



Criteria for the Creation of External University-Business Research Chairs.

(Approved by the Standing Committee of the Governing Council of Universidad San Pablo CEU, at its meeting on 1 April 2009).



Criteria for the Creation of External Research Chairs, at Universidad CEU San Pablo

I. INTRODUCTION.

The External Research Chairs are an important opportunity to boost the influence of cooperation between university and business fields, facilitating the pass from a model characterised by occasional collaborations focused on very specific projects to the development of broader collaborations in terms of both duration and content. This model is applicable not only to collaborations with companies, but also to other collaborations with other types of non-business entities such as foundations, public administrations, associations, research centres, etc.

This is the reason why, and under the autonomy referred to in article 2 of the Organisation and Functioning Rules of Universidad San Pablo CEU, and with the aim of developing the objectives of promoting the social transfer of knowledge (art 92 of the Organisation and Functioning Rules of Universidad San Pablo CEU), and of ensuring the link between university research and the socio-economic reality as a means of articulating the social transfer of knowledge and the presence of the University in the innovation process of the productive system of companies (art. 95 of the Organisation and Functioning Rules of Universidad San Pablo CEU), the University considers appropriate the approval of specific regulations for this type of structure to facilitate its creation and functioning.

II. CRITERIA FOR THE CREATION OF EXTERNAL RESEARCH CHAIRS:

Article 1: definition and object.

The external chairs in research are a type of collaboration between the University and external entities. They are aimed, among others, at the generation of knowledge and the dissemination of technology transfer in scientific and technical areas of common interest, for a given period of time.

Article 2: procedure for the creation.

- 2.1. The initiative for their creation shall correspond to the University's teaching and research personnel, as well as to other Governing bodies of the University.

- 2.2. The proposal will be submitted by a Professor of the University, after the approval of the Dean of the School or of the Director of the School or Institute in which the Chair is going to be located, addressed to the University's Vice-rector for Research. Such proposal shall include the information necessary for its evaluation. Particularly:
 - The interest that the creation of the Chair represents for the University.
 - The specific objectives pursued with the creation of the Chair and the activities to be carried out within the Chair in order to achieve these objectives.
 - The structure foreseen for the functioning of the Chair.
 - The planned duration of the Chair.
 - The draft agreement foreseen with the sponsoring entity of the Chair, which must contain all of the above and guarantee the Chair's financial autonomy for the development of the actions envisaged.
 - Any other relevant information or circumstances that make the creation of the Chair advisable.

2.3. The Vice-Rector for Research will inform such proposal and submit it to the Standing Committee of the Governing Council of the University for the final approval of the creation of the chair, where appropriate.

Article 3: convention for its creation.

Once the creation of the Chair has been approved, the proposing researcher may request the Vice-Rectorate for Research to process the signing of the agreement with the external entity sponsoring the Chair. This agreement shall specify, in accordance with the following articles:

- The initially foreseen duration of the Chair.
- The structure foreseen for the Chair.
- The economic conditions for the financing of the Chair's activities.
- The planned location of the Chair within the University.

The final approval of the Chair shall cease to have effect in the event that the convention for its creation with the external sponsoring entity was not signed.

Article 4: specific objectives and activities.

The convention for the creation will contain the specific objectives that pursue the creation of the Chair and the specific activities of mutual interest that are aimed to be developed at the University for the achievement of such objectives. Among others, the following may be envisaged:

- Research and development activities within the scope of the Chair, such as the creation and promotion of research lines, the financing of doctoral theses, the provision of research personnel training grants and the support for the implementation of research projects and works.
- Dissemination and knowledge transfer activities within the scope of the Chair, such as the organisation of congresses, seminars, conferences and expert meetings, the development of publications, and the dissemination of

knowledge in the field of the Chair, as well as the promotion of the activities of the Chair at scientific and technical events.

- Complementary activities of mutual interest to the parties, such as the provision of research and end-of-degree awards, and the collaboration in the design and implementation of postgraduate programmes.

Article 5: duration.

The convention for the creation will determine the duration initially planned for the development of the activities of the Chair, which shall last for a year at least. Furthermore, the convention will regulate the procedure planned for its renewal.

Article 6: structure.

6.1. The convention for its creation will gather the structure planned for the Chair, which shall necessarily include:

- A Monitoring Commission.
- A Director.

6.2. The Convention for its creation shall establish whenever the need is justified and according to the economic resources of the Chair, the existence of other support bodies and the technical or administrative personnel's attachment to it.

6.3. The **Monitoring Commission**:

- It is the Collegiate Governing body of the Chair that has been created to guarantee its good functioning.
- It will consist of the representatives of the sponsoring entity and of the University. The Rector shall be responsible for appointing the University's representatives of the University in this Committee, including the Director of the Chair. The maximum number of representatives from each entity shall be determined in the creation agreement.
- It will meet at least once a year on an ordinary basis and, on an extraordinary basis, whenever the Director of the Chair calls it.

- It will have, among others, the following functions:
 - The approval of an annual plan of activities and the Chair's annual budget.
 - The proposal of activities and scientific and technological collaborations of common interest.
 - To ensure the compliance and implementation of the terms and conditions of the creation agreement.
 - The approval of the annual memoire, which will be presented by the Director of the Chair.

6.4. The **Director**:

- It is the unipersonal governing body of the Chair, appointed by the Rector of the University, in charge of enforcing the development of the activities of the Chair.
- It will be a University Professor, with a recognised professional and scientific prestige in the subject addressed by the Chair and, preferably a Professor or Associate Professor.
- He/she will have, among others, the following functions:
 - To represent the Chair.
 - The planning, monitoring, and implementation of the activities of the Chair.
 - To call the Monitoring Commission of the Chair.
 - The submission of the technical and annual financial report to the Monitoring Commission, as well as to the Vice-Rector for Research once it has been approved by the Monitoring Commission.

Article 7: economic conditions.

7.1. The creation agreement will include the annual endowment foreseen to guarantee the development of the Chair's activities during the period of its duration, as well as the deadlines for these annual contributions By the Chair's sponsoring entity.

7.2. Such provision by the sponsoring entity will be of at least 30,000 euros per year, including the University's indirect costs.

7.3. Within the budget of the Chair, the following will be included:

➤ The enforcement costs: all necessary costs for the implementation of the Chair's activities, including the remuneration provided for, where appropriate, for the personnel attached to it. At least one third of the expenditure referred to in these costs must derive directly from the conduct of research activities: the purchase of inventorial equipment, the purchase of consumables, the attendance at research meetings, etc.

➤ Indirect costs: a fee will be applied to the implementation budget, similar to the one foreseen by the University for research projects as indirect costs. In the event that the agreement for the creation of the Chair is promoted by a third party entity other than the University and the entity sponsoring the Chair, it may be established that part of these indirect costs go to the sponsoring entity. In no case may a percentage of more than 50 % of the indirect costs be assigned to such entity.

7.4. The Chair's budget will be managed in a similar manner to that of the research projects, being the Vice-Rector for Research in charge of guaranteeing its management in accordance with the University's internal regulations.

7.5. The chairs may earn additional income from their activities and other associate entities, provided that such possibility is not excluded by their creation agreement. In the event that the income generated was a consequence of the development of the activities, such income shall be governed by the University's regulations applicable to them. In the absence of such regulations, the rules applied in the management of research projects shall apply.

Article 8: organisational unit and location.

The External Chairs created under this Regulation will depend organically on the Vice-Rectorate for Research, and in its creation agreement, the Research School and Institute in which they are located, as well as, where appropriate, the spaces assigned to them.



Article 9: rules.

The External Research Chairs will be regulated by the University's internal rules, which will be of application in all matters not foreseen by these Criteria. In all documents and dissemination activities carried out within the framework of the Chairs, the institutional style manual must be respected.

Article 10: termination.

The University's Governing Council may approve the termination of the Chairs created under these Criteria when their financial autonomy has not been guaranteed or when there is evidence that the Chairs are not carrying out their activities for which they were created.