



 <b>Universitat Europea VALENCIA</b>	PROCEDURES MANUAL	EDITION 06
	<b>PC 7.5 UNIVERSITY LIFE ACTIVITIES</b>	

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## 1. OBJECT

The purpose of this procedure is to define the mechanisms to guarantee the design and implementation of University Life activities and other complementary activities that promote the personal, academic and professional development of students at the Universitat Europea de València (hereinafter, the University).

## 2. SCOPE

Applies to all students at the University.

## 3. REFERENCES

- Mission and vision of the University
- University Quality Policy
- Academic approach of the University

## 4. DEVELOPMENT OF THE PROCESS

### 4.1 Planning of University Life Activities


The University Life and Social Commitment Unit designs its annual strategic plan based on the results of previous student orientation actions, information on the situation of the university and socio-professional environment, and information gathered from interest groups. This action plan is submitted to the University Governing Bodies for approval.

#### **Development of welcome plans. Welcome Week**

The welcome actions that the University has established for its students are carried out by Student Experience, University Life and Social Commitment Unit together with the University Centres. In addition, the different Departments participate in order to ensure that the needs of the are covered.

As part of these welcome sessions for new students, information sessions are held for each qualification, Field or Centre in which students are introduced to the training process they are about to undergo. The following activities, among others, are included in this programme:

- Introduction of each Centre by each Head of Centre (Head of Department/ Head of Department).
- Introduction of the members of the Boards of Centres.

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- Generic explanation of the Degree, if applicable.
- Introduction to student support services (Academic counselling, Educational Guidance Unit, Diversity and Inclusion, University Life, Social Commitment, Employability and Entrepreneurship, Learning, Research and Innovation Resource Centre Library, Internships, International Mobility, Medical Service, among others).

In the case of students belonging to mobility , specific welcome sessions are held, as described in the procedure PC 7.1 International Mobility, the first week of their stay at the University.

## 4.2 Educational Guidance, Diversity and Inclusion

The Educational Guidance, Diversity and Inclusion Unit accompanies University students who proactively request personalised monitoring throughout their university life, to help them achieve academic and professional success. It also contributes to the continuous improvement of student satisfaction in everything related to their competence development and academic performance.

The Educational Guidance, Diversity and Inclusion Unit carries out different actions throughout the academic year to support students in their university life:


- Follow-up of underachievers and late entrants, designing personalised support plans.
- Individual counselling for students according to their needs.
- Academic guidance to students on the development of their academic curriculum, development of planning tools, organisation and study techniques.
- Extracurricular study support workshops (study techniques, time management, coping with multiple-choice tests, attention and concentration techniques, etc.).

## 4.3 Student Participation

University Life is a unit within the Office of the Pro-Vice-Chancellor for Students and University Life whose mission is to contribute to the integral development of the student. To this end, each academic year the University makes available to all its students a catalogue of extracurricular activities that encourage student participation and university life outside the classroom.

The proposed extracurricular activities are of a different nature (educational, socio-cultural and sporting) and aim to achieve interaction between the student and the surrounding environment. The aim is to promote their adaptation to the University and their employability through the development of key Competencies.

Students can participate in university life through student clubs and associations, competitions and awards. University Clubs are extra-curricular initiatives organised by and for students. They provide students with opportunities to develop and share their hobbies and interests with other students,

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enhancing their learning beyond the classroom. These clubs are also open online so that distance learning students can take advantage of them.

The University Life and Social Commitment Unit coordinates and supports the University's student clubs and associations. The clubs are managed by the students themselves and have the support of the Centre to which they belong. In addition, the students have a support teacher who guides them and helps them in carrying out their activities, guaranteeing a fluid dialogue with their Centre and the University.

Communication about the clubs and their activities is channelled through the University Life Platform, the University's website diary, and through the channels designed by the students themselves.

The clubs and associations participate in various events within the university such as the welcome sessions at the beginning of the year, the Clubs Fair, Clubs Week, End of Year Party, among others. In addition, they are themselves promoters of university life and organise conferences, meetings, talks and activities of all kinds throughout the year.

#### **4.4 Voluntary activities**


Social Commitment Field of the University Life and Social Commitment Unit coordinates national volunteering activities.

The general objective of the Field of Social Engagement is for students to acquire an attitude of responsible citizens and effective contributors, self-confident, international, multilingual, flexible and adaptable in multicultural environments. Students become aware of and develop a more global perception of the world around them, stimulating their capacity for empathy and becoming part of the community of which they are a part, generating opinions and ethical positions, being able to detect controversies and propose solutions to existing global problems.

The University has a computer system, through which it communicates calls for entries for prizes and grants aimed at students and Alumni, and even a blog where volunteers have the opportunity to share their experiences.

Student participation, either through volunteering, employability courses or other similar activities, offers students the possibility of recognised credits in the Subject of University Activities, which complete and enrich their Training as committed professionals and as citizens of this global world.

At the beginning of the year, the list of activities offered that will give rise to credit recognition through the University Life and Social Commitment Unit is made public. This offer is previously approved by the Academic Council.

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## 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**


Not applicable

## 6. RECORDS


NAME	CUSTODIAN
List of late entrants	Educational Guidance, Diversity and Inclusion Unit
List of low performing students contacted	Educational Guidance, Diversity and Inclusion Unit
List of University Life Activities on Offer	University Life and Social Engagement Unit
List of students who carry out University Activities	University Life and Social Engagement Unit
Database of volunteers and stakeholders	University Life and Social Engagement Unit

## 7. MONITORING AND MEASUREMENT

The monitoring and measurement of this process is carried out by the Educational Guidance, Diversity and Inclusion Unit, and by the University Life and Social Commitment Unit, by analysing the results of student participation in the different actions developed throughout the academic year and the results of satisfaction surveys.

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IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 7.5	Number of University Activities Offered	University Life and Social Engagement Unit	Academic Year
IND02 PC 7.5	Number of participants in university life	University Life and Social Engagement Unit	Academic Year
IND03 PC 7.5	Number of students participating in clubs and associations	University Life and Social Engagement Unit	Academic Year
IND04 PC 7.5	Ratio of low-achieving students contacted	Educational Guidance, Diversity and Inclusion Unit	Academic Year
IND05 PC 7.5	Ratio of late entrants contacted	Educational Guidance, Diversity and Inclusion Unit	Academic Year
IND06 PC 7.5	Number of Clubs and Associations	University Life and Social Engagement Unit	Academic Year
IND07 PC 7.5	Number of volunteers	University Life and Social Engagement Unit	Academic Year

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## 8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Academic Council	Pass the planned University Life Activities
Office of the Pro-Vice-Chancellor for Students and University Life	Design its annual strategic plan on the basis of the results of previous student orientation actions and feedback from stakeholders. Develop student induction plans. Accompany students who require personalised monitoring through educational guidance . Coordinate volunteer activities.
Centre	Participate in the definition of university life activities.


## 9. STAKEHOLDERS AND ACCOUNTABILITY

Students are the main recipients of the activities that are organised both to facilitate their entry into the University and to be accompanied through the orientation service and to participate in extracurricular and voluntary activities. They participate by expressing their opinion through the Satisfaction Surveys.

The general public receives information about these services through the University's website.

## 10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
04	01/11/2021	IQAS update - Creation of the procedure

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05	13/05/2022	Replacement of the name "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