Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
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1. OBJECT

The purpose of this procedure is to ensure that processes related to teaching planning, curriculum development and improvement are properly established.

It details the teaching planning, the allocation of teaching staff and the management of the material resources necessary for the teaching of courses at the Universidad Europea de Valencia (hereinafter, the University).

2. SCOPE

This procedure applies to all official courses offered by the University.

3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.
- Regulations on Occupational Risk Prevention and environmental management in force.

4. DEVELOPMENT OF THE PROCESS

This procedure includes different processes, in such a way that its implementation ensures that teaching is provided with the appropriate guarantees and the necessary resources. Specifically, the processes are:

- Educational planning
- Material resource management

Teaching planning is the responsibility of the Heads of Department together with the Academic Planning Department, to ensure that the teaching staff is adequate for the teaching of the Degrees taught by the Centre, without detriment to compliance with current regulations and that which is indicated in the verification reports.

The management of material resources refers to the allocation of spaces such as classrooms or other facilities or materials identified for the proper development of teaching.

As indicated in the procedure PC 1.3 Life Cycle of University Degrees, once the favourable verification report has been received and the University is preparing to implement a Degree, the Department of Academic Planning introduces the

information on the different Syllabuses of the courses in the University's academic management systems, necessary for the allocation of both teaching and classrooms.

4.1 Educational Planning

Teaching allowance

The Department of Academic Planning and the Department Management Boards are responsible for assigning teaching staff to the different subjects, depending on the number of students per group, the subject area and the academic profile of each lecturer, through the University's academic management systems.

The teaching assignment respects in all cases what is established in the Verification Report of each Degree. To this end, a record must be kept of the most suitable lecturer to teach each course in the Syllabus, and other lecturers with expertise in the subject must be identified in the event that this lecturer is unable to teach for any reason such as incompatibility of timetables, leave of absence, etc.

Drawing up timetables and establishing groups

The process of generating groups and timetables is initiated through a computer tool that, with the necessary information, produces a forecast of the number of groups per course. The variables used by the tool for this forecast include, among others, the number of students enrolled who will be promoted to higher years, the forecast of new students or international exchange students, the history of repeating students per subject, the Syllabus, the facilities required per subject, the academic standard, or the teaching staff.

Based on the group forecast, the same computer tool generates a timetable proposal, with teaching and space allocation. This timetable proposal is incorporated into the university's academic management systems.

Academic Planning, in collaboration with the Centre's Department Management Boards, reviews the timetable proposal generated by the tool. After this review, only the strictly necessary changes are made to the University's academic management systems.

Once the final timetables have been uploaded to the university's academic management systems, the tuition period begins for students. Throughout this period, and once it is over, the necessary adjustments are made to the groups and timetables depending on the final number of students Enrolled.

Delivery and Assessment of the courses

The teaching staff develop the course in accordance with the Learning Guide, which involves teaching the contents and developing the Competencies of the course using teaching methodologies that are in line with the University's Academic approach.

Each Subject has its own space on the online campus that facilitates monitoring, grading, feedback and communication with students, either individually or collectively.

Throughout the year, subject lecturers will assess the achievements made by students, awarding them a grade based on the Assessment systems identified for each Subject in the Verification Report, in the Learning Guide and in the current regulations of the University and Centre, where applicable. To this end, the different evidence derived from the teaching-learning process will be considered (assessment rubrics, knowledge tests, presentations, final assignments, reports, practicals, etc.), which is developed in detail in CP 5.1 Assessment of Learning.

There are two calls for , ordinary and extraordinary:

- The Faculty Assistants draw up the calendar of the Assessment tests within the periods established by the University, as well as assigning classrooms and timetables. Subsequently, the Student Advisors publish the dates on the online campus of each Degree.

- As for the Extraordinary exam entries, the Faculty Assistants draw up the calendar of the Assessment tests within the periods established by the University, as well as assigning classrooms and timetables. Subsequently, the Student Advisors publish the dates on the online campus of each Degree.

The final assessment obtained by the student is reflected in a grade report which is signed by the teacher and, where appropriate, by the person responsible for the grade report (the Head of Department or the Head of Centre). This process is carried out in accordance with the current regulations published on the website. The student receives the appropriate notification that he/she has been graded in the course and in the corresponding call for entries. Once this notification has been received, the student has a period for claiming the grade, if applicable, in accordance with what is determined in this respect by the academic regulations.

At the end of each semester, the Learning Assessment Committee (CEA) of each course will meet to assess the students' learning according to the Learning Guide and take decisions in this regard (change of an activity, improvement in the content of a subject, etc.).

Subsequently, the Degree Quality Committee and the Degree Learning Assessment Committee (CCT/CEAT, as developed in PC 12.2 Analysis and Improvement) meet to analyse and review the programme, based on the results of the Degree (performance and satisfaction), the opinion of students and teaching staff and the analysis of complaints and suggestions. As a result of the CCT-CEAT, an improvement plan for the Degree is drawn up and revised if , to be implemented in the academic year.

4.2. Management of material resources.

Classroom allocation

Academic Planning assigns each group defined in the timetables a physical classroom taking into account the number of students, computer equipment or other specific needs of each qualification. Students can check the classrooms of their subjects/modules through the online timetable application. In addition, the planning of the use of the classrooms is available at the concierge desk of each building for consultation by any student, teacher or visitor. Any changes are communicated through the online Virtual Campus of the subject/module.

Virtual Campus

The University aims to strengthen the use of Information and Communication Technologies in all its qualifications to support teaching practice.

The online Virtual Campus has three main areas: Teaching, Communication and Assessment. The functionalities in these areas allow teachers to manage their courses efficiently, develop assessments and promote collaboration among their students.

This technology helps to make learning more effective in and out of the traditional classroom.

The Virtual Campus will be accessible through the Student Portal, directly integrated with the student information system, so that there will be a single online space:

I)   for each group of pupils
II)   for each year and teacher

The use of a Virtual Campus, as a working tool, expands the possibilities in the distribution of knowledge and communication between students and teachers; facilitating personalised attention and monitoring of students through virtual tutorials, encouraging autonomy in learning, enhancing skills in students such as search for and management of information, planning or the ability to argue.

The Virtual Campus is integrated with the University's academic management system, so that all lecturers who have assigned their subjects to it automatically have a virtual space on the platform associated with each of them. Likewise, each student registered will appear associated in the online campus to the courses in which he/she has enrolled.

Throughout this process, teachers have the corresponding institutional support through the implementation of On-campus and distance learning training courses.

Classroom bookings

The reservation of classrooms for special needs outside the classrooms assigned by Academic Planning is generally done through the intranet, to which teachers have access, always 48 hours in advance. In the case of Postgraduate, external lecturers without access to the intranet request this reservation through the Postgraduate academic advisors.

Request for material

Each Centre has a person in charge of the management of material resources, who ensures their availability for the correct development of teaching and receives the resource needs of the teaching staff. In order to respond to the teaching staff's needs for materials and resources, each year the heads of Department, together with other persons designated for this purpose, make an estimate of needs, which is approved by the Head of Centre and by the Administration and Finance Department.

The heads of each laboratory indicate the needs to the corresponding Heads of Department. Approval is also given by the Head of Centre and the Finance Department.

Laboratory Management

Student participation in the Centres' laboratories is organised through the:

-      partial linking of Bachelor's Degree subjects or Postgraduate modules

- total linkage of the subjects or modules
- voluntary participation.

In the first , teachers use the laboratories as a means of developing the Centre's methodology in the course, applying it to a case, factual situation, challenge or dilemma to be solved.

In the second case, the development of the course is fully linked to the development of laboratory activities.

In the coordination meetings of the Degree, developed in the PC 4.2. Horizontal and Vertical Coordination, the linking of the subjects with the laboratories is established, also taking into account the requests and suggestions of the teaching staff and the Centre's strategy regarding the implementation of the Academic approach.

In the case of voluntary and proactive participation, new students receive information about the laboratories at the welcome session. Subsequently, the laboratory coordinators invite students, both first-year students and those in higher and Postgraduate courses, to a meeting in which they are given details of how the laboratories work and the need for their involvement in this project throughout their university life.

By the end of the qualification all students must have used the Centre's laboratories at some point. When the laboratory is integrated in the regular subjects of the Bachelor's Degree/Postgraduate modules, the recognised ECTS of the course is linked to the use and exploitation of the laboratory learning.

Waste management in laboratories

Waste management is carried out in the manner and with the responsibilities established by the regulations relating to Occupational Risk Prevention and environmental management, as well as the procedures established by the Department for this purpose.

Spaces for Students

 addition to classrooms, are provided with work rooms, group meeting rooms, designated areas for mentoring, individual and group work rooms, specific laboratories, etc.

In the case of spaces provided in the library, this is requested directly from the library staff.

In all other , they must be requested from the caretakers of the building where the space is located.

In the case of Postgraduate qualifications, the Academic Advisor is responsible for registering and communicating such reservations of additional classroom space.

Monitoring, review and improvement

At the end of the academic year, students are asked to assess their satisfaction with the University's spaces and infrastructures in the Satisfaction with the Qualification survey. The results obtained are shared with those responsible for the Centre and taken to the Degree Quality Committee (CCT) and the Quality Committee of the Centre, to report to the participants and consider improvements, if applicable, which will be included in the Degree or Centre Improvement Plan, as appropriate.

Teachers are also able to rate their satisfaction with the spaces on an annual basis in the Faculty Satisfaction Survey with the University. In the same way, the results obtained are shared with those responsible for the Centre and taken to the CCT and CCC.

In the case of wanting to report failures in the management of spaces and material resources, the student must be referred to their Academic Advisor, who is responsible for managing the complaint/suggestion through the university's internal processes of registration and response in Student Affairs, as detailed in PC 9.1 Student Affairs. Management of Suggestions, Complaints, Claims and Acknowledgements.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research

The specifications in the School of Doctoral Studies and Research will be set out in the procedure PC 6.1 Research and Management of Doctoral Programmes, in the IT01/IT02 as well as in the Regulations of Official University Doctoral Studies of the European University of Madrid.

6. RECORDS

NAME	CUSTODIAN
Published timetables available to students	Academic Planning/Academic Advisors
Student grade reports	Teacher
Teaching allowance	Academic Planning Heads of Departments
Classroom allocation	Academic Planning

7. MONITORING AND MEASUREMENT

All those involved in curriculum planning should ensure that it is best suited to the achievement of learning outcomes, assessment and practical application. The curriculum should be learner-centred and should be subject to analysis and improvement.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 4.1	Student satisfaction with the online Virtual Campus (Bachelor's Degree)	Quality Assurance Team	Academic year
IND02 PC 4.1	Student satisfaction with the online campus (Postgraduate)	Quality Assurance Team	Academic year
IND03 PC 4.1	Teachers' satisfaction with the characteristics of the online campus, its tools, applications and functionalities. (Bachelor's Degree)	Quality Assurance Team	Academic year
IND04 PC 4.1	Teachers' satisfaction with the characteristics of the online campus, its tools, applications and functionalities. (Postgraduate)	Quality Assurance Team	Academic year
IND05 PC 4.1	The classrooms/laboratories/spaces (On-campus or online) where they are held class sessions (Bachelor's Degree)	Quality Assurance Team	Academic year
IND06 PC 4.1	The classrooms/laboratories/spaces (On-campus or online) where they are held classroom sessions (Postgraduate)	Quality Assurance Team	Academic year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Academic Planning	Timetable management and teacher allocation Group allocation Make classroom assignment according to course and approve classroom reservations outside the initial assignment.
Academic Advisor	Collaborates with Academic Planning in the process of groups and classrooms. Contacting the student to provide academic information.
Head of Department	Teaching assignment of the different subjects to teachers, according to the Field of knowledge and the academic profile of each one of them. Estimating the Department's material needs including requests from teachers and placing orders through the Department's assistants.

9. STAKEHOLDERS AND ACCOUNTABILITY

The Management Board is responsible for promoting and managing actions related to teaching planning and the management of material resources.

Students are represented on the Degree Quality Committee and the Quality Committee of the Faculty, where they also share the results of the satisfaction surveys and the incidents recorded. On the other hand, they also receive information on curriculum planning through the public information on the website of their Degree and Centre. The analysis of student satisfaction and their complaints and suggestions have an impact on the review and improvement of this procedure and the courses.

The teaching and non-teaching staff also participate in the Degree Quality Commissions, the Quality Commission of the Faculty and other bodies of the Faculty. They receive information on resource planning through communication from the different Departments involved, coordinated by the Management . The information will be available on the website for all stakeholders.

Society in general will be aware of the curriculum through the website of the Degree and the Centre.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	08/01/2024	Consolidation of procedures belonging to Edition 5. PC 4.1 and PC 10.1

11. ANNEXES

Not applicable