

Referral 2 – Training offer design and approval

INSTITUTIONAL MISSION – TEACHING AND LEARNING

Approach	Purpose	Bodies/Responsible Services/Structures	Documents/Most relevant evidences
<p>Match between the training offer design and the institutional strategy</p>	<p>To define and implement procedures that may ensure the courses design and development in accordance with the UAb Strategic Plan, namely with the digital innovation axis applied to Distance Learning.</p>	<p>Rector Vice Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Scientific Council International Advisory Council Departments/UALV Pedagogical Council CAM EaD and elearning Quality Observatory UO Quality Group MPV Assistance Nucleus</p>	<p>Strategic Plan Strategic Mapping Activities Plan Activities Report MPV UAb Training Offer General Regulation PSQ 19 for SGQ PT 19-07 for SGQ PT 19-10 for SGQ UAb Institutional Website Quality Observatory in EaD and elearning Ebook Order no. 119/R/2015 of the 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 183/R/2016 of 12th December – Quality Evaluation Council Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 149/R/2012 of 27th July - EaD and elearning Quality Observatory Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation</p>

<p>Students and concerned parties engagement in granting the distance learning provision</p>	<p>To ensure procedures are in force to ensure that people involved in the design, development and evaluation of EaD programs have experience in academic and technical aspects, are familiar with the advantages/disadvantages of using EaD, and that courses are made with students and other stakeholders involved and with the input of external experts and referrals.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning International Advisory Council Pedagogical Council Departments/UALV CAM MPV Assistance Nucleus Department Quality Groups</p>	<p>Uab Statutes Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] PSQ 02 of SGQ PSQ 19 of SGQ PT 19-07 of SGQ PT 19-10 of SGQ Concerned Parties Matrix PI auscultation instruments Teaching Staff Curricula [1] [2] [3] [4] UAb Teaching Staff Performance Evaluation Regulation UAb Evaluation and Certification Regulation UAb Educational Offer Creation Regulation Course Monitoring Comission Report Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4 March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Minutes of the local course monitoring commissions Minutes of the involved UO plenary meetings Minutes of the Scientific Council Minutes of the Advisory Council, Coordinating Council and the UO Plenary Minutes of the Pedagogical Council Specialized comission that develops the course meetings memos UO Action Plans UO Quality Group Report Consultation reports to professionals employers Resulting reports from field prospecting and internal and external to UAb statistical data Surveys results of students, teaching and non-teaching staff</p>
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<p>Training offer design that allows students normal progression</p>	<p>To ensure procedures are in force and under implementation in order to grant designed courses to allow to students a normal progression.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society International Advisory Council Pedagogical Council Departments/UALV CAM MPV Assistance Nucleus</p>	<p>Curricular credits system (ECTS) application to all UAb pedagogical offer Regulation MPV General Regulation of UAb Educational Offer “Universidade Aberta” Evaluation, Classification, Qualification and Certification Regulation PSQ 19 do SGQ PT 19-07 do SGQ PT 19-10 do SGQ Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Course Regulation Course Guide Opening Order Course Coordination Mentoring programs UO Report Academic information report Online secretariat report Courses coordination reports Student’s inquiries results Academic schedule Evaluation schedule</p>
<p>Definition of expected workload (in ECTS) in regarding the training offer design</p>	<p>To ensure procedures are defined and implemented to grant that, when designing the courses, the expected work load of the students, expressed in ECTS, is defined.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Scientific Council International Advisory Council Pedagogical Council Departments/UALV CAM MPV Assistance Nucleus</p>	<p>General Regulation of UAb Educational Offer Curricular credits system (ECTS) application to all UAb pedagogical offer Regulation PSQ 19 of SGQ PT 19-07 of SGQ PT 19-10 of SGQ Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 183/R/2016 of 12th December – Quality Management Council Creation</p>

			Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation
Training offer design which includes opportunities for professional experience in the training field properly structured	<p>To ensure procedures are defined and implemented in order to grant, when courses design, where appropriate, that opportunities for duly structured training experience are included.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Scientific Council Internacional Advisory Council Pedagogical Council Departments/UALV CAM MPV Assistance Nucleus</p>	General Regulation of UAb Educational Offer PSQ 19 of SGQ PT 19-07 of SGQ PT 19-10 of SGQ Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December – Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Assistance Nucleus Study Programs Course Regulation Cooperation Protocols [1] [2] Course Guide Curricular Unit Plan Learning Contract Leonardo da Vinci Regulation
Creation and approval of new training offer	<p>To ensure procedures are defined and implemented in order to grant curriculum design reflects pedagogical practices and innovation, if applicable, and courses are subject to a formal institutional process of final approval; To ensure that curricular units are developed according to the courses particularities taught online and in accordance with the MPV.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Scientific Council Pedagogical Council Departments/UALV CAM MPV Assistance Nucleus Professional and life routes of UAb graduates observatory GPAQ GGAC</p>	Uab Statutes UAb Mission, Vision and Values MPV Study about employment Summary Reports – UAb graduated professional and life routes for Licensees UAb Order no. 81/VR/2017 of 21st April - Professional and life routes of UAb graduates observatory creation Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation

			<p>Previous curricula design processes Minutes of the Scientific Council meetings and deliberations UO Coordinator</p>
<p>Training offer design in accordance with the higher education purposes</p>	<p>To ensure that the courses design is in accordance with the institutional mission and taken into account the purposes of higher education, namely: the contribution to employability; preparation for active citizenship; support for student’s personal development and the creation of a comprehensive and advanced knowledge base to stimulate research and innovation.</p>	<p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Scientific Council International Advisory Council Pedagogical Council Departments/UALV CAM Professional and life routes of UAb graduates observatory GPAQ GGAC</p>	<p>Uab Statutes UAb Mission, Vision and Values MPV Study about employment Summary Reports – UAb graduated professional and life routes for Licensees UAb Order no. 81/VR/2017 of 21st April - Professional and life routes of UAb graduates observatory creation Order no. 119/R/2015 of the 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation UO Plan and activities report Course coordination activities report UAb's governing bodies reports Research Centers Report</p>