



CEU

*Universidad
San Pablo*

**REGULATION 2/2016, OF
DIRECTORS OF OFFICIAL AND
EXCLUSIVE MASTER'S DEGREES
OF UNIVERSIDAD SAN PABLO-CEU**

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(Approved by the Governing Council of Universidad San Pablo-CEU
on 17 February 2016)

STATEMENT OF PURPOSES

Following Royal Decree 1393/2007, of 29 October, which establishes the organisation of university official studies, the implementation of official Master's degrees at Universidad San Pablo-CEU began in the 2009-2010 academic year.

These degrees belong to the second cycle of university studies. Among them, two modalities can be found, official or exclusive degrees. Those of an official nature, called University Master's Degrees, require obtaining an accreditation of some of the Official Agencies with competences in the field of these studies and the authorisation of the Ministry of Education, as well as the corresponding implementation of the Autonomous Community.

The degrees obtained by students in these University Master's Degrees are valid all throughout the national territory and the recognition in the European Higher Education Area. At the same time, those master's degrees that are not official, but have a structure and a number of ECTS equal or above 60, are called Exclusive Master's Degrees and the validity of such degrees is accredited by the entity that issues them. Both Official and Exclusive Master's Degrees provide advanced training for the students who undertake them, although it is the former, due to their official nature, which are specifically regulated by our public authorities referred to above.

This way, according to Royal Decree 1393/2007, the aim of Official Master's Degrees is to provide students an advanced, specialised and multi-disciplinary education; which focuses on the academic and professional specialisation, or to promote the initiation of research activities. This purpose must be taken into account when elaborating the Verification Memoires of each of them.

Regarding our University, the culture of a continuous improvement, as well as experience make it necessary to adopt certain criteria on the Direction of Official and Exclusive Master's degrees of the University. This Regulation aims to establish the legal regime of the Director of Official and Exclusive Master's degrees and to define the rights and duties of these figures, who are of great relevance both internally and externally.

TITLE I. MASTER'S DIRECTORS AND COORDINATORS ROLES

Article 1.- Appointment of the Official or Exclusive Master's Degree Director of Universidad San Pablo-CEU

1. Every academic year, together with the Graduate degrees offer for the following year, the Vice-Rector for Teaching shall appoint, renew or remove the Master's Directors, heard the Standing Committee of the Governing Council, at the proposal of the Deans or Directors of the Schools, who shall submit a brief report on the candidates. In the event that no decision is taken, the Director of the Master's Degree who played this role in the previous academic year shall be deemed to have been renewed.
2. A full-time USP-CEU Professor who teaches the said master's degree shall be preferably appointed. Any change of circumstances regarding their dedication during the course must be communicated by Deans or Directors of the Schools to the Vice-rectorate for Teaching, and once it has been informed by the Vice-Rector, their continuation or termination shall be submitted to the Standing Committee of the Governing Council for approval.
3. In case of new Master's degrees, the Professor that has promoted the Degree's approval shall preferably be appointed, unless otherwise decided by the Dean or Director of the Centre to which the degree programme is attached, following the process described in 1.1 above.

Article 2.- Appointment of the Master's Coordinators

In order to fulfil the obligations established in this Regulation, the Director may propose the appointment of Master's Coordinators. The appointment of these Coordinators shall be done by the Director of the Master's degree, heard the Dean or Director of the Centre to which the Degree programme is attached.

TITLE II. FUNCTIONS AND COMPETENCES

Article 3.^o- General Functions and Competences

In general terms, the Director of the Official Master's and Exclusive Master's Degree will be in charge of the management of the degree, executing the Schools' Governing Board guidelines.

Particularly, his/her functions in relation to the degree for which he/she is responsible are as follows: academic, administrative and economic management.

Article 4.- Functions in relation to the academic management of degrees

1. In official Master's Degrees, to ensure the compliance with admission criteria and to guarantee the custody of evidence as described in the degree's verification report.
2. To collaborate in the student recruitment policy, together with the Admissions Service, Marketing and the Vice-Rectorate for Students and Services of the University Community, aiming to achieve the maximum external projection, in particular, to deal promptly with requests for information received through Promotion and Marketing.
3. To decide students admissions, communicating the admission or refusal of admission as soon as possible to the University's Admissions Service.
4. To review and, where appropriate, to communicate to the person in charge of the USP-CEU webpage, the published information updates in relation to the degree, as well as the leaflets produced by the Marketing and Promotion Department.
5. In official Master's degrees, to draw up credit recognition reports, after hearing, where appropriate, the areas of knowledge involved, according to what's been verified in the Degree's Memoire. For this purpose, the recognition according to the procedure established by the University, following the documentation of academic merits previously accredited by the applicants shall be ensured.
6. To ensure that students are well looked after, directly or through the coordinators, if any. Particularly, paying attention to complaints, suggestions and requests received by the Student Support Office, in the mailbox provided for this purpose or through any other channel, and to promote the necessary measures for improvement in relation to these and to the Student Satisfaction Surveys, incorporating them, where appropriate, into the actions for improvement of the degree.

7. To guarantee, together with the COIE, the search of internships adapted to the skills and competences required in the Degree's Memoire and to favour the possible employability of graduates.
8. Where appropriate, The Director shall be, in coordination with the Vice-Rector for International Relations, to promote students' mobility.
9. To propose to the Dean or Director the teaching staff that will participate in the Degree Programme. The approval of the teaching staff, whether internal or external, shall be the responsibility of the Dean or Director of the Centre responsible for the Degree, who may request the collaboration of the corresponding Department Directors in the selection, in the supervision of teaching quality and in the staff assessment processes.
10. To provide, in case of External Professors, information on the curriculum vitae and the professional trajectory of the candidates to the Dean or Director, well in advance, to let them assess their suitability and, if necessary, to request alternative proposals.
11. To gather from Professors, once they have been approved by the Dean or Director, the documentation accrediting their academic qualifications and any information required for the preparation of evidence about the degree's school or its academic management.
12. To coordinate the Degree's subjects or modules, being able to get support from the Coordinators of the modules or subjects designated for this purpose. The Master's Director is also in charge of organising the distribution of Master's Degree Final Projects among Professors and of setting the academic quality criteria for the management of these courses and for the panels that there are to judge them.
13. To elaborate, gather, and review the Teaching Guides of the different modules or subjects and to ensure their compliance and adequacy with the verified memoire of the study plan or with the changes suggested in the monitoring processes.
14. The Director of the Master's degrees shall receive the results of the surveys carried out among all the groups involved in the delivery of the degree. Once they are received, they must be analysed, together with the Degree's Coordinator or Coordinators of the modules or subjects if any. Consequently, this analysis shall be submitted to the Dean and the

Vice-Rector for Teaching, together with a report and the proposals made for the improvement of the degree.

15. To carry out the academic coordination, in collaboration with the Quality Unit and the Vice-Rectorate for Teaching, to draw up the internal and external monitoring reports and those for the renewal of accreditation of the degree and to participate in the meetings of the Internal Quality Commission of the degree.
16. To elaborate improvement plans, and give them continuity, as well as the necessary documentation for the monitoring and renewal of the accreditation of degree programmes, in collaboration with the Quality Unit.
17. To design, propose and boost the relevant improvement measures derived from the information provided by the Internal Quality Assurance System (IQAS) of the Degree, with special attention to the Group Satisfaction block or equivalent, in collaboration with the Degree coordinators, the Module or subject coordinators and the teaching personnel of the Degree.

Article 5.- Functions in relation to the Economic Management of the Degree

1. To design and to submit the budget of income and expenditure of the Degree Programme to the University Management for approval within the established deadline.
2. To collaborate with the Postgraduate Economic Management Unit and Management in the budgetary control of the Degree.
3. To process Professors' payments, in accordance with the teaching actually given, as well as the expenses derived from the development of the Degree previously budgeted, in coordination with the Management.
4. In the case of degrees taught in collaboration with an external entity, to watch over the economic and academic interests of the University at all times, following the directives indicated by the Management, the Vice-Rectorate for Teaching and the Dean or Director of the Centre responsible for the Degree.

Article 6.- Functions in Relation to the Degree's Administrative Management

1. To guarantee the compliance with legislation on personal data protection in the administrative processing of the Degree, and to save with due confidentiality with respect to the information available to it by the functions

performed, avoiding compromising the integrity of the information and the transfer of this information to third parties, except in the legally established cases.

2. Comply with the security procedures of the Information Systems, with the provisions of the San Pablo-CEU University Foundation regarding the use and disclosure of information, which require prior authorisation from the University for its transmission to third parties, and take custody of the documentation related to the Degree, since the documentation generated, received or shared for these purposes belongs exclusively to the University. Finally, to be responsible for providing all the means at their disposal to guarantee the correct professional performance of the teaching staff of the Degree in this area.
3. To report promptly and accurately to the Dean or Director, as soon as they are aware of any incidents that may occur during the academic year in relation to the academic, financial or administrative management of the Degree.

TITLE III. DIRECTORS' REMUNERATION AND, WHERE APPROPRIATE, MASTER'S COORDINATORS'

Article 7.- Remuneration

The Director of a Master's Degree and the Coordinator/s of the Degree shall be remunerated in accordance with the content of the budget approved annually by the University Management.

Final Provision

- 1.- The obligations contained in this Regulation must be observed throughout the duration of the professional, employment or service relationship with the San Pablo-CEU University Foundation. All these functions and any others indicated by the Dean or Director must be carried out with due diligence and in the interests of the University.
- 2.- This Regulation shall apply during the academic year 2015-2016, since the day after its approval by the Governing Council of the University, and it is up to it to interpret it.

In Madrid, on 17 February 2016