

## Organisation and operation regulation of the Centre

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# 1 Preliminary provisions

## 1.1.1.1 Policy framework for the organization and operation of the Centre

1.1.1.1.1 These regulations, and in general the organisation and operation of the EAE Barcelona University Centre, are governed by the applicable European, state and regional university legislation.

1.1.1.1.2 The organisation and operation of the EAE Barcelona University Centre will also be governed by the regulations and collective agreements applicable to labour matters; as well as by all the academic regulations adopted in accordance with the procedure established in these regulations, and by the provisions approved by the competent bodies of the University of Lleida that were applicable to them, as well as the General Regulations of the Centre.

1.1.1.1.3 Finally, the Code of Ethics of Grupo Planeta (Code of [Ethics | Grupo Planeta Intranet](#)) and all the regulatory and procedural acquis of the same, which all employees of the School receive and declare to subscribe at the time of formalizing their contracts.

## 1.1.1.2 Nature, scope and objectives of the centre

1.1.1.2.1 The EAE Barcelona University Centre is a private higher education school, attached to the University of Lleida, created and supported by the trading company EAE Institución Superior de Formación Universitaria, S.L., which is part of the Training and Universities Division of the Planeta Group.

1.1.1.2.2 The training offer at EAE Barcelona University Centre includes official and postgraduate university degrees, as well as its own postgraduate courses, non-regulated training for companies, and other short-term courses aimed at specific groups. The studies that, in addition to EAE's own degree, have a degree from the UdL, are governed by the agreements established between the two institutions.

1.1.1.2.3 These regulations will apply to the entire EAE University Centre, as well as its staff and collaborators, the centre's students and the training offer, as well as any other element dependent on the Centre.

1.1.1.2.4 The objectives of the Center are:

- a) The promotion of teaching and research in the fields of the degrees offered, as well as the development and methodological innovation in teaching and evaluation.
- b) Technical and cultural development, and the acquisition of positive attitudes and work habits that enable the exercise of professional activities in the context of university teaching, to provide scientific and technical support to the professional, cultural and economic progress of society both nationally and internationally.

1.1.1.2.5 And to achieve this goal, the Center:

- a) It shall comply with the relevant provisions relating to the organisation and conduct of these studies.
- b) They will establish a fluid relationship with the students in order to obtain the best result in the educational process.

## 2 Governance, management and representative bodies, and advisory bodies

### 2.1 General provisions

#### 2.1.1.1 Classification of organs

2.1.1.1.1 The School's single-person bodies are:

- a) The General Directorate
- b) The General Secretariat
- c) University Delegate
- d) The Dean's Office/Academic Direction
- e) The Vice-Dean's Offices
- f) Program Directions
- g) Functional department addresses
- h) Student representation

2.1.1.1.2 The collegiate bodies of the School are:

- a) Center Board
- b) The Management Committee
- c) The Academic Committee
- d) The Quality Committee
- e) The Equality Commission
- f) EAE Business School's Advisory Board
- g) Advisory Board of the EAE Research Institute for Business Trend
- h) The different permanent or temporary committees that are created by agreement of the Academic Committee or the Management Committee.

#### 2.1.1.2 Nature of the collegiate advisory bodies

The Management Committee and the Academic Committee may, by agreement, create advisory committees on those matters for which they consider it necessary. The same general provisions apply to advisory commissions as to other commissions. Its reports, agreements and opinions will not be binding in any case.

### 2.1.1.3 Common provisions on single-member bodies

2.1.1.3.1 The general directorate, the dean's office and the academic secretary are mandatorily appointed.

2.1.1.3.2 The general management, the functional department directorates, the dean's office, the vice-dean's offices and the general secretary must be employees of the commercial company that owns the Centre.

2.1.1.3.3 The following provisions are established, in general:

- a) The agreements taken in the ordinary meetings will be public to the employees of the Centre, except in those specific cases for which other scope of information is established in these regulations.
- b) The minutes of ordinary meetings will be secret, except in those specific cases for which other scope of information is established in these regulations.
- c) The quorum is established at half of the members that make up the body. This quorum applies both to the beginning of the meeting and to the adoption of agreements.
- d) The calls for ordinary and extraordinary meetings of the collegiate bodies will be repeated as many times as necessary until there is, at least, the necessary quorum for them.
- e) The adoption of agreements by the collegiate bodies will be carried out through a simple majority of those present. In all cases, the presidency of the body will hold a casting vote. This regulation may establish other types of majorities for decision-making.

### 2.1.1.4 Common provisions on the custody of the agendas and minutes of collegiate bodies

Except for the minutes of the agreements of the Management Committee, all the agendas and minutes relating to the ordinary and extraordinary meetings of the collegiate governance, management and advisory bodies will be catalogued and safeguarded by each of the corresponding areas of the School.

## 2.2 Internal organization of the labour staff

### 2.2.1.1 Organizational structure dependent on the Directorate-General

2.2.1.1.1 The dean's office, the general secretariat and the directorates of management areas report to the general directorate.

2.2.1.1.2 The Academic Department depends on the Dean's Office, which is structured into vice-deanships, teaching staff management and the faculty. The areas in which it is organized depend on each vice-dean's office.

2.2.1.1.3 The General Secretariat department depends on the General Secretariat, made up of the areas in which it is organized and the quality and processes area.

2.2.1.1.4 The areas in which the department is organized, if applicable, depend on the management of management areas, described in the organizational chart of the organization

## 2.3 Single-person governing bodies

### 2.3.1 The General Directorate

#### 2.3.1.1 Appointment and dismissal

The appointment and dismissal of the General Manager will be agreed by the General Management of EAE Institución Superior de Formación Universitaria, S.L., based on the provisions of commercial and labour legislation, and the applicable collective agreement, and it is not necessary for their selection to be carried out through internal promotion among teaching and research staff, or administration and services, of the School. Their appointment and dismissal must be communicated to the University of Lleida through its delegate at the School.

#### 2.3.1.2 Functions

In general, the functions of the general management are complemented by those of the general regulations of the Centre and are the following:

- a) To exercise the direction, ordinary management and representation of the School.
- b) To propose to the Management Committee, prior to the financial year to which they refer, the approval of the annual budgets of income and expenditure of the School.
- c) Ensure compliance with the School's expenditure and income budgets, taking corrective actions when necessary.
- d) To propose to the Management Committee, on an annual and triannual basis, the general strategy and objectives of the School, especially with regard to its training offer, the markets in which it operates and its pricing policy.
- e) To establish the organic and functional structure of the School, respecting the provisions of these regulations.
- f) Organise, control and modify the School's strategic management processes.
- g) To control and administer the resources allocated to each of the functional areas of which the School is composed.
- h) To transmit the decisions that, in any matter, are adopted by the General Management of the School.
- i) Convene and chair the Management Committee.
- j) To ensure compliance with the agreements reached by the Management Committee.
- k) To propose to the Management Committee the appointment and dismissal of the Dean's Office.
- l) To propose to the Management Committee the appointment and dismissal of the general secretariat.

- m) To propose, to the Management Committee, the appointment and dismissal of the directors of the functional management areas.
- n) To lead and guide all the School's staff, paying attention, in this sense, to the needs that are transferred to them by the Management Committee.
- o) To approve, as a last resort, all the hiring and dismissal of the School's staff, regardless of the nature of the contracts.
- p) To exercise control over everything that concerns the administration of the School's human resources.
- q) To approve, as a last resort, all commercial contracts that the School signs with its suppliers.
- r) To approve, as a last resort, any settlement of invoices to the School's suppliers.
- s) To ensure, ultimately, the correct application of current regulations on safety and prevention of occupational risks.
- t) To ensure, ultimately, compliance with the School's quality policies and objectives for official undergraduate and postgraduate university degrees.
- u) To promote the establishment of relations with local, regional, state and community Public Administrations, as well as with university quality assessment and national accreditation bodies.
- v) All those that current regulations, these regulations or the provisions of the University of Lleida attribute to it, as well as those not expressly attributed to other single-person bodies of the School.

### 2.3.1.3 Temporary substitution

In the event of a vacancy in the Directorate-General, the position designated for this purpose by the Directorate-General shall temporarily assume its functions. In the event of temporary substitution due to illness or absence, the position delegated by the General Directorate itself will assume its functions.

### 2.3.2 University Delegate

The Rector of the University of Lleida appoints a delegate at the EAE University Centre. The functions of the delegate are:

- a) Verify the application of the access requirements and the selection procedures for students.
- b) Participate in the procedures for selecting teachers.
- c) To report on the requests of "*venia docendi*" from the teachers of the center.
- d) To report on the annual report of activities that the centre has to prepare and on compliance with the requirements and obligations of the centre, its operation, and the academic activity of the teaching staff, as well as other issues that are considered



relevant. To do so, the delegate has access to all the necessary documentation and the centre's facilities.

- e) Provide information in the teaching centre on all academic issues and any important area that affect the centre.
- f) To resolve the academic management procedures determined by the vice-rectorates with competence over undergraduate and master's degree teaching at the University.
- g) To carry out any other function that the current regulations, the teaching affiliation and collaboration agreement or the rector or vice-rectors with competences in teaching bachelor's and master's degrees attribute to it.
- h) To guarantee the adequacy of the academic and teaching activity of the centre to current regulations and to the quality indices of the University, as well as to maintain the permanent relationship between the Centre and the University, which is carried out in an ordinary way through the Vice-Rectorate responsible for the affiliated centres.
- i) Any other function that may be attributed to it by the applicable regulations.

### 2.3.3 The Dean's Office (Academic Directorate)

#### 2.3.3.1 Appointment and dismissal

The appointment and dismissal of the dean's office or the so-called academic management will be agreed by the Management Committee at the proposal of the general management, based on the provisions of labour legislation and the applicable collective agreement, and it is not necessary for their selection to be carried out through internal promotion among the teaching and research staff or the School's administration and services. The dean's office must hold the academic degree of doctor.

#### 2.3.3.2 Functions

In general, the functions of the Dean's Office that are complemented by those of the General Regulations of the Centre are the following:

- a) To exercise the direction and ordinary management of the Academic Department, as well as the representation of the latter in the collegiate bodies of which it is a part.
- b) To propose to the Academic Committee the approval, prior to the financial year to which it refers, of the annual expenditure budget of the Academic Department.
- c) To propose to the Academic Committee, on an annual and triannual basis, the general strategy and objectives of the Academic Department.
- d) To propose to the Academic Committee the organic and functional structure of the Academic Department, respecting the provisions of these regulations.
- e) Propose to the general management, the organization, control and modification of the strategic management processes of the Academic Department.

- f) To propose to the General Management the organisation, control and administration of the resources allocated to each of the areas of which the Academic Department is composed.
- g) Ensure compliance with the expenditure budget of the Academic Department, taking corrective actions when necessary.
- h) To communicate the decisions that the Academic Department adopts by the School's Management Committee.
- i) To lead and guide the teaching and research staff and the technical, management and administrative and service staff assigned to the Academic Department, paying attention, in this sense, to the needs that are transferred to them by the Academic Committee.
- j) Ensure compliance with the agreements established by the Management Committee.
- k) Convene and chair the Academic Committee.
- l) The Dean's Office must ensure compliance with the agreements established by the Academic Committee.
- m) To propose to the Academic Committee the appointment and dismissal of the vice-deans.
- n) To propose to the Academic Committee the appointment of the directors of the areas of knowledge.
- o) To propose to the General Directorate all the hiring and dismissal of the staff assigned to their department, regardless of the nature of the contracts.
- p) To propose the signing of commercial contracts with suppliers that are necessary for the proper functioning of the Academic Department and the fulfilment of the School's objectives.
- q) To approve, in the first instance, any settlement of invoices to the suppliers of the Academic Department.
- r) To represent the School before the national and international organizations of business schools, and other institutions of higher education, of which it is a member.
- s) Ensure the correct application of current regulations on safety and prevention of occupational risks in the Academic Department.
- t) To ensure compliance with the School's quality policies and objectives for official undergraduate and postgraduate university degrees.
- u) All those attributed to it by current regulations, these regulations or the provisions of the University of Lleida.

### 2.3.3.3 Temporary substitution

In the event of a vacancy in the dean's office, the vice-dean's office appointed for this purpose by the Academic Committee at the proposal of the Management Committee will temporarily assume its functions, and the latter may also propose it to the general secretary. In the case of temporary substitution due to illness or absence, the vice-dean's office to which the dean's office delegates will assume their functions.

## 2.3.4 The general secretary

### 2.3.4.1 Appointment and dismissal

The appointment and dismissal of the general secretary will be agreed by the Management Committee at the proposal of the general management, based on the provisions of labour legislation and the applicable collective agreement, and it is not necessary for their selection to be carried out through internal promotion among the teaching and research staff. or administration and services of the School.

### 2.3.4.2 Functions

In general, the functions of the general secretariat are complemented by those of the General Regulations of the Centre, and are as follows:

- a) To exercise the direction and ordinary management of the General Secretariat area, as well as the representation of the latter in the collegiate bodies of which it is a member.
- b) Prepare the annual budget of expenses of the General Secretariat area.
- c) To establish, on an annual and triannual basis, the general strategy and objectives of the General Secretariat area.
- d) To establish the organic and functional structure of the General Secretariat area, respecting the provisions of these regulations.
- e) To propose to the General Management the organisation, control and modification of the strategic management processes of the General Secretariat area.
- f) To propose to the General Directorate the organisation, control and administration of the resources allocated to each of the areas of which the General Secretariat area is composed.
- g) Ensure compliance with the expenditure budget of the General Secretariat area, taking corrective actions when necessary.
- h) To transmit the decisions that, with regard to the General Secretariat area, are adopted by the School's Management Committee.
- i) To lead and guide the technical, management and administrative and service staff assigned to the General Secretariat area.
- j) Ensure compliance with the agreements established by the Management Committee.
- k) To propose to the General Directorate all the hiring and dismissal of the staff assigned to the General Secretariat area, regardless of the nature of the contracts.
- l) To propose the signing of commercial contracts with suppliers that are necessary for the proper functioning of the General Secretariat area and the fulfilment of the objectives of the School.
- m) To approve, in the first instance, any settlement of invoices to suppliers in the General Secretariat area.

- n) To represent the School before the University of Lleida, the Public Administrations and the bodies for the evaluation of university quality and accreditation.
- o) Ensure the correct application of current regulations on safety and prevention of occupational risks in the General Secretariat.
- p) All those attributed to it by current regulations, these regulations or the provisions of the University of Lleida.

#### 2.3.4.3 Temporary substitution

In the event of a vacancy of the secretary general, the dean's office will temporarily assume his or her functions. In the event of temporary replacement due to illness or absence, the employee of the General Secretariat area to which he or she delegates will assume his or her functions.

### 2.3.5 Functional management area directorates

#### 2.3.5.1 Management areas

2.3.5.1.1 In addition to the positions of dean, and general secretary, the general management will ensure that the following functional management areas have a responsible management, and more than one management area may concur in a single directorate:

- a) Admissions and business management
- b) Marketing and communication
- c) Accounting and financial management
- d) Professional projection of students
- e) Human resources and talent management
- f) Integration between students and with the school
- g) Quality Management System Management

2.3.5.1.2 The Director General may agree to the creation of other management areas, for which purpose they will proceed to the corresponding assignment of human and economic resources.

#### 2.3.5.2 Appointment and dismissal

The appointment and dismissal of directors of functional management areas will be agreed by the Management Committee at the proposal of the general management, based on the provisions of labour legislation and the applicable collective agreement, and it is not necessary for their selection to be carried out through internal promotion among teaching and research staff. or administration and services of the School.

#### 2.3.5.3 Functions

In general, the functions of the directorates of the functional management areas are:

- a) To exercise the direction and ordinary management of their areas, as well as their representation in the collegiate bodies of which they are a part.
- b) Prepare the annual budget of expenses and, where appropriate, income, of its areas.
- c) Establish, on an annual and triannual basis, the strategy and objectives of its areas.
- d) To establish the organic and functional structure of its areas, respecting the provisions of these regulations.
- e) Propose to the general management the organization, control and modification of the strategic management processes of its areas.
- f) To propose to the general management the organization, control and administration of the resources allocated to its areas.
- g) Ensure compliance with the budgets of expenses and income of their areas, taking corrective actions when necessary.
- h) To transmit the decisions adopted by the Management Committee in any matter that concerns their areas.
- i) Lead and guide the technical, management, administration and services staff assigned to their areas.
- j) Ensure compliance with the agreements established by the Management Committee.
- k) To propose the appointment and dismissal of technical, management, administrative and service staff assigned to its areas.
- l) To approve, in the first instance, all the hiring and dismissal of the staff of their department, regardless of the nature of the contracts.
- m) To propose the signing of commercial contracts with suppliers that are necessary for the proper functioning of its areas and the fulfilment of the School's objectives.
- n) Approve, in the first instance, any settlement of invoices to suppliers in their areas.
- o) Ensure the correct application of current regulations on safety and prevention of occupational risks in their areas.
- p) All those attributed to them by current regulations, these regulations or the provisions of the University of Lleida.

#### 2.3.5.4 Temporary substitution

In the event of a vacancy in a functional management department directorate, the position designated for this purpose by the general management will temporarily assume its functions. In the event of temporary replacement due to illness or absence, the staff of the department to which they delegate will assume their functions.

## 2.4 Single-person management bodies

### 2.4.1 The Vice-Dean's Offices

#### 2.4.1.1 Appointment and dismissal

The vice-deans will be appointed and dismissed by the Management Committee at the proposal of the Academic Committee from among the members of the teaching and research staff and the technical, management and administrative and services staff. In the case of the vice-deans in charge of undergraduate or postgraduate curricula, they must hold the academic degree of doctor. Exceptionally, the appointment of vice-deans in charge of curricula that do not hold this degree may be agreed, provided that the Academic Committee verifies that the interested party is in the final phase of carrying out their doctoral thesis. In the event that no member of the teaching and research staff or the administrative or service staff meets the necessary merits to perform the position of vice-dean, the Academic Committee may agree on the proposal of a vice-dean through an external selection process.

#### 2.4.1.2 Management areas

The Academic Committee will ensure that the following management areas have a responsible vice-dean, and more than one management area may concur in a single vice-dean:

- a) The management of the undergraduate and postgraduate curricula offered by the School.
- b) The School's international relations in educational matters.
- c) The administration and planning of the academic department of the School.
- d) The promotion of non-scientific research and dissemination.
- e) The quality of the academic offer of university degrees and postgraduate degrees, and the international accreditation of the School.

#### 2.4.1.3 Temporary substitution

In the event of a vacancy of a Vice-Dean, the Vice-Dean appointed for this purpose by the Academic Committee will temporarily assume their functions. In the event of temporary substitution due to illness or absence, the employee of the vice-dean's office to whom he or she delegates will assume his or her functions.

#### 2.4.1.4 Functions

In general, the functions of the vice-dean's offices are:

- a) To exercise the direction and ordinary management of their vice-deans, as well as their representation in the collegiate bodies of which they are a part.
- a) To propose to the dean the organization, control and modification of the strategic management processes of their vice-deans.

- b) To propose to the dean the organization, control and administration of the resources destined to his or her vice-deans.
- c) To propose, to the Academic Committee, the creation, suppression and integration of the areas of academic management attached to its vice-deans.
- d) To propose to the Academic Committee the appointment and dismissal of the heads of the academic management areas assigned to their vice-deans.
- e) Lead and guide the technical, management, administration and services staff assigned to their vice-deans.
- f) Ensure compliance with the budgets of expenses and income of their vice-deans, taking corrective actions when necessary.
- g) To transmit the decisions adopted by the Academic Committee in any matter that concerns their vice-deans.
- h) To ensure compliance with the agreements established by the Academic Committee.
- i) To ensure compliance with the agreements established by the Academic Committee.
- j) Collaborate with the Quality and Processes Area in the processes of verification, accreditation, modification and termination of official undergraduate and university postgraduate programmes, and in any others in which their participation is necessary.
- k) All those that the current regulations, these regulations or the provisions of the University of Lleida attribute to them, as well as those that are delegated to them by the dean's office.

## 2.4.2 Knowledge Area Management

### 2.4.2.1 Appointment and dismissal

The directors of the areas of knowledge will be appointed and dismissed by the Academic Committee from among the members of the teaching and research staff. Exceptionally, an external teaching collaborator may be appointed as director of the area of knowledge.

### 2.4.2.2 Areas of knowledge

2.4.2.2.1 The Academic Committee will ensure that the following areas of knowledge have at least one responsible director, and that more than one discipline may be concurred in a single director:

- a) Business Analytics, Data Science and Artificial Intelligence
- b) Economics, Accounting and Finance
- c) Strategy, Entrepreneurship and Sustainability
- d) Leadership and people management
- e) Marketing, Communication and Sales
- f) Operations and Project Management

2.4.2.2.2 The activity of the Knowledge Areas must have a tangible measurable impact on the development of:

- a) A systematization of the capture of current trends in the business environment.
- b) Links to companies and institutions in such a way as to generate prominence and reputation for the contributory quality of the knowledge generated, considering EAE a key player specialising in the business environment.
- c) Publication in accredited and specialized journals will generate greater relevance of notoriety.
- d) The introduction of improvements and new academic methodologies.
- e) Synergies and coordination between teachers for better delivery to students.
- f) Improving the quality of programmes.

### 2.4.2.3 Assignment of teaching and research staff to the areas of knowledge

2.4.2.3.1 All teaching and research staff will be assigned to the area of knowledge and to a line of research of the EAE Institute for Business Trends that corresponds to their qualifications and scientific profile. The assignment of teaching and research staff to the area of knowledge that corresponds to them will be carried out by the Academic Committee at the proposal of the Teaching Staff Directorate, once their recruitment process has been completed.

2.4.2.3.2 In the same way, the teaching staff who will be part of the staff of the centre and who, due to variations in their teaching and research career, wish to be assigned to another area of knowledge, may request it from the Academic Committee, which, optionally, may reassign them to the area that they have requested.

2.4.2.3.3 Teaching and research staff may only be assigned to one area of knowledge.

### 2.4.2.4 Assignment of undergraduate and postgraduate subjects to areas of knowledge

Regardless of their official status, all undergraduate and postgraduate subjects will be assigned to the area of knowledge that corresponds to them according to their content and competence profile. The assignment of the subjects will be carried out by the Academic Committee at the proposal of the corresponding vice-dean, once the process of verification of the program has been completed; in the case of officers, or the creation of their curriculum, in the case of their own.

### 2.4.2.5 Functions of the Areas of Knowledge

In general, the functions of the directors of the areas of knowledge are:

- a) Collaborate in the revision of the teaching guides of the subjects that are assigned to their area of knowledge, once the vice-deans in charge of the undergraduate and postgraduate curricula have approved the curricula.
- b) Collaborate in the contents and/or training activities of the subjects of the study plans that are assigned to their area of knowledge.



- c) Collaborate with the vice-dean in charge of research and non-scientific dissemination, and with the directors of the research groups in the detection and creation of synergies between the teaching staff in the field of research.
- d) All those that the current regulations, these regulations or the provisions of the University of Lleida attribute to them, as well as those that are delegated to them by the Academic Committee.

### 2.4.3 Staff responsible for the academic management area

#### 2.4.3.1 Creation, suppression and integration of academic management areas

2.4.3.1.1 The Academic Committee will determine, at the proposal of the vice-deans to whose vice-deans they are attached, the creation of the academic management areas that are deemed appropriate for the optimal functioning of the School, assigning the appropriate human, technical and budgetary resources. In the same way, the Academic Committee may eliminate or integrate areas of academic management, except with regard to the Quality and Processes area and the Academic Coordination Area, whose existence must be guaranteed by all the bodies and regulations of the School.

2.4.3.1.2 All areas of academic management will be attached, organically and functionally, to the dean or a vice-dean.

#### 2.4.3.2 Appointment and dismissal of those responsible for the academic management areas

The heads of the academic management areas will be appointed and dismissed by the Academic Committee at the proposal of the vice-dean from among the members of the teaching and research staff or the technical, management and administration and services staff. In the event that no member of these bodies meets the necessary merits to perform the position, the Academic Committee may agree on the proposal of a person in charge through an external selection process.

#### 2.4.3.3 Appointment and dismissal of the head of the Quality and Processes Area

As provided in this section, all the bodies and regulations of the School must ensure the existence of a Quality and Process Area, insofar as it has been offering official degree or university postgraduate studies. The Quality and Processes Area will be attached to the General Secretariat. Any member of the teaching and research staff or of the administration or services staff may be appointed head of the Quality and Processes Area.

#### 2.4.3.4 Functions of the person in charge of the Quality and Processes Area

In general, the functions of the head of the Quality and Processes Area are:

- a) Safeguard and apply the quality policy and objectives approved by the Management Committee based on the provisions of these regulations.

- b) To support all the bodies of the School in the tasks of communicating the policy and quality objectives.
- c) Request the University of Lleida for the initial approval of the new official undergraduate and postgraduate university degrees, following the communication channel established in these regulations.
- d) Send to the University of Lleida the proposals for verification, modification and termination of official undergraduate and postgraduate university degrees, following the communication channel.
- e) All those that current regulations, these regulations or the provisions of the University of Lleida attribute to them, as well as those not expressly attributed to other bodies of the School and those that are delegated to them by the Vice-Dean in charge of academic quality and international accreditation of the School.
- f) Lead the entire quality management system of the organization and certifications related to the quality of the institution.

## 2.4.4 Coordination of undergraduate and graduate programs

### 2.4.4.1 Assignment of coordination to undergraduate or graduate programs

2.4.4.1.1 Regardless of its nature, official or its own, each undergraduate or postgraduate programme must have an academic coordination.

2.4.4.1.2 The academic coordination will be assigned to each program by the vice-dean in charge of student service, considering criteria of suitability, such as their competencies in the language of teaching the program, the profile of the student body or their training in the area of knowledge of the program, among others.

### 2.4.4.2 Functions

In general, the functions of the academic coordination are:

- a) To prepare and publish the calendars of the undergraduate and postgraduate programs assigned to them, based on the academic and institutional calendar of the School approved by the Academic Committee.
- b) To prepare and publish the calendars of the final evaluation and re-evaluation tests of the undergraduate and postgraduate programs assigned to them, based on the calendar approved for this purpose by the Academic Committee.
- c) Coordinate the extracurricular activities offered in the programs assigned to them, based on the provisions of the planning approved by the Academic Committee.
- d) To transfer to the students of the programmes assigned to them the communications of interest addressed to them by any management or management body of the School.
- e) To ensure that the teaching staff complies with the provisions of the School's academic regulations, especially with regard to the maximum dates for the publication of grades

for partial and final assessment tests, and for re-evaluation; and the resources for learning the subjects.

- f) Supervise the control of student attendance, when the mandatory nature of such control is deduced from the evaluation systems established in verification reports, in the case of official undergraduate or university postgraduate degrees; or in the academic regulations of the School, in the other own degrees.
- g) Administratively manage programme dropouts and the re-enrolment of subjects not passed in the first call.
- h) Proceed, when provided for in the School's academic and institutional calendar, to close and send the students' evaluation reports to the Academic Secretary.
- i) To administer the student opinion surveys on the subjects and the professors, and the other surveys that the Academic Committee or another management body of the School may have planned.
- j) Attend to the students of the programs assigned to them in any doubts of an academic nature or extracurricular services they may have.
- k) Check the publication of the teaching plans and resources for each subject before the start of each teaching period.
- l) To mediate in incidents of any kind between students, between students and teaching staff, and between students and any other bodies and areas of the School, applying the action protocols provided by the School.
- m) To keep the record of incidents of the programs assigned to it, punctually notifying them to the vice-dean in charge of the student service.
- n) Supervise the application of teaching methodologies, evaluation systems and training activities that, for the programmes under its coordination, are established by the respective teaching plans of the subjects.

## 2.4.5 Student representatives

### 2.4.5.1 Election process

2.4.5.1.1 The School will provide the means so that, once each academic year has begun, the students enrolled in each of its undergraduate or postgraduate programmes elect their representatives, at the rate of one delegate and one sub-delegate per teaching group, as provided for in this article.

2.4.5.1.2 All students enrolled in the School hold the right to vote and stand for election, even if they do not exercise it later and the selected student representatives sporadically leave.

2.4.5.1.3 The students enrolled in each teaching group of each academic year will elect a delegate and a sub-delegate from the candidacies presented by their group.

2.4.5.1.4 The student who has obtained the most votes in the vote will be appointed representative of the student body of a teaching group, provided that there has been a sufficient quorum, which is established at half of the students enrolled. The student who has obtained the number of votes immediately after that of the delegate will be appointed sub-delegate of the student body of a teaching group.

#### 2.4.5.2 Resignation of delegates

2.4.5.2.1 Student representatives may resign from the representation functions assigned to them. To this end, and through the academic coordination of their programme, they will write to the Academic Committee.

2.4.5.2.2 In the event of the resignation of the student representatives, the student sub-delegations will assume their representation functions.

#### 2.4.5.3 Joint resignation of student representatives and sub-delegations

In the event that the resignation affects, simultaneously or successively, the representatives and sub-delegations of the students, a new election process must be convened in accordance with the provisions of this section.

#### 2.4.5.4 Roles of Student Representatives

In general, the functions of student representatives are:

- a) To channel the requests, complaints and other observations of their respective teaching groups to the governing and management bodies of the School, in accordance with the established procedures
- b) Represent their respective teaching groups in those acts and events of an academic and professional nature in which the participation of all students in the group is limited.
- c) To represent the student body in any Commission or session of a commission in which it is necessary.

#### 2.4.5.5 Functions of the student sub-delegation

The main function of the student sub-delegation is to replace the student representative in the event of their resignation or absence.

### 2.5 Single-person advisory bodies

#### 2.5.1 Center Board

2.5.1.1.1 The Board of the Centre is the highest governing and representative body of the Centre, and as such will ensure that it has the material and human resources necessary for its proper functioning.

2.5.1.1.2 The composition and functioning of the Board of the Centre will be determined by the company that owns the Centre. Its initial composition is as follows: all the members of the General Directorate of the head of the centre, the delegate of the University and the academic director.

2.5.1.1.3 The Board of the Centre may delegate the powers it deems appropriate for the proper internal functioning of the centre.

2.5.1.1.4 The Board of the Centre has the following powers relating to the governance of the Centre:

- a) To determine the basic strategic lines of operation of the Centre.
- b) To establish the guidelines for the economic management of the Centre.
- c) To approve the Annual Report of Activities of the Centre.
- d) To approve the Annual Financial Report of the Centre.
- e) To approve the ordinary and extraordinary budget of the Centre, and to approve the liquidation.
- f) To approve the signs of identity of the Centre.
- g) To approve the Regulations for the Organisation and Operation of the Centre and their modifications with the corresponding approval of the University.
- h) Approve the scholarship policy and the criteria for awarding them.
- i) To resolve conflicts of competence between the bodies of the centre.
- j) To ensure the quality of teaching and to promote teaching improvement.
- k) All those functions that may correspond to it according to current legislation and also those other functions that have not been expressly attributed in these regulations to other bodies.

## 2.5.2 The Management of Graduate Programs

### 2.5.2.1 Appointment and dismissal

2.5.2.1.1 The direction of the postgraduate programmes will fall to teaching and research staff or external teaching collaborators of recognised prestige in their respective areas of knowledge, and who hold or have held management positions in companies or others.

2.5.2.1.2 The direction of the postgraduate programmes will be appointed and dismissed by the Academic Committee at the proposal of the vice-dean in charge of these programmes.

2.5.2.1.3 On an extraordinary basis, and in the event of a vacancy, the Academic Committee may agree to appoint a member of the teaching and research staff to manage the postgraduate programme. The appointment will be made for these functions during the academic year, and may or may not renew the vacancy annually.

### 2.5.2.2 Functions of the management of postgraduate programs

In general, the functions of the management of postgraduate programmes are:

- a) Design the programme in accordance with the study plans, programme guides, structures and calendar established within the framework of the corresponding report.
- b) Carry out a review of the programme after each call and submit a proposal for modification.
- c) Ensure that the faculty nurtures the program with real and up-to-date company cases and proactively suggest to the faculty the organization of company visits, masterclasses and business challenges.
- d) Bring together the teaching staff of each subject to share the content that each teacher will teach to avoid overlaps.
- e) Promote the development of new resources, methodologies and training strategies according to the program in conjunction with the management of the Knowledge Area and the vice-deans, and transfer, if appropriate, the assignment to the Directorate of Design and Strategic Planning of the Program.
- f) Select the teaching staff in conjunction with the management of the Areas of Knowledge, the vice-dean's office, providing maximum collaboration with the Department of Teaching Staff Management for the fulfilment of indicators.
- g) Guarantee the commitment of the teaching staff to the teaching assignment and carry out 3 program faculties per year.
- h) Hold a minimum of 4 periodic meetings with the delegates with the presence of the corresponding coordinator and 3 meetings with the class group in each call.
- i) Inform, together with coordination, at the beginning of the course to students and teachers about the procedure and management/channelling of incidents.
- j) To be involved in the contents, rubrics, selection of tutors for the Master's Final Projects in collaboration with the vice-deans and to provide support to the professor/coordinator of the TFM as well as to participate in the tribunals when required.
- k) Analyse the performance of professors and review the satisfaction surveys of students/professors together with the vice-deans and Faculty Management to guarantee the quality standards established in the assigned programs.
- l) Conduct program training for the school's Admissions staff and be available to them to strengthen candidate recruitment.
- m) Provide all the necessary information to the marketing and admissions departments related to the programme and provide all the necessary support for the process of creation and continuous adaptation of the corresponding product sheet(s), as well as for the up-to-date maintenance of the programme's value proposition, the Competition Observatory and any analysis instruments established
- n) Maintain regular contact with coordination to ensure monitoring of the programme and ensure the dissemination of the school's calendar of activities well in advance to the students.

- o) To guide students who request it on employability issues according to their experience and to inform the faculty to collaborate in the same direction. Likewise, at the request of the Careers Department, it collaborates in those areas that, due to its speciality and/or professional experience, may have a significant contribution.
- p) Participate in the activities proposed by the members of the Academic Management Team (Meetings of Programme Directors, Knowledge Areas, Faculties, Academic Acts, Congresses, etc.) and promote activities that involve the faculty among the faculty. Comply with those that are required in accordance with the importance established by the dean's office.

## 2.6 Collegiate governing bodies

### 2.6.1 The Management Committee

#### 2.6.1.1 Chair and composition of the Management Committee

2.6.1.1.1 The Management Committee will be chaired by the Director General, and will be composed of at least the Dean's Office, the Secretary General, and the directors of the functional management areas proposed by the Director General, who may also appoint as members of the Management Committee other employees of the School who do not hold the aforementioned positions.

2.6.1.1.2 The members of the Management Committee may meet in delegated committees, in order to address specific issues that affect only their management areas.

2.6.1.1.3 The Management Committee may request the occasional participation of other single-person or collegiate bodies; as well as any other employees of the School in its ordinary and extraordinary meetings, and in those of its delegate committees.

#### 2.6.1.2 Organization of ordinary and extraordinary meetings and nature of their deliberations

2.6.1.2.1 The Management Committee will meet on an ordinary basis once a week, and on an extraordinary basis when it deems it appropriate, with the general management being responsible for the call.

2.6.1.2.2 The deliberations of the ordinary and extraordinary meetings of the Management Committee will be secret, and only their agendas must be published through the information systems commonly used by the School.

### 2.6.2 Functions

In general, the functions of the Management Committee are:

- a) At the proposal of the General Management, to approve, prior to the financial year to which they refer, the income and expenditure budgets of the School.



- b) At the proposal of the General Management, to approve the general strategy and objectives of the School, especially with regard to its training offer, the markets in which it operates and its pricing policy.
- c) At the proposal of the Product Committee, to approve, prior to the academic year to which it refers, the School's training and curricula. At the proposal of the general management, to approve the appointment and dismissal of the dean's office.
- d) At the proposal of the Directorate-General, to approve the appointment and dismissal of the Secretary-General.
- e) At the proposal of the general management, to approve the appointment and dismissal of the directors of functional management areas.
- f) At the proposal of the Academic Committee, to approve the appointment and dismissal of the vice-deans.
- g) At the proposal of the Academic Committee, to approve the appointment and dismissal of the directors of the areas of knowledge.
- h) At the proposal of the Academic Committee, to approve the temporary replacement of the dean's office by a vice-dean, in the event of a vacancy of these.
- i) At the proposal of the Management Committee, to approve the appointment and dismissal of the members of the Advisory Board.
- j) At the proposal of the Academic Committee, to approve the establishment of collaboration agreements in research with other business schools and national and international institutions of higher education.
- k) At the proposal of the Academic Committee, to approve the Study Grants and Awards Programme for each academic year. Financial aid is managed from admissions and commercial management.
- l) At the proposal of the Management Committee, to approve the renewal and termination of educational cooperation agreements with business schools and national and international institutions of higher education.
- m) At the proposal of the Academic Committee, to approve the School's membership in international associations of business schools, or the renewal of its membership.
- n) At the proposal of the Management Committee, initiate the processes of international accreditation of the School, or of the programs offered by it, before international associations of business schools.
- o) At the proposal of the Management Committee, to initiate the processes of adhesion of the School to international professional certification associations.
- p) At the proposal of the Management Committee, initiate the processes of institutional accreditation of the School, or of the programs offered by it, before international professional certification associations.



- q) At the proposal of the Advisory Committee on Equality and Standardisation, approve and amend the Protocol for the prevention, detection and action against possible situations of discrimination of any kind, and sexual harassment, both with regard to the group of employees and the group of students.
- r) At the proposal of the Advisory Committee on Equality and Standardisation, to approve and modify the Equality Plan.
- s) At the proposal of the General Secretariat, to amend these Regulations on the organisation and operation of the centre.
- t) Designate delegates to carry out specific tasks.

## 2.6.3 The delegated committees of the Management Committee

### 2.6.3.1 Chairmanship and composition of the delegated committees of the Management Committee

2.6.3.1.1 At the proposal of the General Management, or of any of the members of the Management Committee, it may meet in extraordinary delegated committees in order to address specific issues related to the direction or management of the School.

2.6.3.1.2 The chairmanship of the delegated committees of the Management Committee will be held by the member of the committee that has convened them. The delegated committees may request the occasional participation of other single-person or collegiate bodies; as well as any other employees of the School.

2.6.3.1.3 The deliberations of the delegated committees of the Management Committee shall be secret.

## 2.6.4 The Academic Committee

### 2.6.4.1 Presidency and composition of the Academic Committee

2.6.4.1.1 The Academic Committee will be chaired by the Dean of the EAE Barcelona University Centre, and will be made up of all its Vice-Deans.

2.6.4.1.2 The Academic Committee may request the occasional participation of any other employees of the School in its ordinary and extraordinary meetings.

### 2.6.4.2 Organization of ordinary meetings and nature of their deliberations

2.6.4.2.1 The Academic Committee will meet on an ordinary basis once a week, and on an extraordinary basis when it deems it appropriate.

2.6.4.2.2 The deliberations of the ordinary meetings of the Academic Committee will be recorded in its minutes through the information systems commonly used by the School.

2.6.4.2.3 The deliberations of the extraordinary meetings of the Academic Committee will be secret, and only their agendas must be published through the information systems commonly used by the School.

2.6.4.2.4 Until the School's Academic Committee is formally constituted, the Management Committee will assume its powers.

### 2.6.4.3 Functions

In general, the functions of the Academic Committee are:

- a) At the proposal of the Dean's Office, to approve, prior to the financial year to which it refers, the annual budget of expenses of the academic department.
- b) At the proposal of the Dean's Office, to approve, on an annual basis, the general strategy and objectives of the academic department.
- c) At the proposal of the Dean's Office, to approve the organic and functional structure of the academic department, respecting the provisions of these regulations.
- d) At the proposal of the Dean's Office, to approve the appointment and dismissal of the Vice-Deans.
- e) At the proposal of the Dean's Office, to approve the appointment and dismissal of the directors of the areas of knowledge.
- f) At the proposal of the vice-dean who promoted them, approve the appointment and dismissal of the heads of the academic management areas attached to their vice-deans.
- g) At the proposal of the vice-dean who promoted them, to decide on the creation, suppression and integration of the areas of academic management attached to their vice-deans.
- h) At the proposal of the vice-dean's office in charge of the curricula of the graduate programs, to approve the appointment and dismissal of the directors of said programs.
- i) At the proposal of the vice-dean's office in charge of non-scientific research and dissemination, approve the annual and three-year plans for non-scientific research and dissemination.
- j) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to establish, on an annual basis, the percentage of professors dedicated exclusively to research, if any.
- k) At the proposal of the vice-dean's office in charge of research and non-scientific dissemination, to approve the appointment and dismissal of teaching and research staff exclusively dedicated to research.
- l) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to approve the renewal, when appropriate, of the status of teaching and research staff exclusively dedicated to research.
- m) At the proposal of the vice-dean's office in charge of research and non-scientific dissemination, to approve the establishment of collaboration agreements in the field of

research with other business schools and national and international institutions of higher education.

- n) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to approve the participation of the School in research projects funded by the Public Administrations.
- o) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to approve the annual regulations for incentives for research and non-scientific dissemination for teaching and research staff.
- p) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to approve the creation of research groups and/or specific synergies between teaching and research staff, in order to increase the quantity and quality of scientific production and non-scientific dissemination of the School.
- q) At the proposal of the Vice-Dean's Office in charge of research and non-scientific dissemination, to approve, on an annual basis, the system of grants for attendance at congresses of teaching and research staff.
- r) At the proposal of the vice-dean's office in charge of administration and planning, to approve, for each academic year, the Scholarship and Study Awards Program.
- s) At the proposal of the Vice-Dean in charge of administration and planning, to evaluate the teaching and research merits of all candidates for teaching and research staff of the School, authorizing their hiring in the event that such evaluation is favourable.
- t) At the proposal of the vice-dean's office in charge of administration and planning, to assign the teaching and research staff to the department of areas of knowledge that corresponds to them, according to their qualifications and scientific profile.
- u) At the proposal of the vice-dean in charge of administration and planning, to resolve requests for change of department assignment of areas of knowledge of the teaching and research staff who study them.
- v) At the proposal of the teaching staff directorate, to approve, on an annual basis, the teaching load of full-time and part-time teaching and research staff dedicated to teaching, and of teaching and research staff in charge of academic management functions.
- w) At the proposal of the vice-dean's office in charge of administration and planning, to assign all official or university-specific degree and university or university-specific postgraduate subjects to the department of areas of knowledge that correspond to them.
- x) At the proposal of the Vice-Dean in charge of international relations in educational matters, to approve the establishment, renewal and termination of educational cooperation agreements with business schools and international institutions of higher education.

- y) At the proposal of the Vice-Dean's Office in charge of international relations in educational matters, to approve the School's membership in international associations of business schools, or the renewal of its membership.
- z) At the proposal of the Vice-Dean's Office in charge of international relations in educational matters, to resolve, in cases where this is provided for in the international agreements signed by the School, the merit-based competitions for the selection of students in exchange programmes.
- aa) At the proposal of the Vice-Dean in charge of quality and international accreditation of the School, to approve the international accreditation of the School, or of the programs offered by it, before international associations of business schools.
- bb) Adopt, modify and suppress the School's own academic regulations.
- cc) To propose, to the Management Committee, the temporary replacement, by a vice-dean, of the dean's office, in the event of a vacancy of the latter.
- dd) At the proposal of the Product Committee, to approve, prior to the academic year to which it refers, the School's undergraduate and postgraduate training offer for each academic year.
- ee) To propose to the Management Committee the verification of new official undergraduate and postgraduate university degrees.
- ff) To ensure that the School's own academic regulations regulate the minimum contents established by these regulations.
- gg) To ensure that the areas of knowledge of special interest identified in these regulations have a responsible director.
- hh) To resolve the temporary substitution, by another vice-dean, of the vice-dean who has caused a vacancy.
- ii) To organize academically and administratively undergraduate and postgraduate studies.
- jj) To approve, prior to the start of each academic year, the teaching assignment and the distribution of teaching in any undergraduate and postgraduate curricula offered by the School.
- kk) To evaluate the teaching activity of teachers through the Docentia program.
- ll) To approve the academic and institutional calendar of the School.
- mm) To prepare and publish the calendar of the final assessment and, if appropriate, re-assessment tests.
- nn) To exercise disciplinary and mediation power over students, in the terms established in the specific regulations on disciplinary regime.
- oo) To determine, in the case of university postgraduate students, the possible fulfilment of admission prerequisites, in application of the provisions of the verification reports and

the specific regulations on admission and enrolment, and on the recognition and validation of credits.

- pp) To determine, in the case of university-specific postgraduate students, the possible fulfilment of admission prerequisites, in application of the provisions of the annexes to the specific regulations on admission and enrolment, and on the recognition and validation of credits.
- qq) Proceed, in the case of students of any official degree and university postgraduate programmes who so request, to the recognition and validation of credits, as established in the verification reports and in the specific regulations on admission and enrolment, and on the recognition and validation of credits.
- rr) To convene the tribunals that must evaluate the bachelor's and master's degree final projects.
- ss) To call the elections of the representatives of the student body.
- tt) To resolve the resignations of the student representatives.
- uu) Delegate the performance of specific tasks to management bodies.
- vv) To appoint delegated commissions for the adoption of specific agreements.
- ww) Authorization of other extracurricular activities, whether transversal or specific.

## 2.7 Collegiate management bodies

### 2.7.1 The delegate committees of the Academic Committee

#### 2.7.1.1 Presidency and composition of the delegate committees of the Academic Committee

2.7.1.1.1 When provided for by specific regulations, or at the proposal of the Dean's Office, the Academic Committee may meet in delegated committees of a permanent or extraordinary nature, in order to adopt specific agreements related to the management of the academic life of the students.

2.7.1.1.2 The presidency of the delegated committees of the Academic Committee will be held by the single-person management or management body established by the regulations that have created them, or by the person determined by the dean's office. The delegated committees of the Academic Committee may request the occasional participation of other single-person or collegiate bodies; as well as any other employees of the School.

#### 2.7.1.2 Nature of the deliberations of the delegate committees of the Academic Committee

The deliberations of the delegate committees of the Academic Committee will be secret, and only their agendas must be published through the information systems commonly used by the School.

## 2.7.2 Quality Committee

### 2.7.2.1 Presidency and composition

2.7.2.1.1 The Quality Committee will be chaired, on a permanent basis, by the School's Quality and Processes management.

2.7.2.1.2 It will be made up of

- a) A representative of each of the school's key management areas, at the proposal of the Quality and Processes management and with the approval of the Management Committee.
- b) People who are part of the Quality and Processes area, at the number established by the management of the area.

2.7.2.1.3 One of the persons described in section 2.7.2.1.2.b.

### 2.7.2.2 Organization of ordinary meetings and nature of their deliberations

2.7.2.2.1 The Quality Committee will meet at least once a month on an ordinary basis, after being convened by its leader.

2.7.2.2.2 The call for ordinary meetings of the Quality Committee will include, in any case, the agenda of the topics to be discussed.

2.7.2.2.3 The deliberations of the ordinary meetings of the Quality Committee will be private, and both their agendas and their minutes must be published through the information systems commonly used by the School.

2.7.2.2.4 Until the Quality Committee is formally constituted, the General Secretariat Directorate will assume its powers.

### 2.7.2.3 Organization of extraordinary sessions and nature of their deliberations

2.7.2.3.1 At the proposal of its head, the Quality Committee may be convened on an extraordinary basis to address specific issues that must be dealt with urgently.

2.7.2.3.2 The deliberations of the extraordinary meetings of the Quality Committee will be of a secret nature, and only their agendas must be published through the information systems commonly used by the School.

### 2.7.2.4 Functions

2.7.2.4.1 In general, the functions of the Quality Committee are:

- a) To propose, to the Management Committee, the establishment of the School's quality policies and objectives for official undergraduate and postgraduate university degrees.
- b) To propose to the Management Committee the verification of the design and implementation of the School's Internal Quality Assurance System (IQAS).
- c) Review, on an annual basis, the School's quality policies and objectives

- d) To propose to the Management Committee the approval of the manual of procedures in terms of quality
- e) Ensure that the School's quality policies and objectives are reflected in the Internal Quality Assurance System (IQAS).
- f) Disseminate, among all groups, the quality objectives of the School through the quality site (link: [Calidad EAEBCN - Home](#))
- g) Review the improvement actions established in terms of quality within the School's quality management system.
- h) Prepare the opinion prior to the adoption, modification or suppression of the regulations, based on their fit into the rules, policies and regulations of the university of affiliation, and in accordance with the processes of the Internal Quality Assurance System (IQAS).

## 2.8 Collegiate advisory bodies

### 2.8.1 EAE Business' Advisory Board

#### 2.8.1.1 Appointment and dismissal of its members

The members of EAE's Advisory Board will be appointed and dismissed by the Management Committee, and must hold the position of General Manager, or Director of the functional area, of companies, professional associations and associations, or third sector organisations. Consultants and other liberal professionals of recognised prestige may also be part of the Advisory Council; as well as the teachers of the School, and the teaching collaborators of the School, provided that, in the latter case, they are the director of a company, association or professional association or third sector organisation, or of consultant, or of liberal professional of recognised prestige.

#### 2.8.1.2 Remuneration of Advisory Board Members

The members of the Advisory Council will not receive any remuneration for their activities, beyond the expenses and allowances that they may incur for attending its ordinary and extraordinary meetings.

#### 2.8.1.3 Organization in interest groups

Without prejudice to the unitary nature of the Advisory Council, its members will be organised into as many interest groups as areas of teaching offered by the School.

#### 2.8.1.4 Organization of ordinary meetings and nature of their deliberations

2.8.1.4.1 The Advisory Board will meet at least once a year on an ordinary basis, following the convening of the single-person management body to which the Management Committee delegates this function.

2.8.1.4.2 To the extent possible, the ordinary meetings of the Advisory Council shall consist of at least one plenary meeting of all its members and one sectoral meeting for each area of interest created in accordance with the provisions of the preceding article.

2.8.1.4.3 The call for ordinary meetings of the Advisory Council will include, in any case, the agenda of the topics to be discussed, which will be prepared through the contributions of the Management Committee.

2.8.1.4.4 The deliberations of the ordinary meetings of the Advisory Council will be public, and both their agendas and their minutes must be published through the information systems commonly used by the School.

### 2.8.1.5 Organization of extraordinary sessions and nature of their deliberations

2.8.1.5.1 At the proposal of the Management Committee, the Advisory Board, and above all, its stakeholders, may be convened on an extraordinary basis to address specific issues that, being within the functions indicated in the following article, must be dealt with urgently.

2.8.1.5.2 The deliberations of the extraordinary meetings of the Advisory Council will be of a secret nature, and only their agendas must be published through the information systems commonly used by the School.

### 2.8.1.6 Functions

In general, the functions of the Advisory Council are:

- a) To advise the corresponding bodies of the School on the creation, modification and suppression of official bachelor's degrees and university and university-specific master's degrees.
- b) To advise the corresponding bodies of the School on the creation, modification and suppression of own bachelor's and master's degrees.
- c) To advise the corresponding bodies of the School on the creation, modification and elimination of subjects from the School's optional value-added programmes.
- d) To advise the corresponding bodies of the School on the introduction of innovative training activities related to the professional performance of students.
- e) To advise the corresponding bodies of the School on the creation, modification and suppression of extracurricular activities aimed at labour insertion.
- f) To advise the corresponding bodies of the School on the establishment of competence profiles in the professional field.

## 2.8.2 The Advisory Committee on Equality and Standardization

### 2.8.2.1 Presidency and composition

The Advisory Committee on Equality and Standardisation will be chaired, on a permanent basis, by the secretary general, and composed of:



- a) The vice-dean's office in charge of student service, who will also perform the functions of secretary or secretary.
- b) Two representatives of the teaching and research staff.
- c) Two representatives of the technical, management and administrative and services staff.

#### 2.8.2.2 Election of non-permanent members

2.8.2.2.1 The non-permanent members of the Advisory Committee on Equality and Standardisation who are part of the bodies of teaching and research staff, and of administration and services, will be appointed by the Academic Committee and the General Secretariat, and will perform their functions for periods of two years.

2.8.2.2.2 Members of the teaching and research staff, and of administration and services, interested in forming part of the Advisory Committee on Equality and Standardisation will present their candidatures in the time and manner established for this purpose by the Academic Committee and the latter will decide who will be part of the committee.

2.8.2.2.3 The non-permanent members of the Advisory Committee on Equality and Standardisation who represent the student body will be made up of the Academic Committee and the General Secretariat, and will perform their functions for periods of one year, at the rate of one undergraduate student and one postgraduate student, if applicable.

2.8.2.2.4 The student representatives on the Advisory Committee on Equality and Standardisation must be part of the group of delegates from both centres, they will present their candidatures within the time and in the manner established for this purpose by the Academic Committee and the latter will decide who will be part of the committee.

#### 2.8.2.3 Organization of ordinary meetings and nature of their deliberations

2.8.2.3.1 The Advisory Committee on Equality and Standardisation will meet at least twice a year on an ordinary basis, after being convened by its president.

2.8.2.3.2 The call for ordinary meetings of the Advisory Committee on Equality and Standardisation will include, in any case, the agenda of the topics to be discussed, which will be drawn up through the contributions of all its members.

2.8.2.3.3 The deliberations of the ordinary meetings of the Advisory Committee on Equality and Standardization will be secret, and only their agendas must be published through the information systems commonly used by the School.

#### 2.8.2.4 Organization of extraordinary sessions and nature of their deliberations

2.8.2.4.1 At the proposal of its president, the Equality and Standardisation Commission may be convened on an extraordinary basis to address specific issues that must be dealt with urgently.

2.8.2.4.2 The deliberations of the extraordinary meetings of the Equality and Standardisation Commission will be secret, and only their agendas must be published through the information systems commonly used by the School.

### 2.8.2.5 Functions

In general, the functions of the Advisory Committee on Equality and Standardisation are:

- a) To ensure that the School complies with the provisions of current legislation on equality and non-discrimination.
- b) To ensure compliance with the principle of equal treatment and opportunities in all areas of academic life.
- c) To promote the establishment of policies for the prevention and response to possible discriminatory actions based on gender, disability, sexual identity, religion, age, race, origin, opinion or any other personal or social circumstance, both with regard to the group of employees and the group of students.
- d) Promote the establishment of policies for the prevention and response to possible situations of gender violence, and especially to situations of sexual harassment, both in terms of employees and students.
- e) To promote collaborative relations, in the aforementioned areas, with other national and international institutions of higher education, and with the Public Administrations.
- f) To keep statistics updated on relevant aspects related to equality, in all its dimensions and for all groups.
- g) To prepare specific studies and issue reports on the evolution of equality, in all its dimensions and for all groups.
- h) To propose to the Management Committee the establishment and modification of the Protocol for the prevention, detection and action against possible situations of discrimination of any kind, and sexual harassment, both with regard to the group of employees and the group of students.
- i) Ensure coordination and coherence with the Equality Plan prepared by Human Resources

## 2.8.3 EAE Research Institute for Business Trends

### 2.8.3.1 Appointment and dismissal of its members

2.8.3.1.1 The Institute is made up of a president, a director of the Institute, a head of the Centre for Applied Research and a Coordinator of the Institute. The Institute holds an academic committee on a quarterly basis.

2.8.3.1.2 EAE Research Institute for Business Trends is the body that brings together the school's scientific research through its research groups, both in the scientific field and in the field of knowledge transfer and/or applied research.

### 2.8.3.2 Functions

2.8.3.2.1 The functions of the EAE Research Institute for Business Trends are:

- a) Promote the publication of academic scientific articles.
- b) Publish sectoral research reports through the Centre for Applied Research.
- c) Holding academic events such as congresses and technical research conferences.
- d) Specific training for teaching and research staff.

2.8.3.2.2 The main mission of EAE Research Institute for Business Trends is to lead EAE Business School Barcelona towards the advancement of research in the school's core areas of knowledge, with the aim of establishing a bridge between the academic and professional worlds.

### 2.8.3.3 Organization of extraordinary sessions and nature of their deliberations

2.8.3.3.1 At the proposal of its President, EAE Research Institute for Business Trends may be convened on an extraordinary basis to address specific issues that need to be dealt with urgently.

2.8.3.3.2 The deliberations of the extraordinary meetings of the EAE Research Institute for Business Trends will be secret, and their agendas must only be published through the information systems commonly used by the School.

### 2.8.3.4 Organization in interest groups

2.8.3.4.1 Sustainability Research Group

2.8.3.4.2 Business Development and Entrepreneurship Research Group

2.8.3.4.3 Transformation and Value Creation Research Group

2.8.3.4.4 Innovation and Digital Transformation Research Group.

2.8.3.4.5 The Institute is transversal in nature between the Barcelona and Madrid campuses, and develops its objectives together with the rest of the vice-deans.

## 3 Teaching and research staff and teaching collaborators

### 3.1 Teaching and research staff

#### 3.1.1.1 The teaching and research staff

3.1.1.1.1 The teaching and research staff of the School is made up of professors who, attached to a department of areas of knowledge, provide their services on a labour contract basis, either on a full-time or part-time basis, which will be governed by the agreement in force.

3.1.1.1.2 Only the staff described in the previous paragraph may use the name of teacher.

3.1.1.1.3 The School, specifically the department of teaching staff management, will ensure compliance with the requirements relating to the number of lecturers necessary to teach official undergraduate and postgraduate university programmes, as well as compliance with the percentages of accredited doctors established by the legislation applicable to these programmes.

### **3.1.1.2 Recruitment of teaching and research staff**

3.1.1.2.1 The Academic Committee, at the proposal of the recruitment committee, will authorise, in the first place, the hiring of teaching and research staff.

3.1.1.2.2 Teaching and research staff will only be recruited when the existence of available places authorised by the Directorate-General has been verified.

3.1.1.2.3 It will be the responsibility of the Dean's Office to initiate the recruitment procedure, which will be governed by the provisions of these regulations on the recruitment of contract staff.

### **3.1.1.3 Classification of teaching and research staff**

3.1.1.3.1 The School's teaching and research staff will be classified according to the provisions of the applicable collective agreement.

3.1.1.3.2 In any case, and for the purposes of homologation with the classification systems commonly used by the business school associations of which the School is a member, and by the national accreditation bodies, the professors will be classified as accredited PhD professors, PhD professors, and non-PhD professors; they can be hired full-time or part-time.

### **3.1.1.4 Assignment of teaching and research staff to the areas of knowledge**

The teaching and research staff of the School will be assigned to the area of knowledge that corresponds to their field of teaching and research, and may change departments in the event that this field varies over time.

### **3.1.1.5 Teaching and research staff in charge of academic management functions**

At the proposal of the Academic Committee, the teaching and research staff of the School may be appointed as vice-dean, as head of the academic management area, or as director of areas of knowledge, for which they will be subject to current labour legislation and the applicable collective agreement.

### **3.1.1.6 Incentives for scientific research**

3.1.1.6.1 Teaching and research staff will be classified according to the provisions of Article 84 and will be assigned to an area of knowledge, as stipulated in Article 85.

3.1.1.6.2 Regardless of their dedication, teaching and research staff will benefit from the incentive system for indexed publications and for non-scientific dissemination; as well as the system of grants for attendance at congresses that the Academic Committee establishes on an annual basis. Teaching and research staff may be integrated into research groups promoted by the School or outside it.

### 3.1.1.7 Evaluation of teaching staff

3.1.1.7.1 All contracted teachers must be evaluated for their teaching activity in periods of at least five years. The evaluation of the teaching activity of EAE teaching staff is governed by the Docentia Manual.

3.1.1.7.2 The purpose of the evaluation of teaching is:

- a) To establish an objective system for assessing the quality and satisfaction of teachers' performance.
- b) To provide the necessary mechanisms to improve the skills of teachers who do not meet the minimum levels of quality guaranteed by SEA through personalised training, guidance and monitoring plans.
- c) To promote self-reflection among teachers and the orientation to improve their teaching activity.
- d) Involve students and academic managers in the process of improving teaching quality.
- e) Design and implement training plans aligned with the results of teacher evaluation, both individually and globally for all teachers.
- f) Detect good teaching and talent practices.
- g) Promote and recognize teaching innovation initiatives and projects.

3.1.1.7.3 The Academic Committee will be responsible for the procedure, monitoring and management of the evaluation of teaching, as well as the adequacy of the training plans that derive from it.

### 3.1.1.8 Evaluation of teaching research

3.1.1.8.1 The teaching and research staff must hold a meeting with the Vice-Dean of Research to agree on the research production planning corresponding to the awarded research hours. This group selects among the following options, considering that academic publication would be equivalent to 100 hours of research and considering that each proposal must be made within two years of its incorporation.

3.1.1.8.2 The first proposal has an academic publication indexed in Scopus in the Q1 / Q2 quartiles and an academic publication indexed in the Journal of Citation Reports (JCR) or Scopus ) in the Q1 / Q2 / Q3 quartiles

3.1.1.8.3 The second proposal has:

- a) A publication indexed in the JCR with the Q1/Q2/Q3 quartiles or an academic publication indexed in Scopus Q1/Q2/Q3 or 2 book chapters or 2 case studies.
- b) A publication indexed in Scopus in the Q1/Q2 quartiles, a publication indexed in Scopus Q1/Q2/Q3, or 2 book chapters or 2 case studies.

3.1.1.8.4 In case of not complying with the 200 hours of research, the teaching and research staff must complete the hours by assigning them to academic management, teaching management, or others (Bachelor's Degree Final Project, Master's Degree Final Project, attendance at the tribunals and defences of the same. This review and follow-up are held every academic year.

3.1.1.8.5 In addition, the teaching and research staff must collaborate in the promotion and visibility of EAE through their presence and collaboration in national and international conferences. To this end, they will be provided with the possibility of requesting financial aid for registration to congresses.

3.1.1.8.6 The teaching and research staff will have the opportunity to attend the events as well as training that will be proposed by the Vice-Dean of Research in order to promote their academic research career.

## 3.2 Teaching collaborators

### 3.2.1.1 Concept of teaching collaborator

3.2.1.1.1 Given the highly applied and professionalizing nature of the teachings offered by the School, the concurrence of senior managers and liberal professionals in the teaching of certain aspects of them is essential.

3.2.1.1.2 The participation of teaching collaborators in the programmes will be proposed under the supervision of the academic planning department.

### 3.2.1.2 Subject to curricula

Teaching collaborators must carry out their educational action in accordance with the competence profile, contents, training activities, evaluation systems and teaching methodologies that have been established for the subject or subjects in which they collaborate, and may not, in any case, fix or alter them.

### 3.2.1.3 Nature of the relationship with the School

Given that the teaching collaborators do not fit into the organisational structure of the School, they may not use the name of teacher, as their regime of provision of services is of a civil or commercial nature, through a non-employment contract in which they will be considered as a teacher.

## 4 Technical, management and administrative staff and services

### 4.1.1.1 The body of technical, management and administration and services staff

4.1.1.1.1 The body of technical, management and administrative and service staff of the School is made up of employees who, not being considered professors, are attached to any single-person governing or management body, providing their services under a labour contract regime.

4.1.1.1.2 The School will ensure that the technical, management, administration and services staff are adequate to guarantee an optimal level of service to students.

### 4.1.1.2 Recruitment of technical, management and administrative staff and services

4.1.1.2.1 Technical, managerial, administrative and service staff will only be hired when the existence of available places authorised by the General Directorate in the School's current annual budget has been verified.

4.1.1.2.2 The single-person governing or management body that promotes the recruitment will evaluate the merits of all candidates for technical, management and administrative staff and services of the School.

4.1.1.2.3 It will be the responsibility of the single-person governing or management body to initiate the recruitment procedure, which will be governed by the provisions of these regulations on the recruitment of contract staff.

### 4.1.1.3 Classification of technical, management, administration and service staff

4.1.1.3.1 Without prejudice to the names of their position, the technical, managerial, administrative and service staff of the School will be classified in accordance with the provisions of the applicable collective agreement.

4.1.1.3.2 It is the responsibility of the school's human resources department to determine the classification of the technical, management, administrative and service staff of the entire school.

### 4.1.1.4 Secondment of technical, management and administrative and service staff

The technical, management and administrative and service staff will necessarily be assigned to a management body.

## 5 The School's external relations

### 5.1 The School's relations with the University of Lleida

#### 5.1.1.1 Responsible for the School's relations with the University of Lleida

With regard to official undergraduate and postgraduate university degrees, the School designates, as responsible for its relations with the University of Lleida, the secretary general. While matters of procedure and management, such as those concerning the enrolment and qualification of students in official programmes, the processes -except the application- of verification and termination, and of modification and accreditation, may be delegated to the General Secretariat, the Quality and Processes Area and the Academic Department, respectively.

#### 5.1.1.2 Responsible for the School's relations with the University of Lleida

With regard to other degrees of its own nature, the School appoints the secretary general as responsible for its relations with the University of Lleida Foundation. Matters of an institutional nature, such as relations with the president or the director general, or the request for the creation and extinction of new university-specific degrees, these will be channelled through the position designated for this purpose by the Foundation; while matters of procedure and management, such as those concerning the enrolment and qualification of students in these degrees, the processes -except for the application - of creation and termination, and modification, may be delegated to the employees of the General Secretariat or the Quality and Processes Area, respectively.

### 5.2 The School's relations with the Public Administrations

#### 5.2.1.1 Responsible for the School's relations with the Public Administrations

With regard to the institutional sphere, the School's relations with the local, regional, state and community Public Administrations will be promoted by the Director General, who may delegate its monitoring to the Secretary General.

### 5.3 The School's relations with university quality assessment and national accreditation bodies

#### 5.3.1.1 Responsible for the School's institutional relations with university quality assessment and national accreditation bodies

With regard to the institutional sphere, the School's relations with the heads of the university quality assessment and accreditation bodies will be promoted by the General Management, which may delegate its monitoring to the Secretary General.



#### 5.3.1.2 The School's relations with the university quality assessment and national accreditation bodies in the processes of verification, modification, accreditation and termination of official degrees

With regard to the processes of verification, modification, accreditation and extinction of official undergraduate and postgraduate university degrees, relations with the university quality assessment and national accreditation bodies will be the responsibility of the university of affiliation, whose vice-rector or vice-rector competent in this matter may in turn delegate them to the Quality and Processes Area of the university. Consequently, the School's Quality and Processes Area must manage these processes, in the first instance, jointly with the aforementioned bodies of the university of affiliation. The competent Vice-Rector or those responsible for the Quality and Processes Area of the university of affiliation may authorise the School's Quality and Processes Area to maintain punctual and direct contacts with these evaluation and accreditation bodies.

### 5.4 The School's relations with international associations of business schools and higher education institutions

#### 5.4.1 Accession and renewal of membership processes

##### 5.4.1.1 Holders of the accession or renewal initiative, and prior report

The School's membership in international associations of business schools, or the renewal of its membership, will be promoted by the Vice-Dean's Office responsible for international relations in education, or by the department responsible for it. In order for the Academic Committee to be able to propose to the Management Committee the adhesion to these associations, or the renewal of the status of member of the School, the responsible vice-dean's office or competent department must prepare a preliminary suitability report, which alludes, in an unavailable manner, to:

- a) The economic impact of membership or renewal.
- b) The benefits, in all areas, that membership or permanence in the association will bring to the school.

##### 5.4.1.2 Final approval by the Management Committee

Once approved by the Academic Committee, the proposals for the School's membership in international business school associations, or the renewal of its membership, will be submitted to the Management Committee, which is responsible for its final approval. In the event that the proposals entail an economic commitment on the part of the School, they will be signed by the General Management, which may delegate its signature to the General Secretariat.

#### 5.4.1.3 Final opinion of the Legal Service

After their approval by the Management Committee and prior to their final signature by the General Management, or the General Secretariat, the proposals for the School's membership in international business school associations, or the renewal of its membership, will be submitted for an opinion by the Legal Service contracted by the School for this purpose. This service may make recommendations and amendments to the text approved by the Management Committee.

#### 5.4.1.4 Termination of membership

5.4.1.4.1 The termination of membership in international business school associations may occur at the end of the period established for the validity of such status, or due to the withdrawal of one of the two parties. In the first case, the Vice-Dean's Office responsible for the School's international relations in educational matters will assess the need for its renewal, for which the procedure described in the previous articles will be applied. If the non-renewal of the membership is upheld, the aforementioned vice-dean's office will prepare the corresponding non-renewal report. This report will be submitted for approval by the Academic Committee, which in turn will submit it for final approval by the Management Committee.

5.4.1.4.2 In the event that the termination of the membership status occurs due to the withdrawal of one of the two parties, the Vice-Dean's Office responsible for international relations of the School must obtain a mandatory report from the Legal Service on the consequences of the withdrawal, and inform the Academic Committee of the same and the latter to the Management Committee. in the event that the withdrawal comes from the other party.

### 5.4.2 International accreditation processes

#### 5.4.2.1 Holders of the accreditation initiative or successive accreditation, and prior report

The accreditation of the School by international associations of business schools, or its successive accreditation, will be promoted by the responsible dean's office. In order for the academic to be able to propose to the Management Committee the accreditation by these associations, or their successive accreditation, the dean's office that corresponds to it must prepare a prior suitability report, which alludes, in an unavailable manner, to:

- a) The economic impact of the accreditation process or successive accreditation.
- b) The benefits, in all areas, that accreditation or successive accreditation will bring to the school.
- c) Any conflicts that may arise due to the incompatibility between the accreditation criteria and the business models, governance, administration or organisation of the School, in which case it must obtain the reports it deems pertinent from the other vice-deans, functional management areas, areas of knowledge and areas of academic management.

#### 5.4.2.2 Final approval by the Management Committee

Once approved by the Academic Committee, the proposals for accreditation of the School by international business school associations, or its successive accreditation, will be submitted to the Management Committee, which is responsible for its final approval. In the event that the proposals entail an economic commitment on the part of the School, they will be signed by the general management or the secretary may delegate its signature.

#### 5.4.2.3 Final opinion of the Legal Service

After their approval by the Management Committee and prior to their final signature by the General Management, or the General Secretariat, the proposals for accreditation of the School by international associations of business schools, or their successive accreditation, will be submitted for an opinion by the Legal Service that the School has contracted for this purpose. This service may make recommendations and amendments to the text approved by the Management Committee.

#### 5.4.2.4 International accreditation process

5.4.2.4.1 In all cases of accreditation and successive accreditation, the Academic Committee will appoint a delegate committee in charge of drafting the accreditation or successive accreditation self-report. This delegate committee will have the ordinary relations with the accrediting body, and will promptly report to the Academic Committee on the progress in the drafting of said self-report.

5.4.2.4.2 Once the drafting of the accreditation self-report has been completed, it will be submitted for final approval by the Management Committee.

5.4.2.4.3 In the event that the accreditation process or successive accreditation contemplates face-to-face visits by the accrediting body, the aforementioned delegate committee must proceed to attend to the protocol and the organisation of all the meetings requested by said body, informing the Management Committee of the results of such visits.

5.4.2.4.4 Once the accreditation process has been concluded, the delegate committee must inform the Management Committee for the appropriate purposes.

#### 5.4.2.5 Non-renewal of international accreditations

The decision on the non-renewal of international accreditations that the School has already enjoyed corresponds to the Management Committee, in order for it to inform the accrediting body.

#### 5.4.2.6 Custody of accreditation instruments

The competent body for the custody of the instruments of accreditation and successive accreditation of the School by international associations of business schools is the General Secretariat and/or General Management.

## 5.5 Educational cooperation agreements with business schools and higher education institutions

### 5.5.1.1 Types of agreements

Educational cooperation agreements with business schools and higher education institutions in other countries may have the following objectives:

- a) The exchange of official undergraduate and postgraduate students within the Erasmus Programme.
- b) The exchange of teaching and research staff within the Erasmus Programme.
- c) The exchange of technical, management and administrative staff and services within the Erasmus Programme.
- d) The exchanges of the groups referred to in paragraphs a), b) and c) in their own programmes promoted by the School.
- e) The short-term exchange of official undergraduate and postgraduate university and own students.
- f) The development of joint research activities, either in the field of teaching innovation, or in any other that are the object of the research groups promoted by the School.
- g) The unilateral sending and receiving of official or university postgraduate or university-specific degree students for short-term stays.
- h) Mutual cooperation in international accreditation processes.

### 5.5.1.2 Owners of the establishment or renovation initiative, and prior report

5.5.1.2.1 The establishment or renewal of educational cooperation agreements with business schools and higher education institutions in other countries will be promoted by the Vice-Dean's Office responsible for international relations in educational matters of the School. In order for the academic to be able to propose to the Management Committee the establishment of educational cooperation agreements, the vice-dean responsible must prepare a prior suitability report, which alludes, in an unavailable manner, to:

- a) The economic impact of the establishment or renewal of the agreement, if any.
- b) The quality of the business school or higher education institution in terms of national and international rankings, excellence in teaching and trajectory of research activity.
- c) In the case of exchange agreements or unilateral sending of students of official degree or university or university-specific postgraduate degree, the justification of the differential value contributed.
- d) The agreements will be incorporated into the annual report of the Vice-Dean for Research.

### 5.5.1.3 Final opinion of the Legal Service

After their approval by the Management Committee and prior to their final signature by the General Management, or the General Secretariat, the proposals for the establishment or renewal of educational cooperation agreements will be submitted for an opinion by the Legal Service that the School has contracted for this purpose. This service may make recommendations and amendments to the text approved by the Management Committee.

### 5.5.1.4 Termination of educational cooperation agreements

5.5.1.4.1 The termination of educational cooperation agreements with business schools and other higher education institutions may occur at the end of the period established for their validity, or due to the withdrawal of one of the two parties. In the first case, the vice-dean's office in charge of international relations in educational matters will evaluate the need for its renewal, for which the procedure described in the previous articles will be applied. If the non-renewal of the agreement is upheld, the aforementioned vice-dean's office will prepare the corresponding non-renewal report. This report will be submitted for approval by the Academic Committee, which in turn will submit it for final approval by the Management Committee.

5.5.1.4.2 In the event that the termination of the agreement occurs due to the withdrawal of one of the two parties, the vice-dean in charge of international relations in educational matters must obtain a mandatory report from the Legal Service on the consequences of the withdrawal, and inform the Academic Committee, and the latter the Management Committee. In the event that the withdrawal comes from the other party.

### 5.5.1.5 Custody of educational cooperation agreements

The competent body for the custody of educational cooperation agreements with business schools and other higher education institutions is the General Secretariat.

## 6 Academic regulations

### 6.1 Own academic regulations and academic regulations of the university of affiliation

#### 6.1.1.1 Supplementary nature of the academic regulations of the university of affiliation

In the exercise of its independence, the School will adopt the regulations of an academic nature, as well as the policies and regulations in this and other areas that it deems appropriate, as long as they do not contravene, if any, those of the university to which it is attached. The School's own regulations aim to develop and adapt the regulations of the university of affiliation to the needs of the School. The School's own regulations will be applied, preferentially, over the regulations of the university to which it is attached. In the event that a certain subject is not regulated by the School's own regulations, the academic regulations of the university of affiliation will apply.

#### 6.1.1.2 Minimum content

The Academic Committee will ensure that the School's own regulations regulate, at least:

- a) Regulations Organisation and operation of the centre
- b) The systems for evaluating and correcting continuous assessment and final test tests
- c) Bachelor's and Master's Degree Final Projects
- d) Curricular and extracurricular internships
- e) The admission and enrolment process, and the recognition and validation of credits
- f) The regime of coexistence and mediation

### 6.2 The adoption, modification and suppression of its own academic regulations

#### 6.2.1.1 Review by the vice-deans of areas of knowledge and areas of academic management

6.2.1.1.1 Once the Academic Committee has decided on the adoption, modification or suppression of an academic regulation, after incorporating the observations of the Quality Committee, the project for adoption, modification or suppression will be sent to the vice-deans, to the heads of the areas of knowledge and the areas of academic management affected by the regulations. so that they can make contributions.

6.2.1.1.2 Such contributions shall be evaluated by the Committee in the same terms of suitability as those established in the previous article. In the event that the opinion of said committee on the suitability of the contributions is favourable, the new project will be sent to the Academic Committee, which has the final power to accept them.

#### 6.2.1.2 Preliminary opinion of the Quality Committee

The Academic Committee may not adopt, modify or suppress any academic regulations without the prior opinion of the Quality Committee, which will evaluate the proposals based on their fit into the rules, policies and regulations of the university of affiliation, and in accordance with the processes of the Internal Quality Assurance System.

#### 6.2.1.3 Approval and publication

6.2.1.3.1 Projects for the adoption, modification and suppression of academic regulations will be approved, once the above procedures have been completed, by the Academic Committee of the school, which will send them to the vice-dean's office responsible for student service so that they can be published by the usual methods; as well as to the Quality and Processes Area, for safekeeping.

6.2.1.3.2 The academic regulations will be published in the languages of teaching that exist in the School.

## 7 Regularization of the Regulations of organization and operation

#### 7.1.1.1 Review and update of the regulations of organization and operation

The review and updating of these Regulations of organization and operation will be urged before the Management Committee by the Academic Committee.

#### 7.1.1.2 Preliminary opinion of the Quality Committee

Any initiative to regularize these regulations must have the prior opinion of the Quality Committee, which will evaluate the proposals based on their fit in the current legislation on higher education, the rules, policies and regulations of the university of affiliation, and in accordance with the processes of the Internal Quality Assurance System.

#### 7.1.1.3 Approval and publication of updated regulations

The approval of the projects for the regularization of these regulations presented by the Academic Committee that comply with the provisions of the previous articles corresponds to the School's Management Committee. The General Secretariat will be the competent body for such changes to the departments of the school and the university of affiliation, if required.

#### 7.1.1.4 Entry into force of the updated regulations

The revised and updated regulations may enter into force in the same academic year in which they were reformed.