



CEU

*Universidad
San Pablo*

Functioning rules and composition

- Internal Quality Commission of each Centre (IQC)
- Internal Quality Sub-Commissions of the Bachelor's Degrees (Sub-IQC)

Date of approval: 17/10/2012

INTERNAL QUALITY COMMISSION'S FUNCTIONING RULES

Approved by the Standing Committee of the Governing Council at its meeting on 17 October 2012.

The Internal Quality Commission of the School/Centre is the body responsible for proposing to the Dean/Director the tasks of planning, monitoring, and achieving the quality objectives set by the University for its degrees, through the IQAS, acting as one of the vehicles for analysing and proposing the policy, objectives, plans, programmes, responsibilities and achievements of this system. The regulations governing the functioning of the IQC are as follows:

Members of the Internal Quality Commission

The IQC will be chaired by the Dean/Director, advised technically by the Head of Quality of the School/Centre, who will act as Secretary. It shall also be made up of representatives of the teaching personnel (both undergraduate and postgraduate), representatives of the administration and services personnel and of students.

In addition to the President and the Secretary, the number of members of each IQC shall not be less than five, of which at least three shall correspond to representatives of the teaching personnel, one to representatives of the administration and services personnel and one to representatives of the student body. Likewise, the Dean shall appoint two substitutes for the teaching personnel, one for the administration and services personnel and one for the students, in case it is necessary to replace the incumbent members.

With the approval of the Vice-Rector responsible for the matter, the Dean/Director will appoint the members of the IQC, considering their suitability to carry out the analysis and proposals for improvement in relation to the quality of the degree programmes, the management of their implementation and their monitoring. The representatives of the Administration and Services Personnel shall be appointed from among the personnel linked to each School. Student representatives shall be appointed, preferably, from among those corresponding to the respective School Boards of each School. The loss of the status for which they were elected shall result in their termination as members of the IQC.

If he/she considers it appropriate to renew the membership, the Dean/Director shall ensure that the changes guarantee the continuity of the Commission's tasks, and to this end may consult the Commission itself and take into account the proposals of the Collegiate Bodies established in the University's Organisation and Functioning Rules.

Convening of meetings

The Internal Quality Commission shall meet after being convened by the Chairman, who shall establish, together with the Head of Quality of the School/Centre, the agenda to be attached to the notice of the meeting. The President shall accept the inclusion on the

agenda of proposals made by at least one third of the members of the Commission, made in writing sufficiently in advance.

The quorum for the valid constitution of the meetings of the IQC shall be that of an absolute majority of its members (a majority equal to or greater than half plus one of the members making up the body in question). If there is no quorum, the Commission shall be constituted on second call within the following twenty-four hours. The constitution of the IQC at second call shall be valid provided that at least four of the members of the Commission are present. The IQC requires the attendance of its members in order for its analyses to be accurate. Therefore, if any member is unable to attend and is aware of this in advance, he/she must inform the Dean/Director and, if possible, a substitute shall be appointed to represent him/her.

The Chairman shall be responsible for ensuring the orderly conduct and regularity of deliberations and debates at the sessions, for which purpose he/she shall give and withdraw the floor, maintain order in the debates and vote on the appropriateness of certain proposals for improvement on which the members of the Commission do not agree. The tasks of the IQC shall be based on the provisional monitoring reports drawn up by the degree programme leaders (Master's degree directors/degree coordinators), previously submitted to the Dean/Director, within the established deadline, who, in turn, shall send them to the IQC for its deliberations. The members of the IQC may request the postponement of the meeting and the subsequent convening of the Commission, in order to be able to examine a specific point under analysis. The agreements adopted within the IQC will be materialised in the IQC's degree monitoring report, which will include the strengths, weaknesses and proposals for improvement that the IQC deems appropriate, and which will be the basis for the Degree Quality Report. The proposals for improvement will specify the person(s) responsible for developing the actions detected as necessary and the estimated time for their implementation.

Decision-making system

The resolutions passed by the Commission in its report may be adopted by simple majority (more votes in favour than against the proposal, considering those in attendance), with the Chairman having a casting vote in the event of a tie.

Voting shall be by secret ballot when so requested by any of the members of the Commission.

The Secretary of the Commission shall draw up minutes of the discussions and decisions adopted at the meetings of the IQC and shall send them to all the members of the Commission, who shall have three working days to propose corrections by writing to the Secretary. The Dean/Director shall convene, when he/she deems it necessary, the IQC to approve the inclusion or not of these corrections in the minutes. In any case, the resulting minutes shall be considered final and shall be sent to the Quality Unit to be filed as evidence in the quality portal. The member(s) of the IQC who dissent(s) from a specific agreement may record their dissent in a merely informative letter addressed to

the Dean/Director. The Secretary of the IQC shall be the custodian of all the documentation corresponding to each degree.

The supervision of decision-making derived from the monitoring and improvement of the degrees, as well as the verification of the effective implementation of these decisions, corresponds to the Dean/Director and will be specified in a Quality Report for each degree. The transversal analysis of the strengths, weaknesses, and improvement actions of the degrees of the School/Centre, hierarchised and strategically evaluated, will become the Quality Report of the School/Centre.

The Quality Improvement Plan of each School/Centre included in the Quality Report will be included in the quality portal.

Frequency of meetings

The Internal Quality Commission shall meet at least once every six months, after being convened by the President. One of these meetings shall be held in the last quarter of the year, when all the necessary closed data corresponding to the year under evaluation are available.

Coordination of the Internal Quality Commissions

For the coordination and sharing of the criteria established in the IQC of each School/Centre, the Vice-Rector responsible for the matter may, at his/her own initiative or at the suggestion of the Director of the University Quality Unit, convene the Chairpersons of the Internal Quality Commissions to a meeting. The Director of the Quality Unit, who shall attend as Secretary-member, with voice and vote, shall arrange this meeting, which shall preferably be held annually. This meeting will deal with:

- Coordinate the definition and practical application of the different processes and routines adopted by the IQCs.
- Detect weaknesses in the functioning of the IQCs, analyse the causes and guide those responsible on the mechanisms for continuous improvement of the system.
- To agree to address the Standing Committee of the Governing Council for the interpretation of specific aspects of the implementation and general development of the system.

FUNCTIONING RULES OF THE INTERNAL QUALITY SUB-COMMISSIONS OF THE BACHELOR'S DEGREES (Sub-IQC)

Each Bachelor's and Master's Degrees of Universidad San Pablo-CEU have their own specific collegiate body, responsible for the tasks of planning, monitoring and control of their own degree, the Internal Quality Sub-commission of the Bachelor's Degree (Sub-IQC). The regulations governing the functioning of the Sub-IQC are as follows:

Members of the Internal Quality Sub-Commission of the Bachelor's Degrees

The Sub-IQC shall be presided by the Director or Coordinator of the degree, unless the Dean/Director of the Centre, motivated by the strategic importance of the degree, decides to chair the Sub-Commission for this degree. The chairman of the Sub-IQC is advised technically by the Head of the Quality Centre, who will act as its Secretary. Furthermore, it will consist of representatives of the teaching personnel who teach in each Degree, representatives of the administration and services personnel and of students.

In addition to the Chairman and the Secretary, there shall be a member that will be the representative of the teaching personnel, one for the Administration and Service personnel and a representative of students. Likewise, the President of the Sub-IQC will may invite or appoint other participants as he/she deems necessary to carry out the monitoring of the degree.

With the approval of the Vice-Rector responsible for the matter, the Dean/Director of the Centre shall appoint the members of each Sub-IQC, with the advice of the Directors and Coordinators of each degree programme, considering their suitability to carry out the analysis and proposals for improvement in relation to the quality of the degree programme, the management of its implementation and its monitoring. The representatives of the Administration and Services Personnel shall be appointed from among the personnel linked to each School. Student representatives shall preferably be appointed from among the delegates and sub-delegates or other students on the degree programme. The loss of the status for which they were elected shall entail their termination as a member of the Sub-IQC.

If he/she considers it appropriate to renew the membership, the Dean/Director shall ensure that the changes guarantee the continuity of the Sub-Commission's tasks and to this end may consult the Sub-Commission itself and take into account the proposals of the Collegiate Bodies established in the University's Organisation and Functioning Rules.

Convening of meetings

The Internal Quality Sub-Commission shall meet after it has been convened by the President, who shall establish, together with the Quality Manager of the Centre, the agenda to be attached to the notice of the meeting. The Chairman shall accept the

inclusion on the agenda of proposals made by at least one third of the members of the Commission, made in writing, sufficiently in advance.

The quorum for the valid constitution of the meetings of the Sub-IQC shall be that of an absolute majority of its members (a majority equal to or greater than half plus one of the members of the body in question). If there is no quorum, the Commission shall be constituted on second call within the following twenty-four hours. The constitution of the Sub-Commission at second call shall be valid provided that at least the chairman, the secretary and one other member of the Sub-Commission are present. If any member is unable to attend, and is aware of this in advance, he/she must inform the Director or Coordinator of the degree course and, if possible, a substitute shall be appointed to represent him/her.

The President is responsible for ensuring compliance with the order and regularity of deliberations and debates in the sessions, for which purpose he/she shall grant and withdraw the floor, maintain order in the debates and vote on the appropriateness of certain proposals for improvement on which the members of the Sub-commission do not agree. The tasks of the Sub-IQC shall be based on both internal and external reports on the degree, as well as on the data and statistics provided by the Statistics and Quality Unit. The members of the Sub-IQC may request the postponement of the meeting and the subsequent convening of the Sub-Commission, in order to be able to examine a specific point under analysis. The agreements adopted within the Sub-IQC shall be materialised in the degree monitoring report, which shall include the strengths, weaknesses and proposals for improvement deemed appropriate. The proposals for improvement shall specify the person(s) responsible for carrying out the actions detected as necessary and the estimated time for their implementation.

Decision-making system

The resolutions passed by the Commission in its report may be adopted by simple majority (more votes in favour than against the proposal, considering those in attendance), with the Chairman having a casting vote in the event of a tie.

Voting shall be by secret ballot when so requested by any of the members of the Commission.

The Secretary of the Sub-Commission shall draw up minutes of the discussions and decisions adopted at the meetings of the Sub-IQC and shall send them to all its members, who shall have three working days to propose corrections by writing to the Secretary. The Dean/Director shall convene, when he/she deems it necessary, the Sub-IQC to approve the inclusion or not of these corrections in the minutes. In any case, the resulting minutes shall be considered final and shall be sent to the Quality Unit to be filed as evidence in the quality portal. The member(s) of the Sub-IQC who dissent(s) from a specific agreement may record their dissent in a merely informative letter addressed to the Dean/Director. The Secretary of the Sub-IQC shall be the custodian of all the documentation corresponding to each degree.

The supervision of decision-making derived from the monitoring and improvement of the degrees, as well as the verification of the effective implementation of these decisions, corresponds to the Dean together with the Head of the degree programme, and will take the form of a Quality Report or Annual Monitoring Report for each degree programme. The transversal analysis of the strengths, weaknesses, and actions for improvement of the degrees of the School/Centre, hierarchised and strategically evaluated, will become the Quality Report of the School/Centre.

The Quality Improvement Plan of each School/Centre included in the Quality Report will be included in the quality portal.

Frequency of meetings

The Internal Quality Sub-Commission must hold ordinary meetings at least every six months, after being convened by the President. One of these meetings shall be held in the last quarter of the year, when all the necessary closed data for the year under evaluation are available.

Coordination of the Internal Quality Sub-Commissions

For the coordination and sharing of the criteria established in the Sub-IQC of each degree programme of a Centre, the Vice-Rector responsible for the matter may convene the Chairpersons of the Internal Quality Sub-Commissions to a meeting, either on his/her own initiative or at the suggestion of the Director of the University Statistics and Quality Unit. The Director of the SQU, who shall attend as Secretary-member, with voice and vote, shall arrange this meeting, which shall preferably be held annually. This meeting will:

- Coordinate the definition and practical application of the different processes and routines adopted by the Sub-IQCs.
- Detect weaknesses in the functioning of the Sub-IQCs, analyse the causes and guide those responsible on the mechanisms for continuous improvement of the IQAS.
- Agree to address the Standing Committee of the Governing Council for the interpretation of specific aspects of the implementation and general development of the system.