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I. COMMUNITY OF MADRID

C) Other Provisions

Department of Education

18 *DECREE 31/2011, of June 2, 2011, of the Governing Council, approving the Rules of Organization and Operation of the Universidad San Pablo-CEU.*

In accordance with the provisions of the ninth additional provision of Organic Law 4/2007, of 12 April, which modifies Organic Law 6/2001, of 21 December, on Universities, the San Pablo-CEU University has modified its Rules of Organization and Operation, approved by Decree 24/2005, of 10 February, and has submitted the revised text of the same for approval by the Governing Council, in accordance with the competence conferred on it by article 6.5 of the aforementioned Organic Law 6/2001, of December 21.

By virtue thereof, upon the proposal of the Councilor of Education and prior deliberation of the Governing Council at its meeting held on June 2, 2011,

PROVIDES

First

To approve the Rules of Organization and Operation of the Universidad San Pablo-CEU, the text of which is contained in the Annex that accompanies this Decree.

SOLE DEROGATORY PROVISION

Decree 24/2005, of February 10, 2005, of the Governing Council, approving the Rules of Organization and Operation of the Universidad San Pablo-CEU, is hereby repealed.

SINGLE FINAL PROVISION

The Rules of Organization and Operation shall enter into force on the day following their publication in the OFFICIAL BULLETIN OF THE COMMUNITY OF MADRID.

The Councilor of Education,
LUCÍA FIGAR DE

The President,
LACALLEESPERANZA AGUIRRE GIL DE BIEDMA

RULES OF ORGANIZATION AND OPERATION OF THE UNIVERSITY SAN PABLO-CEU

PREAMBLE

1. The San Pablo-CEU University is an academic institution promoted by the San Pablo-CEU University Foundation and created by Law 8/1993, of April 19, 1993, of the Spanish Parliament, under Article 27.6 of the Spanish Constitution.

2. The San Pablo-CEU University was born from the Centro de Estudios Universitarios (CEU), a work of the Catholic Association of Propagandists, erected in the light of Father Ayala's thought on the formation of people 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. The Universidad San Pablo-CEU assumes the Magisterium of the Church on Catholic teaching and education, and most especially, its Magisterium on Catholic universities.

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

5. The San Pablo-CEU University, affirmed in this university tradition, which constitutes its *raison d'être*, frames its work within the context established by the Organic Law 6/2001, of December 21, 2001, on Universities (LOU), reformed by the Organic Law 4/2007, of April 12. Therefore, and by virtue of the provisions of the ninth additional provision and articles 6.5 and 6.2 of the aforementioned Organic Law, the Board of Trustees of the Universidad San Pablo-CEU, at its meeting held on February 18, 2011, has agreed to approve the following Rules of Organization and Operation adapted to current legislation.

TITLE I

Nature, scope and purpose

Article 1

Definition

1. The San Pablo-CEU University, recognized by Law 8/1993, of April 19, 1993, pursuant to 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. The Universidad San Pablo-CEU carries out its work in accordance with the nature and autonomy proper to university activity and the academic freedoms inherent to it, within the framework established by its Christian inspiration and fidelity to the Christian message, as presented by the Magisterium of the Catholic Church.

3. All official acts of the Universidad San Pablo-CEU will be in accordance with its Catholic identity.

Article 2

Autonomy

The Universidad San Pablo-CEU enjoys the scope of autonomy that, in accordance with the Constitution and the LOU, corresponds to this private University for the best protection of academic freedom, being able to carry out any activity necessary for the proper fulfillment of its purposes.

Article 3

Ideology

It is part of the commitment of all members of the university community to the Universidad San Pablo-CEU to respect, in a spirit of freedom and responsibility, its nature, mission, goals and ideology.

Article 4

Principles

In coherence with its foundational inspiration, the Universidad San Pablo-CEU orients its mission and work on the following principles:

1. The creation of a university community in agreement in the common consecration to the truth, in the vision of the dignity of the human person and of the message of Christ, which gives the University its distinctive character.
2. The closeness between teachers and students, which seeks to foster the personal bonds of teaching, a natural space for the development of human intelligence and freedom.
3. Excellence in teaching at all university levels and in all disciplines.
4. Commitment to research, according to the methods of each discipline.
5. The study of the truth of things will 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. The San Pablo-CEU University offers its contribution to society as a whole, and makes available to those who lack sufficient economic means an effective and generous policy of scholarships and study aids that, according to criteria of merit and ability, contribute to the achievement of its own purposes. In the development of this policy, special attention will be paid to the situations of dependence and disability of those who apply for them.

Article 5

Legal Regime

1. The Universidad San Pablo-CEU will be governed by the laws, provisions and regulations that, as established in the Organic Law of Universities, affect private Universities, as well as by the present Rules of Organization and Operation and the internal regulations that develop them.
2. The Universidad San Pablo-CEU is headquartered in the Community of Madrid.
3. The Universidad San Pablo-CEU may, under the terms established in international laws and agreements, promote and create university institutions in other Autonomous Communities and abroad.

Article 6

Weapons and seal

1. The arms of the University are as follows: Of silver (white), the tree of science in gules (red) and, at the foot, the motto "In Veritate Libertas", of gules.
2. The seal of the University will reproduce the arms described.

Article 7

Patronage

The Universidad San Pablo-CEU is under the patronage of St. Paul, Apostle to the Gentiles, whose feast day will be celebrated on the day commemorating his Conversion.

TITLE II

Structure

Article 8

Structure

1. The San Pablo-CEU University will be made up of Faculties, Schools, Departments, University and Inter-University Research and Teaching Institutes, Centers, and other institutions.

The Board of Directors is responsible for the management of the assigned centers, Colegios Mayores and any other centers or structures necessary for the performance of its functions.

2. Within the framework of its own autonomy, the Universidad San Pablo-CEU may create or recognize other centers or structures of its own, in addition to those provided for in these Rules of Organization and Operation, whose activities lead to the awarding of its own degrees.

Article 9

Faculties, Schools and Centers

The Faculties, Schools and integrated or affiliated Centers are responsible for the organization of teaching and research, in accordance with the guidelines issued by the higher bodies of the University, and for the academic, administrative and management processes leading to the awarding of official degrees valid throughout the national territory, as well as for those other functions determined by the present Rules of Organization and Operation and the remaining university regulations.

Article 10

Departments

1. The Departments are the bodies in charge of coordinating the teaching of one or several areas of knowledge in one or several centers, in accordance with the teaching program of the University and in relation to the subjects assigned by its Governing Council, as well as of supporting the teaching and research activities and initiatives of the faculty, and of performing those functions determined by these Rules of Organization and Functioning and by the university regulations.

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

3. The professors will 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 centers dedicated to scientific, technical or artistic research and to specialized and postgraduate teaching, without their existence entailing structural and functional duplication with respect to the Departments. They may also provide advice within the scope of their competencies, in the manner to be determined by regulation.

Article 12

Other centers

The Universidad San Pablo-CEU may create or assign other centers in accordance with the regulations in force at any given time, as well as participate in inter-university centers 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 will be composed of ex officio and elected members.

The following shall be ex officio members: The President, Vice President and National Consiliary 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, will be the President of the Board of Trustees of the University with the honorary dignity of Grand Chancellor of the University.

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

Those elected shall serve for a term of four years, and may be reelected twice consecutively.

The following 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, with voice but without vote: The Rector of the 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 fulfillment and development of the foundational purposes and all that pertains to them is attributed to the Board of Trustees, which is responsible for establishing, specifying and determining the activities aimed at this development, both those specified in these Rules of Organization and Operation, as well as those not expressly provided for, since the description of these activities in them is only enunciative and not limiting, not constituting, therefore, a closed list or implying any order of preference in their realization. All of the above, within the framework of its nature as a private university institution and with no other limitations than those established in the Laws and other provisions applicable at any given time.

The powers of the Board of Trustees include the following:

- a) To approve, interpret and modify the Norms of Organization and Operation of the University, as well as the regulations that develop them, especially ensuring compliance with the ideology and foundational purposes of the University, which are those of its sponsoring entity.
- b) Establish the strategic and programmatic lines of the University.
- c) Approve the budget of the University and supervise its execution.
- d) To appoint the Rector, once the teaching and research staff has been heard in accordance with the legally required terms, as well as to agree on his or her removal.
- e) To appoint and remove, at the proposal of the Rector, the Vice-Rectors of the University, the Secretary General, the Manager, the Deans of the Faculty, the Directors of Schools, the Directors of Centers and the Directors of University and Inter-University Research and Teaching Institutes, and the Directors of Affiliated Centers.
- f) Approve the creation, termination or modification of Faculties, Schools, Departments, University Research and Teaching Institutes, and Colleges and other structures necessary for the performance of its functions, as well as the approval of agreements for the assignment or de-assignment of assigned centers.
- g) Approve the University staff and their remuneration.
- h) Appoint the professors, at the proposal of the Rector.
- i) The determination of the scholarship policy and the criteria for granting scholarships.
- j) The establishment of the general lines of the University's relations with the Public Administrations and with other Universities and institutions.
- k) To approve the implementation and suppression of official university degrees or degrees of its own, as well as the approval or modification of study plans.
- l) Approve the rules governing the disciplinary regime applicable within the university community, at the request of the Governing Council.

Article 16

The Chairman

The representation of the Board of Trustees corresponds to its President, who will preside in his own right and as Grand Chancellor over any act of the University and the meetings of any of its collegiate bodies that he attends.

Article 17

The Vice President

The Board of Trustees may, at the proposal of the President, elect and remove, from among its members, one or more Vice Presidents.

Article 18

The Secretary

The Board of Trustees shall appoint a Secretary who shall take the minutes of its meetings and shall attest to the resolutions adopted. In the event that the appointment is made to a person who is not a trustee, he/she shall have the right to speak but not to vote.

Article 19

Operation

Attendance at the meetings of the Board of Trustees shall always be personal. The Trustees may, however, confer their representation to another Trustee for each meeting, if necessary, under the instructions given in writing by the represented Trustee.

Only the Archbishop of Madrid and the National Consiliary of the Catholic Association of Propagandists may designate the persons to whom their substitution corresponds ordinarily.

Resolutions shall be adopted by majority vote of those present or represented, the Chairman having the casting vote in the event of a tie.

In the case of appointments or removals, voting shall be by secret ballot if so requested by a member of the Board of Trustees.

Article 20

Announcements

The Meetings of the Board of Trustees shall be convened by its Chairman, on his own initiative or at the request of one quarter of the members of the Board of Trustees; they shall be considered validly convened when one third of its members are present or represented.

The Board of Trustees, for matters not provided for 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 Trustee opposes this.

Article 21

Incompatibilities

The position of Trustee of the University shall be free of charge and incompatible with being a member of the Governing Council of the University, without prejudice to any other incompatibilities that may exist.

Chapter II

Academic bodies

Article 22

Types of organs

The academic bodies are divided into collegiate and unipersonal bodies.

1. They are collegiate bodies:
 - a) The University Senate.
 - b) The Governing Council.
 - c) The Boards of the Faculty, School or Center.
 - d) The Department and University Research and Teaching Institute Councils.
2. They are unipersonal bodies:
 - a) The Rector.
 - b) The Vice Chancellors.
 - c) The General Secretary.
 - d) The Manager.
 - e) The Deans of the Faculty and the School and Center Directors.
 - f) The Directors of the Departments and of the University Research and Teaching Institute.

The teaching and research staff shall have a majority representation in the bodies that make decisions of a strictly academic nature, under the terms set forth in the Organic Law of Universities, in these Rules of Organization and Functioning, and in their regulatory development.

The Universidad San Pablo-CEU will promote a balanced presence of women and men in its governing and representative bodies.

SECTION ONE

Collegiate bodies

Article 23

The Cloister

The University Senate is the highest representative body of the university community.

Article 24

Composition of the Senate

The University Senate shall be composed of ex officio and elected members, with the different sectors of the university community being re-presented.

The following are ex officio members: The Rector, who presides; the Vice-Rectors; the Secretary General, who is the Secretary General of the Senate; the Deans and Directors of Schools; the Directors of Departments, University Research and Teaching Institutes; the Vice-Deans and Assistant Directors of Schools and Centers; the Directors of affiliated Centers; the Academic Secretaries of the Faculty, School and Center; the Directors of Units and other Support Services for teaching and research mentioned in the Regulations of the Senate; the professors who have been members of the Senate; the professors who have been members of the Senate; the Directors of Units and other Support Services for teaching and research mentioned in the Regulations of the Senate; the Academic Secretaries of Faculty, School and Center; the Directors of Units and other Support Services for teaching and research mentioned by the Regulations of the Senate; the professors who have been Rectors of the University and the Honorary Doctors of the University. Elected members: The representatives of the faculty, students and administrative and services personnel, who shall be elected in accordance with the operating regulations of the Senate or, failing this, by means of an "ad hoc" call.

The emeritus professors of the University may be invited to the University Senate, with voice but without vote.

Article 25

Convocation of the Senate

The University Senate shall be convened by the Rector and shall meet:

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

Article 26

Functions of the Senate

The powers of the University Senate are as follows:

- a) To ensure compliance with the Rules of Organization and Operation and to be heard in the process of modifying them.
- b) To be informed of the general lines of action in the University, in teaching, research, administration and management.
- c) Formulate recommendations and proposals.

Article 27

The Governing Council

The Governing Council is the ordinary collegiate governing body of the academic management of the University. Its resolutions, within the scope of its competence, shall be binding for any other unipersonal or collegiate body of lower hierarchical rank.

Article 28

Composition of the Board

1. The Governing Council will be made up of the Rector, who will preside over it, the Vice Rectors, the Secretary General, who will act as secretary, the Manager, the Deans of the Faculty and Directors of the Schools and Centers, and a Department Director from each Faculty or School.
2. The University Ombudsman may attend, at the invitation of the Rector, with the right to speak but not to vote.
3. The Rector may summon to be heard by the Governing Council, on specific matters, such members of the university community as he/she deems appropriate.

Article 29

Functions of the Board

The powers of the Governing Council are:

- a) To ensure the fulfillment of the foundational purposes.
- b) To propose, where appropriate, to the Board of Trustees, the reform of the Rules of Organization and Operation of the University.
- c) To prepare and propose for the approval of the Board of Trustees its own internal rules of procedure, and those of the other collegiate bodies, as well as the regulatory norms that develop these Rules of Organization and Functioning.
- d) To prepare the rules governing the disciplinary regime applicable within the university community for approval by the Board of Trustees.
- e) Propose to the Board of Trustees the creation, modification or suppression of Faculties, Schools, University Research and Teaching Institutes, or other centers.
- f) Propose to the Board of Trustees the introduction and suppression of courses leading to official and private degrees.
- g) Propose to the Board of Trustees the approval and modification of the respective study plans.
- h) To create and suppress Departments and define their composition and organization, in accordance with the Board of Trustees.
- i) Propose to the Board of Trustees the configuration and modifications of the teaching and research staff, as well as its selection and promotion system.
- j) Propose to the Board of Trustees the criteria for the granting of leaves of absence, leaves of absence and sabbaticals to university faculty.

- k) 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 administrative and service personnel staff, as well as the policy for the selection, evaluation, reinstatement and promotion of the same.
- m) Establish the admission regime for students and the conditions for their stay in accordance with the legislation in force.
- n) To approve the policy of collaboration with other Universities, individuals or public or private entities and to know 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 organizational rules.
- p) To submit to the Board of Trustees the draft annual budget of the University and the guidelines for its multi-year economic programming for its approval, and to administer the budget once it has been approved.
- q) Approve the University's annual report for each academic year.
- r) To grant 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 Rules of Honors and Distinctions.
- s) Approve the academic calendar.
- t) To resolve conflicts of competence that may arise between university centers or services.
- u) Any other competence attributed to it by the present Organizational and Operating Regulations and other provisions that may be applicable.

Article 30

Standing Committee

A Standing Committee may be created within the Governing Council, which shall act by delegation of the Governing Council for the resolution of ordinary government matters.

The Standing Committee will be made up of the Rector, who will chair it, the Vice-Rectors, the Secretary General, who will act as its secretary, the Manager, the Faculty Deans, the Director of the Higher Polytechnic School and the Director of the Business School.

Article 31

The Boards of Centers

The Board of the Faculty, School or Center is the collegiate governing body of the same, which exercises its functions in accordance with the resolutions of the Board of Trustees, the Governing Council and resolutions of the Rector.

Article 32

Composition of the Boards

The Board of the Faculty, School or Center shall be composed of ex officio and elected members. Ex officio members are: The Dean or Director, who shall preside at its meetings; the Vice-Deans; the Vice-Deans, who shall preside at its meetings. The Board of Directors shall be chaired by the Heads or Deputy Heads, the Academic Secretary, who shall keep the minutes of its meetings, and the Heads of the Departments integrated in the Faculty or School.

The following are elected members: Those elected in representation of the faculty and students in accordance with the regulations to be established by regulation.

Article 33

Functions of the Boards

The competencies of the Board of the Faculty, School or Center are:

- a) Collaborate with the Dean or Director in the management of the Faculty, School or Center.
- b) Promote the improvement of curricula and teaching methodology, as well as the establishment of new degrees, both official and in-house.
- c) Participate in the programming of university extension activities.
- d) Ensure the adequate provision of the services necessary for its proper functioning.

- e) Any other competence that may be attributed to it in the development of these Rules of Organization and Operation.

Article 34

The Department Council

1. The Department Council is the governing body of the Department and exercises its functions in accordance with the decisions of the governing bodies of the University and those of the Faculty or School, following the principles established in these Rules of Organization and Operation, in accordance with the Department Regulations approved by the Governing Council of the University.

2. The Department Council shall be composed of: The Department Director; who shall chair it; the Secretary, who shall be the Secretary of the Department Council, the Directors of the Departmental Sections and a representation of the remaining professors, in accordance with the provisions of the Department Regulations.

SECOND SECTION

Of the unipersonal bodies

Article 35

The Rector

1. The Rector is the highest academic authority of the University and, in accordance with the guidelines established by the Board of Trustees, is responsible for the direction, governance and management of the University in accordance with the present Rules of Organization and Functioning and the internal regulations. He presides over the University Senate, the Governing Council and any other collegiate body he attends. Likewise, he/she represents the University and presides over all its acts, without prejudice to the powers conferred by these Rules of Organization and Functioning to the President of the Board of Trustees and Grand Chancellor of the University.

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

Article 36

Appointment of the Rector

The Rector is appointed and removed by the Board of Trustees of the University from among its professors, having heard the teaching and research staff under the terms established by current legislation, and his term of office shall be for a period not exceeding four years, and he may be re-elected consecutively only once, notwithstanding the power of the Board of Trustees to revoke the appointment at any time.

Article 37

Functions of the Rector

1. These are the Rector's competencies:
 - a) To preside over the Governing Council and to define, in agreement with the Board of Trustees, the main lines of management of the University, overseeing their fulfillment.
 - b) To issue the degrees and diplomas granted by the University.
 - c) To sign and denounce agreements and conventions with other Universities, Administrations, individuals or legal entities, public or private, authorizing the use of the name and emblem of the University in the same, which shall be reported to the Board of Trustees of the same.
 - d) Propose to the Board of Trustees the hiring of faculty, in accordance with the procedure to be determined by regulations.
 - e) Propose to the Board of Trustees the appointment and dismissal of the Vice-Rectors, Secretary General, Deans, School and Center Directors, and Directors of University and Inter-University Research and Teaching Institutes.
 - f) Propose to the Board of Trustees the appointment and removal 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 administrative and service personnel, in-forming the Board of Trustees.

- i) Exercise disciplinary authority over faculty, students, administrative and service personnel.
- j) Recognize research groups under the terms established by regulation.
- k) To perform the functions of external and institutional representation of the University.
- l) Authorize expenditures and order payments in accordance with the budgets of the University, at the proposal of the Manager.
- m) To exercise such other powers as are assigned to it by current legislation, the present Rules of Organization and Operation and all those not specifically assigned to other bodies.

2. The Rector may delegate to the Vice-Rectors and Secretary General the powers of the preceding number, except for those of paragraphs b), e) and f).

Article 38

Vice Chancellors

The Rector may propose to the Board of Trustees the appointment of one or more Vice-Rectors from among the University's Doctors, who shall assume the functions attributed to them by the Rector by delegation. The act of appointment shall state the powers attributed to each Vice-Rector and their order in the hierarchy of the University. In the event of absence, illness, death or termination of the Rector, the Vice-Rector who corresponds to him/her by rank shall assume his/her functions on an interim basis, notifying the Governing Council and the Board of Trustees of the University of this interim situation.

Article 39

The General Secretary

1. The Secretary General is the notary public of the acts and resolutions of the Council of Government.

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

3. The Academic Secretaries of the Faculty, School or Center shall report functionally to the Secretary General.

Article 40

Functions of the Secretary General

The Secretary General shall have the following responsibilities:

- a) To assist the Rector in the tasks of organization 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 resolutions of the Rector, ordering and providing for their publicity.
- d) To direct the General Registry, to keep the Central Archive of the University and its Seal, and to issue the corresponding certifications.
- e) Organize and oversee the smooth running of the electoral processes that take place at the University.
- f) Coordinate the administrative activity in the Faculties, Schools and other Centers.
- g) Organize and oversee the custody of the appraisal records.
- h) To prepare the University's annual report for presentation to the Governing Council.
- i) To organize the solemn acts of the University and to take care of the fulfillment of the university protocol.
- j) Any other authority delegated to it by the Rector in accordance with these Organization and Operation Regulations.

Article 41

The Manager

The Manager, who may not perform 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 by the Board of Trustees.

He/she shall be appointed by the Board of Trustees at the proposal of the Rector.

Article 42

Functions of the Manager

The Manager is responsible for the following:

- a) To exercise control and management of the University's income and expenses included in the annual budget, supervising the fulfillment of its forecasts.
- b) Propose to the Rector the authorization of expenditures and the ordering of payments in accordance with the budgets of the University.
- c) To prepare and update the inventory of assets and rights that comprise the patrimony assigned to the University.
- d) Prepare the annual budget proposal and accountability for its execution.
- e) To prepare the annual financial report of the University.
- f) Prepare multi-year investment plans.
- g) Any other powers conferred upon it by the regulations issued in development of these Rules of Organization and Operation.

Article 43

The Deans and Directors

The Deans of the Faculty and Directors of the Schools and Centers are their representatives and exercise their ordinary management and administration functions. They shall be appointed by the Board of Trustees at the proposal of the Rector, from among the University's professors with doctorates.

Article 44

Functions of the Deans and Directors

The competencies of the Dean of Faculty and the School or Center Director are as follows:

- a) To direct and supervise the teaching, research and other activities of the Faculty, School or Center.
- b) Propose to the Rector the appointment of the Vice-Deans, Assistant Directors and Department Directors.
- c) Propose to the Rector the appointment of the Secretary of the Faculty, School or Center.
- d) Organize and direct the administrative services of the Faculty, School or Center.
- e) To validate the studies of students who so request, having heard the heads of the areas of knowledge affected, and in accordance with the applicable regulations.
- f) To ensure compliance with the rules that affect the Faculty, School or Center and, in particular, those related 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 programming of the University.
- h) To urge the Rector to exercise his disciplinary function over professors and students of his Faculty, School or Center.
- i) Promote the academic events and degrees of the Faculty.
- j) Propose new degrees and curricular reforms.
- k) Search and organize internships and job offers for its students.
- l) To prepare the proposed annual budget of its Faculty, School or Center and to oversee its compliance.

Article 45

Appointment of Vice-Deans and Deputy Directors

The Faculties, Schools and Centers may have one or more Vice-Deans or Assistant Directors.

The Vice-Deans of the Faculty or Deputy Directors of Schools or Centers shall be appointed and removed by the Rector, at the proposal of the corresponding Dean or Director, from among the professors teaching in them.

Article 46

Center secretaries

Each Faculty, School or Center may appoint a Secretary, who shall be appointed and removed by the Rector, at the proposal of the Dean or Director, from among the professors of the same.

Article 47

Duties of the Secretaries

The powers of the Secretary of the Faculty, School or Center are as follows:

- a) To assist the Dean or Director and perform such duties as he/she may entrust to him/her.
- b) To prepare and keep the minutes of the meetings of the Board of the Faculty, School or Center and to issue certifications of the resolutions contained therein.
- c) Manage records and files and control access to them.
- d) Custody of the seal of the Faculty, School or Center.
- e) To prepare the annual report of the Faculty, School or Center.
- f) Process enrollment and file transfers.
- g) To direct the academic and administrative processing of the Faculty, School or Center.
- h) Any other authority delegated to him/her by the Dean or the Director, or by the Secretary General.

Article 48

The Department Director

The Department Director represents the Department and exercises its ordinary management and direction functions, 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

Functions of the Department Directors

The competencies of the Department Directors are as follows:

- a) To direct or coordinate, as the case may be, the teaching and research functions of its members.
- b) Stimulate the research of the faculty of the Department.
- c) Encourage and monitor the promotion of the members of his Department.
- d) To ensure compliance with the University's regulations and the obligations of its members.
- e) Effectively manage the resources allocated to the Department.
- f) Submit to the Governing Council, with the approval of the Dean, the proposed staff modification, so that the latter may proceed, if he/she deems it appropriate, to submit it to the Board of Trustees.
- g) Propose to the Rector, through the corresponding Dean or Director, the teaching plan of the Department for each academic year, which shall include the subjects to be taught, their programs and the professors assigned to them.
- h) To supervise the quality of teaching and to participate in the evaluation procedures of the personnel and services of the University that directly affect its activities.

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- i) Any other powers attributed to it by the legislation in force and these Rules of Organization and Operation, as well as by the Regulations of the University Departments.

Article 50

Department Secretary

In each Department there may be a Secretary of the Department who shall assist the Director in the functions of direction and ordinary management, taking minutes of its meetings. He/she shall be appointed by the Director from among the professors of the Department.

Article 51

Institute Directors

The Directors of the University Institutes of Research and Teaching will be PhD professors appointed by the Board of Trustees, at the proposal of the Rector. They will represent them and will exercise the functions of ordinary direction and management of the same, subject to the general regulations of the University and the particular regulations of their Institute.

Article 52

Termination of duties

All unipersonal bodies and positions of the University may be removed at their own request, notwithstanding the fact that, if necessary and in the judgment of the authority that appointed or confirmed them, they may not do so immediately, and must remain in office until the person who replaces them takes office. In any case, they may be removed at any time by the person who appointed them.

TITLE IV

Advisory bodies and the University Ombudsman

Chapter I

From the Advisory Board

Article 53

The Advisory Council

1. The Advisory Council is the University's connecting body with society. Through it, the University channels the aspirations and social needs that can be satisfied by it, while promoting the awareness of the various social sectors in order to provide the University with the means to better fulfill its purposes.

2. The Advisory Council is made up of a minimum of 11 members and a maximum of 30. The appointment and revocation of these members is the responsibility of the University's Board of Trustees. The Advisory Council shall be made up of relevant personalities from economic, professional, scientific and cultural life.

3. The members of the Advisory Council shall be appointed for a term of two years and may be re-elected. The office of member of the Advisory Council shall be free of charge.

4. The Advisory Council shall elect, from among its members, a Chairman and a Vice-Chairman, 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 Council, with the right to speak but not to vote.

6. The Advisory Council shall appoint a Secretary, who shall draw up the minutes of its meetings and shall attest to the resolutions adopted by the Council. 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.

7. The Advisory Council shall meet at least once in each academic year, convened by its Chairman. The Chancellor of the University shall preside at the meetings when in attendance.

The Advisory Council has the following competencies:

- a) To know the annual budgets of the University.
- b) To prepare studies or reports, on its own initiative or at the request of the University's Board of Trustees.
- c) Promote study aids at the University.
- d) Promote financial aid to promote lines of research requested by institutions in the social environment.
- e) To transmit to the University the needs expressed in society in order to create new degrees or special orientation of the teachings.
- f) Promote agreements with companies and institutions to improve the training of students and to open the job market to graduates.
- g) To take such actions as he/she may deem pertinent for the better fulfillment of the purposes of the Council.
- h) Receive information about the University and its general lines of research.

Chapter II

Academic Council

Article 54

The Academic Council

1. An Academic Council may be established within the University as the main scientific advisory body of the University.

2. The Academic Council shall be composed of ex officio and elected members. Ex officio members are: Honorary Rectors and Honorary Doctors Honoris Causa of the Universidad San Pablo-CEU.

Elected members are those appointed by the Board of Trustees in a number of no less than 11 and no more than 30. They will be chosen among relevant personalities from the academic and scientific world.

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

4. The Board of Trustees of the University shall appoint a Chairman and a Vice-Chairman for a term of two years, with the possibility of re-election. It shall also appoint a Secretary, who shall take 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. Its sessions shall be attended by the Rector.

6. The Academic Council shall meet at least once each academic year and shall be convened by its President, without prejudice to the powers corresponding to the Chancellor of the University, who shall chair the Council when he/she attends its meetings.

Article 55

Functions of the Academic Council

The competencies of the Academic Council are:

- a) To prepare studies or reports, on its own initiative or at the request of the University's Board of Trustees.
 - b) To transmit to the University the needs that society demands in order to create new degrees or special orientation of the teachings.
 - c) Gather information about the University and its general lines of research.
 - d) To take such actions as he/she may deem pertinent for the better fulfillment of the purposes of the Council.
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Chapter III

Advisory Committees

Article 56

The Advisory Committee

For each official degree or degree of the Universidad San Pablo-CEU, an advisory committee may be set up, which shall be made up of prominent 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 Faculties, Schools, Centers and University Research and Teaching Institutes on those matters deemed appropriate, and may issue reports and recommendations on study plans, professional opportunities, new degrees and other similar matters.

They shall be presided over by the corresponding Dean or Director, without prejudice to the right of the Grand Chancellor and the Rector, if present.

Chapter IV

University Ombudsman

Article 57

The University Ombudsman

1. The University Ombudsman shall ensure respect for the rights and freedoms of professors, students and administrative and service personnel in the actions of the different university bodies and services.

2. Its actions will always be directed towards improving the quality and good coexistence among all members of the university community and will not be subject to the imperative mandate of any university body, and will 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, after consultation with the Governing Council.

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

5. It shall be incompatible with the holding of any other academic position.

Article 58

Procedure for action

It shall act at the request of a party, attending to the motivated complaints presented to it, promoting, where appropriate, the opportune summary and informal investigation, and informing the corresponding university body or bodies.

All academic authorities are obliged to provide the necessary collaboration for the performance of their duties.

In no case shall he/she intervene in matters that are pending resolution in the jurisdictional area or subject to disciplinary proceedings.

Article 59

Annual Report

It shall submit an annual report to the Rector, who shall submit it to the Board of Trustees.

Article 60

Development of competencies

A regulation will develop the competencies and areas of action of the University Ombudsman.

TITLE V

From the University Community

Chapter I

Teaching and research staff

SECTION ONE

Categories of professors and their dedication regime

Article 61

Teacher categories

1. The faculty of Universidad San Pablo-CEU is composed of the following categories of professors:

- a) Permanent teachers.
- b) Associate professors.
- c) Emeritus professors.
- d) Visiting professors.

2. Likewise, and in accordance with what is established in the present Organization and Operation Rules, there may be honorary collaborating professors.

Article 62

Permanent teachers

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

2. Permanent professors are entrusted with the teaching and research function, as well as other university tasks for which they may be required.

3. The regulations shall establish the regime applicable to the different categories of permanent teaching staff.

Article 63

Associate Professors

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

Article 64

Emeritus Professors

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

Article 65

Visiting professors

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

Article 66

Honorary collaborating professors

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

Article 67

Fellows

As a means of initiation in the teaching and research function, the Universidad San Pablo-CEU will have teaching and research scholarship holders, who, under the terms foreseen in these Rules of Organization and Operation, may perform auxiliary tasks, provided that they allow them to study and progressively train in their specialty.

SECOND SECTION

Access, promotion and dismissal of the teaching staff

Article 68

Teacher selection

1. The selection of the teaching staff will be carried out in accordance with the provisions of these Organization and Operation Regulations and other provisions that develop them, complying with the requirements of Article 72 of the Organic Law of Universities.

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

Article 69

Contractual obligations

Once the approval of the Board of Trustees has been obtained, the corresponding contract shall be signed with each professor, expressly stating his or her knowledge of and respect for these Norms and the Ideology of the University.

Article 70

Academic promotion system

The regulations shall establish the system for faculty promotion in accordance with the principles of merit and ability, and subject to the organizational needs and strategic policy of the University.

Article 71

Loss of teaching status

The status of professor at Universidad San Pablo-CEU will be lost:

- a) By voluntary resignation.
- b) Because the term for which he was hired has expired.
- c) Upon reaching the age established by regulation.

- d) For dismissal at the request of the University and substantiated in accordance with the legislation in force.
- e) For other causes contemplated in the legislation in force.

THIRD SECTION

Rights and duties of teaching and research personnel

Article 72

Rights

The rights of teaching and research personnel are as follows:

- a) To exercise the freedom of teaching and research, with due respect for the Constitution, the laws and the present norms, 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 set forth in the Organic Law of Universities, in the present Rules of Organization and Operation and its regulatory development.
- c) To have the necessary means for the fulfillment of its functions, according to the resources of the University.
- d) To be evaluated and to know the results of the evaluation of its activity, with the fundamental purpose of serving as an aid for the continuous improvement of its 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 go to the University authorities and to the University Ombudsman when they believe that their academic rights and interests have been violated.
- g) To be promoted, through an objective procedure, established by regulations.
- h) Propose measures to improve the results of teaching and research activities.

Article 73

Duties

The duties of the teaching and research staff are:

- a) 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 patrimony.
- b) Fulfill 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 seek the achievement of the purposes of the University, to promote the community life of the University and to attend its academic events.
- e) To know, comply with and enforce compliance with the regulations governing the operation of the University.
- f) To look after the interests of the University inside and outside the University.
- g) To assume the responsibility of the positions entrusted to him/her.
- h) All other duties that correspond to their work and professional status.

Chapter II

From the students

SECTION ONE

Student status

Article 74

The students

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

Article 75

Loss of student status

Student status will be lost:

- a) Voluntary resignation.
- b) For observing conduct that seriously damages the academic order, in application of the regulations governing university discipline, after the opening, investigation and resolution of the appropriate proceedings.
- c) For non-compliance with administrative and enrollment rules or for non-compliance with their financial obligations to the University.
- d) For other causes foreseen in the present Organization and Functioning Norms and other norms and agreements that regulate the permanence of the student body.

SECOND SECTION

Rights and duties of students

Article 76

Rights

They are rights of the students:

- a) Receive a qualified and updated education and an integral human formation in accordance with the Ideology of the University.
- b) Receive the teaching corresponding to the subjects in which they are enrolled.
- c) Equal opportunities and non-discrimination, due to personal and social circumstances, both in access to and permanence at the University, as well as in the exercise of their academic rights. The University will pay special attention to students who suffer from some type of disability, collaborating with specialized organizations, public or private, whose purpose is the better integration of these persons.
- d) To be assisted and guided in their academic studies by teachers and, especially, by tutors.
- e) To participate in the governing and representative bodies of the University in the manner determined by regulations.
- f) Enjoy the scholarships and study aids granted by the University itself, by any Public Administration or by private companies and institutions.
- g) To be evaluated in their academic performance, according to objective criteria and procedures that will be previously known. In any case, the continuous evaluation of the student will be an inspiring criterion.
- h) Request and obtain from the professors justification of the grades received and, if applicable, request a review of the same under the terms established in the regulations.
- i) To go before the University Authorities and, where appropriate, before the University Ombudsman, when they understand that their rights have been violated.
- j) Participate in complementary activities organized by the University.

- k) To be informed of possible changes that may substantially affect the courses they are taking.
- l) Promote and participate in student and alumni associations under the terms established in the Alumni Regulations.
- m) To have access to academic, psycho-pedagogical, attention, orientation and information services promoted by the University in order to achieve an integral formation that will allow them to become scientifically, technically and ethically prepared professionals, and to develop as persons, in a way that will facilitate their access to the labor market.
- n) The other rights recognized by the Organic Law of Universities and other regulatory provisions that develop these Rules of Organization and Operation.

Article 77

Duties

These are duties of the students:

- a) To develop the academic work proper to their university status with sufficient advantage.
- b) Respect the Ideology of the University, its facilities and patrimony, as well as make appropriate use of its goods and resources.
- c) Exercise responsibly the offices to which they have been elected or appointed.
- d) Cooperate with the rest of the university community in the proper functioning of the University and in the improvement of its services.
- e) Considerate and respectful treatment of all University personnel, colleagues and visitors.
- f) Maintain proper order and discipline in the university premises and promote normal coexistence among all members of the university community.
- g) Comply with the Rules of Organization and Operation and other regulatory provisions that develop them.
- h) Participate in the evaluation of faculty and university services, by means of surveys and opinion polls applied by Universidad San Pablo- CEU, for the continuous improvement of the quality of all its services to students.

Chapter III

Administrative and service personnel

Article 78

Administrative and service personnel

The administration and services personnel of the University, under the direction of the Manager, are 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 objectives.

Article 79

Rights

The rights of administrative and service personnel are as follows:

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

Article 80

Duties

The duties of the administration and services personnel are as follows:

- a) To perform the tasks entrusted with professionalism, competence and efficiency, contributing to the proper functioning and improvement of the University.
- b) To know, comply with and enforce compliance with the regulations governing the operation of the University.
- c) Respect the Ideology of the University.

- d) To treat with consideration and respect University personnel, teaching and non-teaching staff, students and visitors.
- e) Respect the University's assets and facilities.
- f) All those that correspond to their work and professional status.

TITLE VI

Teaching, Study and Research

Chapter I

Teaching and study

Article 81

The study

Teaching at the Universidad San Pablo-CEU aims at the integral formation of its students and the adequate preparation for professional practice. It will 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 will be imparted with respect for its Ideology, the democratic principles of conformity, the dignity of the person, the full development of the student's personality and the responsible exercise of his or her freedom, and will tend to make university classrooms a school of citizenship.

Article 82

Development and transmission of knowledge

It is also the mission of the Universidad San Pablo-CEU to contribute, together with other institutions of higher education, 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 Programs

The Governing Council, at the proposal of the Doctoral Commission, shall approve the doctoral programs.

Article 84

Quality of education

The University shall ensure the quality of the teaching provided and shall ensure the monitoring and evaluation of the teaching and research staff and students with appropriate criteria.

Article 85

Access and permanence

The University shall regulate the regime of access and permanence of students in its centers, respecting the legislation in force in this respect. In any case, the student admission procedure will be governed by the principles of publicity, equality, merit and ability.

Article 86

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

The Board of Trustees of the University, in application of the basic conditions established by the Government for such cases, may regulate the conditions and criteria for accreditation in the following cases

The applicants who are not in possession of a baccalaureate degree or equivalent, those who possess a certain higher degree or those who can prove that they have reached a certain age, may apply for admission to the University.

Article 87

Scholarships and grants

The University will promote collaboration with society and the Public Administrations to establish a system of scholarships and study aids aimed at students who require such support based on their personal, economic and family circumstances, and who are deserving of aid by virtue of their academic performance. Likewise, special attention will be paid to the situation of disability.

Article 88

Titles

The teachings of the University will be aimed at obtaining official degrees or its own degrees. The former will be regulated and will be taught in accordance with a curriculum known and approved by the State, while the latter will be approved by the Board of Trustees, at the proposal of the Governing Council, in accordance with the provisions of the Organic Law of Universities and other precepts that develop it.

Article 89

Joint teaching

The University may establish agreements for the development of joint teaching with other Universities and Research Centers, national or foreign, with special preference for Universities and Centers that share the same Ideology. Likewise, it may recognize the teachings given in other institutions in the terms and with the effects established by law.

Article 90

Non-face-to-face teaching

The Universidad San Pablo-CEU may offer distance learning courses leading to official degrees valid throughout the national territory, as well as its own degrees, through the new information and communication technologies. Such teachings shall be governed by the legal rules provided for this purpose.

Article 91

Continuous training

The San Pablo-CEU University will establish a continuing education system that will meet the cultural, scientific and professional needs of the individual throughout his or her life.

Article 92

Mobility

The Universidad San Pablo-CEU will promote the mobility of its professors and students within the framework of the national or international programs 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 of students in order for them to have access to the knowledge verification tests, as well as the criteria applicable to the continuous evaluation system.

Article 94

Progress and permanence

The Board of Trustees, at the proposal of the Governing Council, shall approve the rules that regulate the progress and permanence of students at the University, as well as the requirement of co-determination.

instrumental knowledge or the performance of certain cultural, sporting or welfare activities.

Article 95

Protection of personal data

The Universidad San Pablo-CEU will promote compliance with Organic Law 15/1999, of December 13, 1999, on the Protection of Personal Data, and the adoption of the necessary technical and organizational measures to guarantee the security of the personal data of the members of the university community, avoiding its alteration, unauthorized processing or unauthorized access.

Chapter II

Research

Article 96

Research

1. The San Pablo-CEU University establishes as one of its essential objectives the development of quality scientific, technical and artistic research and the training of researchers. It will also promote the social transfer of knowledge and technology, and will attend to both basic and applied research.

2. The Universidad San Pablo-CEU will promote cooperation with the productive sector, promoting the joint development of research programs and projects that enable the transfer of knowledge and the mobility of teaching and research staff.

Article 97

Right and duty to investigate

1. Research is a right and a duty of the teaching and research staff of the Universidad San Pablo-CEU, in accordance with its general aims and the efficient use of its resources.

2. The teaching and research staff will state their status as members of the Universidad San Pablo-CEU in their publications and in the dissemination of the results of their research.

Article 98

Research permits

The professors of the Universidad San Pablo-CEU may obtain, by virtue of their academic merits and services to the university community, special research leaves for a period not exceeding one year. The regime for the granting of these sabbatical periods will be determined by regulations.

Article 99

Research programs

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

- a) The promotion of the quality of the research developed within it.
- b) The development of inter- and multidisciplinary research.
- c) The incorporation of scientists and groups of scientists of special relevance in their research initiatives.
- d) Mobility of researchers and research groups for the formation of teams and centers of excellence.
- e) The incorporation into the University of technical personnel to support research, according to the characteristics of the different scientific fields.
- f) Coordination of research with other universities and research centers, as well as the creation of centers or mixed structures between the University and other public and private research organizations and, where appropriate, companies.
- g) The link between university research and the socioeconomic reality, as a way to articulate the transfer of the knowledge generated and the pre- and postgraduate studies.

sence of the University in the innovation process of the productive system and of the companies.

Article 100

Boosting research

The San Pablo-CEU University will especially promote research projects and activities aimed at studying and deepening the University's identity.

Article 101

Research fellows

In order to promote the training of young researchers, Universidad San Pablo-CEU will have research and teaching fellows.

TITLE VII

University services

Article 102

University Services

The University, by agreement of the Board of Trustees, at the proposal of the Governing Council, may create and suppress as many University Services as it deems 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 will have their own regulatory development.

Article 104

Service Director

Each University Service may have a Director responsible for its management and operation, who may assume the direction of more than one Service. He/she shall be appointed and appointed by the Rector, after hearing the Governing Council and with the approval of the Board of Trustees, and shall meet the due conditions of professionalism and competence.

Article 105

Senior Colleges and Residences

The Universidad San Pablo-CEU may create Halls of Residence and Centers 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 with the aim of providing accommodation for members of the university community.

Article 106

Campus Ministry

The University, in conformity with its inspiration and ideology, will offer pastoral action in accordance with the Magisterium of the Catholic Church. To this end, it will 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 who will direct the Pastoral Ministry of the University, with the collaboration of the persons (priests, religious or lay) that he deems appropriate.

Article 107

Volunteering

The University seeks to contribute to the construction of a more just and fraternal society, offering an adequate social formation. To this end, in collaboration with the Pastoral Department, it promotes the Volunteer Classroom, whose purpose is to promote, channel and coordinate social volunteer work, solidarity action and development cooperation, to help people in need or in situations of marginalization.

Article 108

University Sports

The San Pablo-CEU University will promote the practice of sports in the university environment, providing the necessary instruments and resources for its effective compatibility with the academic training of students.

TITLE VIII

Honors and distinctions

Article 109

Honors and distinctions

1. The honors and distinctions that can be conferred by the Universidad San Pablo-CEU to reward special scientific, artistic, academic and cultural merits, as well as relevant services rendered to society in general and to the Universidad San Pablo-CEU in particular, are the following: Doctorate Honoris Causa, San Pablo-CEU University Medal of Honor and San Pablo-CEU University Medal of Merit.

2. Its concession will be regulated by the Honors and Distinctions Regulations of the Universidad San Pablo-CEU.

TRANSITIONAL PROVISIONS

First

All the regulations in force at the time of approval of these Rules of Organization and Operation at the Universidad San Pablo-CEU will continue to be applicable as long as they do not oppose them, and as long as they are not updated, and as long as they are not contrary to the Organic Law of Universities. Once these Rules of Organization and Operation come into force, they may be developed through regulations that optimize their application or that regulate matters that are not necessarily regulated by these rules.

Second

The term of office of any of the offices contained in these Organization and Functioning Rules shall commence on the effective date of appointment, regardless of the effective date of the same.

SINGLE FINAL PROVISION

These Rules of Organization and Operation may be amended, after hearing 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, which shall be amended by a unanimous vote of the members of the Board of Trustees.

(03/20.838/11)