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	PGC 5.5 STUDENT ACTIVITIES	EDITION 08

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MODIFICATIONS			
EDITION	DATE	REASON FOR MODIFICATION	PAGES
01(PGC25)	24/02/2014	Initial version	
01(PGC03)	10/09/2009		
02(PGC25)	05/03/2015	Coding of indicators	7
02(PGC03)	24/09/2009	Update of processes and responsibilities	
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04(PGC03)	24/02/2014	Updates to Procedure	
05(PGC03)	20/02/2015	Management update	All
06(PGC03)	10/09/2018	Updates to Procedure	
07	25/06/2019	Unification of SGIC I and II	All
08	26/04/2021	Restructuring of department and activities, and change of Quality Director	All

Approved by: Olga Castelao Director of Academic Quality and Compliance Date: 26/04/2021	Approved by: Eva Icarán. Vice-Rector for Teaching Staff and Research Date: 26/04/2021	Approved by: Elena Gazapo. Rector Date: 26/04/2021
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PURPOSE

The purpose of this procedure is to define the mechanisms to ensure that University Life activities and other complementary activities that promote students' academic, personal and professional development are developed and implemented.

SCOPE

Universidad Europea de Madrid (UEM) students.

RELATED DOCUMENTATION

- The UEM's mission and vision
- 1.1 Quality Policy
- PGC1.2 Strategic Planning
- PGC2.1 Public Information and Accountability
- PGC 10.1 Resources and services management
- PGC11.1 Stakeholder group satisfaction
- PGC12.3 Analysis and Improvement
- Academic model - UEM
- Syllabus objectives

PROCESS DEVELOPMENT

Identification of needs and planning of university life activities

The Student Experience Department develops its annual strategic plan based on the results of previous student orientation activities, information on the situation of the university and socio-professional environment, and feedback from stakeholder groups.


These activities are submitted to the Governing Bodies for approval. The Student Communication Department provides information on the activities programme to stakeholder groups involved in a number of ways, with the collaboration and support of the Marketing Department.

Development of student welcome plans

The welcome initiatives that the UEM has established for undergraduate and postgraduate students are run by the faculties/schools themselves together with the Marketing Department, which helps to make sure that the information is communicated effectively. The Vice-Deans/Directors of Undergraduate Studies and the Postgraduate Programme Directors for each Faculty/School play an active role in the welcome activities.

As part of the welcome schedule, information sessions are held for each degree, area of knowledge or Faculty/School, introducing students to the educational programme they are about to embark on. The welcome schedule includes the following activities:

- A presentation by the Dean/Undergraduate Programme Director/School Director, in the welcome sessions for students who are going to study for a bachelor's degree, or by the Postgraduate Programme Director, for master's degree students.
- An introduction to the members of the Faculty/School Boards.

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- A general overview of their degree programmes (Vice-Dean/Undergraduate Programme Director/Postgraduate Programme Director.)
- Information on cross-disciplinary services associated with teaching (the library, online language support courses, international mobility, the virtual campus, volunteering, the Diversity Department, professional career-oriented volunteering opportunities, the medical service/insurance, the university ombudsman and other general – services (hospitality, sports, photocopying, etc.).

Specific welcome sessions are held for students on mobility programmes during the first week of their stay at the UEM, as described in procedure PGC5.1 Mobility Procedure.

Furthermore, in order to make it easier for students to integrate into university life, the Marketing Department organises a “welcome week” that coincides with the first week of the academic year for undergraduate students. To this end, meetings are held between the person in charge of the Marketing Department and representatives of the university's non-teaching departments to coordinate the preparatory work for this event.

Since academic year 2020/2021, due to the health and social situation due to Covid-19, both undergraduate and postgraduate students on advanced career and technical education programmes have a Digital Welcome accessible via the following URL:

<https://www.welcometouruniversidadeuropea.com>

Educational Guidance

The Educational Guidance team is part of the Student Experience Department, and supports UEM students who proactively request personalised monitoring throughout their university life, to help them achieve academic and professional success. It also contributes to continuous improvement in student satisfaction in everything related to skills development.

Educational Guidance organises a variety of actions throughout the academic year, aimed at supporting students in their university life. One of these is the monitoring of students who are underachieving, or who are late entrants, creating personalised plans for improving academic performance, such as setting up training courses or workshops.

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


Finally, they offer coaching to students who request support in the development of cross-disciplinary and non-curricular skills. Personal and professional objectives are established with the students and are monitored during the academic year, identifying both strengths and areas for improvement.

Extracurricular activities

Also falling within the Student Experience Department is Campus Life, whose mission is to contribute to holistic student development. To this end, each academic year the University builds a catalogue of extracurricular activities available to all its students, encouraging them to take part in university life outside the classroom.

Different types of extracurricular activities are arranged (educational, social and cultural, and sporting) all with the aim of helping students to experience and enjoy the surrounding environment. The goal is to help students to adapt to University life, and to improve their employability by helping them to build key competences.

Students can participate in university life through student clubs and associations, competitions

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and awards. UEM Clubs are extra-curricular initiatives organised both by and for students. Here, students find spaces where they can develop and share their hobbies and interests with others, thus boosting learning outside the classroom. These clubs are also virtual clubs, which means that students taking distance learning bachelor's and master's degrees can enjoy them too.

As part of the Student Experience Unit, Campus Life coordinates and supports UEM student clubs and associations. The clubs are managed by the students themselves, and they have the support of the faculty to which they belong. Moreover, the students have a support professor who provides guidance and assistance on activities, ensuring a fluid dialogue with their faculty and the University.

Information on the clubs and the activities they organise is channelled through the virtual campus (UE-Experience), the calendar on the University's website, and also via channels designed by the students themselves.

The clubs and associations are involved in various events within the university, such as the welcome sessions at the beginning of the academic year, stands at one of the welcome events, Clubs Week, and the end of year party. They are also themselves champions of university life, and organise conferences, meetings, talks and activities of all kinds throughout the academic year.

Volunteering activities

The Student Experience Department has a Volunteering Section which coordinates international and national volunteering activities, as detailed below.

International Volunteering

The aim here is to provide training based on increasing students' social awareness through international cooperation micro-projects.

This programme is aimed at UEM employees and students who, with the support of an external collaborator, devise an international volunteering programme.

At the beginning of the academic year, an open invitation is issued for employees to submit their micro-project proposals. Each proposal is evaluated by a committee made up of the Security Department, Corporate Social Responsibility, and an external agency.

The proposals selected are communicated to the students, who are informed of the contents of the programme, 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 themselves, as well as a personal or group interview, the decision being made by the person in charge of each project.

Each project is assigned a budget depending on the total funds available, making participation more affordable. The professor/coordinator of the project is responsible for the organisation of the trip and the accommodation in the destination country, always supported by an NGO that will facilitate the management from Spain, and that has the knowledge necessary to ensure that the stay meets safety requirements.

A student who participates in this programme will:

- Attend a 25-hour awareness-raising course worth 1 ECTS credit for the University Activities subject.
- Travel to the destination country to participate in the chosen cooperation project. This would be equivalent to another 3 ECTS credits.
- Finally, upon returning, they will share the experience with other students via a planned activity.

Volunteering within Spain

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The general objective of volunteering is to help students to become responsible citizens and effective contributors, self-confident, international, multilingual, flexible and adaptable in multicultural environments. Students become more aware, developing a more global perception of the world around them, which fosters a capacity to empathise with others and to engage with the community of which they are part of, helping them to form opinions and adopt ethical stances, and to be able to recognise controversies and propose solutions to existing global problems.

All this is accomplished not only through the subjects on the curriculum, but also by participating in other activities like volunteering, which complete and enrich their development as committed professionals and as citizens of this global world.

Universidad Europea offers volunteering opportunities via the platform <https://voluntariado.universidadeuropea.es/>, where there is information about on-site and virtual volunteering activities in our universities in Madrid, Valencia and the Canary Islands. This platform also announces calls for applications for awards and grants aimed at students and alumni, and there is even a blog which gives volunteers the opportunity to share their experiences.

To participate in both our virtual and campus-based activities, students can access a description of each activity through the website, where there is a link to a registration form, and the process of the selection of students to participate in particular activities begins.

Additionally, volunteering activities at Universidad Europea offer students the possibility for the recognition of up to a maximum of 4 credits for the subject "University Activities", with each credit corresponding to 25 hours of volunteering activities undertaken.

Students who have queries, or who would like further information regarding the activities offered or volunteering more generally, can contact us at the following e-mail address: voluntariado@universidadeuropea.es.

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)

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RECORDS		
RECORD NAME	CONTROLLER	LOCATION
List of late entry students	Student Experience Department (Educational Guidance)	TEAMS UEE> Educational Guidance> Late Entry
List of underachieving students contacted	Student Experience Department (Educational Guidance)	TEAMS UEE> Educational Guidance> Under Achievers
List of University Life Activities Offered	Student Experience Department (Campus Life)	BLACKBOARD > UE Community Experience https://uem.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id= 1027704_1&course_id= 18582_1&mode=reset TEAMS: UEE > Campus Life > Cross-Disciplinary Activities Calendar
List of students involved in university activities	Student Experience Department (Campus Life)	SIGECA
Database of volunteers and interested parties	Student Experience Department (Volunteering)	\\uempf1\Voluntariado\VOLUNTARIADO\VOLUNTARIADO

INDICATORS

- IND01-PGC5.5 Number of university activities offered
- IND02-PGC5.5 Number of participants in university life events
- IND03-PGC5.5 Number of students participating in clubs and associations
- IND04-PGC5.5 Number of underachieving students contacted/total number of students
- IND05-PGC5.5 IND05-PGC5.5 Number of late entrants contacted/total number of students
- IND06-PGC5.5 Number of clubs/associations
- IND07-PGC5.5 Number of volunteers
- IND08-PGC5.5 Number of students involved in cooperation projects

RESPONSIBILITIES

Responsible for the process: Student Experience Department (Office of the Vice-Rector for Institutional Relations and University Life).

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Vice-Deans/Undergraduate/Postgraduate Studies Directors:

Participate in the development of university life activities that are part of their Faculty/School.

Governing Bodies:

Approve university life activities in all areas.

ANNEXES

N/A