



CEU

*Universidad
San Pablo*

**REGULATION 1/2016 OF THE DIRECTORS
AND BACHELOR'S DEGREES
COORDINATORS OF UNIVERSIDAD SAN
PABLO-CEU**

(approved by the Governing Council on 17 February 2016)

**AMENDMENT TO REGULATION 1/2016 OF THE
DIRECTORS AND BACHELOR'S DEGREES
COORDINATORS OF UNIVERSIDAD SAN PABLO-
CEU**

(amendment approved by the Governing Council on 21
November 2018)

(Approved by the Governing Council of Universidad San Pablo-CEU
on 17 February 2016)

STATEMENT OF PURPOSES

In the last year, Spanish Universities has had to adapt to sharp changes: The Bologna regulation of 1999; the establishment of the European Higher Education Area; the development to the Spanish regulatory development with Organic Act 6/2001, of 21 December, on Universities; RD 1125/2003, relating to the establishment of European credits; and RD 1393/2007, modified by RD 43/2015, of 2 February, which establishes the organisation of official university education. A few years later, the consolidation of all these changes and past experiences recommend a revision of the Regulations for Degree Coordinators of Universidad San Pablo-CEU, approved by the Standing Committee of the Governing Council on 26 October 2005.

Among the most important changes, the culture of quality that has been installed in the Spanish University arena must be highlighted. This has been driven by the significant increase in competition at European and trans-European level. This collection of events demands that Universities, and above all, all degrees that are taught in them, achieve growing levels of excellence. This requires measures to strengthen the whole range of studies in our Centres.

In our university, we were the first in the creation, a decade ago, of the position of the Degree Coordinator, as a full-time Professor whose functions focused on a transversal approach to the degree, with tasks ranging from collaboration in the recruitment of students to the organisation of teaching and the search for international agreements, among others. The aim of this Regulation is to adapt this figure to the new legal reality, turning the Degree Coordinator into a key role in each Centre. In this respect, the Coordinator will integrate in the governing board to help achieve the academic objectives of quality proposed for each degree.

The figure of the Degree Coordinator is based, among others, on the following approaches:

- 1.- The need to guarantee the quality levels agreed on the Verification Memoires, as well as all the the ones set for each of the degrees taught in Universidad San Pablo-CEU, which will enable them to occupy a relevant position on the European and world university scene.
- 2.- To answer to the University ambition of offering quality education on all degrees taught in its Centres.
- 3.- To be part of the governing board of the Centres to detect the needs of the differen degrees, which sometimes can be very different one from another, and of the students who are part of them.
- 4.- To become ex officio members of the Internal Quality Committee (IQC) of different Centres, to coordinate the administrative processes of: verification, modification, monitoring and renewal of its official degrees, as well as to develope appropriately what has been established in the Internal Quality System of the Centre.

This appointment involves a financial incentive that has already been introduced in other areas, such as teaching, research and service allowances for University teaching personnel, as well as a reduction in the teaching load within the criteria and guidelines for the distribution of teaching time indicated by the Vice-Rector's Office for Teaching and Research. This economic incentive aims to be a starting point for an adequate recognition of the services that a Degree Coordinator renders to his/her School and, consequently, to the University.

Thus, this Regulation seeks to adapt the legal regime of the Degree Coordinator to the abovementioned regulatory provision and to the needs that have arisen in factual reality.

TITLE I. THE FIGURE OF THE DEGREE COORDINATOR AND OF THE ACADEMIC YEAR AND GROUP COORDINATORS

Article 1.- Definition of the position and appointment of the Degree Coordinator and of the Academic Year and Group Coordinator.

1. The Degree's Coordinator contributes to the better development of the degrees taught at the University. The Coordinator will have the competences described in article 4 of this Regulation.

His/her appointment and removal correspond to the Rector, at the proposal of the Dean or the Director of the Centre to which the degree is administratively attached except as indicated in the case of simultaneous degrees.

2. In simultaneous degrees for which there are specific class groups that bring together Degrees from different Centres, the Degree Coordinator will be appointed or dismissed by the Rector, at the proposal of the Deans or Director of the Centre involved, from among Professors of subjects with content common to both degrees. In the event of discrepancies between them, the final proposal must be made by the Standing Committee of the Governing Council. The Coordinator of Simultaneous Degrees will assist the individual Degree Coordinators, providing them with contextualised and differentiated information on the double group to complete their monitoring reports.
3. In the event of degrees that have more than a group per year, the Academic Secretariat of the Centre will appoint Group Coordinators as well as Academic Year Coordinators, at the proposal of the Degree Coordinator.
4. Academic Year Coordinators will collaborate with the Degree Coordinator in those functions developed by him/her and established in article 4, in all those aspects related to the academic year they coordinate. The Group Coordinators will attend the Academic Year Coordinator in all universities included in this Regulation related to the course and group they are coordinating.

Article 2.º- Number of Degree, Course and Group Coordinators

1. In Universidad San Pablo-CEU, there will be a Degree Coordinator for each of the official Bachelor's Degrees taught therein. In the case of simultaneous degrees, Degree Coordinators may be appointed if there are specific class groups for students taking these joint studies or if their problems make it advisable to do so.
2. In the case of Bilingual Programmes with specific groups, and only if the number of students or their complexity makes it advisable, a specific Degree Coordinator may be appointed, with reasoned justification.

Article 3.- Requirements

To become a Degree Coordinator is necessary that the Professor that teaches in the corresponding Degree and that works on a full-time basis in Universidad San Pablo-CEU. Exceptionally, and with due

motivation, a Professor who does not work on that basis or who combines teaching with other duly authorised activities may be appointed by the University.

TITLE II. RIGHTS AND DUTIES OF THE DEGREE COORDINATOR

Article 4.- Functions of the Degree Coordinator

In general terms, the Degree Coordinator will be in charge of executing for the Degree he/she coordinates, the general guidelines of the governing team of the School in which the former is part of. More specifically, he/she will have the following competences:

a) In relation to students:

1. To collaborate in the student recruitment policy with the rest of the Centre's governing team and the Vice-Rectorate for Students and University Community Services.
2. To coordinate, inform and apply the admission criteria for the degree specially ensuring the compliance with those expressly set out in the Verification Reports.
3. To carry out assessments and elaborate reports on credits recognition, heard the departments and areas involved, as well as to interview all students coming from other Universities or to coordinate such interviews.
4. To bring together the different stakeholders in the Degree (specially students' delegates), in order to achieve a better functioning. A written report will have to be submitted to the Dean/Director, together with the summary of the outcome of these meetings.
5. Under the criteria established by the Vice-Rectorate for International Relations, to contribute to students' mobility, detecting and communicating needs of students arising from it.
6. With the collaboration of COIE to guarantee that the training programmes carried out by the students during their internship period correspond to the competences assigned to this subject in the Verification Report.

7. Any other power that allows achieving a comprehensive training of students.

b) In relation to the School:

8. To design, according to the Departments and the Dean/Director of the School, the objectives of the Degree, and to contribute to its better external projection.

9. To coordinate the academic activities and to collaborate in the extracurricular ones, as well as the programmes of the different subjects that are taught in the Degree, with the support of the Departments involved.

10. To attend the meetings of the Internal Quality Committee, applying the recommendations and agreements achieved.

11. To propose to the Dean/Director of the assessment criteria of Dissertations that respond to what has been agreed on the Verification Memoires with regard to this subject.

12. To coordinate the Degrees monitoring, analysis and improvement process, foreseen in the Internal Quality System (IQS) , with the advice of the University Quality Assurance Officers. In this processes, the Coordinator will identify the strengths and weaknesses and, where appropriate, he/she will propose the corresponding improvement actions -including those that could mean substantial amendments to the Degree- to the Dean/Director.

13. To coordinate horizontally and vertically the Degree; in particular, to draw up minutes of the matters dealt with at the Assessment Boards on the basis of the reports drawn up by each of the Academic Year Coordinators; to review and coordinate the Teaching Guides of the Subjects of the Degree through the information provided by the Heads of the Areas of knowledge to review the correspondence between committed and implemented evaluation systems; and as many other initiatives necessary to gurantee the correct deployment of the Degree, the non-existence of duplications, and the rationalisation of students' workload, what will allow them to achieve the competences committed appropriately.

7. To promote the participation in different satisfaction surveys derived from the Internal Quality System of the groups involved in the Degree.

8. To preside the meetings of the Group Coordinators of the Degree, focusing on them in the follow-up of continuous assessment.

9. To coordinate works leading to the national and international accreditation of the Degree.

10. To elaborate the requested reports by the Dean/Director of the School, specially those related to the internal and external follow-up of the Degree, the self-assessment reports of the Renewal of Accreditation and those related to results, mainly students academic results and performance, graduation, dropout and employability rates.

c) In relation to the Administrative Management of the Degree:

11. To guarantee compliance with legislation in personal data protection in the administrative processing of the degree and with due confidentiality the information available for the functions performed, avoiding compromising the integrity of the information and the transfer of this information to third parties, except in the legally established cases.

12. To comply with the security procedures of the Information Systems, according to the provisions of Fundación Universitaria San Pablo-CEU in terms of use and disclosure of the information, what requires prior authorisation from the University for its transfer to third parties, and for the safekeeping of the documentation relating to the Degree, since the documentation produced, received or shared for these purposes belongs exclusively to the University.

13. To inform on time and accurately to the Dean, as soon as he/she knows, about the incidents that may arise during the academic year in relation to the academic, economic or administrative management of the degree.

Article 5.- Retribution and reduction of the workload

Due to the functions performed, the Degree Coordinator will receive an economic incentive and a reduction of his/her teaching workload within the criteria and

orientations for the distribution of teaching among Professors, what must be decided by the Vice-Rector for Teaching and Research, as well as within approved budget for each academic year.

TITLE III. ORGANIC AND FUNCTIONAL UNIT

Article 6.- Organic and Functional Structure

1.- The Degree coordinator is part of the Organic and Functional Structure of each Centre regardless of the Dean/Director, for the development of the functions entrusted to him/her under this Regulation.

2.- The Degree Coordinator is part of the Internal Quality Committee of the Centre, which is presided by the Dean/Director, and which meets to deal with common topics to all the official degrees taught in the School. He/she may propose, where appropriate, improvement measures on this subjects. He/she also chairs the Internal Quality Sub-Commissions (IQSubC) of the Degree, if any.

3.- In the event of joint degrees or degrees that belong to 2 centres outside the University, the Degree Coordinator, in case of agreement according to article 2.1, will be summoned to the meetings of the Internal Quality Subcommissions of the Degree.

Article 7.- Relation with the Directors of the Department and with the Heads of the Areas of knowledge

1.- The Degree Coordinator will maintain a continuous relation with the Directors of the Department and the Heads of the Areas of knowledge whose subjects are part of this degree. For this, they will be informed on everything related to the teaching aspects of the professors in their department, proposing to them, if necessary, any suggestions for improvement he/she deems appropriate, in order to better fulfil his/her functions, especially those derived from sections 2, 8, 9 and 13 of Article 15 of the Regulation of Departments.

2.- In order to carry out its functions and make the corresponding decisions, the Degree Coordinator will receive the results of the surveys carried out with the different surveys carried out among the different groups involved in the degree programme, analysing, in the case of the teaching staff, the results with

the Department Directors and Heads of the Areas of Knowledge; the rest of the satisfaction surveys will be analysed with those directly responsible for them. As a result of these analyses, a report will be submitted to the Dean on the analyses carried out and the proposals made by all those involved in the process.

Final Provision

This Regulation replaces the previous 2005 regulation and it will be of application the day after its approval by the Governing Council of the University, and it is up to it to interpret them.

Madrid, 17 February 2016

**AMENDMENT TO REGULATION 1/2016 OF THE
DIRECTORS AND BACHELOR'S DEGREES
COORDINATORS OF UNIVERSIDAD SAN PABLO-CEU**

(Amendment approved by the Governing Council on 21
November 2018)

STATEMENT OF PURPOSES

The processes of accreditation of official degrees, which have been required in Spain for some years now, led to the creation in all universities of university degree heads. The need for this was, and is, determined by the fact that, following the presentation of the application for their teaching and having received the corresponding authorisation of the Quality Assurance Agencies, the Ministry and the Autonomous Community, within their respective areas of competence, it is necessary to continuously monitor their quality in order to achieve, with a certain periodicity, the renewal of the accreditation initially received. That is to say, compared to previous contexts, now the authorisation is not permanent, but rather, every several years, it must pass through the filter of the accreditation agencies which review whether the commitments made in the initially submitted report and certain standards that justify the renewal of accreditation have been fulfilled for a further additional time.

However, this figure is not regulated within the current Act on Universities of 2011 and, therefore, it is not part of the official structure specifically that the University must have; nevertheless, given all of the above, it has long since become an indispensable body for its functioning.

Since it is not regulated, the name of the position of responsibility for Bachelor's degrees varies from university to university. Some have incorporated this position to the structure of the governing teams of their Centres, naming them Vice-Deans; others, on their part, have named them Directors of Degrees; and some others, Coordinators or something similar.

At Universidad San Pablo-CEU, since the creation of this position in 2004, by the Regulation of Degrees Coordinators, nowadays repealed by current Regulation 1/2016 were named, as the name of the Regulation itself, Degree Coordinators. This name corresponded to the academic reality of the time, and did not give rise to any kind of controversy or confusion with any other figure that might be responsible for some other type of title. In fact, at that time, advanced training did not have an official status, so that the academic structure at that time did not yet recognise the figure of the postgraduate heads.

However, the structure of the degrees, established since the creation of the European Higher Education Area, and specially since Royal Decree 1393/2007, of 29 October, establishing the organisation of official university education (amended by Royal Decree 43/2015 of 2 February), with the increase in the number of exclusive or official master's degrees and their and its more or less accepted name of Master's Degree Directors, has led to a certain confusion in our university regarding the importance and competences of this figure in basic university training.

Moreover, in Spanish Universities figures with partial competences have been created. This has generally been integrated under the name of Coordinator and is in fact a support for the improvement and quality of the degrees they provide

(Quality Coordinator, International Relations Coordinator, Internship Coordinator, etc.).

For this reason, due to the importance of bachelor's degrees in the functioning and development of any University and the role their heads play, by this amendment to Regulation 1/2016, it is intended to replace the title of Degree Coordinator with that of Degree Director, in accordance with the conditions set out below.

Article 1. Modification of the name of the Regulation

Regulation 1/2016, of 17 February, the Bachelor's Degree Coordinators of Universidad San Pablo-CEU is renamed "Regulation 1/2016, of 17 February, of the Directors and Bachelor's Degree Coordinators of Universidad San Pablo-CEU".

Article 2. Name of the Director of the Degree and of the Degree Coordinator

1. The name "Degree Coordinator" is changed to "Degree Director" for those Degree Coordinators referred to in Regulation 1/2016, of 17 February, whose degrees are registered in the Register of Universities, Centres and Titles (RUCT).
2. The name "Degree Coordinator" is maintained for those Degree Coordinators referred to in Regulation 1/2016, of 17 February, who assume responsibility for degrees or combinations of degrees, which are not jointly registered in the Register of Universities, Centres and Degrees (RUCT).

Sole Additional Provision. Remuneration allowances for Directors and Grade Coordinators

The change in names carried out by this Regulation will not have any economic consequences in terms of remuneration allowances that in each case the holders receive.

Sole Derogatory Provision. Repeal of legislation

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed.

Sole Final Provision. Entry into Force

This regulation will entry into force the day after its approval by the Governing Council of Universidad San Pablo-CEU.

