

Coordination structures of the training programme for the Bachelor's Degree in Hospitality and Culinary Management (GDEHG)

Purpose

The coordination of the subjects and other training activities of the GDEHG degree programme requires systematic and sustained monitoring to ensure continuous improvement. The aim of this document is to present the existing structures and mechanisms for coordinating and improving the training programme.

Overview of the structures

At St.Pol HC we have different levels of coordination in the training programme: the internal coordination of the shared subjects, the training areas, the Internship Coordinator, the Academic Directorate, the Centre Quality Commission, as well as the University of Girona (UdG) Affiliated Centre Board.

1. Internal subject coordination

In the case of subjects taught by more than one teacher, one of the members of the subject teaching team is responsible for the subject. He/she organises the coordination of the contents and assessment of the subject, and updates the teaching guide.

2. Training areas

Each training area articulates a specific perspective within the degree programme as a whole. The teaching staff of the assigned subjects are coordinated in the areas. The head of area reports to the academic director.

- 2.1. Area of Human and Social Sciences
Responsible: Dr Eva Canaleta

Subjects	Semester
Fundamentals of the Tourism and Hospitality Sector	1
Principles of Research and Academic Communication	1 + 2
Ethno-Gastronomy	5 / 7

2.2. Area of Hotel, Food and Beverage Operations
Responsible: Mr Narcís Presas

Subjects	Semester
Fundamentals of Hotel Operations: Rooms Division	1 + 2
Fundamentals of Hotel Operations: Restaurant	1 + 2
Fundamentals of Hotel Operations: Kitchen	1 + 2
Operation Management in the Hospitality Sector	3 + 4
Event Management	5
Sommelier Skills and Cellar Management	5 / 7
Quality and Process Management	5 + 6
Dietetics and Human Nutrition	6
Hotel Facility Management: Present and Future	6 / 8
Culinary Sciences	8
Digital Technologies in the World of Hospitality	8

2.3. Area of Economics, Finance and Business Accounting
Responsible: Dr Marc Selgas

Subjects	Semester
Accounting	4
Financial Management	5
Purchasing Management	5
Business Analytics	7
Hotel Real Estate	8

2.4. Area of Marketing and Company Communication
Responsible: Ms Carmen Ruiz

Subjects	Semester
Business Communication and Customer Service	1
Fundamentals of ICT Skills in the Business Environment	2
Principles of Marketing and Sales	3
Corporate Social Responsibility	3
Business Research Methods	4
Innovation and Creativity	5
Customer Experience Creation and Design	5 / 7
Strategic Marketing and New Trends	6 / 8
Revenue & Yield Management	7
Distribution Systems	7

2.5. Area of Business Administration and Management
Responsible: Ms Ruth Domènech

Subjects	Semester
Principles of Economics and Business	1
Fundamentals of Regulations and Safety in Hospitality and Gastronomy	2
Skills for Leadership	3
Human Resources Management	4
Entrepreneurship	6
Corporate and Organisational Behaviour	6 / 8
Strategic Management	7
Sustainability, Environment and Quality in Hospitality and Food Service Companies	8
New Trends in Hospitality and Food Service	8

2.6. Area of Languages
Responsible: Ms Rosa Domingo

Subjects	Semester
English 1	1 + 2
English 2	3 + 4
Second Foreign Language 1 - German	3 + 4
Second Foreign Language 1 - French	3 + 4
English 3	5 + 6
Second Foreign Language 2 - German	5 + 6
Second Foreign Language 2 - French	5 + 6
Third Foreign Language 1 - German	7
Third Foreign Language 1 - French	7
Second Foreign Language 3 - German	7 + 8
Second Foreign Language 3 - French	7 + 8
Third Foreign Language 2 - German	8
Third Foreign Language 2 - French	8
Business English	8

2.7. Area of Academic and Professional Projection
Responsible: Ms Andrea Ordóñez

Subjects	Semester
Internship 1	2
Internship 2	6
Bachelor's Degree Final Project (TFG)	7 + 8

3. Internship Coordinator

His functions include the organisation and coordination of training activities complementary to the subjects (internships, professional visits, etc.) and their integration into the training programme, the management of the premises and timetables of the practical classes that so require, as well as the relationship with companies before, during and after the students' internships, whether they are curricular or extracurricular.

4. Academic directorate

The academic director and her team monitor the cohesion and quality of the training programme and the assessment, and ensure that it runs smoothly. They receive suggestions and complaints from students and teaching staff, and discuss and promote improvements to the programme.

The academic director organises the annual teaching plans for the degree, reviews and approves the teaching guide of the subjects, and sets the timetables and exam dates within the framework of the official UdG calendar.

5. Centre Quality Commission (CQC)

The Quality Commission is the representative body at St.Pol HC that carries out the formal monitoring of the degree, debates and approves the annual reports and improvements, and presents them to the School Board. It meets annually in ordinary session, and in extraordinary session when the situation requires it.

6. University of Girona (UdG) Affiliated Centre Board

This is the highest academic representation organ of St.Pol HC. It is composed of the centre's management and UdG representatives. Among other functions, it supervises and coordinates the centre's functioning and its academic, teaching and research activities. It meets annually in ordinary session, and in extraordinary session when the situation requires it.