PGC 8.2 COLLABORATION OF EXTERNAL PERSONNEL

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	**DATE**	**REASON FOR CHANGE**
01	20/09/2023	New procedure, complete revision of the SAIC in content and form and homogenisation with respect to SGIC UEM (PGC 8.4).

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 purpose of this process is to establish the way in which the collaboration with external personnel is carried out in order to provide teaching services at the Universidad Europea de Canarias (hereinafter referred to as the University).

2. SCOPE

The scope of this procedure is the teaching Departments of the University that require external collaborators.

3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

✓ Internal Quality Assurance System Documentation
✓ HR Policy
✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
✓ Organic Law 2/2023, of 22 March, on the University System.

4. DEFINITIONS

✓ **HR**: Human Resources.
✓ **SAIC/IQAS:** Internal Quality Assurance System.
✓ **UEC:** Universidad Europea de Canarias.

5. DEVELOPMENT OF THE PROCESS

Given the diversity of the University's educational offer and its characteristics, we collaborate with external experts in specific fields of knowledge in order to provide teaching.

The Master's Degree Directors of each Centre create the Timelines for the teaching of the Degrees to be implemented, providing this information to both the Planning Department and the Human Resources Department, for the management of teaching resources and materials as indicated in the PGC 4.2 Teaching Development procedure, as well as in the procedures for the management and allocation of material resources, PGC 10.1 and PGC 10.2. of the UEC.

When this process takes place with an established Degree, the Planning Department works with the information from previous years, making the necessary changes indicated by the Centre.

The HR Department, once it has received the information on these collaborations, generates the contractual documentation necessary for the correct development of this process in the HR IT tool.

6. SPECIFICITIES PER CENTRE

School of Architecture
NA

School of Social Sciences
NA

School of Health Sciences
NA

7. STAKEHOLDERS AND ACCOUNTABILITY

Students participate in the Assessment of the teaching of external staff through the Satisfaction Surveys with the teaching staff, which are shared in the participation bodies of the different interest groups.

8. INDICATORS

■ PGC 8.2-IND01: Ratio of commercial registrations

9. RESPONSIBILITIES

- Process owner: Human Resources Department.

- Participants in the process:

■ HR Department:

  ✓ Guarantor of compliance with the Legal Affairs and academic requirements of the candidates.

  ✓ Responsible for the formalisation of the discharge and the Economic assignment

■ Master's Degree Management Board:

  ✓ Responsible for the academic Timeline for the delivery of the Graduate Degree

■ Department of Academic Planning:

  ✓ Teaching assignments in the University's academic management systems.

10. RECORDS

The implementation of this procedure generates the following records:

RECORDS			
RECORD NAME	**RESPONSIBLE**	**SUPPORT**	**CONSERVATION TIME**
Call for entries for the Graduate's Degree	Graduate Degree holders	Digital	3 years
Contractual documentation	HR Dept.	Digital	3 years
Teaching allowance	Academic planning	Digital	3 years

11. ANNEXES

Not applicable.