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## PGC 4.2 TEACHING DEVELOPMENT

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION					
EDITION	DATE	REASON FOR CHANGE			
01	12/02/2013	Initial version			
02	25.09.2015	Updating the procedure			
03	01.09.2021	Update of the procedure. Change of name of the IQAS to SAIC.			
04	28/04/2022	Updating Royal Decree 1393/2007 to Royal Decree 822/2021			
05	20/09/2023	Renumbering of the procedure (until now PGC04) and the rest of the procedures mentioned. Complete revision of the procedure taking into account the update of the applicable regulations and the requirements of the AUDIT Model. International.			
<table border="1"> <tr> <td> Elaborated:      <b>Director of Quality</b>  Date: 20/09/2023 </td><td> Reviewed:      <b>Vice-Rector, Faculty and Research</b>  Date: 20/09/2023 </td><td> Approved:      <b>Rector</b>  Date: 20/09/2023 </td></tr> </table>			Elaborated:    <b>Director of Quality</b> Date: 20/09/2023	Reviewed:    <b>Vice-Rector, Faculty and Research</b> Date: 20/09/2023	Approved:    <b>Rector</b> Date: 20/09/2023
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## 1. OBJECT

The purpose of this document is to set out:

- the procedures involved in the development of official and in-house training programmes, following their design in accordance with the **PGC 4.1** Design of the training offer, during the planning and delivery phases in accordance with the verified reports/teaching guides/proprietary degree files,
- the associated coordination mechanisms
- complementary to the provisions of **PGC 4.1** Design of the training offer, the requirements to be taken into account during the planning and development of the teaching activity with the aim of maintaining a manageable workload for the student and seeking to satisfy their needs and expectations.
- the provision of information by the teacher to the students

## 2. SCOPE


This procedure is applicable to all the qualifications taught at the Universidad Europea de Canarias. In the event that certain requirements apply exclusively to official Degrees or to other types or groups of Degrees, this will be specified in the text developed below.

## 3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

- ✓ Documentation of the Internal Quality Assurance System.
- ✓ Strategic plan of the University.
- ✓ Document 02 AUDIT Programme: Guidelines.
- ✓ Verification reports of the Concurrent Bachelor's and Master's Degrees.
- ✓ Syllabus Aims and Objectives.
- ✓ Learning guides of the courses of each Degree
- ✓ Quality Councils and Guidelines in the EHEA.
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- ✓ Royal Decree 640/2021, of 27 July, on the creation, recognised and authorisation of universities and university centres, and institutional accreditation of university centres.
- ✓ Internal regulations of the Universidad Europea de Canarias.

## 4. DEFINITIONS

- ✓ **UCCA**: Quality Assurance and Academic Compliance Team.
- ✓ **CQC**: Quality Committee for the Qualification
- ✓ **GC**: Academic Council
- ✓ **QGC**: Quality Assurance Committee.
- ✓ **EHEA**: European Higher Education Area.

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- ✓ **PFC:** Final Degree Project.
- ✓ **TFG:** Bachelor's Degree Final Year Project.
- ✓ **TFM:** Master's degree dissertation.
- ✓ **SAIC:** Internal Quality Assurance System.
- ✓ **SIGECA:** Academic Grade Management System.
- ✓ **UEC:** Universidad Europea de Canarias.

## **5. DEVELOPMENT OF THE PROCESS**

### **5.1 SYLLABUS IMPLEMENTATION**

#### **5.1.1. Communication of approval of new Graduate Degree**

In addition to the Communication made by the Degree Innovation and Assessment of Learning Unit in accordance with the **PGC 1.2** procedure Life Cycle of University Degrees after receiving both the authorisation for implementation and a favourable final report on a Degree, there is a folder shared between this Unit and the Department of Planning, in which the reports submitted for assessment at the time of registration and verified once they are approved, both for new Degrees and modifications, are filed. The purpose of this folder is to activate the loading of the Syllabuses in the University's academic management software application. In the event of modifications and innovations, these will be managed in accordance with the provisions of the procedure **PGC 1.2** Life Cycle of University Degrees.


#### **5.1.2. Drawing up timetables, setting up groups, assigning teachers and spaces.**

In most cases, the process of generating groups and timetables is initiated through a computer tool which, with the necessary information, produces a forecast of the number of groups per course. The variables used by the tool for this forecast include, among others:

- the number of students Enrolled who will be promoted to higher years,
- the expected number of incoming students or international exchange students,
- the history of repeating students per course,
- the Syllabus,
- the necessary facilities per Subject,
- the academic standard or
- the teaching staff.

Based on the group forecast, the same computer tool generates a timetable proposal, with teaching and space allocation. This timetable proposal is incorporated into the university's academic management software application.

Academic Planning, in collaboration with the corresponding Department Management Board, reviews the timetable proposal generated by the tool. After this review, only the strictly necessary changes are made to the University's computer application.

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Once the final timetables have been uploaded to the computer application, the tuition period for students begins. Throughout this period, and once it is over, the necessary adjustments are made to the groups and timetables depending on the final number of students Enrolled.

### 5.1.3. Teaching allowance

The Department of Academic Planning and the Management Board of the Department are responsible for assigning teaching staff to the different subjects, depending on the subject area and the academic profile of each member of the teaching staff.

The teaching assignment respects in all cases what is established in point 6 of the Verification Report of each Degree (Academic Staff). To this end, it must keep a record of the most suitable lecturer to teach each course in the Syllabus and identify other lecturers with expertise in the subject in the event that this lecturer is unable to teach for any reason such as incompatibility of timetables, leave of absence, etc.

### 5.1.4. Development and publication of Learning Guides

The Learning Guides are drawn up by the teaching staff (module coordinator, subject coordinator or teacher of the course/module). There should be only one Learning Guide per subject/module, to be applied regardless of the teacher(s) teaching it, its modality or the language of instruction.

For the preparation of the Learning Guide, the information is taken from the subject sheet included in the verified report of the Degree in the Repository of Degrees or, where appropriate, the associated sheet of the private degree. In the preparation of the Learning outcomes, it will be ensured that the Competencies and Learning outcomes are homogeneous and shared among all the students of the same Subject/module within a Degree, regardless of the lecturer who is teaching it.


Before the start of each academic year, the Programme Leader (Bachelor's Degree Coordinator or Postgraduate Director) will call a meeting to ensure the preparation of the Learning Guides and take minutes. The following activities will be carried out at this meeting:

- Review of the curricular design established in the Subject (Competencies, Learning outcomes, contents, activities, teaching methods, student dedication, assessment criteria/ rubric, programming, among other aspects).
- Consensus on the activities, Assessment criteria and associated rubrics to be used in the course in each semester.
- Elaboration of the Learning Guide for the Subject/module (including Annexes).

Teachers will be responsible for reviewing and uploading the Learning Guide to the web-based Syllabus (without the Annexes section, which should not be included in the web-based version of the Learning Guide).

On the other hand, the teaching staff of each Subject must publish the Learning Guide together with the Annexes section on the Virtual Campus. The Annexes should include information specific to the course that is useful for students, among other things:

- Specific regulations of the course.
- How to communicate with the teacher.

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- Calendar of Assessment activities. Calendar with the dates for the delivery of activities and the relevant events of the course (exams, practicals, etc.).
- Description of Assessment activities and assessment rubrics. For each activity, it will be explained what each of the activities will consist of, whether there are deliverables, where it will be carried out (On-campus, online classroom, laboratory, professional practice, etc.), whether it is group or individual, delivery dates, how it will be monitored and type of assessment.
- Any other relevant documentation for students (e.g. weekly work plan for the course).
- Each teacher may adapt the learning and Assessment activities in the Annexes, ensuring that the Competencies and Learning outcomes specified in the Learning Guide will be covered, as long as they comply with the technical specifications approved for that course in the Verified Memory.

The Degree Innovation and Assessment of Learning Unit will support the teaching and/or Coordination staff in the process of drawing up and updating the Learning Guides.

The Learning Guide consists of the following sections (see template):

- Subject/module Overview
- Introduction.
- Competencies and Learning outcomes.
- Contents.
- Teaching-Learning methods.
- Learning activities.
- Assessment.
- Timeline.
- Bibliography.
- Diversity Unit.
- Satisfaction Surveys

#### **5.1.5. Publication of other information on the Degree website**

The information on the Degrees is published on the University's Degree website following the procedure described in **PGC 2.1** Public Information.

The Degree Coordinators/Programme Directors, with the support of the Quality Assurance and Academic Compliance Team, will check that the information available on the website complies with the standards of the regulator by filling in the quality web form.

#### **5.1.6. Delivery and Assessment of the courses**

The teaching staff develop the course in accordance with the Learning Guide, which involves teaching the contents and developing the Competencies of the course using teaching methodologies that are in line with the University's Academic approach.

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Each Subject has its own space on the online Virtual Campus which facilitates monitoring, grading, feedback and communication with students, either individually or collectively.

Throughout the course, the teaching staff of the Subjects will assess the achievements of the students, awarding them a grade according to the Assessment systems identified for each Subject in the Verification Report, in the Learning Guide and in the current regulations of the University and Faculty/School, where applicable. For this purpose, the different evidence derived from the teaching-learning process will be considered (assessment rubrics, knowledge tests or exams, presentations, final assignments, reports, practicals, etc.).

There are two calls for entries, ordinary and extraordinary:

- Module Coordinators and Degree Coordinators set the dates for the different tests and activities of the Ordinary Exam period and communicate them to their students On-campus and online together with the Learning Guide.
- With regard to the Extraordinary exam entries, the teaching staff, under the coordination of the Degree Coordinator, is responsible for drawing up the timetables for monitoring students, as well as planning the date for the compulsory knowledge test. This information is published online on the Virtual Campus.
- The final assessment obtained by each student is reflected both on the online campus and in a grade report that each teacher and a person responsible for the grade report sign electronically. Students receive the appropriate notification that they have been graded in the course and in the corresponding call for entries. Once they have received this notification, they have a period for claiming the grade, if applicable, in accordance with the relevant academic regulations.

## 5.2TFG, TFM AND PFC

The TFG/TFM/PFC of the UEC are governed according to the regulations published on the university website and aligned with the provisions of Royal Decree 822/2021, of 28 September, and in strict compliance with what is described in the Verification Report of each Degree, in the case of accredited degrees.

The TFG/TFM/PFC involves students carrying out original work in which they apply and develop the knowledge acquired in the corresponding studies. The TFG/TFM/PFC must allow for the assessment of the Competencies acquired by the students in the areas of knowledge of the Graduate's qualification and described in the Syllabus.

Students may only Enrol in TFG/TFM/PFC subjects if they have already enrolled in all the courses pending for the completion of their studies. In addition to the TFG/TFM/PFC, students may not have pending subjects that represent more than 12 ECTS without the express consent of the Deans' Offices/Department Management Board, with the possibility of applying more restrictive criteria, according to what is established in the Syllabus reports.

The TFG/TFM/PFC are included in a Subject/module of the last year of each Degree, so there is a Learning Guide for each one of them, which will include the specific aspects of each qualification.

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- **Timeframe of the course:** It will be in accordance with what is established in the verified/modified report of the Degree.
- **Tutors and research topics are assigned** depending on the Degree, either by selecting them from a list created by the TFG (CTFG)/TFM (CTFM)/PFC Coordinator, in order of academic transcript, or both tutor and topic are freely chosen by the student provided that the tutor accepts the commitment, or the topic is freely chosen and the tutor is assigned according to the specialisation of the student. Subsequently, the TFG/TFM/PFC Coordinator of the qualification draws up a list of the students, the subject and the corresponding tutor for that academic year. The specific system and dates for each Degree are set out in the Learning Guide. The Heads of Department will work in coordination with the TFG/TFM/PFC Coordinators to ensure that both the tutors and the defence panel members are suitable for the correct functioning of the TFG/TFM/PFC.
- In order to correctly **monitor** the development of the work and its Assessment, the Virtual Campus is used, in which the TFG/TFM/PFC Coordinators, at the beginning of the year, create different activities with specific stages in which the students must complete the stipulated milestones in their work, according to the guidelines described in the activities of the Learning Guide. Partial deliveries and formative *feedback* to students throughout this process are recommended. Failure to submit these activities may result in a grade of "not suitable" for the defence by the tutor.
- The **selection of the defence panel members**, specified in the Learning Guide and in the university regulations, is carried out by the TFG/TFM/PFC Coordinator, who ensures that all members have a rubric for the assessment of the presentation. During the introductions, the defence panel assesses according to this rubric.
- In the **assessment process**, the tutor and the members of the defence panel intervene in the first instance once the research paper has been approved for defence. Once the TFG/TFM/PFC has been completed, students must submit a copy of it to the director of the TFG/TFM/PFC (digital and/or paper format), who must issue a suitability report before defending the TFG/TFM/PFC before the defence panel. Each Faculty/School will specify the binding or non-binding scope of the respective suitability report, in order to allow or not the student to proceed to the defence of the TFG/TFM/PFC before the defence panel. Where applicable, the student will be assessed by the TFG/TFM/PFC Tutor using the assessment rubric established for this purpose.
- The **Contents and texts of the TFG/TFM/PFC must be original**, written and edited by the students specifically for the work in question. All external sources and/or texts must be duly cited. The submission of the TFG/TFM/PFC must be accompanied by an explicit statement in which the student assumes the originality of the work, as well as a (voluntary) permission to publish. These two documents will not be included, for data protection reasons, in the body of the TFG/TFM/PFC. Likewise, it is recommended that the last submission as a final draft is done through a digital plagiarism detection tool to ensure that the originality of the work is duly complied with. It will be necessary to explain in the Learning Guide or in the specific regulations on the online Virtual Campus available to all students the expectations regarding the referencing styles required in each discipline (e.g. Vancouver, APA, etc.).
- The work may be carried out **individually or in groups**, as described in the Degree's Verification Report. The oral defence may be collective but the assessment of the TFG/TFM/PFC will always be individual.
- The **defence** will be no longer than 15 minutes and the mark will be issued by the defence panel and communicated to the student according to the deadlines described in the procedures of the course's Learning Guide.
- The custody of the TFG/TFM/PFC is carried out in the Faculty/School in digital form.



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## 5.3 HORIZONTAL AND VERTICAL COORDINATION

### 5.3.1. Horizontal coordination

In the case of Bachelor's Degree programmes, the coordination of teaching staff is carried out by the figure of the Vice-Dean/Director of the Faculty/School. In the case of Postgraduate programmes, this function falls to the Management Board of the Master's degree and the Faculty/School Director, who also have the support of the Academic Coordinators of the Faculty/School to facilitate the coordination of the teaching staff involved in the teaching.

Actions to ensure coordination of teaching staff:

#### Subject meetings

The teaching staff teaching the same Subject may hold operational meetings to ensure the coherent development of the Contents and to guarantee homogeneity between the teaching staff of the same courses. These meetings take place on a regular basis and can be held On-campus, by e-mail or by any other form of communication that ensures the purpose for which they are held.

In general, the figure of the Coordinator is established, appointed by the Management Board of the Department and who will be the reference teacher for that subject in relation to the rest of the teachers who teach it.

The evidence (e.g. minutes of a meeting) associated with decision-making in this area, relating to organisational aspects, changes with respect to the previous situation or way of working, etc., shall be duly filed in the corresponding coordination folder.

#### TFG/TFM/PFC Coordination Meetings

They are carried out at the request of the TFG/TFM/PFC Coordinator of each Degree, when necessary, to ensure that each Degree meets the quality standards and assessment criteria, both for the written and oral parts, and to compose the defence panels for these works.

The evidence associated with the decision-making derived from these meetings (e.g. meeting minutes) shall be duly filed in the corresponding coordination folder.


#### Degree Quality Assurance Committee (CQC)

These meetings are attended by the different stakeholders involved and serve to assess the status of the qualification, analyse the results of previously established actions and propose new improvement actions, if necessary. The attendees, topics to be discussed and other requirements applicable to these meetings are regulated in detail in the **PGC 12.2** Measurement, Accountability, Analysis and Improvement procedure.

### 5.3.2. Vertical Coordination

#### Faculty/School Boards

These meetings are a vehicle for communication between the governing bodies of the University and the Faculty/School and generally take place twice a semester, although an extraordinary meeting may be called depending on the needs of the academic year. The functions and assistants of the Faculty/School Boards as a vertical coordination mechanism are described in **PGC 12.2** Measurement, Accountability, Analysis and Improvement.

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### **Teaching staff**

At the beginning and end of the year, or when required, the Vice-Dean or the Department Management Board convenes a meeting with the teaching staff in order to transmit different information regarding the strategic lines of the Faculty/School, educational model, assessment of different actions carried out or to be carried out during the year, examples of good practices, and a space for questions and requests. Minutes shall be taken of these meetings whenever decisions are taken or aspects are dealt with that go beyond mere information or reminders. These minutes shall be filed together with the rest of the evidence associated with the qualification, in the folder corresponding to the coordination.

### **Meetings with the Rector**

Approximately every 15 days, the Rector of the UEC meets with the Vice-Deans to monitor the status of the different centres and qualifications, projects in progress, improvement actions carried out, proposals for new improvements, change management, etc. The Rector also meets regularly with the Academic Coordinators to monitor the management of the different Degrees and their impact on the student body.

## **6. SPECIFICITIES PER CENTRE**

### **School of Architecture**

As indicated in the Learning Guide for each Degree.

### **School of Social Sciences**

As indicated in the Learning Guide for each Degree.


### **School of Health Sciences**

As indicated in the Learning Guide for each Degree.

## **7. COMMUNICATION**

Annually, the person responsible for the coordination or management of the programme reviews the suitability of the methodologies, learning activities and assessment procedures reflected in the Learning Guide of the courses and informs the lecturers linked to the Degree, if necessary, of the appropriate adjustments to bring them into line with the objectives and goals of the University's academic model.

The regulations for the TFG/TFM/PFC will be published on the Virtual Campus and on the university website with the information corresponding to the Introduction, subject matter, assessment team, in such a way that the student can refer to it whenever necessary.

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## 8. INDICATORS

- PGC4.2-IND01: Overall student satisfaction with the UEC
- PGC4.2-IND02: Student satisfaction with the qualification
- PGC4.2-IND03: Student satisfaction with academic support received from teaching staff.
- PGC4.2-IND04: Student satisfaction with Competencies development
- PGC4.2-IND05: Satisfaction with the classrooms/laboratories/spaces (On-campus or online) where class sessions are held.
- PGC4.2-IND06: Satisfaction with the Syllabus (Contents, and updated Activities, theoretical-practical distribution...)
- PGC4.2-IND07: Satisfaction with the coordination between courses
- PGC4.2-IND08: Satisfaction with the final project of the Graduate Degree
- PGC4.2-IND09: Satisfaction with the resources and materials (technological: software, videos... or others) available in the courses
- PGC4.2-IND10: Satisfaction with the professional internships carried out in the qualification
- PGC4.2-IND11: Satisfaction of the Graduates with the Training received
- PGC4.2-IND12: % of Graduates who would study again at UEC


## 9. RESPONSIBILITIES

- Process owner: Vice-Deans, Department Management Board and Coordination/Direction of the Degree.


- Participants in the process:

■ Degree Coordinators:

- ✓ To supervise the different learning activities and the contents of the Degree, as well as to ensure the coherence and transparency of the methods for student assessment.
- ✓ Check that the information available on the website complies with the regulator's standards by completing the quality web form.
- ✓ Propose to the Vice-Deans the composition of the defence panels for the assessment of the Bachelor's Degree Final Project and the Master's Degree Final Project.
- ✓ Coordinate the Contents of the Qualification and ensure consistency and transparency in the methods of student assessment.
- ✓ Assign project tutors according to the needs of the students.
- ✓ Collect, together with the academic coordinator, data on the satisfaction of stakeholders with the development of teaching.
- ✓ Study the results of the teaching activity and establish actions to improve them together with the academic coordinator.
- ✓ To promote the necessary coordination meetings with lecturers in other subjects on the Degree, especially those where there is a close link in Contents, and to take the minutes of these meetings.
- ✓ Monitoring of the Degrees to ensure alignment with the University's strategy and Academic approach.

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- Academic Planning:
  - ✓ Carrying out timetabling.
  - ✓ Coordinate the logistical elements such as the necessary spaces for the development of the teaching activity.
- TFG and TFM tutor:
  - ✓ Plan together with the student the activities to be carried out for the completion, Introduction and approval of the Bachelor's Degree and Master's Degree final year project.
  - ✓ Guiding the student during the course,
  - ✓ Ensure that the initially defined objectives are achieved within the set timeframe.
- Graduate Lecturers:
  - ✓ Review the appropriateness of the learning activities to the objectives and goals of the Syllabus, ensuring the acquisition of the defined Competencies.
  - ✓ Review and upload the learning guides to the Syllabus on the Degree's website, to the guide system and to the online campus.
  - ✓ Establish the methodologies and impart the most appropriate learning activities so that the teaching-learning process is carried out efficiently, meeting the expectations of the students enrolled in their subjects and assessing the rationality between the expected dedication per ECTS of the course and the planning carried out for the same.
  - ✓ In accordance with the Degree programmes, keep the Subject syllabus for each qualification up to date via the online platform.
  - ✓ Conducting student assessments
- Department Management Board
  - ✓ Define the appropriate teaching staff for the profile required in each course. If necessary, request new staff from HR.
- Postgraduate Programme Director:
  - ✓ Define the appropriate teaching staff for the profile required in each course.
  - ✓ Assign project/thesis tutors according to students' needs.
  - ✓ Follow-up of tutored students, in subjects/ Modules/ Master's degree or TFM.
  - ✓ Coordinate the Contents of the Degree and ensure consistency and transparency in the methods of student Assessment.
  - ✓ Holding meetings with students and teaching staff and keeping minutes of these meetings.
  - ✓ Encourage the necessary coordination meetings with lecturers in other subjects on the Degree, especially those where there are close links in terms of Contents.
  - ✓ Provide appropriate information and guidance at each stage of the process.
- Quality Assurance and Academic Compliance Team UEC:
  - ✓ Communicate to stakeholders the conclusions drawn from the study of learning outcomes and satisfaction surveys.

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■ Director of Quality:

- ✓ Act as a liaison between the Management Board and the Quality Assurance and Compliance Team UEC with regard to this procedure and its results.

## **10.RECORDS**

The records generated in application of this procedure and which provide evidence of the effective implementation of this procedure are managed in accordance with **PGC 11.1** SAIC Review and Control of Documents and Records and are as follows:

<b>RECORDS</b>			
<b>RECORD NAME</b>	<b>WHO ARCHIVES</b>	<b>SUPPORT</b>	<b>CONSERVATION TIME</b>
GC Minutes	General Secretariat	Digital	3 years
Faculty/School Minutes	Graduate Degree Coordinators	Digital	3 years
Report cards	Registrar's Office	Digital	Indefinite
Defence panel proceedings	Registrar's Office	Digital	Indefinite
Annual Performance Report	AC	Digital	Indefinite
Improvement plans	Graduate/AC Degree Coordinator	Digital	Indefinite
Postgraduate Dr.'s Guide	Academic Coordinators	Digital	Indefinite
TFG/TFM coordination minutes	TFG/TFM Coordinator	Digital	Indefinite
TFG/TFM Learning Guides	TFG/TFM Coordinator	Digital	Indefinite
Student registration/Subject/Tutor/Tutorial/Tribunal	TFG/TFM Coordinator	Digital	Indefinite
Assessment and monitoring rubrics	TFG/TFM Coordinator	Digital	Indefinite
TFG/TFM defence panel minutes	TFG/TFM Coordinator	Digital	Indefinite

## **11.ANNEXES**

Learning Guide Template