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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Date: 08/01/2024	Date: 08/01/2024	Date: 08/01/2024

1. OBJECT

The purpose of this process is to establish the way in which the collaboration with external personnel is carried out in order to provide teaching services at the Universidad Europea de Valencia (hereinafter, the University).

2. SCOPE

The scope of this procedure is the teaching Departments of the University that require external collaborators.

3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.
- Human Resources Policy

4. DEVELOPMENT OF THE PROCESS

Given the diversity of the University's educational offer and its characteristics, we collaborate with external experts in specific fields of knowledge in order to provide teaching.

The Master's Programme Directors of each Centre create the Timelines for Degrees to be implemented, providing this information to both the Planning Department and the Human Resources Department, for the management of teaching resources and materials as indicated in the procedure PC 4.1 Teaching Planning.

When this process takes place with an established Degree, the Planning Department works with the information from previous years, making the necessary changes indicated by the Centre.

The Human Resources Department, once it has received the information on these collaborations, generates the contractual documentation necessary for the correct development of this process in the Human Resources IT tool.

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
Graduate Degree Timeline	Degree holders (Centres)
Contractual Documentation	Human Resources Department
Teaching Allowance	Academic Planning

7. MONITORING AND MEASUREMENT

The monitoring of this process is carried out continuously by the Human Resources Department with the support of the Quality Assurance Team, updating it when deemed necessary, based on the different situations that may arise in the reviews of the system.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 8.2	Ratio of new registrations	Human Resources Department	Academic year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Human Resources Department	Guarantor of compliance with Legal Affairs and academic requirements for candidates. Responsible for the formalisation of the registration and the financial allocation.
Master's Degree Master's Degree Director	Responsible for the academic Timeline for the delivery of the Graduate Degree
Academic Planning Department	Teaching assignments in the University's academic management systems.

9. STAKEHOLDERS AND ACCOUNTABILITY

Students participate in the Assessment of the teaching of external staff through the Satisfaction Surveys with the teaching staff, which are shared in the participation bodies of the different interest groups.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
04	02/11/2021	IQAS update - Creation of the procedure.
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