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**REGULATION 3/2018 OF THE ACADEMIC  
COORDINATORS OF INTERNATIONAL  
BILINGUAL PROGRAMMES (IBP´S)  
OF UNIVERSIDAD SAN PABLO-CEU**

(Approved by the Governing Council of Universidad San Pablo-CEU at its meeting on 21 November 2018)

## **STATEMENT OF PURPOSES**

Internationalisation is one of the fundamental pillars of Universidad San Pablo-CEU and to achieve this objective, most of the University Governing Council's actions focus on this purpose.

Universidad San Pablo-CEU was a pioneer in internationalising some of its studies, through agreements with worldwide leading North American Universities. These agreements, which offer the students exclusive programmes, require our University to make an additional effort to respond to the demands of its American partners and to be always in tune with the needs of its students.

These international programmes, linked to agreements signed with North American Universities of the highest prestige, are grouped under the name of International Bilingual Programmes (IBPs). In general, they offer the chance to carry out a mobility for one academic semester in a North American University during the student's last academic years, together with a previous training through intensive modules in the previous years, taught in Universidad San Pablo-CEU classrooms by Professors of the corresponding foreign universities.

IBP students are characterised by their excellence and, therefore, Universidad San Pablo-CEU wishes to provide them with the treatment they deserve in accordance with the personal and economic effort they make.

All IBP programmes have a specific Academic Coordinator. The figure of the IBP Coordinator is based on the following approaches:

1. The need to guarantee the **quality levels** of the international offer that allows CEU to compete with prestigious universities through unique programmes with US universities.
2. The aspiration of Universidad San Pablo-CEU is to offer an **excellent international education** that allows CEU to compete with prestigious universities through unique programmes with US universities.
3. The importance of figuring out the **need for improvement** in order to always be in line with the needs of society and the expectations of students.
4. The aim to offer **personalised academic monitoring** to students who join each IBP, so that their studies do not interfere with the development of their undergraduate studies and vice versa.
5. The adaptation of the general regulatory framework for **Degree Coordinators** (Regulation 1/2016) to a reality that, although it shares some aspects, presents some obvious singularities.

Therefore, these Regulation aims to adapt the legal regime of the IBP Coordinator to the aforementioned regulations and to the needs that have arisen in our academic reality.

## **TITLE I. THE ROLE OF THE IBP COORDINATOR**

### **Article 1. Proposal, appointment and dismissal of IBP Coordinators**

1. IBP Coordinators shall contribute to the best development of the IBP programme for which they have been appointed. They shall have the functions detailed in article 5 of this Regulation.
2. The Vice-Rector for International Relations shall be responsible for the appointment and dismissal of the IBP Coordinator, at the proposal of the Dean of the School/Director of the Institute to which the IBP is academically attached. The Vice-Rector for International Relations shall report on the appointment in the following Permanent Committee of the Governing Council.
3. The academic role of the 'IBP Coordinator' is equivalent to the role of the 'International Relations Coordinator', according to Regulation 2/2018.

### **Article 2. Number of IBP Coordinators**

1. At Universidad San Pablo-CEU and for each IBP taught in it, an IBP Coordinator shall be appointed from the School to which the IBP is academically attached.
2. In particular circumstances and due to the special requirements of the programme, a second Coordinator may be appointed for a single IBP, as support for the Main Coordinator.
3. In cases where there are groups of students from the same IBP in different Schools of Universidad San Pablo-CEU, and regardless of whether a Main IBP Coordinator from the School to which the IBP is academically attached has been appointed, one of the International Relations Coordinators from other Schools that provide such programme to students will be responsible for providing service to the IBP students from their School.

### **Article 3. Requirements**

1. To be appointed as an IBP Coordinator it is necessary to be a Professor in the School to which the IBP is academically attached.
2. It is necessary for IBP Coordinators to have specific knowledge on the degrees related to the IBP they coordinate, as well as a command of the procedures and details of the programme.
3. The IBP Coordinator shall have knowledge on the features of the American Educative System and on the norms of coexistence in the United States.
4. The IBP Coordinator shall be fluent in Spanish and English and have a good command of the computer programmes used at Universidad San Pablo-CEU.

### **Article 4. Skills**

1. The main skills that will be assessed for the selection of IBP Coordinators are, among others: leadership, mediating skills, change management, organisation, communication for dialogue and teamwork.
2. Additionally, the IBP Coordinator shall have the following abilities:
  - To report efficiently.



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- To monitor rules implementation.
- To manage students' expectations at all times.
- To deal with stressful situations where appropriate.
- To encourage assertiveness among IBP students to enable the expression of feelings and opinions in a respectful and timely manner.
- To promote good relations between the American School and Universidad CEU San Pablo, its authorities and its students.
- To foster the existence of a cordial relationship between Universidad CEU San Pablo and the American institution that hosts its students.

## **TITLE II. RIGHTS AND OBLIGATIONS OF THE IBP COORDINATOR**

### **Article 5. Functions of the IBP Coordinator**

In general, IBP Coordinators are responsible for carrying out specific tasks related to the proper implementation of the programme for the IBP they coordinate. More specifically, they will carry out the following functions:

#### **A. IBP Promotion**

- a) To participate in the promotion of the programme at **open days, school visits and promotional events** whenever their teaching activity allows them to do so.
- b) To participate in the **admission tests** to the programme in coordination with the Admissions Service: attention to parents, coordination of the interviewers' team, coordination of students and alumni who collaborate in the open days, interviews, data analysis and recommendations on whether or not to admit candidates.
- c) To monitor the awards, competitions and activities in which the students and alumni of the programme participate in order to, together with the Head of International Programmes, **publish news** about the students on the official CEU channels and on the programme's website.
- d) To ensure that **all promotional material** related to the programme has been duly authorised by the Vice-Rectorate for International Relations, with the prior approval of the North American University involved.

#### **B. Aspects directly related to students**

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##### **Informative sessions**

- a) To organise a **welcoming session** for 1st year students at the beginning of the academic year to explain specific aspects of the programme, hand out the rules and timetable of the programme.
- b) To organise a **monitoring session** for 2nd and 3rd year students at the beginning of the academic year to remind them of important dates and pending issues.
- c) To organise a **preparation session for the mobility** for 3rd year students a few months before the mobility starts.
- d) To organise an **information session** in February with students and parents of students to explain aspects of mobility and lifestyle in the US.
- e) To organise an **informal debriefing session** with students returning from the mobility to collect their feedback on the experience and receive their recommendations for improvement through the submission of a satisfaction survey.

### **Academic monitoring**

- a) To carry out an **academic and personal monitoring** of all students on the programme both in Madrid and during their stay in the US.
- b) To supervise the preparation of the **Learning Agreements** prior to mobility for the subsequent recognition of credits taken in the US.
- c) To guide students in the **choice of modules** in the US during their adaptation period.
- d) To be available to **answer students' and parents' doubts and questions** and, in the event of not being able to answer at that moment, to obtain the necessary information for this purpose through the Vice-Rectorate for International Relations.

### **English**

- a) To make sure that students on the programme have the required level of English and to inform them on the TOEFL courses and exams offered by the University's Language Centre.
- b) To coordinate with the Language Centre and the Head of International Programmes all aspects related to TOEFL exams and marks.

### **Conflict Resolution**

- a) To be in close contact with the students on the programme, especially with the representative of each group, in order to solve any problems related to the programme.
- b) To keep the Head of International Programmes, the Vice-Rector for International Relations and the Dean/Director of the corresponding School informed about possible conflicts or problems related to the programme and situations that may require important decisions to be taken.

### **Alumni**

- a) To convene meetings and gatherings with alumni of the programme to monitor their professional development and keep the Alumni Master List up to date. The current regulations on personal data protection will always be taken into account.
- b) To organise the participation of alumni in the modules, programme promotion sessions and admission sessions.
- c) To collaborate in the creation of the programme's alumni networks and in the development of mentoring programmes.
- d) To provide support as may be required by the Alumni Association.

### **Other aspects**

- a) To appoint Teaching Assistants, Representatives, Scholarship Holders and other existing figures among the students of the programme, as well as to coordinate their activities.

### **C. Internal Coordination**

- a) To stay in close contact with the Admissions Service for the selection of candidates and for the monitoring of the status of candidates and those admitted.
- b) To ensure the correct enrolment of new students in the programme with the Secretary's Office of their School.
- c) To collaborate with the Vice-Rector for International Relations and the corresponding Dean/Director of School in the planning, academic programming and evaluation of the programme.
- d) To hold regular working meetings with the Head of International Programmes to monitor the programme, the students, the needs of the programme, points for improvement, actions to be taken, etc.
- e) To confirm with the professors of their School that the courses taught at CEU do not interfere with the modules taught at the partner University.



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- f) To attend the meetings called by the Vice-Rector for International Relations.
- g) To take part of the programme's Scholarship Committee, together with the Vice-Rector for International Relations and the Head of International Programmes, to award mobility scholarships to the best academic records.

#### **D. Aspectos relacionados con la Universidad Estadounidense**

- a) To coordinate the delivery and collection of work assigned by the American Professors if necessary and to guide its execution.
- b) To coordinate with American Professors and the Head of International Programmes the organisation and logistics of the modules taught in Madrid.
- c) To maintain a fluent, constant and close relationship with the Coordinators of American Universities.
- d) To make an annual trip to the University in the United States to help students adapt to their mobility and to hold meetings with Professors and Directors of the programme in the US to evaluate the situation and identify areas for improvement.

#### **E. Documents and Reports**

- a) To keep the Master List, an Excel document that contains all the data of each student in relation to the programme, permanently updated.
- b) The IBP Coordinator will maintain constant communication with the administrative manager of these programmes in the Vice-Rectorate for International Relations to ensure the correct management of the academic records and of the administrative documentation of the IBP.
- c) To transcribe the marks of the modules and mobility of the students and complete the necessary data for the issuance of the European Diploma supplement.
- d) To work out the ranking of students for the awarding of programme grants for mobility to the US.
- e) To supervise the Learning Agreements.
- f) To monitor compliance with the requirements for obtaining certificates and to coordinate with the partner University and the Vice-Rectorate for International Relations the issuing and delivery of the certificates.
- g) To prepare an annual report on the results of the academic activities of the programme to be submitted in due time and form to the Vice-Rector for International Relations.
- h) To keep the necessary records and controls of the evaluation process of the American Professors after the modules.
- i) To organise the delivery of the necessary documents for the completion of the modules, satisfaction surveys, grades, etc.
- j) To provide the Vice-Rector's Office with reports on the performance of the American professors in their modules in Spain, to enable the improvement of the programme and the adaptation of the contents to its objectives.

#### **F. Others**

- a) To perform such other duties as may be assigned to them from time to time in accordance with the nature of the position.

#### **Article 6. Remuneration and performance redistribution**

1. For the performance of their tasks, the IBP Academic Coordinator shall receive the financial complement foreseen for their work. Likewise, consideration shall be given to the redistribution of their performance, within the criteria and guidelines for the assignment of school established by the competent Vice-Rectorate.

### **TITLE III. FUNCTIONAL STRUCTURE**

#### **Article 7. Functional structure**

1. The IBP Coordinator reports organically and functionally to the School/Institute to which the IBP is academically attached, reporting to the Dean/Director of the corresponding School/Institute.
2. Without prejudice to the provisions of the previous paragraph, the IBP Coordinators also report functionally to the Vice-Rectorate for International Relations. They shall report on the development of the functions entrusted to them by virtue of this Regulation.

#### **Article 8. Relationship with the International Relations personnel and American universities**

1. IBP Coordinators shall maintain ongoing liaison with the Head of International Programmes, the Vice-Rector for Internal Relations and the Dean of their School/Director of Institute to work on the tasks detailed in Article 5 of this Regulation.
2. The IBP Coordinator will be responsible for maintaining contact with the American University. However, the IBP Coordinator shall always have the prior approval of the Vice-Rector for International Relations before agreeing on points of particular relevance that may alter the structure or contractual conditions of the programme.
3. In order to carry out its functions and make the corresponding decisions, the IBP Coordinator shall receive the results of the surveys carried out among the different groups involved in the IBP, and shall analyse the results with the Head of International Programmes. As a result of these analyses, a report on such and the proposals made by all those involved in the process will be submitted to the Vice-Rector for International Relations through the Head of International Programmes.
4. Concerning the satisfaction surveys that affect the North American teaching personnel, the results will be shared with the North American University in order to seek the continuous improvement of the IBP.

#### **FINAL PROVISION**

This Regulation shall become applicable on the day following their approval by the Governing Council of the University.