



## GUIDE FOR THE TEACHING OF TRAINING COURSES OF THE UNIVERSITY OF GIRONA FOUNDATION: INNOVATION AND TRAINING

---

Dear,

We are pleased to welcome you to the University of Girona: Innovation and Training Foundation, an entity that will accompany you throughout your collaboration with the university.

The University of Girona: Innovation and Training Foundation (FUdGIF) is the institution created by the University of Girona (UdG) with the aim of promoting scientific research and teaching in all areas related to the university.

Its main purpose is to promote the progress of society and contribute to the training and development of citizens, as well as to promote the transfer of knowledge between the University of Girona and the business world. To this end, it manages the activities of the UdG in the field of its own continuing education studies and the university's cultural and scientific dissemination activities.

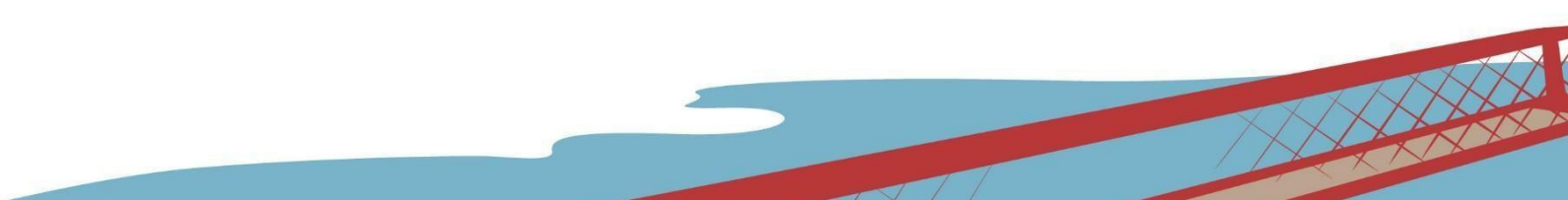
This guide is composed of two blocks; (1) academic and (2) economic. Within these, all the relevant aspects to be taken into account before the start of the training, during it and once it has been completed, are specified.

In addition to providing you with this service information, now that you are part of the FUdGIF we invite you to get involved and make this institution your own. We are people at the service of people and human capital is, without a doubt, the main value of the FUdGIF. We thank you for helping us to make it bigger from now on.

We are at your disposal to provide you with the information you need and help you with everything you need.

Joan Martí Bonmatí

Managing director





## 1. ACADEMIC BLOCK

### A. [Documentation prior to teaching](#)

#### **Collaborator file**

This is the document used by the FUDGIF to record the data of the different collaborators and, in this way, keep the database updated for future procedures. Before the academic activity begins, it is necessary to receive the document duly completed and digitally signed. The DNI/NIE/NIF and the Certificate of Bank Ownership must be attached. Below you will find the document: [COLLABORATOR FORM](#)

*REMINDER: If any of your personal data changes during the activity, we ask you to return the file with the updated data.*

#### **Civil service provision contract**

It is the document accrediting the activity where the rights and duties that you must assume are set out. Prior to the start of the academic activity, it is necessary that you send us an electronic signature of the academic management/coordination order. The validity of the assignment document will be exclusively for each academic year. Below you will find the document: [CIVIL SERVICE PROVISION CONTRACT](#)

*IMPORTANT: The teaching staff of the UdG is exempt from signing the collaboration order*

### B. [Tools available to Teaching Staff](#)

#### **Virtual Teaching Support Classroom – La Meva UdG (Moodle)**

The virtual support classroom La Meva UdG is the platform that you will have to use to monitor the course, as indicated in the regulations of the FUDGIF. You will be able to upload the **necessary materials and resources** for students to successfully pass the training. Below, we attach the Moodle resources in video format: [MOODLE RESOURCES](#)

To access it, you must **identify yourself** with a **digital certificate** or your **user code**. You will find the Moodle access manual below: [MOODLE ACCESS MANUAL](#)

If this is your **first time** accessing, you will need to register using the form to register. You will find the Moodle registration manual below: [MOODLE REGISTRATION MANUAL](#)

#### **Zoom Platform**

In courses that are taught **totally or partially online**, it will be necessary to use the **Zoom platform**. You will receive, by email, **the instructions, the link and the password** to access it before the start of the course. Students will need **to connect the camera** during classes; this will allow you to count their attendance and encourage participation and respect. Below, we attach the Zoom resources in video format: [ZOOM RESOURCES](#)



***IMPORTANT:*** If necessary, be sure to validate student attendance so that you can record the percentage of training attendance.

### Evaluations

We remind you **that you must deposit the grades of the evaluations on the Moodle platform**. The platform allows you to create assignments and assessments so that grades are automatically transferred. In case you prefer to use another evaluation method, **you will need to transfer the students' grades to Moodle before the closing of the minutes**.

Below, we attach the support resource on evaluations in Moodle: [EVALUATIONS AND QUESTIONNAIRES](#).

### Student attendance

We remind you that students must comply with the percentage of compulsory attendance. Students who do not achieve the attendance described in the evaluation system will not pass the course even if they have passed the exams and final projects.

**IMPORTANT:** Proof of attendance will not be accepted from students. Exceptionally, and provided that the academic management of the FUDGIF so decides, the course management may approve a student who has exceeded between 70 and 80% of attendance. In face-to-face or hybrid (blended) training, in no case will it be accepted to pass the course with an attendance of less than 70%.

### Attendance Record

Attendance will be managed by means of a QR code that the student will scan with the UdG Foundation application. As a teacher you will have to access the platform through the link: <https://asistencia.unifit.es/> and log in with the credentials provided by email.

The whole procedure will be explained during the meeting before the start of the course with the Training Technician.

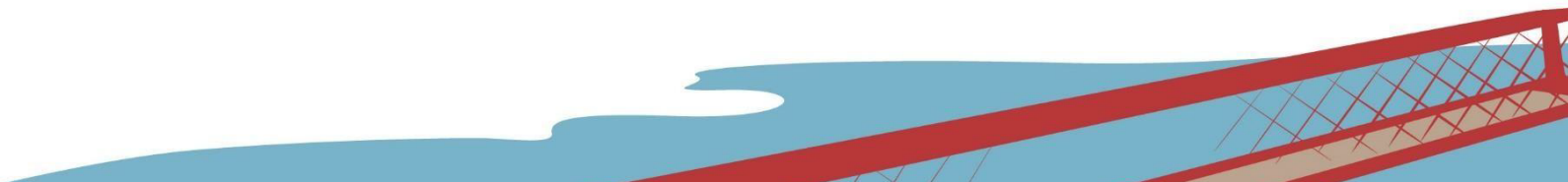
## 2. ECONOMIC BLOCK

### C. [Teaching settlements](#)

The FUDGIF will make the agreed remuneration effective at the end of the month, after the course management has authorised payment, and, in any case, **upon presentation of the invoice or validation of the minutes before the 20th of the same month**. If you are a full-time lecturer at the UdG, the agreed remuneration will be paid through the UdG's payroll.

***IMPORTANT:*** *if before the 20th of each month the management has not validated the courses taken, the amount will be paid the following month.*

Exceptionally, during holiday periods, the presentation of the invoice or minute will be brought forward in order to be able to make the effective payment at the end of the month, as indicated below:



<b>CHRISTMAS</b>	Invoices or receipts must be delivered by 10 December at the latest.
<b>EASTER</b>	Invoices or receipts must be delivered no later than ten days before the start of the holiday, if the period falls within the second half of the month.
<b>AUGUST</b>	There will be no paid service.

### 3. REGULATIONS, ADMINISTRATIVE AND ACADEMIC DOCUMENTS

You have access to the regulations and the administrative and academic documents related to the course management and teaching. You can find this information at the following link: [REGULATIONS, ADMINISTRATIVE AND ACADEMIC DOCUMENTS.](#)

### 4. HELP EACH OTHER IMPROVE

You have at your disposal a new feature on our website through which you can send us suggestions, complaints, claims and congratulations! [WE READ YOU!](#)

### 5. CONTACT

If you have any questions, you can contact us through the following channels:

Telephone: 972 18 32 18

E-mail: the technique assigned to your course

### 6. LOCATION AND INSTALLATION FACILITIES

Our offices are located in the B wing in the Business Center – Giroemprèn building, in the Science and Technology Park of the University of Girona (Pic de Peguera street, 11).

