



GUIDE FOR THE MANAGEMENT AND COORDINATION 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.

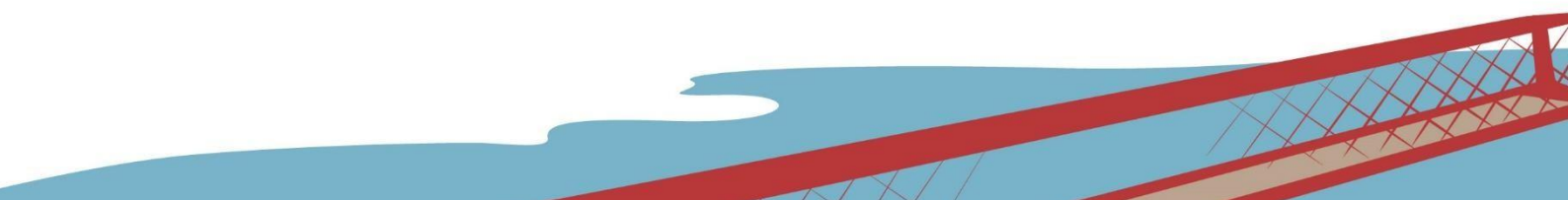
Its main purpose is to promote the progress of society and contribute to the training and development of citizens, as well as to promote the transfer of knowledge between the University of Girona and the business world. To this end, it manages the activities of the UdG in the field of its own continuing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

This guide is composed of two blocks; (1) academic and (2) economic. Within them, 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 management or coordination

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. Teaching staff

It is a tool that allows you to organize and control all the academic activity of the training. It is very important to fill in this table properly before starting the training. For this reason, the Training Techniques will carry out a periodic follow-up with the management.

You will receive the teaching table template by email, so that you can fill it in with the necessary data.

IMPORTANT: it will be necessary to inform the Training Techniques immediately of any modification related to the teaching staff.

C. Tools available to management/coordination

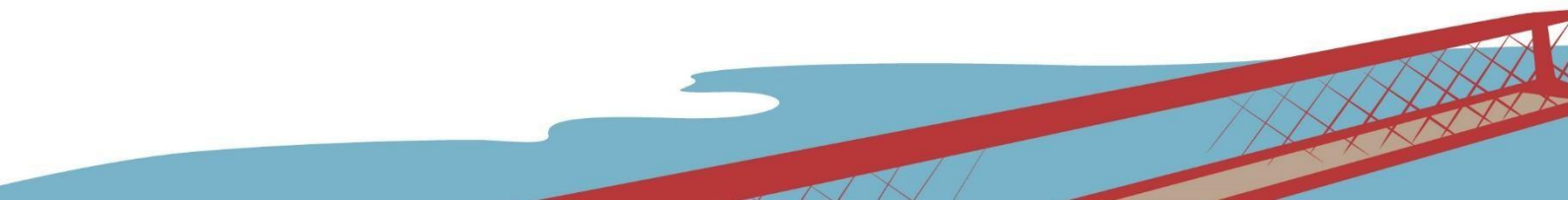
Academic extranet

Through the academic extranet you can consult and make the following validations:

- **Access to the courses presented:** You will be able to see the information and status of the courses you have presented.
- **Access to requests for information:** You will be able to consult the requests of interested parties and carry out remarketing actions towards interested people who have not formalized their registration.
- Access to the data of the people registered for the information sessions.
- **Validation of enrolments:** In the courses in which it is requested, the validation of enrolments may be activated by someone responsible for the course. This means that, as soon as an enrolment arrives, an email with the enrolment information is automatically sent to the person responsible for validation.

The FUDGIF does not establish any contact with the enrolled person before receiving validation. In this sense, it is very important that the validation or contact with the student is made within a maximum period of two working days.

- **Consultation of regulations and documents**
- **Access to the academic calendar**





Economical extranet

Through the economic extranet you can consult and carry out the following validations:

- **Validation of payments:** You will be able to validate payments for courses made through the platform.
IMPORTANT: it will not be necessary to validate purchases made with a credit card.
- **Enrolment and student management:** You will be able to check the status of the enrolments of the students of your training and comments on the payment of tuition.
- **Budget monitoring:** You will be able to access the approved budget and also the revised budget with the real status of its execution.
- **Consultation of income and expenses:** You will be able to access the details of the income and expenses of the budget of your training.

D. My UdG – Moodle

It is the platform that you will have to use to follow 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.

You will receive by email the Moodle template that you will need to fill in and send in order to create the course and link the users you need. Below, we attach the Moodle resources in video format: [MOODLE RESOURCES](#).

E. 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 have 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](#).

F. Academic information

Qualifications

You must deposit the grades of the evaluations in the Moodle platform. 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 assessments in Moodle: [ASSESSMENTS AND QUESTIONNAIRES](#).

IMPORTANT: tudents who do not hold a prior university degree will be entitled, under the same conditions, to receive a certificate of attendance issued by FUDGIF.

REMINDER: you must comply with the evaluation system established for the training and avoid possible modifications.



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 director/coordinator/teacher you must 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.

Enrolment of students who failed in previous editions

The enrolment of failed students must be done by subjects (for the total number of ECTS of each subject) or for the entire course. Failure to pass a subject implies having to re-enrol in that subject in its entirety.

Under no circumstances can recovery be carried out by enrolling in part of a subject.

External internships

Information regarding the external internship procedure to manage your students' educational cooperation agreements and training projects.

You will find all the information regarding the procedure on our website. [External Internships](#)

***REMINDER:** you must send the documentation to the FUDGIF at least thirty days in advance. No documentation will be processed after the deadline.*

VERY IMPORTANT: Please note that without the signature of the agreement or training project by all parties and the authorization to start the internship from the Training Technician, the internship cannot begin.

External satisfaction surveys

At the UdG Foundation: Innovation and Training, we are constantly working to improve the quality of our management services. Your opinion is essential to continue moving forward and adapting to your needs and ensure that we can offer you the best possible service, always with maximum efficiency, professionalism and personalized attention. We invite you to collaborate by answering our satisfaction survey that you will receive at the end of the year that will help us collect your suggestions and proposals for improvement.



2. ECONOMIC BLOCK

G. Budget

All actions carried out related to training will be guided by the budget approved by the competent body of the UdG, in the case of lifelong learning, or by the FUDGIF, in the case of other courses. You can consult it and follow it through the FUDGIF economic extranet.

IMPORTANT: in the event that the income was not as budgeted or initially forecast, it will be necessary to review the budget of the activity between the FUDGIF and the course management.

REMINDER: The Foundation, as a public sector entity, is subject to Law 40/2015, of 1 October, on the Legal Regime of the Public Sector. Consequently, all budget expenditure will be affected by the corresponding regulations.

H. Course course settlements

In order to manage the payments for the courses of the course, you will have to access [the economic extranet](#) and validate all payments. The 20th of each month will be the deadline to be able to do so.

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 UdG teaching staff, the agreed remuneration will be paid through the UdG 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:

CHRISTMAS	Invoices or receipts must be delivered by 10 December at the latest.
EASTER	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.
AUGUST	There will be no paid service.



3. INFORMATION BULLETIN

We inform you that you will receive the FUDGIF newsletter by email with all the news. We hope it will be of interest to you.

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).

