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|   | <b>PGC 1.3 COURSE DESIGN</b> | <b>EDITION 08</b> |

### **PURPOSE**

Description of the course design procedure.

### **SCOPE**

The addition of new courses to be added to the list of official programmes provided by Universidad Europea de Madrid and by each Centre.

### **RELATED DOCUMENTATION**

- Royal Decree 1393/2007, of 29 October, establishing the planning of university education. Consolidated text.
- RD 99/2011, of 28 October, regulating official PhD studies.
- RD 1707/2011, of 18 November, which regulates external internship placements for university students.
- Specific ministerial orders in the case of regulated professions.
- PGC 1.4 Introduction of new degree programmes: validation, modification and authorisation. Monitoring, renewal of accreditation and withdrawal of official degrees
- Guide for the validation and modification of official bachelor's and master's degrees. Fundación para el Conocimiento madri+d
- Guide for the validation and modification of PhD Degrees. Fundación para el Conocimiento madri+d
- IT01-PGC6.1 Definition and strategy. School of Doctoral Studies and Research

### **PROCESS DEVELOPMENT**

#### **Course definition**


The deans and vice-deans/directors of undergraduate/postgraduate studies of the relevant faculty/school and the Marketing Department analyse the courses offered by each department of each faculty/school, in order to decide on proposals for new degrees, modifications to existing ones and/or withdrawals if necessary.

The Marketing Department provides the faculty/school with information on market demand and on programmes offered by the main competitor universities, both public and private.

The curriculum will be assessed in terms of appropriacy and updated a minimum of every 4 years, and the process will involve academics, industry experts and marketing specialists. This analysis may be supplemented by degree reports, stakeholder feedback and/or market research.

Economic feasibility studies of the degree programmes will be carried out in collaboration with the financial department prior to the validation of the proposals.

The portfolio of new degrees and/or modifications to existing ones must be approved by the Innovation Committee before work can begin on the proposals. The dossier on the portfolio of new degree programmes and modifications needs to include the name of the programme, the centre to which it is attached, the mode of delivery and the proposed number of places to be offered.

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## Course Design

For the design of the programme, leading professional experts in the sector are consulted either on an individual basis or via panels of experts, who contribute their knowledge of the subject area, in order to contrast the proposals, study their suitability and tailor the innovation in accordance with the needs of the profession.

Programme design also takes into account performance and satisfaction indicators for degree programmes in the same subject area or related areas, where these exist, as described in Section 8 of the Degree Report.

The Degree Innovation and Learning Assessment Department, the vice-deans/directors of undergraduate and postgraduate studies or the school, and in each case, the programme directors and/or members of the teaching staff will prepare the Validation Report on the new programmes for their assessment by the Evaluation Agency, in accordance with the guide to the validation and modification of official bachelor's and master's degrees described in PGC 1.4. Validation, Modification, Introduction, Monitoring, Renewal of Accreditation and Withdrawal of Degree Programmes.

The Degree Innovation and Learning Assessment Department collaborates with the course design coordination team of the faculty/school on the preparation of degree proposals. To this end, the Degree Innovation and Learning Assessment Department provides a training programme to facilitate the drafting of the reports, which includes templates prepared by the department itself to simplify things. These templates are available on the Intranet together with the guide for the verification and modification of official Bachelor's and Master's degrees published by the Fundación para el Conocimiento madri+d.

Experts in each subject and/or programme directors participate in the subject and module sheets. If assistance should be required, they consult the experts in the field of Innovation of the Vice-Rectorate for Teaching Staff and Research.


## Assessment of the Proposals and Introduction of Degree Programmes

During the evaluation phase of the proposals for new degrees and modifications to existing ones, the Degree Innovation and Learning Assessment Department sends a Degree Evaluation Status Report to the members of the Management Committee concerned, the Rector's Office, the deans, the Director of the Quality Assurance Department, and the Marketing Department.

Once a favourable report from the Assessment Agency has been received, the Degree Innovation and Learning Assessment Department will inform the different departments (deans and vice-deans/directors of the relevant faculties/schools, programme directors, the Vice-Rector for Teaching Staff and Research, the Director of the Quality Management and Compliance Department and Q Partners, the Academic Planning Department and degree web managers) by e-mail in order to start the implementation procedure described in PGC 4. 1 Course Implementation and market launch.

If the agency's report is favourable, the resolution of the Council of Universities is positive and authorisation is granted by the Regional Government of Madrid for the introduction of the degree, implementation of the new programme will being, as described in PGC 4.1 Course Implementation.

The Portfolio of new degrees is incorporated into the Portfolio of existing degrees.

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The University reserves the right not to offer a validated degree programme if there is insufficient demand in terms number of applications.

### **SPECIFICS BY CENTRE**

#### **School of Architecture, Engineering and Design.**

N/A

#### **Faculty of Sports Sciences**

N/A

#### **Faculty of Social Sciences and Communication**

N/A

#### **Faculty of Biomedical and Health Sciences**


N/A

#### **School of Doctoral Studies and Research**

In the case of PhD programmes, the University's Academic PhD Committee, together with the Degree Innovation and Learning Assessment Department, is responsible for the study and design of proposals, as stated in IT01-PGC6.1 Definition and strategy. School of Doctoral Studies and Research

### **RECORDS (evidence)**

| RECORDS                                  |   |  |
|--|---|--|
| RECORD NAME                              | CONTROLLER  | MEDIUM AND LOCATION  |
| Dossier of New Degrees and Modifications | Degree Innovation and Learning Assessment Department                                      | Sharepoint Degree Innovation and Learning Assessment Department/Regulator/Innovation/Reports Madrid/Academic Year    |
| Degree Assessment Status Report          | Degree Innovation and Learning Assessment Department                                      | Sharepoint Degree Innovation and Learning Assessment Department/Regulator/Innovation/Reports Madrid/Academic Year    |
| Degree Validation Report                 | Degree Innovation and Learning Assessment Department, Vice-Dean and/or Programme Director | Sharepoint Degree Innovation and Learning Assessment Department/Regulator  |
| Report or feedback from experts          | Vice-Dean/Director  | Sharepoint. Faculty Folder/Academic Year/Faculty Board/Design, Approval and Modification of Degrees/Panel of Experts |
| Degree Portfolio                         | Degree Innovation and Learning Assessment Department                                      | Sharepoint Degree Innovation and Learning Assessment Department/Regulator  |

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|--|--|---|
| Annual portfolio list of new degree programmes and/ore modifications | Degree Innovation and Learning Assessment Department | Sharepoint Degree Innovation and Learning Assessment Department/Regulator |
|--|--|---|

## **INDICATORS**

IND01-PGC1.3 Annual validation ratio for new degrees (validated/submitted)

## **RESPONSIBILITIES**

### **Dean and/or Vice-Dean/Undergraduate Studies Director, Postgraduate Studies Director or School**

Identify internship training needs.

Support the Marketing Department in the analysis of the general and specific environment surrounding the new degrees (e.g. market studies, competitor analysis, feasibility studies etc.).

Participate in the drafting of the new reports, and coordinate professors in the preparation of programme syllabuses.

Consultation with experts and professionals and/or creation of expert committees based on knowledge area.

Communicate the approval of the report to the faculty.

Communicate the withdrawal of degrees

Review the public information provided on the university website.

### **Innovation and Learning Assessment Management**

Participate in the study of new proposals before work begins on the course design.

Participate in the drafting and review of the Degree Validation Report.

Electronic registration of the Degree Validation Report (electronic signature) in the Ministry's E-Office.

Communicate the assessment status to the different groups.

File documentation associated with the programme in the Degree Repository (report, validation report, etc.).

Act as a communication link between the University and the Evaluation Agency with regard to the design and assessment of proposals.

### **Marketing Department**


Take the lead in the identification of market needs, offers of interest, etc. in coordination with the Vice-Deans/Directors of Undergraduate and Postgraduate Studies or School.

Ensure that public information is both available and correct.

### **Innovation Committee**

Design the innovation strategy.

Approve the portfolio of new degrees and/or modifications.

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## **ANNEXES**

Template for the preparation of the Validation Reports for Bachelor's Degrees ([link to document](#))

Template for the preparation of the Validation Reports for Master's Degrees ([link to document](#))

Template for the preparation of the Validation Reports for PhD Programmes ([link to document](#))