
	<p align="center">PO01_EADA Participant recruitment</p>
<p>Date: January 9, 2024</p>	<p align="right">Version: 1.0 Pages: 3</p>
<p>Owner: Director of International Development</p>	

PO01_EADA Participant recruitment

<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: May 4, 2023</p>	<p>Admissions Director Date: May 10, 2023</p>	<p>CDC Date: January 9, 2024</p>

	PO01_EADA Participant recruitment
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of International Development	

Document revision list

Version	Date	Description
0	06/10/2019	Initial drafting Process PO03
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 how EADA, through the competent departments, reviews, updates and improves the procedures relating to the recruitment of participants, in accordance with the defined profile and the offer of places for each degree.

2. Scope


Applies to EADA's official qualifications.

3. Owner

Director of International Development


4. Associated procedures

PO01_EADA_Pr01 Informative actions for potential participants

	<p style="text-align: right;">PO01_EADA Participant recruitment</p>
<p>Date: January 9, 2024</p>	<p style="text-align: right;">Version: 1.0 Pages: 3</p>
<p>Owner: Director of International Development</p>	


5. Flowchart



	PO01_EADA_Pr01 Informative actions for potential participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Director of International Development; Director of Marketing, Communication and Fundraising	

PO01_EADA_Pr01 Informative actions for potential participants

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 14, 2024	International Development Director Director of Marketing & Engagement Date: May 17, 2024	CDC Date: July 9, 2024

	PO01_EADA_Pr01 Informative actions for participants potential
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Director of International Development; Director of Marketing, Communication and Fundraising	

Document revision list

Version	Date	Description
0	06/10/2019	Initial drafting of Procedures PO03_Pr01 and PO03_Pr02
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Establish the actions to be taken to recruit participants, in accordance with the defined profile and the offer of places of each degree.

2. Scope

Applies to EADA's official qualifications.

3. Manager

Head of the EADA Admissions Area.

4. Interest groups

Future participants (target audience)

IB


STEP

Collaborating educational institutions and other prescribers

5. Interest groups

EADA Management Committee (CDC): stipulate the main strategic lines of the center and its objectives (main framework of action).

CDC 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 area and systems and a technician, who will act as secretary.

	PO01_EADA_Pr01 Informative actions for potential participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Director of International Development; Director of Marketing, Communication and Fundraising	

Director of International Development (DDI): analyze the entry and exit profiles of the center's official degrees and detect recruitment needs, together with the head of the school's Admissions Area. Stipulate the center's main actions under the main framework of action.

Director of Marketing, Communication and Fundraising (DMC&F): with the Director of International Development, analyze the entry and exit profiles of the center's degrees and detect recruitment needs. Follow-up and participation in the development of the different strategic actions.

Head of the Admissions Area (RAA): responsible for designing and implementing the strategy for attracting enrolments for official degrees through all the agents involved, local and international.

Candidates: receive the execution of the actions. Some return a survey with the aim of assessing the effectiveness of the actions.

Collaborating institutions (prescribing public): they receive the execution of some actions that aim to improve the prescription of our titles.

6. Description

Each academic year, the school launches an action plan with the aim of attracting new participants within the framework of the strategic marketing plan. This procedure deploys a series of actions in various areas to disseminate the school's offer and seeks to generate and systematize the capture of contacts from potential interested parties (leads) to carry out subsequent follow-up actions and evolve these leads towards enrollment.

We can summarize the set of actions in these major areas: 1. Recruitment (enrollment)


2. Prescription of the groups that may influence the participant's decision 3. Positioning

(branding): Each of the activities and events are planned, reviewed and approved by the International Development department together with the head of the Admissions Area and the Communication and Marketing and Fundraising Area.

Actions in each area

1. Capture

- Visits and information sessions at Collaborating Universities to offer Master's degree programs in English.
- Various national and international fairs in America, Europe, Asia and Africa - Saló de l'Ensenyament i Futura - Open Days in person, hybrid and online - Personalized attention (in person and online)
- Specific advertising campaigns on different traditional and digital channels to capture leads.
- Information center: Processing of leads collected throughout the course (telemarketing, mailings, newsletters, telephone support...).

	PO01_EADA_Pr01 Informative actions for potential participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Director of International Development; Director of Marketing, Communication and Fundraising	

- Enrichment of leads: development of relationship plans that allow for regular and segmented contact with those people who have approached the institution via emailing, designing relationship plans adapted to people and their interests.

- Surveys with recruitment forms according to specific objectives - Publications that generate interactions to promote leads from social networks 2. Prescribers: EADA participants, professors, families and alumni

- Knowledge events to delve deeper into the interests of leads (areas of knowledge, current topics, etc.)

- Events and meetings for alumni around the world to encourage the recommendation channel.

- Graphic and documentary bank of testimonials, ambassadors and the like to show, disseminate and bring experience closer to the institution; business opportunities and news with diverse approaches of interest to leads.

3. Positioning (branding)

- Local and online urban brand positioning campaigns with local, regional or international segmentation

- Paid media (advertising) or earned media (publicity) via opinion articles, reports (branded content) or editorials in the main newspapers in the country -Representation through the participation of our faculty (faculty) in spaces, talks, conferences at both the local, national and international levels.

- Publications with opinion articles in the main newspapers, and appearances on the country's radio and television channels.

- Formulation, preparation and dissemination of studies and knowledge reports to be transferred to society in general or to special groups linked to business activity. They can be qualitative, quantitative or both.

- Website, blogs and the different Social Networks of the institution

- Annual publication of Growth magazine

- Publication of the EADA Foundation's Annual Report

- Attendance and collaboration at local, national and international cultural and training events

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 result in: -Changes to the procedure sheet.

- Change in the catalog of indicators.

- New improvement proposals that will be introduced in the Improvement Plan.

	PO01_EADA_Pr01 Informative actions for potential participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Director of International Development; Director of Marketing, Communication and Fundraising	

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)

EADA PMQ
 Media campaign
 Digital campaign
 Information center
 Branding and positioning
 Supports

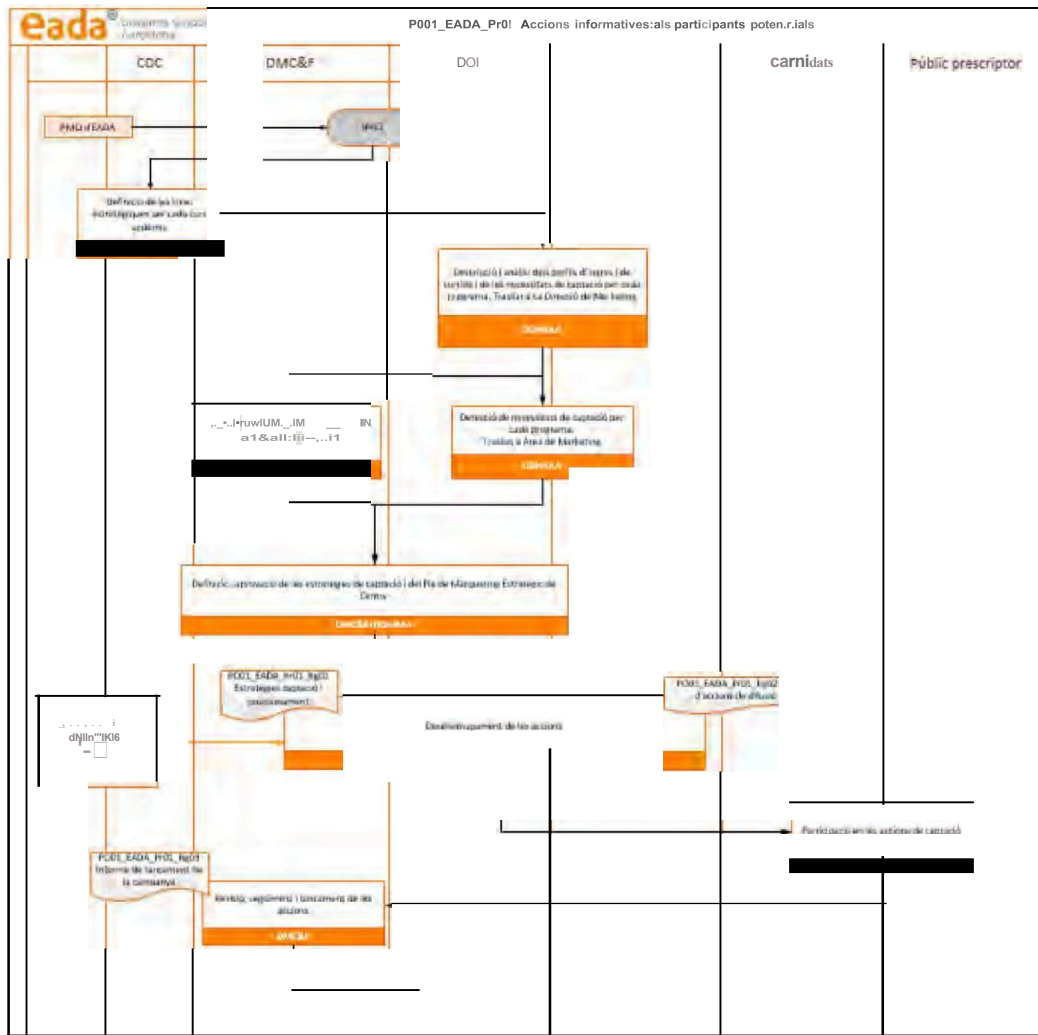
10. Records (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO01_EADA_Pr01_Rg01 Recruitment and positioning strategies	Digital	Computer network of the Admissions Area (IRENE)	Admissions Area Restricted	access
PO01_EADA_Pr01_Rg02 Dissemination action plan	Digital	Computer network of the Admissions Area (IRENE)	Admissions Area Restricted	access
PO01_EADA_Pr01_Rg03 Closing report campaign	Digital	Computer network of the Admissions Area (IRENE)	Admissions Area Restricted	access

11. Indicators

- U_ACA007- Number of new students
- U_ACA009 Percentage of newly admitted students enrolled in 1st preference
- U_ACA011 Newly admitted students by places offered (%)
- U_ACA021 Number of undergraduate studies with less than 40 new students out of the total undergraduate studies offered
- U_ACA022 Number of official master's degree studies with less than 20 new students out of the total official master's degree studies offered


12. Flowchart



	PO02_EADA Participant access
Date: January 9, 2024	Version: 1.0 Pages: 3
Manager: EADA Admissions Area, UVIC-UCC Academic Management Area	

PO02_EADA Participant access

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 8, 2023	International Development Department Date: May 18, 2023	CDC Date: January 9, 2024

	PO02_EADA Participant access
Date: January 9, 2024	Version: 1.0 Pages: 3
Manager: EADA Admissions Area, UVIC-UCC Academic Management Area	

Document revision list

Version	Date	Description
0	06/10/2019	Initial drafting Process PO04
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 procedures that allow defining and managing the actions planned for access, admission and registration of participants in official master's degrees in accordance with the regulations established by each university and its adequacy to the criteria defined by the university and the affiliated center.

2. Scope

Applies to official university master's degrees taught at EADA Business School.


3. Owner

International Development Department

4. Associated procedures

PO02_EADA_Pr01 Access, admission and registration of official degrees

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 8, 2023	International Development Department Date: May 18, 2023	CDC Date: January 9, 2024

	PO02_EADA Participant access
Date: January 9, 2024	Version: 1.0 Pages: 3
Manager: EADA Admissions Area, UVIC-UCC Academic Management Area	


5. Flowchart



P002_EADA Accés dels participants




Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 8, 2023	International Development Department Date: May 18, 2023	CDC Date: January 9, 2024

	<p align="center">PO02_EADA_Pr01 Access, admission and registration of official degrees</p>
<p>Date: July 9, 2024</p>	<p align="right">Version: 3 Pages: 6</p>
<p>Owner: International Development Area</p>	

PO02_EADA_Pr01 Access, admission and registration of official degrees

<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: May 9, 2023</p>	<p>International Development Director Date: May 19, 2023</p>	<p>CDC Date: January 9, 2024</p>

	PO02_EADA_Pr01 Access, admission and registration of the official qualifications
Date: July 9, 2024	Version: 3 Pages: 6
Owner: International Development Area	

Document revision list

Version	Date	Description
0	03/29/2019	Initial drafting
1	10/10/2022	Modification of the scope and management of the procedure
2	09/05/2023	Coding change to IQAS 5.0. Updating chain of responsibilities and procedure management
3	09/07/2024	Introduction of changes in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Establish a system that facilitates and guarantees support for participants who have recently entered the degrees. Master's degree officers during the registration period of the academic year.

2. Scope

Applies to official university master's degrees taught at EADA Business School.

3. Manager

International Development Area


4. Interest groups

Future participants
Current participants
IB
STEP

5. Chain of responsibility

EADA International Development Director (DDI): leads and supervises the execution of all actions derived from the university master's degree access procedure. The aim is that the access process of participants is carried out in compliance with the access requirements and admission criteria established according to internal and external regulations, ensuring that participants receive the necessary and quality attention and support. Resolves, together with the Area Admissions, scholarship and discount applications sent by candidates.

EADA Admissions Area (AAdm): is responsible for providing the requested information to interested candidates, assess the suitability of candidates' profiles in accordance with the requirements for access to the master's degree and manage the admission interviews with candidates. He is also responsible for responsibly collecting and validating the

	PO02_EADA_Pr01 Access, admission and registration of official degrees
Date: July 9, 2024	Version: 3 Pages: 6
Owner: International Development Area	

documentation submitted by candidates in accordance with the access criteria referred to above and within the established deadlines for the degree. It must also inform and notify participants of the deadlines and criteria for access to the degree and access to scholarships and discounts. Finally, if the registration resolution is positive, it is responsible for uploading to the Atlas application and prepares the personal data and registration upload files for the certifying university application (eg Sigma).

Admissions Committee (AC): once the candidate has been personally interviewed by the Specialty Coordinator, it analyzes the candidacy and authorizes the enrollment process to continue, or not.

The CA is made up of the program management and the coordinators of each specialty.

EADA international representatives: are responsible for contacting interested candidates from their respective countries, following up, conducting interviews whenever necessary, preparing an evaluation report for each candidate and sending it to the Admissions Area.

BITS: are responsible for creating access to the Virtual Campus for new participants and sending the credentials.

Academic Management Area of the university certifying the official qualification (AGA): Guarantees that the criteria and deadlines for access to the master's degree are carried out in accordance with the established regulations and ultimately verifies that the documentation provided by the affiliated center (EADA) regarding the participants is complete and meets the criteria for admission to the official master's degree. Supervises that the entire master's degree registration process functions correctly at the management systems level.


Candidate: is responsible for requesting access to a bachelor's or master's degree through the authorized channels, completing the application forms, carrying out the admission interviews established by the school and, in the event that access to the official degree is confirmed, delivering or sending the supporting documentation for admission and, where applicable, access to a discount or scholarship, within the established deadlines.

6. Description

The registration procedure for the official master's degree includes all the necessary actions to be carried out by the participant and the staff of EADA and the university that owns the corresponding degree to carry out the registration for each academic year for the entire group of new participants.

Prior to the registration process, the actions corresponding to access and admission to the master's degree will be carried out. These actions include:

- Application by the candidate for admission to the master's degree and completion of an admission interview. Provision of the supporting documentation for access and other required documentation.
- Monitoring and validation of compliance with the requirements for access to the master's degree by the Admissions Area. Compilation and validation of the documentation submitted by candidates in accordance with the access criteria referred to above and within the deadlines established for the degree.

	<p align="center">PO02_EADA_Pr01 Access, admission and registration of official degrees</p>
<p>Date: July 9, 2024</p>	<p align="right">Version: 3 Pages: 6</p>
<p>Owner: International Development Area</p>	

- Management of admission interviews.

- Assessment and resolution of the participant's admission to the master's degree by the Academic Services area of the university certifying the official qualification and the master's degree Admissions Committee.

- Management of new admissions to the master's degree through the EADA and the owner university's applications of the title respectively.

- In cases where the participant does not meet the access requirements, does not provide the required documentation or does not pass the admission interview, the registration will be cancelled.

- Notification to the participant of the resolution or refusal of admission to the official degree.

- Management of scholarships and discounts and tuition payment

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 result in: -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).

	PO02_EADA_Pr01 Access, admission and registration of the official qualifications
Date: July 9, 2024	Version: 3 Pages: 6
Owner: International Development Area	

9. Associated documentation (INPUTS)

Public information on enrollment requirements and access to the degree
Current university regulations

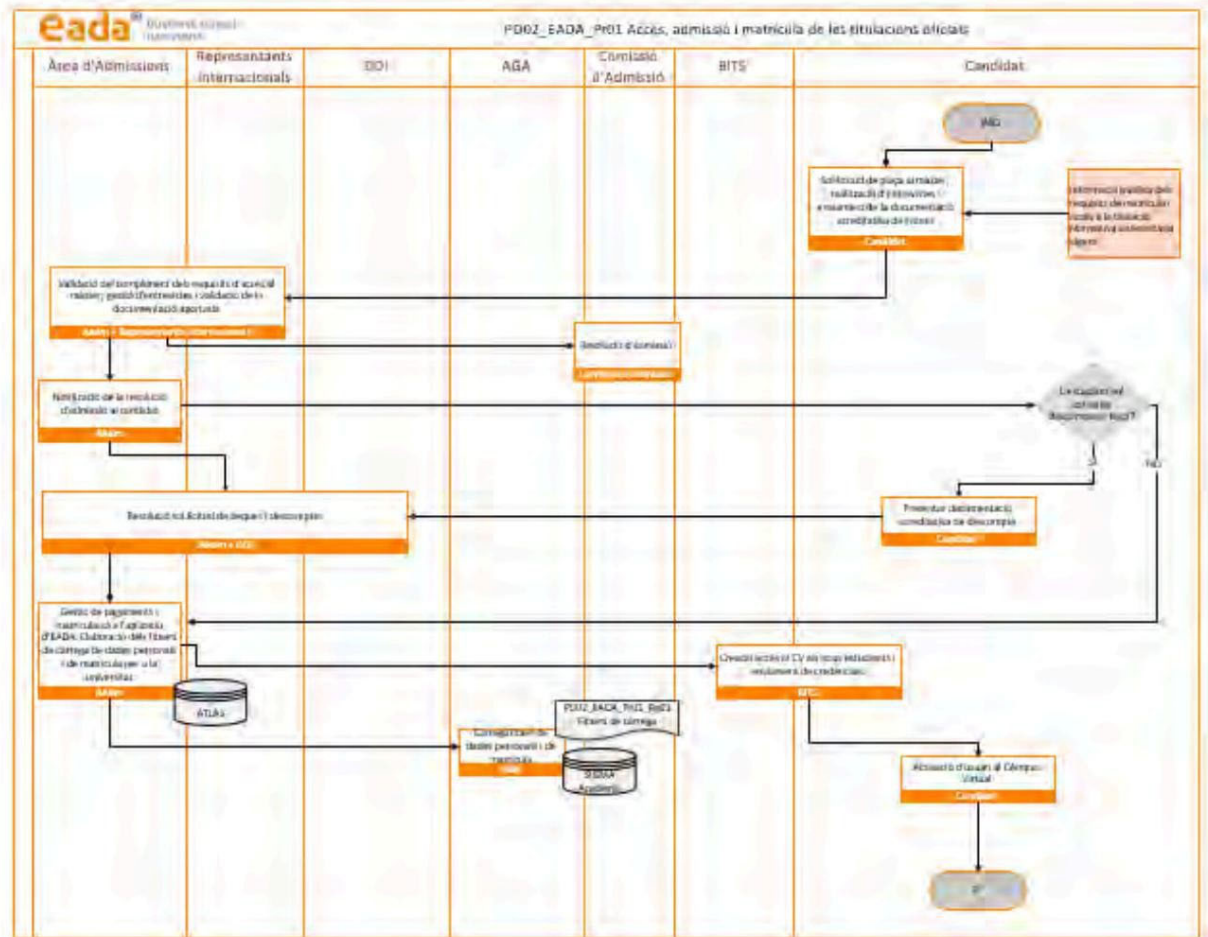
10. Associated documentation (OUTPUTS)


REGISTRATION	SUPPORT	LOCATION	CUSTODY	EVID_TYPE
PO02_EADA_Pr01_Rg01 Upload files	Digital	Area computer network Admissions	AAdm	Restricted access

11. Indicators

EADA_ACC001 Number of students who do not meet the admission criteria
EADA_ACC002 Percentage of students who do not meet the enrollment access criteria
U_ENQ047 Student satisfaction with the Academic Management Area


12. Flowchart



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO03_U Definition and monitoring of the Training Model	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

PO03_U Definition and monitoring of the Training Model

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: 08/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO03_U Definition and monitoring of the Training Model	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

Version list

Version	Date	Description
v0	May 20, 2020	Initial drafting
v1	May 17, 2021	Update of entries and exits
v2	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 systematics to be applied to define and monitor the UVic-UCC training model, oriented towards teaching practice and the student learning process.

2. Scope

Applies to all UVic-UCC stakeholders

3. Owner Vice-Rector

for Academic Organization

4. Associated procedures


[PO03_U_Pr01 Definition and monitoring of the Training Model](#)

5. Other related processes

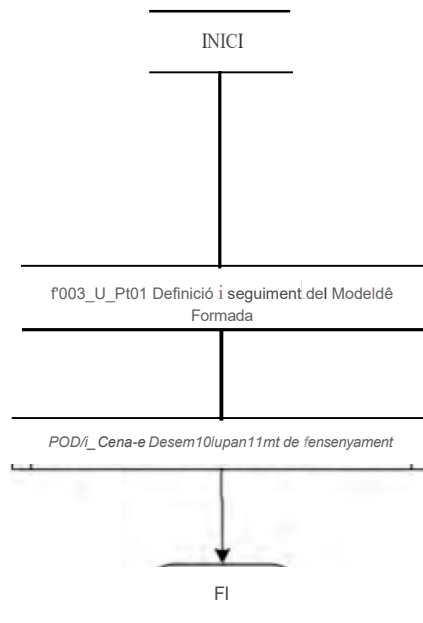
PO06_Teaching Development Center


6. Flowchart

https://universitatdevic.sharepoint.com/:u:/t/adq/Eedc-trYgDdlIQ57_FzLsf0Bsx4JJeU-87v4rN_bmW7H1Q

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO03_U Definition and monitoring of the Training Model	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	


 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	PO03_U Definició i seguiment del Model de Formació
--	---



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO03_U_Pr01 Definition and monitoring of the Training Model	Version: 2.0 Pages: 7
Manager: Assistant for Academic Affairs (VOA)	

PO03_U_Pr01 Definition and monitoring of the Training Model

Prepared by:	Reviewed by:	Approved by:
Attaché for Affairs Academics (VOA)	Vice-Rector for Planning Academic	Quality Committee of the UVic-UCC
Date: 08/05/2024	Date: 08/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO03_U_Pr01 Definition and monitoring of the Training Model	Version: 2.0 Pages: 7
Manager: Assistant for Academic Affairs (VOA)	

Version list

Version	Date	Description
v0	May 20, 2020	Initial drafting
v1	May 17, 2021	Update of entries and exits
v2	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UNIKUDE application UVic-UCC. Change in the chain of responsibility, it is removed The rector is joined by the Academic Committee of the university

1. Objective

The objective is to ensure transparency and participation of the entire educational community in determining the principles and methodological and evaluation decisions of training at UVic-UCC.

2. Scope of application

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

3. Manager

Assistant for Academic Affairs at the Vice-Rectorate for Academic Affairs (VOA)

4. Interest groups

Students

IB

STEP

Future students

Researchers/nothing

Employers/nothing

Social fabric of the University's area of influence


Collaborating internship entities

5. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): coordinates the updating process. Creation of a working committee.

Information to the Rector about the members who make up the working committee.

Submission of the update document to the University Governing Council (CGU) for approval

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO03_U_Pr01 Definition and monitoring of the Training Model	Version: 2.0 Pages: 7
Manager: Assistant for Academic Affairs (VOA)	

approval. If applicable, management of possible amendments made by the CGU and the redrafting (together with the working committee) of the final document.

Working Committee: together with VOA, they prepare the proposal for improvement or updating based on detected needs and collect the contributions of the committee and the educational community if applicable. Determination, constitution and coordination of specific committees to develop points or content more linked to the different groups and that have an impact on the development of teaching and training practice. Opening of a consultation process with the educational community to make the content of the update known and collect possible amendments in this regard. Re-drafting or readjustment of the working document integrating the considerations that may have been collected from the consultation process.

Working Committee: made up of academic representation from the different faculties, the services or technical units most closely linked to the training offer, and other members who may be considered, whether internal or external to the same institution.

University Governing Council (CGU): approval, update or revision of the Model Training.

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.

Academic Committee (AC): approves changes to the version of the Training Model document.


Academic Committee: made up of the vice-rector for academic affairs, who chairs it, the deputy for academic affairs, the heads of studies of the faculties, the directors of studies, the director of the academic management area, the head of the academic and studies secretariat of UManresa, the coordinator of the technical office of affiliated and linked centres, the members of the VOA technical office.

Corporate Communication and Institutional Relations Area: with the consensus of the Board of Rectorate, determination of communication and dissemination actions of the Training Model throughout the institution (together with VOA) and, if applicable, throughout society.

Degree coordinator: implementation of the actions or agreements expressed in the Training Model integrated into the procedure for monitoring the quality of the degrees.

6. Description

The procedure for defining and monitoring the Training Model begins when the institution identifies a need to respond to emerging situations in the context of the

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO03_U_Pr01 Definition and monitoring of the Training Model	Version: 2.0 Pages: 7
Manager: Assistant for Academic Affairs (VOA)	

university training. This is a procedure that generally starts from a set of decisions made in relation to these aspects and specifically from the previous definition of an existing Training Model. Therefore, and with the desire to be able to incorporate new perspectives in university training and with the desire to specify the strategic lines of how this should be developed within the framework of the UVic-UCC, the procedure that we propose makes sense.

Considering this prior, the procedure therefore begins when, at the request of the VOA, it is detected that an update or review of the Training Model is necessary. Although it is not currently established, it is recommended to carry out the review every four or five years, considering the evolution and changes that the university reality itself may have had. Also, and in response to other more contextual needs (change of Rector, new alliances, growth of the university, new guidelines, etc.) they may precipitate a review before the recommended deadline.

Once the need for this update has been established, the VOA initiates a process that includes representation from the different academic bodies of the UVic-UCC. In this sense, a working committee is formed that is made up of different people representing the faculties, units or services of the university, and even other people external to the community such as representatives of companies or employers in the professional environment, members of the board of trustees, educational institutions in the city, etc.


VOA and the working committee develop the proposal. Generally, this committee has deadlines to carry out the assigned task and based on these deadlines, it defines and agrees on a work plan to systematize the work.

The provisional document is drawn up as a result of the committee's work. In the event that the changes or modifications are more significant and require more specific work, the working committee and VOA may agree to create specific subcommittees of teaching staff, administrative staff, students, department heads, etc.

Once the working committee's version is closed, it is made available to the educational community through institutional communication channels (mainly the Apunt) and a consultation period for this update of the Training Model is opened.

After closing the consultation period and having collected all the suggestions, contributions or considerations, the working committee together with VOA will assess the changes to the version of the document, until having a proposal that is as consensual and receptive to the considerations as possible. collected.

VOA brings the new version to the CA for approval, if applicable. Subsequently, once approved by the CA, it is forwarded to the CGU and in this case, the protocol and deadlines established by the General Secretariat will be followed. If the document is approved, the procedure will be completed. If the document is not approved, the document review process will have to be activated again until a version approved by the CGU is available.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO03_U_Pr01 Definition and monitoring of the Training Model	Version: 2.0 Pages: 7
Manager: Assistant for Academic Affairs (VOA)	

The procedure ends when, after the approval of the new version of the Training Model, it is returned to the community based on the different communication and dissemination actions that the institutional communication area and the VOA have considered. This communication is also conditioned by the changes and the degree of modification that the Training Model has had in this new version with the implementation of communication and deployment measures derived from the same approval.

It must be taken into account that once the document has been approved and shared, it will be necessary to plan for its deployment and the purposes contained therein within the framework of monitoring the improvement planned in the training programs as a whole.

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 following collegiate bodies and debate committees:

- University Governing Council
- Academic Committee
- Working committee

It is also accountable for publication in the Apunt for the entire university community.

9. Associated documentation (INPUTS)

- [UVic-UCC Strategic Plan](#)
- [UVic-UCC regulatory framework](#)
- [Previous Training Model](#)

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
	Version: 2.0 Pages: 7
PO03_U_Pr01 Definition and monitoring of the Training Model	
Manager: Assistant for Academic Affairs (VOA)	

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

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

10. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PO03_U_Pr01_Rg01 Minutes of approval of the Training Model for	Digital	Document manager	General Secretariat access	restricted
PO03_U_Pr01_Rg02 Training Model	Digital	Computer network of General Secretariat	General Secretariat	public website
PO03_U_Pr01_Rg03 News from the Point	Digital	Computer network of the Communication Area	AdC	public website

11. Indicators

U_ACA049 Performance rate

U_ACA053 Efficiency rate (%)

U_ACA054 Success rate (%)

U_ENQ001 PDI satisfaction with the teaching provided

U_ENQ002 Student satisfaction with the teacher's teaching action

U_ENQ003 Student satisfaction with the subject

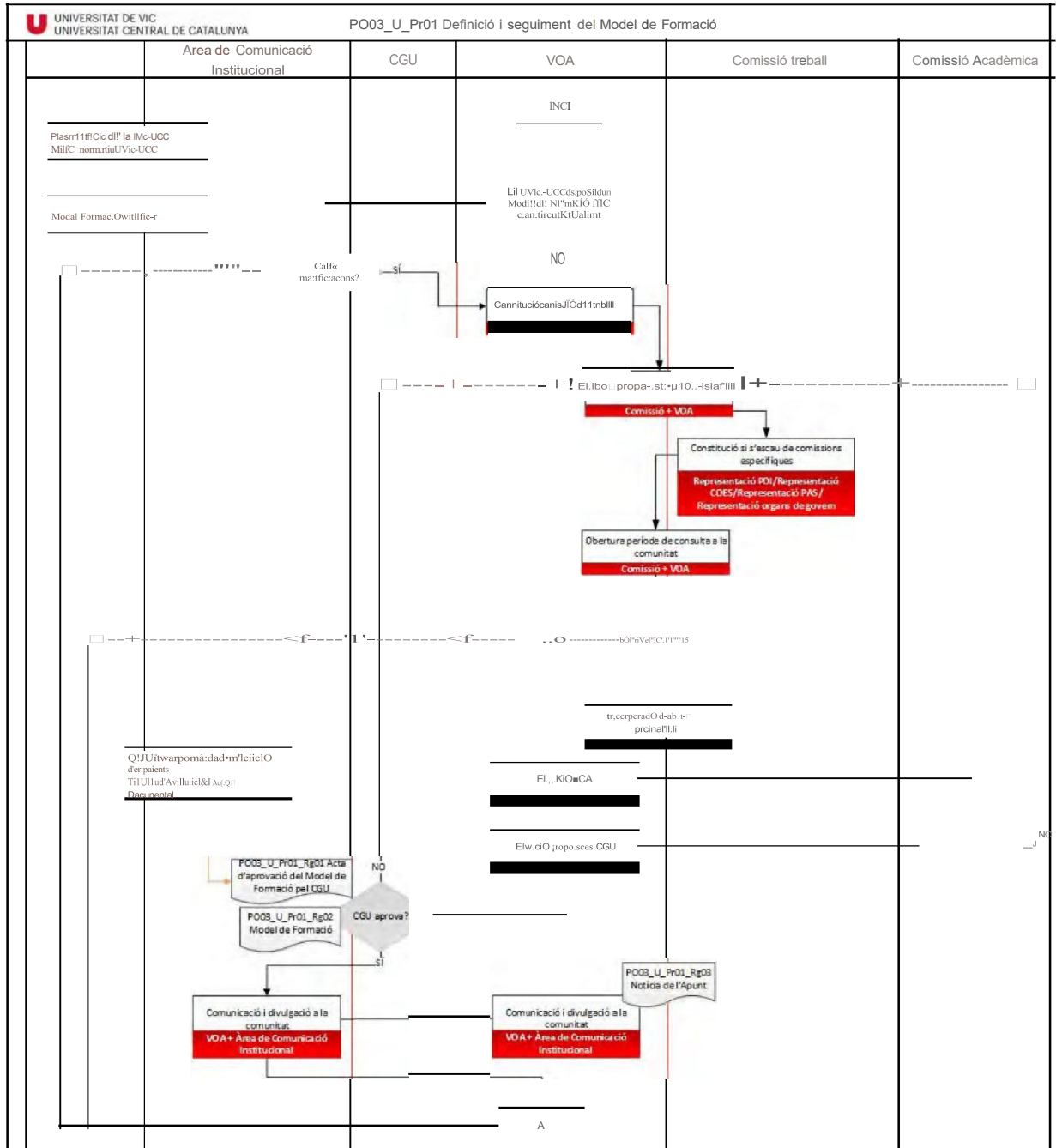
U_ENQ038 Student satisfaction with learning support systems


U_ENQ039 Student satisfaction with general services, infrastructures and spaces

12. Flowchart <https://>

universitatdevic.sharepoint.com/:u:/t/adq/EWZXybCMp0NBuU_DU6U0UcQBGSokyQ5


[z3HWIC-8HYpIJgA](#)



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/06/2024
PO04_U Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

PO04_U Definition and monitoring of the Framework Academic Regulations

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
PO04_U Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	

Version list

Version	Date	Description
v0	May 20, 2020	Initial drafting
v1	May 17, 2021	Update of entries and exits
v2	June 5, 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

This procedure establishes the system that must be applied for the preparation, updating, monitoring, review, dissemination and application of the Academic Regulations of the University.

2. Scope

Applies to all UVic-UCC stakeholders

3. Owner Vice-Rector


for Academic Organization

4. Associated procedures

[PO04 U Pr01 Definition and monitoring of the Academic Regulatory Framework](#)

5. Other related processes

PO06_Teaching Development Center

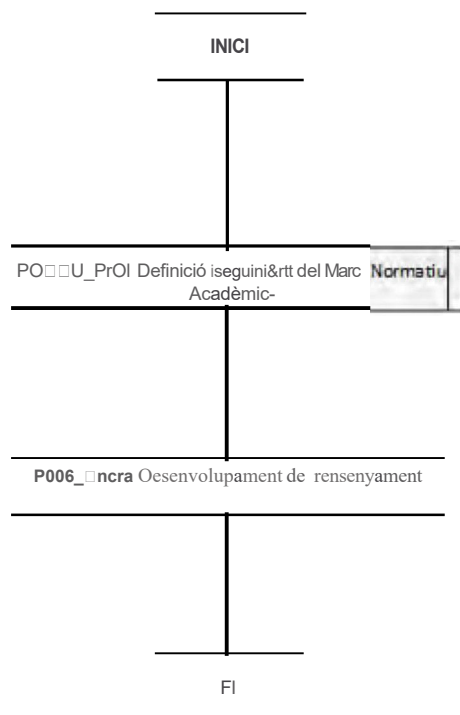
 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05/06/2024
PO04_U Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 3
Owner: Vice-Rector for Academic Organization	


6. Flowchart

<https://universitatdevic.sharepoint.com/:u:/t/adg/EbIBhR9WlaplvdyvRi1awDEBbDz5mYf9x80Z>

[5W5ngtg_Dw?e=j0eMed](#)


 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	PO04_U Definició i seguiment del Marc Normatiu Acadèmic
--	--



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 6
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework

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: 2.0 Pages: 6
PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework	
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Version list

Version	Date	Description
v0	May 20, 2020	Initial drafting
v1	May 17, 2021	Update of entries and exits
v2	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. Creation of a new indicator

1. Objective

This procedure establishes the system that must be applied for the preparation, updating, monitoring, review, dissemination and application of the Academic Regulations (NA) of the University.

2. Scope of application

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

3. Manager

Technical Office of the Vice-Rectorate for Academic Organization

4. Interest groups

Students

IB

STEP

Graduates

Future students


Collaborating internship entities

5. Chain of responsibility

Vice-Rectorate for Academic Organization (VOA): prepare the NA. Make proposals for updating the NA to the Academic Committee (CA). Collect and analyze the input elements. Submit proposals for updating the NA of a substantial nature (NA rules and agreements) for approval by the University Governing Council (CGU) at the proposal of the CA and ensure their dissemination and implementation.

Technical Office of the Vice-Rectorate for Academic Organization (OTVOA): propose the preparation, updating and improvement of the NA. Collect and analyze the input elements technically.

Present the proposals to the CA. Enter the NA and updates to the specific application. Publish and keep the public information updated on the websites of the UVic-UCC centers.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 6
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

Academic Committee (AC): Review, analyze and make proposals, if necessary, for the improvement of NAs.
Approve proposals for updating the NAs of a non-substantive nature (NA procedures) and agree on proposals for updating the NAs of a substantial nature (NA rules and decisions) to be presented to the governing bodies.

Academic Committee: 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.

Study Head/Study Director: as a member of the AC, review and analyze the proposals for updating the NAs and, if applicable, present improvement proposals to the VOA. Bring the proposals to the center for consultation and, if applicable, make improvement proposals.

UVic-UCC academic management services and other areas and services: review, analyze and make proposals to improve and update the NAs, if applicable. Apply regulations.

Student Council: review and, if necessary, make amendments to the proposals for updating the NAs of a substantial nature (NA rules and agreements) that, within the framework of the CA, have been agreed to present to the governing bodies.

University Governing Council (CGU): analyze the proposals of the CA and approve them or propose any updates deemed appropriate.


University Governing Council: 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 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 voice but without vote.

6. Description

The NAs form the normative and regulatory framework for the academic organization of the UVic-UCC.

The VOA assumes responsibility for the design, updating, preparation and publication of the NAs.

The UVic-UCC systematically carries out an annual review process of the NAs of the university bachelor's and master's degree studies within the framework of the University's CA. This advisory committee is coordinated by the VOA and is made up of the heads of studies or directors of studies of each of the UVic-UCC centers, the heads of the academic management secretariats and the VOA team. This review process (which begins in January-February and ends in May/ June) updates the regulations in accordance with current university legislation and the UVic-UCC's own regulations.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework	Version: 2.0 Pages: 6
Manager: Technical Office of the Vice-Rectorate for Academic Organization	

To prepare the proposal to update the NAs , The VOA, together with the OTVOA and the AGA, analyze and review the articles and application of the current NAs every year in order to meet new needs, improve some practices and maintain current state, Catalan and UVic-UCC university legislation.

The VOA and the OTVOA analyze the proposals for updating the NAs that arrive through the different channels established by the institution, the proposals from the centers of the academic management services of the UVic-UCC and other areas and services that need to update the NAs, which are conveyed through the members of the Academic Committee who represent them.

The OTVOA compiles all the information, reviews it technically, prepares the proposal previously worked on with the affected units and presents it to the CA for assessment and, if applicable, agreement or approval.

The proposal is presented and worked on in the CA and subsequently in each of the University's centers, through the head of studies/study director of each center.

Proposals to update the NAs of a substantial nature (NA rules and agreements) agreed by the Academic Committee are submitted to the approval of the CGU by the VOA.

Before the NA is approved by the CGU, proposals for updating the NA of a substantial nature (NA rules and agreements) are sent to the members of the Student Council as a consultation body before submitting them for approval by the CGU. Once approved, both substantial and non-substantial improvements are updated in the NA application and published on the University and center websites.

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.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
	Version: 2.0 Pages: 6
PO04_U_Pr01 Definition and monitoring of the Academic Regulatory Framework	
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:

- UVic-UCC Academic Committee
- University Governing Council

It is also responsible for publishing the academic regulations for each course on the websites of the University and the centers.

9. Associated documentation (INPUTS)

[UVic-UCC Strategic Plan](#)

[Current legal framework](#)

[UVic-UCC regulatory framework](#)

[Academic Regulations for the](#)

[Bachelor's Degree Classification Table \(QdC\)](#)

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

10. Records (OUTPUTS)

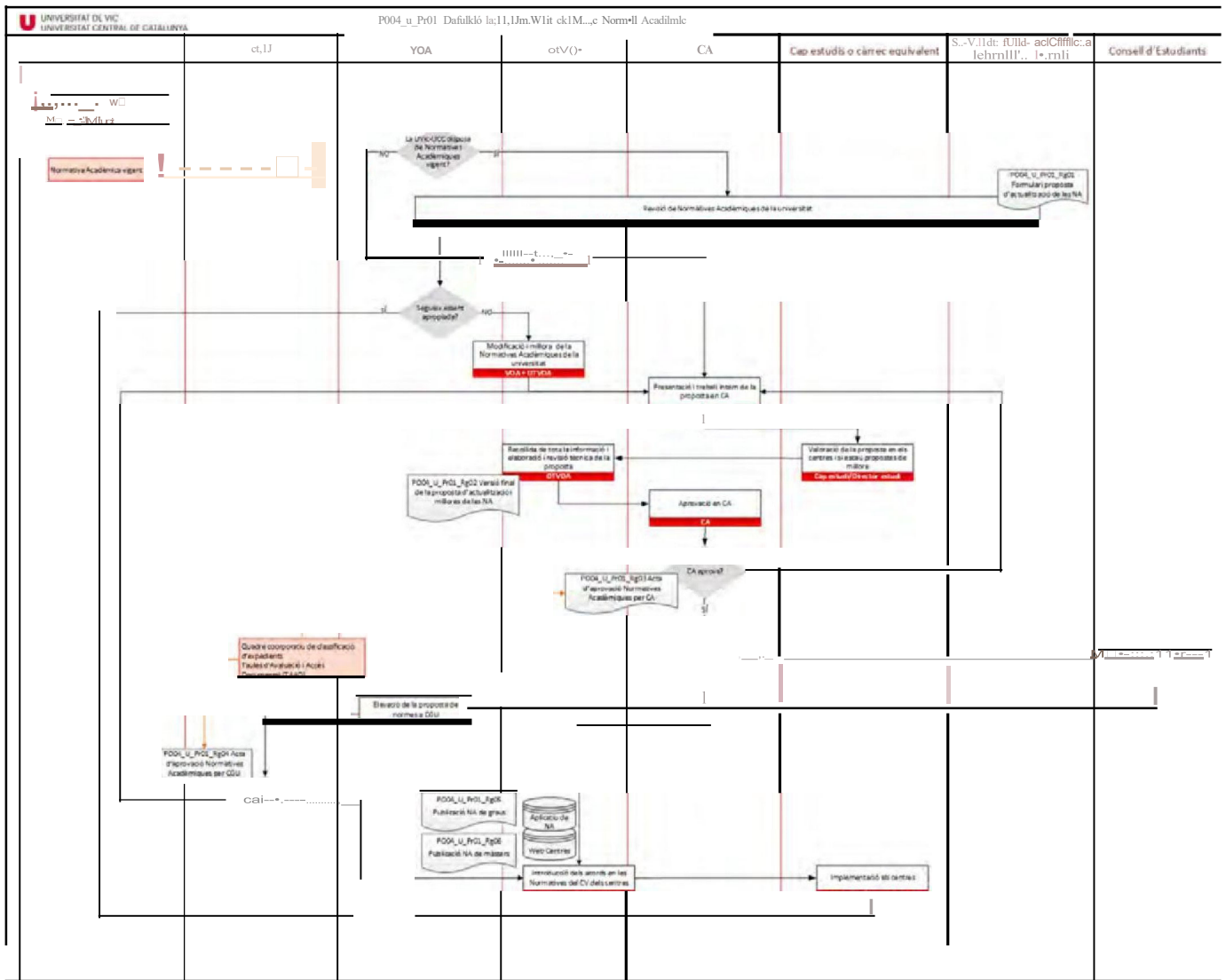
REGISTRATION	LOCATION	SUPPORT	CUSTODY TYPE	EVID
PO04_U_Pr01_Rg01 NA update proposal form	Digital Virtual	Campus > Working groups > Commission Academic	OTVOA	Access restricted
PO04_U_Pr01_Rg02 Final version of the proposed modifications and improvements to the NA	Digital Virtual	Campus > Working groups > Commission Academic	OTVOA	Restricted access
PO04_U_Pr01_Rg03 Minutes of approval of regulations Academics for CA	Digital	Document manager	OTVOA	Access restricted
PO04_U_Pr01_Rg04 Minutes of approval of regulations Academics for CGU	Digital Virtual	Campus > Community > Institution > Governing Council	Secretariat General	Restricted access
PO04_U_Pr01_Rg05 NA publication of degrees	Digital Web	UVic-UCC > Rules and regulations > Undergraduate Studies	OTVOA	public website
PO04_U_Pr01_Rg06 NA publication of master's degrees	Digital Web	UVic-UCC > Rules and regulations > Undergraduate Studies	OTVOA	public website


11. Indicators

U_ OPA031 Percentage of proposals to update academic regulations approved with respect to those proposed.

12. Flowchart <https://>


universitatdevic.sharepoint.com/:u:/t/adq/Ed7nALsZ28xOgu2gRLPHD98BRByqZwkCNaRMBLXwlbXT2Q



	<p align="center">PO05_EADA Academic organization and planning</p>
<p>Date: January 9, 2024</p>	<p align="right">Version: 1 Pages: 3</p>
<p>Owner: Academic Director</p>	

PO05_EADA Academic organization and planning

<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: June 28, 2023</p>	<p>Academic Direction Date: July 18, 2023</p>	<p>CDC Date: January 9, 2024</p>

	PO05_EADA Academic organization and planning
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO05
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 way in which the annual teaching schedule of the subjects of the different departments is designed. official qualifications.

2. Scope

Applies to official university master's degrees taught at EADA Business School.


3. Owner

Academic Director

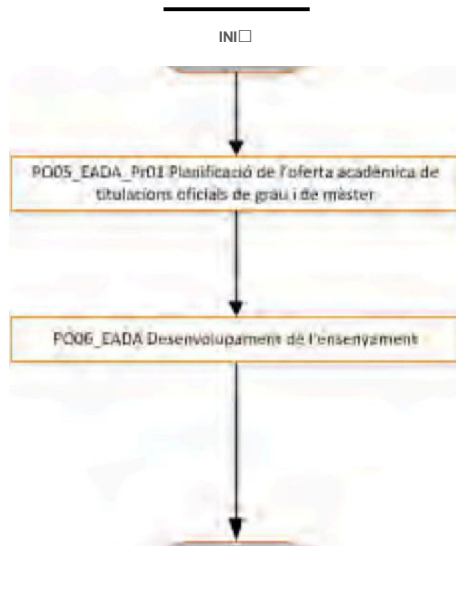
4. Associated procedures

PO05_EADA_Pr01 Planning of the academic offer of official degrees
PO06_EADA Development of teaching


Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 28, 2023	Academic Direction Date: July 18, 2023	CDC Date: January 9, 2024

	<p align="center">PO05_EADA Academic organization and planning</p>
<p>Date: January 9, 2024</p>	<p align="right">Version: 1 Pages: 3</p>
<p>Owner: Academic Director</p>	

5. Flowchart




<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: June 28, 2023</p>	<p>Academic Direction Date: July 18, 2023</p>	<p>CDC Date: January 9, 2024</p>

 eada [®] business school barcelona	PO05_EADA_Pr01 Planning of the academic offer of official degrees
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

PO05_EADA_Pr01 Planning of the academic offer of official degrees

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 30, 2024	Academic Director Date: May 31, 2024	CDC Date: July 9, 2024

	PO05_EADA_Pr01 Planning of the academic offer of official qualifications
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO05
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

The objective is to manage the planning of both the teaching offer and the teaching assignment of official degrees, guaranteeing that the subjects offered ensure the achievement of the competencies identified in the verification memories.

2. Scope

Applies to EADA's official qualifications.

3. Manager

Program Director

4. Interest groups

Participants

STEP


IB

5. Chain of responsibility

Program Director (PD): establishes and reviews program competencies. Designs a proposal of subjects and learning objectives in accordance with the Degree Verification Report and reports degree monitoring (IST). Prepares the academic offer proposal for the official degree for the following academic year (n+1), in accordance with the current course offer (n) and the stable parameterizations of the subjects. Once the academic offer proposal is validated, the programming of subjects, classrooms and teaching staff is introduced, corresponding to the ATLAS system.

Academic Department Management (DDA): Reviews the Program Director's proposal and validates it. Assigns the teaching resources in accordance with the expected number of participants in each cohort, ensuring that the subjects offered ensure the achievement of the competencies identified in the verification reports.

Financial and Corporate Services Department (DF&SC): reviews, proposes relevant modifications and budgets the annual training offer validated by the Department's Academic Management.

	PO05_EADA_Pr01 Planning of the academic offer of official degrees
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

Academic Secretariat (SA): initiates the annual Academic Planning procedure in accordance with the planning calendar established by the Academic Management.

UVIC-UCC Academic Management Area (AGA): the academic offer presented by the center is entered into the system, it is reviewed and the corresponding enrollment tests are carried out, to guarantee its correct functioning and detect possible incidents.

6. Description

The procedure for planning the teaching offer of official degrees manages the planning of the academic offer in accordance with the subjects indicated in the study plans, the methodologies used and the forecasts of participants based on each cohort.

The Academic Secretariat initiates the annual Academic Planning procedure in accordance with the established planning calendar. From here, the Program Director prepares the academic offer proposal for the official degree for the following academic year (n+1), in accordance with the offer for the current academic year (n) and the stable parameterizations of the subjects. These proposals include:

- The subjects in extinction with their corresponding parameterization
- Modifications and changes to study plans with their corresponding parameterization

Once the academic offer plans have been entered, the DAD analyses them, validates them and subsequently shares them with the Finance and Corporate Services Department so that they can include them in the preparation of the annual budgets and can propose, if necessary, the pertinent modifications. Once the teaching offer has been validated, the Program Management enters the programming into the ATLAS system of the corresponding subjects, classrooms and PDI.


Finally, the Academic Management Area of the UVIC-UCC (AGA) enters the academic offer presented by the center into the system, reviews it and carries out the corresponding enrollment tests, to guarantee its correct functioning and detect possible incidents.

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

 eada [®] business school barcelona	PO05_EADA_Pr01 Planning of the academic offer of official degrees
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

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. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO05_EADA_Pr01_Rg01 Calendar Planning Academic	Digital	Academic Area computer network	Academic Area	Restricted access
PO05_EADA_Pr01_Rg02 Report/summary of the teaching offer	Digital	Academic Area computer network	Academic Area	Restricted access

10. Other related processes or procedures

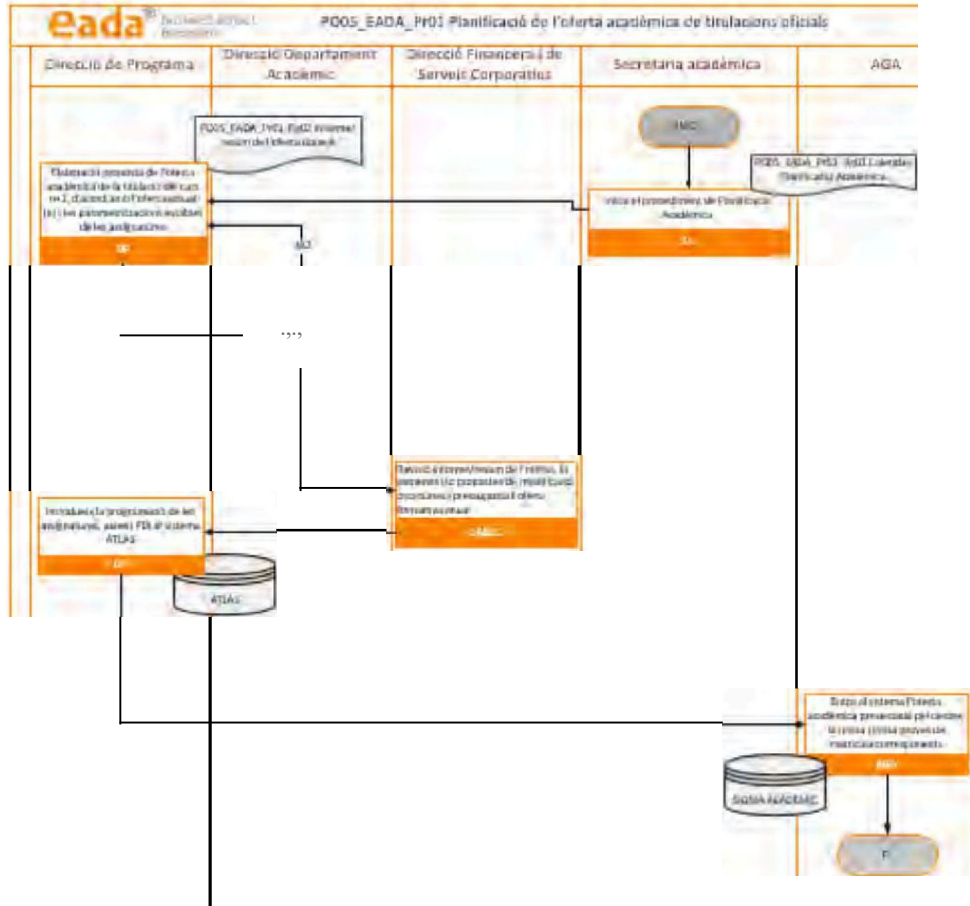
PO06_EADA_Pr01 Organization of the annual offer at the center


11. Indicators

U_OPA009 Number of proposals for modifications received by each center on the teaching offer already validated by VOA

U_OPA010 Number of incidents received by all agents involved during the course of the procedure


12. Flowchart



	PO06_EADA Development of teaching
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	

PO06_EADA Teaching development

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 28, 2023	Academic Direction Date: July 18, 2023	CDC Date: January 9, 2024

	PO06_EADA Development of teaching
Date: January 9, 2024	Version: 1 Pages: 3
Owner: Academic Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO01
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 actions to be carried out annually to guarantee that the curricula of the different degrees offered at the center are developed correctly according to the regulations and quality principles of the UVic-UCC and the center itself.

2. Scope

It applies to official undergraduate and master's degrees taught at EADA Business School.

3. Owner

Academic Direction

4. Associated procedures

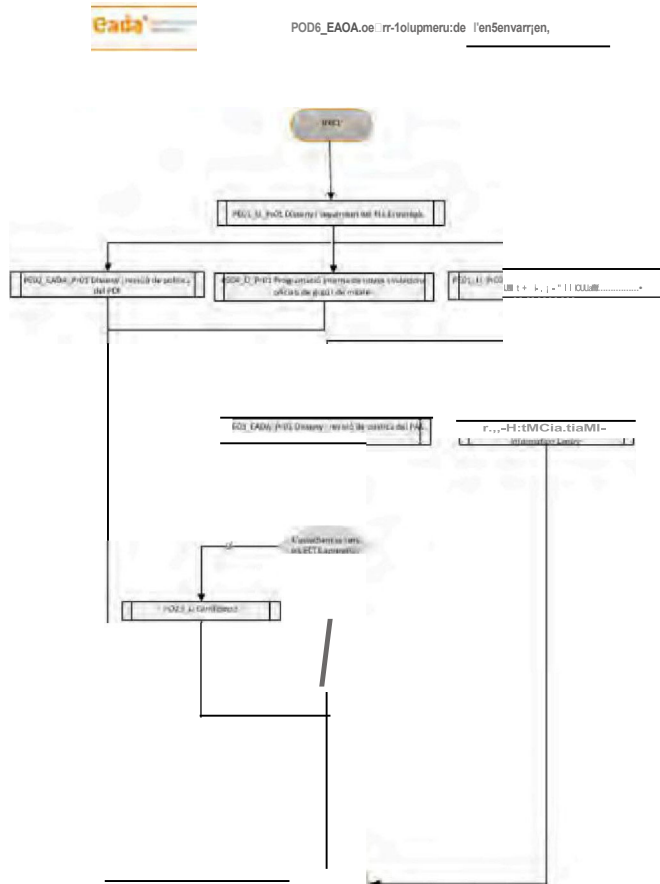
- PO06_EADA_Pr01 Organization of the annual offer at the center
- PO06_EADA_Pr02 Evaluation of participants in official degrees in ordinary call
- PO06_EADA_Pr03 Review of qualifications
- PO06_EADA_Pr04 Evaluation of participants in official degrees in extraordinary call

5. Other related processes or procedures

- PS07_EADA Management of the Knowledge Information Centre
- PO13_U Certification

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 28, 2023	Academic Direction Date: July 18, 2023	CDC Date: January 9, 2024

6. Flowchart



Reviewed by:

Approved by:

Quality Manager


Academic Direction

CDC

Date: June 28, 2023


Date: July 18, 2023

Date: January 9, 2024

	PO06_EADA_Pr01 Organization of the annual offer at the center
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

**PO06_EADA_Pr01 Organization of the annual offer at
the center**

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 10, 2024	Academic Director Date: June 15, 2024	CDC Date: July 9, 2024

	PO06_EADA_Pr01 Organization of the annual offer at the center
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO07
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

The objective is to manage the planning of the annual academic offer of the official bachelor's and master's degrees of the center, taking into account the planning of the previous year and any changes that may have occurred in the degrees in the framework of VSMA processes.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Academic Director

4. Interest groups

Collaborating internship entities

Participants

STEP


IB

5. Chain of responsibility

Academic Direction (DA): reviews and analyzes the proposed academic offer of the center approved by the CDC and subsequently sends it to the International Development Directorate (DDI) and to the coordinators of the specialties to review the stable parameters. Later, together with the Dean, he/she will assess the possible changes.

International Development Directorate (DDI): together with the EC, it reviews the stable parameters of the academic offer, and if applicable, proposes changes in the unstable parameters of their degree.

Specialty coordination (CE): together with the DDI, reviews the stable parameters of the academic offer, if applicable, proposes changes to the unstable parameters of their degree together with the Management Academic of Departments. Review the TFM and internship proposals from the academic offer.

	PO06_EADA_Pr01 Organization of the annual offer at the center
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

Academic Secretariat (SA): reviews the proposal of the academic offer presented by the centre. It also introduces and parameters the academic offer.

6. Description

Based on the proposal made by the CDC obtained from the academic offer of the previous year, and taking into account possible modifications due to extinction processes, newly implemented courses or modifications due to the various VSMA processes, the Academic Director carries out an initial review.

Once reviewed, it is sent to the International Development Directorate and the specialty coordinations so that they can review the stable parameters of the different subjects in case any changes are proposed due to the fact that any subject may have undergone a change in the learning methodology. Subsequently, the Dean and the Academic Directorate assess the possible changes to the stable parameters and, if applicable, approve the proposals for changes to the stable parameters of the center's academic offer.

Once the proposed changes in the stable parameters of the academic offer have been entered, the Coordination and Management of Academic Departments will proceed to assess what the non-stable parameters of the offer will be for the current academic year: forecast of students, groups, places, semester, modality, extinction. The Academic Secretariat, in coordination with the DDI, will enter the different proposals into the academic offer.

Once the non-stable parameters have been entered, the offer will be sent for review to UVic-UCC so that it can review and validate the offer.


The offer will also be sent to the specialty coordinations so that they can review that the offer of the internship subjects is correct, both in terms of places and groups, and so that they can review the places and groups of the TFM subjects. Once all the reviews have been made, the Academic Secretariat will enter and parameterize the academic offer of the center and, then, together with the Academic Management and the specialty coordinations, a proposal and review of schedules will be made which, once validated, the Academic Secretariat will enter into ATLAS.

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

	PO06_EADA_Pr01 Organization of the annual offer at the center
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Program Director	

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. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO06_EADA_Pr01_Rg01 Changes in academic offer	Digital	Computer network IRENE	Secretariat Academic	Restricted access
PO06_EADA_Pr01_Rg02 Academic offer of the Center	Digital	Computer network	DDI	Restricted access
PO06_EADA_Pr01_Rg03 Master's schedule	Digital	Computer network	DDI	Public website

10. Indicators

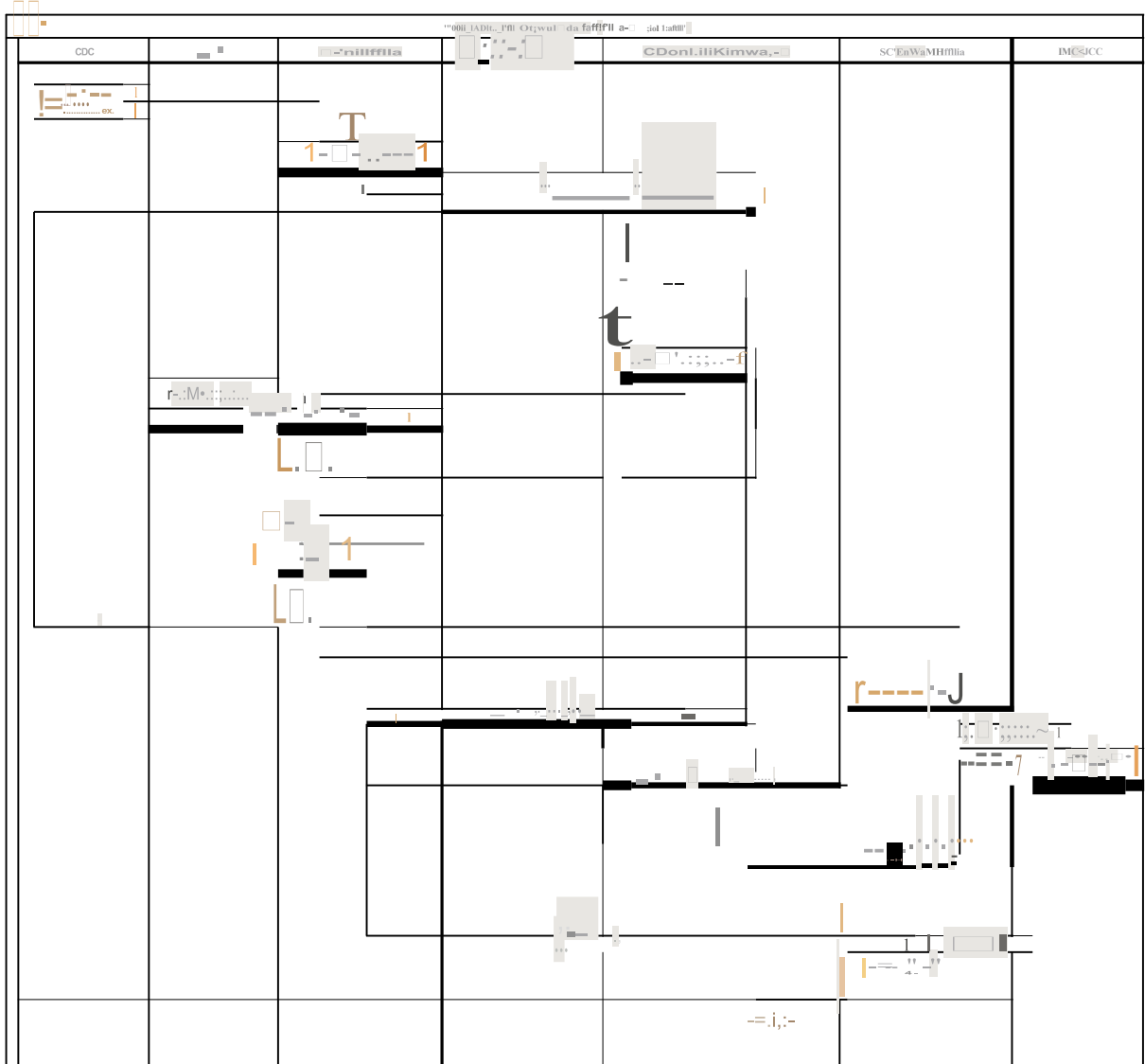
No indicators


11. Flowchart

Date: July 9, 2024

Version: 2
Pages: 5


Manager: Program Director



	PO06_EADA_Pr02 Evaluation of participants in official degrees in ordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

PO06_EADA_Pr02 Evaluation of participants in official degrees in ordinary call

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 15, 2024	Academic Director Date: June 17, 2024	CDC Date: July 9, 2024

	PO06_EADA_Pr02 Evaluation of degree participants officers in ordinary convocation
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO08
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Define the necessary actions for the evaluation of students in the ordinary call. Specifically, the procedure defines the two ways in which knowledge and skills can be assessed acquired by a participant enrolled in a subject, which are: the evaluation integrated into the process of teaching (continuous assessment throughout the school period), and the single assessment by competencies, applicable in the cases contemplated by the Academic Regulations that the institution publishes on its website.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Academic Director


4. Interest groups

Collaborating internship entities
 Participants
 STEP
 IB

5. Chain of responsibility

Academic Secretariat (SA): defines the calendar for closing and signing of minutes, opens minutes, custodian documents of signatures of acts and archives of acts.

Coordination of the specialty: reviews the adequacy of the subject evaluation systems according to the current regulations. The department approves the proposal of the subject teachers in the application of limitations in the calculation of final grades. In case of disagreement on the part of the participant, he/she may ultimately rectify the minutes and modify the grade in coordination with the Academic Secretariat. Inform

	PO06_EADA_Pr02 Evaluation of participants in official degrees in ordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

students and teaching staff to rectify, if necessary, the grade in their file. The EC is also responsible for the entire review of grades, their transfer and their formalization until the signing of the minutes.

Academic Management: defines the grade entry calendar.

Teaching staff responsible for the subject: implements the published assessment system and this implies that, based on the design made, they define the tests and assessment and recovery activities, correct and review the activities, partially grade the different activities and at the end of the subject calculate the final grade. They also design the single skills test and evaluate it.

Participant: completes the assessment activities set by the subject teachers. Activates the grade review procedure if deemed appropriate.

6. Description

The professor responsible for the subject, in accordance with current regulations, the master's report and the coordination's instructions, defines the evaluation system that will be used in the subject and reviews it before the start of the academic year. If any limitation is planned to be applied in the calculation of the final grade, the proposal must be forwarded to the department for approval. Once approved, it is published.

If no limitations apply and the evaluation system respects academic regulations, the teaching staff directly publishes the evaluation system.


The information on the assessment conditions must contain, at a minimum: the assessment activities and the percentages assigned to each activity, whether they are recoverable activities or not (and if applicable, what the recovery conditions are) and finally, if applicable, the limitation in the calculation of the final grade approved by the department.

The publication of the information is done in two documents that maintain a link, on the one hand the methodological guide of the public subject on the degree website, and also in the work plan within the subject on the virtual Campus.

- Methodological guide for the subject: official document that includes the entire description of the subject program (skills, learning outcomes, methodology, contents, evaluation system and bibliography).
- Work plan: document that sets out the teaching sequence in terms of activities (training and assessment) and also their timing. It specifies the contents and marks the thematic blocks of the subject.
The work plan is directly related to the structuring of the virtual classroom.

Once the information regarding the subject program and also the evaluation of the subjects has been published, the teaching period begins.

Within the framework of the master's regulations, formative evaluation is carried out as part of the teaching and learning process. This implies that the teaching staff, from the beginning of the subject until the end, in accordance with the conditions established in the publication of the evaluation, develops the planned evaluation activities.

	PO06_EADA_Pr02 Evaluation of participants in official degrees in ordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

These are informative and formative for students and, therefore, as they are carried out, the teaching staff publishes the grades in the virtual classroom and carries out the corresponding revisions. Once the process is complete, it is the same teaching staff who calculates and determines the final grade, according to the weightings expressed at the beginning of the subject.

In the case of the MUGE, once the final grade for the subject has been determined and, therefore, the teaching period for the subject has ended, the second evaluation period begins, understood as the complementary evaluation period and which becomes a recovery period. Through the recovery process, students can redo some of the evaluation activities they have failed (as indicated in the evaluation conditions for the subject) and in accordance with the restrictions and conditions expressed in the academic regulations. Once the recovery process has been completed, the last grade obtained is the one that prevails and is published on the Virtual Campus.

Once the grade has been confirmed by the teaching staff, they automatically transfer the grades to ATLAS in the periods established by the Coordination of the specialty. Then, and also according to the schedules agreed with the UVic-UCC, the minutes are reviewed and signed by the coordination staff, and their custody and archiving are carried out.

Normally, the teaching staff sets a day and time for reviewing grades and assessment activities within the terms and conditions established by the academic regulations of the UVic-UCC.

At the time of the review, the faculty and the participant share their points of view and arguments and agree, if appropriate, on a modification or rectification of the grade. If, as a result of the review between the faculty and the students, there is no agreement, the student issues a generic instance to the Coordination of the specialty, indicating the points of disagreement and requesting a review of the qualification by a review board, as set out in the relevant academic regulations. If, after the review by the board, the participant continues to disagree, he or she must formalize a second generic instance of complaint as indicated in the procedures of the university to which the title corresponds.


If, after the different review actions, it is necessary to proceed with the rectification of the records, this modification is centralized through the Coordination of the specialty, who in turn manages the modification of the qualification with the Academic Secretariat. It is also the Coordinator who, at the end of the entire process, informs the students and the teaching staff of the rectification of the grade in their file.

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.

	PO06_EADA_Pr02 Evaluation of degree participants officers in ordinary convocation
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

- 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).

9. Records (OUTPUTS)

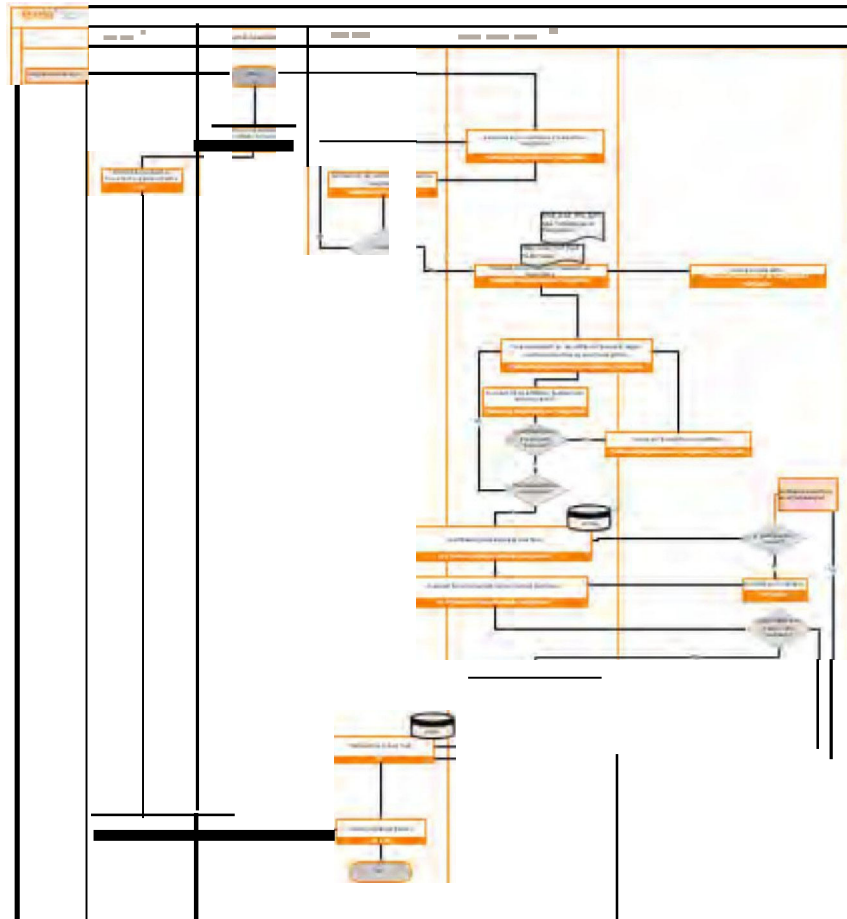
REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO06_EADA_Pr02_Rg01 Methodological guide the subject	Digital	Computer network Virtual Campus	Coordination of the specialty	Virtual Campus
PO06_EADA_Pr02_Rg02 Plan of Work	Digital	Virtual Campus	KIC, DLU	Restricted access
PO06_EADA_Pr02_Rg03 Minutes of notes	Digital	ATLAS	Coordination of the specialty	Restricted access


10. Indicators

U_ACA126 Percentage of subjects passed compared to the total

U_OPA024 Percentage of Student Guides published before enrollment compared to the total


11. Flowchart



 eada [®] business school barcelona	PO06_EADA_Pr03 Review of qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Coordinator of the specialty	

PO06_EADA_Pr03 Review of qualifications

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 15, 2024	Academic Director Date: June 17, 2024	CDC Date: July 9, 2024

	PO06_EADA_Pr03 Review of qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Coordinator of the specialty	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO08
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Establish the necessary actions that allow students to exercise their right to review grades obtained in the evaluation activities proposed for the achievement of the competencies, from the review to the claim.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Coordinator of the specialty

4. Interest groups

Collaborating internship entities

Participants


STEP

IB

5. Chain of responsibility

Teachers: once the process of evaluating and grading the subject has been completed according to the information published and established in the methodological guide of the subject, publishes the partial and final grade obtained by the student body. Opens a review date for the evaluation. Justifies the qualification obtained by the participant, both in qualitative and quantitative terms and revises, if necessary, the qualifications.

Specialty coordinator: collects and coordinates the request for review of the qualification carried out by the participant. Forms and convenes a qualification review panel and communicates its resolution to the participant. Inform both the participant and the teacher of the modification of the grade, if applicable, modify it to the file.

	<p style="text-align: right;">PO06_EADA_Pr03 Review of qualifications</p>
<p>Date: July 9, 2024</p>	<p style="text-align: right;">Version: 2 Pages: 6</p>
<p>Manager: Coordinator of the specialty</p>	

Review panel: reviews the assessment activities objected by the participant, the correction made by the subject teaching staff, considers the students' objections and determines the final grade, confirming the initial assessment issued by the subject teaching staff, or proposing a rectification of the note.

Participant: requests a review from the subject's teaching staff due to disagreement with the grade. Sends a request to the specialty coordinator requesting a review of the grade and provides justification and argument for the disagreement.

Vice-Rectorate for Academic Organization (VOA): conducts the investigation of the case, considering all the information provided by both EADA and the participant, and will issue a proposal that the Rector will resolve.

Rector: proceeds to resolve the case.

6. Description


The procedure consists of two distinct phases. On the one hand, the activation of the ordinary review procedure, and on the other, the activation of a claims process if applicable.

Once the assessment activities have been corrected and graded, the teaching staff publishes the final grades for the students, with the calculations of the average grade according to the conditions expressed at the beginning of the subject and published in the methodological guide for the subject. Normally, the teaching staff sets a day and time for reviewing the grades and assessment activities within the terms and conditions established by the regulations.
EADA academic.

At the time of the review, the faculty and student share their points of view and arguments and agree, if appropriate, on a modification or rectification of the grade. If, as a result of the review between the faculty and students, there is no agreement, the student issues a generic request to the Speciality Coordinator, indicating the points of disagreement and requesting a review of the grade by a review board, as set out in EADA's academic regulations.

If the arguments provided by the students are considered, a qualification review board is activated. In this case, the Coordinator of the specialty coordinates this process through:

- Inform the participant of the court configuration
- Establishing the review tribunal
- Providing all the information collected about the case to the court
- Collecting the minutes resulting from the deliberation of the review court
- Communicating the participant and the subject professors of the final resolution of the panel

	PO06_EADA_Pr03 Review of qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Coordinator of the specialty	

The minutes of the board are the final document issued by the review board which includes: configuration of the board, reviewed assessment activities of the participant and the subject in question, result of the deliberation and argumentation thereof.

If, after the review by the tribunal, the participant continues to disagree, he/she must formalize a second generic complaint instance to the Rector. The VOA will conduct an investigation of the case, considering all the information provided, both by EADA and by the participant, and will issue a proposal that the Rector will consider.
will resolve.

If, after the different review actions (whether ordinary review, after the tribunal or after the request to the Rector), it is necessary to proceed with the rectification of the records, this modification is centralized through the Coordinator of the specialty, who in turn manages the modification of the qualification with the Academic Secretariat (SA). It is also the Coordinator of the specialty who, at the end of the entire process, informs the students and the teaching staff of the rectification of the grade in their file.

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 result in: -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

UVic-UCC Academic Regulations

	PO06_EADA_Pr03 Review of qualifications
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Coordinator of the specialty	

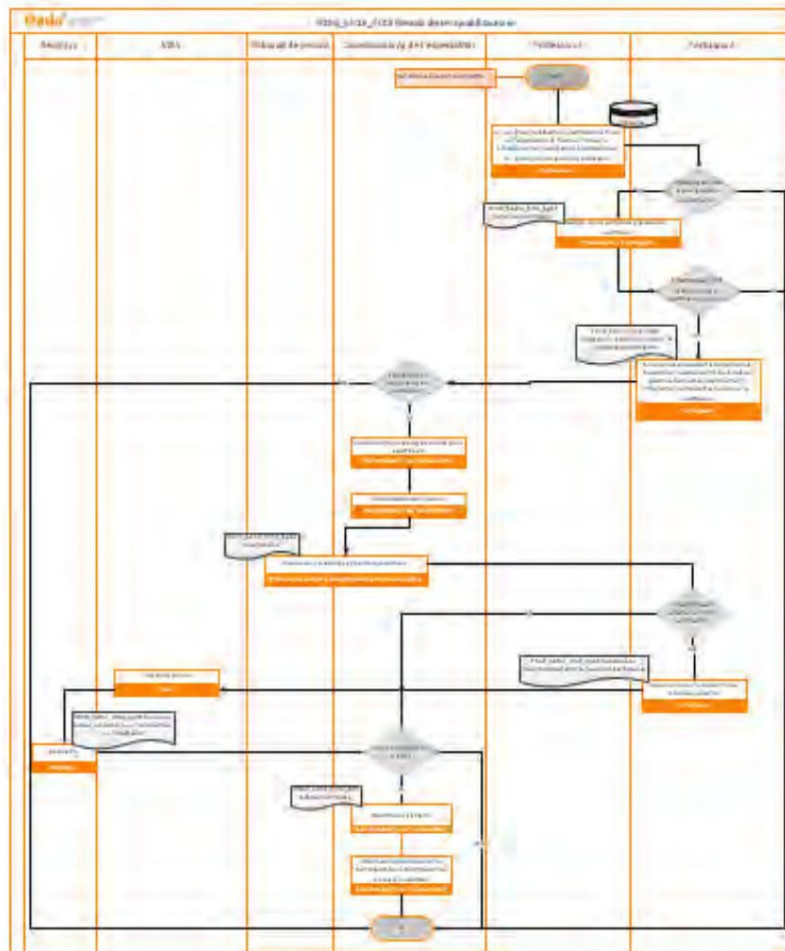
10. Records (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO06_EADA_Pr03_Rg01 Qualification report	Digital	UAcademic Secretariat Application	Academic	restricted access
PO06_EADA_Pr03_Rg02 Instance of disagreement of the qualification obtained	Digital	Computer network Program Management	Direction of Program	restricted access
PO06_EADA_Pr03_Rg03 Court minutes	Digital	Computer network Program Management	Direction of Program	restricted access
PO06_EADA_Pr03_Rg04 Instance of disagreement with the court's decision	Digital	Computer network Program Management	Direction of Program	restricted access
PO06_EADA_Pr03_Rg05 Resolution issued by the rector in the final phase of the complaint	Digital/bread for	Computer network of the Vice-Rectorate of Ordering Academic >AFFAIRS ACADEMICS	VOA	restricted access
PO06_EADA_Pr03_Rg06 Amended minutes	Digital	Atlas application	Secretariat Academic	restricted access

11. Indicators

No indicators


12. Flowchart



	PO06_EADA_Pr04 Evaluation of participants in official degrees in extraordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

PO06_EADA_Pr04 Evaluation of participants in official degrees in extraordinary call

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 15, 2024	Academic Director Date: June 17, 2024	CDC Date: July 9, 2024

	<p align="center">PO06_EADA_Pr04 Evaluation of degree participants officers in extraordinary session</p>
<p>Date: July 9, 2024</p>	<p align="right">Version: 2 Pages: 6</p>
<p>Manager: Program Director</p>	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting Process PO08
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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Define the necessary actions for the evaluation of participants in the extraordinary call, applicable to cases contemplated by the Academic Regulations of the UVIC-UCC.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Program Director

4. Interest groups

Collaborating internship entities

Participants

STEP


IB

5. Chain of responsibility

Participant: requests the extraordinary call for one or more subjects. Takes the test and, if applicable, the review with the teacher.

Program Director: informs the participant of the dates and location of the test. Resolves instances according to the criteria expressed in the academic regulations. If applicable, transfer the final notes to SIGMA and sign the minutes, together with SA.

(SA): formalizes the change of enrollment from ordinary to extraordinary. Opens the minutes and keeps the documents of signing of minutes and archiving the minutes.

	PO06_EADA_Pr04 Evaluation of participants in official degrees in extraordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

Teaching staff: Establishes the activities and tests of the extraordinary call and evaluates the participant in the extraordinary call. Reviews the grades at the request of the participant and formalizes the grades until the signing of the minutes.

6. Description

As stated in current academic regulations, in the case of master's degrees and in order to be able to complete their studies, there is the possibility of requesting an extraordinary call for subjects that students have already taken previously, except for internships and TFM. This may correspond to 1st semester, 2nd semester or annual subjects, and depending on whether it is one or another typology, the procedure differs slightly.

The procedure begins when the participant, once enrolled in the subject, requests the wish to have this extraordinary call, this is formalized through an application to the Program Director who checks whether the student meets the conditions defined in the regulations or not. If they are met, the application is resolved favorably.

Once the request is authorized, the SA proceeds to change the participant's registration, informing them of the change, and they become part of a new group with an extraordinary call for one or as many subjects as have been requested/authorized.

In first semester subjects, the ordinary assessment integrated into the teaching period is first applied (PO06_EADA_Pr02 Assessment of participants in official degrees in ordinary call) and if the participant does not pass the subject, the second call, called extraordinary, is applied.


In second semester subjects, the extraordinary assessment is applied first (in advance) and then if the participant does not pass the extraordinary one, he/she has a second chance in the ordinary call integrated into the second semester academic period. Annual subjects follow the same procedure and calendar as second semester subjects.

For the implementation of the extraordinary call (derived from a 1st or 2nd semester or annual subject):

- The participant is informed of the day and time of the evaluation.
- Tests are performed
- They are corrected and graded by the teachers
- The notes are communicated to the participant
- The grade is reviewed with the teacher, if applicable.

Once the grading process and, if applicable, the review process, the Program Director passes the final grades to SIGMA within the deadlines given by the university and signs the minutes.

SA keeps and archives the signed minutes and transfers the grades obtained to the participant's academic record.

	PO06_EADA_Pr04 Evaluation of participants in official degrees in extraordinary call
Date: July 9, 2024	Version: 2 Pages: 6
Manager: Program Director	

If the participant does not agree with the grade, they may review the grade obtained according to PO06_EADA_Pr03 Review of grades.

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 result in: -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)

UVic-UCC Academic Regulations


10. Registers (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO06_EADA_Pr04_Rg01 Instance	Digital	Network computer science IRENE	Secretariat Academic	public website
PO06_EADA_Pr04_Rg02 Instance resolution	Digital	Network computer science IRENE	Secretariat Academic	restricted access
PO06_EADA_Pr04_Rg03 Digital		Moodle classroom	DLU	restricted access

 eada [®] business school barcelona	<p style="text-align: right;">PO07_EADA Management of the center's teaching and research staff</p>
Date: January 9, 2024	<p style="text-align: right;">Version: 1.0 Pages: 3</p>
Owner: Academic Director	

PO07_EADA Management of the center's teaching and research staff

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 12, 2023	Academic Director Date: June 20, 2023	CDC Date: January 9, 2024

	<p style="text-align: right;">PO07_EADA Management of the center's teaching and research staff</p>
<p>Date: January 9, 2024</p>	<p style="text-align: right;">Version: 1.0 Pages: 3</p>
<p>Owner: Academic Director</p>	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO13 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 way in which EADA manages its human resources in line with policies established by the university.

2. Scope

It applies to the teaching and research staff who are linked to and provide their services to EADA.

3. Owner


Academic Director

4. Associated procedures

PO07_EADA_Pr01 Assignment of teaching staff

5. Other associated procedures

PE05_U_Pr03 Collection of improvements and management of SGIQ documentation
PE08_EADA_Pr01 Quality monitoring of official undergraduate and master's degrees
PS02_EADA_Pr01 Dissemination of public information
PS03_EADA_Pr03 Incorporation of new Deputy PD


	<p>PO07_EADA Management of the center's teaching and research staff</p>
<p>Date: January 9, 2024</p>	<p>Version: 1.0 Pages: 3</p>
<p>Owner: Academic Director</p>	

6. Flowchart




PO07_EADA_Gestió del PDI del centre



 eada [®] business school barcelona	PO07_EADA_Pr01 Assignment of teaching staff
Date: July 9, 2024	Version: 2 Pages: 5
Manager: Academic Director	

PO07_EADA_Pr01 Assignment of teaching staff

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: May 21, 2024	Academic Director Date: May 30, 2024	CDC Date: July 9, 2024

	<p style="text-align: right;">PO07_EADA_Pr01 Assignment of teaching staff</p>
<p>Date: July 9, 2024</p>	<p style="text-align: right;">Version: 2 Pages: 5</p>
<p>Manager: Academic Director</p>	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO13 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 in the order and content of the sections of the processes and procedures of the EADA's SGIQ catalog online with the new UVIC-UCC UNIKUDE application.

1. Objective

Establish the mechanism by which EADA establishes the academic dedication of the teaching and research staff in the different areas that establishes the Academic Objectives Plan for Teaching and Research Staff (POA), which includes teaching, research and knowledge transfer, management, training and complementary activities.

2. Scope

It applies to the teaching and research staff who are linked to and provide their services to EADA.

3. Manager

Academic Director

4. Interest groups

IB
STEP


5. Chain of responsibility

Program Management (DP): makes the academic assignment proposal in accordance with the current list of professors to the Atlas assignment system and transfers it to the Department Management for validation.

Academic Departments Management (DDA): validates the DP proposal and enters dedications into Atlas. Informs the Directorate of People and Culture of the PDI assignment. Finally, informs the PDI of its dedication.

People and Culture Department (DPC): Receives the PDI assignment proposal and carries out its assessment. economic.

Teaching staff (PDI): Receives and carries out their academic assignment.

	<p style="text-align: right;">PO07_EADA_Pr01 Assignment of teaching staff</p>
<p>Date: July 9, 2024</p>	<p style="text-align: right;">Version: 2 Pages: 5</p>
<p>Manager: Academic Director</p>	

6. Description

The assignment of the academic dedication of the teaching staff is based on the list of teaching staff specified in the REGISTERS section of this sheet.

The Program Management makes a proposal for academic assignment for the next academic year. The proposal is submitted to the Directorate of Academic Departments (DDA). Once approved, the DDA enters the assignments into Atlas and transfers the academic assignment proposal to the Directorate of People and Culture (DPC), which makes the financial assessment. The PDI is then informed of their assignment and this is where the process ends.

The academic assignment may require review for various reasons, such as modification of the academic offer or unforeseen incidents, and therefore the process described here would be restarted.

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 result in: -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)

- Academic Offer
- POAs for research teachers for the next academic year
- PDA regulations

	<p style="text-align: right;">PO07_EADA_Pr01 Assignment of teaching staff</p>
<p>Date: July 9, 2024</p>	<p style="text-align: right;">Version: 2 Pages: 5</p>
<p>Manager: Academic Director</p>	

Academic dedication plan

10. Records (Outputs)

REGISTRATION	SUPPORT	LOCATION	CUSTODY	EVID_TYPE
PS03_EADA_Pr02_Rg01 List of teachers	Digital	Computer network ATLAS	Academic Management	Restricted access

11. Other related processes or procedures

PS03_EADA_Pr01_Economic planning of resources for academic activity

PS03_EADA_Pr02 Incorporation of new teaching staff

PS03_EADA_Pr03 Incorporation of new Deputy PD

PS03_EADA_Pr04 Demotion or reduction of teaching staff

12. Indicators

U_ENQ002 Student satisfaction with the teacher's teaching action

U_ENQ001 PDI satisfaction with the teaching provided

U_PER009 Percentage of PDI doctor

U_PER062 Percentage of PDI accredited over PDI doctor

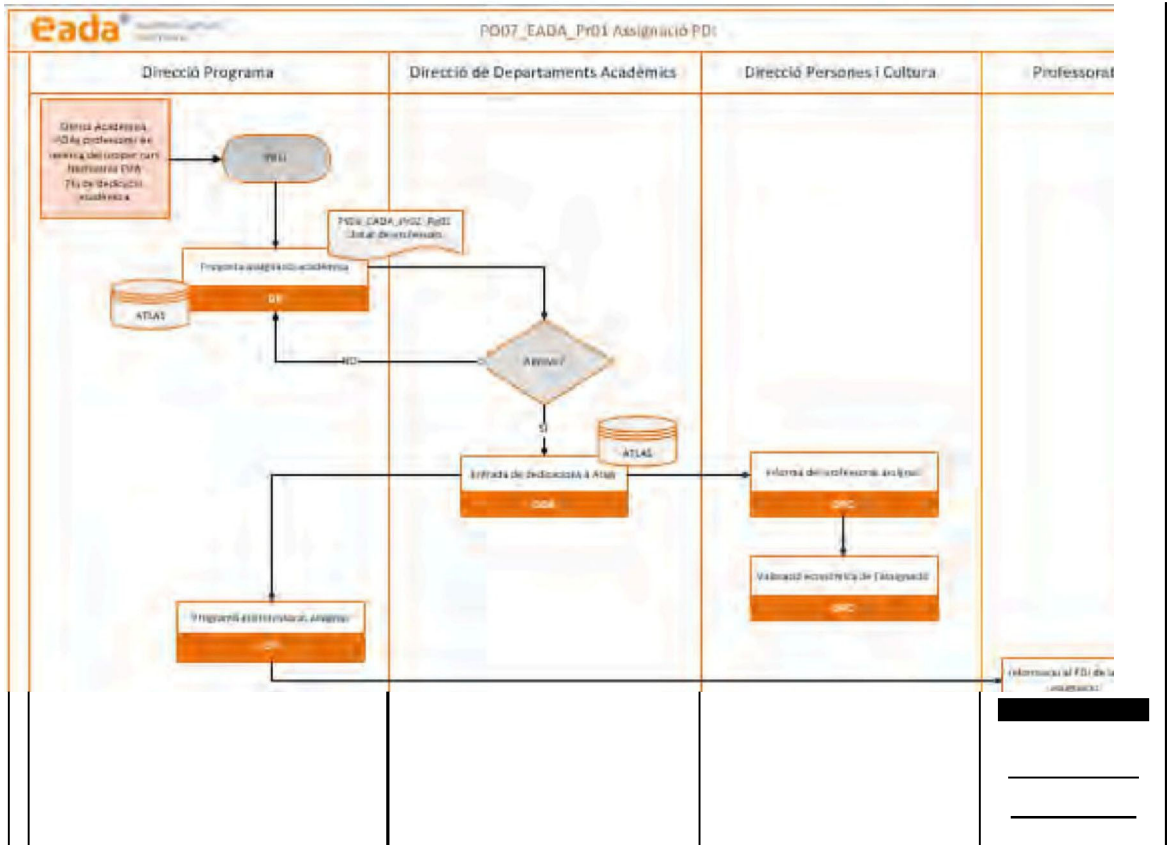
U_PER069 Percentage of teaching staff with full-time dedication

U_PER012 Percentage of HIDA by doctoral PDI

U_PER059 Percentage of HIDA by PDI accredited doctor

U_PER060 Percentage HIDA for full-time PDI


13. Flowchart



 eada [®] business school barcelona	PO10_EADA TFM
Date: January 16, 2026	Version: 2.0 Pages: 3
Owner: Academic Director	

PO10_EADA TFM

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: December 2, 2026	Academic Director Date: December 16, 2026	CDC Date: January 16, 2026

	PO10_EADA TFM
Date: January 16, 2026	Version: 2.0 Pages: 3
Owner: Academic Director	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO10 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	1/16/2026	Update of the PO10 Process to reflect the elimination of PAEs due to the Modification of the Report approved by AQU in May 2025.

1. Objective

Define the necessary mechanisms that regulate and organize the completion of Master's Theses (TFM).

2. Scope

Applies to EADA's official qualifications.

3. Owner

Academic Director

4. Associated procedures

PO10_EADA_Pr01 Management of the TFM

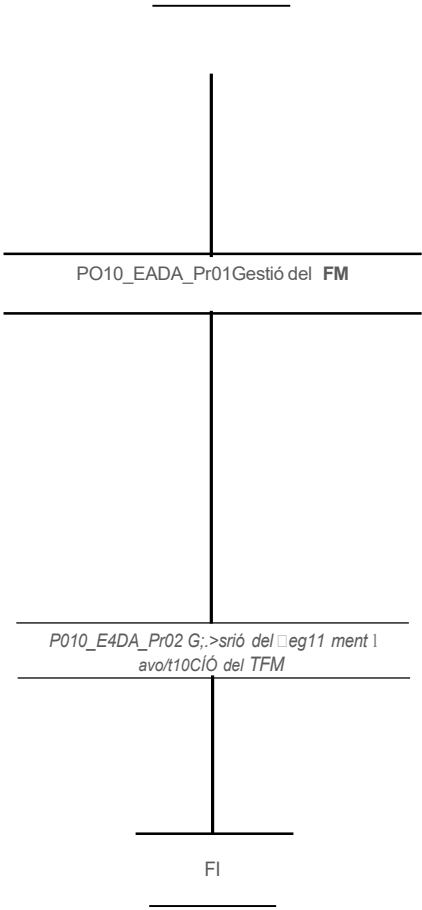
PO10_EADA_Pr02 Management of the monitoring and evaluation of the TFM


 eada [®] business school barcelona	PO10_EADA TFM
Date: January 16, 2026	Version: 2.0 Pages: 3
Owner: Academic Director	

5. Flowchart




POIO_EADA TFM



	PO10_EADA_Pr01 Management of the TFM
Date: January 16, 2026	Version: 3 Pages: 5
Manager: Coordinator of the specialty	

PO10_EADA_Pr01 Management of the TFM

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: December 2, 2025	Academic Director Date: December 16, 2025	CDC Date: January 16, 2026

	PO10_EADA_Pr01 Management of the TFM
Date: January 16, 2026	Version: 3 Pages: 5
Manager: Coordinator of the specialty	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO10 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 in the order and content of the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.
3	01/16/2026	Update of the PO10 Process to reflect the elimination of PAEs due to the Modification of the Report approved by AQU in May 2025.

1. Objective

Guarantee that the participant's Final Master's Project (TFM) is defined in a way that is aligned with the objectives of the subject and from the beginning. Facilitate that the assignment of tutor(s) responds to an adaptation of the typology of work and the contents it deals with.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Coordinators of the specialties


4. Interest groups

Collaborating internship entities
 Researchers/nothing
 Participants
 IB
 STEP
 Social fabric of the area of influence of EADA

5. Chain of responsibility

Participant: is informed about the TFG/TFM process through the information meeting with the Coordinator of the specialty and the documentation available on the virtual campus. Forms a group with other participants and prepares the TFG/TFM proposal according to the instructions given by the Coordinator of the specialty, complying with the established deadlines.

Participants present the proposal and once it is accepted, they can establish the work plan.

	<p style="text-align: right;">PO10_EADA_Pr01 Management of the TFM</p>
<p>Date: January 16, 2026</p>	<p style="text-align: right;">Version: 3 Pages: 5</p>
<p>Manager: Coordinator of the specialty</p>	

Speciality Coordinators (CE): receive, validate and resolve the proposals for the TFM offers presented by external entities and make them visible to the participants through an information session where they also advise the participants throughout the process. They also receive, validate and resolve the TFM proposals submitted by the participants.

Academic Department Management: assigns tutors with the support of the specialty coordinators.

EADA tutor: Accompany the participant in the preparation of the TFM.

6. Description

The Coordinator of the specialty informs and advises participants in the preparation of the TFM proposal and conveys and proposes project offers from external entities.

The participant forms a group with other participants, decides on the chosen project and prepares a TFM proposal that specifies the objectives, methodology, planned sources of information, timing, brief theoretical references and planned bibliography.

Once the proposal has been submitted, the coordination of the specialty will be able to resolve the proposal. This resolution can result in three situations: accepted, accepted with modifications or not accepted. In the first two cases, it is understood that the proposal has the green light to proceed. In the third case, the participant must review or redirect the proposal as indicated in the same resolution in the observations section and resubmit it.

Once the proposal has been approved, the coordination of the specialty will assign the tutor in accordance with the academic department management and taking into account the teaching assignment criteria. In the event that the tutor is external and is not within the system, they must register by registering as specified in the procedure PS03_EADA_Pr03 Incorporation of new Adjunct PDI, this will allow them to have access to the virtual campus and the subject classroom.


From this moment on, the subject will be developed according to PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM.

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:

	PO10_EADA_Pr01 Management of the TFM
Date: January 16, 2026	Version: 3 Pages: 5
Manager: Coordinator of the specialty	

- 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)

- Academic Regulations
- EADA TFM regulations
- Teaching assignment criteria

10. Associated documentation (OUTPUTS)


REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO10_EADA_Pr01_Rg01 TFM proposal	Digital	Computer network	Coordination of program	Restricted access
PO10_EADA_Pr01_Rg02 Tutors	Digital	Computer network	Coordination of program	Restricted access

11. Other associated procedures

- PO08_EADA_Pr01 Academic management of external internships
- PS05_EADA_Pr02 Assignment and formalization of internships


12. Indicators

No indicators

	PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM
Date: January 16, 2026	Version: 3 Pages: 6
Manager: Coordinator of the specialty	

PO10_EADA_Pr02 Management of the monitoring and evaluation of the TFM

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: December 2, 2025	Academic Director Date: December 16, 2025	CDC Date: January 16, 2026

	PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM
Date: January 16, 2026	Version: 3 Pages: 6
Manager: Coordinator of the specialty	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO10 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 in the order and content of the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.
3	01/16/2026	Update of the PO10 Process to reflect the elimination of PAEs due to the Modification of the Report approved by AQU in May 2025.

1. Objective

Guarantee that the monitoring and evaluation of the TFM is carried out following the defined criteria.

2. Scope

Applies to EADA's official master's degrees.

3. Manager

Coordinators of the specialties

4. Interest groups

Researchers/nothing

Participants

IB


STEP

Social fabric of the area of influence of EADA

5. Chain of responsibility

Participant: participates in the specific training organized by the Knowledge and Information Centre (KIC) regarding the use of tools to perform bibliographic searches, access and use of databases, management of references, etc. and prepares the TFM and oral defense in a group with the monitoring and mentoring of the tutor.

Prepares and carries out partial presentations or interviews with the tutor -as indicated in the methodological guide of the subject- as part of the evaluation of the TFM. Subsequently, prepares an executive summary of the TFM and delivers it to the Coordination of the specialty within the indicated deadlines. Performs the oral defense before the academic tribunal according to the established procedure on the date and place published by the Coordination of the specialty. Finally, writes the final version of the report and delivers it to the Moodle application following the calendar and requirements.

	PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM
Date: January 16, 2026	Version: 3 Pages: 6
Manager: Coordinator of the specialty	

established by the Coordination of the specialty. In this delivery ceremony, the participant specifies what type of dissemination he authorizes for his work.

Speciality Coordination (CE): Publishes all information regarding deadlines, submissions, etc. in the TFM Moodle classroom, taking care of general communications. Carries out general guidance and support actions for participants and tutors. Ensures that the TFM application is opened, which is necessary for participants to submit their TFM, and checks that submissions are made correctly. Informs participants and the board of the definitive date, time and place. Checks on participants who have not submitted their work by the deadlines.

set and notifies them. Enters the TFM evaluations into the Atlas system.

TFM Tutor: accompanies participants in the process of preparing the TFM by monitoring and mentoring them. Informs the Coordination of the specialty if at the end of the process the participants decide not to submit their work. Evaluates the TFM carried out by the participants and uses the evaluation rubric and form to do so. of written memory.

TFM Panel: all panel members participate in the defense act and evaluate each of the elements expressed in the subject's methodological guide (communication and oral presentation skills, answers to direct questions from the panel). This rating is notified through the panel evaluation form to the Coordination of the specialty, which enters it into the Atlas TFM application.

Knowledge and Information Centre (KIC): provides specific training on the use of tools to perform bibliographic searches, access and use of databases, manage references, etc. and supports participants in searching for information and accessing databases for the preparation of the TFM.


6. Description

Participants attend specific training organized by the Knowledge and Information Centre (KIC) on the use of tools to perform bibliographic searches, access and use of databases, management of references, etc. and prepare their TFM in groups with the support and mentoring of the tutor. They prepare and carry out partial presentations or interviews with the tutor -as indicated in the methodological guide of the subject- as part of the evaluation of the TFM.

The Coordination of the specialty schedules the panels and informs the members of the panel and participants involved of the time and place assigned for the oral defenses.

Before the defense, participants submit an executive summary of the TFM that the specialty Coordination will make available to the members of the panel at least 2 days before, along with the relevant evaluation form and rubric.

On the day established in the schedule, the participants and the panel will meet to carry out the defense act following the protocol established in the guidelines document for the oral defense. The participants will make their presentation in groups and individually answer the questions posed by the different members of the panel. The panel will evaluate the defense through the corresponding rubric and evaluation form, and after deliberation will issue the final grade for the TFM defense.

	PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM
Date: January 16, 2026	Version: 3 Pages: 6
Manager: Coordinator of the specialty	

Subsequently, participants submit the TFM on the established dates and in accordance with the conditions established by the academic regulations and through the TFM application accessible from the Moodle Classroom of the virtual campus. At the time of submission, the participant authorizes the deposit and dissemination of their TFM, if applicable. If participants decide not to submit the work, the tutor will notify the Coordination of the specialty.

Once all the TFMs have been submitted and the TFM application has been closed, the specialty Coordination checks that the submissions are correct and, if they are not, activates the necessary procedure to resolve it.

The tutor evaluates the TFM carried out by the participants and uses the rubric and evaluation form for the written report to do so.

The Coordination of the specialty enters the notes of the TFM report and the oral defense into the Atlas application.

As is established in any subject, the TFM provides for a procedure for reviewing grades (PO06_EADA_Pr04 Review of grades).

The Coordination of the specialty closes the evaluation of the TFM.

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 result in: -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).

	PO10_EADA_Pr02 Management of monitoring and evaluation of the TFM
Date: January 16, 2026	Version: 3 Pages: 6
Manager: Coordinator of the specialty	

9. Associated documentation (INPUTS)

Academic Regulations

Tutor's guide for tutoring and evaluating the TFM

Guide for preparing the TFM report and oral defense

10. Associated documentation (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO10_EADA_Pr02_Rg01 Rubric and form court evaluation	Digital	Computer network	Coordination of program	Restricted access
PO10_EADA_Pr02_Rg02 Tutor evaluation rubric and form	Digital	Computer network	Coordination of program	Restricted access

11. Other associated procedures

PO06_EADA_Pr04 Review of qualifications

12. Indicators

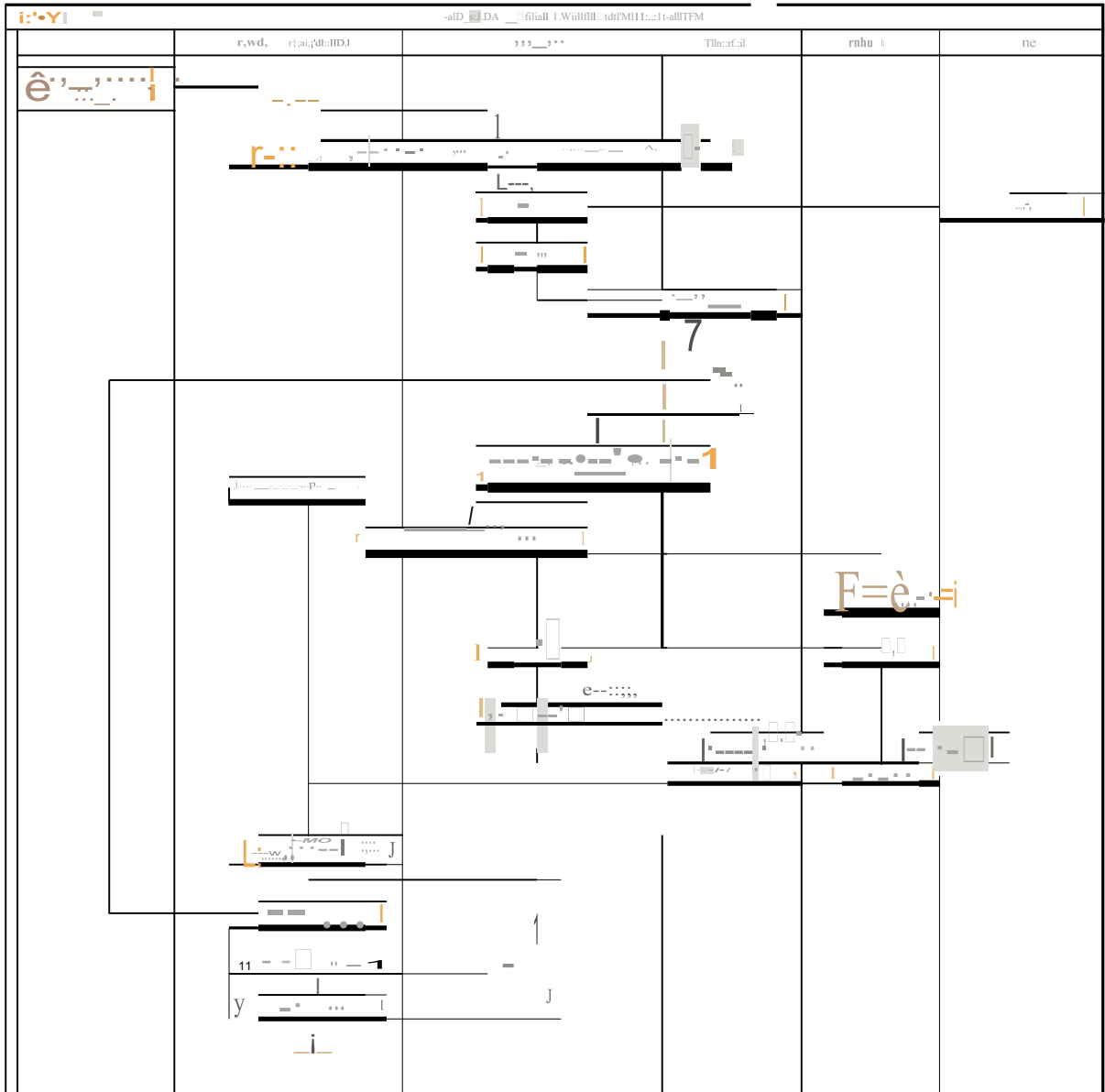
U_ENQ004 Student satisfaction with the Final Project subject U_ACA127 TFG/


TFM performance rate U_ACA128 TFG/TFM

success rate U_ODS003 Percentage of

TFG/TFM that impact the achievement of an SDG.


13. Flowchart



	PO11_EADA Orientation and tutorial action
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of International Development	

PO11_EADA Orientation and tutorial action

Prepared by:	Reviewed by:	Approved by:
Quality Manager Date: June 26, 2023	Academic Director Date: June 30, 2023	CDC Date: January 9, 2024

	PO11_EADA Orientation and tutorial action
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of International Development	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO10 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 procedures for how EADA plans, develops and reviews the reception and orientation activities of students. participants before joining the school, upon joining and during the course of their studies.

2. Scope


Applies to EADA's official qualifications.

3. Owner

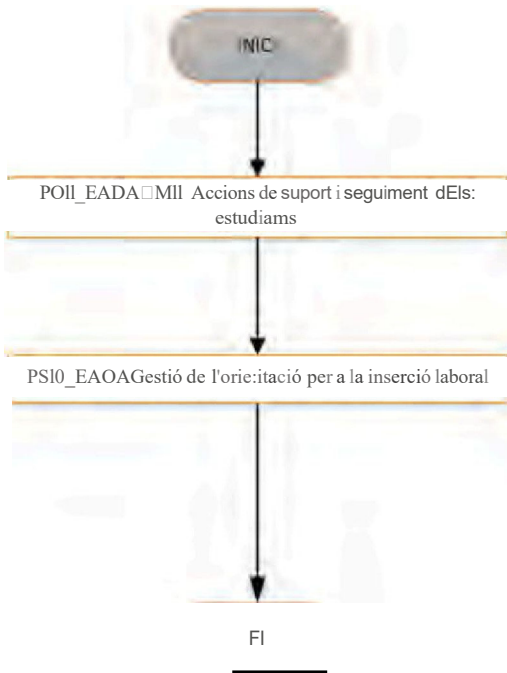
Director of International Development


4. Associated procedures

PO11_EADA_Pr01 Actions to support and monitor participants
PS10_EADA Management of orientation for job placement

	PO11_EADA Orientation and tutorial action
Date: January 9, 2024	Version: 1.0 Pages: 3
Owner: Director of International Development	


5. Flowchart



	<p align="center">PO11_EADA_Pr01 Actions to support and monitor participants</p>
<p>Date: July 9, 2024</p>	<p align="right">Version: 2 Pages: 6</p>
<p>Manager: International Development Area</p>	

PO11_EADA_Pr01 Actions to support and monitor participants

<p>Prepared by:</p>	<p>Reviewed by:</p>	<p>Approved by:</p>
<p>Quality Manager Date: May 31, 2024</p>	<p>Academic Director Date: June 12, 2024</p>	<p>CDC Date: July 9, 2024</p>

	PO11_EADA_Pr01 Actions to support and monitor participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: International Development Area	

Document revision list

Version	Date	Description
0	09/21/2020	Initial drafting PO10 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 in the order and content of the processes and procedures sections of the EADA IQAS catalog in line with the new UVIC-UCC UNIKUDE application.

1. Objective

The objective of this procedure is to describe the process of developing the Center Plan (PC) and its deployment through various actions described in the EADA Orientation and Tutorial Action Plan (POAT) in order to achieve its objectives. This plan establishes and updates the planned orientation and tutorial action measures.

The tutorial action is especially aimed at participants and is basically carried out by teachers and those responsible for the degrees and the school. The participant will have guidance in the following areas: • Personal and social dimension • Academic dimension

- Professional and job orientation dimension

2. Scope

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

3. Manager


International Development Area

4. Interest groups

Future participants
Participants
Graduates
Employers/nothing
IB
STEP
Collaborating internship entities

5. Chain of responsibility

Academic Direction (DA): defines what the priorities and objectives of the POAT should be at the school during the course, based on the analysis of data from the previous course. It annually assesses the actions that have been carried out in order to propose improvements for the development of the new Center Plan.

	PO11_EADA_Pr01 Actions to support and monitor participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: International Development Area	

International Development Department (DDI): prepares, together with the specialist coordinations, the PC annually, and once approved, they are responsible for implementing the actions.

Speciality Coordination (CE): reviews the actions of the previous PC to assess their status. Prepares, together with the DDI, the Center Plan annually. Once approved, they are responsible for the implementation of the actions and assign the person responsible for each tutorial action. Reviews the public comments of the participants of the degree they coordinate in order to assess them. Conducts and records interviews with the assigned participants.

Rble. Professional Careers Service (RCP): Together with the CE, it programs the professional and labor orientation actions that will be carried out throughout the course.

6. Description

Annually and together with the International Development Directorate (DDI), the specialty coordinations review the POAT, develop it into the Center Plan (PC) and share it with the Management.

Academic (DA) where the objectives and priorities that the school's PC must have for that year are defined, based on the assessments of the previous year and the assessments of the coordinations.

The coordinations, with the support of the International Development Directorate (DDI), and based on the objectives set, prepare the annual Center Plan, which must be approved by the DA. Once the PC has been approved, the DDI and coordinations proceed to deploy the actions. One of the main actions is the tutoring of participants in the official degrees by the Coordinators of the different specialties.

Tutoring includes monitoring and guidance, defining and carrying out the schedule of individual interviews with each participant. Throughout the course, during the interview periods, the Coordinator of the specialty will contact the participants and conduct an interview where academic, personal or career-oriented topics that are of interest to the participant will be discussed. If necessary, additional interviews may be conducted outside this schedule. The result of each of the interviews is recorded in the corresponding form.

Professional and employment guidance actions, whether for internships or jobs, are planned jointly with the person responsible for this area, which is the Careers Service, and are carried out throughout the entire academic year.


Once the actions have been completed, the DA, together with the DDI and the CE, make an assessment of the different actions carried out and propose improvements for the next course.

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

	PO11_EADA_Pr01 Actions to support and monitor participants
Date: July 9, 2024	Version: 2 Pages: 6
Manager: International Development Area	

- The participation of the agents involved and interest groups.
- The adequacy and results of the indicators.
- The review process can result in: -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)

- Academic Regulations
- Verification memory
- Center Quality Monitoring Report (ISQ) and Center Improvement Plan (PMQ)
- POAT from the previous year
- Document on actions to promote and disseminate official EADA qualifications

10. Associated documentation (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVIDENCE TYPE
PO11_EADA_Pr01_Rg01 Annual Center Plan (PC)	Digital	Computer network	Academic Management	Restricted access
PO11_EADA_Pr01_Rg02 of Action Tutorial	Digital	Computer network	Academic Management	Restricted access
PO11_EADA_Pr01_Rg03 Interview record	Digital	Computer network	Coordination specialty	Restricted access

11. Indicators

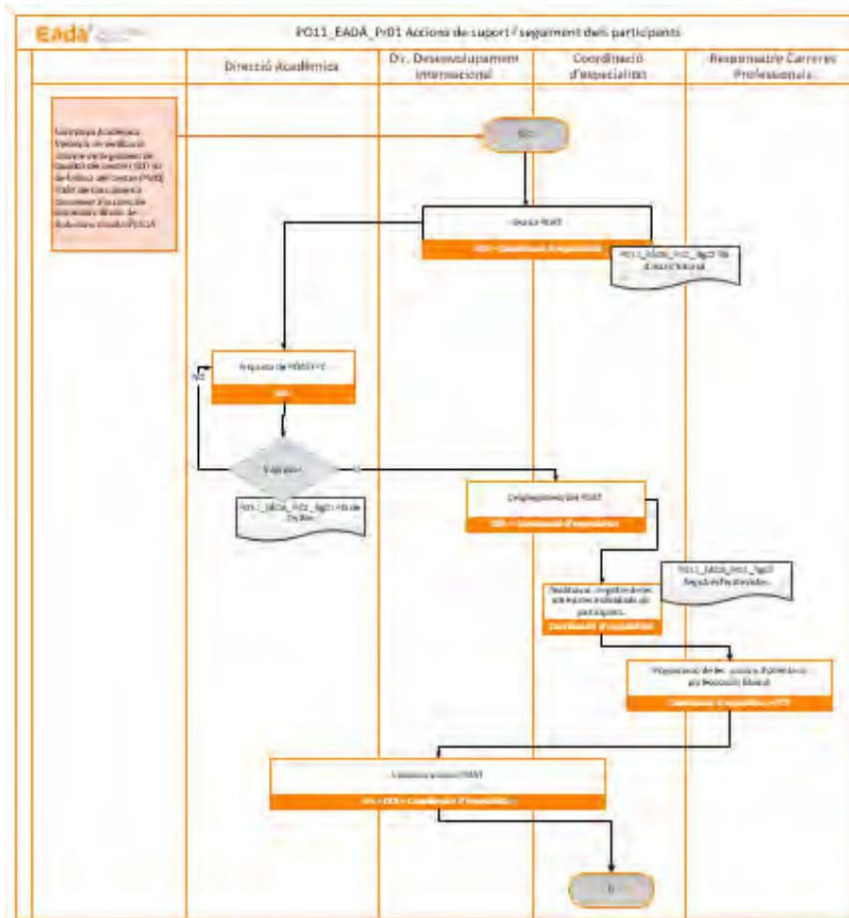
- U_ENQ018 Student satisfaction with guidance and tutorial action
- U_ENQ038 Student satisfaction with learning support systems
- U_ENQ014 Satisfaction with the studies completed


U_ENQ015 Overall satisfaction with the program

12. Other related processes or procedures

PS10_EADA_Pr01 Job guidance service


13. Flowchart



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO13_U Certification	Version: 1.0 Pages: 3
Owner: Director of Academic Management Area	

P013_U Certification

Prepared by:	Reviewed by:	Approved by:
Management Area Director Academic	Management Area Director Academic	Quality Committee of the UVic-UCC
Date: 09/05/2024	Date: 09/05/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO13_U Certification	Version: 1.0 Pages: 3
Owner: Director of Academic Management Area	

Version list

Version	Date	Description
v0	December 4, 2009	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. Inclusion of doctoral programs in the scope of application

1. Objective

Establish the system for processing the official degree and the European Degree Supplement (SET) for official undergraduate, master's and doctoral programs at UVic-UCC.

2. Scope

Applies to official university bachelor's and master's degrees and doctoral programs the UVic-UCC.


3. Owner Director of Academic Management Area

4. Associated procedures

[P013_U_Pr01 Processing of official titles and SET](#)

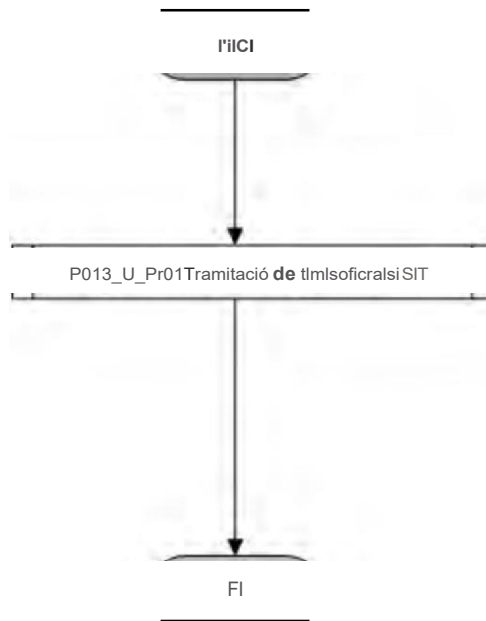
5. Flowchart


<https://universitatdevic.sharepoint.com/:u:/t/adq/EYPixn7XLX1lh3l4sVSm1fkBdYCCFAC23r50Pz-2WVr2lQ>

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: June 5, 2024
PO13_U Certification	Version: 1.0 Pages: 3
Owner: Director of Academic Management Area	




P013_U Certificació.



 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

PO13_U_Pr01 Processing of qualifications officers and SET

Prepared by:	Reviewed by:	Approved by:
Director of the Area of Academic Management	Management Area Director Academic	Quality Committee of the UVic-UCC
Date:09/06/2024	Date: 09/06/2024	Date: 05/06/2024

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

Version list

Version	Date	Description
v0	May 17, 2021	Initial drafting goes
v1	December 3, 2021	from being support to operational
v2	June 05, 2024	Introduction of changes in the order and content of the sections of the online procedure with the new UNIKUDE application of the UVic-UCC. Inclusion in the objective, scope and description in the doctoral programs

1. Objective

Establish all the necessary actions to be carried out by the graduate and the corresponding UVic-UCC staff to carry out the processing of the official degree and the European Degree Supplement (SET) of official undergraduate, university master's and doctoral programs. from UVic-UCC.

2. Scope of application

Applies to official UVic-UCC degrees.

3. Manager

Director of the Academic Management Area


4. Interest groups

Graduates

5. Chain of responsibility

Academic Management Unit (UGA): the staff of this unit within the Academic Management Area (AGA) responsibly executes all the general actions linked to this procedure, which begins with the preparation of the academic process calendar agreed upon with the academic managers of the centers. Specifically, the people in charge of the official degrees of the UGA are responsible for responsibly executing the validation of applications and the processing of the degree with the Ministry, and the internal management and printing of the degree and the SET.

Also communication with the graduate for all procedures associated with the processing of the degree and SET. The UGA user service people also support the student in the application process and deliver or send the degree and SET in coordination with the people of degrees from UGA.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

Academic Management Area Management (AGA Dir.): leads and supervises the execution of all actions linked to the procedure for issuing official degrees and SETs for students of official studies at UVic-UCC.

Head of Studies (CE): the Head of Studies of each center participates in the preparation of the academic calendar of each course, on which the start date for processing the official degree and SET depends.

Academic Committee (CA): is the body that ratifies and approves the academic calendar for each course, which includes the start date for processing the degree and SET.

Graduated: the student is considered graduated once all the official study credits necessary to obtain the degree have been passed and the status of their file is "open for degree disposition".

Academic secretariat of affiliated centers: is responsible for informing students how to formalize the application for the degree and SET and also proceeds with its delivery once issued and printed and carries out the entire process responsibly and following the established procedures.

Academic Secretariat of federated centers: they are responsible for initiating the degree and SET application process and sending the necessary information established for the management of degrees and SET to the AGA. They are also responsible for the delivery or shipment once issued and printed, carries out the entire process responsibly and following the established procedures.

6. Description

The procedure for processing an official degree and SET of official studies includes all the necessary actions to be carried out by the graduate and the corresponding UVic-UCC staff to carry out the degree and SET process.


In order to be able to issue the degree, it is essential that the student has completed their studies and that the status of their file is "open for degree disposition", therefore they must have taken and passed all the credits necessary to obtain the milestones of their degree.

The official degree and SET processing procedure begins with the establishment and consensus of the academic calendar for the start and processing of degrees by the UGA, CE and CA.

General degree application procedure (everyone except UManresa campus)

The graduate can apply for the degree online through the UVic-UCC Virtual Campus,

The graduate must review, modify and validate the personal and academic data that will appear on the official degree and the SET. Once the information has been validated, the graduate must formalize the payment of the fees associated with the procedure. The graduate obtains the documentation proving the application for the degree and SET (degree and SET application, degree and SET payment receipt, Degree Substitute Certificate (CST), and academic record).

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

Degree application procedure UManresa Campus

The graduate can apply for the degree and SET at the federated center according to the protocol that each center has established, which can be consulted on its website.

The graduate must review, modify and validate the personal and academic data that will appear on the official degree and the SET. Once this information has been validated, the graduate must formalize the payment of the fees associated with the procedure. The graduate then obtains a receipt accrediting the payment of the fees for the procedure.

The UGA imports the degree and SET data from the federated centers to be able to continue management.

Title management procedure

Once the degree has been requested, the UGA degree officials validate the notarized application for the degree and then proceed to send the degree to the corresponding Ministry of Education, to obtain the National Registration Number (NRN) for the degree.

The graduate then receives an email with the Substitute Certificate for their Degree. (CST) where the NRN is recorded, which serves the graduate as an official document accrediting the completion of studies.

Those responsible for UGA degrees send the official degree to the printer, and once the printed degree is received, it is reviewed and subsequently signed by the AGA management.

SET management procedure

The UGA's degree managers validate the notarized SET application to later send it to the printer, and once the printed SET is received, it is reviewed, sealed and subsequently signed by the AGA management.


Degree and SET award procedure

The UGA degree coordinators notify the graduate by email of the receipt of the title and SET in physical format and collection instructions.

The holder can collect the certificate in person at the AGA or any authorized person with a notarial power of attorney can do so. They can also request that this certificate be sent and collected at a delegation or official body of the Ministry. Likewise, the holder can collect the SET in person at the AGA or any authorized person with a simple authorization can do so.

They can also request that the SET be sent to a location of their choosing.

In the case of the degree and SET of studies from federated or affiliated centers, the UGA degree manager carries out the export of the degree and SET data for the federated centers. The data is then sent to the corresponding degree and SET center so that it can notify and deliver the documents to the graduate.

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

Request for duplicate degree or SET

In the event that a graduate requires a duplicate of the official degree or SET, they must make the request by filling out the document published on the website www.uvic.cat/tramits and [formalize the payment](#) of the corresponding fee. In the event that the duplicate of the title is due to the loss or destruction of the title, the person responsible for titles at the UGA will proceed to publish the announcement in the BOE for the loss of title. Once one month has passed since the publication of the announcement, the procedure can continue.

The UGA degree manager then manages the degree or SET application to UACadèmic-Administration and sends the holder the supporting documentation by email. The rest of the procedure is carried out as if it were a first application. In the event that the duplicate of the degree is due to data modification, the holder is obliged to deliver the original degree to the AGA for subsequent destruction.

In the case of a duplicate degree or SET of studies from federated centers, it must be requested from the federated center according to the protocol that each center has established, which can be consulted on its 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 catalogue of indicators.
- New improvement proposals that will be introduced in the Improvement Plan.

8. Associated documentation (INPUTS)

Academic calendar of processes [Student file open for degree disposition](#) [Current legal regulations UVic-UCC own regulations](#)

 UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA	Date: 05 / June / 2024
PO13_U_Pr01 Processing of official qualifications and SET	Version: 2.0 Pages: 7
Manager: Director of the Academic Management Area	

9. Records (OUTPUTS)

REGISTRATION	LOCATION	SUPPORT	CUSTODY	EVID_TYPE
PO13_U_Pr02_Rg01 Status of the application for the title and SEVEN	Digital	UAcademic application	AGM	Restricted access

10. Indicators

U_ENQ047 Student satisfaction with the Academic Management Area

11. Flowchart <https://>

universitatdevic.sharepoint.com/:u:/t/adq/EVORW-vhxINAIC2AiG0MBbQBcnk9WdUyDEy2Wq8mbxVOtw

