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PGC 10.2 ALLOCATION OF LEARNING SPACES AND MATERIALS

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	15/09/2021	Initial version
02	20/09/2023	Renumbering of the procedure (until now PGC21) and adaptation of the code of the rest of the affected procedures mentioned. Complete revision of the procedure taking into account the requirements of the AUDIT International Model, as well as updating the procedures, indicators and records.
<div> <div> Elaborated:  Director of Quality Date: 20/09/2023 </div> <div> Reviewed:  Vice-Rector, Faculty and Research Date: 20/09/2023 </div> <div> Approved:  Rector Date: 20/09/2023 </div> </div>		

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1. **OBJECT**

The purpose of this procedure is to ensure that the Bachelor's Degree and Postgraduate qualifications, their teaching staff and degree support staff have the appropriate material resources for the development of the teaching activity.

2. **SCOPE**

This procedure applies to all courses offered by the Universidad Europea de Canarias.

3. **REFERENCE DOCUMENTS/APPLICABLE REGULATIONS**

- Internal Quality Assurance System Documentation
- University Strategic Plan
- Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- Organic Law 2/2023, of 22 March, on the University System.
- Occupational risk prevention and environmental regulations.

4. **DEFINITIONS AND ABBREVIATIONS**

- ✓ CCT: Degree Quality Commission
- ✓ HR: Human Resources.
- ✓ RRMM: Material Resources.
- ✓ SAIC: Internal Quality Assurance System.
- ✓ UEC: Universidad Europea de Canarias.


5. **DEVELOPMENT OF THE PROCESS**

This procedure includes different interrelated 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 Head of Department together with the Academic Planning Department, in order to guarantee that the teaching staff is adequate for the teaching of the Degrees taught by the Centre, without detriment to compliance with current regulations and what 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.

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Once a qualification has received a favourable verification report and the University is preparing to implement a Degree, the Department of Academic Planning enters the information on the different Syllabuses of the courses in the University's academic management systems, which is necessary for the allocation of both teaching and classrooms.

5.1. Classroom allocation

Academic Planning assigns to each group defined in the timetables, a physical classroom taking into account the specific needs of the number of students, necessary computer equipment or other special needs according to 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 by the teaching staff through the online Virtual Campus of the course/module.

5.2. Online Virtual Campus

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

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 students and 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, promoting skills in students such as the 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.

5.3. Classroom bookings

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

5.4. Request for material

Each Centre has people responsible for the management of material resources, who ensure their availability for the correct development of teaching and receive the resource needs of the teaching staff. In order to respond to the material and resource needs of the teaching staff, each year the Heads of Department together with other people

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The Centre Manager and the Department of Administration and Finance shall approve the estimate of needs, which shall be submitted to and approved by the Head of Centre and the Department of Administration and Finance.

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

5.5. Laboratory Management

The participation of students in the laboratories of the Centres is organised through the:

- partial linking of Bachelor's Degree subjects or Postgraduate modules
- the total linkage of the subjects or modules
- voluntary participation.

In the first case, the teaching staff 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.

It is at the Degree coordination meetings that the link between the subjects and the laboratories is established, also taking into account the requests and suggestions of the teaching staff and the faculty 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 ETCS of the course is linked to the use and benefit of laboratory learning.

5.6. 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.

5.7. Spaces for Students

In addition to classrooms, students have access to work rooms, group meeting rooms, individual and group work rooms, specific laboratories, etc.


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

In the case of Postgraduate qualifications, the Programme Assistant is responsible for communicating to Planning the reservation of additional classroom space.

5.8. Voluntary and active 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.

At the end of the qualification all students must have used the laboratories of the Faculties and School 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 following

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to the use and exploitation of laboratory learning.

SPECIFICITIES PER CENTRE.

School of Architecture

NA

School of Social Sciences

NA

School of Health Sciences

NA

6. RESPONSIBILITIES

- Process owner: Department Management Board

- Participants in the process:


- Head of Department/Director of Postgraduate Studies
 - ✓ Estimates the material needs of the Department including requests from teachers and places orders for material.
 - ✓ Make the classroom assignment according to the course and approve classroom reservations outside the initial assignment.
- Academic advisor
 - ✓ Collaborates with Academic Planning in the process of reviewing groups and classrooms.
 - ✓ Contacting the student to provide academic information.
- Academic Planning
 - ✓ Management of timetables and teaching assignments.
 - ✓ Assignment of groups.
 - ✓ Make the classroom assignment according to the course and approve classroom reservations outside the initial assignment.

7. MONITORING AND MEASUREMENT

At the end of the academic year, students are asked to evaluate their satisfaction with the spaces and infrastructures of the University in the survey on Satisfaction with the Qualification. The results obtained are shared with those responsible for the Centre and are taken to the Degree Quality Committee (CCT) and Centre Quality Committee (CCC), to report to the participants in the same and consider improvements, if applicable, to be included in the Degree or Centre Improvement Plan, as appropriate (see PGC 12.2 Measurement, accountability, analysis and improvement).

In addition, the teaching staff can also rate their satisfaction with the University spaces each year in the Satisfaction Survey of the teaching staff with the University. In the same way, the results obtained are shared with those in charge of the Centre and taken to the CCT and CCC.

In cases where students wish to report failures in the management of space and material resources, they should be referred to their Academic Advisor, who will handle the complaint/suggestion through the university's internal processes.

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registration and response in Student Affairs.

8. COMMUNICATION

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

Students are represented in the CCT and CCC, where the results of the satisfaction surveys and incidents recorded are also shared. On the other hand, they also receive information on curriculum planning through public information on the website of their Degree and Centre. The analysis of student satisfaction and their complaints and suggestions indicate the revision and improvement of this procedure and of the courses.

Teaching and non-teaching staff participate in the CSTs, CCCs and other bodies of the School. They receive information on resource planning through communication from the different Departments involved, coordinated by the Management Board. The information will be available on the website for stakeholders.

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

9. INDICATORS

PGC10.2-IND01: Student satisfaction with the online Virtual Campus (Bachelor's Degree)

PGC10.2-IND02: Student satisfaction with the online Virtual Campus (Postgraduate)

PGC10.2-IND03: Satisfaction of the teaching staff with the characteristics of the Virtual Campus, its tools, applications and functionalities (Bachelor's Degree)


PGC10.2-IND04: Satisfaction of teaching staff with the characteristics of the online campus, its tools, applications and functionalities (Postgraduate)

PGC10.2-IND05: Satisfaction with the classrooms/laboratories/spaces (On-campus or online) where class sessions are held (Bachelor's Degree)

PGC10.2-IND06: Satisfaction with the classrooms/laboratories/spaces (On-campus or online) where class sessions take place (Postgraduate)

10. RECORDS

RECORDS			
RECORD NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Registration of laboratory stocks	Laboratory technician	Digital	3 years
Published timetables available to students	Academic Planning	Digital	3 years

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Student grade reports	Registrar's Office	Digital	3 years
Teaching allowance	Academic Planning. Heads of Department	Digital	3 years
Classroom allocation	Academic Planning	Digital	3 years
Classroom booking records	Planning and Concierge	Digital	3 years

11. ANNEXES

Not applicable.