



I. AUTONOMOUS COMMUNITY OF MADRID

C) Other Provisions

Regional Department of Education

18

Decree 31/2011, of 2 June, issued by the Regional Governing Council of Madrid, approving the Organisation and Functioning Rules of Universidad San Pablo-CEU.

According to what has been passed by the ninth additional provision of the Organic Act 4/2007, of 12 April, which modifies Organic Act 6/2001, of 21 December, on Universities, Universidad San Pablo-CEU has modified its Organisation and Functioning Rules, approved by Decree 24/2005, of 10 February, and has submitted the revised text of these regulations for approval by the Governing Council, in accordance with the provisions of article 6.5 of the above mentioned Organic Act 6/2001, of 21 December.

Thereunder, on the proposal of the Regional Minister of Education and following deliberation by the Governing Council at its meeting of 2 June 2011.

SETS

First

To approve the Organisation and Operational Rules of Universidad San Pablo-CEU, chose text included in the Annex accompanying this decree.

SINGLE DEROGATORY PROVISION

Decree 24/2005, of 10 February, of the Governing Council, approving the Organisation and Functioning Rules of Universidad San Pablo-CEU.

SINGLE FINAL PROVISION

The Organisation and Functioning Rules shall come into force the day after their publication in the OFFICIAL GAZETTE OF THE AUTONOMOUS COMMUNITY OF MADRID.

The Head of the Department of Education of the
Community of Madrid,

LUCÍA FIGAR DE LACALLE

The President,

ESPERANZA AGUIRRE GIL DE BIEDMA



ORGANISATION AND FUNCTIONING RULES

OF UNIVERSIDAD SAN PABLO-CEU

PREAMBLE

1. Universidad San Pablo-CEU is an academic institution promoted by San Pablo-CEU University Foundation, which was created by 8/1993 Act, of 19 April, by Cortes Generales, following article 27.6 of the Spanish Constitution.

2. Universidad San Pablo-CEU is born in the University Studies Centre, a work of the Catholic Association of Propagandists, erected in the light of the thought of Fr. Ayala for the education of persons endowed with a supernatural spirit and a moral ideal, at the service of the common good, under the decisive impulse of the Servant of God, Ángel Herrera Oria.

3. Universidad San Pablo-CEU assumes the Magisterium of the Catholic Church on Catholic teaching and education, and most especially its Magisterium on Catholic universities.

4. Universidad San Pablo-CEU carries out its task through the individuals and university community's Christian inspiration, with a special vocation for the studies and dissemination of the Catholic Social Doctrine.

5. Universidad San Pablo-CEU, affirmed in this status of university tradition, which constitutes its reason for being, whose work is framed in the context established by 6/2001 Organic Act, of 21 December, on Universities, modified by 4/2007 Organic Act, of 12 April. This is why, and by virtue of what has been established by the ninth additional provision and by articles 6.5 and 6.2 of the so-mentioned Organic Act, the Board of Trustees of Universidad San Pablo-CEU in its meeting held on 18 February 2011, has agreed on passing the following Organisation and Functioning Rules adapted by the current legislation.

TITLE I

Nature, scope and purposes

Article 1

Definition

1. Universidad San Pablo-CEU recognised by 8/1993 Act, of 19 April 1993, under Article 27.6 of the Constitution, is an educational institution of Christian inspiration, with the legal personality of the San Pablo-CEU University Foundation, which is a non-profit entity.

2. Universidad San Pablo-CEU develops its tasks according to the nature and autonomy characteristic of the inherent university activity and academic freedoms, in the framework established by its Christian inspiration and fidelity to the Christian message, as it is presented by the Magisterium of the Catholic Church.

3. All official acts of Universidad San Pablo-CEU shall agree on its Catholic Identity.

Article 2

Autonomy

Universidad San Pablo-CEU benefits from the autonomy that, in accordance with the Constitution and the Organic Act on Universities, corresponds to this private university for the



better protection of the academic freedom, being able to carry out any activity necessary for the proper fulfilment of its purposes.

Article 3

Ideology

The commitment of all members of the university community is to respect, in a spirit of freedom and responsibility, its nature, mission, aims and ideology.

Article 4

Principles

According to its foundational inspiration, Universidad San Pablo-CEU guides its mission and work on the following principles:

1. The creation of a university community in agreement in the common consecration of the truth, in the vision of human beings' dignity and the message of Christ, which provides the University its distinctive character.

2. The proximity between Professors and students, which seeks to favour personal teaching bonds, a natural space for the development of humans' intelligence and their freedom.

3. The excellence in teaching at all university levels and all disciplines.

4. The commitment towards research, in accordance with the own methods of every discipline.

5. The study of the truth of things shall be guided by the search for the integration of knowledge, by the dialogue between faith and reason, by a specific concern for the moral implications of the methods and results of scientific and technical research, and by the recognition of the irreplaceable sapiential role of Catholic theology.

6. Universidad San Pablo-CEU offers its contribution to the entire society and sets at the disposal of those who lack sufficient financial means, an effective and generous policy of loans and grants for studying that, based on merit and capacity criteria, collaborate in the achievement of its own purposes. In the development of such policy special attention shall be paid to the dependency and disability situations of those who apply.

Article 5

Legal System

1. Universidad San Pablo-CEU shall be ruled by the Acts, provisions and rules, that, according to what has been established by the Organic Act on Universities, affect private universities, as well as the present Organisation and Functioning Rules and the internal rules that might be developed.

2. Universidad San Pablo-CEU is headquartered in the Community of Madrid.

3. Universidad San Pablo-CEU may, in the terms established by National Law and International agreements, promote and create university institutions in other Autonomous Communities and abroad.

Article 6

Coat of Arms and Seal



1. The arms of the University are the following: In silver (white), the tree of science in gules (red) and, at the bottom, the reading 'In Veritate Libertas', in gules.

2. The seal of the University shall reproduce the previously described arms.

Article 7

Sponsorship

Universidad San Pablo-CEU is sponsored by Saint Paul, Apostle of the Gentiles, whose feast day shall be celebrated on the day commemorating his Conversion.

TITLE II

Structure

Article 8

Structure

1. Universidad San Pablo-CEU is integrated by Schools, Departments, University and Inter-University Research and Teaching Institutes, Affiliated Centres, Residences and those centres or structures necessary for the performance of their duties.

2. In the framework of its own autonomy, Universidad San Pablo-CEU may create or recognise other centres or structures of its own, in addition to those provided for in these Organisation and Functioning Rules, whose activities lead to the awarding of exclusive degrees.

Article 9

Schools and Centres

Schools and integrated or affiliated centres are the bodies responsible for the organisation of teaching and research, in accordance with the directives issued by the higher bodies of the University, and for the academic, administrative and management processes leading to the obtention of official degrees that are valid throughout the national territory, as well as those other functions determined by the present Rules of Organisation and Functioning and the remaining University regulations.

Article 10

Departments

1. The Departments are the bodies responsible for coordinating the teaching of one or more areas of knowledge in one or several centres, in accordance with the University's teaching programme and in relation to the subjects assigned by its Governing Council, and to support the teaching and research activities and initiatives of the Teaching and Research Personnel, as well as to perform those functions that are determined by the present Rules of Organisation and Functioning and by the University regulations.

2. The Departments shall group together all the teaching, research and scholarship holders assigned to them, as well as the administrative and service personnel.

3. Professors shall be grouped in the Departments according to the areas of knowledge to which they belong.

Article 11

*University Research and Teaching Institutes*

The University and Inter-University Research and Teaching Institutes are centres dedicated to scientific, technical or artistic research and to specialised and postgraduate teaching, without their existence entailing structural and functional duplication with respect to the Departments. They may also provide advice in the field of their competences, in the manner to be determined by regulation.

Article 12*Other centres*

The Universidad San Pablo-CEU may create or assign other centres in accordance with the regulations in force at any given time, as well as to participate in Inter-University centres or structures.

TITLE III

Governing and representative bodies

Chapter I

*Of the Board of Trustees***Article 13***The Board of Trustees*

The Board of Trustees of the Universidad San Pablo-CEU is the highest collegiate governing body of the University and exercises all the functions inherent to such status.

Article 14*Composition of the Board of Trustees*

The Board of Trustees of the Universidad San Pablo-CEU shall be composed of ex officio and elected members.

The following shall be ex officio members The President, Vice-president and National Councillor of the Catholic Association of Propagandists and the Archbishop of Madrid.

The President of the Catholic Association of Propagandists, as President of the San Pablo-CEU University Foundation, shall be the President of the Board of Trustees of the University with the honorary dignity of Grand Chancellor.

They shall belong to the Catholic Association of Propagandists as active members and shall be elected and removed by the Board of Trustees of the San Pablo-CEU University Foundation.

The elected members shall hold office for a period of four years and may be re-elected twice consecutively.

They may attend the meetings of the Board of Trustees to deal with one or more of the items on the agenda, when invited by the President, in an advisory capacity: The Rector of Universidad San Pablo-CEU, the University Manager, the General Director of the San Pablo-CEU University Foundation, or other positions or persons.

**Article 15***Powers of the Board of Trustees*

The fulfilment and development of the foundational aims and all that pertains to them is attributed to the Board of Trustees, which shall be responsible for establishing, specifying and determining the activities aimed at this development, both those specified in these Organisation and Functioning Rules, as well as those not expressly foreseen, since the description of these activities in them is only of an enunciative and not limitative nature, and therefore do not constitute a closed list or imply an order of preference in their execution. All of the above falls within the framework of its nature as a private university institution and with no limitations other than those established in the Law and provisions applicable at any given time.

The powers of the Board of Trustees include the following:

- a) To approve, interpret and modify the University's Organisation and Functioning Rules, as well as the rules and regulations of the University, as well as the regulations that develop them, ensuring in particular compliance with the ideology and foundational aims of the University, which are those of its sponsoring body.
- b) To establish the strategic and programmatic lines of the University.
- c) To approve the University's budget and to oversee its execution.
- d) To appoint the Rector, once the Teaching and Research Personnel have been heard in accordance with the legally required terms, and to agree on their removal.
- e) To appoint and remove, at the proposal of the Rector, the Vice-Rectors of the University, General Secretary, Manager, Deans of Schools and Directors of the Schools, Centres and of University and Inter-University Research and Teaching Institutes and of Affiliated Centres.
- f) To approve the creation, termination or modification of Schools, Departments, University Research and Teaching Institutes, and University Colleges and other structures necessary for the performance of its functions, as well as the approval of the agreements with the University and Inter-University Research and Teaching Institutes, and other structures necessary for the performance of its functions.
- g) To approve the University personnel and their remuneration.
- h) To appoint Professors, at the proposal of the Rector.
- i) To determine the scholarship policy and the criteria for the award thereof.
- j) To establish the general lines of the University's relations with the Public Administrations and with other universities and institutions.
- k) To approve the introduction and suppression of official or exclusive university degrees, as well as the approval or modification of learning plans.
- l) To approve the rules governing the disciplinary regime applicable within the university community, at the request of the Governing Council.

Article 16*The President*



The Board of Trustees is represented by its President, who shall preside in his or her own right and as Grand Chancellor over any University proceedings and meetings of any of its collegiate bodies which he or she attends.

Article 17

The Vice-President

The Board may, at the request of the President, choose and withdraw, among its members, one or several Vice-Presidents.

Article 18

The Secretary

The Board shall designate a Secretary that shall keep minutes of its meetings and shall attest to the resolutions adopted. In the event that a person who is not a trustee was appointed, he or she shall have the right to speak, but not to vote.

Article 19

Functioning

The attendance to the meetings of the Board of Trustees shall always be in-person. The trustees shall be able to confer their representation to another Trustee for each session though, when appropriate, under the written instructions of the represented.

Only the Archbishop of Madrid and the national chaplain of the Catholic Association of Propagandists may designate the persons who would ordinarily be responsible for their replacement.

The agreements shall be approved by the majority of the votes of the present and represented members, having the President the quality vote in case of an even result.

In the case of appointments or dismissals, the vote shall be taken by secret ballot at the request of a member of the Board of Trustees.

Article 20

Calls

The meetings of the Board of Trustees shall be convened by its President, on his own initiative or at the request of a quarter of the members of the Board of Trustees. They shall be considered validly constituted when one third of the members of the Board are present or represented.

The Board of Trustees, for matters not provided herein, shall draw up its own rules of operation. These Rules of Operation may regulate the adoption of resolutions in writing and without a meeting, provided that no member of the Board objects.

Article 21

Incompatibilities

The position of Trustee of the University shall be free and incompatible with being member of the Governing Council, notwithstanding any other incompatibilities that may exist.

*Of the academic bodies***Article 22***Types of bodies*

The academic bodies are divided in collegiate and single-member bodies.

Are collegiate bodies:

- a) The University Senate.
- b) The Governing Council.
- c) The Schools or Centre Boards.
- d) The Councils of Departments and University Research and Teaching Institutes.

2. Are single-member bodies:

- a) The Rector.
- b) The Vice-Rectors.
- c) The General Secretary.
- d) The Manager.
- e) The Deans of the Schools and Directors of the Centres.
- f) The Directors of Departments and of University Research and Teaching Institutes.

The Teaching and Research Personnel shall have a majority representation in the bodies that take decisions of a strictly academic nature, under the terms provided for in the Organic Act on Universities, in the present Organisation and Functioning Rules and its regulatory development.

Universidad San Pablo-CEU shall provide the balanced presence of women and men among its governing and representative bodies.

FIRST SECTION

Of the collegiate organs

Article 23*The Senate*

The University Senate is the maximum body for the representation of the university community.

Art 24*Senate's composition*

The University Senate shall consist of ex officio and elected members, being represented the different sectors of the university community.

Are ex officio members: The Rector, who presides it; the Vice-Rectors; the Secretary General, who is the Secretary general of the Senate too; the Deans and the Directors of the School; the Directors of the Department, of the Research and Teaching Institutes; the Vice-Deans and Under-directors of the School and Centre: the Directors of the Centres attached; the Academic



secretaries of the Schools and Centres; the Directors of Units and Services for the Support to Research and Teaching mentioned by the Senate's Regulation; Professors that have been Rectors of the University and Honoris Causa Doctors of it. Are elected members: the representatives of Professors, Students and of the Administration and Services Personnel, who shall be chosen according to the regulation in the functioning of the Senate or, alternatively, by means of an "ad hoc" call.

Former Professors of the University may be invited to the University Senate in an advisory capacity.

Article 25

Senate's call

The University Senate shall, at request of the Rector, shall meet:

- a) Mandatory, once every academic year.
- b) At the request of at least one third of the Senate members.
- c) When the Rector deems it appropriate.

Article 26

Role of the Senate

Are competences of the University Senate the following:

- a) To ensure compliance with the Organisation and Functioning Rules and to be heard in their process of the modification.
- b) To be informed of the general lines of action at the University, in teaching, research, administration and management.
- c) To formulate recommendations and proposals.

Article 27

The Governing Council

The Governing Council is a collegiate body responsible for the ordinary academic management of the University. Its resolutions, within the scope of its competence, shall be binding on any other single-member or collegiate body of lower hierarchical rank.

Article 28

Composition of the Council

1. The Governing Council shall be constituted by the Rector, who shall preside it. The Vice-Rectors, the Secretary General, who shall act as its secretary, the Manager, the Deans of the Schools and Directors of the Centres and by a Director of the Department of each School.

2. The University Ombudsman may attend to it, invited by the Rector, in an advisory capacity.

3. University community persons, whenever appropriate, may be invited by the Rector to be heard by the Governing Council in relation to certain matters.

Article 29

*Role of the Council*

The competences of the Governing Council are:

- a) To ensure the fulfilment of the foundational aims.
- b) To propose, where appropriate, to the Board of Trustees, the reform of the University's Organisation and Functioning Rules.
- c) To elaborate and propose for the approval of the Board of Trustees its own internal regulations and those of the other collegiate bodies, as well as the regulations that develop the present Organisation and Functioning Rules.
- d) To write the rules governing the disciplinary regime applicable within the university community for approval by the Board of Trustees.
- e) To propose to the Board of Trustees the creation, modification or suppression of Schools, University Research and Teaching Institutes, or other centres.
- f) To propose to the Board of Trustees the implementation and suppression of teaching leading to official and exclusive degrees.
- g) To propose to the Board of Trustees the approval and modification of the respective learning plans.
- h) To create and suppress Departments and define their composition and organisation, informing the Board of Trustees.
- i) To propose to the Board of Trustees the configuration and modifications of the Teaching and Research Personnel, as well as their hiring and promotion system.
- j) To propose to the Board of Trustees the criteria for the granting of leaves of absence, and sabbaticals for university teaching personnel.
- k) To propose to the Board of Trustees the appointment of Emeritus Professors.
- l) To propose to the Board of Trustees the configuration and modification of the administration and services personnel, as well as their hiring, evaluation, remuneration and promotion policy.
- m) To establish the system for the admission of students and the conditions of their stay in accordance with current legislation.
- n) To approve the policy of collaboration with other universities, natural persons or public or private entities, and to be aware of the corresponding agreements, as well as the contracts signed by the Rector on behalf of the University.
- o) To propose to the Board of Trustees the creation and suppression of university services and to establish the criteria for their evaluation, as well as to approve their organisation rules.
- p) To submit to the Board of Trustees the draft annual budget of the University and the guidelines for its multi-annual financial programming for its approval, and to administer the budget once it has been approved.
- q) To approve the University's annual report for each academic year.



r) To confer the degree of Doctor Honoris Causa, with the approval of the Board of Trustees, and to award medals and other distinctions of the University in accordance with its Regulation on Honours and Distinctions.

s) To approve the academic calendar.

t) To resolve any conflicts of competence that may arise between university centres or services.

u) Any other powers attributed to it by this Organisation and Functioning Rules and any other provisions that may be applicable.

Article 30

The Standing Committee of the Governing Council

In the core of the Governing Council a Permanent Committee may be created. It shall act by delegation of the former for the resolution of matters of ordinary government. The Permanent Committee shall be constituted by the Rector, who shall preside it, the Vice-Rectors, the Secretary General, who shall act as the secretary of the Committee, the Manager, the Deans of the Schools, the Director of the Higher Institute of Technology and the Director of the Business School.

Article 31

The Centres Boards

The Board of the Schools or Centres is the collegiate governing body of it. It exercises its functions with a link to the agreements of the Board of Trustees, the Governing Council and resolutions of the Rector.

Article 32

Composition of the Boards

The Board of the Schools or Centres shall consist of ex office and elective members.

Ex office members are: the Dean or Director, who shall preside its meetings; the Vice-Deans or Subdirectors, the Academic Secretary, who shall keep minutes of its meetings; and the Directors of the Departments inside the School.

Elective members are: those who are elected in representation of Professors and students in accordance with the regulations to be established.

Article 33

Role of the Boards

The competences of the Boards of the Schools or Centres are:

- a) To collaborate with the Dean or Director for the School or Centre management.
- b) To promote the improvement of curricula and teaching methodology, as well as the establishment of new exclusive and official degrees.
- c) To participate in the programming of university activities.
- d) To ensure the appropriate provision of the services necessary for its proper functioning.



e) Any other powers that may be attributed to it in the development of these Organisation and Functioning Rules.

Article 34

The Council of the Department

The Council of the Department is the governing body of the Department and it exercises its functions in relation to the decisions of the governing bodies of the University and Schools, following the principles established in the presents Organisation and Functioning Rules, in accordance with the Regulation of the Department approved by the Governing Council of the University.

SECOND SECTION

Of the single-member bodies

Article 35

The Rector

1. The Rector is the supreme academic authority of the University and, in accordance with the directives established by the Board of Trustees, and shall be responsible for the direction, governance and daily management of the University in accordance with the present Organisation and Functioning Rules and the internal regulations. The Rector presides over the University Senate, the Governing Council and any collegiate body to which he or she attends. Likewise, the Rector represents the University and presides over all of its acts, without prejudice to the powers conferred by these Organisation and Functioning Rules to the President of the Board of Trustees and Chancellor of the University.

2. The Rector has the rank of "Magnificent".

Article 36

Appointment of the Rector

The Rector is appointed and withdrew from the Board of Trustees of the University among the Doctor of it. The Board shall hear the Teaching and Research Personnel under the terms established by current legislation and its mandate shall be for a period of no more than four years. He or she may be re-elected consecutively once, notwithstanding the power of the Board of Trustees to revoke the appointment at any time.

Article 37

Role of the Rector

1. The Rector's competences are:

a) To preside over the Governing Council and to define, in agreement with the Board of Trustees, the broad lines of management of the University, supervising compliance therewith.

b) To issue the degrees and diplomas awarded by the University.

c) To sign and denounce agreements and conventions with other Universities, Administrations, individuals or legal entities, whether public or private, authorising the use of the name and emblem of the University, which shall be reported to the Board of Trustees.



d) To propose to the Board of Trustees the hiring of teaching personnel, in accordance with the procedure to be determined by regulation.

e) To propose to the Board of Trustees the appointment and dismissal of the Vice-Rectors, Secretary General, Deans, Directors of the School and Centres, and Directors of University and Inter-University Research and Teaching Institutes.

f) To propose to the Board of Trustees the appointment and dismissal of the University Manager.

g) To call elections for representatives to the different bodies of the University.

h) To select, at the proposal of the Manager, the Administration and Service personnel, informing the Board of Trustees.

i) To exercise disciplinary powers over the teaching personnel, students, Administration and Service personnel.

j) To recognise research groups under the terms established by regulations.

k) To perform the functions of external and institutional representation of the University.

l) To authorise expenditure and order payments in accordance with the budget of the University, at the proposal of the Manager.

m) To exercise the other powers attributed to him/her by current legislation, the present Organisation and Functioning Rules, and all those not expressly assigned to other bodies.

2. The Rector may delegate to the Vice-Rectors and the Secretary General the powers listed in the previous number, except for those in sections b), e) and f).

Article 38

Vice-Rectors

The Rector may propose to the Board of Trustees the designation of one or more Vice-Rectors from among the University's Professors holding doctorates, who shall assume the functions which the Rector may delegate to them. The act of appointment shall state the powers attributed to each Vice-Rector, as well as their order in the hierarchy of the University. In the event of absence, illness, death or termination of the Rector, the Vice-Rector corresponding to his/her rank shall assume his/her functions on an interim basis, notifying the Governing Council and the Board of Trustees of the University of his/her absence, illness, death or termination.

Article 39

The Secretary General

1. The Secretary General shall be the certifying officer for the acts and agreements of the Governing Council.

2. He/she shall be appointed by the Board of Trustees, at the proposal of the Rector, from among the University's Professors holding doctorates.

3. The Academic Secretaries of the School or Centre shall report functionally to the Secretary General.

Article 40

*Role of the Secretary General*

The Secretary General competences are:

- a) To assist the Rector in the tasks of organisation and administration of the University.
- b) To take and keep the minutes of the meetings of the University's collegiate bodies.
- c) To ensure compliance with the general and specific regulations of the University, the agreements of the collegiate bodies and the agreements and the resolutions of the Rector, ordering and providing for their publication.
- d) To direct the General Registry, to be the custodian of the University's Central Archive and its Seal, and to issue the corresponding certifications.
- e) To organise and oversee the smooth running of the electoral processes that takes place at the University.
- f) To coordinate the administration in the Schools and other Centres.
- g) To organise and monitor the safekeeping of the qualification records.
- h) To elaborate the University's annual report for its presentation to the Governing Council.
- i) To organise the solemn ceremonies of the University and to ensure compliance with the University protocol.
- j) Any other powers delegated to him/her by the Rector in accordance with the present Organisation and Functioning Rules.

Article 41*The Manager*

The Manager, who may not carry out teaching functions, is responsible for the management of the administrative and economic services of the University, under the immediate functional dependence of the Rector, in accordance with the guidelines and powers assigned to him/her by the Board of Trustees, at the proposal of the Rector.

Article 42*Role of the Manager*

The competences of the Manager are:

- a) To exercise the control and management of the income and expenditure of the University included in the annual budget, supervising the fulfilment of its forecasts.
- b) To propose to the Rector the authorisation of expenditure and the authorisation of payments in accordance with the University budget.
- c) To elaborate and update the inventory of assets and rights that make up the assets assigned to the University.
- d) To elaborate the annual budget proposal and rendering of accounts for its execution.
- e) To elaborate the University's annual financial report.
- f) To elaborate the multi-year investment plans.



g) Any other powers conferred upon it by the regulations that may be issued in implementation of the development of these Organisation and Functioning Rules.

Article 43

The Deans and Directors

The Deans and Directors of Schools and Centres shall represent and exercise the functions of ordinary management and administration of the same. They shall be appointed by the Board of Trustees, at the proposal of the Rector, from among the University's professors holding doctorates.

Article 44

Role of the Deans and Directors

The competences of the Dean of the School and of the Director of the School or Centre are:

- a) To direct and supervise the teaching, research and other activities of the School or Centre.
- b) To propose to the Rector the appointment of the Vice-Deans, Sub-Directors and Department Directors.
- c) To propose to the Rector the appointment of the Secretary of the School or Centre.
- d) To organise and direct the administrative services of the School or Centre.
- e) To validate the studies of students who so request, after having heard the heads of the areas of knowledge affected, and in accordance with the applicable regulations.
- f) To ensure compliance with the regulations that affect the School or Centre and, in particular, those relating to the proper functioning of the Services and the maintenance of academic coexistence.
- g) To promote research and cultural and university extension activities, in accordance with the general programme of the University.
- h) To urge the Rector to exercise his/her disciplinary power over Professors and students in his School or Centre.
- i) To promote the academic events and qualifications of the School.
- j) To propose new qualifications and curricular reforms.
- k) To seek and organise internships and job offers for students.
- l) To elaborate the draft annual budget for its School or Centre and to monitor its compliance with it.

Article 45

Appointment of Vice-Deans and Subdirectors

The Schools and Centres may have one or more Vice-Deans or Subdirectors.

The Vice-Deans or Vice-Directors of Schools or Centres shall be appointed and removed by the Rector, at the proposal of the corresponding Dean or Director, from among the Professors who teach in them.

Article 46

*Secretaries of the Centres*

Each School or Centre may choose a Secretary, who shall be appointed and removed by the Rector, on the proposal of the Dean or Director, from among the teaching personnel of the School or Centre.

Article 47*Role of the Secretaries*

The competences of the Secretary of the School or Centre are:

- a) To assist the Dean or Director and perform such duties as the latter may entrust to him/her.
- b) To draw up and keep the minutes of the meetings of the Board of the School or Centre and to issue certifications of the agreements contained therein.
- c) To manage the registers and archives and control access to them.
- d) To keep the seal of the School or Centre.
- e) To elaborate the annual report of the School or Centre.
- f) To process the enrolment and transfer of files.
- g) To direct the academic and administrative processing of the School or Centre.
- h) Any other powers delegated to it by the Dean or the Director, or by the Secretary General.

Article 48*The Director of the Department*

The Director of the Department shall represent the Department and exercise the functions of its ordinary management, presiding over its meetings.

He/she shall be appointed and dismissed by the Rector, at the proposal of the Dean or Director, with the approval of the Board of Trustees, from among the University's Doctoral Professors.

Article 49*Role of the Directors of the Departments*

The competences of the Heads of Department are:

- a) To direct or coordinate, as the case may be, the teaching and research functions of its members.
- b) To stimulate the research of the teaching personnel of their Department.
- c) To encourage and control the promotion of the members of the Department.
- d) To ensure compliance with the regulations of the University and the obligations of its members.
- e) To effectively manage the resources assigned to the Department.
- f) To submit to the Governing Council, with the approval of the Dean, the proposal for the modification of personnel structure, so that the latter may proceed, if it deems it appropriate, to process it before the Board of Trustees.



g) To propose to the Rector, through the corresponding Dean or Director, the Department's learning plan for each academic year, which shall include the subjects to be taught at the Department, their syllabuses and the Professors assigned to them.

h) To supervise the quality of teaching and to participate in the procedures for the evaluation of the University's personnel and services that directly affect their activities.

i) Any other powers attributed to it by current legislation and the present Rules of Organisation and Operation, as well as by the University's Department Regulations.

Article 50

Department Secretary

Each Department may have a Secretary of the Department who shall assist the Director in the direction and daily management, taking minutes of its meetings. The Department Secretary shall be appointed by the Director from among the Professors who make up the Department.

Article 51

The Directors of the Institutes

The Directors of the University Research and Teaching Institutes shall be Doctors appointed by the Board of Trustees, at the proposal of the Rector. They shall represent them and shall exercise the functions of ordinary management and administration of the same, subject to the general regulations of the University and to the specific regulations of their Institute.

Article 52

Termination of office

All single-member bodies and offices of the University may be terminated at their own request, without prejudice to the fact that, where necessary and in the opinion of the appointing or confirming authority, they may not do so immediately, and must remain in office until the person replacing them takes up their post. They may in any case be removed at any time by the person who appointed them.

TITLE IV

Advisory Bodies and the University Ombudsman

Chapter I

Of the Advisory Council

Article 53

The Advisory Council

1. The Advisory Council is the University's connecting body with society. Through it, the University channels the social aspirations and needs that may be met by it, while at the same time promoting the awareness of the various sectors of society in order to provide the University the means for the best fulfilment of its aims.

2. The Advisory Council consists of a minimum of 11 members and a maximum of 30. The appointment and removal of these members shall be the responsibility of the University's Board of Trustees. Every effort shall be made to ensure that the Advisory Council is made up of relevant personalities from the economic, professional, scientific, and cultural fields.



3. The members of the Advisory Council shall be appointed for a period of two years. They may be re-elected. The position of member of the Advisory Council shall be free of charge.

4. The Advisory Board shall appoint, from among its members, a President, and a Vice-President, both for a term of two years and with the possibility of re-election.

5. The Rector and the Manager shall attend the meetings of the Advisory Board, with the right to speak but not to vote.

6. The Advisory Board shall appoint a Secretary, who shall draft the minutes of its meetings and attest to the resolutions adopted by the Advisory Board. In the event that the appointment is made by a person who is not an Advisor, he/she shall have the right to speak, but not to vote.

7. The Advisory Board shall meet at least once every academic year, convened by its President. The Grand Chancellor of the University shall chair the meetings when in attendance.

The competences of the Advisory Council are:

- a) To be aware of the annual budgets of the University.
- b) To prepare studies or reports, on its own initiative or at the request of the Board of Trustees of the University.
- c) To promote University study grants.
- d) To promote financial aid to boost lines of research requested by institutions in the social environment.
- e) To transmit to the University the needs expressed in society with regard to the creation of new degrees or the special teaching guidance.
- f) To promote agreements with companies and institutions in order to improve the training of students and to open up the job market to graduates.
- g) To take whatever steps it deems appropriate for the best fulfilment of the aims of the Council.
- h) To receive information on the University and its general lines of research.

Chapter II

Of the Academic Council

Article 54

The Academic Council

1. An Academic Council may be set up within the University as the principal scientific advisory body of the University.

2. The Academic Council shall be composed of ex officio and elected members: The Honorary Rectors and Honorary Doctors of the University are ex officio members.

Elected members are those appointed by the Board of Trustees in a number of not less than 11 nor more than 30. They shall be chosen from among relevant personalities from the academic and scientific arenas.

3. The members of the Academic Council shall be appointed for a period of two years, and they may be re-elected.



4. The Board of Trustees of the University shall appoint a President and a Vice-President for a two-year period, with the possibility of re-election. It shall also appoint a Secretary, who shall keep the minutes of its meetings. In the event that the appointment is made to a person who is not an Advisor, he/she shall have the right to speak but not to vote.

5. The Rector shall attend its meetings.

6. The Academic Council shall meet at least once every academic year and shall be convened by its President, without prejudice to the powers vested in the Grand Chancellor of the University, who shall chair the meetings when in attendance.

Article 55

Role of the Academic Council

The competences of the Academic Council are:

- a) To prepare studies or reports, on its own initiative or at the request of the Board of Trustees of the University.
- b) To transmit to the University the needs that society demands in terms of the creation of new degrees or the special teaching guidance.
- c) To gather information on the University and its general lines of research.
- d) To take whatever steps it deems appropriate for the best fulfilment of the purposes of the Council.

Chapter III

On the Advisory Committees

Article 56

The Advisory Committee

For every official or exclusive degree of Universidad San Pablo-CEU, a consultative commission may be constituted. It shall be made up of distinguished specialists and professionals, whose members shall be appointed by the Board of Trustees, at the proposal of the Rector or on the initiative of the Board of Trustees, for a period of two years.

These committees, convened by the corresponding Dean or Director, shall meet at least twice a year, and shall advise the governing bodies of the Schools, Centres and University Research and Teaching Institutes on those matters deemed appropriate, being able to issue, to this end, reports and recommendations on study plans, professional opportunities, new degrees and other similar matters.

They shall be chaired by the corresponding Dean or Director, without prejudice to the right of the Grand Chancellor of the University and the Rector if they were present.

Chapter IV

Of the University Ombudsman

Article 57

The University Ombudsman



1. The University Ombudsman shall ensure respect for the rights and freedoms of Professors, students and administration and services personnel in relation to the actions of the different university bodies and services.

2. The University Ombudsman's actions shall always be aimed at improving the quality and good coexistence of all members of the university community and shall not be subject to the imperative mandate of any university body and shall be governed by the principles of independence and autonomy.

3. He/she shall be appointed by the Board of Trustees upon proposal of the Rector, having heard the Governing Council.

4. His/her term of office shall be of two years, and he/she may be re-elected.

5. He/she shall be incompatible with the holding of any other academic position.

Article 58

Procedure for action

He/she shall act at the request of a party, dealing with reasoned complaints submitted to him/her, promoting, where appropriate, the adequate summary and informal investigation, and informing the corresponding university body or bodies.

All academic authorities are obliged to collaborate with the University Ombudsman.

Under no circumstances shall the University Ombudsman intervene in matters pending resolution in the jurisdictional field or which are subject to disciplinary proceedings.

Article 59

Annual report

The University Ombudsman shall submit an annual report to the Rector, who shall submit it to the Board of Trustees.

Article 60

Development of competences

A regulation shall develop the competences and areas of action of the University Ombudsman.

TITLE V

The University Community

Chapter I

Of the Teaching and Research Personnel

SECTION ONE

Of the categories of Professors and their dedication system

Article 61

Categories of Teaching Personnel

1. The teaching personnel of Universidad San Pablo-CEU shall be made up of the following categories of Professors:



- a) Permanent Professors.
- b) Associate Professors.
- c) Emeritus Professors.
- d) Visiting Professors.

2. Likewise, and in accordance with what is established in the present Organisation and Functioning Rules, there may be honorary collaborating Professors.

Article 62

Permanent Professors

1. Permanent Professors are those who carry out their teaching and research activities exclusively at Universidad San Pablo-CEU, unless express authorisation for compatibility is exceptionally granted by the Rector on an exceptional basis. This exclusivity is limited to teaching and research.

2. Permanent Professors are entrusted with teaching and research and other university tasks for which they may be required.

3. The regulations shall establish the rules applicable to the different categories of permanent Professors.

Article 63

Associate Professors

Associate Professors are those graduates, graduates or doctors of recognised professional prestige who collaborate in the teaching of the University.

Article 64

Emeritus Professors

Emeritus Professors are those who, being retired and due to their accredited scientific or professional prestige, are hired on a temporary basis.

Article 65

Visiting Professors

Universidad San Pablo-CEU may have, for a limited period of time, visiting Professors who, due to their recognised prestige or by virtue of the collaboration agreements signed with other Spanish or foreign universities, give courses, seminars or lectures.

Article 66

Honorary collaborating Professors

Honorary collaborating Professors may be those who, due to their relationship with Universidad San Pablo-CEU, and especially because they are former students of the same, collaborate sporadically and discontinuously in auxiliary teaching and research tasks, contributing their professional experience and knowledge. Their collaboration with the University shall not entail any employment relationship.

Article 67



As a means of initiation into teaching and research, Universidad San Pablo-CEU shall have teaching and research scholarship holders. The University shall have teaching and research scholarship holders who, under the terms set out in these Organisation and Functioning Rules, may carry out auxiliary teaching tasks, provided that these allow them to study and progressively train in their speciality.

SECTION TWO

Access to, promotion and dismissal of teaching personnel

Article 68

Selection of teaching personnel

1. The selection of teaching personnel shall be carried out in accordance with the provisions set out in these Organisation and Functioning Rules and other provisions that develop them, in compliance with the requirements of Article 72 of the Organic Act on Universities.

2. Universidad San Pablo-CEU shall, when hiring, place special value on the teaching and research experience, academic training and professional experience of its teaching and research candidates.

Article 69

Contractual obligations

Once the approval of the Board of Trustees has been obtained, the corresponding contract shall be signed with each Professor, which shall expressly state his or her knowledge of and respect for these Rules and the University's Ideology.

Article 70

Academic promotion system

The rules shall establish the system for the promotion of teaching personnel in accordance with the principles of merit and ability, and subject to the organisation needs and strategic policy of the University.

Article 71

Loss of the status of Professor

The status of Professor at the Universidad San Pablo-CEU shall be lost:

- (a) By voluntary resignation.
- b) On expiry of the term for which he/she was contracted.
- c) On reaching the age established by regulation.
- d) For dismissal requested by the University and substantiated in accordance with the legislation in force.
- e) For other causes contemplated in the legislation in force.

THIRD SECTION

Of the Rights and Duties of Teaching and Research Personnel

**Article 72***Rights*

The rights of Teaching and Research Personnel are the following:

- a) To exercise the freedoms of teaching and research, with due respect for the Constitution, the Law and the present regulations, and the Ideology of the University.
- b) To participate in the governing bodies of the University, having a majority representation in the bodies that adopt decisions of a strictly academic nature, under the terms established in the Organic Act on Universities, in the present Organisation and Functioning Rules of the University and their regulatory development.
- c) To have the means necessary for the fulfilment of their functions, according to the University's resources.
- d) To be evaluated and to know the results of the evaluation of their activity, with the fundamental purpose of serving as an aid to the continuous improvement of their capacity and performance.
- e) To be informed of the agreements adopted by the governing bodies of the University that affect him/her as a professor and the university community.
- f) To approach the University authorities and the University Ombudsman when they believe that their academic rights and interests have been infringed.
- g) To be promoted, by means of an objective procedure established by regulations.
- h) Propose measures aimed at improving the results of teaching and research activities.

Article 73*Duties*

The duties of Teaching and Research Personnel are the following:

- a) To respect, in the exercise of teaching and research, the principles and the Ideology that inform the spirit of the University, as well as its facilities and assets.
- b) To carry out the teaching, research, tutoring and management tasks entrusted to them, with special respect and attention to the students entrusted to them.
- c) To ensure their own scientific training and the updating of teaching methods.
- d) To strive to achieve the aims of the University, to promote its community life, and to attend its academic events.
- e) To be familiar with, comply with and enforce compliance with the regulations governing the functioning of the University.
- f) To look after the interests of the University both inside and outside the University.
- g) To assume responsibility for the positions entrusted to the Personnel.
- h) All other duties that correspond to their work and professional status.

Chapter II*Of the Students*



On the status of student

Article 74

Students

Students at the Universidad San Pablo-CEU are those who are enrolled in any of the official studies or studies offered by its Schools, Centres and University Research and Teaching Institutes.

Article 75

Loss of student status

Student status shall be lost:

- a) By voluntary withdrawal.
- b) For engaging in conduct that seriously damages the academic order, in application of the regulations governing university discipline, following the opening, investigation and resolution of the appropriate proceedings.
- c) For failure to comply with the administrative and enrolment regulations or for failure to meet their financial obligations to the University.
- d) For other causes foreseen in these Organisation and Functioning Rules and other regulations and agreements governing the student regime.

SECTION TWO

The rights and duties of students

Article 76

Rights

The rights of the students are the following:

- a) To receive a qualified and updated education and a comprehensive human education in accordance with the University's Ideology.
- b) To be taught in those subjects they are enrolled in.
- c) Equal opportunities and non-discrimination, on the basis of personal and social circumstances, both in terms of access to and continuance at the University, as well as in the exercise of their academic rights. The University shall pay special attention to students suffering from any kind of disability, collaborating with specialised, public or private organisations, whose aim is the better integration of these persons.
- d) To be assisted and guided in their academic studies by Professors and, especially, by tutors.
- e) To participate in the governing and representative bodies of the University in the manner determined by regulations.
- f) To enjoy the grants and study aids awarded by the University itself, by any public administration or by private companies and institutions.



g) To be assessed in terms of their academic performance, in accordance with objective criteria and procedures that shall be known in advance. In any case, the criterion shall be the continuous assessment of the student.

h) To request and obtain from the Professors justification of the grades received and, where appropriate, to request a review of the same under the terms established in these rules.

i) To go to the University Authorities and, when appropriate, to the University Ombudsman, when they believe that their rights have been infringed.

j) To participate in complementary activities organised by the University.

k) To be informed of possible changes that may substantially affect the courses they are taking.

l) To promote and participate in student and alumni associations under the terms established in the Student Regulations.

m) To have access to the academic, psycho-pedagogical, care, guidance and information services promoted by the University in order to achieve a comprehensive education that shall enable them to become scientifically, technically and ethically prepared professionals, and to develop as individuals, in such a way as to facilitate their access to the labour market.

n) The other rights recognised by the Organic Act on Universities and other regulatory provisions that develop these Organisation and Functioning Rules.

Article 77

Duties

The duties of the students are the following:

a) To carry out the academic work proper to their university status with sufficient achievement.

b) To respect the University's ideology, facilities and assets, as well as to make appropriate use of its goods and resources.

c) To exercise responsibly the positions to which they have been elected or appointed.

d) To cooperate with the rest of the University community in the proper functioning of the University and in the improvement of its services.

e) To treat all University personnel, colleagues and visitors with consideration and respect.

f) To maintain proper order and discipline on university premises and promote normal coexistence among all members of the university community.

g) To comply with the Organisation and Functioning Rules and other regulations that develop them.

h) To participate in the evaluation of the teaching personnel and university services, by means of surveys and opinion polls applied by the Universidad San Pablo CEU, for the continuous improvement of the quality of all its services to students.

Chapter III

Administration and services personnel

**Article 78***Administration and services personnel*

The administration and services personnel of the University, under the direction of the Manager, shall be responsible for the management, support, assistance and maintenance functions, for the adequate provision of all university services, which contribute to the achievement of the University's aims.

Article 79*Rights*

The rights of the administration and services personnel are the following:

- a) To have the appropriate means for the performance of their duties and to be familiar with the functions assigned to their position.
- b) To receive professional training aimed at their further training, mobility and promotion, in accordance with the means provided by the University for this purpose.
- c) To be informed of the criteria used by the University in the organisation and promotion of personnel.
- d) To be informed of the results of the evaluation carried out on the work entrusted to them.
- e) To be promoted according to objective criteria.

Article 80*Duties*

The duties of the administration and services personnel are the following:

- a) To perform the tasks entrusted to them with professionalism, competence and efficiency, contributing to the smooth running and improvement of the University.
- b) To be familiar with, comply with and enforce compliance with the regulations governing the functioning of the University.
- c) To respect the University's ideology.
- d) To treat University both teaching and non-teaching personnel, students and visitors with consideration and respect.
- e) To respect the University's assets and facilities.
- f) All those that correspond to their working and professional status.

TITLE VI

Teaching, Studying and Research

Chapter I

*Teaching and Study***Article 81***Studying*



The aim of teaching at Universidad San Pablo-CEU is the comprehensive education of its students and the adequate preparation for professional practice. It shall combine the theoretical and practical contents of each subject, fostering in students a critical capacity and a sense of responsibility in the service of society.

It shall be taught with respect for its ideology, the democratic principles of coexistence, the dignity of the person, the full development of the student's personality and the responsible exercise of his or her freedom, and it shall aim to make university classrooms a school of citizenship.

Article 82

Development and transmission of knowledge

It is also the mission of Universidad San Pablo-CEU to contribute, together with other higher education institutions, to the development and transmission of scientific knowledge in all its variants and aspects, from an interdisciplinary and integrating vision of knowledge.

Article 83

Doctoral programmes

The Governing Council, on the proposal of the Doctoral Committee, shall approve the doctoral programmes.

Article 84

Quality of teaching

The University shall ensure the quality of the teaching provided and shall ensure the monitoring and evaluation of Teaching and Research Personnel and students with appropriate criteria.

Article 85

Access and continuance

The University shall regulate the system for student access to and continuance at its centres, in accordance with the legislation in force in this respect. In any case, the procedure for the admission of students shall be governed by the principles of publicity, equality, merit, and ability.

Article 86

Access to the University on the grounds of age or accreditation of work or professional experience

The University Board of Trustees, in application of the basic conditions established by the Government for such cases, may regulate the conditions and criteria for accreditation in all sorts of education that allow access to the University for applicants who can justify a specific work experience and/or who are not in possession of a baccalaureate or equivalent qualification, and who hold a specific higher degree, or of those who can prove that they have reached a certain age.

Article 87

Scholarships and grants

The University shall promote collaboration with society and the Public Administrations in order to establish a system of scholarships and study aids aimed at those students who require such support on the basis of their personal, economic and family circumstances, and who are



deserving of such support by virtue of their academic performance. Likewise, special attention shall be paid to the situation of disability.

Article 88

Degrees

The University's courses shall lead to the obtention of official or exclusive degrees. The former shall be regulated and shall be taught in accordance with a syllabus recognised and approved by the State, while the latter shall be approved by the Board of Trustees, on the proposal of the Governing Council, in accordance with the provisions of the Organic Act on Universities and other provisions that develop it.

Article 89

Joint teaching

The University may establish agreements for the development of joint teaching programmes with other national or foreign universities and research centres, with special preference given to those Universities and Centres that share the same Ideology. Likewise, the University may also recognise courses taught at other institutions under the terms and with the effects established by Law.

Article 90

Non-attendance teaching

Universidad San Pablo-CEU may offer distance learning courses leading to the obtention of official degrees that are valid throughout the national territory, as well as exclusive degrees, by means of new information and communication technologies. These courses shall be governed by the legal regulations established for this purpose.

Article 91

Continuing Education

Universidad San Pablo-CEU shall establish a continuous training system that shall meet the cultural, scientific, and professional needs of students throughout their whole life.

Article 92

Mobility

Universidad San Pablo-CEU shall encourage the mobility of its Professors and students within the framework of the national or international programmes to which it subscribes, with special interest in the common European and Latin American space and other countries of our historical community.

Article 93

Evaluation

The Student Regulations shall establish the minimum requirements that shall be demanded from students for them to access to evaluation tests that verify their knowledge, as well as the criteria applicable to the continuous assessment system.

Article 94

*Progress and continuance*

The Board of Trustees, acting on a proposal from the Governing Council, shall approve the rules governing the progress and continuance of students at the University, as well as the requirement of instrumental establishments or the performance of certain cultural, sporting or welfare activities.

Article 95*Protection of personal data*

Universidad San Pablo-CEU shall promote compliance with Organic Act 15/1999, of 13 December 1999, on the Protection of Personal Data, and the adoption of the necessary technical and organisational measures necessary to guarantee the security of the personal data of the members of the university community, preventing their alteration, unauthorised treatment, or access.

Chapter II

*Research***Article 96***Research*

1. Universidad San Pablo-CEU establishes as one of its essential objectives the development of quality scientific, technical, and artistic research and the training of researchers. It shall also promote the social transfer of knowledge and technology and focus on both basic and applied research.

2. Universidad San Pablo-CEU shall promote cooperation with the productive sector, fostering the joint development of research programmes and projects that enable the transfer of knowledge and the mobility of Teaching and Research Personnel.

Article 97*Right and duty of research*

1. Research is a right and a duty of the Teaching and Research Personnel of Universidad San Pablo-CEU, in accordance with its general purposes and the efficient use of its resources.

2. The Teaching and Research Personnel shall state their status as members of Universidad San Pablo-CEU in their publications and in the dissemination of the results of their research.

Article 98*Research leave*

The teaching personnel of Universidad San Pablo-CEU may, by virtue of their academic merits and services to the university community, be granted special research permits for a period not exceeding one year. The rules governing the granting of these sabbatical periods shall be determined by regulation.

Article 99*Research permits*

Universidad San Pablo-CEU shall promote the development of its own research programmes with the aim, among other objectives, of ensuring:



- a) The promotion of the quality of the research carried out within it.
- b) The development of inter- and multidisciplinary research.
- c) The incorporation of scientists and groups of scientists of special relevance within its research initiatives.
- d) The mobility of researchers and research groups for the formation of teams and centres of excellence.
- e) The incorporation into the University of technical personnel to support research, in accordance with the characteristics of the different scientific fields.
- f) The coordination of research with other universities and research centres, as well as the creation of centres or mixed structures between the University and other public and private research bodies and, where appropriate, companies.
- g) The link between university research and the socio-economic reality, as a means of articulating the transfer of the knowledge generated and the pre- and postgraduate training. The presence of the University in the innovation process of the productive system and companies.

Article 100

Promotion of research

Universidad San Pablo-CEU shall especially promote research projects and activities whose aim is to study and deepen the University's signs of identity.

Article 101

Research scholarship holders

With the aim of promoting the training of young researchers, Universidad San Pablo-CEU shall have research and teaching scholarship holders.

TITLE VII

University Services

Article 102

University Services

The University, by agreement of the Board of Trustees, on the proposal of the Governing Council, may create and suppress such University Services as it may deem necessary for the best development of its activities. Such services may be managed directly by the University or by third parties, by virtue of the corresponding agreements and contracts.

Article 103

Regulatory development

All university services shall have their own regulatory development.

Article 104

Service Director

Each University Service may have a Director responsible for its management and operation.



The Director may be responsible for the management and operation of more than one Service. The Director shall be appointed and removed by the Rector, having heard the Governing Council and with the approval of the Board of Trustees, and shall meet the appropriate conditions of professionalism and competence.

Article 105

Residence Halls

Universidad San Pablo-CEU may create Halls of Residence and Centres that provide residence for its students and promote their human, cultural and scientific training. It may also create or assign, by means of an agreement, university residences for the purpose of providing accommodation for members of the university community.

Article 106

University Pastoral Care

The University, in accordance with its inspiration and ideals, shall offer in the University a pastoral action according to the Magisterium of the Catholic Church. To this end, it shall request the diocesan Bishop, through the Director of Pastoral Ministry of the San Pablo-CEU University Foundation, the appointment of a Major Chaplain of the University to manage the Pastoral Service, with the collaboration of the persons (priests, religious or lay) he deems appropriate.

Article 107

Volunteering

The University seeks to contribute to the construction of a more fair and fraternal society, offering the adequate social education. To this end, in collaboration with the Pastoral's Management, it promotes the Volunteering Classroom, the purpose of which is to promote, channel and coordinate social volunteering, solidarity action and cooperation for development, in order to help people in need or in situations of marginalisation.

Article 108

Sport at University

Universidad San Pablo-CEU shall promote the practice of sport in the University environment, procuring the necessary instruments and resources for its effective compatibility with the academic training of students.

TITLE VIII

Honours and Distinctions

Article 109

Honours and Distinctions

1. The honours and distinctions that may be conferred by Universidad San Pablo-CEU to reward special scientific, artistic, academic, and cultural merit, as well as relevant services rendered to society in general and to the Universidad San Pablo-CEU in particular; are as follows: Doctorate Honoris Causa, Medal of Honour of Universidad San Pablo-CEU, and the Medal of Merit of the Universidad San Pablo-CEU.

2. The awarding of these shall be regulated by the Regulation on Honours and Distinctions of Universidad San Pablo-CEU.

**First**

All the regulations in force at the time of approval of these Organisation and Functioning Rules at Universidad San Pablo-CEU shall continue to be applicable insofar as they do not oppose them, and as long as they are not updated, and, and as long as they are not contrary to the Organic Act on Universities. Once these Organisation and Functioning Rules come into force, they may be developed through regulations that optimise their application or that regulate matters that do not need to be regulated by these rules.

Second

The period of the term of office of any of the positions that appear in these Organisation and Functioning Rules shall start to run from the effective date on which their appointment took place, regardless of the date of entry into force thereof.

SINGLE FINAL PROVISION

These Organisation and Functioning Rules may be amended, after consultation with the Governing Council, by agreement of the absolute majority of the members of the Board of Trustees of the University, with the exception of article 3, for the amendment of which the approval of the Governing Board shall be required the unanimity of the members of such Board.

(03/20.838/11)