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	PC. 4.2. HORIZONTAL AND VERTICAL COORDINATION	

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1. OBJECT

Define the different coordination mechanisms for official Bachelor's Degree, Postgraduate and PhD courses (where applicable to these courses) that guarantee the acquisition of the learning outcomes by students and compliance with the Verified Report.

2. SCOPE

This procedure applies to the official courses taught at all the centres of the Universidad Europea de Valencia (hereinafter, the University).


3. REFERENCES

- Current verification reports for Bachelor's Degree, Master's Degree and PhD qualifications.
- Current learning guides of the courses of each Degree
- University Strategic Plan
- Regulations of the current Students' Representative Council of the European University of Valencia.

4. DEVELOPMENT OF THE PROCESS

In order to guarantee adequate coordination, the University has various figures who participate to a greater or lesser extent in the different coordination mechanisms:

- *Area Manager* (Director), as ultimately responsible for ensuring the quality of all programmes in his or her Field.
- *Head of Department*, as head of the teaching staff, ensures coordination in aspects related to teaching management.
- *Degree Coordinator (Bachelor's Degree)*, in charge of implementing and ensuring compliance with the Academic approach, vertical coordination of the Degree and ensuring horizontal coordination between the different teaching staff, guaranteeing consistency between courses/modules, as well as coherence with what is approved in the Degree Report.
- *Programme Director (Master's degree)*, in charge of the vertical coordination of the Degree and of ensuring horizontal coordination between the different teaching staff, guaranteeing consistency between courses/modules, as well as their coherence with what has been approved in the Qualification Report.
- *Subject/module coordinator*, in charge of the coordination of a course/module in the event that it is taught by several teachers in different groups or different modalities. He/she is assigned by the Director of the Department.

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The different mechanisms that ensure horizontal and vertical coordination of programmes, from the lowest level of coordination (Subject) to the highest (University), are described below.

1. Development and revision of Learning Guides:

All the courses/modules have a single Learning Guide document, regardless of the teacher who teaches it, the mode and language of instruction, and which will be consistent with the provisions of the current approved Memory. The process of elaboration and revision of the Learning Guides is defined in CP 5.1. Assessment of Learning.

2. Subject/module coordination:

At the end of the academic year, the Learning outcomes achievement by students is reviewed in the Learning Assessment Committee (LAC) of each course, establishing, if necessary, an improvement plan for the following academic year (LAC), as stated in CP 5.1 Learning Assessment.

In the case of postgraduate courses, the lecturers teaching the same module hold coordination meetings to ensure the coherent development of the Contents and to guarantee homogeneity. These meetings are led by the Programme Director or Subject/Module Coordinator.

These meetings can be held On-campus, by e-mail or by any other form of communication that ensures the purpose for which it is produced. At least two meetings are held, one at the beginning and one at the end of the programme.

3. Coordination of Bachelor's Degree Final Year Project (TFG)/ Master's Degree Final Year Project (TFM)


The TFG/TFM coordinator manages the management of the graduation projects, informs students of the applicable regulations, the different steps to follow in their preparation, as well as the assessment criteria. In addition, in coordination with the tutors, it assigns projects and tutors to each student, organising the dates and defence panels. These meetings are documented.

Meetings may be held at the request of the TFG/TFM Coordinator of each Degree, when necessary, to ensure that each Degree meets the quality standards and assessment criteria, with the tutors.

4. Coordination of internships:

Internship coordination is carried out between the Internship Unit, which is responsible for managing the educational cooperation agreements governed by the University's internal regulations, and the programme's internship coordinator, who manages the academic part.

The Work Placement Coordinator may act as academic tutor assign a university tutor to each of the students on placement, with whom he/she will coordinate during the course. These meetings are documented.

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The tutor academic maintains contact with the company tutors, monitoring the students during their studies.

5. Degree Coordination:

At Bachelor's Degree level and to ensure vertical coordination of the Degree, coordination of Contents, learning objectives, acquisition of Competencies throughout the Degree, meetings are held between the Degree Coordinator and Subject Coordination and, where appropriate, lecturers. These meetings are usually held at the beginning or end of each semester. These meetings may also be attended by the Head of Field and/or Head of Department.

In the Master's Degrees, it is the programme directors who convene coordination meetings with the lecturers who teach the modules, in order to facilitate the coordination of contents.

6. Degree Quality Commission-Learning Assessment Committee CCT-CEAT):

The purpose of these meetings is to analyse, review and improve each of the programmes as a whole, with the stakeholders of the Degree taking part. They are held at the beginning and end of the academic year, with the possibility of an intermediate follow-up meeting if necessary. The programme as a whole is examined, as well as compliance with what is set out in its current Report. The functioning of the CCT-CEATs is described in procedure PC 12.2 Analysis and Improvement.

7. Centre Boards


This mechanism makes it possible to deal with cross-curricular issues at the Centre, making it possible to align the issues affecting the training programmes with the decisions taken at higher levels.

Main functions of the Board:

- Defining, implementing and assessing the Centre's strategy with the collaboration of the Centre's Field Directors and Heads of Department.
- Establish, drive and assess the school's performance in terms of cross-curricular quality criteria.
- Drawing up the Centre's global improvement plan.
- Maintain and improve the Internal Quality Assurance System.
- Lead, together with the Quality Assurance Team, the process of data collection and processing of key information for the proper management of the Centre.
- Leading the process of implementing improvement plans for the qualification and ensuring that the objectives set are in line with those set by the University.
- Leading the achievement of distinctions, certifications and accreditations both nationally and internationally by the Centre.

Members of the Board:

- Head of the Centre: chairs the Board of the Centre. Raises problems, suggestions

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or good practices identified to the Academic Council. It ensures the proper functioning of the Centre in terms of the Training of students at all educational levels and their overall satisfaction.

- Heads of Field of Centre: they report on progress and problems detected in the development of improvement actions in each training programme. They act as the Quality Managers of the different fields of knowledge that are integrated in each of the Centres.
- Heads of Departments: they bring issues that mainly affect the teaching staff and the material resources for teaching.
- Academic Director: transfers aspects related to the Academic approach.
- Any other member that may be necessary in relation to issues to be dealt with, both from the cross-curricular fields involved and from students or student representatives.

Development of the Meetings:

Faculty Meetings are held at least once a month throughout the academic year. At the request of the Head of Faculty, the Faculty Assistant sends a call for entries to the interested parties and requests items to be included on the agenda, which are proposed by the interested parties.

During the course of the meeting, minutes are drafted and subsequently circulated to all participants in the meeting.

The strategic plan, the proposal for its deployment, as well as the Assessment of its implementation and development, is carried out by the Board of the Centre and finally approved by the Academic Council, as described in PC 1.2 Strategic Planning.

Based on the analysis of the data presented by all parties and the results obtained in the performance and satisfaction indicators, the Centre's Improvement Plan is drawn up, proposing the lines of action to be developed. If the actions proposed cannot be implemented immediately, they will be taken into account for the organisation and planning of the new year, as well as being included in the Centre's Improvement Plan for the following year. This Improvement Plan will also be taken into account when drawing up the Improvement Plan for each Degree.


8. Centre Quality Commission (CCC):

Centre coordination meetings with all the cross-curricular fields that form part of the Quality System, in order to pool and share the 's global improvement plan and its monitoring, as well as the results of the areas involved, transferring cross-curricular aspects with an impact on the quality of the educational offer. Meetings led by the Head of each centre.

They meet at least twice during the academic year. This mechanism is described in CP 12.2 Analysis and Improvement.

9. Department meetings:

These are regular meetings convened by the Director of the Department and attended by the

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teaching staff of the Field or Department, although any representative of cross-curricular areas may attend depending on the issues to be addressed. Different teaching management issues are coordinated, highlighting the teaching assignment, the Department's strategy, the results of the horizontal and vertical coordination of the Qualification and the main performance, satisfaction and research indicators. The Contents of these meetings are recorded in minutes.

10. Teaching staff meetings:

These are regular meetings, convened by the Head of Centre / Head of Field of Centre with the teachers, in order to share different information regarding, for example, the strategic lines of the Centre, the quality policy, the educational model, its improvement plan, etc.

These meetings may be held for the Centre's teaching staff or specifically for Bachelor's Degree and Postgraduate teaching staff. The Contents are recorded in the minutes.

11. Quality Assurance Committee

The Quality Assurance Committee (QAC) is a cross-curricular University-wide body that acts as one of the vehicles for internal communication of University policy, objectives, plans, programmes, responsibilities and achievements. This Committee is developed in CP 12.2 Analysis and Improvement.

12. Students' Representative Council

The ' Representative Council meets a month with the Management Board, University Ombudsperson and Vice-Chancellor's Office to obtain direct feedback from students, design and share policies or procedures and encourage student participation. Various members of the university community may be invited to these meetings at the request of the council itself. Minutes are taken at these meetings, which are shared with the Academic Council and kept by Student Services.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School


Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

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School of Doctoral Studies and Research

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


6. RECORDS

NAME	CUSTODIAN
Minutes of the Board of Governors' Meeting	Centre Field Managers
Minutes/Presentation of the Department Meeting. Bachelor's Degree	Head of Department
Minutes/Introduction to the Teaching Staff	Head of Centre
Master's degree Coordination Act	Master's Programme Director
Subject/module coordination minutes	Subject coordinator

7. MONITORING AND MEASUREMENT


The monitoring of this procedure is carried out by the Heads of Centre who will analyse according to the students' Learning outcomes whether the coordination mechanisms are adequate in order to improve planning, activities and Assessment systems or methodologies.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 4.2	Student satisfaction with coordination of the qualifications (Graduate's Degree)	Quality Assurance Team	Academic Year
IND02 PC 4.2	Student satisfaction with coordination of the Qualifications (Graduate)	Quality Assurance Team and	Academic Year

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8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Head of Centre	Leading the School Board, the Teaching Staff and the School Quality Committee in order to provide information of interest to those attending.
Head of Centre	<p>Actively participate as the person responsible for their Field in the Centre Board and in the Centre Quality Committee, reporting on the activity of their area, transferring or collecting proposals and possible areas for improvement and raising recurring aspects dealt with in the Degree Quality Committee and/or in the improvement plans.</p> <p>Participate in the Degree Quality Commissions-Learning Assessment Committee, as the highest representative of the Degrees in their Field.</p>
Head of Department	Leading the Department meetings, conveying information of interest to the teaching staff and collecting proposals. improvement and needs.
Graduate Degree Coordinator	Ensure the coordination of the Degree, guaranteeing consistency between the subjects/modules and ensure the compliance with the current Report.
Programme Director	<p>Ensure the coordination of your programme, with the support of the Degree coordinator.</p> <p>Facilitate coordination of Contents through coordination meetings with module teachers.</p>
Subject/module coordinator	<p>Ensure the development and coordination of your Subject/module through meetings with the teachers who teach it.</p> <p>Ensure consensus on the development of a single learning guide.</p>
Internship Coordinator	Manage the academic part of the internship, making contact with the company tutors and carrying out the follow-up.
TFG/TFM Coordinator	Manage the projects, coordinating with the assigned tutors.

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9. STAKEHOLDERS AND ACCOUNTABILITY

Students are directly interested in the coordination of their academic teaching. They are represented on the different Degree and Centre Committees, and their contributions are also included in the different Satisfaction Surveys on the Qualification and the teaching staff. Potential students are informed on the website about the Learning Guides and Core data of the Degrees, as well as the Centres.

Both teaching and non-teaching staff, as members of the University, attend to the students. The teaching staff is in charge of drawing up and agreeing on the Learning Guides, as well ensuring coordination in the qualification. They are represented in the different coordination bodies.

The Head of Centre, promote and plan actions related to teaching coordination and participate in the different Centre coordination bodies.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
04	25/10/2021	IQAS update - Creation of the procedure
05	13/05/2022	Replacement of the designation "guarantee" by "assurance" in line with the new AUDIT model (2018 version) and "PGC" by "PC".
06	08/01/2024	Updating the process.

11. ANNEXES

Not applicable