

**REGULATION 1/2019 OF THE ADVISORY BODIES OF**  
**UNIVERSIDAD SAN PABLO-CEU**

Approved by the Governing Council at its meeting on 21 November 2018, and by  
the University's Board of Trustees at its meeting on 9 February 2019

## **PREAMBLE**

The Organisation and Functioning Rules of Universidad San Pablo-CEU, approved by Royal Decree 31/2011, of 2 June, issued by the Regional Governing Council of Madrid, sets out in Title IV, articles 53 to 56, the basic regulation in relation to the 'advisory bodies and the University Ombudsman', and devoting a separate chapter to each of them.

Having approved on 20 December 2004, the University Ombudsman's Regulation, it is necessary to establish the implementing regulations to enable the Advisory Council, the Academic Council, and the Advisory Committees to become operational within the University.

## **II**

The regulation of the Advisory bodies included in the Organisation and Functioning Rules means a starting point and, at the same time, a limit to the free organisation of these bodies from the point of view of this Regulation. Thus, it must be taken into account that the Academic Council and the Advisory Committees are optional, which is not the case for the Advisory Council.

Furthermore, these bodies differ in terms of organisation. In the case of the Advisory Council, even if its President and Vice-President are elected 'among its members', according to the Organisation and Functioning Rules, it is totally logical that, by means of this Regulation a procedure for the ratification of this election by the Board of Trustees, as the highest collegiate governing body of the University, is introduced.

By virtue thereof, the Board of Trustees of Universidad San Pablo-CEU, at its meeting on 9 February 2019, on the proposal by the Governing Council and in conformity with articles 15 a) and 29 c) of its Organisation and Functioning Rules, approves the following Regulation of the Advisory Bodies of Universidad San Pablo-CEU.

### **Article 1.** Purpose.

- 1.** This Regulation aims to develop the necessary regulations for the effective implementation of the advisory bodies of Universidad San Pablo-CEU, according to its Organisation and Functioning Rules.
- 2.** The Advisory Bodies of Universidad San Pablo-CEU are the Advisory Council, the Academic Council and the Advisory Committees that may be established.
- 3.** The advisory bodies, due to their merely advisory nature, shall not sign agreements that imply the assumption of obligations on behalf of third parties by the University.

## **CHAPTER I**

### **The Advisory Council of Universidad San Pablo-CEU**

#### **Article 2.** The Advisory Council of Universidad San Pablo-CEU

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

#### **Article 3.** Composition of the Advisory Council

**1.** The Advisory Council shall consist of a minimum of eleven and a maximum of thirty members, including its President and Vice-President.

**2.** The appointment of the members of the Advisory Council shall be the responsibility of the University's Board of Trustees, on the proposal by the Governing Council, through the Rector. This is without prejudice to the power of the Board of Trustees to freely agree on their removal at any time.

**3.** The members of the Advisory Council shall be appointed for a period of two years. Upon expiry of their term of office, they shall be eligible for re-election for successive terms of the same duration. In the event of resignation, the vacancy may not be filled until the end of the two-year term.

**4.** The Advisory Council shall consist of personalities from the economic, professional, scientific, cultural, social, and religious field; both in the national as well as the European and International field.

**5.** The position of member of the Advisory Council shall be free of charge, without receiving any remuneration for the exercise of their functions, without prejudice to the provisions of Article 20.1. d) of these Rules of Procedure.

#### **Article 4.** President and Vice-President of the Advisory Council

**1.** The Advisory Council, having heard the Rector shall choose, among its members, a President and a Vice-President, whose mandate shall last two years, although they may be re-elected for successive terms of office.

**2.** The appointment of the President and the Vice-President of the Advisory Council, elected according to the previous paragraph, shall require the ratification of the Board of Trustees, on the proposal by the Rector. The Board of Trustees, in any case and exceptionally, may request that a new proposal be submitted to it, for which a new choice of candidates will be made by the Advisory Council.

**Article 5.** Secretary of the Advisory Council

1. The Board of Trustees, on a proposal by the Rector, shall appoint a Secretary that will take minutes of its meetings and who shall attest to the resolutions adopted by the Advisory Council. In the event that the appointment is made to a person who is not a member of the Advisory Council, he/she shall have the right to speak but not to vote.

**Article 6.** Other attendees at the Advisory Council

1. At the meetings of the Advisory Council, both the Rector and the Manager will attend, in an advisory capacity.
2. The Great Chancellor, in conformity with article 16 of the Organisation and Functioning Rules, may attend the Advisory Council meetings, in an advisory capacity.

**Article 7.** Meetings of the Advisory Council

1. The Advisory Council will meet, at least, once every academic year, and it shall be convened by its President, in conformity with the Rector.
2. For the meeting of the Advisory Board to be considered validly constituted, the attendance of at least half plus one of its members appointed on that date shall be required. For the aforementioned purposes, participation by means of videoconferencing systems shall be allowed to those members who so request, through the Secretary, at least forty-eight hours before the start of the meeting.
3. The agreements signed by the Advisory Council will be passed by the majority of the members that participate in the deliberation. In case of an even result, the President's vote will be conclusive.

**Article 8.** Functions of the Advisory Council

The University's Advisory Council has the following functions:

- a) To advise on potential ways of external financing for certain teaching and research activities. For this purpose, the Council shall be familiar with the fundamental aspects of the University's annual budgets.
- b) To prepare studies and reports on relevant or strategic issues for the University's future, on its own initiative or at the request of the Board of Trustees or the Rector.
- c) To suggest or advice on potential grants to study that, in any case, shall be subject to the approval by the Board of Trustees of the University at its own discretion.
- d) To suggest or advice on potential, internal or external economic aid, to promote lines of research requested by institutions of social nature.



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- e) To transmit recommendations to the University in relation to the needs manifested by society, for the creation of new degrees or special guidance of the teachings offered.
- f) To suggest to the University, through the Rector, agreements with companies and institutions to improve students' training and to open the labour market for graduates.
- g) To receive information about the University and its general lines of research.
- h) To analyse the University's functioning in the various areas that have an impact on its substantive activities, making recommendations for their improvement and the achievement of its aims.
- i) To carry out as many contributions as it deems appropriate for the better fulfilment of its aims.

## **CHAPTER II**

### **The Academic Council of Universidad San Pablo-CEU**

#### **Article 9.** The Academic Council of Universidad San Pablo-CEU

An Academic Council may be set up as the main scientific advisory body of Universidad San Pablo-CEU.

#### **Article 10.** Composition of the Academic Council

1. The Academic Council, which may be constituted, shall be composed of ex officio and elected members.
2. Honorary Rectors and Honorary Doctors of the Universidad San Pablo-CEU are ex officio members of the Academic Council.
3. The elected members of the Academic Council shall be a minimum of eleven and a maximum of thirty, appointed by the University's Board of Trustees from among relevant personalities from the academic and scientific world.
4. The appointment of the members of the Academic Council shall be the responsibility of the University's Board of Trustees, at the proposal of the Governing Council, through the Rector. This is without prejudice to the power of the Board of Trustees to freely agree on their removal at any time.
5. The members of the Academic Council shall be appointed for a period of two years. Upon expiry of their term of office, they may be re-elected for successive terms of the same duration. In the event of resignation, the vacancy may not be filled until the end of the two-year term.

**6.** The position of member of the Academic Council shall not imply any financial compensation, shall be free of charge, and no remuneration shall be received for the exercise of its functions, without prejudice to the provisions of Article 20.1. d) of this Regulation.

**Article 11.** President and Vice-President of the Academic Council

The University's Board of Trustees shall appoint, at the Rector's proposal, one of the members of the Academic Council, a President and a Vice-President, whose term of office shall be two years and who may be re-elected for successive terms.

**Article 12.** Secretary of the Academic Council

The University Board of Trustees shall appoint, at the proposal of the Rector, a Secretary who shall take the minutes of its meetings and shall attest to the resolutions it adopts. In the event that the appointment is made to a person who is not a member of the Academic Council, he/she shall have the right to speak but not to vote.

**Article 13.** Other attendees to the Academic Council

1. The Rector may attend the meetings of the Academic Council in an advisory capacity.
2. The Great Chancellor of the University, in accordance with article 16 of the Organisation and Functioning Rules, may attend the meetings of the Academic Council in an advisory capacity.
3. The meetings of the Academic Council may be attended by those Vice-Rectors, Deans or Directors of Centres whose presence is deemed appropriate by the Rector, in an advisory capacity.

**Article 14.** Meetings of the Academic Council

1. The Academic Council shall meet, at least, once per academic year, and shall be convened by its President, in conformity with the Rector.
2. In order for the meeting of the Academic Council to be considered validly constituted, the attendance of at least half plus one of its members appointed on that date shall be required. For the aforementioned purposes, participation by means of videoconferencing systems shall be permitted to those members who so request, through the Secretary, at least forty-eight hours prior to the start of the meeting.
3. Resolutions of the Academic Council shall be adopted by a majority of the members participating in the deliberation. In the event of a tie, the President shall have the casting vote.

**Article 15.** Functions of the Academic Council

The University's Academic Council has the following functions:

- a) To prepare studies and reports on its own initiative or at the request of the University's Board of Trustees or the Rector.



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- b)** To give opinions, make diagnoses and formulate recommendations on the conditions of the University's academic work.
- c)** To transmit to the University the needs expressed in society, with regard to the creation of new degrees or special orientation of teaching.
- d)** To gather information and give opinions on the University and its general lines of research.
- e)** To propose and give opinions on the design and implementation of academic and cultural policies, programmes, and activities inherent to the University.
- f)** To make as many contributions as it deems appropriate for the better fulfilment of the purposes of the Academic Council.

### **CHAPTER III**

#### **The Advisory Committees of Universidad San Pablo-CEU Article**

##### **16. The Advisory Committees of Universidad San Pablo-CEU**

- 1.** For each official or own degree or, where appropriate, double degrees of Universidad San Pablo-CEU, a consultative committee may be set up, where appropriate, which shall be made up of leading specialists and professionals related to the same.
- 2.** Without prejudice to the provisions of the previous paragraph, in the case of official or own degrees with significant synergies, a single Advisory Committee could be set up for this purpose.

##### **Article 17. Composition of the Advisory Committees**

- 1.** The Advisory Committees that may be constituted shall be composed of the number of members deemed appropriate and shall be appointed by the University's Board of Trustees, at the proposal of the Rector or on the initiative of the Board of Trustees itself, for a period of two years. In the event of resignation, the vacancy may not be filled until the end of the corresponding two-year period.
- 2.** The Advisory Committees will be presided by the corresponding Dean or Director of the Centre, according to the official degree or the university's own degree in question. In the case of double degrees, the presidency of the corresponding advisory committee will be shared by the deans and directors of the faculties and schools involved.
- 3.** Without prejudice to the provisions of the previous paragraph, the Rector may attend the sessions held by the Advisory Committees, and as the highest academic authority of the University and in accordance with Article 35.1 of the Organisation and Functioning Rules, chairing the sessions held by the Advisory Committees. In this case, he/she may delegate his/her attendance to the Vice-Rector responsible for the corresponding courses.

4. The Great Chancellor of the University, in conformity with article 16 of the University's Organisation and Functioning Rules, may attend the Advisory Committees meetings, in that case chairing its meetings in his/her capacity as President of the Board of Trustees of the University.

5. The Board of Trustees of the University shall appoint, at the proposal of the Rector, a Secretary for each Advisory Commission that, the Academic Secretary of the Faculty or School of the corresponding qualification shall be the Secretary of the Faculty or School of the corresponding qualification. The Secretary, who shall be an ex officio member of the Advisory Committee, shall draw up the minutes of its meetings and shall attest to the resolutions adopted by it.

6. The position of member of the Advisory Committee will not entail any economic compensation, it shall be free of charge, without receiving any remuneration for the exercise of their functions, without prejudice to the provisions of Article 20.1. d) of these Rules of Procedure.

7. Once the purposes for which they were set up or for any other reasons of expediency, the Board of Trustees may freely abolish those Advisory Committees it deems appropriate.

#### **Article 18.** Meetings of the Advisory Committees

1. The Advisory Committees will meet, at least, twice every academic year, and they will be convened by the corresponding Dean or Director of the Centre, in conformity with the Rector.

2. In order for the meeting of the Advisory Committee in question to be considered validly constituted, the attendance of at least half plus one of its members appointed on that date shall be required. For the above purposes, participation by videoconference systems shall be allowed to those members who so request, through the Secretary, at least forty-eight hours before the beginning of the meeting.

3. The agreements of the Advisory Committees shall be adopted by a majority of the members participating in the deliberation. In the event of a tie, the President shall have the casting vote.

#### **Article 19.** Functions of the Advisory Committees

1. The Advisory Committees shall be responsible for advising the governing bodies of the University Schools, Centres and Research and Teaching Institutes on those matters that consider appropriate. The committees may issue reports and recommendations on curricula, professional opportunities, new qualifications, and other similar matters.

2. The resolution of the Board of Trustees establishing an Advisory Committee may include binding determinations on its mission and functioning.



## **CHAPTER IV**

### **Common provisions to the University's advisory bodies**

#### **Article 20.** Duties and rights of the members of the advisory bodies

**1.** The members of the advisory bodies are in their right to:

- a)** Attend the meetings of the advisory bodies they are part of, in an advisory capacity, as well as to contribute to its regular functioning.
- b)** Be part of the advisory bodies for which they have been appointed, participating in the debates of the sessions, as well as exercising their right to vote.
- c)** Gather all the information necessary for the exercise of their functions.
- d)** Receive reimbursement of proven expenses they may incur for travelling to attend the meeting of the bodies they are part of.

**2.** The members of the advisory organs will be obliged to observe and respect the University rules and, specially, those established by this Regulation. In any case, they won't use any information, documentation or known data in their condition as such for purposes other than those of the University, with a duty of secrecy and confidentiality, which shall remain in force indefinitely, even after they have ceased to hold office.

#### **Article 21.** Meetings and calls

**1.** The advisory bodies will hold a minimum number of meetings as set out in this Regulation, for each case.

**2.** The sessions will be convened by their President, in accordance with the Rector, notifying each of their members by e-mail at least thirty calendar days in advance. In each call, the agenda, place, date, and time designated for the holding of the meeting shall be stated. The documentation deemed necessary shall be attached to the call, by telematic means for it to be sent well in advance to the advisory bodies, regardless of the fact that the corresponding Secretary may have it all for its consultation by the members of the Council during the session.

#### **Article 22.** Economic regime

The activities and meeting of the advisory bodies shall be included, necessarily and in order to finance them, in the corresponding University's annual budget to be proposed for approval by the Board of Trustees of Fundación Universitaria San Pablo CEU.

**Article 23.** Administrative support

1. The administrative support functions for the Advisory Council and the Academic Council shall be carried out by the administrative services of the Rectorate of the University.
2. The administrative support functions of the Advisory Committees that may be established shall be carried out by the administrative services of the Dean's offices or Directorates of the corresponding Centres.

**Only derogatory provision.** Regulatory repeal

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed.

**First final provision.** Regulatory clearance

The University's Rectorate is empowered to dictate as many 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 the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.