

# Organizational and Operational Regulations of the Universidad Cardenal Herrera-CEU

December 2010

Published by: SERVICIO DE PUBLICACIONES  
**Universidad Cardenal Herrera-CEU**  
**Fundación Universitaria San Pablo-CEU**

Legal Deposit. V.

Printed in Spain

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# **Organizational and Operational Regulations of the Universidad Cardenal Herrera-CEU**

DECREE 204/2010, of 3rd December, of  
the *Consell de la Generalitat Valenciana*,  
DOCV of 9th December, 2010

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Universidad  
Cardenal Herrera  
**CEU**

Universidad Cardenal Herrera-**CEU**  
FUNDACIÓN UNIVERSITARIA SAN PABLO-**CEU**  
VALENCIA 2010



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## PREAMBLE

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1. The Universidad Cardenal Herrera-CEU (also known as the CEU Cardenal Herrera University in English) is an academic institution supported by the Fundación Universitaria San Pablo-CEU. It was formally established by Law 7/1999 of the *Cortes Valencianas* (Valencia's regional parliament), of 3rd December, in accordance with article 27.6 of Spain's Constitution.
2. The Universidad Cardenal Herrera-CEU is a CEU (*Centro de Estudios Universitarios* – “Centre for University Studies”) institution. In turn, CEU was founded by the Catholic association known as the *Asociación Católica de Propagandistas* (ACdP). Under the decisive leadership of God's servant, Father Ángel Herrera Oria, the ACdP was inspired by Father Ángel Ayala's vision of educating individuals with a profound spiritual sense and strong moral ideals, who would be ready to put themselves at the service of the common good.
3. The Universidad Cardenal Herrera-CEU embraces the Magisterium of the Church on Catholic education and, especially, its guidance regarding Catholic universities.
4. The Universidad Cardenal Herrera-CEU carries out its activities on the basis of the Christian inspiration of the university community and the individuals within it, and it possesses a special vocation for the study and dissemination of the social doctrine of the Church.
5. This is the inspiration and reason for the existence of the Universidad Cardenal Herrera-CEU, and its activities take place within the legislative framework established by Organic Law 6/2001, of 21st December, on Universities (LOU), and Organic Law 4/2007, of 12th April. Therefore, and by virtue of the ninth additional provision and articles 6.5 and 6.2 of the aforementioned Organic Law, the Board of Trustees of the Universidad Cardenal Herrera-CEU, agreed, on 17th April, 2010, to approve these lawfully established Organizational and Operational Regulations.



## **PART ONE. NATURE, SCOPE AND PURPOSE**

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### **Article 1**

#### *Definition*

1. The Universidad Cardenal Herrera-CEU is a Catholic higher education institution, dedicated to teaching and research in accordance with its founding spirit and ideals, with Law 7/1999 of 3rd December, with article 27.6 of Spain's Constitution, and with the legal status of the Fundación Universitaria San Pablo-CEU, a non-profit organization.
2. The Universidad Cardenal Herrera-CEU carries out its activity autonomously and appropriately in accordance with its status as a university, within the framework established by its Christian inspiration and fidelity to the Christian message, as this is presented by the Magisterium of the Catholic Church.
3. All official events of the Cardenal Herrera-CEU University shall take place in accordance with its Catholic identity.

### **Article 2**

#### *Autonomy*

In accordance with the Constitution and the Organic Law on Universities, the Universidad Cardenal Herrera-CEU can act with autonomy appropriate to its status as a private university, ensuring academic freedom and the ability to carry out the activities it deems necessary for the proper fulfilment of its mission.

### **Article 3**

#### *Founding ideals*

All members of the university community owe a commitment to respect, in a spirit of freedom and responsibility, the nature, mission, purpose and founding ideals of the Universidad Cardenal Herrera-CEU.

### **Article 4**

#### *Principles*

In keeping with its founding inspiration and respecting the values enshrined in the Constitution, the Universidad Cardenal Herrera-CEU has established the following principles to guide its mission and activity:

1. The creation of a university community united in its devotion to the truth, and in the vision of the dignity of the human being and the message of Christ, giving the University its distinctive character.
2. A close and warm relationship between lecturers and students, fostering personal links to learning, which is the natural space for the development of human intelligence and freedom.
3. Excellence in teaching at all university levels and in all disciplines.
4. The commitment to research, as appropriate to the methods specific to each discipline.
5. The study of truth shall be guided by the search for the integration of knowledge, by 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 role that of the wisdom of Catholic theology.
6. The Cardenal Herrera-CEU University offers its contribution to society as a whole, and offers financial aid in the form of an effective and generous grant and scholarship policy for those lacking sufficient means. Based on criteria of merit and ability, this policy enables such students to achieve the goals they set for themselves. In implementing this policy, special attention shall be paid to the applicants' circumstances with regard to dependents and disability.

## Article 5

### *Legal framework*

1. The Universidad Cardenal Herrera-CEU shall be governed by the laws, provisions and regulations that, according to the Organic Law on Universities, are applicable to private universities, as well as by these Organizational and Operational Regulations and any additional internal regulations.
2. The Universidad Cardenal Herrera-CEU is based in Moncada (Valencia), although it may operate other facilities in any other location in the Comunitat Valenciana (the Valencia region), in accordance with current regulations.
3. The Universidad Cardenal Herrera-CEU may also promote and create university institutions in other regions of Spain or abroad, in accordance with the law and international agreements.

4. The official languages of the Universidad Cardenal Herrera-CEU are Spanish and Valencian. Every member of the university community has the right to use either of them.

## Article 6

### *Coat of arms, motto and seal*

1. The coat of arms consists of a chequered triangle, formed by blue rhombuses, surrounded by the motto of the University and, at the bottom, the official name of the Universidad Cardenal Herrera-CEU.
2. The motto of the Universidad Cardenal Herrera-CEU is: *Qui facit veritatem, venit ad lucem* ("whoever lives by the truth comes into the light").
3. The University seal shall reproduce the coat of arms according to the above description.

## Article 7

### *Patron saint*

The patron saint of the Universidad Cardenal Herrera-CEU is Saint Paul, Apostle to the Gentiles, whose feast day shall be celebrated on the day that commemorates his conversion.



## PART TWO. STRUCTURE

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### Article 8

#### *Structure*

1. The Universidad Cardenal Herrera-CEU may comprise faculties, schools, departments, university and inter-university research and teaching institutes, campuses or affiliated colleges, halls of residence and any other facilities and institutions as may be necessary for it to carry out its activities. Proposals for the recognition of the creation, modification or suppression of such facilities and institutions shall be made by the University for approval by the *Consell de la Generalitat*, the executive body of the Valencian regional government.
2. As part of the scope of its autonomy, the Universidad Cardenal Herrera-CEU may create or recognize other colleges or structures of its own, in addition to those provided for in these Organizational and Operational Regulations, for the purpose of providing non-degree study programmes specific to the University (*títulos propios*).

### Article 9

#### *Faculties, schools, campuses and affiliated colleges*

The faculties, schools and campuses or affiliated colleges are the bodies responsible for the organization of teaching and research, in accordance with the guidelines issued by the governance bodies of the University, and for the academic, administrative and management processes leading to the award of degrees, as well as those other functions determined by these Organizational and Operational Regulations.

### Article 10

#### *Departments*

1. The departments are the bodies responsible for: coordinating the teaching in one or more areas of knowledge in one or more campuses, in accordance with the University's teaching programme and in relation to the subject areas assigned to them by the Governing Council; and for supporting the academic staff's teaching and research activities and initiatives.
2. The departments shall comprise of all the lecturers, researchers and student assistants attached to them, and the administrative and service staff assigned to them.

3. The lecturers shall be affiliated to the departments on the basis of the areas of knowledge to which they belong.

## Article 11

### *University research and teaching institutes*

The *institutos universitarios e interuniversitarios de investigación y docencia* (university and Inter-university research and teaching institutes) are bodies which are dedicated to scientific, technical or artistic research and specialized and postgraduate teaching, for which there must be no structural or functional redundancy with respect to the departments. They may also provide advice within their area of competence, in accordance with the regulations.

## Article 12

### *Other institutions*

The Universidad Cardenal Herrera-CEU may create or affiliate other institutions in accordance with the regulations in force at any given time, or participate in institutions or bodies of an inter-university nature.

## **PART THREE. REGARDING THE GOVERNING AND REPRESENTATIVE BODIES**

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### **CHAPTER I. Regarding the Board of Trustees**

#### **Article 13**

##### *The Board of Trustees*

The Board of Trustees of Cardenal Herrera-CEU University is the highest collegial body of representation and governance of the University and exercises all functions inherent to that status.

#### **Article 14**

##### *Composition of the Board of Trustees*

The Board of Trustees of the Cardenal Herrera-CEU University shall be composed of *ex officio* and elected members.

The *ex officio* members shall be: the president, vice-president, and *consiliario nacional* (national spiritual advisor) of the Asociación Católica de Propagandistas, and the archbishop of Valencia.

The president of the Asociación Católica de Propagandistas, as president of the Fundación Universitaria San Pablo-CEU, is also president of the Board of Trustees of the University and is given the honorary title of grand chancellor of the University. There shall be eleven elected trustees. They must be active members of the Asociación Católica de Propagandistas, and shall be elected to and removed from the Board of Trustees of the Fundación Universitaria San Pablo-CEU by the Board of Trustees itself.

Those elected shall serve their term for a period of four years, and may be re-elected twice consecutively.

The following may attend the meetings of the Board of Trustees, to discuss one or more items on the agenda, when invited by the president, with voice but no vote: the rector of the Universidad Cardenal Herrera-CEU, the University's general manager, the director general of the Fundación Universitaria San Pablo-CEU, or other office-holders or persons.

#### **Article 15**

##### *Powers of the Board of Trustees*

The fulfilment and implementation of the foundational purposes and everything related to them is the responsibility of the Board of Trustees, which must set, specify and determine the activities necessary to do so, whether these are specified or not in these Organizational and Operational Regulations, as these any such explicitly named activities are so named as

examples only, and this is without prejudice to the powers attributed to other governing and representative bodies in these Organizational and Operational Regulations, and so no exhaustive list nor order of preference for implementation is specified. All of this should be understood in accordance with the institution's nature as a private university and without any limitations being established other than those which are established in law and any regulations that may apply.

The powers of the Board of Trustees include:

- a) To approve, interpret and modify the University's Organizational and Operational Regulations, as well as any further rules and regulations deriving from them, especially with regard to ensuring compliance with the founding ideals and objectives of the University, as established by the Fundación Universitaria San Pablo-CEU.
- b) To establish the University's strategic and programmatic guidelines
- c) To approve the University's budget and oversee its execution.
- d) To appoint the rector, after hearing the academic staff in the legally required terms, or to remove him or her from this position.
- e) To appoint and remove from office, at the rector's recommendation, the University's vice-rectors, general secretary, general manager, faculty deans, school directors, campus directors, directors of university research and teaching institutes, or directors of affiliated colleges.
- f) To approve, within its scope, the creation, extinction or modification of faculties, schools, departments, university and inter-university research and teaching institutes, campuses or affiliated colleges, halls of residence and any other facilities and institutions as may be necessary for it to carry out its activities, and to integrate into the University colleges or university institutes of external origin. Any such approval by the Board of Trustees shall then be subject to any legal approval as may be necessary from the regional government.
- g) To approve the University's staffing plan and the corresponding remuneration.
- h) To appoint lecturers, at the rector's recommendation.
- i) To determine the grant and scholarship policy and the criteria for the award of such grants and scholarships.
- j) The establishment of the general guidelines for the University's relations with government agencies and other universities and institutions.
- k) To approve the implementation and elimination of non-degree study programmes (*títulos propios*) or, where appropriate, to authorize the University's request for the implementation of official university degree programmes, and the approval or modification of study plans, without prejudice to the need for government recognition of this and compliance

with the law with respect to official degree programmes which are recognized as valid throughout Spain.

- I) To approve the rules regarding disciplinary procedures applicable to the university community, at the request of the Governing Council.

## Article 16

### *The president*

The president shall act as the representative of the Board of Trustees, who shall also preside by right and as grand chancellor over any University event or ceremony and the meetings of any of its collegial bodies that he or she attends.

## Article 17

### *The vice-president*

The Board of Trustees may, at the president's recommendation, 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 keep minutes of its meetings and attest to its resolutions. In the event that the appointment falls to a person who is not a trustee, he or she shall have voice but no vote.

## Article 19

### *Operation*

Meetings at Board of Trustee meetings shall always be of an in-person nature. A trustee may, however, authorize another trustee to act as his or her proxy for a given meeting, following his or her written instructions for this purpose.

Only the archbishop of Valencia and the national spiritual advisor of the Asociación Católica de Propagandistas may designate a person as their usual substitute.

The agreements shall be adopted by a majority vote of those present or represented, with the president having a deciding vote in case of a tie.

For appointments or removals from office, voting shall take place via secret ballot if any member of the Board of Trustees requests this.

## Article 20

### *Calls for board meetings*

Meetings of the Board of Trustees shall be convened by its president, either on his or her own initiative or at the request of one-quarter of its members. Meetings shall be considered to be validly constituted when one-third of its members are present or represented by proxies.

For matters not provided for herein, the Board shall draw up its own rules of operation. Such rules of operation may regulate the adoption of resolutions in writing and without a meeting, on an exceptional basis when circumstances or the nature of the matters to be addressed require this, provided that no Trustee objects and this lack of objection is recorded.

## Article 21

### *Incompatibility*

The position of trustee of the University shall be unpaid and incompatible with being a member of the University's Governing Council, without prejudice to any other incompatibilities that may exist.

## **CHAPTER II. Regarding the academic bodies and officers**

## Article 22

### *Collegial bodies and individual officers*

Certain powers are held by collegial bodies and others by individual principal officers.

1. The collegial bodies are:
  - a) The University Senate;
  - b) The Governing Council;
  - c) The faculty, school or campus boards;
  - d) The boards of departments and of university research and teaching institutes.
2. The principal officers are:
  - a) The rector;
  - b) The vice-rectors;
  - c) The general secretary;
  - d) The general manager;
  - e) The deans of faculties and the directors of schools;

- f) The heads of departments and of university research and teaching institutes.

## **Section 1**

### **Regarding the collegial bodies**

#### **Article 23**

##### *The University Senate*

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

#### **Article 24**

##### *Composition of the University Senate*

The University Senate shall be composed of *ex officio* and elected members, representing all the different groups of the university community. The *ex officio* members shall be: the rector who shall act as chair; the vice-rectors; the general secretary, whose responsibility it is to minute the Senate's meetings; the deans and school and campus directors; the heads of department and of the university research and teaching institutes; the vice-deans and deputy directors of schools and campuses; the directors of affiliated colleges; the academic secretaries of the faculties, schools and campuses; the directors of research and teaching support units and services specified by the Senate's regulations; lecturers who are former rectors of the University and those who have been awarded honorary doctorates by the University.

The elected members shall be: the representatives of the academic staff and students on faculty, school and campus boards, and two representatives of the administrative and service staff, who shall be elected from among the staff via an *ad hoc* election. The former representatives shall cease to be part of the University Senate if they cease to form part of the relevant faculty, school or campus boards. The latter representatives, those for the administrative and service staff, shall be elected for a period of two years.

Emeritus professors at the University may be invited to the University Senate, with voice but no vote.

#### **Article 25**

##### *Calls for meetings of the University Senate*

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

- a) At least once each academic year;

- b) At the request of at least one third of its members;
- c) When the rector deems it appropriate.

## Article 26

### *Functions of the University Senate*

The powers and responsibilities of the University Senate are:

- a) To ensure compliance with the Organizational and Operational Regulations and to be consulted in any proposed modification of them.
- b) To be informed of the University's general plans for teaching, research, administration and management.
- c) To make recommendations and proposals.
- d) To safeguard respect for the principles of academic freedom, freedom of teaching, freedom of research and study.

## Article 27

### *The Governing Council*

The Governing Council is the collegial body for the ordinary governance of the University. Its resolutions, within the scope of its competence, shall be binding on any individual officer and collegial bodies of lower hierarchical rank.

## Article 28

### *Composition of the Governing Council*

1. The Governing Council shall consist of the rector, its chair, the vice-rectors, the general secretary, who shall act as its secretary, the general manager, the faculty deans and directors of schools or campuses, and a head of department from each faculty, school or campus.
2. The University ombudsman may attend, at the invitation of the rector, with voice but no vote.
3. The rector may summon members of the university community to speak at meetings of the Governing Council on specific matters, at his or her discretion.

## Article 29

### *Functions of the Governing Council*

The powers and responsibilities of the Governing Council are:

- a) To ensure compliance with the University's founding objectives.

- b) To propose, where appropriate, to the Board of Trustees modifications to the University's Organizational and Operational Regulations.
- c) To prepare and propose for approval by the Board of Trustees its own internal regulations, and those of the other collegial bodies, and regulations deriving from the provisions of these Organizational and Operational Regulations.
- d) To create the disciplinary framework and procedures for the university community, subject to the approval of the Board of Trustees.
- e) To make proposals to the Board of Trustees for the creation, modification or elimination of faculties, schools, university research and teaching institutes or other institutions.
- f) To make proposals to the Board of Trustees for the authorization or approval, as appropriate, of the implementation or elimination of degree programmes or university-specific non-degree study programmes.
- g) To make proposals to the Board of Trustees for the authorization or approval, as appropriate, of the implementation or modification of the respective curricula of degrees and university-specific non-degree study programmes.
- h) To create and abolish departments and define their composition and organization, providing a report to the Board of Trustees.
- i) To make proposals to the Board of Trustees for the configuration and modification of the academic staff, as well as the corresponding selection and promotion system.
- j) To propose to the Board of Trustees the criteria for granting leave, extended leave, and sabbatical years to members of the academic staff.
- k) To propose to the Board of Trustees the appointment of emeritus lecturers.
- l) To propose to the Board of Trustees the configuration and modification of the administrative and service staff and the selection, evaluation, remuneration and promotion policies for such staff.
- m) To establish the student admission policies and the conditions for the continuation of studies, in accordance with the law.
- n) To approve policies for cooperation with other universities, public and private institutions and private individuals, to be informed of the corresponding agreements made, and to be informed of the contracts entered into by the rector on the University's behalf.
- o) To make proposals to the Board of Trustees for the creation or elimination of university services, to establish the criteria for their assessment, and to approve the manner in which they are to be organized.
- p) To submit to the Board of Trustees the draft of the University's annual budget and the guidelines for its multi-year financial planning for approval, and to

administer the budget once it has been approved.

- q) To approve the University's report for each academic year.
- r) To grant the honorary doctorates (*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 Regulations on Honours and Distinctions.
- s) To approve the academic calendar.
- t) To resolve conflicts of jurisdiction that may arise between university institutions or services.
- u) Any other powers that may be attributed to it by these Organizational and Operational Regulations and other provisions that may be applicable to it.

## Article 30

### *Standing Committee*

Within the Governing Council, a Standing Committee may be created which shall act on behalf of the Council to decide on day-to-day governance matters. The Standing Committee shall be made up of the rector, who shall act as its chair, the vice-rectors, the general secretary, who shall act as its secretary, the general manager, the faculty deans and the director of ESET (*Escuela Superior de Enseñanzas Técnicas*; the School of Architecture, Engineering and Design).

## Article 31

### *Faculty, school and campus boards*

Each faculty, school or campus shall have its own board, which shall act as its collegial governing body and which shall perform its functions on the basis of the agreements and resolutions of the Board of Trustees, the Governing Council and the rector.

## Article 32

### *Board members*

Each faculty, school or campus board shall be composed of *ex officio* and elected members.

The *ex officio* members shall be: the dean or director, who shall chair its meetings; the vice-deans or deputy directors, the academic secretary, who shall minute its meetings, and the heads of department forming part of the faculty or school.

The elected members shall be: one lecturer and one student from each degree offered at the faculty, school or campus, who shall be elected for a period of no more than two years. They shall cease to form part of the board if they

cease to be a lecturer or student at the faculty, school or campus concerned.

## Article 33

### *Functions of the boards*

The powers and responsibilities of faculty, school or campus boards shall be:

- a) To assist the dean or director in the management of the faculty, school or campus.
- b) To seek to improve the curricula and teaching methods and to seek to establish new degree or university-specific non-degree study programmes.
- c) To participate in the planning of extracurricular university activities.
- d) To ensure the services possess the resources they need to function properly.
- e) Any other powers or responsibilities that may be assigned to it in accordance with these Organizational and Operational Regulations.

## Article 34

### *Department boards*

1. Each department shall have its own board, which shall act as its governing body. It shall carry out its role in accordance with the decisions of the University's governance bodies and the relevant faculty, school or campus boards, following the principles established in these Organizational and Operational Regulations, in accordance with the Regulations Concerning Departments proposed by the University's Governing Council and approved by the Board of Trustees.
2. The members of each such board shall be: The head of department, who shall chair the board; the secretary, who shall act in this role for the board, the head of the different sections of each department, the professors and permanent lecturers (*profesores agregados*) and four lecturers holding a doctorate.

## **Section 2**

### **Regarding the principal officers**

#### **Article 35**

##### *The rector*

1. The rector is the University's highest academic authority and, in accordance with the guidelines set by the Board of Trustees, is responsible for its direction, governance and ordinary management in accordance with these Organizational and Operational Regulations and other internal regulations. He or she presides over the University Senate, the Governing Council and any collegial body he or she attends. He or she shall act as the University's representative and shall preside over all of its events and ceremonies, without prejudice to the powers conferred by these Organizational and Operational Regulations the president of the Board of Trustees and grand chancellor of the University.
2. The rector is accorded the style of *Magnífico* ("Magnificent").

#### **Article 36**

##### *Appointment of the rector*

The rector is appointed and removed by the University's Board of Trustees from among the academic staff holding a doctorate, after consultations with the academic staff in accordance with current legislation, and his or her term of office shall be for a period of no more than four years, and he or she may be re-appointed for a single consecutive term once only. The Board of Trustees may revoke the appointment at any time.

#### **Article 37**

##### *Functions of the rector:*

1. The rector's powers and responsibilities are:
  - a) To preside over the Governing Council, to define, in accordance with the Board of Trustees, how the University is to be managed in broad terms and to monitor the implementation of this.
  - b) To issue the degrees and qualifications awarded by the University.
  - c) To sign and terminate agreements and conventions with other universities, government agencies, natural or legal persons, whether public or private, authorizing the use therein of the name and emblem of the University, and to report such actions to the Board of Trustees.
  - d) To propose to the Board of Trustees the hiring of academic staff, in accordance with the procedure established by regulation.

- e) To propose to the Board of Trustees the appointment and removal from office of the vice-rectors, the general secretary, the faculty deans, school and campus directors, and the directors of university and inter-university research and teaching institutes.
- f) To propose to the Board of Trustees the appointment and removal from office of the University's general manager.
- g) To call elections for representatives for the various bodies of the University.
- h) To select, at the general manager's recommendation, the administrative and service staff, informing the Board of Trustees of this.
- i) To exercise disciplinary authority over the academic staff, students, and administrative and service staff.
- j) To recognize research groups under the terms established by regulation.
- k) To act as the University's external and institutional representative.
- l) To authorize expenditures and order payments in accordance with the University's budget, at the general manager's recommendation.
- m) To exercise the other powers conferred upon him or her by current legislation, these Organizational and Operational Regulations, and all those not expressly assigned to other bodies or officers.

2. The rector may delegate to the vice-rectors and the general secretary the powers listed above, except those in sections b), e) and f).

## Article 38

### *The vice-rectors*

The rector may propose to the Board of Trustees the appointment of one or more vice-rectors from among those of the University's academic staff holding a doctorate, who shall assume the powers and responsibilities delegated to them by the rector. The appointment document must state the powers and responsibilities attributed to each vice-rector and their place in the University's hierarchy.

In the event of absence, illness, death or removal from office of the rector, the most senior vice-rector shall assume his or her functions on an interim basis, communicating this interim situation to the University's Governing Council and the Board of Trustees.

## Article 39

### *The general secretary*

1. The general secretary is the certifying officer of the acts and resolutions of the Governing Council.
2. He or she shall be appointed by the Board of Trustees, at the rector's recommendation, from among those of the University's academic staff holding a doctorate.
3. The academic secretaries at the different faculties, schools or campuses shall fall under the functional authority of the general secretary.

## Article 40

### *Functions of the general secretary*

The general secretary's powers and responsibilities are:

- a) To assist the rector in the task of the organization and administration of the University.
- b) To draw up and keep the minutes of the meetings of the University's collegial bodies, except for the Board of Trustees.
- c) To ensure compliance with the general regulations specific to the University and the resolutions of the collegial bodies and the rector, and that the university community is duly made aware of them.
- d) To manage and safeguard the University's general registry, central archive and seal, and issue the appropriate certificates and records.
- e) To organize and ensure the successful completion of the electoral processes that take place at the University.
- f) To coordinate administrative activities at the faculties, schools, campuses and other institutions.
- g) To organize and monitor the safekeeping of the assessment records.
- h) To prepare the University's annual report for presentation to the Governing Council.
- i) To organize the University's formal events and ceremonies and ensure compliance with university protocol.
- j) Any other powers that may be delegated to him or her by the rector in accordance with these Organizational and Operational Regulations.

## Article 41

### *The general manager*

The general manager, who may not participate in teaching, is responsible for the management of the University's administrative and financial services, and reports directly to the Rector, according to the guidelines and powers conferred on him by the Board of Trustees.

He or she shall be appointed by the Board of Trustees at the rector's recommendation.

## Article 42

### *Functions of the general manager*

The general manager's powers and responsibilities are:

- a) To exercise control and management of the University's income and expenditure included in the annual budget, supervising compliance with its allocations.
- b) To propose to the Rector the authorization of expenditures and the ordering of payments in accordance with the University's budget.
- c) To prepare and update the inventory of assets and rights that make up the property of the University.
- d) To draw up the proposed annual budget and the report on its execution.
- e) To prepare the University's annual financial report.
- f) To prepare multi-year investment plans.
- g) To exercise any other powers that may be conferred by regulations issued in implementation of these Organizational and Operational Regulations.

## Article 43

### *The deans and directors*

The deans of the different faculties, the school directors and the campus directors act as the representatives and managers of the corresponding institutions. They shall be appointed by the Board of Trustees, at the rector's recommendation, from among those of the University's academic staff holding a doctorate.

## Article 44

### *Functions of the deans and directors*

The powers and responsibilities of the faculty deans, school directors and campus directors are as follows:

- a) To direct and supervise the teaching, research and other activities of the corresponding faculty, school or campus.
- b) To propose to the rector the appointment of vice-deans, and the heads and deputy heads of the departments.

- c) To propose to the rector the appointment of the academic secretary for the faculty, school or campus.
- d) To organize and manage the administrative services of the faculty, school or campus.
- e) To approve the recognition of prior studies or equivalent activities for credits, after consulting those responsible for the relevant academic areas and in accordance with applicable regulations.
- f) To ensure compliance with the rules and regulations that affect the relevant faculty, school or campus, particularly those relating to the proper functioning of the university services and the maintenance of harmony within the university community.
- g) To promote research, cultural and university extension activities, in accordance with the general activity schedule of the University.
- h) To invite the rector to intervene in disciplinary matters involving lecturers or students at his or her faculty, school or campus.
- i) To promote the academic activities and study programmes at the faculty, school or campus.
- j) To propose new study programmes and reforms to the curricula.
- k) To find and organize appropriate placements and job offers for students at the faculty, school or campus.
- l) To draw up an annual budget proposal for the faculty, school or campus and monitor compliance with it.

#### Article 45

##### *Appointment of vice-deans and deputy directors*

Faculties, schools and campuses may have one or more vice-deans or deputy directors.

The vice-deans of faculties or deputy directors of schools or campuses shall be appointed and removed from office by the rector, at the recommendation of the corresponding dean or director, from among the lecturers who teach at the institution in question.

#### Article 46

##### *Academic secretaries*

At each faculty, school or campus, an academic secretary may be appointed, and removed from office, by the rector, at the recommendation of the corresponding dean or director, from among the lecturers who at the institution in question.

#### Article 47

### *Functions of the academic secretaries*

The powers and responsibilities of the academic secretary of a faculty, school or campus are as follows:

- a) To assist the dean or director and perform the functions entrusted to him or her.
- b) To draw up and keep the minutes of the meetings of the faculty, school or campus board and issue the appropriate notifications of the resolutions made therein.
- c) To manage records and files and control access to them.
- d) To safeguard the official seal of the faculty, school or campus.
- e) To draw up the annual report for the faculty, school or campus.
- f) To manage the academic and administrative procedures of the faculty, school or campus.
- g) To exercise any other powers that may be delegated to him or her by the dean or the director, or by the general secretary.

## Article 48

### *Heads of department*

The head of department shall represent the department and carry out its day-to-day management and chair its meetings.

He or she shall be appointed and removed from office by the rector, at the recommendation of the corresponding dean or director, from among those of the University's academic staff holding a doctorate.

## Article 49

### *Functions of the heads of department*

The powers and responsibilities of the heads of department are:

- a) To direct or coordinate, as appropriate, the teaching and research activities of the department's staff.
- b) To stimulate the performance of research by the lecturers in the department.
- c) To encourage and manage the professional advancement of members of the department.
- d) To ensure compliance with the University's regulations and the obligations of department members.
- e) To effectively manage the resources allocated to the department.
- f) To submit to the Governing Council, with the approval of the dean or director, proposed modifications to the staff, so that the Council may proceed, if it deems it appropriate, to make a proposal to this effect to the Board of Trustees.

- g) To propose to the rector, through the corresponding dean or director, the teaching organization plan (known as the POD in Spanish) for the department for each academic year. This shall include the courses to be taught, the curricula and the lecturers assigned to them.
- h) To supervise the quality of teaching and to participate in the assessment procedures of University staff and services that directly participate in departmental activities.
- i) To exercise any other function that may be assigned to him or her by current legislation and these Organizational and Operational Regulations, as well as by the University's Regulations Concerning Departments.

## Article 50

### *Department secretary*

Each department may have a secretary who shall assist the head of department in the department's day-to-day management and administration, keeping minutes of its meetings. He or she shall be appointed by the head of department from among the department's lecturers.

## Article 51

### *Institute directors*

The directors of university research and teaching institutes must be lecturers who hold a doctorate. They shall be appointed by the Board of Trustees at the rector's recommendation. They shall act as the representatives of their institute and shall carry out its day-to-day management, subject to the University's general regulations and their institute's specific regulations.

## Article 52

### *Resignation or removal from office*

All members of collegial bodies and principal officers may resign from these duties may resign at their own request. They may also be removed from office at any time by the officer or body who appointed them.

## **PART FOUR. REGARDING THE ADVISORY BODIES AND THE UNIVERSITY OMBUDSMAN**

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### **CHAPTER I. Regarding the Advisory Board**

#### **Article 53**

##### *The Advisory Board*

1. The Advisory Board is the body that connects the University with society. It enables the University to become aware of the social aspirations and needs that it can satisfy, while promoting awareness among the various social stakeholders of the University's own need for the means and resources to better fulfil its objectives.
2. The Advisory Board shall possess a minimum of eleven members and a maximum of thirty. The appointment and revocation of these positions is the responsibility of the University's Board of Trustees. Efforts shall be made to ensure that the Advisory Board is composed of prominent figures from the financial, professional, scientific, and cultural spheres.
3. The members of the Advisory Board shall be appointed for a period of two years, and may be re-elected. Membership of the Advisory Board shall be unpaid.
4. The Advisory Board shall elect, from among its members, a president and a vice-president, for a period in both cases of two years and with the possibility of re-election.
5. The rector and the manager shall attend the Advisory Board meetings, with voice but no vote.
6. The Advisory Board shall appoint a secretary, who shall keep minutes of its meetings and attest to its resolutions. In the event that the appointment falls to a person who is not an advisor him or herself, he or she shall have voice but no vote.
7. The Advisory Board shall meet at least once each academic year, being convened by its chair. The grand chancellor of the University shall preside over the meetings when he or she attends.
8. The powers and responsibilities of the Advisory Board are:
  - a) To review the University's annual budgets.
  - b) To produce studies or reports, either on its own initiative or at the request of the University's Board of Trustees.
  - c) To promote financial aid for students at the University.

- d) To promote funding to strengthen areas of research requested by institutions in the social environment.
- e) To convey to the University the needs expressed by society regarding the creation of new degree programmes or the specific orientation of teaching.
- f) To promote agreements with companies and institutions to enhance student training and to open up employment opportunities for graduates.
- g) To carry out any actions it deems necessary to better fulfil the Board's objectives.
- h) To receive information about the University and its general research priorities.

## **CHAPTER II. Regarding the Academic Council**

### **Article 54**

#### *The Academic Council*

- 1. At the University, an Academic Council may be established as the main advisory body on academic matters.
- 2. The Academic Council shall be composed of *ex officio* and elected members. The following are *ex officio* members: the honorary rectors and those who have received an honorary doctorate from the Universidad Cardenal Herrera-CEU.  
At least eleven and no more than thirty elected members shall be designated by the Board of Trustees. They shall be chosen on the basis of their standing and prestige in the academic world.
- 3. The members of the Academic Council shall be appointed for a period of two years, and may be re-elected.
- 4. The University's Board of Trustees shall appoint a chair and a vice-chair for a two-year term and with the possibility of re-election. A secretary shall also be appointed, who shall keep minutes of its meetings. In the event that the appointment falls to a person who is not a member of the Council in his or her own right, he or she shall have voice but no vote.
- 5. The rector shall attend its meetings.
- 6. The Academic Council shall meet at least once in each academic year and shall be convened by its chair, without prejudice to the powers of the grand chancellor of the University, who shall preside over it when attending its meetings.

## Article 55

### *Functions of the Academic Council*

The powers and responsibilities of the Academic Council are:

- a) To produce studies or reports, either on its own initiative or at the request of the University's Board of Trustees.
- b) To convey to the University the needs expressed by society regarding the creation of new degree programmes or the specific orientation of teaching.
- c) To gather information about the University and its general research priorities.
- d) To carry out any actions it deems necessary to better fulfil the Council's objectives.

## **CHAPTER III. Regarding the Consultative Committees**

### **Article 56**

#### *Consultative committees*

For each degree or non-degree study programme at the Universidad Cardenal Herrera-CEU, a consultative committee may be established, made up of prestigious specialists and professionals, whose members shall be appointed for a period of two years by the Board of Trustees, at the Rector's recommendation or on the initiative of the Board of Trustees itself.

These committees, convened by the corresponding dean or director, shall meet at least twice a year, and shall advise the governing bodies and officers of the faculties, schools, campuses and university research and teaching institutes on those issues that are considered appropriate. They may issue, for this purpose, reports and recommendations on curricula, career options, new degrees and other similar issues.

They shall be chaired by the corresponding dean or director, without prejudice to the right of the grand chancellor or the Rector to do so if present.

## **CHAPTER IV. Regarding the university ombudsman**

### **Article 57**

#### *The university ombudsman*

1. The university ombudsman shall ensure that the rights and freedoms of lecturers, students and administrative and service staff are respected by the different university bodies, officers and services.
2. His or her actions shall always be directed towards improving the quality and harmony of university community life, for all members of it. He or she shall not be subject to any binding mandate from any university authority, and shall act in accordance with the principles of independence and autonomy.
3. He or she shall be appointed by the Board of Trustees, at the rector's recommendation and after consultation with the Governing Council. He or she shall be chosen from among the University's lecturers or be a person of prestige within the Valencia region. He or she shall hold a doctorate and have been practising their profession for more than twenty years.
4. His or her term of office shall be two years, and he or she may be re-elected.

5. The office of university ombudsman is incompatible with holding any other academic office.
6. The office-holder's time commitment to the University shall be of a flexible nature.

## Article 58

### *Procedure for action*

1. The university ombudsman shall act upon receiving a request to do so, considering substantiated complaints submitted to them, initiating, where appropriate, a summary and informal investigation, and informing the relevant university bodies or officers of this.
2. All academic authorities are obliged to provide the necessary cooperation for the performance of the ombudsman's duties.
3. Under no circumstances shall the ombudsman intervene in pending legal matters or matters which are subject to disciplinary proceedings.

## Article 59

### *Annual report*

The university ombudsman shall submit an annual report to the rector, who shall forward it to the Board of Trustees.

## Article 60

### *Powers and responsibilities*

The powers and areas of responsibility of the university ombudsman shall be those contemplated in the Regulations Regarding the University Ombudsman of the Universidad Cardenal Herrera-CEU.



## PART FIVE. REGARDING THE UNIVERSITY COMMUNITY

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### CHAPTER I. Regarding the academic staff

#### SECTION 1.

##### Regarding the categories of lecturers and their workload arrangements

###### Article 61

###### *Lecturer categories*

1. The academic staff of the Universidad Cardenal Herrera-CEU shall be made up of the following categories of lecturers:
  - a) *Profesores permanentes* (UK: permanent lecturers; US: tenured professors).
  - b) *Profesores asociados* (UK: part-time lecturers; US: adjunct professors).
  - c) *Profesores eméritos* (UK: emeritus lecturers; US: emeritus professors).
  - d) *Profesores visitantes* (UK: visiting lecturers; US: visiting professors).
2. In addition, and in accordance with what is established in these Organizational and Operational Regulations, there may also be *profesores colaboradores honorarios* (UK: honorary lecturers; US: honorary adjunct professors).

###### Article 62

###### *Profesores permanentes*

1. The *profesores permanentes* are permanent lecturers, or tenured professors, who exclusively carry out their teaching and research activity at the Universidad Cardenal Herrera-CEU, unless they are, exceptionally, given authorization by the rector to carry out such activity at another institution in addition. This exclusivity is limited to teaching and research.
2. These permanent lecturers shall have the role of undertaking teaching and research, and they may be required to undertake other university-related activities.
3. Further regulations shall establish the rules applicable to the different categories of permanent lecturers.

###### Article 63

###### *Profesores asociados*

The *profesores asociados* are part-time lecturers, or adjunct professors, who may be holders of a diploma, bachelor's degree or doctorate and who possess sufficient professional standing to be invited to teach at the University.

## Article 64

### *Profesores eméritos*

The *profesores eméritos* are emeritus lecturers, or emeritus professors, who have retired from their previous post and who possess significant academic or professional prestige, and who are hired on a temporary basis.

## Article 65

### *Profesores visitantes*

The *profesores visitantes* are visiting lecturers, or visiting professors, whom the Universidad Cardenal Herrera-CEU may hire on a limited period, on the basis of their prestige or collaboration agreements with other Spanish or foreign universities, to teach courses or give seminars or lectures.

## Article 66

### *Profesores colaboradores honorarios*

The *profesores colaboradores honorarios* are honorary lecturers, or honorary adjunct professors, who, due to their relationship with the Universidad Cardenal Herrera-CEU, particularly in the case of alumni, may collaborate with the University on a sporadic basis. This may involve certain auxiliary teaching or research duties, for which their knowledge and experience is relevant. Such collaboration with the University shall not entail any employment relationship, while always fully complying with employment legislation.

## Article 67

### *Student assistants (becarios)*

As a means of introducing individuals to teaching and research duties, the Universidad Cardenal Herrera-CEU shall have *becarios* (student assistants; in this case, equivalent to postgraduate/graduate teaching or research assistants) who may carry out auxiliary teaching tasks, provided these allow them to pursue their studies and training in their field of specialization.

## **SECTION 2**

### **Regarding the recruitment, promotion and dismissal of lecturers**

## Article 68

### *Recruitment of lecturers*

1. The recruitment of academic staff shall be carried out in accordance with the provisions of these Organizational and Operational Regulations and other regulations deriving from them, complying with the requirements of article 72 of the Organic Law on Universities.

2. The Universidad Cardenal Herrera-CEU shall give special consideration to candidates' teaching and research experience, academic qualifications and professional experience during the recruitment process.

#### Article 69

##### *Contractual obligations*

Once the approval of the Board of Trustees has been obtained, the corresponding contract shall be signed. The contract shall stipulate that the new lecturer is aware of, and respects, these Regulations and the University's founding ideals.

#### Article 70

##### *System for the promotion of the academic staff*

The promotion system for the academic staff shall be established by regulation in accordance with the principles of merit and ability, and subject to the University's organizational needs and strategic policy.

#### Article 71

##### *Loss of lecturer status*

The status of lecturer at the Universidad Cardenal Herrera-CEU shall be lost:

- Due to voluntary resignation.
- Upon expiry of the term for which the individual was appointed.
- Due to dismissal initiated by the University and carried out in accordance with the law.
- For any other reasons provided for in applicable legislation.

### **SECTION 3**

#### **Regarding the rights and duties of the academic staff**

#### Article 72

##### *Rights*

The rights of the academic staff are:

- To exercise academic and research freedom, with due respect for the Constitution, the law, these Regulations and the University's founding ideals.
- To participate in the University's governing bodies, under the terms provided for in these Organizational and Operational Regulations and their implementing regulations.

- c) To have the necessary resources to perform their duties, within the means available to the University.
- d) To be assessed and to know the results of this assessment, whose fundamental purpose is to support the continuous improvement of their skills and performance.
- e) To be informed of the decisions adopted by the governing bodies of the University which affect them as lecturers and the university community as a whole.
- f) To appeal to the university authorities and to the university ombudsperson if they believe their academic rights and interests have been infringed.
- g) To put themselves forward for promotion via an objective, regulated procedure.
- h) To make suggestions for the improvement of teaching and research activities.

## Article 73

### *Duties*

The duties of the academic staff are:

- a) In teaching and research activities, to respect the principles and the ideals that represent the spirit of the University, and its facilities and property.
- b) To carry out the teaching, research, tutoring and management tasks entrusted to them, paying special respect and attention to the students entrusted to them.
- c) To ensure they continue own academic training and the process for keeping their teaching methods up to date.
- d) To strive to achieve the University's objectives, to promote its community life, and to attend its academic events.
- e) To know, comply with, and enforce the regulations governing the operation of the University.
- f) To safeguard the interests of the University both within and outside of it.
- g) To assume responsibility for the positions entrusted to them.
- h) All other duties that correspond to their employment and professional status.

## **CHAPTER II. Regarding the students**

### **SECTION 1**

#### **Regarding student status**

##### **Article 74**

###### *The students*

The students of the Universidad Cardenal Herrera-CEU are those who are enrolled in any of the degree or non-degree study programmes offered by its faculties, schools, campuses or university research and teaching institutes.

##### **Article 75**

###### *Loss of student status*

Loss of student status shall follow in the following cases:

- a) The student concerned voluntarily withdraws from the University.
- b) The student seriously harms the academic order at the University and this is established as fact during disciplinary proceedings against him or her, in accordance with the University's disciplinary policy.
- c) The student fails to comply with administrative and enrolment regulations or with their financial obligations to the University.
- d) A student may also lose their student status for other reasons provided for in these Organizational and Operational Regulations and other rules and resolutions that regulate the continuation of the student's studies.

### **SECTION 2**

#### **Regarding the rights and duties of students**

##### **Article 76**

###### *Rights*

The rights of students are:

- a) To receive a high-quality, up-to-date, comprehensive and humane education in accordance with the University's founding ideals.
- b) To receive instruction corresponding to the courses which they enrol on.

- c) To enjoy equal opportunities and non-discrimination on the basis of personal or social circumstances, with regard to admission at the University, to the continuation of these studies, and the enjoyment of their academic rights. The University shall pay special attention to students with disabilities and work with collaborating with specialized public or private organizations whose purpose is to improve the integration of these people into society.
- d) To be assisted and guided in their academic studies by lecturers and, especially, by tutors.
- e) To participate in the governing and representative bodies of the University in the manner determined by the relevant regulations.
- f) To benefit from grants or scholarships awarded to them by the University itself, by government agencies, or by private companies and institutions.
- g) To be assessed on their academic performance, according to objective criteria and procedures that shall be known beforehand. In any case, the student's continuous assessment shall be a guiding principle.
- h) To request and obtain from their lecturers the reasoning behind the grades awarded and, where appropriate, to request a review of these grades in the terms established by regulation.
- i) To appeal to the university authorities and to the university ombudsperson if they believe their rights have been infringed.
- j) To participate in extracurricular activities organized by the University.
- k) To be informed of any changes that may substantially affect the courses they are taking.
- l) To promote and participate in student and alumni associations under the terms established by the Student Regulations.
- m) To have access to the University's academic, educational psychology, and student support and guidance services and thus to a comprehensive education, enabling them to become professionally competent in academic, technical and ethical terms, and to develop personally so as to facilitate their entry into the labour market.
- n) Other rights recognized by the Organic Law on Universities and other regulatory provisions deriving from these Organizational and Operational Regulations.

## Article 77

### *Duties*

The students' duties are:

- a) To carry out the academic work that forms part of their studies successfully.
- b) To respect the University's founding ideals, its facilities and property, and to make appropriate use of its assets and resources.
- c) If elected or appointed to a position, to responsibly perform the corresponding duties.
- d) To cooperate with the rest of the university community to ensure the proper functioning of the University and in the improvement of its services.
- e) To treat all University staff, colleagues and visitors considerately and respectfully.
- f) To maintain proper order and discipline on university premises and promote harmony among all members of the university community.
- g) To comply with the Organizational and Operational Regulations and other regulatory provisions that derive from them.
- h) To participate in the assessment of the University's lecturers and services, through feedback processes and surveys undertaken by the University, and so to contribute to the continuous improvement of the quality of all its student services.

## **CHAPTER III. Regarding the administrative and service staff**

### Article 78

#### *Administrative and service staff*

The University's administrative and service staff of the University, under the direction of the general manager, are responsible for the management, support, assistance and maintenance functions to ensure the proper delivery of all university services, which contribute to the achievement of the University's objectives.

## Article 79

### *Rights*

The rights of the administrative and service staff are:

- a) To have the appropriate resources to perform their tasks and to know the functions for their role.
- b) To receive professional training for their improvement, mobility and promotion, in accordance with the means that the University allocates for this purpose.
- c) To know the criteria used by the University in the organization and promotion of staff.
- d) To be informed of the results of the assessment carried out of the tasks assigned to them.
- e) To be assessed for promotion via objective criteria.

## Article 80

### *Duties*

The duties of the administrative and service staff are:

- a) To perform the tasks assigned to them with professionalism, competence and efficiency, and so to contribute to the proper functioning and improvement of the University.
- b) To know, comply with and enforce the regulations governing the operation of the University.
- c) To respect the founding ideals of the University.
- d) To treat the academic staff, administrative and service staff, students and visitors considerately and respectfully.
- e) To respect the University's property and facilities.
- f) All those other duties that correspond to their role and professional status.

## **PART SIX. REGARDING TEACHING, STUDYING AND RESEARCH**

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### **CHAPTER I. Regarding teaching and studying**

#### **Article 81**

##### *Studying*

The goal of all teaching at the Universidad Cardenal Herrera-CEU is to provide students with a comprehensive education and the appropriate preparation for their future careers. Theoretical and practical content shall be combined within each course, seeking to foster critical thinking and a sense of responsibility in the provision of service to society.

Teaching shall be performed in a manner respectful to the University's founding ideals, democratic principles fostering community harmony, the dignity of the person, the full development of the student's personality and the responsible exercise of their freedom, and with the aim being to make the university's classrooms a school for good citizens.

#### **Article 82**

##### *Development and transmission of knowledge*

It is also the mission of Universidad Cardenal Herrera-CEU to contribute, alongside other higher education institutions, to the development and transmission of knowledge in all its forms and facets, informed by an interdisciplinary and integrative vision of knowledge.

#### **Article 83**

##### *Doctoral programmes*

The University shall place a special focus on doctoral studies. It is the responsibility of the Governing Council, at the Doctoral Committee's recommendation, to approve the doctoral programmes.

#### **Article 84**

##### *Quality of teaching*

The University shall ensure that the quality of the teaching provided is of a high standard, monitoring and assessing the academic staff and students using appropriate criteria.

## Article 85

### *Admission and continuation of studies*

The University shall establish regulations for the system for admission and continuation of studies at the institution, in accordance with applicable legislation in this regard. In any case, the student admission procedure shall be governed by the principles of transparency, equality, merit and ability.

## Article 86

### *Admission to the University based on age or accreditation of professional experience*

The University Board of Trustees, in application of the basic conditions established by the Government for such cases, may regulate the accreditation conditions and criteria in each respective area of studies that enable admission to the University for applicants who, while not having completed *Bachillerato* (the standard two-year pre-university study programme in Spain) or an equivalent programme of study, can provide evidence of specific professional experience, or who possess a higher education qualification, or who have reached a certain age.

## Article 87

### *Grants, scholarships and financial aid*

The University shall promote cooperation with society and government agencies to establish a system of grants, scholarships and financial aid aimed at students who require such support based on their personal, financial and family circumstances and who are deserving of such aid by virtue of their academic performance. Special consideration shall also be given to those with a disability.

## Article 88

### *Qualifications*

The University's study programmes shall enable students to obtain official qualifications (*títulos oficiales*, i.e., degrees, which, due to their standardized nature, may also be offered by other higher education institutions) or non-degree study programmes specific to the University (*títulos propios*). The former shall be regulated and taught according to a curriculum recognized and approved by the State, while the latter programmes shall be approved by the Board of Trustees, at the Governing Council's recommendation, in accordance with the provisions of the Organic Law on Universities and other legislation deriving from it.

## Article 89

### *Joint study programmes*

The University may establish agreements with other universities and research institutions, in Spain or abroad, for the provision of joint study programmes, with special preference given to universities and institutions that share the same ideals. It may also recognize studies undertaken at other institutions under the terms and with the effects established by law.

## Article 90

### *Studies programmes via distance learning*

The Universidad Cardenal Herrera-CEU may offer degree or non-degree study programmes in a distance learning format, using the latest information and communication technologies to do so. These study programmes shall be governed by the corresponding legal regulations.

## Article 91

### *Lifelong learning*

The Universidad Cardenal Herrera-CEU shall establish a lifelong learning system, to meet individuals' needs for continuing cultural, scientific and professional development throughout life.

## Article 92

### *Mobility*

The Cardenal Herrera-CEU University shall promote the mobility of its lecturers and students through national or international programmes which it participates in, with a particular focus on Europe, Latin America and other countries Spain has historical links to.

## Article 93

### *Assessment*

The Student Regulations shall establish the minimum requirements for students to participate in examinations, as well as the criteria applicable to the continuous assessment system.

## Article 94

### *Progress and continuation of studies*

It shall be the responsibility of the Board of Trustees, at the Governing Council's recommendation, to approve the regulations regarding the criteria for students to continue with their studies at the University, as well as requirements regarding instrumental knowledge or the performance of certain cultural, sporting or welfare activities.

## Article 95

### *Regarding the protection of personal data*

The Universidad Cardenal Herrera-CEU shall comply with Organic Law 15/1999, of 13th December, on the Protection of Personal Data, and ensure the implementation of the necessary technical and organizational measures to guarantee the security of the personal data of the members of the university community and prevent its unauthorized alteration, processing or use.

## CHAPTER II. Regarding research

### Article 96

#### *Research*

1. One of the essential objectives of the Universidad Cardenal Herrera-CEU shall be to undertake high-quality academic, technical and artistic research, and to train researchers. It shall also promote the transfer of knowledge and technology to society, undertaking both pure and applied research.
2. The Universidad Cardenal Herrera-CEU shall promote cooperation with industry, fostering the creation of joint research programmes and projects that enable the transfer of knowledge and the mobility of the academic staff.

### Article 97

#### *Right and duty to carry out research*

1. Undertaking research is a right and a duty of the academic staff of the Universidad Cardenal Herrera-CEU, in accordance with its general objectives and the efficient use of its resources.

2. Whenever possible and always in accordance with the law, the academic staff shall state their affiliation to the Universidad Cardenal Herrera-CEU in their publications and in the dissemination of their research findings.

## Article 98

### *Research leave*

Lecturers at the Universidad Cardenal Herrera-CEU may, on the basis of their academic merits and services to the university community, be granted special research leave for a period not exceeding one year. Regulations shall be drawn up regarding the granting of such sabbatical periods.

## Article 99

### *Research programmes*

The Universidad Cardenal Herrera-CEU shall seek to create its own research programmes in order to, among other objectives:

- a) Increase the quality of research undertaken at the University.
- b) Encourage interdisciplinary and multidisciplinary research.
- c) Incorporate academics and groups of academics of significant standing within research initiatives.
- d) Promote the mobility of researchers and research groups for the creation of research teams and centres of excellence.
- e) Hire technical staff to support research activities, taking into account the characteristics of the different academic fields.
- f) Coordinate research with other universities and research institutions, as well as the creation of combined organizations or structures between the University and other public and private research institutions and, where appropriate, companies.
- g) Strengthen the link between university research and socio-economic realities, as a way to articulate the transfer of knowledge and highlight the presence of the University in the innovation process of industry and business.

## Article 100

### *Research focus*

The Universidad Cardenal Herrera-CEU shall especially promote research projects and activities that aim to study and delve deeper into issues which speak to the University's identity.

## Article 101

### *Student research assistants*

In order to enhance the training of young researchers, the Cardenal Herrera-CEU University shall have student research and teaching assistants (*becarios*).

## **PART SEVEN. REGARDING THE UNIVERSITY'S STUDENT SERVICES**

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### **Article 102**

#### *University services*

The University, by agreement of the Board of Trustees and at the recommendation of the Governing Council, may create and eliminate as many university services as it considers necessary to better deliver its activities. These services may be managed directly by the University or by third parties, establishing agreements and contracts as necessary.

### **Article 103**

#### *Regulations*

All university services shall have their own regulations.

### **Article 104**

#### *Service directors*

Each University service may be assigned a director responsible for its management and operations, and this person may take on the responsibility for more than one service. He or she shall be appointed and removed from office by the rector, after consulting the Governing Council and with the approval of the Board of Trustees, and meet the necessary conditions of professionalism and competence.

### **Article 105**

#### *University halls of residence*

The Cardenal Herrera-CEU University may create halls of residence to provide accommodation for its students and promote their human, cultural and academic development. It may also create, or sign agreements to affiliate, university residences in order to provide accommodation to members of the university community.

### **Article 106**

#### *University Pastoral Service*

The University, in accordance with its inspiration and founding ideals, shall establish a Pastoral Service, acting in accordance with the Magisterium of the Catholic Church. To this end, the University, via the Director of Pastoral Services at the Fundación Universitaria San Pablo-CEU, shall request that the bishop for the diocese appoint a senior chaplain for the University to lead the Pastoral Service, with the collaboration of others – priests, members of religious orders or lay people – that he deems appropriate.

## Article 107

### *Volunteering Service*

The University seeks to contribute to the construction of a fairer and more fraternal society through the provision of socially oriented training. To this end, in collaboration with the Pastoral Service, it shall establish a Volunteering Service, to promote, channel and coordinate volunteering activities, social solidarity initiatives and development cooperation, to help people in need or in situations of social exclusion.

## Article 108

### *University sport*

The Universidad Cardenal Herrera-CEU shall promote sporting activity in the university environment, providing the necessary means and resources for the compatibility of such activity with the students' academic commitments.

## **PART EIGHT. REGARDING HONOURS AND DISTINCTIONS**

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### **Article 109**

#### *Honours and distinctions*

1. The honours and distinctions that the Universidad Cardenal Herrera-CEU may bestow on those with outstanding achievements in the scientific, artistic, academic and cultural arenas, or who have rendered significant service to society, in general, and to the Cardenal Herrera-CEU University, in particular, are as follows: *Doctorado Honoris Causa* (honorary doctorate), *Medalla de Honor de la Universidad Cardenal Herrera-CEU* (medal of honour) and *Medalla al Mérito de la Universidad Cardenal Herrera-CEU* (medal of merit).
2. Such awards shall award be regulated by the Regulations for Honours and Distinctions of the Universidad Cardenal Herrera-CEU.

## **TEMPORARY PROVISIONS**

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### **ONE.**

All regulations that are in force at the Universidad Cardenal Herrera-CEU at the time of the approval of these Organizational and Operational Regulations shall continue to be applicable as long as they do not conflict with the latter, remain in their current form and are not contrary to the Organic Law on Universities. Once these Organizational and Operational Regulations come into force, further regulations may be established which derive from them, optimizing their application or regulating matters not considered here.

### **TWO.**

Until the approval of the regulations governing the University Senate of the Universidad Cardenal Herrera-CEU, the members of the respective boards of the faculties and ESET (the School of Architecture, Design and Engineering) shall provisionally be members of the University Senate.

### **THREE.**

The term of office for any of the offices described in these Organizational and Operational Regulations shall begin on the date of such an appointment, regardless of the date of entry into force of these Regulations.

## **FINAL PROVISIONS**

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### **ONE.**

These Organizational and Operational Regulations shall come into force once they are published, after their approval by the Valencian regional government, the *Generalitat*, in accordance with the provisions of Article 6 of Organic Law 6/2001, of December 21, on Universities.

### **TWO.**

These Organizational and Operational Regulations may be amended, after consulting the Governing Council, by agreement of an absolute majority of the members of the University's Board of Trustees, with the exception of article 3, for whose modification the unanimity of the members of said Board of Trustees shall be necessary.



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