

**REGULATION 1/2023 ON THE COMPOSITION AND  
OPERATION OF THE QUALITY COMMISSIONS OF  
UNIVERSIDAD SAN PABLO-CEU**

Approved by the Governing Council at its meeting on 12 April 2023 and by the Board of Trustees of the University at its meeting on 29 April 2023.

## CHAPTER I

### Quality Commission of Universidad San Pablo-CEU

#### Article 1. Object

The University Quality Commission (UQC) of Universidad San Pablo-CEU is the collegiate body for the participation of representatives of the university community and interest groups in matters of quality of the university education.

#### Article 2. Composition

1. The Quality Commission of Universidad San Pablo-CEU (UQC) is chaired by the Rector, who may, where appropriate, delegate to the Vice-Rector for Teaching. The Presidency of the UQC will be technically assisted by the Director of the Statistics and Quality Unit (SQU).

2. The UQC is composed by:

- a) The members of the Standing Committee of the Governing Council.
- b) The University Ombudsman.
- c) The Director of the Statistics and Quality Unit (SQU), who will also act as Secretary of the UQC, with technical advisory functions to the Chairperson.

Elected members of the SQU are those who have such status in the University Senate, from among those appointed by the Rector:

- a) A representative of the Teaching and Research Personnel (TRP).
- b) A representative of the Administration and Services Personnel (ASP).
- c) A student representative.

4. Appointed members of the UQC are those freely chosen by the Rector from among the following bodies or groups:

- a) A member of the QS Commission.
- b) A member of the *Alumni* of the University.
- c) A member of the University's Advisory Council with an outstanding profile in the world of business and employers.

Any other person from the university community that the Rector, on his own initiative or at the proposal of the Vice-Rector for Teaching, may consider appropriate according to the agenda of the UQC meetings, may attend as a guest, with voice but without vote.

#### Article 3. Convening and conduct of meetings

1. The Quality Commission of the San Pablo-CEU University (UQC) will meet after being convened by its Chairperson, who will establish, with the technical support of the Director of the Statistics and Quality Unit (SQU), the agenda to be attached to the meeting notice. The Chairman shall consider the inclusion in the agenda of the proposals made by the members of the Commission, formulated in writing at least seven working days before the meeting is convened.

2. If any member is unable to attend a given meeting, and is aware of this in advance, he/she shall inform the Secretary of the UQC so that, with the approval of the Chairperson, a substitute may be designated to represent him/her at that meeting.

#### **Article 4.** Frequency of meetings

The Quality Commission of Universidad San Pablo-CEU (UQC) must meet ordinarily at least once a year, coinciding with the Annual Review of the Internal Quality Assurance System (IQAS) and the ratification of the Improvement Plans of the Centers and their services. Extraordinary meetings may be held as many times as deemed necessary.

#### **Article 5.** Approval of resolutions and minutes of meetings

The Secretary of the Quality Commission of Universidad San Pablo-CEU (UQC) will take minutes of what was discussed, as well as of the agreements adopted in the meetings of the UQC. The minutes will be sent to all the members of the UQC, who will have three working days to propose corrections, by writing to the Secretary of the Commission. In any case, the minutes of the previous meeting must be approved at the next meeting held, for which purpose they shall be included in the agenda. Once approved, the minutes will be signed by the Secretary of the UQC with the approval of its Chairperson, and will be filed as evidence by the Statistics and Quality Unit (SQU), in the document repository of the Internal Quality Assurance System (IQAS).

#### **Article 6. Competences**

The competences of the Quality Commission of Universidad San Pablo-CEU (UQC) are:

- a) To establish the Quality Strategy and Policy of the University and its affiliated centers.
- b) To define the annual quality objectives, as well as to monitor their achievement.
- c) To guarantee the quality of the teaching and services of the University and its affiliated centers.
- d) To ensure the coordination, dissemination and correct deployment and implementation of the Internal Quality Assurance System (IQAS) in each Center.
- e) To approve and review the documentation of the Internal Quality Assurance System (IQAS), which will be based on the Register of Modifications (RM), and the modified documentation, highlighting the modification, the cause and the reason that justifies it.
- f) To analyze, monitor and approve the Improvement Plans of each Center and its services.
- g) To ratify or amend the agreements adopted in the Internal Quality Commissions of the Centers (IQC), in the Quality Commission (QC) and in other Quality Commissions that may be created.

## CHAPTER II

### Quality Commission

#### Article 7. Purpose

1. The Quality Commission (QC) is the collegiate body responsible for the design, monitoring and support of the project of configuration and certification of the Internal Quality Assurance System (IQAS), according to the guidelines of the model of quality certification of Internal Quality Assurance Systems developed by *Fundación por el Conocimiento Madrid*, in its capacity as evaluation body of the Community of Madrid.

2. In accordance with the recommendations of the SISCAL Certification Reports, the SISCAL Commission (SC) acts as a technical subcommittee of the Quality Commission of Universidad San Pablo-CEU (UQC).

3. The work of the SISCAL Commission (SC) will be based on the reports of audits, both internal and external, the new regulations and agreements of the Quality Commission of Universidad San Pablo-CEU (UQC), of the Internal Quality Commissions of the Centers (IQC) and of the Internal Quality Sub-Commissions of the degrees (IQsubC), as well as on the data and statistics provided by the Statistics and Quality Unit (SQU).

#### Article 8. Composition

1. The SISCAL Commission (SC) shall consist of at least the following members:

- a) The Vice-Rector responsible for teachings, who acts as its Chairman.
- b) The Director of the Statistics and Quality Unit (SQU).
- c) The Certification Coordinator of the SQU, who shall also act as Secretary of the SC, with technical advisory functions to the Chairman.
- d) The Deputy Vice-Rector for teachings, if any.
- e) The Head of Statistics of the SQU.
- f) The Technical Secretary of the SQU.
- g) A School Quality Assurance Manager, in representation of all the Centers.
- h) A Head of Knowledge Area, representing all the Centres.

Notwithstanding the provisions of the preceding paragraph, the Vice-Rector for Teaching may adapt the composition of the SISCAL Commission (SC) to the appropriate profiles he/she deems appropriate for the performance of its functions.

2. Any other person from the university community may attend as a guest, with the right to speak but not to vote, if the Vice-Rector responsible for Teaching matters, on his/her own initiative or at the proposal of the Head of the Statistics and Quality Unit (SQU), deems it appropriate according to the agenda of the SC meetings.

### **Article 9.** Convening and conduct of meetings

The SISCAL Commission (SC) shall meet after being convened by its Chairman, who shall establish, with the technical support of the Secretary of the SC, the agenda to be attached to the notice of the meeting.

### **Article 10.** Frequency of meetings

Once the Internal Quality Assurance System (IQAS) of all the Centers has been certified in the SISCAL Program, the SC will meet when it is necessary to deal with matters affecting the IQAS of any Center, upon convocation by the Chairperson of the SC.

### **Article 11.** Adoption of resolutions and minutes of meetings

The Secretary of the SISCAL Commission (SC) shall take minutes of the discussions and agreements adopted at the SC meetings. The minutes shall be sent to all the members of the SC, who shall have three working days to propose corrections, by writing to the Secretary of the Commission. In any case, the minutes of the previous meeting must be approved at the next meeting held, for which purpose it shall be included in the agenda. Once approved, the minutes will be signed by the Secretary of the SC with the approval of its Chairperson, and will be filed as evidence by the Statistics and Quality Unit (SQU), in the document repository of the Internal Quality Assurance System (IQAS).

### **Article 12. Competences**

The SISCAL Commission (SC) is responsible for:

- a) The provision of technical advice and internal coordination of quality in the deployment of the guidelines of the quality model in the Internal Quality Assurance System (IQAS) of the Centers of Universidad San Pablo-CEU, as well as the annual reviews and the changes derived from them, and their subsequent inclusion in the Modifications Register (MR). To this effect, once the annual review of the IQAS has been carried out, the Secretary of the SC must note in the MR of the IQAS of the Center in question whether there has been any modification and the date of approval of the same.
- b) The revision of the documentation of the Internal Quality Assurance System (IQAS).
- c) Making proposals for improvement to the Internal Quality Assurance System (IQAS) and to the Centers.
- d) To standardize the Internal Quality Assurance System (IQAS) of the USP-CEU Centers, transferring the good practices of some to others.

## **CHAPTER III**

### **Internal Quality Commissions (IQC) of Schools/Centers**

### **Article 13. Purpose**

1. The Internal Quality Commissions (IQC) of School/Center are the collegiate bodies responsible for proposing to the Dean/Director of the corresponding School/Center the planning, monitoring and achievement of the quality objectives set by the University for its degrees, through the Internal Quality Assurance System (IQAS), acting as one of the vehicles for analysis and proposal of the policy, objectives, plans, programs, responsibilities and achievements of this system.
2. The Internal Quality Commissions (IQC) of the School/Center exercise their functions on the basis of the work of the Internal Quality Sub-Commissions of the degrees (IQsubC), referred-to in Chapter IV of this Regulation.

### **Article 14. Composition**

1. The Internal Quality Commissions (IQC) of the School/Center are formed, at least, by the following members:
  - a) The corresponding Dean/Director, who acts as its Chairman.
  - b) The Head of Quality of the School/Center, who shall also act as Secretary of the IQC, with technical advisory functions to the Chairperson.
  - c) A number of no less than five members, of which: at least three shall correspond to representatives of the Undergraduate and Postgraduate Teaching and Research Personnel (TRP); one from the Administration and Services Personnel (ASP) and one from the Students. Likewise, two substitutes will be designated for the TRP, one for the ASP and another one for the Students, in case it is necessary to replace the incumbents.
2. With the Vice-Rector for teachings' approval in any case, the Dean/Director shall appoint the members of the IQC corresponding to the representation of the TRP and ASP. For this purpose, their suitability will be considered in order to carry out the analysis and proposals for improvements regarding the quality of the degrees, the management of their implementation and their monitoring. The representatives of the Administration and Services Personnel (ASP) shall be appointed from among this personnel linked to each Faculty/School. The loss of the status for which they were elected will result in their termination as members of the IQC. The filling of these positions shall be by free appointment, guaranteeing the continuity of the work of the IQC at all times. The Dean/Director may hear the Commission itself and take into account the proposals that may be made by the collegiate bodies established in the Organisation and Functioning Rules of the University.

Student representation shall be exercised by those elected in the corresponding School Board as delegate and subdelegate of the School, the second being the alternate of the first in case of absence.

### **Article 15. Convening and Conduct of Meetings**



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1. The Internal Quality Commissions (IQC) of the School/Center will meet after being convened by its Chairperson, who will establish, with the technical support of the Head of Quality of the School/Center, the agenda to be attached to the call of the meeting. The Chairman shall accept the inclusion in the agenda of proposals made by at least one third of the members of the Commission, made in writing at least seven working days before the meeting is convened.

2. The quorum required for the valid constitution of the IQC sessions shall be a number equal to or greater than half plus one of its members (absolute majority).

If there is no quorum on the first call, the IQC shall be constituted on second call within the following twenty-four hours, provided that at least the Chairman, the Secretary and one other member of the Commission are present. If any member is unable to attend a given meeting, and he/she knows this in advance, he/she must inform the Secretary of the corresponding IQC so that, with the approval of the Chairman, an alternate may be designated to represent him/her at that meeting.

#### **Article 16.** Frequency of meetings

The Internal Quality Commissions (IQC) of the School/Center meet on an ordinary basis, at least every six months, upon convocation by its Chairperson. One of these sessions will be held in the last quarter of the year, when all the necessary closed data corresponding to the evaluated course is available.

#### **Article 17.** Adoption of resolutions and minutes of meetings.

1. The work of the Internal Quality Commissions (IQC) of the School/Center will be based on the monitoring reports and improvement plans prepared by those responsible for the degrees, previously sent, within the established period, to the Dean/Director, who, in turn, will send them to the IQC for its deliberations.

The agreements adopted within the IQC will be materialized in the monitoring report and/or in the improvement plans of the IQC degrees. The improvement proposals will specify the person or persons responsible for developing the actions detected as necessary and the estimated time for completion.

2. The resolutions that the IQCs transfer to their respective reports may be adopted by simple majority (more votes in favor than against the proposal, considering those in attendance), with the Chairperson having the casting vote in the event of a tie.

Without prejudice to the due record in the minutes of the meeting referred to in the following section, the members of the IQC who oppose the adoption of a specific resolution may record the reasons for their dissent in a merely informative letter addressed to the Dean/Director.

3. The Secretary of the IQC shall take minutes of the discussions and resolutions adopted at the meetings, sending them to all the members of the IQC, who shall have three working days to propose corrections, in writing addressed to the Secretary of the IQC. In any case, at the next meeting held, the minutes of the previous meeting must be approved, for which purpose they shall be included in the agenda. Once approved, the minutes will be signed by the Secretary of



the IQC with the approval of its Chairperson, and will be sent to the Statistics and Quality Unit (SQU), to be filed as evidence in the documentary repository of the Internal Quality Assurance System (IQAS).

#### **Article 18. Competences**

The competences of the Internal Quality Commissions (IQC) of the School/Center are the following:

- a) Propose to the Dean/Director the tasks of planning, monitoring and achieving the quality objectives set by the University for its degrees, through the Internal Quality Assurance System (IQAS), acting as one of the vehicles of analysis and proposal of the policy, objectives, plans, programs, responsibilities and achievements of this system.
- b) Approve the monitoring report and the improvement plans of the IQC degrees, which constitute, together with the improvement actions at the center level, the School/Center Improvement Plan. The improvement proposals will specify the person(s) responsible for developing the actions detected as necessary and the estimated time for completion.

Without prejudice to what is established in the previous paragraph, the supervision of the decision making derived from the monitoring and improvement of the degrees, as well as the verification of the effective implementation of the same, corresponds to the Dean/Director.

The Quality Improvement Plan of each School/Center will be included in the document repository of the Internal Quality Assurance System (IQAS).

#### **Article 19. Coordination of the Internal Quality Commissions (IQC) of the School/Center.**

1. For the coordination and sharing of the criteria established in the IQC of each School/Center, the Vice-Rector for teachings may convene, on his/her own initiative or at the request of the Head of the Statistics and Quality Unit (SQU), the Chairpersons and/or Secretaries of the respective IQCs.

These meetings shall also be attended by the Director of the Statistics and Quality Unit (SQU), who shall act as secretary, with voice and vote.

2. These calls shall have the following purposes:

- a) Coordinate the definition and practical application of the different processes and routines adopted by the IQCs.
- b) Detect weaknesses in the operation of the IQC, analyze the causes and guide those responsible on the mechanisms for continuous improvement of the Internal Quality Assurance System (IQAS).
- c) Agree to address the University's Quality Commission for the interpretation of specific aspects of the implementation and general development of the Internal Quality Assurance System (IQAS).



## CHAPTER IV

### Internal Quality Sub-Commissions of Degrees (IQsubCs)

#### **Article 20.** Purpose

The Internal Quality Sub-Commissions of the degrees (IQsubCs) are the collegiate bodies responsible for the planning, monitoring and control of each Bachelor's degree, Master's degree and Master's Degree of Continuing Training offered at Universidad San Pablo-CEU.

#### **Article 21.** Composition

1. The Internal Quality Sub-Commissions of the degrees (IQsubC) are formed, at least, by the following members:

- a) The Head of the Degree, who acts as its Chairperson. Exceptionally, the Dean/Director may assume the Presidency of the IQsubC, by virtue of the strategic importance of the degree program in question.
- b) The Head of Quality of the School/Center, who shall also act as Secretary of the IQsubC, with technical advisory functions to the Chairman.
- c) A representative of the Teaching and Research Personnel (TRP); one of the Administration and Services Personnel (ASP) and one of the Students.

The Chairman of the IQsubC may also invite or designate other participants that he/she deems necessary for the follow-up of the corresponding qualification.

2. With the Vice-Rector for Teachings' approval in any case, the Dean/Director shall appoint the members of each IQsubC referred to in letter c) of the previous section. For this purpose, he/she shall be advised by the Directors and Coordinators of each degree program, considering their suitability to carry out the analysis and proposals for improvement regarding the quality of the degree program, the management of its implementation and its monitoring. The representatives of the Administration and Services Personnel (ASP) will be appointed among this personnel linked to each School. The student representatives will be designated, preferably, among the delegates and subdelegates or other students of the degree. The loss of the status for which he/she was elected shall entail his/her termination as a member of the IQsubC.

The filling of these positions shall be by free appointment, guaranteeing the continuity of the work of the IQsubC at all times. The Dean/Director may hear the Sub-Commission itself and take into account the proposals that may be made by the collegiate bodies established in the Organisation and Functioning Rules of the University.

#### **Article 22.** Convening and Conduct of the Meetings

1. The Internal Quality Sub-Commission of the degrees (IQsubC) will meet after being convened by its Chairperson, who will establish, with the technical support of the Head of Quality of the School/Center, the agenda that will be attached to the call of the meeting. The Chairman shall accept the inclusion in the agenda of proposals made by at least one third of the members of the Sub-Commission, made in writing at least seven working days before the meeting is convened.

2. The quorum required for the valid constitution of the IQsubC sessions shall be, at least, the Chairperson, the Secretary and one other member of the Sub-Commission. If any member is unable to attend a given meeting, and is aware of this in advance, he/she must inform the Secretary of the corresponding IQsubC so that, with the approval of the Chairperson and having heard the Director or Coordinator of the degree program, an alternate may be designated to represent him/her at that meeting.

#### **Article 23.** Frequency of meetings

The Internal Quality Sub-Commissions of the degrees (IQsubC) meet on an ordinary basis, at least every six months, upon convocation by its Chairperson. One of these sessions will be held when all the necessary closed data corresponding to the evaluated course is available.

#### **Article 24.** Adoption of resolutions and minutes of meetings.

1. The work of the Internal Quality Subcommissions of the degrees (IQsubC) will be supported by the reports, both internal and external, of the degree, as well as by the data and statistics provided by the Statistics and Quality Unit (SQU).

The agreements adopted within the IQsubC will be materialized in the degree monitoring report, which will include the strengths, weaknesses and Improvement Action Plan deemed appropriate. The improvement proposals will specify the person or persons responsible for developing the actions detected as necessary and the estimated time for their implementation.

2. The resolutions that the IQsubCs transfer to their respective reports may be adopted by simple majority (more votes in favor than against the proposal, considering those in attendance), with the Chairman having the casting vote in the event of a tie.

The supervision of decision making derived from the monitoring and improvement of the degrees, as well as the verification of the effective implementation of the same, corresponds to the Dean/Director and will be specified in the Degree Monitoring Report .

The Improvement Action Plan for each degree, as well as the evidence of the execution of the improvement actions and the Follow-up Report, will be included in the document repository of the Internal Quality Assurance System (IQAS).

3. The Secretary of the IQsubC shall take the minutes of the discussions and the resolutions adopted at the meetings, sending them to all the members of the IQsubC, who shall have three working days to propose corrections, by means of a letter addressed to the Secretary of the IQsubC. In any case, at the next meeting held, the minutes of the previous meeting must be approved, for which purpose they shall be included in the agenda. Once approved, the minutes

shall be signed by the Secretary of the IQsubC with the approval of its Chairman, and shall be sent to the Statistics and Quality Unit (SQU), to be filed as evidence in the documentary repository of the Internal Quality Assurance System (IQAS).

The Secretary of each IQsubC is responsible for the custody of all the documentation corresponding to each title.

#### **Article 25. Competences**

The competences of the Internal Quality Sub-Commissions of the degrees (IQsubC) are the following:

- a) Submit to the Internal Quality Commission (IQC) of its School/Center a proposal addressed to the Dean/Director regarding the tasks of planning, monitoring and achievement of the quality objectives set by the University for each degree program, through the Internal Quality Assurance System (IQAS), acting as one of the vehicles for analysis and proposal of the policy, objectives, plans, programs, responsibilities and achievements of this system.
- b) Submit to the Internal Quality Commission (IQC) of its Faculty/School/Center a proposal for a Monitoring Report and the Improvement Action Plan for each degree. The improvement proposals will specify the person or persons responsible for developing the actions detected as necessary and the estimated time for their implementation.

## **CHAPTER V**

### **Specialized Sub-Commissions on quality matters**

#### **Article 26. Purpose**

1. The Quality Commission of Universidad San Pablo-CEU (UQC) may establish *ad hoc* SubCommissions to process European, international or other accreditation processes, the purpose of which is to accredit the quality of the University, a Center or a degree program. These SubCommissions shall be called "Specialized Sub-Commissions".
2. As many specialized Sub-Commissions may be created in matters of quality as are considered necessary, in order to maximize the recognition and accreditation of the University, Center or degree, before the institutions deemed appropriate.

#### **Article 27. Composition**

The members of the specialized Sub-Commissions will be those established, where appropriate, to suit the requirements of the accreditation being pursued. The members of the specialized Sub-Commissions will maintain contact at all times with the University Quality Commission (UQC) and the SISCAL Commission (SC), for the purposes of coordination, transparency and continuous improvement of the quality of the University as a whole.

## **Article 28. Functioning**

The specialized Sub-Commissions shall be guided at all times by decision-making procedures analogous to those of the present regulations, providing the appropriate evidence of the processes that take place within them, and holding the periodic meetings that are required within the framework of the European, international or other accreditation regulations to which they refer.

### **Sole derogatory provision. Repeal of regulations**

Any provisions of equal or lower rank that oppose the provisions of these Regulations are hereby repealed; and, in particular, the Rules of Operation of the Internal Quality Commission (IQC) and the Internal Quality Sub-Commissions of the Degrees (IQsubC), approved by the Standing Committee of the Governing Council, at its meeting held on October 17, 2012.

### **First final provision. Enabling regulations**

The Vice-Rector for teachings is empowered to issue such provisions as may be required for the application and development of this Regulation.

### **Second final provision. Entry into force**

This Regulation shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.