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Approved by:		Approved by:	Approved by:
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## PURPOSE

To ensure that the appropriate material resources for the development of teaching activities are available for undergraduate and postgraduate degree programmes, and for the teaching and

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support staff involved with them.

## **SCOPE**

Applicable to all the University's degree programmes, for the whole of the academic year, from start to end.

## **RELATED DOCUMENTATION**

- PGC 10.1 Resources and Services Management
- Occupational risk prevention and environmental regulations.
- Internal procedures focusing on safety, occupational hazards and the environment.

## **PROCESS DEVELOPMENT**

### **Classroom allocation**

Academic Planning assigns a physical classroom to each group specified in the class schedule, taking into account number of students, necessary IT equipment or other specific needs depending on the requirements of each degree programme. Students can check the classrooms allocated to their subjects/modules through the online class schedule application. In addition, the plan for the use of classroom space is available at the reception desk in each building and can be consulted by any student, professor or visitor. Any changes are communicated through the virtual campus for the subject/module.


### **Classroom reservations**

Additional classroom bookings for specific needs falling outside the space allocations established by Academic Planning must be made via the Intranet (to which all professors have access) a minimum of 48 hours in advance. In the case of postgraduate courses, external lecturers without access to the Intranet can make a reservation via the programme assistants. If a last minute booking is required less than 48 hours before the planned event, in exceptional cases only the professor, or in the case of postgraduate courses, the programme assistant, may make the request by contacting reception at the building in question, who will immediately make the necessary arrangements with the Academic Planning Department.

### **Request for materials**

Professors who require specific material should request it from those responsible for managing such requests - faculty/school assistants in the case of undergraduate programmes, and postgraduate directors in the case of postgraduate programmes. The assistants are the ones who manage the registration of suppliers and the placing of orders, using the financial tool provided for this purpose. The Department Director will then approve the request. In the case of postgraduate courses, the CAP will be responsible for managing these registrations and orders, as well as for ensuring the availability of sufficient resources in terms of materials and infrastructure to support the learning process.

In order to respond to the material and resource needs of teaching staff, each year the department directors/directors of postgraduate studies estimate their requirements for the upcoming

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academic year, which will be approved by the Dean and the Financial Department.

In the event that materials associated with laboratories or materials that require additional funding are needed for either undergraduate or postgraduate programmes, these needs are coordinated and communicated to the laboratory coordinators or laboratory managers, who will then inform the corresponding department directors. Final approval must be obtained from the dean/director of the faculty/school and the financial department.

### **Student Spaces**

In addition to classrooms, students are provided with work rooms, group meeting rooms, designated mentoring areas, individual and group work rooms, specific laboratories, etc.

In the case of the spaces available in the library, requests should be made directly to the library staff.

In all other cases, requests should be made to the reception staff of the building where the space in question is located.

In the case of postgraduate degrees, the programme assistant is responsible for registering and communicating these additional space reservations.

### **Laboratory Management**

Student use of the laboratories belonging to the faculties and schools is organised by partially linking undergraduate subjects and postgraduate modules with the content of the laboratory; full linkage of the subjects or modules; or voluntary participation.

In the first case, professors use the laboratories as a means of developing the distinctive methodology of the faculty/school for the subject, applying it to challenges or dilemmas that need to be resolved. In the second case, the development of the subject is fully linked with the development of the activities in the laboratory.

The link between subjects and laboratories is established at degree coordination meetings, which also take into account requests and suggestions made by professors, and the strategy of the faculty regarding the implementation of the academic model.


#### Active and voluntary use of laboratories

New students receive information about the laboratories at the welcome session. The laboratory coordinators then invite students –first-year students, those in other years or on postgraduate courses– to a meeting where they are informed about how the laboratories work, and the need for their involvement in this project throughout their university life.

At the end of their degree programme all students must have used the faculty and school laboratories at some point. When laboratory work is an integral part of regular undergraduate subjects/postgraduate modules, ECTS recognition for the subject is linked to the use and exploitation of laboratory learning.

#### Management of laboratory waste

Waste management is carried out in a responsible way and in the manner established by the regulations relating to occupational risk prevention and environmental management, as well as the procedures established by the department for this purpose.

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### **Control, review and improvement**

Each year, students are asked to evaluate their level of satisfaction with the University's facilities and infrastructures via the University's evaluation survey, and their opinions will be included in a generalised way at the Degree Quality Committees, where improvements can be considered and incorporated into the improvement plans for the degree programmes.

Likewise, lecturers can also rate their satisfaction with the University's facilities each year via the survey on the satisfaction of teaching staff at the University.

In cases where students wish to report shortcomings in the management of spaces and material resources, they should be referred to their academic advisor, who will deal with the complaint/suggestion through the university's internal processes of registration and response through student services.

### **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**

N/A

### **RECORDS (evidence)**

<b>RECORDS</b>		
<b>RECORD NAME</b>	<b>CONTROLLER</b>	<b>LOCATION</b>
Laboratory reservations record	Laboratories Coordinator	Faculty or School
Record of Classroom Occupancy	All staff	Intranet/Sigeca
Classroom reservation records	Reception	Reception Record

### **INDICATORS**

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N/A

## **RESPONSIBILITIES**

### **Department Director/Postgraduate Studies Director**

Estimate the needs of the department in terms of materials, including those requested by professors, and place orders for the materials required through the departmental assistants.

### **Dean/Director**

Approve budgets and expenditure to meet professors' needs in terms of materials and classroom space.

### **Finance Department**

Approve the budgets for the degree programmes presented by the Dean and the expenses that may exceed those budgets, if required.

### **Academic Planning**

Allocation of classrooms by subject and group in consultation with the Academic Advisor, and approval of classroom reservations outside the initial assignment for each course as requested by professors via the Intranet.

### **Laboratories Coordinator**

Management of reservations and occupancy records for faculty laboratories.

### **Programme Assistant**

Manage requests for materials, and attend to the specific needs of postgraduate teaching staff, especially external lecturers who do not have access to all the tools available.

## **ANNEXES**

List of Occupational Risk Prevention Procedures