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## PGC 5.5 UNIVERSITY LIFE ACTIVITIES

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	02/09/2015	Initial version
02	06/09/2021	Change of name of the procedure. Updating of procedures. Adaptation of the name SGIC to SAIC.
03	20/09/2023	Renumbering of the procedure (until now PGC25) 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:    <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 procedure is to define the mechanisms to guarantee the design and implementation of University Life activities and other complementary activities that promote the personal, academic and professional development of the students of the Universidad Europea de Canarias.

## 2. **SCOPE**

This procedure applies to the activities offered by the Universidad Europea de Canarias outside the purely academic sphere to all students and which allow them to fully integrate into society and the professional world.

## 3. **RELATED DOCUMENTATION/APPLICABLE REGULATIONS**

- ✓ Internal Quality Assurance System Documentation
- ✓ Academic approach of the Universidad Europea de Canarias
- ✓ Syllabus objectives
- ✓ Mission and vision of the Universidad Europea de Canarias
- ✓ Strategic Plan

## 4. **DEFINITIONS**

- ✓ **AC:** Academic Coordinator
- ✓ **PR:** Training programme of a Degree
- ✓ **ECTS:** European Credit Transfer and Accumulation System
- ✓ **UCCA:** Academic Compliance and Quality Assurance Team
- ✓ **UEC:** Universidad Europea de Canarias

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

### 5.1 **NEEDS ASSESSMENT AND PLANNING OF UNIVERSITY LIFE ACTIVITIES**

The Student Experience Unit designs its annual strategic plan on the basis of the results of previous student orientation actions, information on the situation of the university and socio-professional environment, and information gathered from stakeholders.

These actions are submitted to the Academic Council for approval of the activities. Likewise, the Department of Student Communication communicates the programme of its activities to the stakeholders involved through different media, with the collaboration and support of the Marketing Department.

### 5.2 **DEVELOPMENT OF STUDENT INDUCTION PLANS**

The **welcome actions** that the Universidad Europea de Canarias has established for its Bachelor's Degree and Postgraduate students are carried out by the Faculties/Schools themselves together with the Marketing Department, which participates in the Communication tasks. The Vice-Deans/Directors of Bachelor's Degrees and the Postgraduate Programme Directors of each Faculty/School actively participate in the welcome actions.

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As part of these **welcome sessions** for new students, information sessions are held to introduce them to the training process they are about to undergo. The following activities are included in this programme:

- Introduction by the Dean/Director of the Bachelor's Degree/Director of the School, in those welcome sessions for students who are going to take a Bachelor's Degree or by the Director of the Postgraduate Programme, in those welcome sessions for students who are going to take a Master's Degree.
- Introduction of the members of the School/Faculty Boards.
- Generic explanation of your qualification (Vice-Dean/Director of Bachelor's Degree / Postgraduate Programme Director).
- Explanation of cross-curricular services associated with teaching (Library, Online language support courses, International Mobility, Virtual Campus, Volunteering, Diversity Unit, Career Paths Volunteering, School Insurance, University Ombudsperson and other general services).

In the case of students belonging to mobility programmes, specific welcome sessions are held, as described in PGC 5.1 International Mobility, the first week of their stay at the UEC.

In addition, in order to facilitate the integration of students into university life, the Marketing Department organises a "Welcome Week" which coincides with the first week of the year for Bachelor's Degree students. To this end, meetings are held between the person in charge of the Marketing Department and representatives of the university's non-teaching Fields in order to coordinate the preparatory work for this event.

### **5.3 EDUCATIONAL GUIDANCE**

From the Student Experience Unit, the Educational Guidance Field accompanies UEC students who proactively demand personalised monitoring throughout their university life to help them achieve academic and professional success. It also contributes to the continuous improvement of student satisfaction in everything related to their competence development.

The Educational Guidance Field carries out different actions throughout the academic year, the aim of which is to support students in their university life. One of the actions is the monitoring of students with low performance and late incorporation, designing personalised plans to improve academic performance, such as the creation of training courses or workshops.

Another action is the academic and professional guidance to students on the evolution of their academic curriculum, the development of planning tools, organisation and study techniques and guidance on the possible professional opportunities of their studies.

The last action is a coaching work with students who request, on demand, a diagnosis and support in the development of cross-curricular and non-curricular Competencies, where the objectives and follow-up, personal and professional, are established with the interested persons during the academic year and the strong points and those to be improved during this period are identified.

### **5.4 EXTRACURRICULAR ACTIVITIES**

Campus Life is a Field within the Student Experience Unit whose mission is to contribute to the integral development of the student body. To this end, each academic year the University makes available to all its students a catalogue of extracurricular activities that encourage student participation and university life outside the classroom.

The proposed extracurricular activities are of a different nature (educational, socio-cultural and sporting) and aim to achieve interaction between students and their surroundings. The aim is to promote their adaptation to the University and their employability through the development of key Competencies.

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Students can participate in university life through student clubs and associations, competitions and awards. UEC Clubs are extracurricular initiatives organised by and for students. In them, students find spaces to develop and share their hobbies and interests with their classmates, enhancing their learning beyond the classroom. These clubs are also open online so that students studying Bachelor's Degrees and Master's Degrees in distance learning mode can enjoy them.

From the Student Experience Unit, the Campus Life Field coordinates and supports the student clubs and associations of the Universidad Europea de Canarias. The clubs are managed by the students themselves and have the support of the Faculty to which they belong. In addition, the students have support teachers who guide them and help them in carrying out their activities, guaranteeing a fluid dialogue with their Faculty and the University.

Communication about the clubs and their activities is channelled through the online campus (UE-Experience), through the agenda on the University's website, and through the channels designed by the students themselves.

The clubs and associations participate in various events within the university such as the welcome sessions at the beginning of the year, the Welcome (club stands), Clubs Week, End of Year Party, among others. In addition, they are themselves promoters of university life and organise conferences, meetings, talks and activities of all kinds throughout the year.

## **5.5 VOLUNTARY ACTIVITIES**

The Volunteering Field of the Student Experience Unit coordinates international and national volunteering activities, as detailed below.

### **International Volunteering**

Through the implementation of international cooperation micro-projects, the aim is to provide training based on the social awareness of students.

This programme is aimed at staff and students of the Universidad Europea de Canarias who, with the support of an external collaborator, design an international volunteer programme.

At the beginning of the academic year, a call for entries is issued to staff to submit their micro-project proposals. Each proposal is assessed by a committee made up of the Security Department, the Corporate Social responsibility Field and an external agency.

The selected proposals are communicated to the students, informing them of the programme's Contents, and the registration period is opened.

The selection of students to participate in each of the projects is based on the interest shown by the students, as well as on a personal or group interview, depending on the choice of the person responsible for each project.

Each project is allocated a budget according to the total amount available, which allows participants to obtain the service at a lower price. The coordinating professor is the person responsible for organising the trip and the accommodation in the destination country, always accompanied by an NGO that facilitates the management from Spain and has the necessary knowledge to ensure that the stay has the necessary security conditions.

The student body participating in this programme:

- Attend a 25-hour awareness-raising course equivalent to 1 ECTS in the Subject University Activities.
- Travel to the destination country to participate in the chosen cooperation project. This action would be equivalent to another 3 ECTS credits.
- Finally, upon his return, he would share the experience with the university's student body through

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a proposed Activity.

### **National Volunteering**

The general objective of the Field of Volunteering is for students to acquire an attitude of responsible citizens and effective contributors, who are self-confident, international, multilingual, flexible and adaptable in multicultural environments. Students become aware of and develop a more global perception of the world around them, stimulating their capacity for empathy and becoming part of the community of which they are a part, generating opinions and ethical positions, being able to detect controversies and propose solutions to existing global problems.

All this is developed not only within the curricular courses, but also through their participation in other activities such as volunteering, which complete and enrich their Training as committed professionals and as citizens of this global world.

The Universidad Europea de Canarias promotes volunteering through the platform <https://voluntariado.universidadeuropea.es/>, from which it offers On-campus and online volunteering activities at our universities in Madrid, Valencia and the Canary Islands. This platform also communicates calls for entries for prizes and grants aimed at students and alumni and even a blog where student volunteers have the opportunity to share their experiences.

To participate in our activities, both online and On-campus, students access the website through the descriptor of each activity where there is a link to a registration form and begins the selection of students to participate in the activities.

In addition, volunteering activities at the University offer students the possibility of recognising up to a maximum of 4 credits of the course "University Activities", each credit corresponding to 25 hours of volunteering activities carried out.

If you have any questions or doubts about the Activities or the Volunteer Field, please contact us at the following e-mail address: [.voluntariado@universidadeuropea.es](mailto:.voluntariado@universidadeuropea.es)

### **SPECIFICITIES PER CENTRE.**

#### **School of Architecture**

NA

#### **School of Social Sciences**

NA

#### **School of Health Sciences**


NA

## **6. MONITORING AND MEASUREMENT**

The monitoring and measurement of this process is carried out by the Student Experience Unit by analysing the results of student participation in the different actions developed throughout the academic year and the satisfaction results of the surveys.

## **7. COMMUNICATION**

The student body is the main recipient of the activities organised both to facilitate their entry into the University and to be accompanied through the guidance service and to participate in extracurricular and voluntary activities. They participate by expressing their opinion through

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Satisfaction Surveys.

The general public receives information about these services through the University's website.

## 8. **INDICATORS**

- PGC 5.5-IND 01: Number of University Activities offered
- PGC 5.5-IND 02: Number of participants in university life events
- PGC 5.5-IND 03: Number of students participating in clubs and associations
- PGC 5.5-IND 04: Number of low-performing students contacted/total number of students
- PGC 5.5-IND 05: Number of low late entrants contacted/total number of students
- PGC 5.5-IND 06: Number of clubs/Associations
- PGC 5.5-IND 07: Number of volunteers
- PGC 5.5-IND 08: Number of students participating in co-operation projects

## 9. **RESPONSIBILITIES**

Responsible for the process: Student Experience Unit (Vice-Rectorate for Institutional Relations and University Life).

Participants in the process:

- Student Experience Unit:
  - ✓ To act as a communication link between the Universidad Europea de Canarias and the clubs.
  - ✓ Plan, design, manage and coordinate curricular sustainability activities, in collaboration with the Degree coordinators.
  - ✓ Plan, design, manage and coordinate the activities of student clubs.
  - ✓ Assessment of satisfaction with the programme.
  - ✓ Define the Complementary activities that are part of "University Activities" in collaboration with the Degree coordinators.
- Marketing and Admissions:
  - ✓ Organise welcome sessions.
  - ✓ Develop communication strategies for the activities to be carried out.
- Academic Council:
  - ✓ Pass University Activities in all Fields.

## ■ **RECORDS**

The following records, generated by this procedure, are evidence of its effective implementation:

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RECORDS			
RECORD NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
List of late entrants	Student Experience Unit (Educational Guidance Field)	Digital	3 years
List of low performing students contacted	Student Experience Unit (Educational Guidance Field)	Digital	3 years
List of University Life Activities on Offer	Student Experience Unit (Campus Life Field)	Digital	3 years
Registration of students undertaking University Activities	Student Experience Unit (Field of Volunteering)	Digital	3 years
Database of volunteers and interested persons	Student Experience Unit (Field of Volunteering)	Digital	3 years

## 11. ANNEXES

Not applicable