

**REGULATION ON UNIVERSITY RESEARCH
INSTITUTES OF UNIVERSIDAD SAN PABLO-CEU**

STATEMENT OF PURPOSES

The change in the legal framework for universities caused by Organic Act 6/2001, of 21 December, on Universities; the renewal of the Organisation and Functioning Rules of Universidad San Pablo-CEU (approved by the Board of Trustees of the University on 11 July 2003); as well as the evolution of university research and teaching at the regional, national and EU levels, specially due to the creation of the European Higher Education Area (EHEA) and the European Research Area (ERA); makes it essential to develop a regulation on University research institutes of Universidad San Pablo-CEU.

Furthermore, the need to adapt our own rules to the general ones is an outstanding opportunity to think about the role that these university structures must be recognised in the general teaching and research model of our University.

According to the regulations on university in force and, particularly, to article 40.2 of Organic Act on Universities, ‘research - without prejudice to the freedom of creation and organisation by Universities with regard to the structures that, for their development, they decide and the freedom of individual research- will be carried out, mainly, in research groups, Departments and University Research Institutes’.

Likewise, according to the Organisation and Functioning Rules of our University (articles 8 and 11), University Research Institutes are part of it and focus on scientific, technical or artistic research and on specialised and postgraduate teaching.

Thus, this Regulation aims to define the general legal framework of University Research Institutes, taking into account the strategic interest of such figure and the role that they must play in carrying out research of excellence at Universidad San Pablo-CEU.

TITLE ONE

GENERAL PROVISIONS

Article 1: Definition.

1.- University Research Institutes are centres devoted to Scientific, technical, or artistic research and to specialised and postgraduate teaching, without its existence entailing structural and functional duplication with respect to the Departments. They will also be able to provide advice in the field of their competences.

2.- According to the Organic Act on Universities, they will also be able to organise and develop Doctoral programmes, for which they will have to comply with the general university regulations and the specific ones established by Universidad San Pablo-CEU.

3.- University Research Institutes shall be multidisciplinary and shall have an integrating function of different areas of knowledge and a high level of scientific and technical specialisation.

Article 2: Legal Regime for University Research Institutes.

University Research Institutes shall be governed by the provisions of the Organic Act on Universities, by the other relevant legislation of the State and of the Autonomous Community of Madrid, by the current Organisation and Functioning Rules of Universidad San Pablo-CEU, and by this Regulation.

Article 3: Types of University Research Institutes.

University Research Institutes may be:

- a) Institutes of Universidad San Pablo-CEU.
- b) Inter-University Institutes, whenever they consist of personnel from several universities according to a specific agreement.

- c) Joint Institutes, that will consist of personnel from Universidad San Pablo-CEU and other public or private research bodies on the basis of a specific agreement or some other type of cooperation.

TITLE TWO

CREATION, AMENDMENT AND TERMINATION

Article 4: creation, amendment, and termination.

1.- The Board of Trustees of Universidad San Pablo-CEU is responsible for its creation, amendment, and extinction of University Research Institutes, at the reasoned proposal of the Governing Council, having heard the Centres and Departments involved.

2.- The application for the creation of a University Research Institute may also come from one or several research groups recognised by the University, under article 37.1.j) of its Organisation and Functioning Rules. For this reason, the research group/s shall accredit, in their proposal to the Governing Council, be in a position to attain, within a period of no more than two years, the status of University Research Institute granted by the competent state or autonomous community administration.

3.- The proposal, that where appropriate, the Governing Council does to the Board of Trustees of Universidad San Pablo-CEU, shall be accompanied by a Memoire regarding the scientific and administrative aspects and an economic Memoire.

Article 5: Memoire.

The Memoire that section 2 of the previous article refers to, shall include at least the following points:

- a) Name, aim and objectives of the University Research Institute.
- b) Justification of the interest of its creation, which shall in any case cover the following aspects:

1. The scientific, technical, and social interest of the University Research Institute.
 2. Its inter-disciplinary nature and scientific specialisation, detailing the Departments, and the Areas of knowledge affected, and the fields in which it will develop its activity.
 3. The inadequacy of other university structures to achieve the planned objectives.
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- c) Members of the University Research Institute, curriculum vitae, and degree of dedication to the Institute of each of them, as well as the participation, if any, of other entities, institutions and research bodies.
 - d) Forecast of the exchange and collaboration relationships with other centres and bodies.
 - e) Multiannual programme of activities.
 - f) Draft of the University Research Institute's Internal Regulation.
 - g) The expected income that the Research Institute will earn from: contributions from the University, from other public entities, companies, income from its own activities and other resources.
 - h) Expenditure forecast: personnel, maintenance, of infrastructure, equipment, and other investment expenditures.

Article 6: preliminary reports.

1.- Prior to approval by the University's Board of Trustees, applications for the creation of a University Research Institute, accompanied by the corresponding justification reports, shall be submitted to the Vice-Rectorate for Research, which shall obligatorily request a preliminary report from the Departments, Centres or Services affected by the eventual creation of the Institute, the Secretary General and the Management.

2.- As a result of these reports, where appropriate, the Vice-Rector for Research will propose to the promoters of the Institute, the convenience of introducing the appropriate amendments to the project.

3.- Seen the information received, the Research Committee of Universidad San Pablo-CEU will issue, at the proposal of the Vice-Rector for Research, a final report that may be favourable or contrary to the creation of the Institute. For the issuing of this report, the Research Committee will be able to make the consultations that it deems appropriate to the persons or entities specialised in this field of action of the Institute.

4.- The creation dossier shall be submitted to the Governing Council so that, if it deems it appropriate, informs the University's Board of Trustees of the proposal of creation.

5.- Once the University's Board of Trustees has approved the creation of the University Research institute and when considered that it meets the regulatory requirements in force, as well as, the University's, the Rector, shall request, before the competent body of the Autonomous Community of Madrid for official recognition.

Article 7: Aspects to be assessed in the creation of University Research Institutes.

For issuing a report, the Research Committee will assess, at least, the following aspects of the proposal of creation of the University Research Institutes:

- a).- Scientific and technical level, interdisciplinary nature and specialisation of activities to be developed by the University Research Institute.
- b).- Possibility to carry out such activities and to comply with the similar objectives through other already existing bodies, with the aim of avoiding the disclosure or duplication of the available resources.
- c).- Degree of interference with the teaching activities and research programmes of the Departments and of other Centres or Services already existing.
- d).- Social and economic interest of the Research Institute in view of the characteristics and scientific, technological, social,

economic and cultural requirements of the Autonomous Community of Madrid.

e).- Degree of self-financing of the Institute and assessment of the needs in terms of personnel, venues and equipment, taking into account the existing resources and personal means and materials at the moment of the application and those that will be necessary for the appropriate functioning of the Institute.

f).- Research curriculum of the University Research Institute promoters.

Article 8: Processing in the case of Inter-University Research Institutes and Joint Institutes.

1.- Applications for the creation of or participation in Inter-University Institutes or Joint Institutes must be accompanied by a scientific-administrative report and an economic report in the terms set out in Articles 5 and 6, including the draft agreement between the Universities. The aforementioned agreement shall include, among other aspects, the location of the Institute, the way it is financing and the system of collaboration and exchange of personnel from the different universities.

2.- Applications for the creation of or participation in an Inter-University or Joint Institute shall follow the same procedures and shall be assessed according to similar criteria as the proposals for the creation of the other Institutes.

TITLE THREE
ORGANISATION OF THE UNIVERSITY RESEARCH
INSTITUTES

CHAPTER I
GOVERNING BODIES

Article 9: Bodies of the University Research Institutes.

The bodies of the University Research Institutes will be:

- a) The Director.
- b) The Secretary.

Together with the bodies of the Governing Council previously mentioned, an advisory council shall exist.

A President of the Institute may also be appointed.

Article 10: President of the University Research Institute.

1.- The President will be appointed and, if appropriate dismissed, at the proposal of the Rector by the University's Board of Trustees, for a four-year term, regardless of its possible renewal for equal periods.

2.- The President is the highest representative body of the University Research Institute. If he/she has not been appointed, his/her functions will be assumed by the Director.

3.- The President of the University Research Institute will be the following:

- a) The establishment of the essential lines of the Institute's activity.
- b) To inform of the lines to the governing bodies of the University.
- c) To appoint the Institute's Secretary, at the proposal of the Director of the Institute.
- d) To preside the meetings of the Advisory Council.

Article 11: Director of the University Research Institute.

1.- The Board of Trustees of the University, at the proposal of the Rector, after hearing the President of the Institute, if any, to appoint and remove the Director of the University Research Institute.

2.- The term of office of the Director shall be three years, renewable for equal periods.

3.- The Director shall cease to hold office due to:

3.1.- The end of the term of office.

3.2.- At his/her own request.

3.3.- By decision of the Board of Trustees of the University, at the proposal of the Rector, having heard the President of the University Research Institute, where applicable.

3.4.- Death.

4.- To become the Director of the University Research institute, the status of Professor or Associate Professor at the Universidad San Pablo-CEU, preferably on a full-time basis.

5.- The Director of the University Research Institute will have the following competences:

- a) To represent, in absence of the President, the University Institute.
- b) To manage and coordinate, as the case may be, the teaching and research functions of the lecturers attached to the University Institute.
- c) To stimulate the search for research work in the Institute's fields of specialisation of the Institute.
- d) To propose to the President of the University Institute the appointment of the Secretary.
- e) To disseminate as widely as possible among the members of the Institute any information that is appropriate for the better development of its functions.
- f) To effectively manage the human, material and financial resources allocated to the University Institute, both by the

University itself University and other public and private bodies.

- g) To submit to the Standing Committee of the Governing Council the proposal for the Permanent Commission of the Governing Council, the proposal of doctoral Professors to be integrated in each University Institute, as well as any proposed renewals or resignations.
- h) To draw up an Annual Teaching and Research Report for the Institute. This Report shall be forwarded annually, with the approval of the President, to the Permanent Commission of the Governing Council, before 1 July of each academic year, and the latter to the University's Board of Trustees.
- i) Any other specific function set out in the University's Organisation and Functioning Rules and any other specific of the University and in the Regulations for the functioning of each Institute.

Article 12: The Secretary of the University Research Centre.

1.- The President is responsible for, at the proposal of the Director of the University Research Institute, to appoint and dismiss its Secretary, whose term of office will be of two years, with extensions for equal periods.

2.- The Secretary of the University Research Institute, whose shall be a full-time Professor at Universidad San Pablo-CEU, shall also be the Secretary of the Board of the Institute.

3.- In the event of justified absence that prevents the Director of the Institute from carrying out his or her duties, these shall be provisionally assumed by the Secretary.

4.- Without prejudice to what is established in the Internal Regulations of each University Research Institute, the Secretary shall have the following responsibilities:

- a) To issue the summons determined by the Director.
- b) To take the minutes of the Board meetings, as well as to take custody of the same.

- c) To issue the appropriate certifications.
- d) All those delegated to him/her by the Director of the Institute, except d) and g) of article 11.5 of this Regulation, and those which, by their very nature, cannot be delegated.

Article 13: Advisory Board of the University Research Institute.

1.- The proposal for the appointment or removal of members of the Advisory Board shall be made by the President of the University Research Institute to the Standing Committee of the Governing Council. Once this has been approved, the Rector shall submit it to the Board of Trustees of the University for its ratification.

2.- The Advisory Council, which shall meet at least once a year and it shall advise on the teaching and research activities of the University Research Institute, as well as on the lines of work to be carried out.

Article 14: Governing bodies of the Inter-University and Joint Institutes.

The governing bodies of the Inter-University and Joint Institutes shall be those provided for in the respective constituent agreements and their own internal regulations. Failing this, they shall be those established by this Chapter.

CHAPTER II

MEMBERS OF THE UNIVERISTY RESEARCH INSTITUTE

Article 15: Members of the University Research Institutes.

- 1.- The members of the USP's University Institute:
 - a. Professors with Doctorates from Universidad San Pablo-CEU who join the Institute in accordance with the provisions of this article.
 - b. Doctors who occupy research positions linked to the University Institute on the basis of research programmes approved by the Institute.

c. Researchers and scholarship holders contracted by the University Institute in accordance with its Rules of Functioning.

In order to apply for incorporation as a researcher of a University Institute, one of the following conditions must be met:

a. To participate in research work, technical assistance or artistic creation.

b. To participate in the organisation and implementation of third cycle and specialisation or professional refresher courses given by the University Institute.

c. To be a doctoral Professor at Universidad San Pablo-CEU and to carry out research work on a regular basis in the subjects on which the University Institute focuses its activity.

3. The incorporation of Professors from Universidad San Pablo-CEU into a University Research Institute shall be approved by the Standing Committee of the Governing Council, following a report from the Department to which they are attached, and at the proposal of the University Institute. Such incorporation shall not mean the modification or reduction of the teaching hours that the Professor has been assigned in his/her Department. The quality of the teaching assigned to the lecturer in his/her Department shall be guaranteed.

4. Membership of the University Institute shall be renewed every three years, prior report from the Department.

5. The Institute shall have a number of researchers attached to it similar to the number of professors required for the constitution of a Department.

6. The Institutes may have honorary members appointed from among those persons of recognised prestige who have stood out for their research in the fields within the scope of the Institute's activities. These members shall be appointed by the Rector, at the proposal of the

President of the Institute, having heard the Standing Committee of the Governing Council.

CHAPTER III

ECONOMIC REGIME

Article 16: Economic Regime of the University Research Institutes.

1.- Universidad San Pablo-CEU own Institutes shall have a budget integrated into the general budget of the University, and its financial and asset management shall be governed by the general or specific rules established by the University.

2.- The financing and economic regime of the Inter-University and Joint Institutes shall be established in the corresponding agreement.

TITLE FOUR

MONITORING AND CONTROL OF THE UNIVERSITY RESEARCH INSTITUTES

Article 17: Annual Memoire of activities

1.- From the first year of its functioning, each Institute shall submit to the Vice-Rectorate for Research an annual report of its activities, listing the members of the Institute, the activities carried out, the projects financed, the publications and scientific works carried out and the income and expenditure incurred during the previous year.

2.- The aforementioned Annual Report shall be evaluated by the Research Commission, reporting to the Standing Committee of the University's Governing Council. Subsequently, the Rector shall inform the University's Board of Trustees.

Article 18: Evaluation on the on the continuity of the University Research Institutes.

Every four years, with the exception provided for in Article 4.2, for the first two years of functioning of an Institute at the proposal of one or more research groups of the University, or when exceptional circumstances make this advisable, the University's Board of Trustees,

following a reasoned report by the Standing Committee of the Governing Council in the light of the annual evaluations, shall review the scientific, technical, social and economic interest of each of the Institutes and shall decide whether their continuity is in the interest of the University, or whether it should be restructured, transformed, merged with another Institute, or dissolved.

FINAL PROVISION

SINGLE.- This Regulation on the University Research Institutes shall entry into force the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.