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<b>MODIFICATIONS</b>			
<b>EDITION</b>	<b>DATE</b>	<b>REASON FOR MODIFICATION</b>	<b>PAGES</b>
07	28/06/2019	Unification of SGIC I and II	All
08	26/04/2021	Restructuring of department, and change of Quality Director	All
Approved by:		Approved by:	Approved by:
Olga Castelao Director of Academic Quality and Compliance Date: 26/04/2021		Eva Icarán Vice-Rector for Teaching Staff and Research Date: 26/04/2021	Elena Gazapo Rector Date: 26/04/2021

### PURPOSE

The purpose of this process is to establish the manner in which career guidance is provided to students and graduates in order to facilitate their entry into the labour market.

### SCOPE

This procedure is applicable to students who are currently studying on degree programmes at Universidad Europea, and graduates of the university.

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### **RELATED DOCUMENTATION**

- The UEM’s mission and vision
- Quality Policy

### **PROCESS DEVELOPMENT**

The Careers and Employability section of the Student Experience Department provides specialised advice to undergraduate and postgraduate students and alumni on matters that affect their employability or possible business ventures. Regular group workshops and orientation sessions are offered throughout the academic year. These may be held on campus, or remotely. In addition to the digital content, a personalised guidance service is available to students which allows them to review their CVs or resolve any specific queries they may have.

Careers and Employability also provides material with guidance on the labour market, and professional tools. These resources include basic market orientation, the different recruitment channels, and support on how to build a good CV or social media profile, and advice on interview techniques.

Postgraduate students can also attend general orientation workshops and individual orientation sessions. Furthermore, there are sessions delivered by external speakers on more specific labour market issues, such as the skills and competences that are in greatest demand, or professional networks.

Former students also have the possibility of receiving individualised guidance on demand. At least once a year a “Career Week” is held, time dedicated to the topics of employability and entrepreneurship, during which spaces and workshops are created to enable employers and students to meet, and to more closely align their needs and demands through training and informative workshops, inspirational talks and cross-disciplinary sessions aimed at gaining a better understanding of the reality of the labour market and improving skills.

Moreover, each centre may organise career guidance activities for the students on their own degree programmes.

### **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

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RECORDS (evidence)

<b>RECORDS</b>		
<b>RECORD NAME</b>	<b>CONTROLLER</b>	<b>MEDIUM AND LOCATION</b>
List of students receiving career guidance	Student Experience Department (Educational Guidance Section)	UEE TEAMS> Careers and Employability> Educational Guidance>

INDICATORS

IND01-PGC7.1 Number of career guidance initiatives implemented

RESPONSIBILITIES

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

ANNEXES

N/A