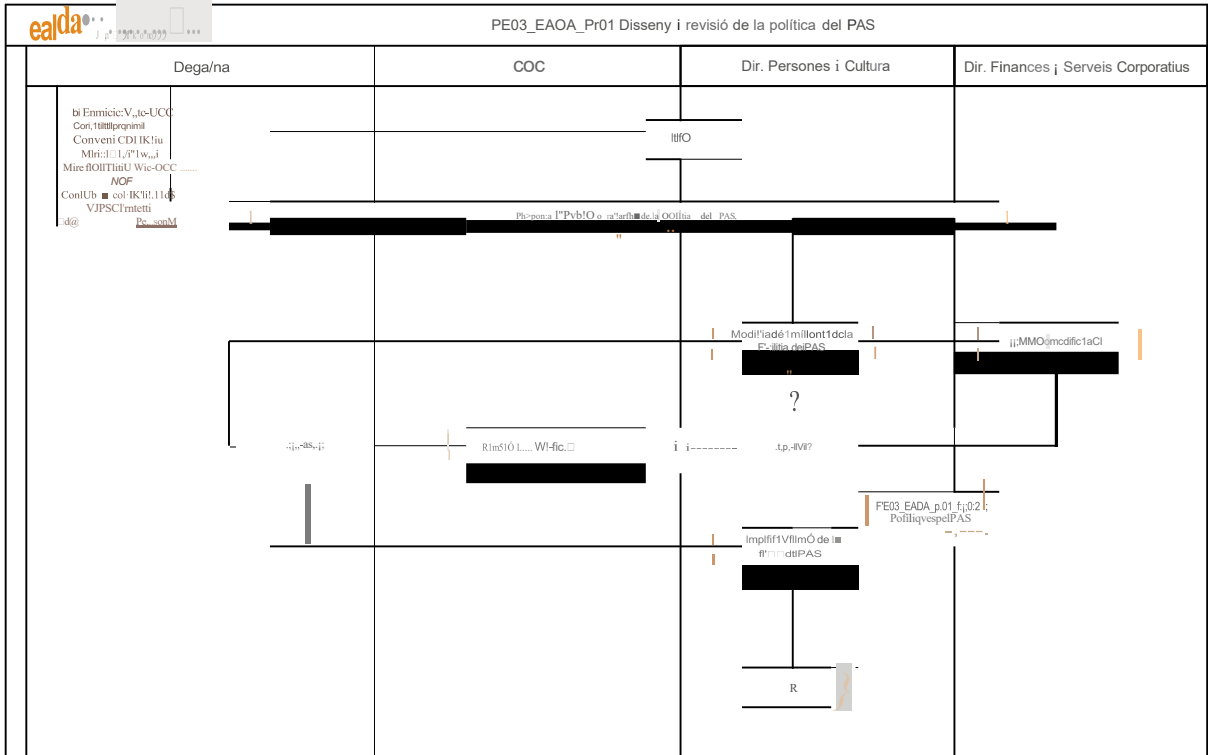
10. Records (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE03_EADA_Pr01_Rg01 Minutes agreements political negotiation STEP	Digital	IRENE	Area of People and Culture	Restricted access
PE03_EADA_Pr01_Rg02 Policies for PAS	Digital	IRENE	Area of People and Culture	Restricted access
PE03_EADA_Pr01_Rg03 Minutes of approval of the policies addressed to the PAS by Deanery	Digital	Document manager	Secretariat Deanery	Restricted access

11. Indicators

U_ENQ046 Average satisfaction with PAS (services, infrastructure and labor)


12. Flowchart



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/06/2024
PE04_U Definition of the degree map: Programming, implementation and Extinction of official bachelor's and master's degrees	Version: 6.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

**PE04_U Definition of the degree map:
 Programming, implementation
 and extinction of official bachelor's
 and master's degrees**

Prepared by:	Reviewed by:	Approved by:
Vice-Rector for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/06/2024
PE04_U Definition of the degree map: Programming, implementation and Extinction of official bachelor's and master's degrees	Version: 6.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibility
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Modification of indicators and updating of entries and exits
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the online process with the new UVic-UCC UNIKUDE application. Redefinition of the objective. Modification of the scope of application

1. Objective

Define the mechanisms necessary to determine the map of official bachelor's and master's degrees from UVic-UCC.

2. Scope

Applies to official undergraduate and master's degrees from UVic-UCC

3. Owner

Vice-Rector for Academic Organization

4. Associated procedures

[PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees PE04_U_Pr02](#)

[Internal programming of official double bachelor's degrees](#)

[PE04_U_Pr03 Programming in the University System of Catalonia of new official undergraduate degrees and master's degree](#)

[PE04_U_Pr04 Implementation of official bachelor's and master's degrees](#)

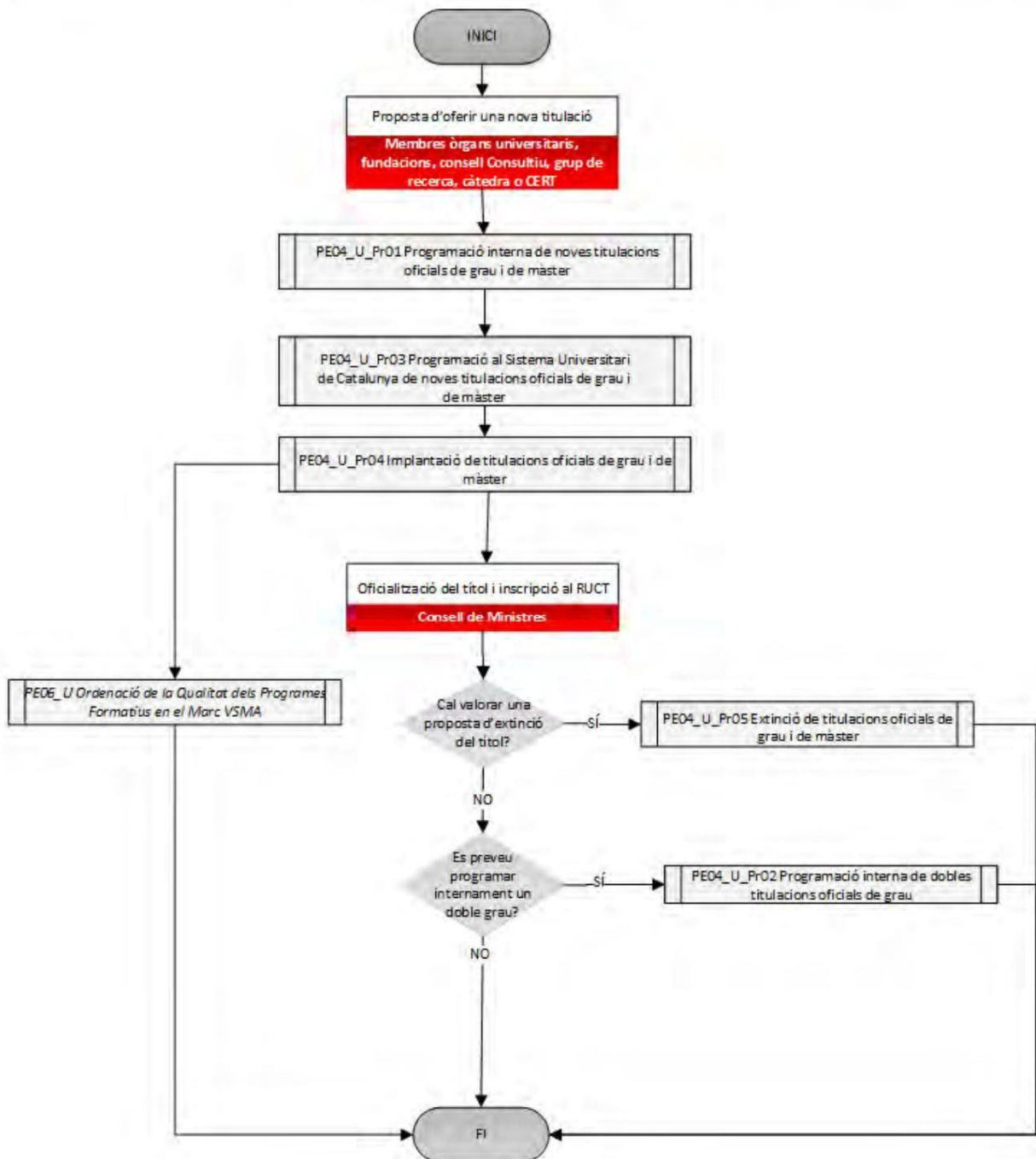
[PE04_U_Pr05 Extinction of bachelor's and master's degrees](#)


5. Other related processes

[PE06_U Organization of the Quality of Training Programs within the VSMA Framework](#)

6. Flowchart


https://universitatdevic.sharepoint.com/:u:/t/adq/EV/EuZbcaolINngSf6nlw4YMBrtZKfV/RrHSYcVzQB_DpE6Mg?e=RSCadZ



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Modification of chain of responsibility
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the procedure in line with the new UVic-UCC UNIKUDE application. Incorporation of a new register and adaptation of the chain of responsibilities.

1. Objective

Describe the actions to program new undergraduate and master's degrees at UVic-UCC, guaranteeing and consolidating a viable and cohesive offer of official undergraduate and master's studies that is supported by the University's expertise and specialization and that strengthens it in the University System of Catalonia and gives it a clear projection and international competitiveness.

2. Scope of application

It applies to official undergraduate and master's degrees from UVic-UCC and to degrees of the same level jointly offered with other universities coordinated or participated in by UVic-UCC.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Collaborating entities for student internships

Future students

Faculty and staff


graduates

STEP

Patrons

Employers/nothing

Social fabric of the University's area of influence

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

5. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): proposes the criteria and mechanisms for integrating new bachelor's and master's degrees into the University's degree map. Collects, analyzes and assesses the suitability of the proposals submitted. Presents the proposals to the Rector's Board and the University Governing Council (CGU).

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): coordinates the programming of studies, leads the development and improvement of the instruments and documents derived from this procedure in accordance with the established calendars, quality standards and regulatory requirements. Performs the technical review of the proposals presented. Promotes the meta-evaluation of the process.

Rector's Board: A Rector's Board with deans validates the criteria and mechanisms for integrating new degrees and master's degrees into the UVic-UCC degree map. It analyzes and evaluates the proposals presented by the VOA.

Rector's Board: constituted by the rector, who chairs it, the vice-rectors, the manager and the general secretary.

Dean or director: presents proposals for new degrees from their center in accordance with the established mechanisms and criteria.


Center Governing Council (CGC): validates the proposals to be presented to the Validation Committee.

Centre Governing Council: made up of the dean or director of the centre, who chairs it, the head of studies, the department directors, the coordinators of official degrees, one student delegate of the centre, chosen from among the delegates of the degrees taught there, one member of the PAS and one member of the PDI assigned to the centre, chosen by the Senate of the centre, other positions and assignments in accordance with the centre's own organisational structure.

Validation Committee: analyzes the viability of the proposals from different perspectives and values them.

Validation Committee: made up of the Vice-Rector for Academic Organization, the Vice-Rector for Research and Knowledge Transfer, the Vice-Rector for Teaching Staff, the Vice-Rector for International Relations, the Vice-Rector of the Manresa Campus, the manager, the director of the Marketing Area, the director of the Infrastructure and General Services Area, the Rector's delegate for Continuing Education, the director of the Economic and Personnel Management Area and a technician from the Technical Office of the Vice-Rector for Academic Organization.

Rector: analyzes proposals for new degrees and, if applicable, validates them. Defends proposals validated and agreed upon by the CGU before the Board of Trustees.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

University Governing Council (CGU): evaluates the proposals presented by the VOA and decides whether they are submitted to the Board of Trustees for approval.

University Governing Council: made up of the rector, who chairs it, the members of the Rector's Board, the deans of the faculties and the directors of the schools, two students elected by the Student Council, one representative of the PAS and two representatives of the PDI, elected by the Senate. The manager of UVic-UCC and the general director of FUBalmes and the general directors or equivalent positions of the federated entities will attend the meetings of the Governing Council, with a voice but without a vote.

FUBalmes Board of Trustees Executive Committee: evaluates the proposals presented by the rector and agrees whether to authorize the processing of the officialization of the qualifications.

6. Description

The internal programming of a new degree is the procedure through which the university grants a place to a new study within the university's strategic map of degrees, through the assessment of the criteria for the programming of new university bachelor's and master's degree studies established.

Result of the review of the indicators of the university's official qualifications and changing needs of society, the university can contemplate, within the framework of its strategic lines, the programming of new bachelor's and master's degrees.

Review and assessment of the suitability of the new qualification proposal


Given a proposal for a new degree, the VOA and the dean's office or the management of the responsible center analyze and assess the suitability of including it in the UVic-UCC degree map from the N+2 course, taking into account the established programming criteria.

The VOA presents the initial proposal to the Rectorate Board with deans.

If the assessment of the Board of Rectorate is positive, the OTVOA informs the dean or the management of the center responsible for the proposal. It informs them of the procedure, the established action calendar, provides them with the template of the proposed new degree file and advises them technically.

The center completes the proposed new degree form and, once approved by the CGC, through the OTVOA is provided to the members of the Validation Committee.

The center presents the proposal for a new degree to the members of the Validation Committee who, once the contributions and clarifications from the Center have been heard, issue an assessment: suitable, suitable with conditions or not suitable.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

The OTVOA provides the final assessments of the Validation Committee to the dean's office or the management of the responsible center.

If the Commission's assessment is suitable with conditions, the center re-submits the new degree proposal file taking into account the considerations.

The rector analyzes the proposals with the assessments of the Commission and, if applicable, validates them.

Approval of the programming of degree proposals

The VOA presents the proposals validated by the rector to the CGU. The CGU evaluates them and agrees on the proposals to be presented to the FUBalmes Board of Trustees.

The rector presents the proposals agreed by the CGU to the Executive Committee of the FUBalmes Board of Trustees and, if applicable, authorizes the initiation of procedures to make the proposals official.

In the case of interuniversity degrees; if UVic-UCC is the coordinator, OTVOA collects the certificates from the governing bodies of the participating universities and if UVic-UCC is a participant, OTVOA transfers the certificates from the governing bodies of UVic-UCC to the coordinating university.

The approved proposals coordinated by UVic-UCC initiate the procedure *PE04_U_Pr03 Programming in the University System of Catalonia of new official undergraduate and postgraduate degrees*

master's degree.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:


- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness

- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.

This procedure is specifically subject to a periodic meta-evaluation activity, based on the information collected between the deanery of the centers that have presented new proposals for the N+2 course and the members of the Validation Committee who have assessed them.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
	Version: 6.0 Pages: 8
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- Rector's meeting with deans
- Central Government Council
- Validation Committee
- University Governing Council
- Executive Committee of the Board of Trustees of the FUBalmes

Specifically, the meta-evaluation report of this procedure is presented to the Board of Regents by the VOA and the members of the Validation Committee are informed of the result and the improvement actions.

9. Associated documentation (INPUTS)

Meta-evaluation report of the previous process


Criteria for programming new undergraduate and master's degree programs at UVic-UCC

UVic-UCC degree map

Proposal for a new degree from the responsible center

10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY TYPE	EVID
PE04_U_Pr01_Rg01 Proposed new degree file	Digital	Office computer network VOA Technique: X_OTVOA > _REGISTER DOCS EDUCATION > [_ GRADES/_ MASTERS] > [CENTRE] > [TITLE NAME]	OTVOA	Restricted access
PE04_U_Pr01_Rg02 Proposal evaluation	Digital	Office computer network VOA technique: X_OTVOA > _REGISTER DOCS EDUCATION > [_ GRADES/_ MASTERS] > [CENTRE] > [TITLE NAME]	OTVOA	Access restricted
PE04_U_Pr01_Rg03 Information complementary internal programming	Digital	Office computer network VOA Technique: X_OTVOA > _REGISTER DOCS EDUCATION > [_ GRADES/_ MASTERS] > [CENTRE] > [TITLE NAME]	OTVOA	Restricted access
PE04_U_Pr01_Rg04 New product details degree	Digital	Office computer network VOA Technique: X_OTVOA > _REGISTER DOCS EDUCATION > [_ GRADES/_ MASTERS] > [CENTRE] > [TITLE NAME]	OTVOA	Restricted access
PE04_U_Pr01_Rg05 Certificate of agreement to CGU	Digital	Campus Virtual>Community>Organization	OTVOA	Intranet

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr01 Internal programming of new official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

to present to <small>Board of Trustees</small>		academic>Official documents of the teachings>[DEGREES/MASTERS] >[CENTER]>[TITLE NAME]		
PE04_U_Pr01_Rg06 Certificate of approval from the Board of Trustees to process the officialization	Digital	Campus Virtual>Community>Organization academic>Official documents of the teachings>[DEGREES/MASTERS] >[CENTER]>[TITLE NAME]	OTVOA	Intranet
PE04_U_Pr01_Rg07 Meta-evaluation report	Digital	Office computer network VOA technique: X_OTVOA > _MAPA_DITIONALITIES > _MetaevaluationProgramacioUVic-UCC	OTVOA	Restricted access

11. Indicators

U_OPA012 Percentage of proposals presented to the Validation Committee with the form of the new full degree

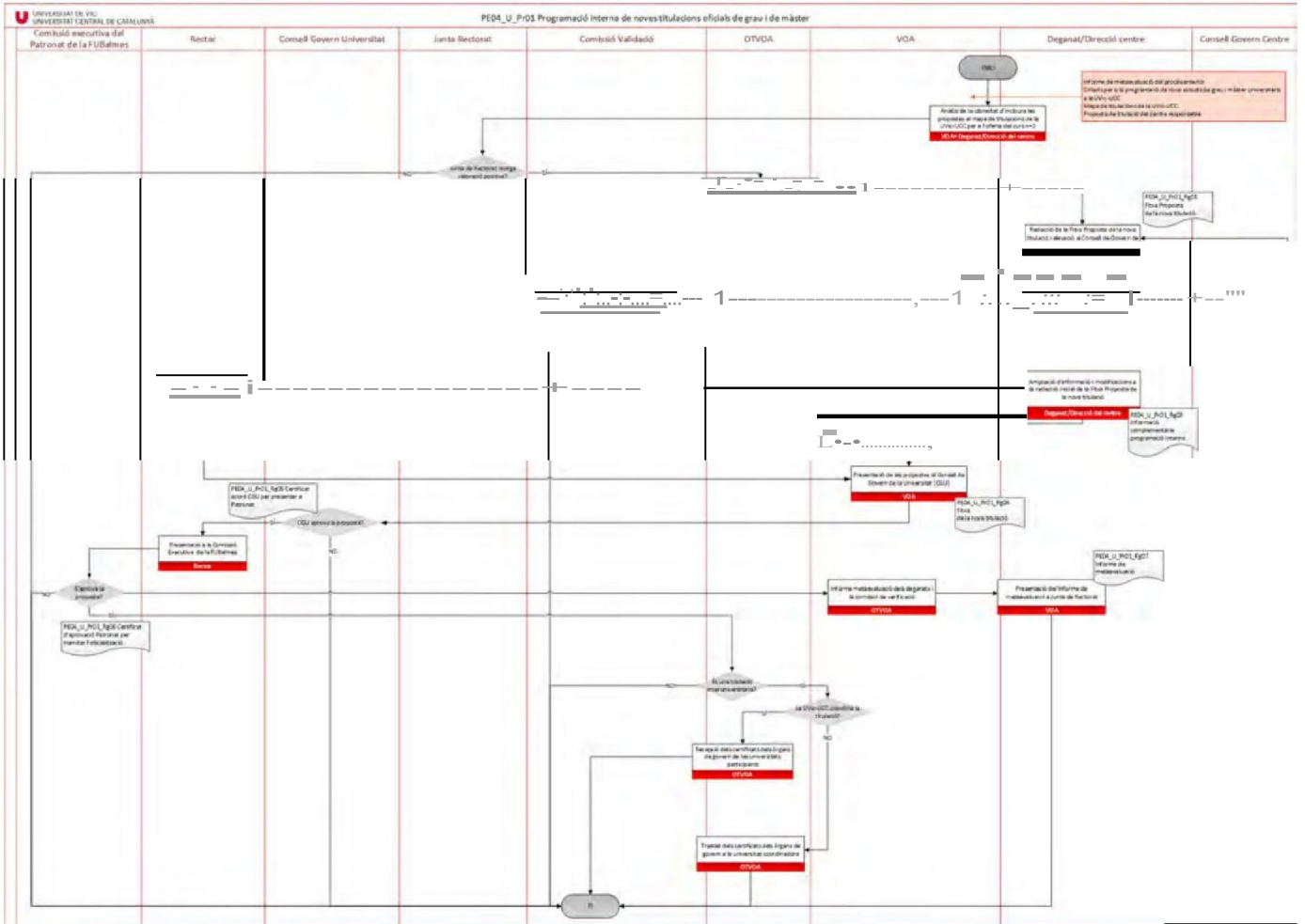
U_OPA013 Percentage of proposals submitted considered suitable by the Validation Committee


U_OPA014 Percentage of proposals programmed at UVic-UCC without the evaluation of the Commission or considered ineligible

12. Flowchart [https://](https://universitatdevic.sharepoint.com/u:/adg/EXFmGpT4iYVFoyL7EtmHUBUcD1U4gLy)

universitatdevic.sharepoint.com/u:/adg/EXFmGpT4iYVFoyL7EtmHUBUcD1U4gLy


[Uo_uPtmdvvsA](#)



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr02 Internal programming of official double bachelor's degrees	Version: 5.0 Pages: 5
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE04_U_Pr02 Internal programming of official double bachelor's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr02 Internal programming of official double bachelor's degrees	Version: 5.0 Pages: 5
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	June 5, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Incorporation of a new register.

1. Objective

Describe the procedure through which a double bachelor's degree (double degree) is programmed at UVic-UCC.

2. Scope of application

Applies to official undergraduate degrees from UVic-UCC.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Collaborating entities for student internships

Future students

IB

STEP


Patrons

Employers/nothing

Social fabric of the University's area of influence

5. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): analyzes the advisability of including the double degree proposal in the UVic-UCC offer. If applicable, presents the proposal to the Academic Committee (CA) and the University Governing Council (CGU).

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr02 Internal programming of official double bachelor's degrees	Version: 5.0 Pages: 5
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Dean's Office/Center Management: analyzes the advisability of including the double degree proposal in the center's offerings.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): manages the programming of the double degree offer. Communicates the programming of the new offer to the units involved and enters the information into the system.

Center Governing Council (CGC): validates the center's double degree proposal.

CGC: made up of the dean or director of the centre, who chairs it, the head of studies, the department directors, the coordinators of official degrees, one student delegate of the centre, chosen from among the delegates of the degrees taught there, one member of the PAS and one member of the PDI assigned to the centre, chosen by the centre's Senate, other positions and assignments in accordance with the centre's own organisational structure.

Academic Committee (CA): validates the training itinerary and the equivalence table of the double degree.

CA: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent position of the centers and the members of the VOA technical office.

University Governing Council (CGU): authorizes the new double degree offer.

CGU: made up of the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students chosen by the Student Council, one representative of the PAS and two representatives of the PDI, chosen by the Senate. The meetings of the Governing Council will be attended, with voice but without vote, by the manager of UVic-UCC and the general director of FUBalmes and the

general directors or equivalent positions of the federated entities.


6. Description

A double degree is a type of offer through which the student takes a specific curriculum, designed with the subjects of both degrees, and upon completion obtains the two corresponding official bachelor's degrees.

To program a double degree, simultaneous planning for both degrees must be established.

Faced with a proposal for a double degree by the CQC, the VOA and the management of the center responsible for the degrees are analyzing the advisability of including the double degree proposal in the UVic-UCC offer and adjusting the basic offer of the degrees that make it up.

Once the VOA validation has been obtained, the OTVOA requests the center's management to complete the double degree proposal form and will advise the center technically.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr02 Internal programming of official double bachelor's degrees	Version: 5.0 Pages: 5
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

The center returns to the VOA the complete double degree proposal form validated by the CGC.

The VOA presents to the CA the training itinerary of the double degree with the table of equivalences between the two degrees that make it up so that they can validate it.

Once the validation of the CA has been obtained, the VOA submits the proposal to the CGU to, if applicable, obtain authorization to include the new offer in the n+1 course.

If the CGU authorizes the double degree, the OTVOA communicates the new offer to the units involved and enters the information into the system and requests the DGU to include the new offer.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.

8. Accountability Accountability to the different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- Central Government Council
- Academic Committee
- University Governing Council

9. Associated documentation (INPUTS)


CQC double degree proposal

[Applicable legal regulations](#)

[Academic regulations of the UVic-UCC](#)

10. Records (OUTPUTS)

REGISTRATION	LOCATION SUPPORT		CUSTODY	EVID_TYPE
PE04_U_Pr02_Rg01 Double degree proposal sheet	Digital	Virtual Campus > Community > Planning	OTVOA	

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr02 Internal programming of official double bachelor's degrees	Version: 5.0 Pages: 5
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

		academic > OFFICIALIZATION OF DEGREES I MASTERS (PROCEDURES AND CALENDARS)		Intranet
PE04_U_Pr02_Rg02 Itinerary publication	Digital Web	JVic-UCC > Degrees	OTVOA	Website public

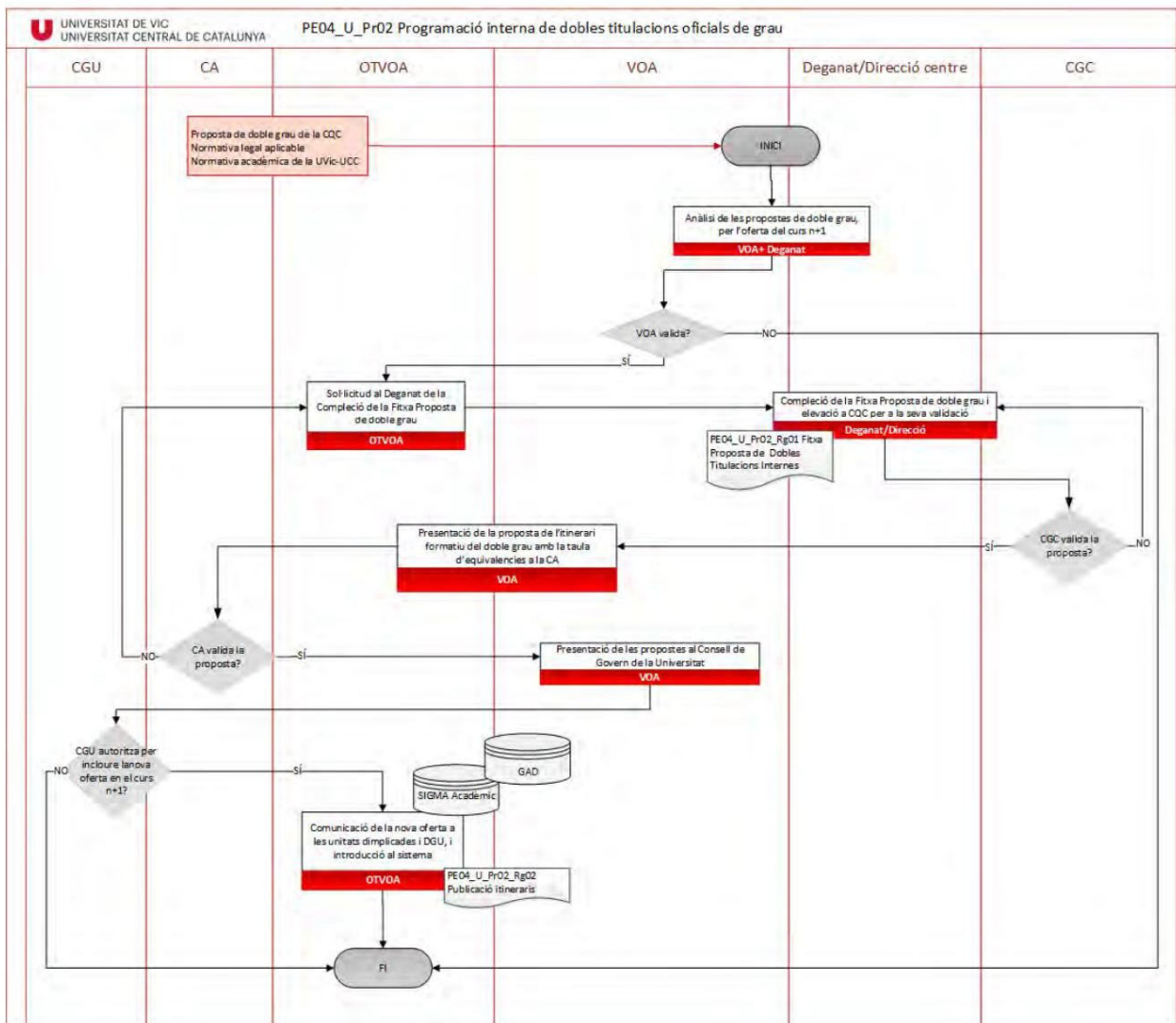
11. Indicators


This procedure does not generate indicators.

12. Flowchart

[https://universitatdevic.sharepoint.com/u:/t/adq/EY-edoxXxcVIs4llwhVD-](https://universitatdevic.sharepoint.com/u:/t/adq/EY-edoxXxcVIs4llwhVD-0cBL2aLY3sgjCrxq0Dx8SB7IA)


[0cBL2aLY3sgjCrxq0Dx8SB7IA](https://universitatdevic.sharepoint.com/u:/t/adq/EY-edoxXxcVIs4llwhVD-0cBL2aLY3sgjCrxq0Dx8SB7IA)



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr03 Programming in the University System of Catalonia of new official degree and master's degrees	Version: 6.0 Pages: 6
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE04_U_Pr03 System Programming University of Catalonia for new official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr03 Programming in the University System of Catalonia of new official degree and master's degrees	Version: 6.0 Pages: 6
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
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v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibility
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Update of entries and exits
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Updating a record

1. Objective

The objective of this procedure is to include them in the University Programming of Catalonia. (PUC), for the corresponding course the proposals scheduled at UVic-UCC and obtain authorization to submit them for verification.

2. Scope of application

It applies to official UVic-UCC bachelor's and master's degrees previously authorized by the University's governing bodies and to degrees of the same level jointly awarded with other universities coordinated by UVic-UCC. Official degrees coordinated by other universities are excluded.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization


4. Interest groups

Public administration
 Collaborating entities for student internships

Future students
 Graduates
 IB
 STEP
 Patrons
 Employers/nothing
 Social fabric of the University's area of influence

5. Chain of responsibility

Vice-Rectorate for Academic Planning (VOA): defends the UVic-UCC programming proposals presented to the General Directorate of Universities (DGU). As a member of the Academic Programming and Planning Commission (CPOA) of the Interuniversity Council of Catalonia (CIC), it participates in the deliberation of the proposals for agreements on the Programming of official studies at the

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
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University System of Catalonia (SUC) which are submitted for approval by the CIC Board.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): prepares, manages and submits requests for programming of undergraduate and master's degree programs at UVic-UCC to the DGU, through the PIMPEU application. Reviews the documentation of the CPOA and the CIC Board relating to the PUC and, if applicable, requests the relevant amendments or updates from the DGU. Informs the centers and the UVic-UCC Marketing Area of new proposals programmed or in the process of being programmed at the SUC.

Rector: as a member of the CIC Board, participates in the approval of the proposals for agreement of the CPOA.

DGU: prepares, proposes, monitors and executes the University Programming of Catalonia.

Responsible center: reviews, and if necessary, adjusts the DGU Programming Sheet (Pimpeu phase 1) and validates it.

6. Description

The PUC is the instrument for planning, coordinating and reorganizing the courses leading to the obtaining of official university degrees offered by the universities of the SUC.

The CIC is the coordinating body of the Catalan university system and the body for consultation and advice. Government of the Generalitat in matters of universities.

Annually, the needs of the university system of Catalonia are reviewed, taking into account the demand and plurality of the universities that form part of it and the general and specific criteria proposed by the CIC, and the University Programming of Catalonia is approved in order to guarantee that the studies that begin their activities in each academic year comply with all the corresponding legal and quality requirements.


Presentation of programming proposals

The OTVOA prepares the DGU's programming sheet (Pimpeu phase 1) and, once validated by the center responsible for the proposal, presents it to the DGU through the PIMPEU application.

Review and validation of university programming proposals

The DGU analyses the university programming projects presented by the universities, within the framework of the University Programming of Catalonia and, if it deems it appropriate, requests additional documentation from the VOA.

The DGU presents the programming agreements to the CIC CPOA with the assessment of the proposals presented by all the universities. Once deliberated by the university representatives, at the proposal of the CPOA, the programming agreement proposals are presented to the CIC Board for approval.

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Authorization of university programming and authorization for its verification

The inclusion of study projects in the university programming agreement for the N+2 academic year, and the authorization to start the verification process from the CIC Board implies the issuance of the CIC authorization certificate to request the verification and inclusion of the studies in the Resolution of university programming

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness

- The participation of the agents involved and interest groups
- The adequacy and results of the indicators

The review process can take the form of:

- Changes to the procedure sheet
- Change in the catalog of indicators

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- Directorate General of Universities
- Academic Programming and Organization Committee of the Interuniversity Council of Catalonia
- Board of the Interuniversity Council of Catalonia

Finally, it also reports on the Programming in the University System of Catalonia of new official bachelor's and master's degrees in the report of each academic year of the UVic-UCC, which is publicly accessible on the university's website.

9. Associated documentation (INPUTS)

Certificate of authorization from the Executive Committee of the FUBalmes Board of Trustees to process the officialization of the degree.


General criteria for university programming in Catalonia approved by the CIC Board in force.

Programming and implementation calendar approved by the current CIC Board

Form for scheduling new university degree and master's studies at the DGU (Pimpeu phase 1)

PIMPEU Guide from the DGU

Applicable legal regulations

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10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	TYPE_EVID
PE04_U_Pr03_Rg01 DGU Programming Sheet (Pimpeu phase 1)	Digital	PIMPEU application Virtual Campus>Community>Academic organization>Official documents of the courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]	OTVOA	Intranet
PE04_U_Pr03_Rg02 Authorization certificate of the CIC Board to initiate verification	Digital	Office computer network VOA Technique: : X_OTVOA > _REGISTER TEACHING DOCUMENTS	OTVOA Access	restricted
PE04_U_Pr03_Rg03 PUC Resolution	Digital Campus	Virtual>Community>Academic organization>Official documents of the teachings>[DEGREES/MASTERS]>[CENTER]>[TITLE NAME]	OTVOA	Intranet

11. Other related processes or procedures

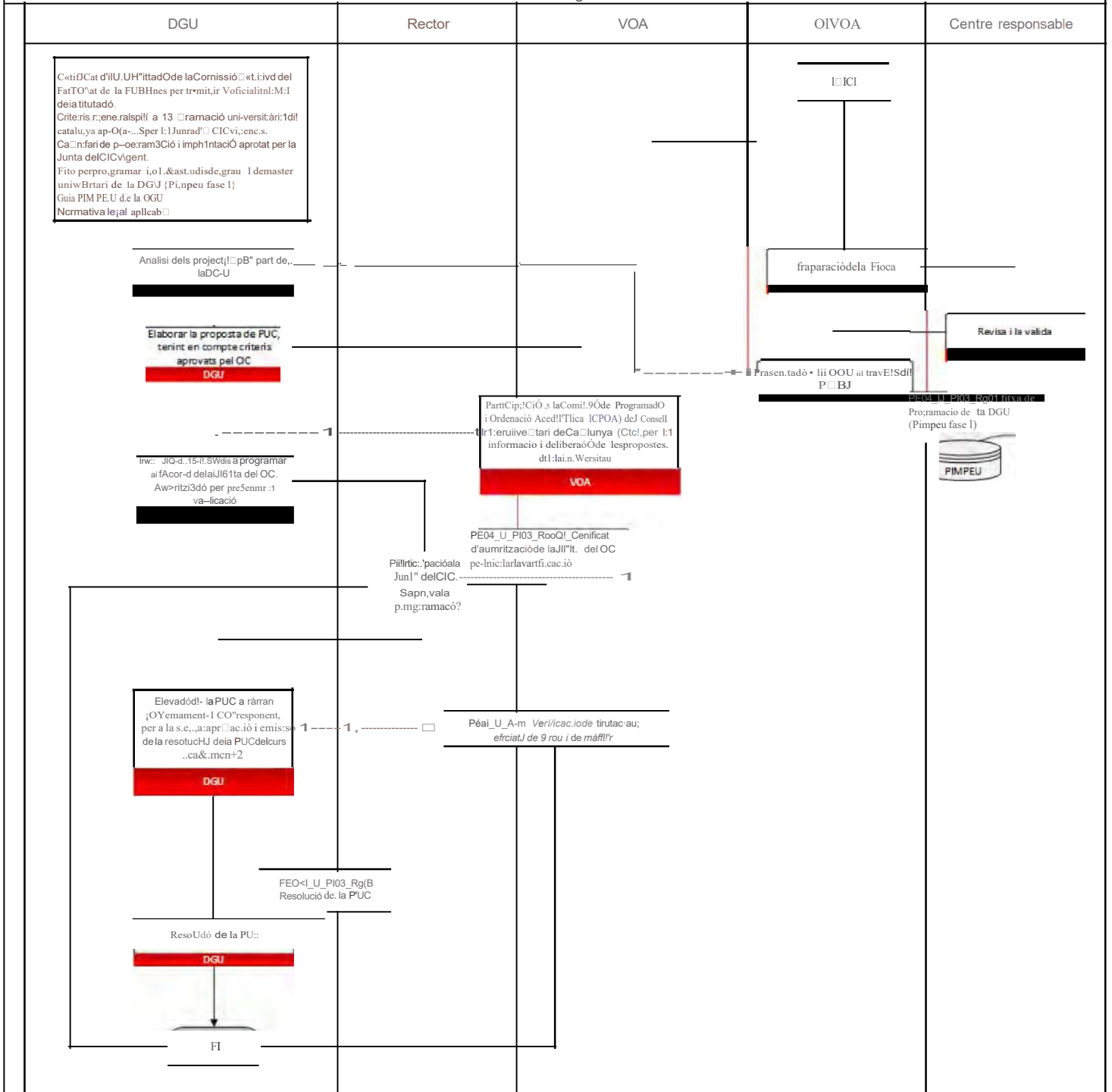
[PE06_U_Pr01 Verification of official bachelor's and master's degrees](#)


12. Indicators

U_OPA015 Percentage of proposals for new official bachelor's and master's degrees that have obtained authorization from the CIC Board to request verification with respect to those presented to the DGU

13. Flowchart


https://universitatdevic.sharepoint.com/:u:/t/adq/Ef1B2uo9jqBDtU8ky1oYPnsBTQA3UZFSrt_f1P4NEWW04A?e=I9pfl0



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PE04_U_Pr04 Implementation of official bachelor's and master's degrees	Version: 6.0 Pages: 7
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PE04_U_Pr04 Implementation of official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE04_U_Pr04 Implementation of official bachelor's and master's degrees	Version: 6.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Update of entries and exits
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Creation of a new indicator

1. Objective

The objective of this procedure is for the department responsible for university matters in Catalonia to approve the implementation of the positively verified study and authorize the start of activities.

Consequently, the competent ministry in the matter establishes the official nature of the degree and its registration in the Register of Universities, Centres and Degrees (RUCT).

2. Scope of application

It applies to official bachelor's and master's degrees from UVic-UCC and to joint degrees of the same level with other universities coordinated by UVic-UCC that have been positively verified. Official degrees coordinated by other universities are excluded.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Collaborating entities for student internships

Future students


Faculty and staff

graduates

STEP

Patrons

Employers/nothing

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
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Social fabric of the University's area of influence

5. Chain of responsibility

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): writes, manages and processes the Pimpeu implementation report (phase 2) and, if applicable, manages the required complementary documentation and monitors it until the degree is officially recognized and registered with the RUCT. Manages the associated information.

Economic and Personnel Management Area (AGEP): provides OTVOA with the economic information on the degrees that must be included in the implementation report.

Infrastructure and General Services Area (AISG): provides OTVOA with the infrastructure certificate that must be included in the implementation report and, if applicable, the technical documentation of the buildings in which the study will be taught.

Verification committee: writes some sections of the implementation report and validates the information entered by the OTVOA.

Verification committee: constituted at least by the dean, who chairs it, the technical secretary of the center, a head of studies, degree coordinator, student, the assistant for academic affairs of the Vice-Rectorate for Organization Academic and program quality technicians of the Vice-Rectorate for Organization Academic.

Directorate General of Universities (DGU): analyzes and validates the information on the projects presented (PIMPEU phase 2).

Ministry of Universities: officializes the title and registers it with the RUCT.


6. Description

To make a qualification official, it is essential to obtain the positive verification resolution from the Ministry competent in the matter and the implementation resolution (authorization) from the Autonomous Community.

Design of the implementation report

Once the verification report has been submitted and within the deadline established by the DGU, the OTVOA prepares the template for the degree implementation report (PIMPEU phase 2) and completes some sections in accordance with the verification report in process. The OTVOA shares the working document with the Verification Commission through the working group for the officialization of the degree.

(Moodle/OnDrive). The Verification Commission completes the pending information and validates the information entered.

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The OTVOA requests economic information from AGEP and infrastructure information from ASIG and provides them with it. the work templates to fill out.

Implementation and validation request

The OTVOA enters the validated information from the report into the PIMPEU application and processes the implementation request with the DGU. The DGU analyses the implementation report submitted and, if it considers that there are deficiencies, requests additional information through the PIMPEU application or through the EACAT.

The OTVOA manages the DGU's requirements with the units involved. It returns the required information to the DGU through the same input medium (PIMPEU or EACAT).

Implementation authorization and officialization

The OTVOA provides the Ministry's positive verification resolution to the DGU. The DGU, once the information in the implementation report has been validated and the verification resolution has been obtained, positive, it is responsible for publishing the Resolution of Implementation and commencement of activities of the studies in the DOGC.

The officialization of the title is effective when the competent ministry in the matter establishes the official nature of the degree and registers it in the RUCT.

The OTVOA communicates the officialization of the degree to the units involved and enters the information to the system.

7. Review and improvement


The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

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8. Accountability Accountability to the

different interest groups is ensured through the participation of the different groups in the Verification Commission.

Finally, it also reports on the implementation of official bachelor's and master's degrees in the report of each academic year of UVic-UCC, which is publicly accessible on the university's website.

9. Associated documentation (INPUTS)


Verification report in progress

DGU file to implement undergraduate and master's studies (Pimpeu phase 2)

DGU requirements

10. Registers (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	COST DAY	TYPE_E VINE
PE04_U_Pr04_Rg01 Spaces Certificate	Digital	PIMPEU application Virtual Campus > Community>Academic organization>Official documents of the courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]	OTVOA Intranet	
PE04_U_Pr04_Rg02 Documentation technique	Digital	EACAT Platform Computer network of the Infrastructure and General Services Area	ISG	Restricted access
PE04_U_Pr04_Rg03 Document of economic viability	Digital	PIMPEU application Virtual Campus > Community>Academic organization>Official documents of the courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]	OTVOA Intranet	
PE04_U_Pr04_Rg04 Memory of implementation	Digital	PIMPEU application Virtual Campus > Community>Academic organization>Official documents of the courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]	OTVOA Intranet	
PE04_U_Pr04_Rg05 Resolution of implementation and start of activity	Digital	Campus Virtual > Community>Academic organization>Official documents of the courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]	OTVOA Intranet	
PE04_U_Pr04_Rg06 Resolution	Digital	Campus Virtual > Community>Academic organization>Official documents of the	OTVOA Intranet	

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Manager: Technical Office of the Vice-Rectorate for Academic Organization	

of officialization and registration in the RUCT		courses>[DEGREES/MASTERS]>[CENTRE]>[TITLE NAME]		
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11. Other related processes or procedures

[PE06_U_Pr01 Verification of official bachelor's and master's degrees](#)

12. Indicators

U_OPA001 Percentage of official bachelor's and master's degrees implemented in the planned course compared to those programmed at the SUC


U_OPA002 Percentage of official bachelor's and master's degrees started in the planned course +1 with respect to those scheduled at the SUC

U_OPA029 Percentage of official bachelor's and master's degrees started in the planned course compared to those scheduled at the SUC

U_OPA003 Percentage of degrees awarded in relation to current official bachelor's and master's degrees RUCT

13. Flowchart <https://>


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PE04_U_Pr05 Extinction of official bachelor's and master's degrees	Version: 6.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE04_U_Pr05 Extinction of qualifications

Bachelor's and Master's degree officers

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
	Version: 6.0
PE04_U_Pr05 Extinction of official bachelor's and master's degrees	Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Update of entries and exits
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Update of entries and exits

1. Objective

Describe the actions to implement the definitive extinction of an official undergraduate and master's degree from UVic-UCC with established quality and viability criteria, guaranteeing the rights of enrolled students.

2. Scope of application

It applies to official undergraduate and master's degrees from UVic-UCC and to degrees of the same level jointly offered with other universities coordinated or participated in by UVic-UCC.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Collaborating entities for student internships

Future students

Graduates


IB

STEP

Patrons

Employers/nothing

Social fabric of the University's area of influence

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
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5. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): collects, analyzes and evaluates the proposals for the termination of UVic-UCC. It submits the termination proposal to the University Governing Council (CGU).

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): manages and processes the application until the final termination of the degree. Prepares the termination form. Communicates the termination to the units involved and enters the information into the system.

Dean's Office/Center Management: analyzes and evaluates the center's termination proposals. Communicates the termination to the affected students, manages and monitors it.

General Secretariat (SG): manages the denunciation of the interuniversity studies agreement.

Rector: authorizes the termination of the interuniversity studies agreement. Submits the termination proposal agreed by the CGU to the Board of Trustees of the Balmes University Foundation (FUBalmes).

Center Governing Council (CGC): validates the center's extinction proposals.

CGC: made up of the dean or director of the centre, who chairs it, the head of studies, the department directors, the coordinators of official degrees, a student delegate of the centre, chosen from among the delegates of the degrees taught there, a member of the PAS and a member of the PDI assigned to the centre, chosen by the Senate of the centre, other positions and assignments in accordance with the centre's own organisational structure.

University Governing Council (CGU): agrees to present the proposal for termination to the Board of Trustees.


CGU: made up of the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students chosen by the Student Council, a representative of the PAS and two representatives of the PDI, chosen by the Senate. The meetings of the Governing Council will be attended, with voice but without vote, by the manager of UVic-UCC and the general director of FUBalmes and the

general directors or equivalent positions of the federated entities.

Executive Committee of the Board of Trustees of the FUBalmes: approves the extinction of the degree.

Center Quality Committee (CQC): approves the improvement actions to be included in the Quality Improvement Plan (PMQ).

CQC: made up of the center dean, who chairs it, the center vice-dean (if any), the head of studies, the coordinators or directors of degrees, the department directors (optional at the center), the technician acting as the center secretary, a student and others, depending on the center.

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Directorate General of Universities (DGU): approves and recognizes the deletion of the study from the official offer of the University System of Catalonia (SUC) through the Resolution of deletion that it publishes in the DOGC and communicates it to the Ministry competent in the matter so that it is included in the Register of Universities, Centers and Degrees (RUCT).

Competent Ministry: publishes the extinction in the RUCT.

6. Description

Proposal for extinction

The termination of a degree can be initiated by any of the following situations:

- The implementation of a new qualification that replaces it and foresees its extinction (reverification).
- In interuniversity studies, due to the modification of the participating universities (reverification).
- Not guaranteeing minimum quality standards (not obtaining renewal of initial accreditation).
- Not guaranteeing viability:
 - o Not reaching the minimum threshold of newly enrolled students or having been temporarily suspended within the time period agreed to at UVic-UCC.
 - o Graduation, dropout or efficiency rates deviate significantly of those declared in the initial objectives.
 - o The social demand for graduates has changed significantly.
 - o Financial inefficiency for the institution.
- At the proposal of the DGU, for not achieving the indicators established by the Board of the Interuniversity Council of Catalonia (CIC) in a sustained manner (monitoring and progression of students, expertise of the teaching staff, etc.) and not being a study considered of a strategic nature (level of internationalization, specialization of the university).


The termination of a degree is progressive and guarantees the right of students to complete their studies under the conditions under which they began, with ordinary academic performance and with the additional calls provided for in current regulations as well as, if applicable, to continue their studies in accordance with the approved modifications.

Evaluation of the proposal and study of alternatives

The VOA collects the extinction proposals and analyzes their impact on the degree map from UVic-UCC.

The VOA and the management of the center responsible for the qualification analyze the quality and viability of the training program and the possibility of presenting improvement actions to the CQC to include in the PMQ or initiate actions for the definitive extinction of the qualification.

Validation of the termination proposal

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The center's management completes the Extinction Form and presents it to the CGC for validation.

For joint studies with other universities in which UVic-UCC participates, the rector of UVic-UCC presents the termination of the agreement to the rector of the coordinating university within the deadlines established in the collaboration agreement. In this case, the actions to formalize the termination will be managed by the coordinating university.

For joint studies with other universities coordinated by UVic-UCC, the rector of UVic-UCC communicates the termination of the agreement to the rectors of the participating universities within the deadlines established in the collaboration agreement or, where applicable, authorizes the termination of the agreements that the participating universities have sent him.

Approval of the termination proposal

Once validation from the center has been obtained, and if applicable, approval from the participating universities, the VOA submits the termination proposal to the CGU.

The rector submits the proposal for approval by the Executive Committee of the FUBalmes Board of Trustees.

Once the proposed termination has been approved by the governing bodies of UVic-UCC and, where applicable, of the participating universities, the OTVOA requests the deletion of the studies that the University coordinates at the DGU, through the Pimpeu application, so that it can include it in the university programming of the SUC, issue the Resolution of Suppression and communicate it to the Ministry. competent.

The definitive extinction of the qualification is effective when the Resolution of suppression is published in the DOGC. and in the RUCT.

Communication and monitoring of the termination of the qualification

The center responsible for the study, in accordance with the Communication Protocol, informs students with open files of the termination and monitors them to ensure that they can complete the studies they have begun under the established conditions and deadlines, in accordance with the regulatory framework.


The OTVOA communicates the termination of the qualification to the units involved and enters the information in the system.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

For the review of this procedure, the following is taken into account: -

The suitability of the actions described.

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Manager: Technical Office of the Vice-Rectorate for Academic Organization	

- If modifications have been identified that can simplify the procedures without losing effectiveness

- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.

The review process can result in: - Changes to the procedure sheet. - Changes to the catalogue of indicators. - New improvement proposals that will be introduced in the Improvement Plan.

8. **Accountability** Accountability to the

different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- Central Government Council
- University Governing Council
- Executive Committee of the Board of Trustees of the FUBalmes
- Center Quality Committee

Finally, it also reports on the extinction of official bachelor's and master's degrees. in the memory of each academic year of UVic-UCC, which is publicly accessible on the university's website.

9. Associated documentation (INPUTS)

[Applicable legal regulations](#)

[Academic regulations of the UVic-UCC](#)


Extinction form (form) Map of degrees at UVic-UCC

Interuniversity agreement

Communication protocol

10. Registers (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE04_U_Pr05_Rg01 Extinction sheet	Digital	Computer network of the VOA Technical Office: X_OTVOA > _REGISTER DOCS EDUCATION	OTVOA	Restricted access
PE04_U_Pr05_Rg02 Denunciation of the agreement	Digital	Computer network of General Secretariat	General Secretariat Access	restricted
PE04_U_Pr05_Rg03 Extinction agreement certificate	Digital	Computer network of the VOA Technical Office: X_OTVOA > _REGISTER DOCS EDUCATION	OTVOA	Access restricted

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
	Version: 6.0 Pages: 7
PE04_U_Pr05 Extinction of official bachelor's and master's degrees	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE04_U_Pr05_Rg04 Certificate of approval of the extinction of the Board of Trustees	Digital	VOA Technical Office computer network: X_OTVOA > _REGISTER DOCS EDUCATION	OTVOA	Restricted access
PE04_U_Pr05_Rg05 Study deletion resolution	Digital	Computer network of the VOA Technical Office: X_OTVOA > _REGISTER DOCS EDUCATION	OTVOA	Restricted access

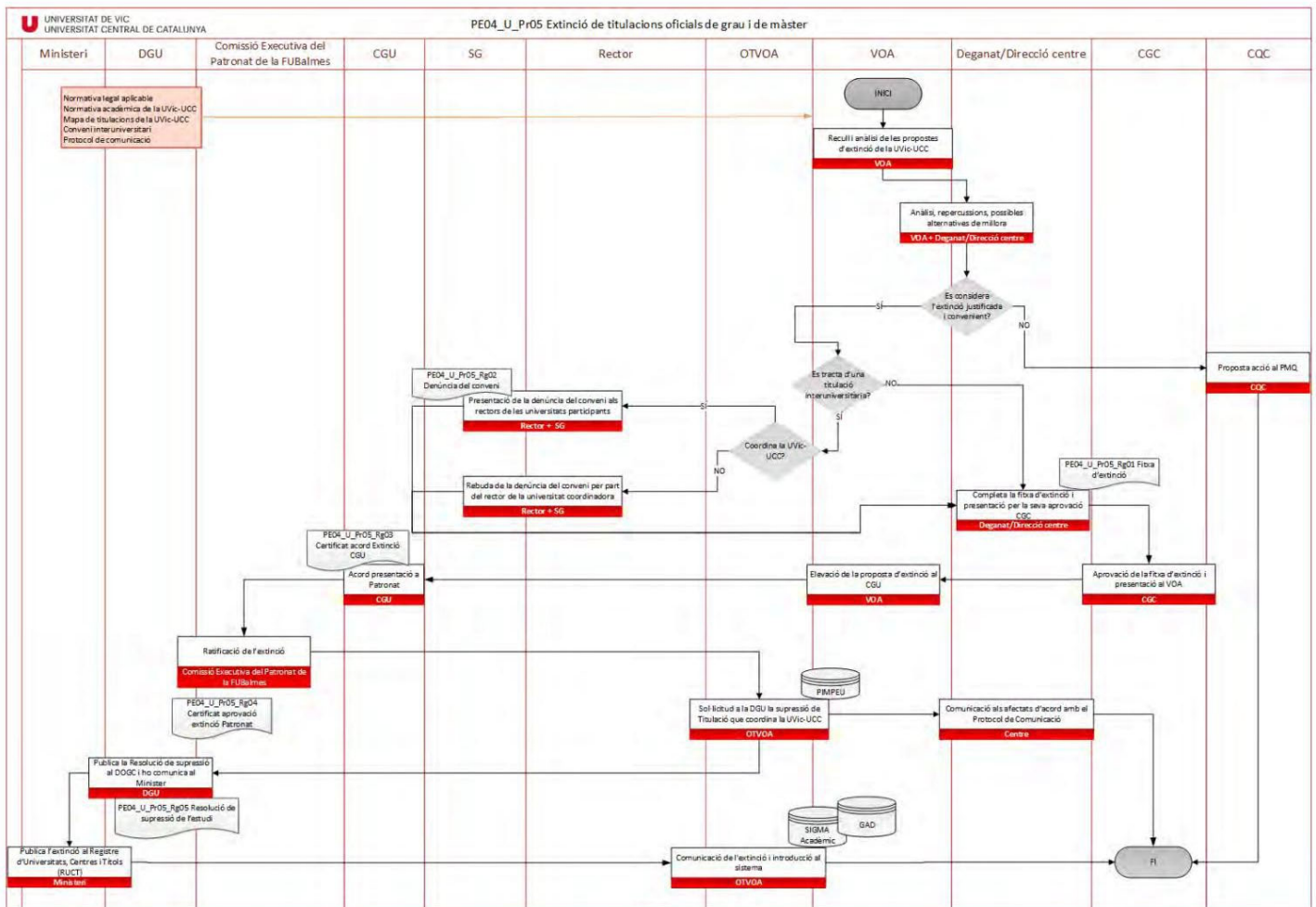
11. Indicators


This procedure does not generate indicators.

12. Flowchart [https://](https://universitatdevic.sharepoint.com/:u:/t/adq/Ec2PHqaZfjRBjF5ABxBxoEkBLWmQ4w10mY_p3I_RYI0tPQ)

[universitatdevic.sharepoint.com/:u:/t/adq/Ec2PHqaZfjRBjF5ABxBxoEkBLWmQ4w10mY](https://universitatdevic.sharepoint.com/:u:/t/adq/Ec2PHqaZfjRBjF5ABxBxoEkBLWmQ4w10mY_p3I_RYI0tPQ)


[p3I_RYI0tPQ](#)



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PE05_U Strategic monitoring and improvement	Version: 7.0 Pages: 3
Owner: UVic-UCC Quality Commission	

PE05_U Strategic monitoring and improvement

Prepared by:	Reviewed by:	Approved by:
Rector's delegate in Quality Policies	UVic Quality Committee-UCC	Quality Committee of the UVic-UCC
Date:15/05/2024	Date: 05/06/2024	Date: 05/06/2024

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PE05_U Strategic monitoring and improvement	Version: 7.0 Pages: 3
Owner: UVic-UCC Quality Commission	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Change of name of the first procedure, change of typology from strategic to support and from U to FBL of the last and update of inputs and outputs
v6	December 02, 2021	Elimination of a procedure (PE05_U_Pr02) and incorporation of another (PE05_U_Pr03) that changes the scope of FUBalmes to UVic-UCC scope and from being support to strategic
v7	June 05, 2024	Introduction of changes in the order and content of the sections of the online process with the new UNIKUDE application of the UVic-UCC

1. Objective

Establish the system for how the SGIQ is implemented in the centers and how the monitoring of Quality at UVic-UCC is regulated in order to ensure its correct management as well as its suitability and adaptation to existing needs.

2. Scope

Applies to all UVic-UCC stakeholders.

3. Owner

UVic-UCC
Quality Commission


4. Associated procedures

[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

[PE05_U_Pr03 Collection of improvements and management of SGIQ documentation](#)

5. Other related processes

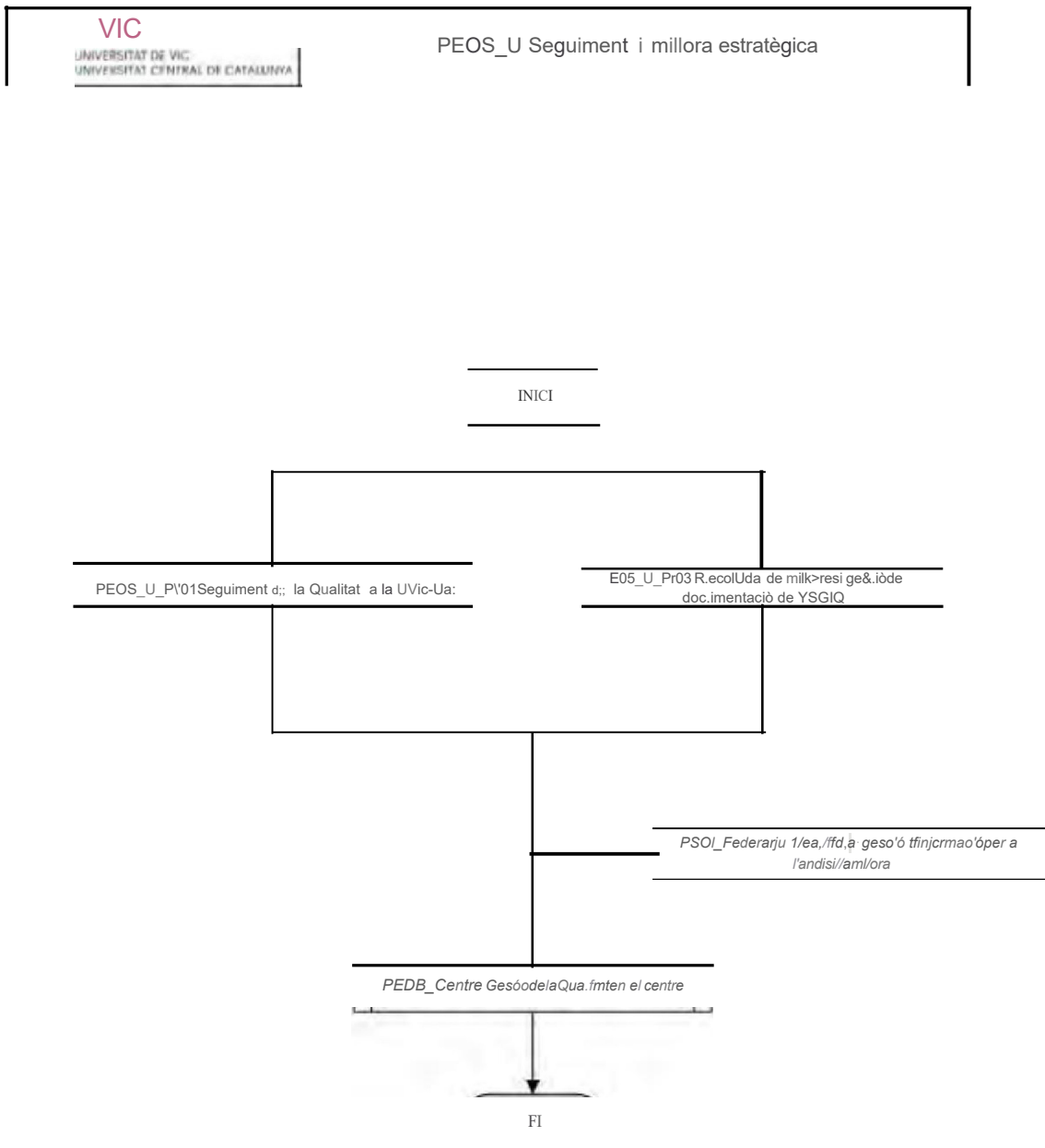
PS01_Federatiu Collection and management of information for analysis and improvement


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PE08_Center Quality Management in the center

6. Flowchart


<https://universitatdevic.sharepoint.com/:u:/t/adq/EcVMJ4Ns5Q5JuCnccCilUw8Bi4LcmJZrxZCQ0NGZ64H0HA>



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PE05_U_Pr01 Quality Monitoring at UVic-UCC	Version: 7.0 Pages: 7
Manager: Rector's Delegate for Quality Policy	

PE05_U_Pr01 Quality Monitoring at UVic-UCC

Prepared by:	Reviewed by:	Approved by:
Rector's Delegate for Quality Policy	Quality Committee of the UVic-UCC	Quality Committee of the UVic-UCC
Date: 15/05/2024	Date: 15/05/2024	Date: 05/06/2024

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v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Change of name, manager and modification of the flowchart in relation to process changes
v6	January 22, 2024	Redefining the objective and incorporating procedures related and updating of the flowchart.
v7	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Changes in the chain of responsibilities. Inclusion of a new record

1. Objective

This procedure establishes the mechanism for reviewing Quality at UVic-UCC in order to guarantee its correct monitoring as well as its suitability and adaptation to existing needs. It includes the review and monitoring of the university's Quality Policy, the approval of the cross-cutting processes and procedures of the SGIQ and the review and monitoring of the actions of the university's Quality Plan, in the event that one is in force.

2. Scope of application

Applies to all UVic-UCC stakeholders.

3. Manager

Rector's Delegate for Quality Policy

4. Interest groups


Students

IB

STEP

Patrons

Graduates

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Public administration

Future students

Researchers/nothing

Employers/nothing

Social fabric of the University's area of influence

Collaborating internship entities

5. Chain of responsibility

University Governing Council (CGU): ratifies the annual Quality Management Report of the UVic-UCC, if applicable.

CGU: made up of the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students elected by the Student Council, one representative of the PAS and two representatives of the PDI, elected by the Senate. The meetings of the Governing Council will be attended, with voice but without vote, by the manager of UVic-UCC and the general director of FUBalmes and the general directors or equivalent positions of the federated entities.

UVic-UCC Quality Committee (CQU): analysis of the annual Quality Management Report. Proposal for improvement actions and approval, if applicable.


CQU: constituted by the rector of UVic-UCC, who chairs it, the vice-rectors, the rector's delegate for quality policy, the director of the quality area, the deans, the directors of each UVic-UCC center, a representative of the Quality Committee of Areas and Services of UVic-UCC and a technician from the quality area, who will act as secretary.

Rector's Delegate for Quality Policy (DRPQ): together with the Quality Area, they analyze the input information and write the annual Quality Management Report. They submit the annual Quality Management Report to the CQU for analysis and approval. They present the report to the CGU for approval.

Vice-Rector for Academic Organization: reports on the most outstanding aspects of the VSMA framework for the academic year.

Quality Area (AdQ): together with the Rector's Delegate for Quality Policy, it analyzes the incoming information, writes the report and, if necessary, incorporates improvement actions into the report.

Technical Quality Unit of the foundation or affiliated center (UTQ): once the substantial changes to the transversal processes and procedures have been approved, it generates the public files and makes

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Updating the process catalog. Publishes cross-cutting processes and procedures on the website.

Quality manager: depending on the scope (university, foundation, center) incorporation of improvement actions into the PMQs for the following year and implementation of the approved improvement aspects.

6. Description

This procedure is used to monitor Quality at UVic-UCC.

Annually, the rector's delegate for Quality Policy and the Director of AdQ, at the end of the second semester, carry out an analysis of the input elements and prepare the annual Quality Management Report at UVic-UCC, which is shared with the CQU.


This report details:

- Substantial changes in cross-cutting processes and procedures, both those within the scope of UVic-UCC and those within the scope of affiliated foundations/centers.
- Status of achievement of the objectives of the UVic-UCC Quality Policy:
 - or taking into account the progression of the indicators of the strategic objectives that are related to the objectives of the UVic-UCC Quality Policy
 - or the progression of the indicators of each of the university's centers
- Improvement actions, if applicable, to achieve the Objectives of the Quality Policy the university.
- This report also includes the review and monitoring of the actions of the Quality Plan, in case there is one in force.

Within the framework of the CQU, the Vice-Rector for Academic Organization also reports on the most outstanding aspects of the VSMA framework of the academic year.

With all this information, the report is analyzed and a decision is made whether modifications are necessary and/or incorporate improvement actions to achieve the objectives of the Quality Policy and are incorporated into the UVic-UCC annual Quality Management Report in order to be approved by the CQU and subsequently taken to CGU for ratification.

Once the Report has been approved, those responsible for quality at the university, foundation and/or center level (depending on the scope of the improvement proposal), incorporate the approved improvement actions into the centers' PMQs for the following academic year (according to *PE08_Centre_Pr01 Monitoring the Quality of Official Bachelor's and Master's Degrees*) and the implementation of the improvement aspects begins, thus closing the cycle of continuous quality improvement at the university.

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7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the Governing Council and the University's Quality Commission.

Finally, accountability is also achieved by publishing the UVic-UCC annual Quality Management Report each academic year on the Management System portal, which is publicly accessible on the university's website.

9. Associated documentation (INPUTS)

[Current legal regulations](#)

[UVic-UCC Regulatory Framework](#)

[University Quality Policy and Objectives](#)

Progression of the quality monitoring indicators of the centers

Quality Plan, if applicable


[Progression of the Strategic Plan indicators](#)

[Ranking table \(QdC\)](#)

[Document access and evaluation tables \(TAAD\)](#)

10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE05_U_Pr01_Rg01 Annual Quality Management Report	Digital	Quality Area computer network	AdQ	public website
PE05_U_Pr01_Rg02 Report of aspects				

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highlights of the frame VSMA				
PE05_U_Pr01_Rg03 Minutes of approval of the Annual Management Report Quality for the CQU	Digital	Document manager	AdQ	restricted access
PE05_U_Pr01_Rg04 Minutes of ratification of the Annual Management Report of the Quality for the CGU	Digital	Document manager	General Secretariat access	restricted

11. Other related processes or procedures


PE08_Centre_Pr01 Quality monitoring of official undergraduate and master's degrees

12. Indicators

U_SGQ010 Number of centers that have the certified SGIQ


13. Flowchart <https://>

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PE05_U_Pr03 Collection of improvements and management of SGIQ documentation

Prepared by:	Reviewed by:	Approved by:
Management Unit Quality (AdQ)	Quality Area Director	Quality Committee of the UVic-UCC
Date:15/05/2024	Date: 15/05/2024	Date: 05/06/2024

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v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Reformulation of the monitoring procedure by opening the form to all GIs and formalization of the modification register. It goes from strategic to support
v6	December 2, 2021	Reformulation of the procedure by adding document management to the IQAS. It goes from support to strategic
v7	January 22, 2024	Specification of the objective and description of the management of IQAS documentation at the center and cross-functional level. Update of substantial changes to processes and procedures. Update of the flowchart.
v8	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Elimination of input documentation and records. Update of the Style Guide

1. Objective

The objective of this process is to describe the systematic approach adopted to:


- control, monitor and modify, if necessary, the documentation associated with the IQAS, both at a cross-cutting level and at the center level to ensure that all IQAS activities are correctly documented.
- regulate and manage the review and improvement of cross-cutting and center in order to keep them valid and updated.

2. Scope of application

Applies to all UVic-UCC stakeholders

3. Manager

Quality Management Unit (AdQ)

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4. Interest groups

Students

IB

STEP

Patrons

Graduates

Public administration

Future students

Researchers/nothing

Employers/nothing

Social fabric of the University's area of influence

Collaborating internship entities

5. Chain of responsibility

Stakeholder Group: request for modification, elimination or incorporation of processes and/or procedures and the Quality Manual.


The Rector's Delegate for Quality Policy (DRPQ): manages improvement proposals that affect cross-cutting processes and procedures at UVic-UCC (U). Notifies the interested party in the event of rejection of the improvement proposal. Codes new proposals within the map and assigns owners and managers. Provides training to users. Updates, if applicable, the cross-cutting aspects of the *Quality Management Framework document*. When improvements substantially modify the system, they are included in the section "Substantial changes to cross-cutting processes and procedures" in the UVic-UCC annual Quality Management Report.

(PE05_U_Pr01)

Quality Management Unit (UGQ): acts as a central service of the UVic-UCC by organizing the virtual spaces and the IT tools for managing and monitoring the system, making them available to the Technical Quality Units (UTQ) and the Center Quality Technicians (TQC). It assigns permissions and provides training to users. Once the U improvements have been approved, it generates the public files and updates the list of evidence and the process catalog. It publishes the corresponding processes and procedures on the website and the *Quality Management Framework document*, if applicable.

It controls obsolete versions within the OneDrive management space.

Technical Quality Unit of the foundation or affiliated center (UTQ): manages improvement proposals that affect processes and procedures. Notifies the person of their rejection, if applicable. Codes new proposals within the map and assigns owners and managers. When improvements substantially modify the system, incorporates them in the section "Substantial changes in cross-cutting processes and procedures" in the annual Quality Management Report of the

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UVic-UCC (PE05_U_Pr01). Once the improvements have been approved (federal scope), it generates the public files and updates the process catalog. It publishes the processes and procedures on the website, if applicable.

Center Quality Technician (TQC): manages improvement proposals that affect center processes and procedures. Notifies the interested person of their rejection, if applicable. Codes new proposals within the map and updates the list of owners and managers. When improvements substantially modify the system, it incorporates them into *the IQAS Monitoring Report*.

(within PE08_Centre_Pr01). Once the improvements have been approved (centre scope), generate the public files, update the process map, the process catalogue and the *Quality Management System Manual*, if applicable.

Process owner: reviews and analyzes their processes. Approves, if applicable, the proposal for inclusion, elimination or modification of new procedures. Modifies the process file in the system management tool (UNIKUDE).

Procedure manager: reviews and analyzes procedures. Proposes to the owner the inclusion, elimination or modification of new procedures and fills in the forms in the system management tool (UNIKUDE).

6. Description


Taking into account that the SGIQ contemplates a series of transversal processes and procedures that apply to the entire UVic-UCC, others of federated or affiliated centers that apply to each of the foundations or affiliated centers and others that affect the level of each center, this procedure refers to how the documentation that is generated is managed from the periodic review carried out by all the people responsible for the processes and procedures, that is, owners and managers, regardless of the scope of each one.

This review is carried out on an ongoing basis and includes the review of processes and procedures, the *Quality Management Framework* document and the *Quality Management System Manual* of the centers.

a) Establishment or updating of spaces, tools and permissions

In order to establish the foundations for documenting and managing the content of the elements of the SGIQ of any UVic-UCC center, the UGQ of the Quality Area (AdQ) of the Foundation Universit ria Balmes (FUB), assuming the role of central service of UVic-UCC in quality issues, manages the UNIKUDE program and creates a space on One Drive where SGIQ documentation is stored and published, in a homogeneous manner for all centers.

Thus, when faced with the proposal to create a new process/procedure, the person responsible for monitoring carries out the coding within the process map and updates the list of owners and managers.

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Once established, the people involved in the management of the processes and/or procedures will want to access the UGQ at the viewing or editing level, as appropriate, to UNIKUDE and to the corresponding OneDrive folders, updating the “Permisos_OneDrive” record. Thus, each owner and/or manager will have read access to the entire SGIQ of the scope to which they belong and edit access to the sheet and flowchart of the one they own and/or manage.

In order to facilitate its management, within the annual “Quality Improvement” program, included in the Training Plan of the Center for Innovation and Training in Education (CIFE), conceptual training and different monitoring tools are offered.

b) Documentation of a process or procedure


The person responsible for the process (owner) or procedure (manager) is responsible for preparing a first draft of the file in UNIKUDE and of the flowchart in the SGIQ folder of the One Drive according to the corresponding scope, for example, in the case of U documents:

- UNIKUDE>contains the draft and final version of the files
- Folder "One Drive > Quality Area > Documents > UGQualitat > SGIQ > SGIQ_2020_v5 > U" contains the processes/procedures of UVic-UCC scope.
 - o Subfolder “FLUXOS” contains the MS Visio diagrams of the sheets linked to the web.
 - o Subfolder “FLOWCHART IMAGES” contains the images of the flowcharts to attach to the sheet.
 - o Subfolder “FITXES_PDF” contains the definitive version of the pdf files linked to the website.

Once approved, if applicable, by the competent collegiate or sole-member body, (as specified in section d) of this document) information is provided through the monitoring channel and the corresponding monitoring unit proceeds to generate the public files (pdf), update the catalog of processes and procedures and the catalog of indicators, if applicable; all of which can be consulted on the website.

c) Review and modification of processes and procedures

The flow begins at any time during the academic year, when the people responsible for the processes and procedures, as a result of the reflection on the development of the process and/or procedure and/or some type of regulatory and/or organizational changes, see it necessary to make some modification. To carry out the modification, they make the improvement request through UNIKUDE and manage the relevant modifications in the draft version. In parallel, any interest group can also make a request for improvement of the system through a form that is public on the university website (Management System portal). The person responsible for monitoring the form analyzes the proposal and, if relevant, refers it to the person responsible for the process and/or procedure involved and follows as indicated in section b) of this document. If the proposal is not relevant, the interested person is informed of the reasons for the rejection.

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d) Approval of documents and change control

Transversal processes and procedures

At the end of the second semester of each academic year, the DRPQ reviews the status of the proposals for improvement of the UVic-UCC scope, and the UTQ does the same for the proposals for improvement at foundation level or affiliated center.

In this review, a distinction is made between when the improvement proposals are changes that substantially modify the system or not:


- Non-substantial improvements: the proposals that were implemented throughout the course, once approved by the process owner, are entered in the corresponding files. (UNIKUDE). The DRPQ and the UTQ generate the pdfs and publish them directly on the website, immediately updating the cross-cutting processes and procedures of all centers. This type of improvement does not modify the version of the document.

At the time of the monitoring of official qualifications (*PE08_Centre_Pr01 Monitoring of the Quality of Official Bachelor's or Master's Degrees*) for the following academic year, the DRPQ and the UTQ incorporate the most outstanding improvements in *the Centre's Degree Monitoring Report* (IST) in the "Other Outstanding Aspects" section of the corresponding sub-dimension. The proposals pending implementation are incorporated, where appropriate, into the Centre's *Quality Improvement Plan* (PMQ).

Substantial improvements: ¹ The proposals made throughout the course are INPUTS of *PE05_U_Pr01 Quality Monitoring at UVic-UCC*, where the DRPQ and the UTQ incorporate them in the section "Substantial changes in cross-cutting processes and procedures" in *the UVic-UCC Annual Quality Management Report*. The DRPQ submits this document for approval, if applicable, by the University Quality Commission (CQU)² of the second semester. Once approved, the DRPQ and the UTQ approve the draft version of the sheet in UNIKUDE, updating the revision number, the summary of the revision and the dates of preparation, revision and approval, and proceed to generate the public sheets (pdf) and update the process map and the catalog of cross-cutting processes and procedures. The changes introduced are immediately applied to the process maps of all centers and are introduced into the Quality Manual of the centers, which within the framework of a CQC approve the change in version of the Manual. At the time

¹ Any improvement in the elements of the system that modifies the map is considered substantial. processes: creation, elimination and renaming of processes and procedures; or when modifying the following process and/or procedure fields: objective, scope, owner/manager, chain of responsibilities, stakeholders, evidence (OUTPUT) and/or the creation of a new indicator.

² In the case of documentation approved by the competent collegiate bodies, it is archived with a specific coding for each body within the Alexandria document management system, as specified in the document *Comparative File Classification Table*, and allows the different files to be searched by code.

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of the monitoring of official qualifications (*PE08_Centre_Pr01 Monitoring of the Quality of Official Bachelor's and Master's Degrees*) of the following academic year (first quarter), the improvements approved by the CQU are incorporated into *the Degree Monitoring Report (IST)* of the centres in the section "Other outstanding aspects" of the corresponding sub-dimension. The proposals pending implementation are incorporated into the *Quality Improvement Plan (PMQ)* of the centres.

Center processes and procedures

During the first quarter of each academic year, the TQC reviews the status of the improvement proposals from the previous year.

In this review, a distinction is made when the improvement proposals are changes that modify substantially to the system or not:

- Non-substantial improvements: the proposals that were implemented throughout the course, once approved by the process owner, are entered in the corresponding files.
(UNIKUDE) and the TQC generates the pdfs and publishes them directly on the website. This type of improvement does not modify the document version.

At the time of monitoring the official qualifications (*PE08_Centre_Pr01 Monitoring the Quality of Official Qualifications*) the TQC incorporates the most outstanding improvements, if applicable, in the centre's *Degree Monitoring Report (IST)* in the "Other highlights" section of the corresponding sub-dimension. The proposals pending implementation are incorporated, where appropriate, into the centre's *Quality Improvement Plan (PMQ)*.


- Substantial improvements³ : with the proposals made throughout the previous academic year, the TQC prepares the "Review of processes and procedures" section of *the SGIQ Monitoring Report (within PE08_Centre_Pr01 Monitoring of the Quality of official bachelor's and master's degrees)* to be approved by the Center Quality Committee (CQC) and by the Center's Governing Council (CGC) or equivalent body of each center.

⁴ Once approved, the

TQC approves the draft version in UNIKUDE, and updates it in this way: the revision number, the summary of the revision and the dates of preparation, revision and approval, and proceeds to generate the public files (pdf), to update the process map, the catalog of processes and procedures and the catalog of indicators, if applicable,

³ Any improvement in the elements of the system that modify the map of processes: creation, elimination and renaming of processes and procedures; or when they modify the following fields of processes and/or procedures: objective, scope, owner/manager, chain of responsibilities, stakeholders, evidence (OUTPUT) and/or the creation of a new indicator.

⁴ In the case of documentation approved by the competent collegiate bodies, they are archived with a specific coding for each body, within the Alexandria document management system, as specified in the document *Comparative File Classification Table*, and allows you to search for the different files by code.

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and publish them so that they are available to all interest groups. The proposals pending implementation are incorporated into the center's *Quality Improvement Plan (PMQ)*.

UVic-UCC Quality Management Framework Document

If applicable, the DRPQ updates the *UVic-UCC Quality Management Framework* document and submits it for approval to the CQU of the second semester. Once approved, the cover is updated with the revision number, the summary of the revision and the dates of preparation and approval, and it is published on the university's Quality Management portal.

Quality Management System Manual for the centers

If applicable, the TQC updates the *center's Quality Manual* and incorporates the improvements into *the center's IQAS Monitoring Report* in the section "Review of the Center's Quality Management System Manual" for approval by the Center Quality Committee (CQC). Once approved, the cover is updated with the revision number, summary of the revision and the dates of preparation, review and approval, and is published on the center's IQAS portal.

e) Validity of documents

Every document is considered issued and in force from the date of its approval and until the issuance of a new version.

f) Obsolescence of documents

In all cases, when a SGIQ document ceases to be valid, the corresponding technical unit is responsible for safeguarding the obsolete versions either within UNIKUDE and/or within the OneDrive management space.


g) Documentation format

- Quality Management System Manual Name_Centre (ACRONYM_CENTRE)

The *Quality Management System Manual* of the centers is written in accordance with the requirements of the AUDIT program and is defined within the Quality Management Framework document the UVic-UCC.

All pages of the manual are identified by a heading indicating the date and revision number of the manual, and the institutional logos. On the cover there is a box where the person responsible for preparing, reviewing and approving the document and the corresponding dates are recorded, and then there is a second box with the list of versions made. Regarding these versions: the first document prepared is assigned v0, the approval date in DD month YYYY format and a brief description of the reason for the modification.

- Processes and procedures

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To document the different processes and procedures necessary to guarantee the quality of university education, as well as establish the codification of records, a *style guide* for the SGIQ has been defined.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. Accountability

Accountability to the different interest groups is ensured through the debate and approval of all system documents in the competent bodies (CQU, CQC and CGC) and by keeping the latest version of all SGIQ documents published on the university's Management System portal or on the Quality Management portals of each center.

9. Associated documentation (INPUTS)

[Current legal regulations](#)

[AQU reports](#)

PMQ centers (Quality tab of each official title)


[Plan Form't](#), annual "Quality Improvement" program

[Quality Management Framework Document at UVic-UCC](#)

Center Quality Management System Manual (Quality Management Portal of each official title)

10. Records (OUTPUTS)

REGISTRATION	SUPPORT	LOCATION	CUSTODY	EVID_TYPE
PE05_U_Pr03_Rg01 Catalog of processes and procedures	Digital	OneDrive>AdQ>SGIQ AdQ		public website

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/ June / 2024
	Version: 8.0 Pages: 11
PE05_U_Pr03 Collection of improvements and management of SGIQ documentation	
Manager: Quality Management Unit (AdQ)	

PE05_U_Pr03_Rg02 Framework Document Quality Management at UVic-UCC	Digital	OneDrive>AdQ>SGIQ AdQ		public website
PE05_U_Pr03_Rg03 System Manual Quality Management center	Digital	Computer network of the Secretariat of each Center	SC	public website

11. Other related processes or procedures

[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

[PS01_Federatiu_Pr02 Collection and management of statistics and indicators](#)

PE08_Centre_Pr01 Quality monitoring of official qualifications

12. Indicators

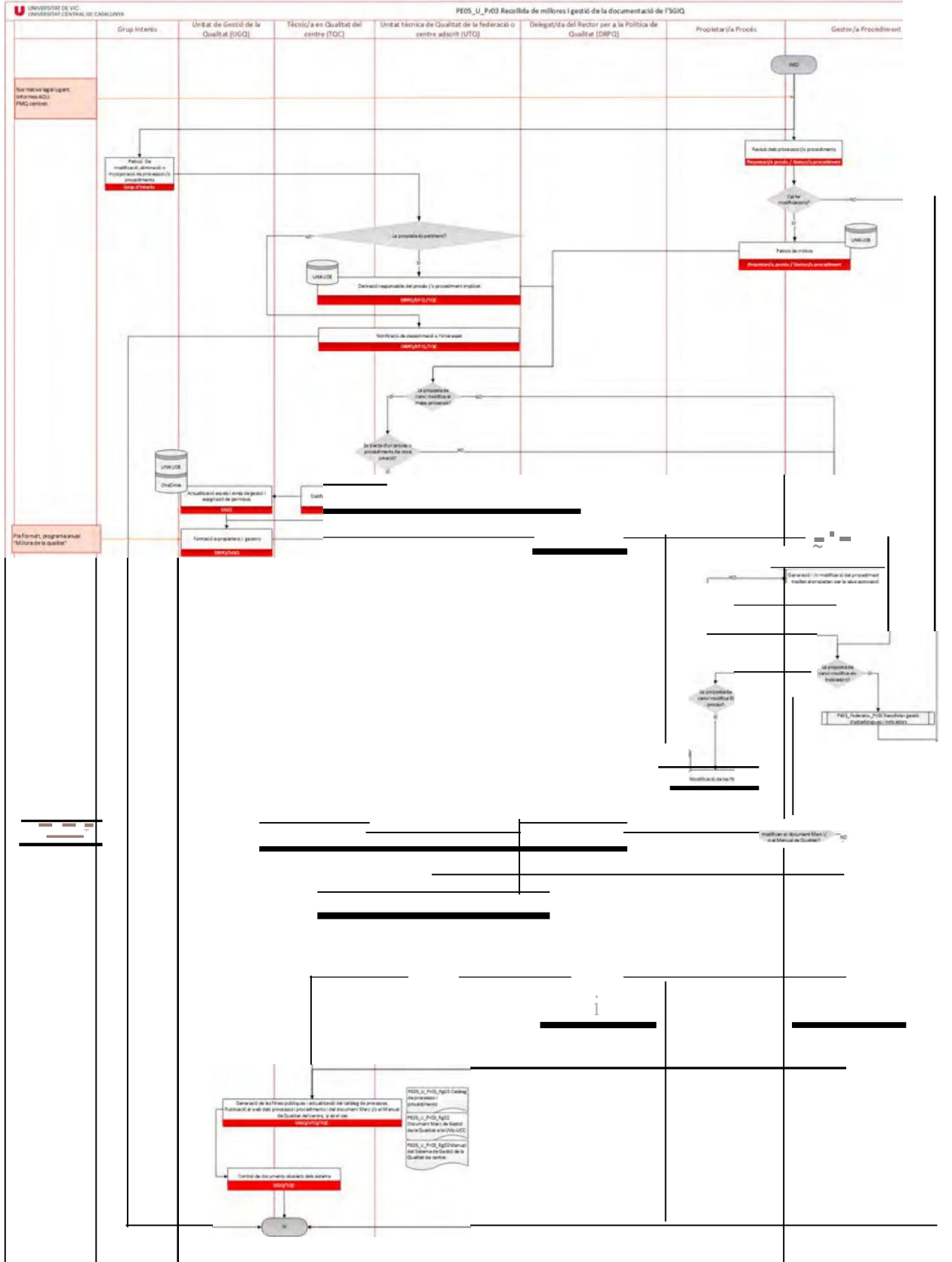
U_SGQ064 Percentage of actions to improve processes and procedures within UVic-UCC scope implemented compared to the total planned


U_SGQ065 Percentage of actions to improve processes and procedures at the Federative level implemented compared to the total planned

U_SGQ066 Percentage of actions to improve the center's processes and procedures implemented compared to the total planned

13. Flowchart <https://>


universitatdevic.sharepoint.com/:u:/t/adq/EblACfTjI_HdJgGRInjDwfvMBqCC.IVmnqwl_ES_HvAy5_RmNw



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U Quality Management of Training Programs in the Framework VSMA	Version: 7.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

PE06_U Quality Management of Training Programs in the Framework VSMA

Prepared by:	Reviewed by:	Approved by:
Vice-Rector for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U Quality Management of Training Programs in the Framework VSMA	Version: 7.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibility
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center processes and procedures, and reviewing texts from a gender perspective.
v5	May 17, 2021	Reformulation of the procedures included in the process, defining the cross-cutting activities in relation to the procedures of the centers and updating the inputs and outputs.
v6	July 13, 2022	Definition and incorporation of new indicators
v7	June 5, 2024	Introduction of changes in the order and content of the sections of the online process with the new UVic-UCC UNIKUDE application. Redefinition of the scope of application

1. Objective

Regulate how the university establishes the system to be applied by the centers for the design of new official degrees, the mechanisms necessary to guarantee the review and improvement of the quality of the official degrees taught at the centers and to maintain the official character of the degrees, in accordance with current legal provisions and the University's policy.

2. Scope

It applies to official bachelor's and master's degrees from UVic-UCC and to degrees of the same level jointly awarded with other universities in Spain coordinated by UVic-UCC. Official bachelor's and master's degrees jointly awarded by other universities or jointly awarded with universities outside Spain are excluded.

3. Owner

Vice-Rector for Academic Organization

4. Associated procedures

[PE06_U_Pr01 Verification of official bachelor's and master's degrees](#)

[PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees](#)

[PE06_U_Pr03 Modification of official bachelor's and master's degrees](#)


[PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees](#)

5. Other related processes

[PE08_Center Quality Management in the center](#)

[PO01_FBL Student recruitment](#)

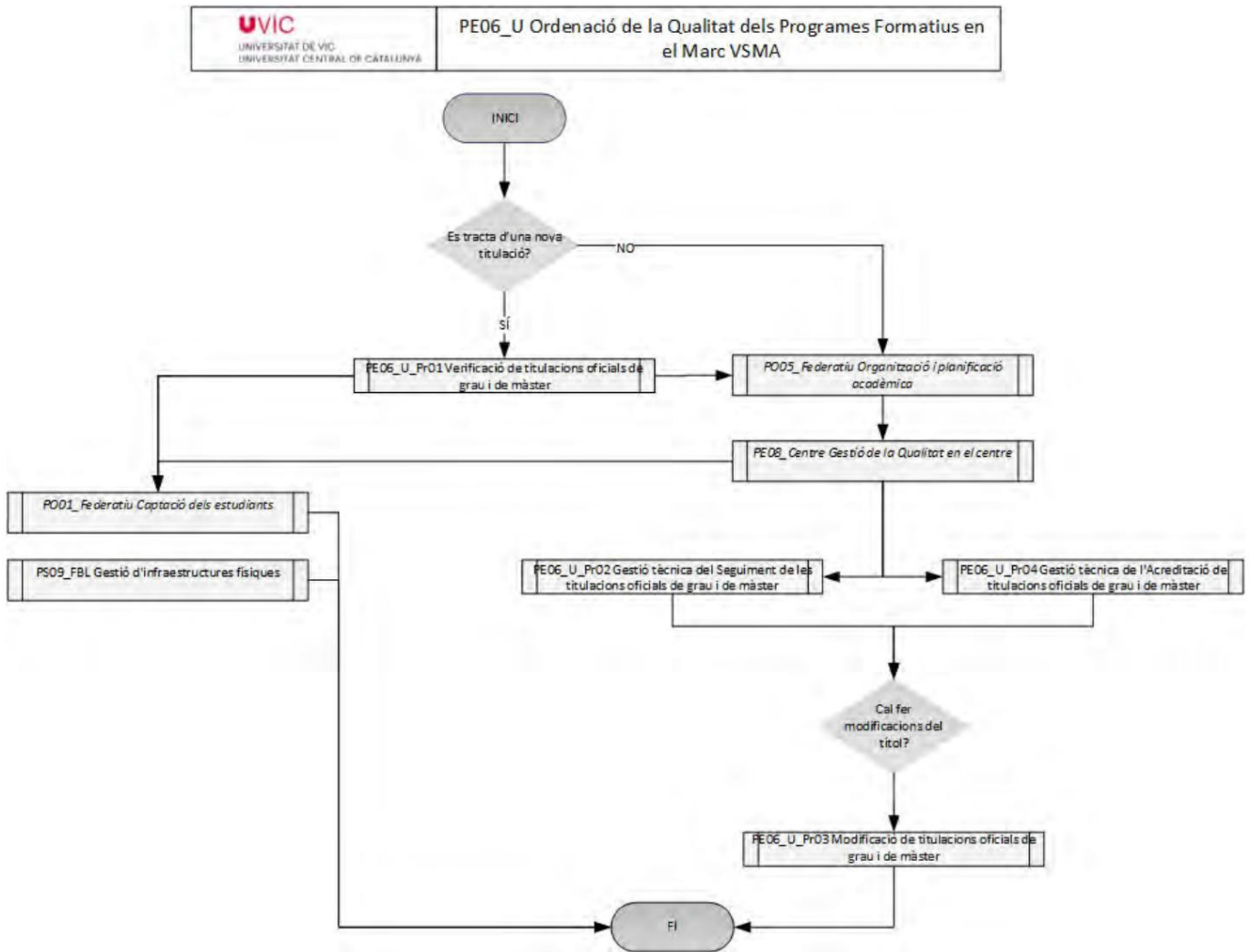
[PO05_FBL Academic organization and planning](#)


 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U Quality Management of Training Programs in the Framework VSMA	Version: 7.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

[PS09_FBL Physical and digital infrastructure management](#)

6. Flowchart


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 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr01 Verification of official bachelor's and master's degrees	Version: 5.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE06_U_Pr01 Verification of official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr01 Verification of official bachelor's and master's degrees	Version: 5.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	June 5, 2024	Introduction of changes in the order and content of the sections of the procedure in line with the new UVic-UCC UNIKUDE application. Adaptation of the chain of responsibilities. Incorporation of a new record

1. Objective

The execution of the set of activities that make up the procedure pursues the purpose of designing official bachelor's and master's degrees for verification.

2. Scope of application

It applies to official bachelor's and master's degrees from UVic-UCC and to degrees of the same level jointly awarded with other universities in Spain coordinated by UVic-UCC. Official bachelor's and master's degrees jointly awarded by other universities or jointly awarded with universities outside Spain are excluded.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration


Collaborating internship entities

Students

IB

STEP

Employers/nothing

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr01 Verification of official bachelor's and master's degrees	Version: 5.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

5. Chain of responsibility

Verification Committee: designs the title. Studies the previous external evaluation report and prepares the allegations, if applicable. Drafts the appeal against the verification resolution, if applicable. The members of the VOA, VP and OTVOA who are part of it receive the meta-evaluation report of the process.

Verification committee: constituted at least by the dean, who chairs it, the center secretariat technician, one head of studies, the student degree coordinator, the , assistant for academic affairs of the Vice-Rectorate for Academic Organization and the program quality technician of the Vice-Rectorate for Academic Organization.

Dean's Office/Center Management: appoints the center's members of the verification committee.

Prepares the inter-university agreement, if applicable. Participates in the decision to present allegations in the previous external evaluation report, if applicable. Participates in the decision to present an appeal against the verification resolution, if applicable.

Vice-Rectorate for Academic Organization (VOA): appoints the members of the VOA and OTVOA to the Verification Committee; the appointed members join the verification committee.

Participates in the formation of the verification committee. Determines the academic guidelines for new degrees. Validates the final verification. Participates in the decision to present allegations to the previous external evaluation report, if applicable. Participates in the decision to present an appeal to the verification resolution, if applicable. Prepares jointly with OTVOA the report on the most outstanding aspects of the VSMA framework (Verification). Within the framework of the University Quality Commission of the second semester of the course, presents the most outstanding aspects of the VSMA framework of the academic year.


Vice-Rectorate for Teaching Staff (VP): appoints the members of the VP to the Verification Committee; the appointed members join the Verification Committee.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): provides the tools for the design of the degree. The designated members join the verification committee. It intervenes in the formation of the verification committee. It introduces the initial report and allegations, if applicable, to the external application and delivers it to the competent external bodies. It facilitates communications from competent external bodies to the agents involved. Promotes meta-evaluation of the process.

Updates the AQU Observations Register to facilitate the incorporation of relevant improvement actions into the Quality Improvement Plan (QIP). Prepares, together with VOA, the report on the most outstanding aspects of the VSMA framework (Verification).

UVic-UCC Academic Committee: It is informed about the degrees in the verification process, about the changes applied to the procedure and receives the meta-evaluation report.

Academic Committee: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent figure of the centers and the members of the VOA technical office.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr01 Verification of official bachelor's and master's degrees	Version: 5.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

AQU Catalunya (AQU): evaluates the degree verification report, issues the corresponding evaluation reports and communicates the result to the University Council and the University.

University Council (CU): Resolves the verification request and communicates its decision to the University, AQU Catalunya, the Generalitat and the Ministry of Universities so that the procedures for the officialisation of the degree and registration with the RUCT can continue, if applicable.

6. Description

Proposals for new official degrees are subject to a prior external evaluation process: verification. In this process, the Agency for the Quality of the University System of Catalonia (AQU) evaluates the report that constitutes the proposed degree project and prepares the corresponding evaluation report. The University Council (CU) is the body responsible for issuing the verification resolution, which is based on the agency's report.

At UVic-UCC, once a degree project has been approved through the corresponding internal programming procedure, its design for verification begins. For this reason, constitutes a verification committee with members from the center responsible for the degree, the VOA, the VP and OTVOA. This committee designs the degree through the tools provided by OTVOA, based on the VOA's academic guidelines and methodological documentation of AQU, which is in accordance with current legislation. In parallel, OTVOA enters the report into the ministry's application and delivers it to the CU, which may require amendments from the University and forwards it to AQU.

AQU evaluates the report and issues an evaluation report; it has the possibility of issuing a preliminary report with requests for amendment, in which allegations prepared by the committee itself are presented. AQU communicates the final evaluation report to the University and the CU, which issues the verification resolution. This resolution can be appealed. Once a title is verified, the procedures for its implementation are initiated. The OTVOA updates the AQU Observations Register in order to facilitate the incorporation of the relevant improvement actions.


VOA and OTVOA prepare the report on the most prominent aspects of the VSMA (Verification) framework.

The VOA, within the framework of the University Quality Commission of the second semester of the academic year (PE05_U_Pr01), presents the most prominent aspects of the VSMA framework for the academic year.

This procedure is subject to a periodic meta-evaluation activity, based on the information collected among the members of the Verification Committee.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
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PE06_U_Pr01 Verification of official bachelor's and master's degrees	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

The following is taken into account when reviewing this procedure:

- The meta-evaluation report of the VSMA Framework procedures that is prepared annually, based on the satisfaction of the components of the verification committees.
- The suitability of the actions described.
 - Whether modifications have been identified that can simplify procedures without losing effectiveness.
- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. **Accountability** Accountability to the

different interest groups is ensured through the participation of the different groups in the following debate committees:

- Academic Committee of the UVic-UCC
- UVic-UCC Quality Committee.

In the event that actions have been included in the Quality Improvement Plan (PMQ), the development and results of these actions are assessed in the context of the Annual Monitoring of Degrees.

The Monitoring Report and the Improvement Plan are public on the university website.

9. **Associated documentation (INPUTS)**

Certificate of approval from the Board of Trustees of the Balmes University Foundation to process the officialization of the degree

New degree proposal sheet for approval by the governing bodies of UVic-UCC

Meta-evaluation report of the previous process


[AQU Catalunya methodological documentation](#)

[Applicable legal regulations and UVic-UCC](#)

Certificate of authorization from the Interuniversity Council of Catalonia to request verification

10. **Registers (OUTPUTS)**

REGISTRATION	LOCATION	SUPPORT	CUSTODY TYPE	EVID
PE06_U_Pr01_Rg01 Composition of the committee verification	Digital	VOA Technical Office computer network: X_OTVOA > General > OfficializationVerifyModify[Planned implementation period] > Verification[Title]	OTVOA	Restricted access
PE06_U_Pr01_Rg02 Verification memory	Digital Virtual	Campus > Community > Academic organization > Official documents of the courses >	OTVOA	Intranet

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr01 Verification of official bachelor's and master's degrees	Version: 5.0 Pages: 7
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

		[DEGREES/MASTERS] > [CENTER]> [TITLE NAME]		
PE06_U_Pr01_Rg03 AQU preliminary evaluation report	Digital	VOA Technical Office computer network: X_OTVOA > General > OfficializationVerifyModify[Planned implementation period] > Verification[Title]	OTVOA	Restricted access
PE06_U_Pr01_Rg04 Meta- evaluation report	Digital	Technical Office computer network from VOA: U_AdQ-VOA > General > VSMAMetaevaluation > [Course]	OTVOA	Restricted access
PE06_U_Pr01_Rg05 Final report AQU evaluation	Digital Virtual	Campus > Community > Academic organization > Documents teaching officers > [DEGREES/MASTERS] > [CENTER]> [TITLE NAME]	OTVOA	Intranet
PE06_U_Pr01_Rg06 Resolution of CU verification	Digital /Paper	Virtual Campus > Community > Academic organization > Official documents of the courses > [DEGREES/MASTERS] > [CENTER] > [TITLE NAME]	OTVOA	Intranet
PE06_U_Pr01_Rg07 More aspects highlights of the frame VSMA (V)	Digital	- Technical Office computer network from VOA: X_OTVOA > CQU	OTVOA	Access restricted

11. Other related processes or procedures

[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

12. Indicators

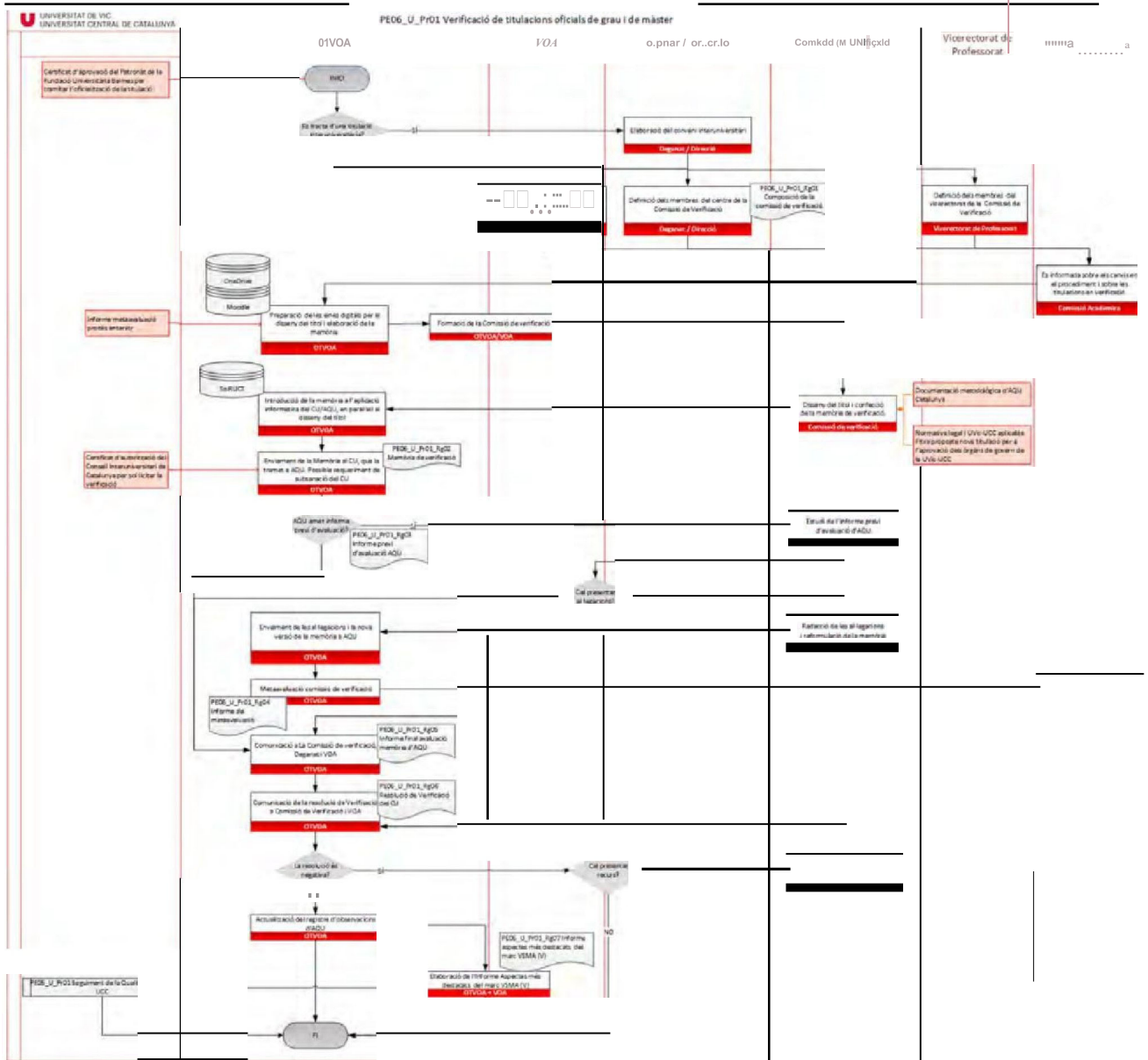
U_OPA021 Percentage of verified titles compared to the total titles submitted for verification


U_ENQ041 Satisfaction with the Verification procedure (PE06_U_Pr01)

13. Flowchart <https://>

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 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE06_U_Pr02 Technical management of the Follow-up of official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with Umanresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Reformulation of the procedure, defining cross-cutting activities in relation to the procedures of the centers
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the procedure in line with the new UVic-UCC UNIKUDE application. Adaptation of the chain of responsibilities. Incorporation of a new record

1. Objective

The execution of the set of activities that make up this procedure aims to advise centers in order to monitor the quality of the center's official bachelor's and master's degrees, as well as provide them with the tools and training necessary to carry it out.

In this sense, the procedure consists of two sub-procedures, PE06_U_Pr02.1 Organization of the Monitoring of Official Bachelor's and Master's Degrees and PE06_U_Pr02.2 Evaluation of the Monitoring of Official Bachelor's and Master's Degrees.

2. Scope of application

It applies to official bachelor's and master's degrees from UVic-UCC and to degrees of the same level jointly awarded with other universities in Spain coordinated by UVic-UCC. Official bachelor's and master's degrees jointly awarded by other universities or jointly awarded with universities outside Spain are excluded.

3. Manager


Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Students

IB

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

STEP

PE06_U_Pr02.1 Organization of the Monitoring of Official Bachelor's and Master's Degrees

1. Chain of responsibility

Center Quality Committee (CQC): intervenes in determining the scope of the Degree Monitoring Report (IST). Determines the people on the Committee who intervene in the development of the IST.

CQC: made up of the center dean, who chairs it, the center vice-dean (if any), the head of studies, the coordinators or directors of degrees, the department directors (optional at the center), the technician acting as the center secretary, a student and others, depending on the center.

Vice-Rectorate for Academic Organization (VOA): establishes the criteria for monitoring and improvement plans for the centers. Participates in updating the instructions for preparing the ISQs for the centers. Participates in determining the scope of the ISQ. Advises the center on monitoring official qualifications in certain dimensions.

Quality Area (AdQ): intervenes, together with OTVOA, in the training of the CQC on the process in relation to the interpretation of the indicators.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): intervenes in the updating of criteria and guidelines for developing the IST. Provides the tools and documents for developing the ISQ. Intervenes, together with the AdQ, in training the CQC on the process. Advises the center on the monitoring of official qualifications.


UVic-UCC Academic Committee: It is informed about the forecast scope of monitoring and external evaluation and about the activation or changes applied to the procedure.

Academic Committee: Made up of the Vice-Rector for Academic Affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent figure of the centers and the members of the VOA technical office.

2. Description

Official bachelor's and master's degrees are periodically subject to a process of monitoring their development, based on qualitative evidence and performance and satisfaction indicators.

This is an eminently internal process, although some ISTs are also evaluated externally by AQU Catalunya. The general criteria for the preparation of this report are described in the corresponding AQU methodological guide.

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PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

However, given the marked internal focus of the process, the VOA periodically updates the instructions on its implementation. It informs the Academic Committee about the activation of the procedure and the changes introduced therein; and presents a forecast of the scope of the ISTs, which will be determined together with the CQCs, and of the ISTs that will be subject to evaluation by AQU.

OTVOA provides the tools and guidance to prepare the report. Together with the AdQ, it provides specific training to the CQC.

3. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The meta-evaluation report of the VSMA Framework procedures that is prepared annually, based on the satisfaction of the components of the CQC components' committees and members of the cross-functional units that have participated.
- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness

- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- Improvement proposals that, when relevant, will be introduced into the Improvement Plan.

4. Accountability Accountability to the different interest groups is ensured through the participation of the different groups in the UVic-UCC Academic Committee.

5. Associated documentation (INPUTS)


[AQU Catalunya methodological documentation](#)

[UVic-UCC Quality Policy](#)

Meta-evaluation report for the course N-1 ISQs and previous PMQs

6. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE06_U_Pr02.1_Rg01 Manual of criteria and guidelines for preparing degree monitoring reports	Digital	Virtual campus > Ubiquitous > Course Improvement Quality-VSMA-Frame Degrees and Masters University students	OTVOA	Intranet
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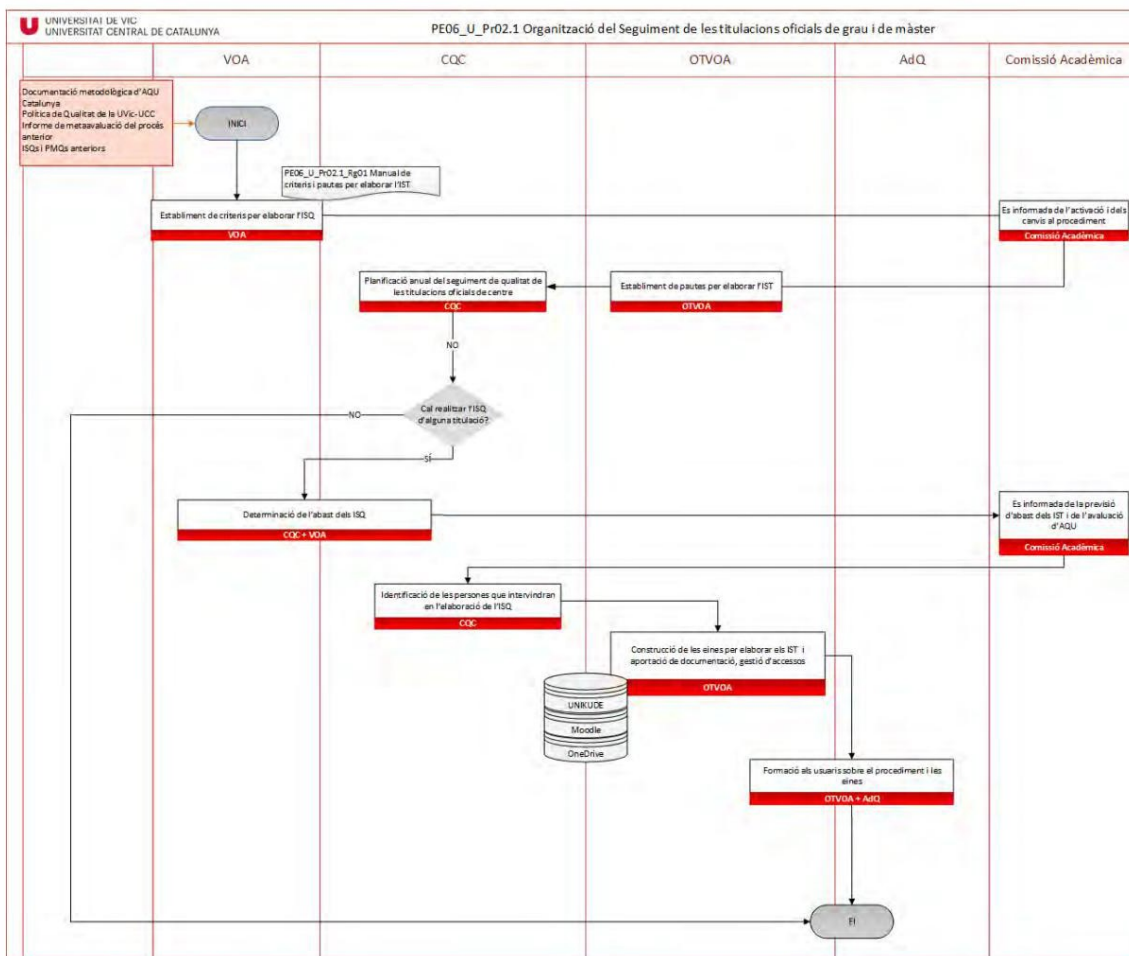
7. Other related processes or procedures


PE08_Centre_Pr01 Quality monitoring of official undergraduate and master's degrees

8. Indicators

U_ENQ042 Satisfaction with the Monitoring procedure (PE06_U_Pr02)Flowchart

https://universitatdevic.sharepoint.com/:u:/t/adq/Ecb_DvS9qwrEhOJFOkQOva4B-OPr26rwp3-B5wivmcRIQ



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/June/2024
PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE06_U_Pr02.2 Evaluation of the Monitoring of Official Bachelor's and Master's Degrees

1. Chain of responsibility

University Governing Council (CGU): approves the ISTs of the UVic-UCC Centers, and ratifies the corresponding PMQs.

CGU: made up of the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students chosen by the Student Council, one representative of the PAS and two representatives of the PDI, chosen by the Senate. The meetings of the Governing Council will be attended, with voice but without vote, by the manager of UVic-UCC and the general director of FUBalmes and the general directors or equivalent positions of the federated entities.

UVic-UCC Quality Commission (CQU): approves the PMQs of UVic-UCC centers.

CQU: made up of the rector, who chairs it, the vice-rectors, the rector's delegate for Quality Policy, the Director of the Quality Area, the deans and directors of each center, a representative of the Quality Committee of Areas and Services and a technician from the AdQ.

Vice-Rectorate for Academic Organization (VOA): presents the ISQ and PMQ approved to the CGU. Prepares, together with OTVOA, the report on the most prominent aspects of the VSMA framework (Monitoring).


Within the framework of the University Quality Commission of the second semester of the course, it presents the most outstanding aspects of the VSMA framework of the academic year.

Center Quality Committee (CQC): studies the previous and final external evaluation reports and intervenes in the drafting of the allegations, if applicable.

CQC: made up of the center dean, who chairs it, the center vice-dean (if any), the head of studies, the coordinators or directors of degrees, the department directors (optional at the center), the technician acting as the center secretary, a student and others, depending on the center.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): sends the IST to the quality agency. Participates in the study of external evaluation reports and in the drafting of allegations, if applicable. Updates the AQU Observations Register in order to facilitate the incorporation of relevant improvement actions. Prepares, together with VOA, the report on the most outstanding aspects of the VSMA framework (Monitoring). Promotes the meta-evaluation of the process.

UVic-UCC Academic Committee: Receives the meta-evaluation report.

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PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Academic Committee: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent figure of the centers and the members of the VOA technical office.

AQU Catalunya (AQU): evaluates, if applicable, the Monitoring Report and issues the corresponding report.

2. Description

The procedure begins with the entry of ISTs and PMQs by the UVic-UCC centers.

In the first instance, the PMQs are presented by the deans to the CQU for approval.

Subsequently, the VOA presents the ISTs to the CGU for approval and the corresponding PMQs for ratification.

The OTVOA delivers the corresponding ISTs to AQU. It contributes to the drafting of allegations in the AQU prior evaluation report, if applicable, together with the CQC and the sub-dimension referents. OTVOA manages the sending and monitoring of the allegations and finally updates the AQU Observations Register in order to facilitate the incorporation of the relevant improvement actions.

VOA and OTVOA prepare the report on the most prominent aspects of the VSMA framework (Monitoring).

The VOA, within the framework of the University Quality Commission of the second semester of the academic year (PE05_U_Pr01), presents the most prominent aspects of the VSMA framework for the academic year.

This procedure is subject to a periodic meta-evaluation activity, based on the information collected among the members of the CQC and the members of the transversal units that have participated, which is reported to the Academic Committee.


3. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The meta-evaluation report of the VSMA Framework procedures that is prepared annually, based on the satisfaction of the components of the CQC components' committees and members of the cross-functional units that have participated.
- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.

The review process can take the form of:

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PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- Improvement proposals that, when they are noted, will be introduced into the Improvement Plan.

4. Accountability Accountability to the different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- UVic-UCC Academic Committee
- University Quality Commission
- UVic-UCC Governing Council


Finally, accountability is also achieved by publishing the Monitoring Reports and Improvement Plans of each center on the university website.

5. Associated documentation (INPUTS)

Quality Monitoring Reports Quality Improvement Plans for the centers

6. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE06_U_Pr02.2_Rg01 Minutes of approval of the PMQs by the CQU	Digital	Document manager	AdQ	Access restricted
PE06_U_Pr02.2_Rg02 Improvement Plans Quality of the center approved by the CQU	Digital Web	UVic-UCC > Faculties, schools and centers > [Center] > Quality	OTVOA	Public website
PE06_U_Pr02.2_Rg03 Minutes of approval of the ISTs and ratification of the PMQs by the	Digital	Document manager	General Secretariat	Access restricted
CGU PE06_U_Pr02.2_Rg04 Degree Monitoring Reports approved by the CGU	Digital Web	UVic-UCC > Studies > [Degrees/Masters] > [Center] > [Title] > Quality	OTVOA	Public website
PE06_U_Pr02.2_Rg05 Report on the most prominent aspects of the VSMA frame (S)	Digital	Computer network of the VOA Technical Office: X_OTVOA > CQU	OTVOA	Access restricted
PE06_U_Pr02.2_Rg06 Meta-evaluation report	Digital	Computer network of VOA Technical Office: U_AdQ-VOA > General >	OTVOA	Restricted access

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PE06_U_Pr02 Technical management of the monitoring of official bachelor's and master's degrees	Version: 6.0 Pages: 10
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		VSMAMetaevaluation > [Course]		
PE06_U_Pr02.2_Rg07 Pre-evaluation report HERE	Digital	- - UVic-UCC website > Studies > [Degrees/Masters] > [Center] > [Title] > Quality - EUC Portal Reports	OTVOA	Public Website EUC Reports
PE06_U_Pr02.2_Rg08 AQU evaluation report	Digital	VOA Technical Office computer network: U_AdQ-VOA > General > ISQ > [ISQAny] > IAISC	OTVOA	Restricted access

7. Other related processes or procedures

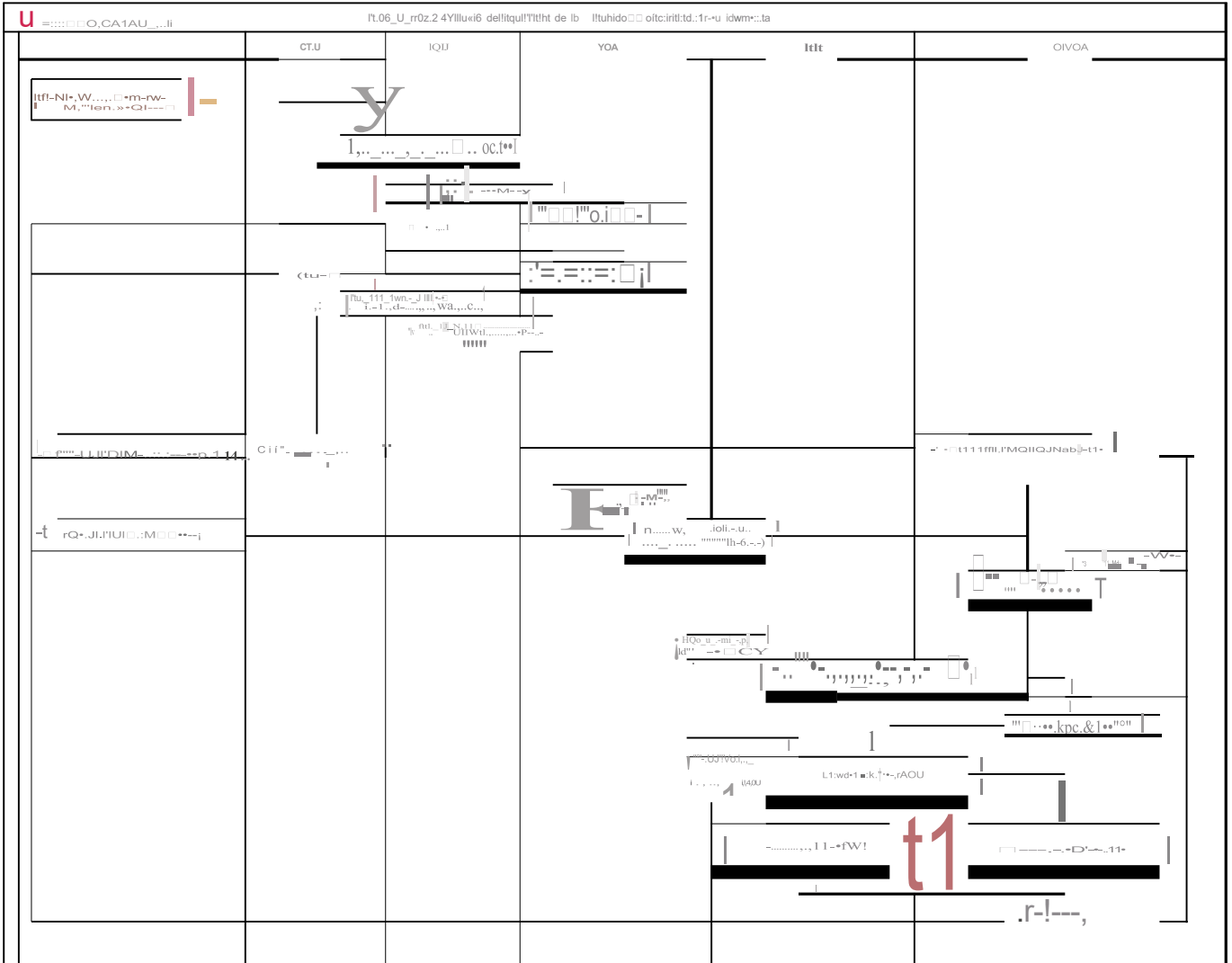
PE08_Centre_Pr01 Quality monitoring of official undergraduate and master's degrees


[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

8. Indicators

U_ENQ042 Satisfaction with the Monitoring procedure (PE06_U_Pr02)Flowchart


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PE06_U_Pr03 Modification of official bachelor's and master's degrees

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PE06_U_Pr03 Modification of official bachelor's and master's degrees	Version: 6.0 Pages: 8
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	July 13, 2022	Adaptation to the new RD 822/2021 and change in the chain of responsibilities
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the procedure in line with the new UVic-UCC UNIKUDE application. Adaptation of the chain of responsibilities. Updating of entry and exit documents

1. Objective

The purpose of carrying out the set of activities that make up the procedure is to introduce modifications to the titles with respect to what is stated in their report. This is a continuous improvement activity.

2. Scope of application

It applies to official bachelor's and master's degrees from UVic-UCC and to degrees of the same level jointly awarded with other universities in Spain coordinated by UVic-UCC. Official bachelor's and master's degrees jointly awarded by other universities or jointly awarded with universities outside Spain are excluded.

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Collaborating internship entities


Students

IB

STEP

Employers/nothing

Graduates

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5. Chain of responsibility

Coordination of the title or equivalent position: makes the proposal for modification of the title.

Center Quality Committee (CQC): evaluates the proposal for substantial or non-substantial modification of the title after being validated by VOA-OTVOA and issues a favorable report, if applicable. It intervenes in determining the strategy in relation to proposals for non-authorizable substantial modifications. In the case of authorizable substantial modifications, it intervenes in the agreement

on the broad lines of the modifications, appoints the members of the center of the modification commission and intervenes in the study and preparation of the allegations in the previous external evaluation report, if applicable.

CQC: made up of the dean or director of the centre, who chairs it, the vice-dean of the centre (if any), the head of studies or equivalent position (if applicable), the coordinators or directors of degrees, the department directors (optional at the centre), the technician acting as the centre secretary, a student and others, depending on the centre.

Modification committee: in the case of substantial modifications that can be authorized, it makes proposals for modifying the report and prepares the arguments.


Modification Committee: constituted, at least, by the dean, who chairs it, the head of studies, the degree coordinator or equivalent positions, the center secretariat technician, a student, the assistant for academic affairs of the Vice-Rectorate for Academic Organization, the assistant for the Vice-Rectorate for Teaching Staff and the program quality technician of the Vice-Rectorate for Academic Organization.

Academic Committee (CA): is informed of non-substantial modifications and modifications substantial authorisable within the framework of UVic-UCC degrees.

CA: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent position of the centers and the members of the VOA technical office.

Vice-Rectorate for Academic Organization (VOA): participates in determining the strategy in relation to proposals for non-authorizable substantial modifications. Participates in the agreement on the broad lines of the modifications in the authorizable substantial modifications. Participates in the validation of proposals for substantial or non-substantial modification of teaching.

Appoints the members of the VOA and OTVOA to the Modification Committee; the appointed members join the modification committee. Participates in the formation of the modification committee. In the case of substantial modifications that can be authorized, participates in the study and preparation of the allegations in the previous external evaluation report, if applicable. Prepares jointly with OTVOA the report on the most outstanding aspects of the VSMA framework (Modification). Presents the most outstanding aspects of the VSMA framework of the academic year to the University Quality Committee in the second semester.

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Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): intervenes in the validation of proposals for substantial or non-substantial modification of teaching. In the case of authorizable substantial modifications, it intervenes in the preliminary study to identify the modifications and provides the tools and documents to carry out the modification. It is part of the modification committee.

Participates in the formation of the modification committee, updates the report in the external IT application and delivers it to the competent external bodies. Participates in the study and preparation of the allegations in the previous external evaluation report, if applicable. Facilitates communications from the competent external bodies to the agents involved, promotes the meta-evaluation of the process and updates the AQU Observation Records in order to facilitate the incorporation of the relevant improvement actions into the Improvement Plan (PMQ). Prepares, together with VOA, the report on the most outstanding aspects of the VSMA framework (Modification).

University Governing Council (CGU): approves modifications to degrees, which must subsequently be accepted or approved externally.

University Governing Council: made up of the rector, who chairs it, the members of the Rector's Board, the deans of the faculties and the directors of the schools, two students elected by the Student Council, one representative of the PAS and two representatives of the PDI, elected by the Senate. The manager of UVic-UCC and the general director of FUBalmes and the general directors or equivalent positions of the federated entities will attend the meetings of the Governing Council, with a voice but without a vote.

6. Description

Official bachelor's and master's degrees are modified where appropriate for their improvement, as a result of the monitoring processes to which they are subjected.


Three categories of modifications are identified according to the impact of the proposed changes, which are treated as follows:

- a. Substantial modifications that cannot be authorized: they affect the training profile of the degree. To introduce these changes, a new degree must be officialized and the current one extinguished.
- b. Authorizable substantial modifications: without affecting the training profile of the degree, they have a sufficiently significant scope to require an external evaluation by AQU Catalunya.

The need for modification in the monitoring process is identified and the strategy that will be followed to carry it out is determined.

The proposal to modify the teaching is validated by OTVOA-VOA and a report is issued by the Centre's Quality Committee. If successful, the Commission is informed.

Academic and is subject to approval by the University's Governing Council. OTVOA provides the modification committee with the tools and documents to carry out the modification, which is based on the current title report.

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OTVOA modifies the report to the ministry's application by attaching the favorable report of the proposed modification of the Quality Committee of the centers on the changes in teaching and delivers it to the University Council, which sends it to AQU. AQU evaluates it and issues an evaluation report; it has the possibility of issuing a preliminary report with requests for amendment, to which allegations prepared by the committee are submitted.

modification.

HERE communicates the report to the University and the Consejo de Universidades.

The University Council issues the resolution approving the modification of the teaching.

When the result of the evaluation has been favorable, the procedures to implement the modification are initiated, generally in the following academic year.

c. Non-substantial modifications: these are minor modifications that are proposed in the ISQ. The proposed modification of the teaching is validated by OTVOA-VOA and a report is issued by the Center's Quality Committee. If successful, the Academic Commission is informed and submitted for approval by the University's Governing Council.

In general, they are implemented the following academic year.

The changes carried out are incorporated into the degree report and are reported to AQU at the time it is opened, for its acceptance. In some non-substantial modifications, AQU is requested to accept the non-substantial modification by attaching the favorable report of the proposed modification of the center's Quality Committee on the changes to the teaching and, when the acceptance resolution is received, OTVOA modifies the report to the application of the ministry. When the Ministry receives the request for non-substantial modification, it sends notification that the modification is not

substantial is consolidated.


VOA and OTVOA prepare the report on the most prominent aspects of the VSMA framework (Modification).

VOA presents the highlights of the VSMA framework for the academic year to the University Quality Committee in the second semester of the course (PE05_U_Pr01).

This procedure is subject to a periodic meta-evaluation activity, based on the information collected among the members of the Modification Committee.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

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The following is taken into account when reviewing this procedure:

- The suitability of the actions described. Whether
- modifications have been identified that could simplify the procedures without losing effectiveness.

- The participation of the agents involved and of the interest groups. - The adequacy and results of the indicators.
- The meta-evaluation report of the VSMA Framework procedures that is being prepared annually, based on the satisfaction of the components of the CAI committees and the members of the technical units that have participated.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- Improvement proposals that, when relevant, will be introduced into the Improvement Plan.

8. **Accountability** Accountability to the

different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees: - UVic-UCC Academic Committee

- University Governing Council
- UVic-UCC Quality Committee

The modified degree report is published in the Academic Organization area of the Virtual Campus Intranet, and AQU evaluation reports are public on the university website.

9. **Associated documentation (INPUTS)**

Degree report and syllabus

Monitoring Report and Degree Improvement Plan (Quality Tab of each official degree)

[Applicable legal and UVic-UCC regulations](#)


[AQU Catalunya methodological guides](#)

[Study prior to authorisable substantial modification](#)

Meta-evaluation report of the previous process

10. **Records (OUTPUTS)**

REGISTRATION	LOCATION	SUPPORT	CUSTODY TYPE	_EVID
PE06_U_Pr03_Rg01 Composition of the modification committee	Digital	Document manager	OTVOA	Restricted access
PE06_U_Pr03_Rg02 Favorable report on the proposed modification by the CQC on changes to the teachings	Digital	Center secretaries	SC	Restricted access

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PE06_U_Pr03_Rg03 Minutes of approval of the proposed modification to the General Terms and Conditions	Digital	Virtual Campus > Community > Institution > Governing Council	Secretariat General	Restricted access
PE06_U_Pr03_Rg04 Meta-evaluation report	Digital	Computer network of VOA Technical Office: U_AdQ-VOA > General > VSMAMetaevaluation > [Course]	OTVOA	Access restricted
PE06_U_Pr03_Rg 05 Modified title report	Digital	Computer network of the VOA Technical Office: X_OTVOA > General > _Docs Registration Education	OTVOA	Restricted access
PE06_U_Pr03_Rg 06 Rg03 AQU final evaluation report	Digital	VOA Technical Office computer network: X_OTVOA > General > _Docs Registration Education	OTVOA	Restricted access
PE06_U_Pr03_Rg07 Resolution to Modify the Universities Council	Digital	Computer network of the VOA Technical Office: X_OTVOA > General > _Docs Registration Education	OTVOA	Access restricted
PE06_U_Pr03_Rg08 Notification from the Ministry of non-substantial modification	Digital	Computer network of the VOA Technical Office: X_OTVOA > General > _Docs Registration Education	OTVOA	Access restricted
PE06_U_Pr04.2_Rg09 Report on the highlights of the VSMA framework (M)	Digital	- Computer network of the VOA Technical Office: X_OTVOA > CQU	OTVOA	Restricted access

11. Indicators

U_ENQ043 Satisfaction with the Modification procedure (PE06_U_Pr03)

U_OPA005 Percentage of degrees with substantial modification in an academic year with respect to the implemented degrees.

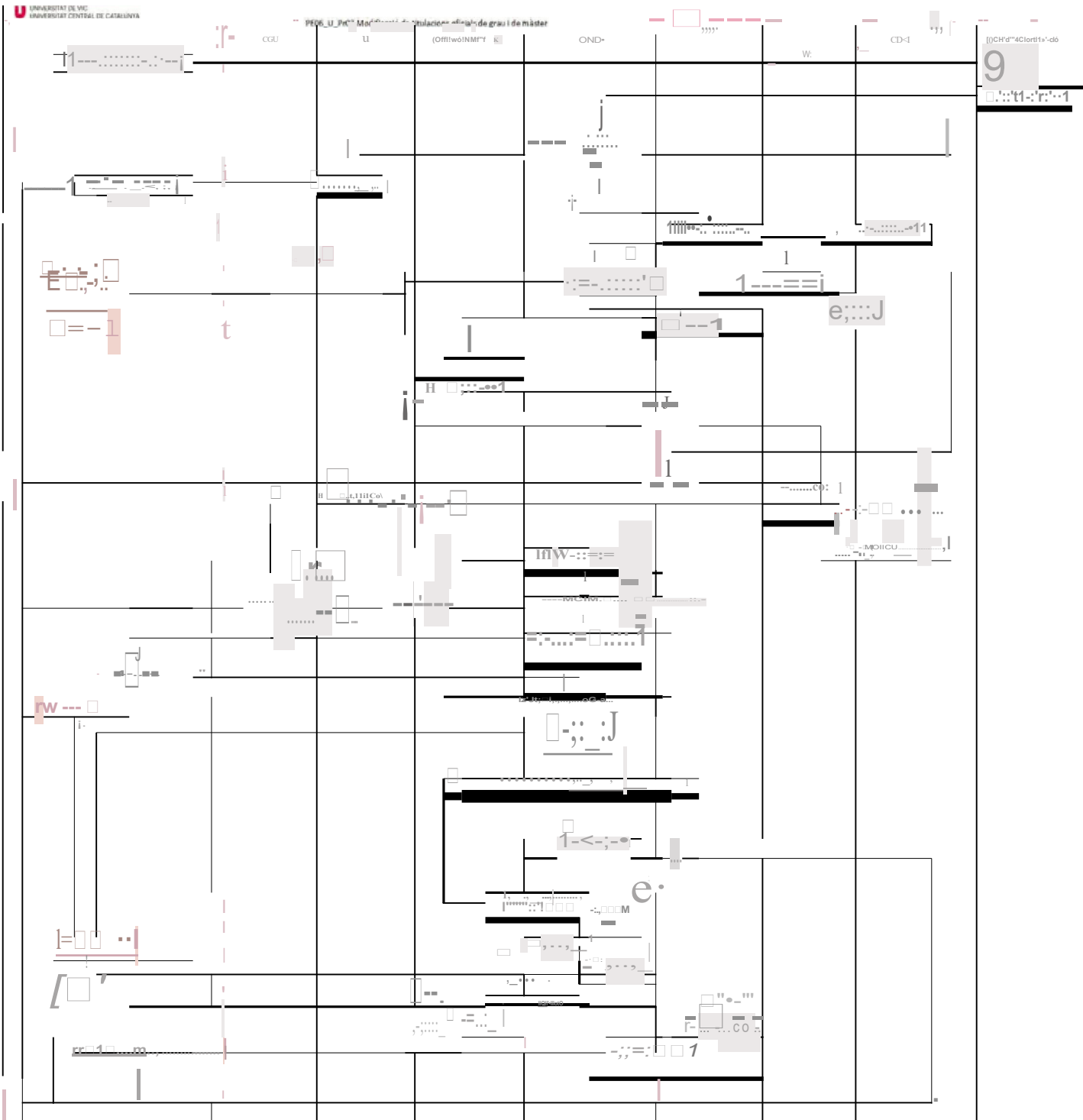
12. Other related processes or procedures


[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

13. Flowchart <https://>

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PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees	Version: 6.0 Pages: 12
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

**PE06_U_Pr04 Technical management of
the Accreditation of official qualifications of
Bachelor's and Master's degrees**

Prepared by:	Reviewed by:	Approved by:
Technical Office of the Vice-Rectorate for Planning Academic	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 13/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June /2024
	Version: 6.0 Pages: 12
PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	December 4, 2009	Initial drafting
v1	July 4, 2012	Incorporation of AQU observations and change of coding
v2	November 15, 2014	Change of format and alignment with UManresa
v3	January 29, 2020	Adaptation to the teaching perspective and establishment of the chain of responsibilities
v4	May 20, 2020	Adaptation to the center's vision, establishing cross-cutting and center-specific processes and procedures, and reviewing texts from a gender perspective
v5	May 17, 2021	Reformulation of the procedure, defining cross-cutting activities in relation to the procedures of the centers
v6	June 5, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application. Incorporation of new agents in the chain of responsibilities. Updating of input and output documents and indicators

1. Objective

The execution of the set of activities that make up this procedure aims to advise centers in relation to the accreditation process of official bachelor's and master's degrees, as well as providing them with the tools and training necessary to carry it out.

In this sense, the procedure consists of two sub-procedures, PE06_U_Pr04.1

Organization of the Accreditation of Official Bachelor's and Master's Degrees and the PE06_U_Pr04.2

Assessment of the Accreditation of official bachelor's and master's degrees.

2. Scope of application

It applies to official bachelor's and master's degrees from UVic-UCC and to degrees of the same level jointly awarded with other universities in Spain coordinated by UVic-UCC. Official bachelor's and master's degrees jointly awarded by other universities or jointly awarded with universities outside Spain are excluded.

3. Manager


Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Public administration

Students

IB

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June /2024
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STEP

Employers/nothing

Graduates

PE06_U_Pr04.1 Organization of the Accreditation of Official Degrees

Bachelor's and Master's degrees

1. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): detects the need to accredit official qualifications of a faculty or school, and agrees on the planning with the Quality Agency of Catalonia (AQU) and establishes the work guidelines. Informs the Center Quality Committee (CQC) of the need to initiate the process, and to constitute the Internal Evaluation Committee (CAI). Trains the CAI on the accreditation process. Submits the accreditation application to the University Council (CU).

Quality Agency of Catalonia (AQU): agrees on the accreditation planning of official bachelor's and master's degrees with VOA and OTVOA.

Center Quality Committee (CQC): communicates the accreditation process to the center. It constitutes the Internal Evaluation Committee (CAI).

CQC: made up of the dean or director of the centre, who chairs it, the vice-dean of the centre (if any), the head of studies or equivalent position (if applicable), the coordinators or directors of degrees, the department directors (optional at the centre), the technician acting as the centre secretary, a student and others, depending on the centre.


Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): provides training, guidelines and work tools for the preparation of the self-report. Submits the application for accreditation to the Council of Universities.

Dimension / sub-dimension referents: prepare and update guidelines to advise the CAI.

Academic Committee (CA): is informed of the planning of the accreditation processes as well as changes in the procedures.

Academic Committee: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent figure of the centers and the members of the VOA technical office.

Universities Council (CU): receives the accreditation application.

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2. Description

The process of accreditation of official bachelor's and master's degrees is a periodic external evaluation process. It begins when the VOA detects the need to accredit official degrees of a faculty or school, in accordance with the established legal deadlines, and the planning agreed with AQU. The working guidelines are established and the CQC is informed of the need to initiate the process.

The CQC constitutes a CAI, which leads the actions to be carried out and receives the necessary training and documentation to do so.

Dimension/sub-dimension referents prepare and update guidance to advise to the CAI in the preparation of the self-report.

OTVOA / VOA submits the application for accreditation to the Council of Universities (CU).

The Academic Committee (AC) is informed of the planning of the accreditation processes as well as of changes in the procedures.

3. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:


- The suitability of the actions described.
- Whether modifications have been identified that can simplify procedures without losing effectiveness.
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.
- The meta-evaluation report of the VSMA Framework procedures that is being prepared annually, based on the satisfaction of the components of the CAI committees and the members of the technical units that have participated.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- Improvement proposals that, when relevant, will be introduced into the Improvement Plan.

4. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the UVic-UCC Academic Committee.

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5. Associated documentation (INPUTS)

[Legal regulations](#)

[UVic-UCC Quality Policy](#)

Planning agreed with AQU on the calendar of accreditation processes

Meta-evaluation report of the previous process

AQU Catalunya methodological documentation

6. Records (OUTPUTS)


U_ENQ044 Satisfaction with the Accreditation procedure (PE06_U_Pr04)

REGISTRATION	LOCATION	SUPPORT	CUSTODY TYPE	EVID
PE06_U_Pr04.1_Rg01 Accreditation request	Digital	Computer network of the VOA Technical Office: X_OTVOA > Accreditation > [Year Center] > ApplicationRenewalAccreditation_EACAT	OTVOA	Restricted access

7. Flowchart <https://>

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[4Na6obK7oUg](#)

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PE06_U_Pr04.2 Assessment of the Accreditation of Official Bachelor's and Master's Degrees

1. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): Receives the accreditation resolution and communicates it to the CAI. Participates in decisions to present allegations to previous evaluation reports and appeal the resolution. Prepares jointly with OTVOA the report on the most prominent aspects of the VSMA framework (Accreditation). Presents the most prominent aspects of the VSMA framework of the academic year to the University Quality Commission in the second semester of the year.

Internal Evaluation Committee (CAI): validates the CAE proposal, calendar and program of the visit. Notifies the center's stakeholders of the CAE's visit. Determines the composition of the closed hearings, contacts its members and informs them about the process. Participates in the reception and farewell of the CAE and in the corresponding hearing.

Dimensional references: participate in the preparation of the allegations, if applicable.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): sends the self-report to the evaluating agency. Advises the CAI and the Secretary of the Center in organizing the visit. Manages the processing of reports with the agency and oversees the procedures relating to allegations, appeals, evaluation reports and resolutions. Updates the AQU Observations Register in order to facilitate the incorporation of relevant improvement actions into the Improvement Plan (PMQ). Prepares, together with VOA, the report on the most outstanding aspects of the VSMA framework (Accreditation).


Center Secretariat: organizes and participates in the logistics of the CAE visit.

Hearings: they are informed about the accreditation process. They are interviewed by the CAE during their visit to the center.

Academic Committee (AC): is informed of the changes in the procedures and receives the meta-evaluation report of the process.

Academic Committee: constituted by the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies or equivalent figure of the centers and the members of the technical office of the VOA.

Catalan Quality Agency (AQU): presents a proposal for the CAE and for the management and organisation of the visit. Validates, issues and sends the preliminary visit report and the final visit report to the University. Publishes the relevant reports and sends them to the University and the University Council (CU).

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University Council (CU): resolves the accreditation request and communicates its decision to the University, AQU Catalunya, the Generalitat and the Ministry of Universities so that they can update the RUCT.

2. Description

The accreditation process includes the completion of a self-report (*PE08_centre_Pr02 Accreditation of official bachelor's and master's degrees*) on the centre's degrees that are jointly subject to evaluation. This self-report is made available to a CAE appointed by AQU Catalunya, who is responsible for evaluating it. The collection of information by the CAE is

It is complemented by a visit to the center that includes hearings with various interest groups.

The procedure begins with the receipt by OTVOA of the self-report approved by the CGC in order to send it to AQU and to start preparing the CAE visit. During the visit, the CAE interviews different audiences and visits the university's facilities. With this visit, the CAE completes the information obtained through the self-report, contrasts its content with contributions from people from interest groups who have not participated in its preparation and clarifies the points that require it.

The preparation of the visit is based on AQU's proposal for the composition of the CAE, on which the centre verifies that no conflict of interest is identified. The date and programme of the visit are also proposed and validated.

Preparation for the visit consists of two types of activities:

- Determination of the composition of the audiences included in the program, taking care of their representativeness and independence. It is necessary to contact the selected people and inform them about the process.
- Logistical planning of the visit, in accordance with the AQU protocol.


The community is informed and all people who are not summoned to the aforementioned hearings have the opportunity to address the CAE through an open hearing.

Following the visit, the CAE issues a Preliminary External Evaluation Report and the CAIP issues a Preliminary Accreditation Report for each of the evaluated degrees, to which allegations are submitted, if applicable. The corresponding final reports are subsequently issued, and AQU communicates them to the University. It also sends the Accreditation Reports to the CU, which issues the final resolutions. There is the possibility of filing an appeal against the final resolution.

OTVOA updates the AQU Observations Register in order to facilitate the incorporation of relevant improvement actions into the Improvement Plan (PMQ).

VOA and OTVOA prepare the report on the most prominent aspects of the VSMA (Verification) framework.

VOA presents the highlights of the VSMA framework for the academic year to the University Quality Committee in the second semester of the course (PE05_U_Pr01).

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June /2024
	Version: 6.0 Pages: 12
PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

This procedure is subject to a periodic meta-evaluation activity, based on the information collected between the members of the CAI and the dimension referents.

3. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and ultimately on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.
- The meta-evaluation report of the VSMA Framework procedures that is being prepared annually, based on the satisfaction of the components of the CAI committees and the members of the technical units that have participated in it

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- Improvement proposals that, when relevant, will be introduced into the Improvement Plan.

4. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following debate committees:

- Academic Committee of the UVic-UCC
- UVic-UCC Quality Committee


The accreditation self-report as well as AQU's evaluation reports are public on the website.

5. Associated documentation (INPUTS)


Proposal for composition of the CAE, date and program of the center visit
 AQU Catalunya methodological documentation
 AQUA Protocol
 IPAE and IAE (CAE)
 IPA and AI (CAIP)
 CU accreditation resolution

6. Records (OUTPUTS)

REGISTRATION	LOCATION SUPPORT	CUSTODY	EVID_TYPE

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June /2024
PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees	Version: 6.0 Pages: 12
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PE06_U_Pr04.2_Rg01 Accreditation self-report, with evidence and improvement plan	Digital Web	UVic-UCC > [Degrees/Masters] > [Center] > [Title] > Quality	OTVOA	Public website
PE06_U_Pr04.2_Rg02 Composition of the CAE	Digital	- Virtual Campus > Working groups > Accreditation[CentreAny] - Computer network of the VOA Technical Office: X_OTVOA > Accreditation > [CentreAny] > Visit	OTVOA	Access restricted
PE06_U_Pr04.2_Rg03 Visit program	Digital	- Virtual Campus > Working groups > Accreditation[CentreAny] - Computer network of the VOA Technical Office: X_OTVOA > Accreditation > [CentreAny] > Visit	OTVOA	Restricted access
PE06_U_Pr04.2_Rg04 Audience composition	Digital	- Virtual Campus > Working groups > Accreditation[CentreAny] - Computer network of the VOA Technical Office: X_OTVOA > Accreditation > [CentreAny] > Visit	OTVOA	Access restricted
PE06_U_Pr04.2_Rg05 Report of meta-evaluation	Digital	Computer network of VOA Technical Office: U_AdQ-VOA > General > VSMAMetaevaluation > [Course]	OTVOA	Restricted access
PE06_U_Pr04.2_Rg06 Evaluation Report External	Digital	- UVic-UCC website > [Degrees/Masters] > [Center] > [Title] > Quality -EUC Portal Reports	OTVOA	Public website EUC Reports
PE06_U_Pr04.2_Rg07 Accreditation Report	Digital	- UVic-UCC website > [Degrees/Masters] > [Center] > [Title] > Quality -EUC Portal Reports	OTVOA	Public website EUC Reports
PE06_U_Pr04.2_Rg08 Accreditation resolution	Digital Virtual	Virtual Campus > Community > Planning Academic > [Degrees/Masters] > [Center] > [Title] > Accreditation resolution	OTVOA	intranet
PE06_U_Pr04.2_Rg09	Digital	- Computer network	OTVOA	Access

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June /2024
	PE06_U_Pr04 Technical management of the Accreditation of official bachelor's and master's degrees
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Report on the highlights of the framework VSMA (A)		the VOA Technical Office: X_OTVOA > CQU		restricted
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7. Other related processes or procedures

[PE05_U_Pr01 Quality Monitoring at UVic-UCC](#)

8. Indicators


U_ENQ044 Satisfaction with the Accreditation procedure (PE06_U_Pr04)

U_OPA018 Percentage of accredited UVic-UCC degrees in progress towards excellence
 U_OPA030 Percentage of implemented UVic-UCC degrees that have not passed the first renewal of their accreditation

U_OPA020 Percentage of UVic-UCC degrees accredited with conditions


9. Flowchart <https://>

universitatdevic.sharepoint.com/:u:/t/adg/ETtATQ1O7hRDq2MtQRxSIP4BS0cSLngREoZ4Na6obK7oUg

 eada [®] business school barcelona	PE07_EADA Establishment and update of the Center Quality Policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Quality Manager	

PE07_EADA Establishment and update of the Center Quality Policy

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: February 28, 2023	Academic Committee Date: June 20, 2023	CDC Date: January 9, 2024

	PE07_EADA Establishment and update of the Center Quality Policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Quality Manager	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PE02 Process
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
n		

1. Objective

Establish the system to be followed to review and update EADA's quality policy and objectives to guarantee quality of their training programs.

2. Scope


Applies to EADA's official qualifications.

3. Owner


Center Quality Committee

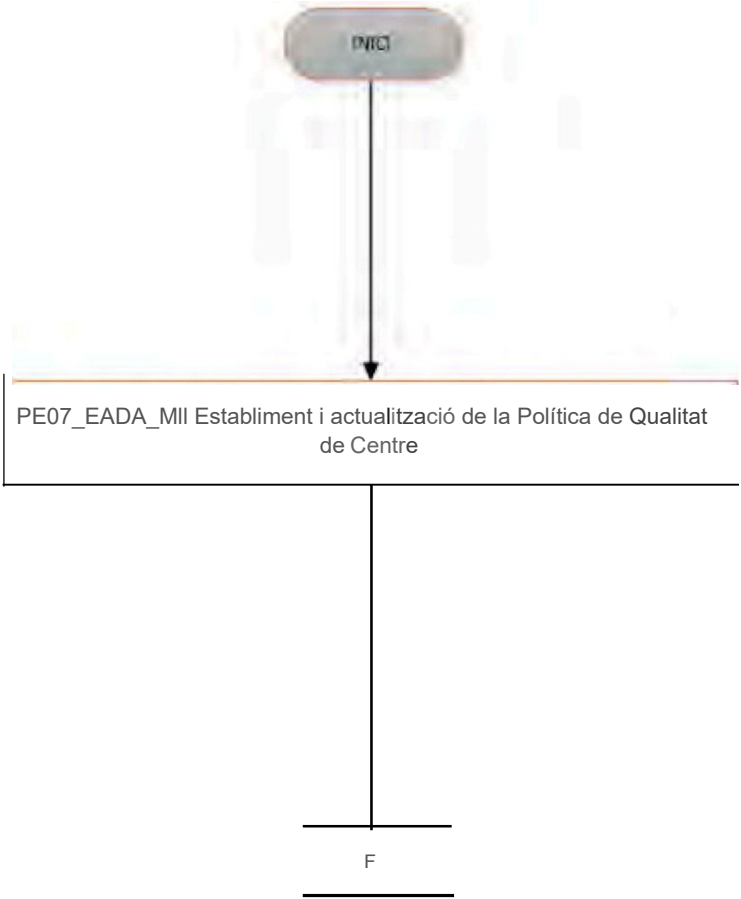
4. Associated procedures


PE07_EADA_Pr01 Establishment and updating of the center's quality policy

	PE07_EADA Establishment and update of the Center Quality Policy
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Quality Manager	

5. Flowchart


	PE07_EADA Establiment i actualització de la Política de Qualitat de Centre
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	<p align="center">PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy</p>
<p>Date: July 9, 2024</p>	<p align="right">Version: 2 Pages: 5</p>
<p>Manager: Quality Manager</p>	

PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy

<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: May 14, 2024</p>	<p>Academic Committee Date: June 20, 2024</p>	<p>CDC Date: July 9, 2024</p>

 eada [®] business school barcelona	PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Quality Manager	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PE02_Pr01 Process
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic -UCC
2	09/07/2024	Introduction of changes to the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.

1. Objective

Establish the mechanism by which the school defines and periodically reviews its quality policy and objectives.

2. Scope

Applies to EADA's official qualifications.

3. Owner

Center Quality Committee


4. Interest groups

Public administration
 Collaborating entities for internships Future participants
 Accrediting, academic and collaborating institutions
 Participants
 STEP
 Patrons
 IB
 Employers/nothing
 Social fabric of the area of influence of EADA
 Alumni

5. Chain of responsibility

EADA Quality Committee (EADA CQC): Collects and analyzes input elements. Reviews, formulates and improves EADA's quality policy.

The EADA CQC is made up of the Academic Director of EADA, who chairs it, the directors of the academic departments, the coordinators of the master's degree specialties, three student representatives and the quality manager who will act as secretary.

 eada [®] business school barcelona	PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Quality Manager	

EADA Management Committee (CDC EADA): Analyzes and debates EADA's quality policy proposed by the CQC.

The EADA CDC is made up of the dean, who chairs it, the academic director, the director of communication and marketing, the director of people and culture, the director of finance, the director of international development, the director of Executive Education, the director of the information and systems area and a technician, who will act as secretary.

Quality Manager: Performs the technical review of the approved document and publishes it on the website. Custody of the archive.

6. Description

EADA reviews and keeps its quality policy updated in line with the school's action program and the UVic-UCC Quality Policy, and in compliance with the legal framework and current regulations.

The school establishes its quality policy and objectives aimed at continuous improvement in teaching, research and knowledge transfer, and in its internal organization.

The quality policy and objectives are reviewed every 4 years and, if necessary, reformulated by the CQC based on information from monitoring and strategic improvement. This proposal is presented for analysis, debate and approval to the CDC.

Accountability to the different groups and interest groups is ensured by these groups being represented in the bodies that intervene in the debate and approval.

The person responsible for ensuring compliance with the quality policy and reporting to the governing bodies any deviations detected and proposals for correction and improvement is the academic director of the school through the CQC.


The quality manager disseminates the school's quality policy on the website.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and, ultimately, on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups
- The adequacy and results of the indicators
- The review process can take the form of:
 - Changes to the procedure sheet
 - Change in the catalog of indicators
 - New improvement proposals that will be introduced in the Improvement Plan

	PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Quality Manager	

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following decision-making bodies:

- CDC
- CA
- CQC

Likewise, and annually, accounts are provided in the Degree Monitoring Reports (IST).

9. Associated documentation (INPUTS)

- Previous PMQs
- EADA Quality Policy
- EADA strategic plan
- Current legal framework
- UVic-UCC regulatory framework
- Change in regulatory and legislative framework
- CQU Recommendations
- Previous EADA Quality Manual

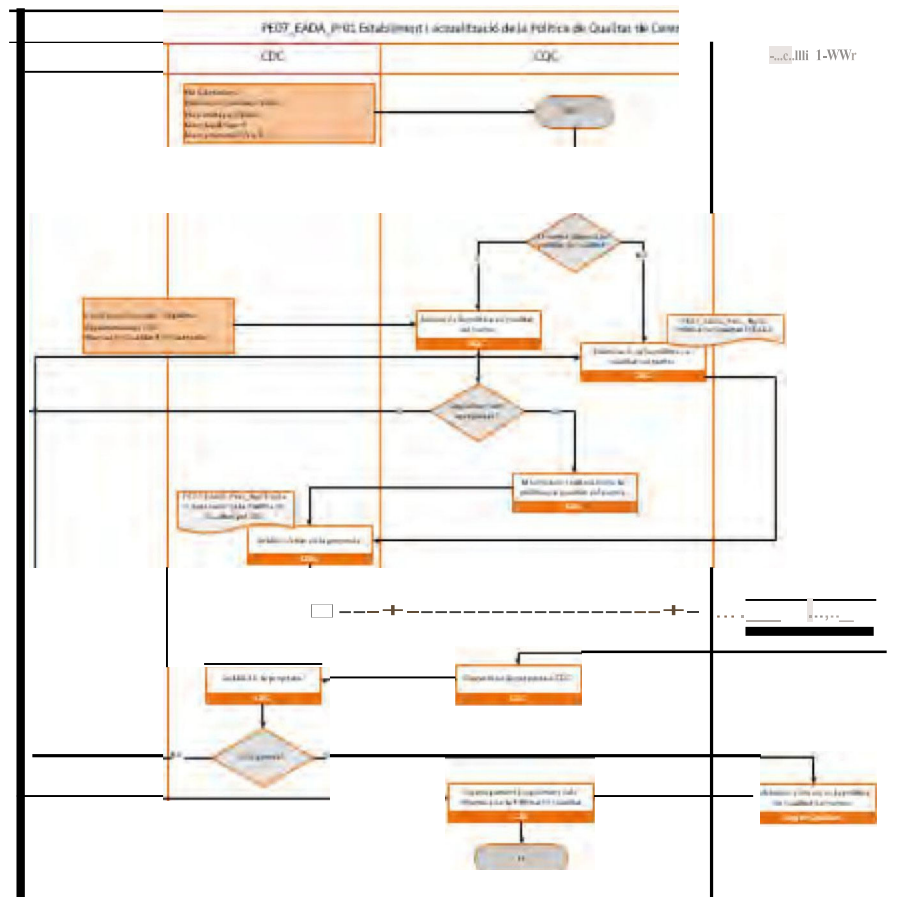
10. Records (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE	ACTIONS
PE07_EADA_Pr01_Rg01 EADA Quality Policy	Digital	Intranet Irene	Responsible Quality	www.eada.edu	Communication and dissemination
PE07_EADA_Pr01_Rg02 Minutes of approval of the Policy Quality by the CDC	Digital	Intranet Irene	Responsible Quality	Access restricted	

11. Indicators

U_SGQ003 Percentage of compliance with the objectives of the Quality Policy


12. Flowchart



	PE08_EADA_Quality Management at EADA
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Center Quality Committee (CQC)	

PE08_EADA Quality Management at EADA

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: April 28, 2023	CQC Date: November 20, 2023	CDC Date: January 9, 2024

 eada [®] business school barcelona	PE08_EADA_Quality Management at EADA
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Center Quality Committee (CQC)	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PO09 Process
1	05/19/2023	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
n		

1. Objective

Define the necessary mechanisms to guarantee the review and improvement of the quality of the official qualifications taught at the center.

2. Scope

Applies to EADA's official bachelor's and master's degrees.

3. Owner

Center Quality Committee

4. Associated procedures

[PE08_EADA_Pr01 Monitoring the Quality of Official Degrees](#)

[PE08_EADA_Pr02 Accreditation of official qualifications](#)

5. Other related processes or procedures


PE06_U_Pr02.1 Organization of Quality Monitoring of official bachelor's and master's degrees

PE06_U_Pr02.2 Evaluation of the Monitoring of the Quality of Official Bachelor's and Master's Degrees

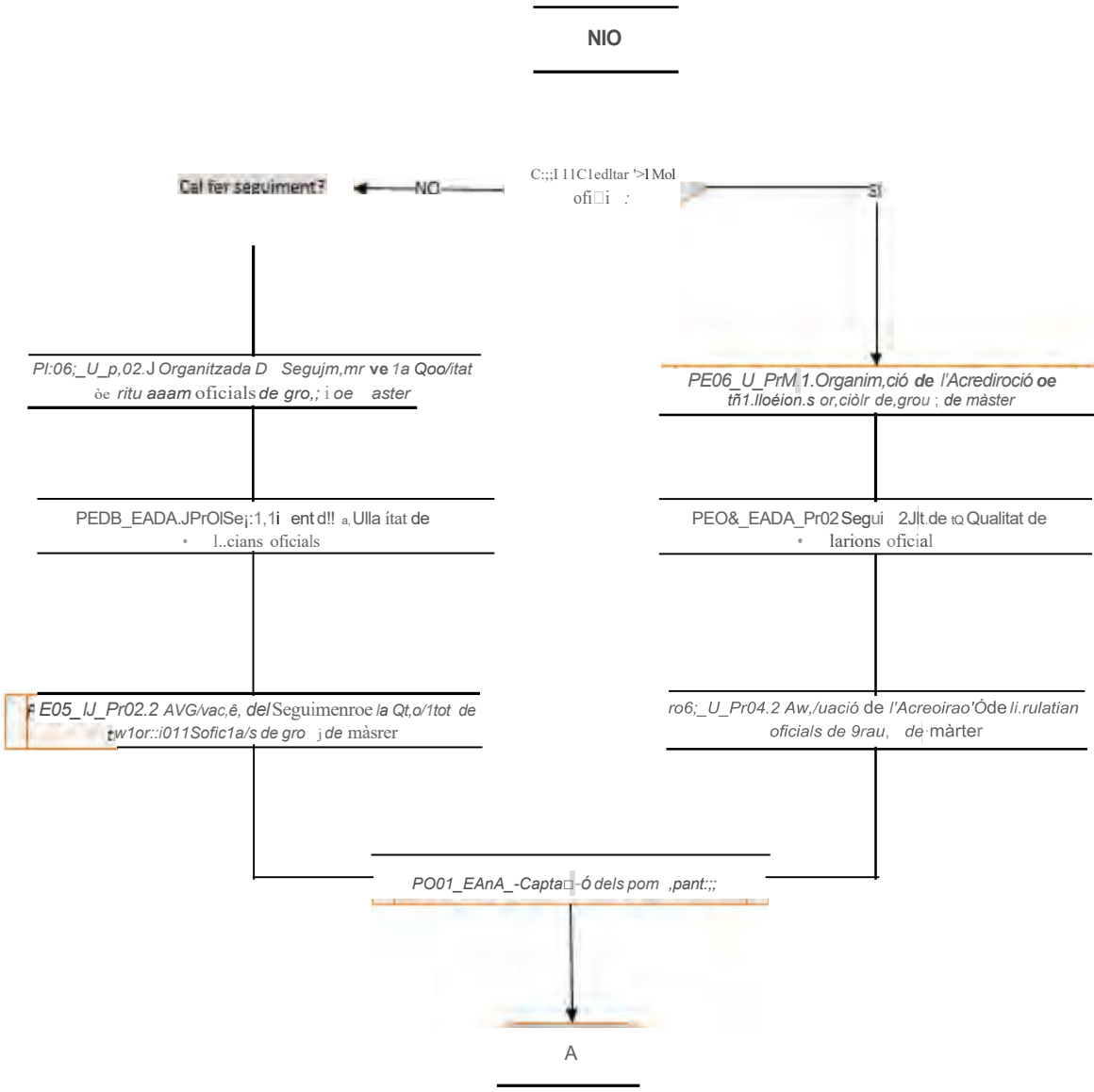
PE06_U_Pr04.1 Organization of the Accreditation of Official Bachelor's and Master's Degrees


PE06_U_Pr04.2 Evaluation of the Accreditation of Official Bachelor's and Master's Degrees

[PO02_EADA_Pr01 Access, admission and registration of official degrees](#)

 eada [©] businessschool barcelona	PE08_EADA_Quality Management at EADA
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Center Quality Committee (CQC)	


6. Flowchart



	PE08_EADA_Pr01 Monitoring the quality of official qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Center Quality Committee (CQC)	

PE08_EADA_Pr01 Monitoring the quality of official qualifications

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 14, 2024	CQC Date: July 4, 2024	CDC Date: July 9, 2024

	PE08_EADA_Pr01 Monitoring the quality of official qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Center Quality Committee (CQC)	

Document revision list

Version	Date	Description
0	01/10/2020	Initial drafting Procedure PO09_PR01
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
2	09/07/2024	Introduction of changes to the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.

1. Objective

The purpose of carrying out the set of activities that make up this procedure is to internally monitor the quality of EADA's official qualifications.

2. Scope

Applies to EADA's official qualifications

3. Manager

Center Quality Committee (CQC)

4. Interest groups

Alumni

Collaborating internship entities

Employers/nothing


Participants

STEP

IB

5. Chain of responsibility

EADA Quality Committee (CQC EADA): together with the standards referents, it analyses the quality indicators of the centre's official qualifications and the status of the actions of the Quality Improvement Plan (PMQ) and prepares the Quality Monitoring Report (ISQ). It intervenes in the updating of the Quality Improvement Plan (PMQ). It approves and presents the final quality monitoring documents of the centre, the ISQ, the PMQ and the SGIQ monitoring report to the Centre Governing Council (CDC EADA) for approval. It delivers the documentation to the CQU and OTVOA.

	PE08_EADA_Pr01 Monitoring the quality of official qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Center Quality Committee (CQC)	

The EADA CQC is made up of the Academic Director of EADA, who chairs it, the directors of the academic departments, the coordinators of the master's degree specialties, three student representatives and the quality manager who will act as secretary.

The EADA Management Committee (CDC EADA): approves the Center's ISQ, the SGIQ Monitoring Report and the PMQ.

CDC EADA: to analyze and debate the EADA quality policy proposed by the CQC. The CDC of EADA is made up of the dean, who chairs it, the academic director, the director of communication and marketing, the director of people and culture, the director of finance, the director of international development, the director of Executive Education, the director of the information and systems area and a technician, who will act as secretary.

Academic Director: monitors the achievement of EADA's quality objectives and issues a report. Submits the ISQ, PMQ and SGIQ Monitoring Report to the CQC and CDC for approval.

Standards referents: they are members of cross-disciplinary units of the UVic-UCC who advise the CQC and participate in the development of some ISQ standards and in the updating of the PMQ.

Quality Area (AdQ UVIC): provides performance and satisfaction indicators that serve as the basis for the assessments included in the ISQ. It is involved in the development of some ISQ standards and in the updating of the PMQ.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): intervenes in the development of some ISQ standards and in the updating of the PMQ. It carries out the technical review of the ISQ and the PMQ.


EADA Quality Manager (RdQ): prepares the SGIQ Monitoring Report. Participates in updating the PMQ. Delivers the monitoring documentation approved by the collegiate bodies to OTVOA. Provides support throughout the procedure and provides performance and satisfaction indicators that serve as the basis for the assessments included in the ISQ.

The Rector's Delegate for Quality Policies (DRPQ) and Technical Quality Unit (UTQ): they incorporate substantial changes to the transversal processes and procedures into the ISQ, and if necessary, they update the PMQ.

6. Description

Official degrees are periodically subject to an internal monitoring process of their development, based on evidence. The general criteria for the preparation of this report are described in the corresponding methodological guide of AQU. This monitoring is carried out by the CQC and EADA transversal units are involved, generating an ISQ, a monitoring report of the SGIQ and updating the PMQ. The analysis and continuous improvement of the official degree is carried out in the first quarter of each academic year, based on the scorecard of the degree, which are provided by the quality manager; and by monitoring the improvement actions included in the PMQ. This monitoring is carried out within the framework of the CQC and the referents of the

standards of the university's transversal units. A first version of the ISQ is prepared and, where appropriate, the new improvement actions that emerge from the analysis are incorporated into the PMQ. The SGIQ is also monitored based on the improvement records that emanate from PE05_U_Pr03 *Collection of improvements and management of the SGIQ documentation*. Specifically, the center's quality manager prepares the SGIQ monitoring report with the substantial changes in the center's processes and procedures and incorporates, where appropriate, the new improvement actions into the PMQ. The substantial changes in the transversal processes and procedures, the

	PE08_EADA_Pr01 Monitoring the quality of official qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Center Quality Committee (CQC)	

DRPQ and the UTQ incorporate them into the ISQ and, if applicable, the improvement actions that derive from the transversal processes, incorporate them into the PMQ.

The OTVOA carries out the technical review of the ISQ and PMQ. With all this information, the EADA academic director monitors the achievement of EADA's quality objectives and issues an annual monitoring report. In the event of non-achievement of the objectives, the associated processes and procedures will be reviewed (PE05_U_Pr03 Collection of improvements and management of SGIQ documentation) and appropriate improvements will be proposed to be incorporated into the PMQ, and the need to update the center's Quality Objectives will also be assessed, as defined in PE07_EADA_Pr01 Establishment and update of the Center's Quality Policy.

The academic director first submits the ISQ, the PMQ and the SGIQ Monitoring Report to the CQC for approval and then to the CDC. Once approved by the corresponding bodies, the center's quality manager sends the ISQ and PMQ to the Office of the Vice-Rector for Academic Organization for approval by the university bodies, and subsequently for publication in the center's and each degree's quality section on the website.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and, ultimately, on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:


- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups
- The adequacy and results of the indicators
- The review process can take the form of:
 - Changes to the procedure sheet
 - Change in the catalog of indicators
 - New improvement proposals that will be introduced in the Improvement Plan

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following decision-making bodies:

- CDC
- CA
- CQC

Likewise, and annually, accounts are provided in the Degree Monitoring Reports (IST).

	PE08_EADA_Pr01 Monitoring the quality of official qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Center Quality Committee (CQC)	

9. Associated documentation (INPUTS)


AQU methodological guide
 ISQ and PMQ previous years
 SGIQ monitoring report for the previous year
 AQU monitoring reports, previous modifications or accreditation
 Register improvements to center processes and procedures
 Record improvements to cross-cutting processes and procedures
 Report substantial cross-cutting changes

10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PE08_EADA_Pr01_Rg01 Minutes of approval of monitoring documents by the CQC	Digital	Working group Google Drive CQC EADA	Secretariat Direction Eada Academic	Restricted access
PE08_EADA_Pr01_Rg02 Minutes of approval of documents monitored by the CDC	Digital	Working group Google Drive CQC EADA	Secretariat Direction Eada Academic	Restricted access
PE08_EADA_Pr01_Rg03 ISQ	Digital	IRENE Area of Quality	Quality Area https://www.eada.edu/es/organizacion/calidad	
PE08_EADA_Pr01_Rg04 PMQ	Digital	IRENE Area of Quality	Quality Area https://www.eada.edu/es/organizacion/calidad	
PE08_EADA_Pr01_Rg05 IQAS monitoring report	Digital	IRENE Area of Quality	Quality Area https://www.eada.edu/es/organizacion/calidad	


11. Other related processes or procedures

PE05_U_Pr03 Collection of improvements and management of SGIQ documentation
 PE07_EADA_Pr01 Establishment and updating of the center's Quality Policy

	PE08_EADA_Pr02 Accreditation of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

**PE08_EADA_Pr02 Accreditation of
official qualifications**

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 14, 2024	CQC Date: July 4, 2024	CDC Date: July 9, 2024

	PE08_EADA_Pr02 Accreditation of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

Document revision list

Version	Date	Description
0	09/30/2019	Initial drafting of the PO09 Process
1	09/01/2024	Adaptation of EADA's IQAS to e-standard 5.0. Change of format, scope and alignment with UVic-UCC
2	09/07/2024	Introduction of changes to the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.

1. Objective

The execution of the set of activities that make up this procedure aims to meet the accreditation process of official EADA qualifications.

2. Scope

Applies to EADA's official qualifications.

3. Manager

Academic Director


4. Interest groups

Alumni
Collaborating internship entities
Employers/nothing
Participants
STEP
IB

5. Chain of responsibility

EADA CDC: approves the accreditation self-report.

The EADA CDC is made up of the dean, who chairs it, the academic director, the director of communication and marketing, the director of people and culture, the director of finance, the director of international development, the director of Executive Education, the director of the information and systems area and a technician, who will act as secretary.

	PE08_EADA_Pr02 Accreditation of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

Internal Evaluation Committee (CAI): designates the people responsible for each standard and section of the self-report and reports to the Technical Office of the Vice-Rectorate for Academic Organization (OTVOA). Prepares the accreditation self-report based on the evidence collected. Participates in updating the Quality Improvement Plan (PMQ). Presents the self-report to the community and the CDC and integrates the appropriate contributions. Presents the self-report to the CDC for approval.

Standard references: they advise the CAI in the preparation of the self-report with the collaboration of cross-functional units. They participate in the updating of the Quality Improvement Plan (PMQ).

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): intervenes in the updating of the PMQ.

Quality Manager (RdQ): provides necessary performance and satisfaction indicators in which the assessments of the self-report are collected.

6. Description

The accreditation process for official master's degrees is a periodic external evaluation process. When an official EADA degree requires accreditation by AQU Catalunya, the centre sets up a CAI, which is responsible for the actions to be carried out and receives the training and documentation necessary to do so. The accreditation process includes the completion of a self-report on the centre's official degrees that are jointly subject to evaluation.

The self-report is a document in which the development of the degrees is assessed, based on a series of evidence that is provided. The script of the self-report and the evidence that is considered are established in the AQU methodological guide. The self-report is prepared by the CAI, with the intervention of the academic transversal units of the UVic-UCC and advised by the standard referents, who are members of the transversal units academic or technical specialists in the field in question. The Head of Quality provides the indicators corresponding to the different dimensions that are analyzed (student access profile, academic performance, PDI or satisfaction, among others) on which the assessments and preparation of the self-report are supported.


Both the CAI and the standard referents are involved in updating the PMQ, if applicable. The self-report is shared with the center's community and, together with the PMQ, is approved by the CDC before being sent to OTVOA to manage its delivery to AQU.

7. Review and improvement

The procedure is reviewed annually and the responsibility for doing so falls on the person managing the procedure and, ultimately, on the owner of the procedure. These figures assess the suitability of the operation and, if necessary, decide to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups
- The adequacy and results of the indicators
- The review process can take the form of:

	PE08_EADA_Pr02 Accreditation of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

- Changes to the procedure sheet
- Change in the catalog of indicators
- New improvement proposals that will be introduced in the Improvement Plan

8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following decision-making bodies:

- CDC
- CA
- CQC

Likewise, and annually, accounts are provided in the Degree Monitoring Reports (IST).

9. Associated documentation (INPUTS)

- AQU methodological guide
 - ISQ and PMQ previous years
 - SGIQ monitoring report for the previous year


10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PE08_EADA_Pr02_Rg01_Agen involved in the process	Digital	Working group Moodle	RdQ	Restricted access
PE08_EADA_Pr02_Rg02_Deed of approval of the self-report by the CDC	Digital	Working group Moodle	Secretariat Direction Academic	Restricted access
PE08_EADA_Pr02_Rg03_Autoi PMQ accreditation report	Digital	IRENE Area of EADA Quality	Quality Area www.eada.edu	

11. Indicators


U_OPA016 Percentage of substandards achieved with excellence, of the total substandards of the programs presented in the respective accreditation calls in the year of the external visit or DMA

U_OPA023 Percentage of conditional substandards, of the total substandards of the programs presented in the respective accreditation calls in the year of the external visit or DMA

	PE08_EADA_Pr02 Accreditation of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	


12. Flowchart



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PE09_U Internationalization Policies	Version: 1.0 Pages: 3
Owner: Vice-Rector for International Relations	

PE09_U Internationalization Policies

Prepared by:	Reviewed by:	Approved by:
Vice-Rector for Relations Internationals	Vice-Rector for Relations Internationals	Quality Committee of the UVic-UCC
Date: 05/14/2024	Date: 05/14/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PE09_U Internationalization Policies	Version: 1.0 Pages: 3
Owner: Vice-Rector for International Relations	

Version list

Version	Date	Description
v0	June 05, 2023	Initial drafting
v1	June 05, 2024	Introduction of changes in the order and content of the sections of the online process with the new UNIKUDE application of the UVic-UCC

1. Objective

Establish the procedure for how the University carries out the definition of the Internationalization Policies of UVic-UCC.

2. Scope

It applies to students, PDI and PAS who manage or participate in Internationalization and mobility programs or actions within the framework of UVic-UCC.


3. Owner Vice-Rector
for International Relations


4. Associated procedures

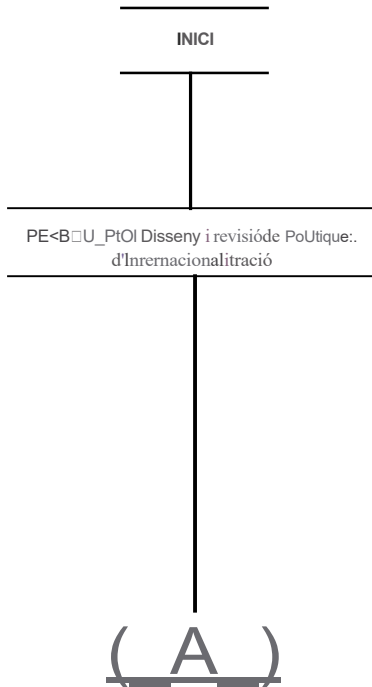
[PE09_U_Pr01 Design and review of Internationalization Policies](#)


5. Flowchart

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PE09_U_Pr01 Design and review of Internationalization Policies	Version: 1.0 Pages: 7
Manager: Vice-Rector for International Relations	

PE09_U_Pr01 Design and review of Internationalization Policies

Prepared by:	Reviewed by:	Approved by:
Vice-Rector for Relations Internationals	Vice-Rector for Relations Internationals	Quality Committee of the UVic-UCC
Date: 14/05/2024	Date: 05/14/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/ June / 2024
PE09_U_Pr01 Design and review of Internationalization Policies	Version: 1.0 Pages: 7
Manager: Vice-Rector for International Relations	

Version list

Version	Date	Description
v0	June 05, 2023	Initial drafting
v1	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UVic-UCC UNIKUDE application.

1. Objective

Establish the applicable system in the development, approval and dissemination of the Internationalization Policies of UVic-UCC.

2. Scope of application

It applies to students, PDI and PAS who manage or participate in Internationalization and mobility programs or actions within the framework of UVic-UCC.

3. Manager

Vice-Rector for International Relations

4. Interest groups

Students

IB

STEP


Researchers/nothing

5. Chain of responsibility

Vice-Rectorate for Teaching Staff: collect and analyze input elements. Agree with the bodies competent. Review, update and formulate Internationalization policies. Execute the policies, evaluate the results of these policies and make proposals for improvement or new Internationalization guidelines and policies to governing bodies for approval, dissemination and implementation.

International Relations Committee: make proposals and agree on the proposed Internationalization Policies.

International Relations Committee: constituted by the Vice-Rector for Relations International, which is chaired by the director of the International Relations Area, the

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/the director of the Careers Service the director of the Management Area Academic (or the person to whom he delegates) and the Heads of International Relations of federated and affiliated faculties and centers.

Rector's Board: assess proposals to update Internationalization Policies that do not substantially modify them.

Rector's Board: constituted by the rector, who chairs it, the vice-rectors, the manager and the general secretary.

University Governing Council (CGU): analyze the Internationalization Policy and propose modifications deemed appropriate. Approve the Internationalization Policy.

University Governing Council: constituted by the rector, who chairs it, the members of the Rectorate Board, the deans of the faculties and the directors of the schools, two students chosen by the Student Council, one representative of the PAS and two representatives of the PDI, chosen by the Senate. The UVic-UCC manager and the director will attend the meetings of the Governing Council, with a voice but without a vote. general of the FUBalmes and the general directors or equivalent positions of the federated entities.

General Secretariat: carry out the technical review of the approved Policy document of Internationalization and publish it on the university's institutional website. Custody of the archive.


6. Description

The Internationalization Policy has a dual purpose: on the one hand, it must adapt the processes, procedures and mobility regulations of members of the university community and on the other hand, it must promote the comprehensive internationalization of the entire institution and actively support the mission of UVic-UCC and its strategy.

The Vice-Rectorate for International Relations assumes responsibility for the design, updating and elaboration of Internationalization policies. This definition has as its referring to current legislation, UVic-UCC's own regulations on internationalization, the bases of external funding sources (e.g. Erasmus+) and the institution's Governance guidelines.

For its preparation, the Vice-Rectorate analyzes the input information and prepares a proposal that is agreed with the International Relations Committee. If applicable, due to the fact that the proposed changes affect relevant aspects of Academic Organization, the proposal is presented for approval to the Academic Committee.

For the updating and improvement of the Internationalization Policies, in those cases that do not imply a modification, but rather an update that does not substantially modify the

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current policies, the Vice-Rectorate for International Relations submits the modifications to the Rectorate Board where they are ratified. Otherwise, the established path for the development of new policies will have to be followed.

The Vice-Rectorate for International Relations may form working groups or commissions with members of the interest groups in order to debate and develop proposals that will be incorporated into the discussion with the different bodies mentioned above.

The Vice-Rectorate for International Relations presents the agreement to the CGU for review and approval, if applicable.

This procedure is continued in the support processes *PS05_Federation Technical management of internships and PS08_Federation Technical management of internationalization*. Likewise, these support processes are related to the operational processes *PO08_Centre Academic management of external internships and PO09_Centre Academic management of student mobility*.

The Vice-Rectorate for International Relations regularly collects and analyses the input elements, and based on this information, the existing internationalization policy is reviewed. If necessary, the relevant modifications are made based on the review and the process begins again the actions for their agreement and approval.

Accountability to the different groups and interest groups is ensured by these being groups represented in the bodies involved in the debate, review and approval and with publication in the corresponding channels.

7. Review and improvement


The procedure is reviewed annually and the responsibility for doing so falls on the person managing and owning the procedure. This person assesses the suitability of the operation and, if necessary, decides to implement improvement proposals.

The following is taken into account when reviewing this procedure:

- The suitability of the actions described.
- If modifications have been identified that can simplify the procedures without losing effectiveness
- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.

The review process can take the form of:

- Changes to the procedure sheet.
- Change in the catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

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8. Accountability

Accountability to the different interest groups is ensured through the participation of the different groups in the following collegiate bodies and debate committees:

- University Governing Council
- Rector's Board
- Academic Committee
- International Relations Committee.

9. Associated documentation (INPUTS)

[UVic-UCC Strategic Plan](#)

[Program agreement](#)

[Collective agreement](#)

[Current legal framework](#)

[UVic-UCC regulatory framework](#)

[NOF](#)

[Mobility regulations](#)

Rules and Regulatory Framework of the Erasmus+ Programme of the European Commission

Consultation with interest groups


[Ranking table \(QdC\)](#)

[Document access and evaluation tables \(TAAD\)](#)

10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PE09_U_Pr01_Rg01 Minutes of the meeting of the Committee International Relations	Digital	Moodle Working Group>Commission of Relations Internationals	VRI	access restricted
PE09_U_Pr01_Rg02 Minutes of the Commission meeting Academic	Digital	Document manager	VOA	restricted access
PE09_U_Pr01_Rg03 Minutes of approval of the Internationalization policies by the CGU	Digital	Document manager	Secretariat General	access restricted
PE09_U_Pr01_Rg04 Internationalization Policies	Digital	Campus Virtual>Community> Institution>University legislation>UVic-UCC>Community university	VRI	intranet

11. Indicators

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U_ACA025 Number of OUT stays per mobility program

U_ACA028 Number of IN stays per mobility program

U_ACA032 Number of international agreements

U_ACA035 Number of international programs

U_PER005 International mobility of PDI and PAS – IN

U_PER006 International mobility of PDI and PAS – OUT

U_ENQ028 Student satisfaction with mobility

12. Flowchart <https://>

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