



## **ESCUELA INTERNACIONAL DE DOCTORADO UNIVERSIDAD FRANCISCO DE VITORIA**

### **SUPPORT PERSONNEL, MATERIALS RESOURCES AND SERVICES**

#### **LIBRARY**

The UFV library contains over 87,818 books, 5,210 DVDs, 2,208 CDs, over 70,000 e-books and subscriptions to over 143 of the leading specialist journals and 13 academic databases. Specifically, there are 349 books on various subjects related to Health Sciences and subscriptions to 5 journals and 6 databases in the field of experimental and health sciences. Additionally, the library offers resources in the area of health sciences such as Medline, Cinahl, Real Farmacopea and the Formulario Nacional with an efficient referencing service, bibliographical search, interlibrary lending, book requests, etc. The library has a capacity of 476 in the general reading room as well as a study room, 9 private study rooms for groups and 1 dedicated exclusively to researchers. The library opening hours facilitate the use of its facilities and services by students and the hours are extended during exam periods.

#### **FRANCISCO DE VITORIA EUROPEAN DOCUMENTATION CENTRE**

This is part of the EuropeDirect international information network created by the European Commission incorporating all member states, by the EU Statute of May 12, 1977 and renewed in 2005. The Centre has its own space on campus to provide information about the EU to researchers, students and the general public. Since August 2006, the Library and the European Documentation Centre have the Registered Company Certificate and the right to use the brand AENOR, certifying that the Quality Management System conforms to the UNE-EN ISO 9001:2000 standard. The library has an efficient referencing service, bibliographical search, interlibrary lending service, book requests, etc.

#### **VIRTUAL CLASSROOM**

This IT platform is designed to help teachers and students to meet their teaching-learning objectives using the methodologies proposed by the European Higher Education Area. It facilitates the exchange of information and learning through non-presential or remote learning methodology. THE UFV Virtual Classroom uses CANVAS technology, a Learning Management System, accessible online using open software and designed for the creation of on-line learning communities. The Universidad Francisco de Vitoria began using CANVAS during the 2020-2021 academic year.



In general terms, the Virtual Classroom facilitates communication between teachers and students outside the classroom and permits the planning and follow-up of tasks and assignments to enhance student learning through the use of case studies, forums to resolve doubts or discuss topics and to submit assignments and meet the objectives of the course, etc.

## **CLASSROOMS AND SPACES**

**CLASSROOMS.** All equipped with audio-visual equipment and support (OC; projector, screens, Wifi etc).

**LANGUAGE ROOMS** with the latest language learning software and technologies.

**ASSEMBLY HALL** equipped with multimedia technology.

**EVENTS HALL** with audio-visual technology.

**IT LABS:** Laboratories with networked PCs equipped with projectors and screens with local Wifi connection. The laboratories are equipped with numerous IT programs (Macromedia, Adobe Master Suite Collection, AutoCAD, Office, Quarxpress, Project and Frontpage) necessary for courses using these programs and others.

## **SPECIFIC SPACES**

**Research laboratories:** there are a number of laboratory spaces dedicated exclusively and fully equipped for research.

**Cell culture laboratory:** a 45 m<sup>2</sup> lab with 11 laminar flow cabinets, two cell incubators, a fluorescence microscope and all other equipment necessary for research with cultivated mammalian cells.

**Applied research laboratory.** After the expansion concluded in the 2016-2017 academic year, the laboratory now has 288 m<sup>2</sup> of space subdivided into a large work room for biotechnological and biomedical research projects: a microbiology lab, a meeting room, an equipment room (coolers, freezers, ultracentrifuge) and another for other research equipment, including the HPLC-Masas.

**Advanced Microscopy Lab,** a unique space housing a multiphoton microscope.

**Animal housing:** a 55.89 m<sup>2</sup> space designed to house up to 2,000 mice. The space is divided into change room and entrance area, autoclave, animal lab, stabulary and quarantine.

**Technical laboratory:** a space dedicated to the preparation of experimentation materials required by different research groups.

**Storage area:** space for the storage of products, reactives and other fungible material used in teaching and research laboratories. The storage areas are fitted with shelves to optimise space and organise materials and reactives.

**Histology, cytology and anatomic pathology laboratory:** with 25 posts with optical microscope, and teacher's microscope connected to a high definition projector, cabinet for histopathological and human cytological samples and materials to prepare samples.

**Advanced clinical simulation centre:** the university has a 900 m<sup>2</sup> simulation hospital with all types of medical care environments (home care, consultation room, emergency unit, surgery/labour-delivery unit, hospitalisation/ intensive care, mobile-ambulance, pharmacy). Furthermore, the facilities are equipped with the most advanced systems for student assessment, with Gesell cameras, overseeing learning and management of teaching-learning activities via a secure network accessible by internet (Learning Space). These facilities and the expert personnel of the centre are a reference for research projects in the area of "Medicine, Teaching Innovation, Humanities and Health Sciences" associated with communication competences in medical care, now incorporated in the program or in development.

**Surgical simulation centre and microsurgery school:** The Surgical Simulation Centre has a total area of 512 m<sup>2</sup> divided into a classroom with a capacity for 40 students equipped with synthetic models of the various anatomical systems; 2 vestibules; 1 large dissection room with 10 large and 2 small stainless-steel dissection tables, equipped with audio equipment and television screens; 1 experimental surgery or small dissection room used as complementary to the large room connected with two television screens: 1 preparation room and morgue, adequately equipped for the preparation, handling and storage of bodies; 2 vestibules; 1 cadaver receiving room: 1 technical office and washroom; and 3 storage rooms. The facility was completed in 2018 with a new experimental surgery and microsurgery (rodents), for the development of projects which require procedures of this type.

The Cochrane Associate Centre of Madrid, established with the co-sponsorship of the UFV – IRyCIS Research Institute, with qualified personnel and electronic resources and documentation to assist researchers in systematic and meta-analysis of medical bibliographies

## **OTHER SERVICES AND RESOURCES**

Education Software. All programs and software included in the various spaces described are for teaching, education and student learning purposes. See: *Macromedia, Adobe CC, Office, Protocols H, Autodesk Maya, AVID & Canopus, Final Cut, Font Lab, Rhino, Deep Freeze*. Office of Digital Transformation, part of the Vice-rectorate for Quality and Organisational Transformation to manage and maintain the IT resources of the university (teaching spaces, teacher and PAS computers and equipment, etc), as well as other resources such as the Virtual Classroom, University Student Portal or administrative software.

For the proper operation of the university there is a team of beadles, electricians, technicians and maintenance staff, etc, responsible for the daily maintenance and proper





functioning of all communal spaces and equipment (teaching or otherwise) of the university.

The University Secretariate supervises the maintenance of student records for all university courses and the issuing of certificates upon course completion. The general profile of University Secretariate personnel are university graduates with ample experience in administration and management of education centres.

University Ombudsman provides students with information, orientation and support, responding to questions and doubts about academic, administrative, financial issues or any other subject related to the university. Mediating disputes where necessary and provides recommendations to the administrative bodies of the university.

Finally, there is the work of the directors and tutors to provide personalised support and career orientation to doctoral students, with advice on complementary training they may need based on their academic and research profile.

In addition to the material resources and services (spaces, facilities, etc.) the Universidad Francisco de Vitoria works to ensure that these facilities are available and accessible, safely and comfortably, to all persons promoting the autonomy and inclusion under the principles of universal access and design for all, inspired by Law 51/2003, of December 2, On equal opportunity, non-discrimination and universal access of persons with disabilities.

## **SUPPORT PERSONNEL**

The support personnel involved in the doctorate program, fully trained and experienced with the characteristics of the program are as follows:

Coordinator of the team of laboratory technicians and assistants; responsible for the management of the facilities for research and practices, supervising laboratory personnel and interns and ensuring the proper maintenance and storage of materials, equipment and reactivities as well as compliance with all health and safety regulations and waste management protocols. Profile: Degree in Biology with 15 years' experience in practical training in the field of Experimental Sciences and in the coordination of spaces, students and teachers.

Laboratory technicians and assistants: their function is to prepare the laboratories (equipment, materials and reactivities); to assist teachers and researchers; to ensure the proper control and use of reactivities and laboratory equipment, as well as compliance with all health and safety regulations and waste management protocols. The laboratory support personnel usually consist of three full time lab technicians (a graduate in Biology, a graduate in Biotechnology and a PhD in Biochemistry or Molecular Biology) and a laboratory assistant.

Laboratory interns. The university offers a training program providing students with the option to do collaborative internships during the academic year.

The following teams and members of the Postgraduate and Orientation Department of the Universidad Francisco de Vitoria, participate in the management of the program:

**Quality Area:** the Quality Supervisor works directly with the Department of Quality and Institutional Assessment to ensure the proper implementation, oversight and

improvement of the Internal Quality Assurance System. Functions include: to convoke meetings of the Quality Assurance Committee and keeping meeting minutes, to attend meetings of the Oversight Commission including all those responsible for quality at the UFV, to create Improvement Plans and carry out the procedures for the verification, oversight and certification of degree programs. Administrative coordination and management: the secretariate manages all the administrative processes for the degree programs. One of the tasks is to provide support for commissions, tutors, directors and doctoral students throughout the course.

The following is a description of the facilities and services of the University to provide universal access and design for all:

#### A) ACCESS TO THE CAMPUS:

- Parking facilities for those with disabilities include 13 spaces distributed in the parking areas of the three buildings.

#### B) BUILDINGS:

##### B1) BUILDING E

###### *ENTRANCE:*

- Main entrance at street level.
- Assisted mobility facilities.
- Adapted entrance doors.
- Access to offices and classrooms.
- Independent bathrooms for the disabled.

###### *BASEMENT:*

- Adapted lift access and direct access from street level.
- Adequate mobility.
- Adapted doorways.
- Access to offices, classrooms, laboratories and storage rooms.

###### *FIRST FLOOR:*

- Access with adapted lift
- Good mobility.
- Access to classrooms.
- Adapted doorways.
- Independent bathrooms for the disabled.

###### *SECOND FLOOR:*

- Adapted lift access.
- Good mobility.
- Access to offices.





- Adapted doorways.

## B2) BUILDING H

### *ENTRANCE:*

- Main entrance at street level.
- Adequate mobility.
- Adapted doorways.
- Access to offices and classrooms.
- Independent bathrooms for the disabled.

### *BASEMENT 1:*

- Access by adapted lift directly from street level.
- Adequate mobility.
- Adapted doorways.
- Access to offices, classrooms and laboratories.
- Independent bathrooms for the disabled.

### *BASEMENT 2:*

- Access with adapted lift directly from street level.
- Adequate mobility.
- Adapted doorways.
- Access to classrooms, laboratories and storage areas.

### *FIRST FLOOR:*

- Access with adapted lift
- Good mobility.
- Access to Classrooms.
- Adapted doorways.
- Independent bathrooms of the disabled.

### *SECOND FLOOR:*

- Adapted lift access.
- Good mobility.
- Access to offices.
- Adapted doorways.

## B3) MAIN BUILDING:

- Ramp access at street level
- Interior stairway access with lift platform for wheelchairs and railing.
- Exterior stairway access with lift platform for wheelchairs and railing.
- Independent bathrooms for the disabled.
- Cafeteria: self-service area: adapted height.
- Adequate countertop access.
- Good mobility.

#### B4) CETYS BUILDING:

- Ramp access at street level
- Good mobility.
- Access to Classrooms.
- Adapted doorways.
- Independent bathrooms for the disabled.

#### C1) SPORTS CENTRE

##### 1.- Multi-purpose sports facilities with:

- Indoor football court
- Handball court
- 3 basketball courts
- 2 volleyball courts

##### 2.- Pool 25x12.5 m, with 6 lanes

3.- Pool 12.5x4 m for functional rehabilitation, aqua-gym, aqua gym, matroswimming, etc.

##### 4.- Fitness room

##### 5.- 4 rooms for group activities

##### 6.- Physiotherapy clinic

