



**Faculty Regulations on How Studies Committees Function.
Degrees in Nursing and Physiotherapy.
Faculty of Nursing and Physiotherapy (January 2013)**

Introduction

1. The Studies Committees for Bachelor degrees are constituted as per *Regulatory Agreement of 17th March 2009 whereby the studies committees for bachelor's degrees at the University of the Balearic Islands are created. FOU 310.*
2. According to article 5, their composition is as follows:
Studies Committees comprise:
 - *a) The chair of the studies committee, who shall be the dean or director of the school or the delegated person.*
 - *b) The head of studies for the degree.*
 - *c) All lecturers who teach on the programme.*
3. This composition, **in these regulations** that are applicable to the studies committees for Nursing and Physiotherapy, is designated as the **studies committee plenary**.
4. For operational reasons, the chair of the CEST has the authority to call a **non-plenary** CEST with those individuals who, as per his/her criteria, are required at each working time (head of studies, vice-deans, lead subject lecturers, etc.).
5. The regulations in this document are aimed at ensuring the duties assigned to the studies committees, set out in *article 4 of the aforementioned Regulatory Agreement (FOU 310), are carried out. In addition, the committee shall be responsible as part of its duties to provide a structure for the proposed changes and improvements required to the assessment and monitoring of the course curriculum implementation.* In order to guarantee this work is undertaken quickly and efficiently, a set of roles and work groups has been created to put its activities into operation.
 - **Module Coordinator:** s/he is one of the lecturers responsible for one of the subjects included in the module. His/her duties are to

coordinate content, skills and methodologies worked on throughout the module, and their progression.

- Academic Year Coordinator: s/he is one of the lecturers responsible for one of the subjects included in the academic year. His/her duties are to ensure time coordination for subjects in the same semester (through timetables), as well as to ensure the proper rollout of the programme in their academic year. S/he is by default a member of the quality assurance committee.
- The created work groups are as follows:

- **Degree Coordination Group (GCG)**

- **Members:**

- Academic Year Coordinators.
 - Module Coordinators.
 - Head of Studies.
 - Head of Degree Quality.
 - Course Coordinators at the Minorca and Ibiza campuses, where applicable.
 - One student representative from each academic year (the group delegates must select their representative at this meeting).

- **Duties:**

- Planning the progression of content, skills and methodologies from one academic year to the next.
 - Agreeing and implementing common action to resolve incidents that may have arisen.
 - Course Monitoring.
 - Notifying the Studies Committee.

- **Calendar:** this group shall meet at least twice a year, at the end of each semester. Minutes shall be taken at each meeting. The minutes shall be sent to the CEST secretary for custody.



- **Module/Subject Coordination Group (CM)**
 - **Members:**
 - Module Coordinators.
 - Subject Leads for subjects on the module.
 - **Duties:**
 - Planning the progression of content, skills and methodologies on the module throughout the different academic years and subjects on them.
 - **Calendar:** this group shall meet at least once a year. Minutes shall be taken at each meeting. The minutes shall be sent to the CEST secretary for custody.

A rotation system shall be established for academic year and module coordinators. Appointments to a post shall last 4 years and concurrences and double appointments shall be avoided as far as possible. The appointment to a post shall be 2 years for the following modules.

- Nursing:
 - Practicum Module
 - Intervention Module
- Physiotherapy:
 - External Placement Module
 - Specific Methodologies and Clinical Specialities Module.