PGC 4.1 DESIGN OF THE TRAINING OFFER

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	**DATE**	**REASON FOR CHANGE**
01	12/02/2013	Initial version
02	02/09/2015	Modification of the name of the procedure, it is replaced by design of the training offer. Modification of the procedure.
03	15/09/2021	Update of the procedure. Change of name from SGIC to SAIC.
04	28/04/2022	Updating of Royal Decree 1393/2007 to 822/2021
05	20/09/2023	Renumbering of the procedure (until now PGC02) 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 related documentation, updating the processes and redefining the indicators.

Elaborated:	Reviewed:	Approved:
Director of Quality Date: 20/09/2023	**Vice-Rector, Faculty and Research** Date: 20/09/2023	**Rector** Date: 20/09/2023

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1. OBJECT

The present procedure has a twofold objective. On one hand, it has the objective to determine the systematic way in which the Universidad Europea de Canarias designs Degrees, ensuring that they comply with the guidelines of the European Higher Education Area - EHEA:

- the learner at the centre of the learning process,
- the ECTS Credit System,
- Training based on Competencies, the development of autonomous and lifelong learning,
- the learning guides.

On the other hand, its objective is to ensure that the appropriate mechanisms are established to continuously review and improve the educational offer of the Degrees offered by the Universidad Europea de Canarias.

2. SCOPE

This document is applicable to the design of the educational offer of the official programmes affiliated to the Universidad Europea de Canarias and to all the actions taken to carry them out.

3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

✓ European Convergence Framework Document, MECD, March 2002.
✓ Organic Law 3/2018 of 5 December 2018 on the protection of personal data and guarantee of digital rights approving the regulation implementing Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.
✓ Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
✓ Royal Decree 861/2010, of 2 July, amending Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university education.
✓ Decree 168/2008, of 22 July, which regulates the procedure, requirements and Assessment criteria for the authorisation of the implementation of university courses leading to the award of official Bachelor's Degrees, Master's Degrees and PhDs in the Autonomous Community of the Canary Islands. BOC no. 154 of 1 August 2008.
✓ VERIFICA Programme (ANECA Spanish National Agency for Quality Assessment and Accreditation).
✓ Internal Quality Assurance System Documents
✓ Strategic plan.

4. DEFINITIONS

✓ **UCCA:** Academic Compliance and Quality Assurance Team

✓ **ACCUEE**: Canary Islands Agency for University Quality and Educational Assessment

✓ **ANECA:** Spanish National Agency for Quality Assessment and Accreditation.

✓ **Subject:** A teaching unit that administratively makes up the Syllabus. Academically, it is a constituent part of a subject.

✓ **CGC**: Quality Assurance Committee.

✓ **Competencies:** Set of knowledge, Skills and attitudes that are acquired or developed through coordinated training experiences, which are intended to achieve functional knowledge that respond efficiently to a task or problem of daily and professional life that requires a teaching and learning process (ANECA, 2015).

✓ **Alumni:** Students who have completed all the credits that make up the Syllabus, regardless of whether or not they have applied for a Degree. In the case of ECTS, this includes other directed academic activities and the volume of work that the student must carry out to pass the subjects, courses or equivalents and thus achieve the educational objectives.

✓ **Subject:** Academic unit comprising one or more subjects that can be conceived in an integrated way.

✓ **RUCT:** Register of Universities, Centres and Degrees.

✓ **SAIC/IQAS:** Internal Quality Assurance System.

✓ **UEC:** Universidad Europea de Canarias.

5. DEVELOPMENT OF THE PROCESS

5.1. Identification of needs

In order to identify training needs, firstly, market and competition analyses (national and international) are carried out, led by the Marketing Department. Together with the Vice-Deans of the Faculty/School, market opportunities are identified in their respective Fields of knowledge to be investigated. When new Degrees are proposed, the Rector, the Faculty/School Vice-Deans together with the Degree Innovation and Learning Assessment Unit draw up the work plan, with the necessary deadlines, responsibilities and resources, including the most relevant milestones.

In order to identify the Degrees that society is demanding, information is collected from:

■ Professional groups (professional associations, associations, etc.) that need a university training route that reflects the practice of their profession, and that include the graduates of the proposed Degrees in their groups.

■ Professionals who need a university training route that reflects the practice of their profession.

■ New needs for professionals with specialised training.

■ Degrees that already exist in the market taking into account student supply and demand for these qualifications.

The portfolio of new Degrees and/or modifications is approved by an Innovation Committee before work begins on the proposals. The portfolio dossier for new Degrees necessarily includes the name of the programme, the centre to which it is attached, the mode of delivery and the places proposed to be offered.

Prior to the validation of the proposals, economic feasibility studies of the qualifications are carried out in collaboration with the Financial Department.

5.2. Bid Design and Assessment of Proposals

The offer of new Degrees is approved by the annual Innovation Committee in which the Directors General, the Rector, the Vice-Rector for Faculty and Research, representatives of the Centres, the Degree Innovation and Learning Assessment Unit and the Marketing Department participate. Initial screening is carried out, according to different parameters, to reach a consensus on the portfolio of new Degrees for final approval by the Innovation Committee.

For the design of the programme, leading professional experts in the sector and students are consulted individually or through panels of experts, who contribute their knowledge of the Field, in order to compare the proposals, study their relevance and design the innovation in accordance with the needs of the profession.

The Unit for Degree Innovation and Learning Assessment, the Heads of the Field of Centres together with other members of the teaching staff prepare the Verification Report of the new programmes for their assessment by the Assessment Agency, in accordance with the Guide for the verification and modification of Official Master's Degrees and Master's Degrees.

The Degree Innovation and Assessment of Learning Unit collaborates with the Centre's Degree Design Coordination Team in the preparation of the Degree proposals, preparing resources and templates for the development of the Report and facilitating the drafting of the same.

The experts in each subject and other academic agents involved participate in the design of the curriculum and in the design of the subject cards. Where appropriate, they consult the experts of the Degree Innovation and Learning Assessment Unit.

During the assessment phase of the proposals for new Degrees and modifications, the Degree Innovation Unit sends a report with the status of the Assessment of Degrees to the members of the Management Board, Rector, Head of Centre and Head of Department.

These Syllabuses are validated by the Heads of Centre and Department and the Degree Innovation and Learning Assessment Unit.

In accordance with the regulations, the Centre, in collaboration with the Degree Innovation and Assessment of Learning Unit, draws up a mandatory report on the need and academic and social viability for the implementation of university degrees. This report is sent for approval by the Consejería de Educación de la Dirección General de Universidades from the Autonomous

Community of the Canary Islands, which is necessary in order to submit the Degree for implementation and verification.

Finally, the Unit for Degree Innovation and Learning Assessment is responsible for registering applications for new Degrees for assessment with the Governing Council of Universities via the Ministry's Head office.

Once the Governing Council of Universities has issued the corresponding favourable or unfavourable decision on a Degree, it informs the University via the H e a d office, the Autonomous Community and the Ministry of Universities in due course.

The Degree Innovation and Assessment Unit, once it has received the resolutions of the Governing Council of Universities, shares the reports from the Head office with the Quality Assurance Team and the Department of Academic Planning.

Once the new Degree has been introduced, the Syllabus will have to be published in both the Spanish State Official Gazette and the Official Gazette of the Autonomous Community of the Canary Islands.

SPECIFICITIES PER CENTRE.
- **School of Architecture**
  - NA.
- **School of Health Sciences.**
  - NA.
- **School of Social Sciences.**
  - **NA.**

6. INDICATORS

PGC 4.1-IND01: Annual verification rate of new Degrees (verified/submitted)

PGC 4.1-IND02: Annual approval rate of implementation of new Degrees (approved/ submitted)

PGC 4.1-IND02: Annual approval rate of implementation of new Degrees (approved/submitted)

7. RESPONSIBILITIES

- Process owner: Degree Innovation and Assessment of Learning Unit

- Participants in the process:

■ Management Board:

  ✓ Approve the designs of new Bachelor's Degree and Master's Degree qualifications, assessing their conformity with the university's educational model and European and national guidelines for university training.

  ✓ Decide on and Pass the Degrees to be definitively suspended and the timetables for termination.

- ✓ Validate the design of the Syllabus.

- ✓ Validate the new qualifications to be developed.

- ■ Degree Innovation and Learning Assessment Unit:

  - ✓ Provide adequate training for the preparation of implementation and verification reports.

  - ✓ Provide appropriate documentation for the implementation and verification reports.

  - ✓ Managing and processing the introduction and verification reports.

  - ✓ Support the other participants in the process in the preparation of the reports and in the implementation and verification of the qualifications.

- ■ Heads of Faculty/Schools

  - ✓ Appoint experts to support the completion of the verification and implementation reports.

  - ✓ Review the entry and admission profiles, in collaboration with the Department of ~~Mk~~ Marketing and Admissions, the designated expert and the Degree Innovation and Learning Assessment Unit.

  - ✓ Determining, implementing and coordinating the design of new Degrees

  - ✓ Helping to identify market opportunities

- ■ Marketing/Sales/Admissions Department:

  - ✓ Carrying out market and competition analysis

  - ✓ Review with the Finance Field the economic feasibility study of the Degrees.

  - ✓ Design the training offer in collaboration with the Degree coordinators.

  - ✓ Establish and disseminate information on the educational offer of the Degrees offered by the Universidad Europea de Canarias to stakeholders.

  - ✓ Update the qualifications on the website.

  - ✓ Participate in feasibility studies for new Degrees.

- ■ Quality Assurance and Academic Compliance Team:

  - ✓ Study the results of the design and development of new Degree programmes and the actions to improve them, in collaboration with the Degree coordinators.

  - ✓ Review the verification and implementation reports of the Degree.

- ■ **RECORDS**

The following records are generated in application of this procedure and are evidence of its effective implementation:

RECORDS			
REGISTRATION NAME	**WHO ARCHIVES**	**SUPPORT**	**CONSERVATION TIME**
Act and portfolio of new Degrees and modifications	Degree Innovation and Learning Assessment Unit	Digital	3 years
Mandatory report of new Degree	Degree Innovation and Learning Assessment Unit	Digital	3 years
Academic Council Pass of the Degrees to be implemented	Degree Innovation and Assessment of Learning Unit, Vice-Dean and/or Programme Director	Digital	3 years
Official application for Degrees to be implemented. Official form	Vice-Dean, Director	Digital	3 years

9. ANNEXES

Not applicable.