

## REGULATIONS OF THE SCHOOL OF ENGINEERING OF THE UNIVERSITAT ROVIRA I VIRGILI

*Approved by the School Board on 5 November 2003 and by the Governing Council on 19 December 2003.*

*Modified by the School Board on 3 December 2012 and by the Governing Council on 20 December 2012*

### FIRST TITLE

#### *Nature and functions*

#### **Article 1**

1. The School of Engineering is part of the Universitat Rovira i Virgili by virtue of Law 36/1991, of 30 December, which created the University and the regulations that govern it.

2. The School of Engineering is responsible for organizing the programmes of study and the academic, administrative and management processes that lead to official academic qualifications in the field of the information and communication technologies that are valid throughout the national territory. These programmes can be either face-to-face, blended or distance.

#### **Article 2**

The School of Engineering is responsible for:

- a) Organising and coordinating, both academically and administratively, its courses of study and ensuring that they are publicized.
- b) Drawing up the curricula and proposing modifications.
- c) Drawing up its strategic plans in accordance with those of the University and using the programme contracts that are established.
- d) Guaranteeing students' academic progress and learning so that they can achieve the learning objectives defined in the relevant curriculum.
- e) Ensuring the quality of the teaching, the services and the information provided to students.
- f) Assigning material resources to the departments in accordance with the teaching programme.
- g) Being aware of the departmental reports on the economic resources assigned to the teaching activity of the study programmes.
- h) Proposing lifelong-learning activities and taking part in them.
- i) Proposing or organizing extra-mural activities and taking part in them.
- j) Promoting the alumni associations if its study programmes.
- k) Managing the human, material and economic resources assigned by the University.
- l) Coordinating the teaching activity of the teaching staff responsible for subjects on the programmes of study.

- m) Carrying out any other activities that may be required in order to comply with the current legislation, the Statutes of the Universitat Rovira i Virgili and the regulations contained herein.

## **SECOND TITLE**

### ***Governing bodies***

#### *CHAPTER 1*

##### *General regulations*

#### **Article 3**

The School of Engineering is governed by the School Board, the director, the deputy director, the secretary and the heads of the study programmes.

#### *CHAPTER 2*

##### *School Board*

#### **Article 4**

The School of Engineering is governed by its representative assembly, the School Board.

#### **Article 5**

1. The School Board consists of a maximum of 50 members.
2. The School Board consists of:
  - a) The director of the School, the deputy director, the heads of the study programmes and the secretary.
  - b) The heads of department who are responsible for a teaching load equivalent to at least one-third of the total load of a study programme that is taught at the School of Engineering.
  - c) 31 representatives of the academic and research staff attached to the School, including the ex officio members provided for in sections a) and b). These members shall be elected by and from the academic and research staff. The representation will be made up of:
    - 26 permanent members of the teaching staff, of whom 22 must hold doctoral degrees;
    - 5 non-permanent members of the teaching staff, of whom 4 must hold doctoral degrees.
  - d) Should there not be enough candidates among the non-permanent teaching staff who hold doctoral degrees, any vacancies can be occupied by members of the permanent teaching staff who hold doctoral degrees and who are elected by and from the permanent teaching staff. Should there not be enough candidates among the non-permanent

teaching staff who do not hold doctoral degrees, any vacancies can be occupied by members of the permanent teaching staff who do not hold doctoral degrees and who are elected by and from the permanent teaching staff.

- e) 13 students, 1 from each of the courses offered the School and any others required to attain the figure of 13. The other will be selected from the courses with the highest number of students (1 more from each course) and will be selected by and from the students. Student representatives of courses that are being terminated will be grouped with the most similar new course.
- f) 6 members of the administration and services staff attached to the School, elected by and from among this group.

3. The members of the School Board are renewed every four years, except for the students, who are renewed every two, notwithstanding the possibility of holding elections to cover any vacancies that might come about.

#### **Article 6**

The Board of the School of Engineering has the following powers:

- a) To elect the director of the School and agree to his/her abrogation.
- b) To approve the general lines of activity of the School.
- c) To approve the annual report
- d) To draw up the proposal for the School's Regulations and propose modifications.
- e) To draw up the curricula of the study programmes it is responsible for, propose their approval and, if necessary, their modification.
- f) To supervise the running of the programmes of study it is responsible for and the activity of the teaching staff.
- g) To guarantee students' academic progress and learning so that they can achieve the learning objectives defined in the relevant curriculum.
- h) To approve and apply the programmes for tutoring and monitoring the programmes of study that are the responsibility of the School.
- i) To guarantee the quality of the teaching, the services and the students' access to information.
- j) To propose postgraduate programmes.
- k) To plan how funds should be used, to establish the general guidelines for administering them and to be periodically informed of the decisions taken by the director.
- l) To assign material resources to the departments that teach on the study programmes that are the responsibility of the School, in accordance with the teaching programme and the coordination stipulated in article 27 of these Regulations.

- m) To provide information on department proposals relative to the teaching staff on the programmes of study that are the responsibility of the School by means of the coordination stipulated in article 27.
- n) To provide information on new teaching staff requirements, in accordance with the plans for teaching activity and the proposals of the departments relative to the creation of new teaching posts and how to cover the vacancies.
- o) To set up committees and other advisory bodies, and determine their composition.
- p) To propose the members of the committees for selecting new teaching staff and their substitutes.
- q) To approve the assignation of lecturers to the School.
- r) To carry out all other such acts that are permitted by the Statutes of the Universitat Rovira i Virgili and the regulations contained therein.

#### **Article 7**

The School Board shall be convened by the director at his/her own discretion or at the request of a fifth of its members. In the latter case, the Board must be convened within ten working days of the request having been officially made at the point of the School.

#### **Article 8**

The School Board can meet in ordinary session or extraordinary session. The School Board must meet in an ordinary session at least once a year

#### **Article 9**

1. The School will preferably be convened by an electronically sent message that indicates the time and place of the meeting and the agenda and that is accompanied by the documentation that the Board members will need to deliberate on and adopt agreements. This documentation may also be available on a website whose accessibility and security must be guaranteed.

2. Board members must be given at least forty-eight hour's notice of any meeting.

#### **Article 10**

The School Board will be considered to be validly convened if one quarter of its members are present under the chairmanship of the director, deputy director, secretary or delegated substitute. If the Board is not validly convened immediately, half an hour will be allowed to pass. The School Board will be considered to be validly convened if one quarter of its members are present under the chairmanship of the director, deputy director, secretary or delegated substitute.

#### **Article 11**

1. Members must attend the Board meetings in person. Votes cannot be delegated.
2. Individuals who have been expressly authorised by the Board director may attend Board meetings but will not have the right to vote.

#### **Article 12**

1. The secretary of the School shall be the secretary of the Board.
2. The secretary shall take the minutes of each of the Board's sessions. The minutes will record the names of those who attended, the agenda, the time and place of the meeting, the main points that were discussed, the motions adopted, the votes that were taken and, if any member requests it, record of that member's opinion regarding any of the aforementioned points.
3. The minutes must be approved during the same session or the subsequent one. Nevertheless, the secretary can issue certificates about the specific motions that have been adopted with the approval of the director, without detriment to the subsequent approval of the minutes, and must expressly record this in the minutes.
4. The Board members must have access to the minutes in electronic format so that they can review the motions that have been adopted.

#### **Article 13**

1. The School Board may only discuss the issues which are on the agenda, unless all members of the Board are present and an absolute majority votes in favour of discussing a different issue on the grounds of urgency.

#### **Article 14**

Except for those described in articles 22 and 32, motions are carried by a simple majority of the members of the Board in attendance.

#### **Article 15**

1. Voting is done by a show of hands, with the exception of those decisions that affect people or when a tenth of those in attendance request a secret ballot.
2. The votes taken by a show of hands cannot be interrupted for any reason and while they are being carried out nobody can enter or leave the room.

#### **Article 16**

The decisions taken by the School Board are effective from the moment they are approved, except when the decision itself rules otherwise or when a subsequent process is legally required. The decisions taken must be made public and the appropriate University bodies must be notified.

### **Article 17**

1. The School Board can set up the committees that it deems appropriate. The Board must specify their composition, their functions and the procedure by which they are to be constituted.
2. Those committees that have powers delegated by the School Board must be made up of members that belong to the Board.
3. The committees are convened by the chairperson at his/her own discretion or at the request of two-thirds of the committee members.

## *CHAPTER 3*

### *Officers*

### **Article 18**

The director is responsible for directing, managing and representing the School.

### **Article 19**

The Board elects the School director from among the School's full-time permanent teaching staff.

### **Article 20**

The director shall hold office for four years, and shall be allowed to stand for consecutive re-election only once. He/she shall be appointed by the rector.

### **Article 21**

The director must

- a) Represent the School
- b) Direct and coordinate the functions and activities of the School.
- c) Direct the academic, administrative and budgetary management of the School, and make periodic reports to the School Board.
- d) Convene and preside over the Board and carry into effect its resolutions.
- e) Advise the rector on appointments and dismissals of the deputy director, the secretary and the heads of the study programmes from among the School's full-time tenured teaching staff.
- f) Act as the functional head of the administrative and services personnel attached to the School.
- g) All other functions conferred by the Statute of the Universitat Rovira i Virgili and those others relative to the School that neither the Statute or these Regulations confer on the School Board

### **Article 22**

1. The director can be removed from his/her post by a vote of no confidence.

2. The vote of no confidence must be presented by at least one third of the members of the School Board, and it must be carried out between ten and thirty days after it has been presented. An alternative candidate must be proposed and the programme must explain the general policies and the university management that will be implemented while in office.

3. The approval of the vote of no confidence requires the favourable vote of at least two-thirds of the members of the School Board. Should the vote of no confidence not be passed, the people who have signed it cannot present another one for a whole year.

#### **Article 23**

The deputy director and the secretary are proposed by the director and appointed by the rector. They carry out the functions that the director entrusts them.

#### **Article 24**

During the absence or inability of the director, or vacancy in the Office, the functions of the Office shall be exercised by the deputy director.

#### **Article 25**

The secretary of the School is responsible for drafting and keeping a record of the minutes of the School Board, for issuing certificates of the resolutions made and for drafting the certificates necessary for the administrative management of the School.

#### **Article 26**

During the absence or inability of the secretary, or vacancy in the Office, the functions of the Office shall be temporarily carried out by a provisional secretary appointed by the director.

#### **Article 27**

1. The heads of the study programmes are permanent, full-time lecturers who, under the supervision of the director of the School, are responsible for drawing up the academic programme, coordinating the human and material resources required by one or more similar courses, monitoring the quality and the plans for improving the courses, and formulating proposals.

2. The heads of study programmes are appointed by the rector at the proposal of the director of the School.

### **THIRD TITLE**

#### *Advisory bodies*

#### **Article 28**

1. The heads of the study programmes are assisted by teaching councils made up of all the full-time teaching staff who have teaching responsibilities.
2. There will be a teaching council for each course taught by the School.

#### **Article 29**

1. The School Board constitutes an Advisory Council, made up of physical or legal persons external to the University and with some connection to the disciplines taught.
2. The Advisory Council must preferentially work on adapting the content of the curricula to the skills graduates will need in their professional lives.

### **FOURTH TITLE**

#### *Economic system*

#### **Article 30**

The funds available to the School of Engineering are either provided by the University from its budget or obtained from other sources in accordance with the current legislation, the Statutes of the Universitat Rovira i Virgili and the regulations that carry it into effect.

#### **Article 31**

The School of Engineering must account for its activity and the degree to which it achieves the objectives proposed by the strategic planning for each period in an annual report that covers both academic and economic issues, which must be presented to the University Senate.

### **FIFTH TITLE**

#### *Revision of the Regulations*

#### **Article 32**

The director, on his/her own initiative or the initiative of one third of the members of the School Board, can propose the revision of these Regulations. The proposal must be approved by the absolute majority of the Board members.

### **OVERRIDE PROVISION**

The moment these Regulations enter into force, they override the Regulations of the School of Engineering, approved by the School Board on 19 December 2003.

### **FINAL PROVISION**

For all those issues not provided for by the Statute of the Universitat Rovira i Virgili and these Regulations, the current legislation will be applied.