

# **CUNEF Universidad**

## **Organisational and Operational Rules**



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## **TITLE I: ABOUT THE INSTITUTION**

### **CHAPTER I: Nature and Purpose of CUNEF Universidad**

#### **Article 1. Definition, Purpose, Seat and Legal Regime**

1. CUNEF Universidad is a private university recognised by Law 6/2019, of 27 March, issued by the Community of Madrid, governed by the provisions of Organic Law 6/2001, of 21 December, on Universities (modified by Organic Law 4/2007, of 12 April). The corporate purpose of CUNEF Universidad is to render the public service of higher education through research, teaching and study, in accordance with the provisions of section 1, article 1 of the Organic Law on Universities. The main defining principles of CUNEF Universidad are the specialisation of teaching and research, excellence and internationalisation.

2. These organisational and operational rules, formulated under Organic Law 6/2001 on Universities and Royal Decree 420/2015, of 29 May, on the creation, recognition, authorisation and accreditation of universities and university centres, as well as regional regulatory regulations, effectively guarantee the principle of academic freedom manifested in the freedom to teach, study, and pursue knowledge and research.

3. CUNEF Universidad will be governed by principles of non-discrimination as dictated in Royal Decree 505/2007, of 20 April, which approves the basic conditions of accessibility and non-discrimination of people with disabilities for access and use of urbanised public spaces and buildings, and by principles of equality between men and women under Organic Law 3/2007, of 22 March.

4. CUNEF Universidad is endowed with its own legal personality and its own assets to fulfil its purpose. It is a limited-liability company (LLC) under the corporate name of "CUNEF, Sociedad Limitada Unipersonal", indefinitely constituted and officially registered in the Companies Registry, in accordance with the provisions of Royal Legislative Decree 1/2010, of 2 July, which approves the Consolidated Text of the Spanish Companies Act, and other applicable regulations.



5. CUNEF Universidad has its seat in the Community of Madrid and operates on a national and international level, with no geographical limitations, in accordance with current regulations and international treaties and conventions on higher education.
6. CUNEF Universidad may propose affiliations with national and international teaching centres to promote and guarantee the fulfilment of its mission, in accordance with the provisions of current legislation.

## **Article 2. Mission**

The mission of CUNEF Universidad is:

1. To shape, using a teaching model defined by its rigour, innovation and excellence, individuals with solid scientific and cultural knowledge, with the appropriate transversal skills to lead the changes and challenges of society and with the necessary abilities to successfully complete their life projects.
2. To develop a research programme that allows the University to advance the frontiers of knowledge and transfer the results of its research to society, thereby attaining international leadership, promoting the advancement and dissemination of knowledge and contributing to cultural, economic and social development.

## **Article 3. Objectives**

CUNEF Universidad has the following objectives:

1. To become an internationally recognised European higher education institution in its fields of specialisation, with a public service commitment.
2. To encourage social, digital and economic change by shaping professionals and fostering research and innovation.
3. To support high-quality research and promote the transfer of skills and technology to society, thus contributing to advancing knowledge and technological progress, reinforcing business innovation and competitiveness, improving citizens' quality of life and driving responsible, sustainable and equitable development.



4. To keep sustainability at the heart of its mission and strategy, striving for environmental protection, social development and sustainable economic growth through every one of its actions.

## **CHAPTER II: Structure of CUNEF Universidad**

### **Article 4. Organisation**

1. CUNEF Universidad is made up of Schools and University Research Institutes recognised by the Community of Madrid, at the behest of CUNEF Universidad, to teach official and non-official programmes, in both face-to-face and distance-learning format, and to carry out its research activities.
2. In compliance with the procedures that apply in each case, the University may create or eliminate departments and other centres or structures according to its needs.

### **Article 5. Schools**

1. Schools are the academic structures that organise undergraduate and graduate studies. They are in charge of making decisions regarding the organisation of teaching activities in each of their fields, in cooperation with the Governing Council.
2. A Dean or Director is in charge of each School.

### **Article 6. University Research Institutes**

1. The University Research Institutes at CUNEF Universidad are in charge of promoting and coordinating research activities within CUNEF Universidad's fields of research, as well as of teaching doctoral programmes. A Director is in charge of each University Research Institute.
2. CUNEF Universidad can sign partnership agreements to create University Research Institutes in cooperation with other public or private universities or non-university institutions.



#### **Article 7. Creation, Modification or Elimination of Schools and Institutes**

1. The Board of Directors, in agreement with the Governing Council and following a report from the Advisory Council, will decide what Schools and Institutes to create, modify or eliminate.
2. It falls to the Community of Madrid to authorise the creation, modification or elimination of Schools or Institutes.

#### **Article 8. Departments**

1. Departments are the bodies in charge of coordinating and organizing teaching activities, under the supervision of each School, and promoting research activities among their members in their corresponding area or areas of knowledge.
2. It falls to the Rector to create or suppress departments depending on the academic and research needs of the University, after consulting with the Governing Council.



## **TITLE II: GOVERNANCE**

### **Article 9. About the Principles of Representation and Decision Making in the Governing and Representative Bodies**

1. CUNEF Universidad ensures, through adequate participation, the representation of the different sectors of the university community as well as a balanced presence of women and men in the Governing and Representative Bodies.
2. Decisions of a strictly academic nature will be adopted by bodies in which the teaching or research staff has a majority representation.

## **CHAPTER I: Collegiate Bodies**

### **Article 10. Board of Directors**

1. The Board of Directors is the governing body of CUNEF Universidad in charge of representation and administration.
2. The composition of the Board of Directors will be determined by the General Board, which will appoint its members in accordance with the bylaws of CUNEF S.L.
3. The Rector will always have a voice at any meetings of the Board of Directors, irrespective of his or her possible appointment as a member of the Board.

### **Article 11. Functions of the Board of Directors**

1. The functions of the Board of Directors will be those established by business regulations and the bylaws of the LLC, and they specifically include the following:
  - a) Ensuring compliance with the mission and objectives of CUNEF Universidad.
  - b) Approving any modifications to these Organisational and Operational Rules.
  - c) Approving budgets and preparing annual financial statements.
  - d) Deciding on investments and divestments.





- e) Appointing the Rector, after hearing the Governing Council.
- f) Deciding on the remuneration of the Rector and other professors who hold institutional positions, as well as establishing the general remuneration policy.
- g) Appointing the Manager of CUNEF Universidad.
- h) Establishing the general strategy for the development and operation of CUNEF Universidad.
- i) Approving the implementation and/or termination of official and non-official university degrees at the proposal of the Governing Council.
- j) Approving the creation of teaching, research, and management structures (Schools, University Research Institutes, Departments and Services) at the proposal of the Governing Council.
- k) Accepting or rejecting donations and bequests.
- l) Approving any provision that these Organisational and Operational Rules do not attribute to another body.

## **Article 12. Governing Council**

1. In all academic matters, the Governing Council is the body in charge of representation and regular management of CUNEF Universidad, irrespective of the functions and proposals that fall to the Board of Directors. The Governing Council is composed of the Rector of CUNEF Universidad, the Vice-Rectors, the Manager, the Secretary General, the Deans and Directors of Schools and the Department Directors.

## **Article 13. Functions of the Governing Council**

1. The Governing Council is in charge of establishing University strategies and programmes and of adopting all kinds of decisions, provided they do not fall to other bodies, relative to the organization of teaching, research, knowledge transfer and the management of available financial, material and human resources.
2. The Governing Council is specifically in charge of the following aspects, subject to approval from the Board of Directors:

- a) Preparing and approving internal regulations, as well as other academic rules and regulations that affect the different organisational structures necessary for the organisation and operation of CUNEF Universidad
  - b) Submitting proposals for the creation of teaching, research and management structures: Schools, University Research Institutes, Departments and Services.
  - c) Submitting for approval the implementation of official and non-official degrees at the proposal of the Academic Coordination Boards.
  - d) Submitting for approval the appointment of Deans and Directors at the proposal of the Rector.
  - e) Deciding student admission terms and conditions at the proposal of the Academic Coordination Board of each School or Institute, after assessing compliance in terms of research, teaching and facilities of the School or Institute in question.
  - f) Approving the preliminary annual budget prior to approval by the Board of Directors.
  - g) Defining staffing needs and proposing teaching, research, administration and services positions, as well as the corresponding remuneration levels and the criteria for performance evaluations.
  - h) Deciding on the admission and enrolment rights for each programme, within the general guidelines of the Board of Directors.
  - i) Proposing the budget to allot to scholarships for students enrolled in undergraduate and graduate programmes, as well as the eligibility criteria.
3. Other Functions of the Governing Council are the following:
- a) Ensuring the coordination of the Schools, Institutes, Services and Departments.
  - b) Establishing the regulations for degree changes and credit transfer and recognition.
  - c) Supervising any activities of other CUNEF Universidad governing bodies, always respecting their operational principles.
  - d) Creating all the economic, administrative or teaching commissions it considers necessary to ensure proper progress of all its operations and appointing the members of said commissions.
  - e) Receiving proposals and approving and/or making any decisions that go beyond



the scope of regular management and do not fall to the Board of Directors.

#### **Article 14. Advisory Council**

1. The Advisory Council is composed of well-recognised and prestigious experts in the scientific fields that CUNEF Universidad specialises in. They represent academia, society and business, both nationally and internationally, and they are appointed by the Board of Directors.
2. The Advisory Council meets at least once a year. They must choose a member of the Council to act as President and call, conduct and preside meetings. The Rector of CUNEF Universidad will be the Secretary of the Advisory Council.

#### **Article 15. Functions of the Advisory Council**

1. The Advisory Council is in charge of:
  - a) Assessing the activities of CUNEF Universidad, for which purpose they can request all the necessary information on plans for academic and research activity and development.
  - b) Advising CUNEF Universidad on all matters relative to Undergraduate and Graduate Programmes.
  - c) Staying informed of CUNEF Universidad's strategy and activities, and proposing any additional activities they consider the University should carry out.
  - d) Acting as the Institutional Representative of CUNEF Universidad in any interactions with other institutions or organisations.

#### **Article 16. School or Institute Academic Coordinating Committee**

1. This is the body in charge of academic organisation of all the programmes taught by each School or Institute.
2. The Academic Coordinating Committee of each School or Institute is composed of the Dean or Director, who will act as President of the Committee, and all the Department Directors involved in teaching and research in the School or Institute in question.



## **Article 17. Functions of the Academic Coordinating Committee**

1. The Academic Coordinating Committee is in charge of:
  - a) Drafting and approving their own internal regulations and operational rules.
  - b) Approving the School or Institute's Curriculums and annual programmes.
  - c) Evaluating teaching and research activities and human resource management in each School or Institute.
  - d) Submitting proposals to the Governing Council regarding degree programme development.
  - e) Submitting proposals regarding the implementation and/or termination of degree programmes.
  - f) Proposing terms and conditions for student admission.
  - g) Coordinating and monitoring the organization and performance of teaching and research programmes.
  - h) Carrying out periodic evaluations of academic programmes and achievements, and supervising the organization of teaching activities.
  - i) Carrying out an annual evaluation of each professor's teaching and research activities.
  - j) Encouraging cooperation among Faculty in pursuit of integrated, motivating, quality teaching.
  - k) Evaluating academic quality, student academic activity development, monitoring and control, international programme management and complementary activity proposals.
  - l) Responding to the needs of students, Faculty and administrative and service staff.
  - m) Making decisions on other issues relative to teaching or academic matters, as well as any issues that do not fall, according to these rules, to any other body and pertain to the teaching and research activities carried out by the School or Institute.



## **Article 18. Participation Commission**

1. CUNEF Universidad's Participation Commission is the representative body for students, professors and administrative and service staff. It ensures that all the different sectors of the university community are represented through an adequate composition. In accordance with Article 27 of Organic Law 6/2001, of 21 December, on Universities, the Participation Commission will have a maximum of three hundred members, and most of them will be teaching staff with CUNEF Universidad.

2. The President of the Participation Commission is the Rector or the person he or she delegates in. The Vice-Rectors, Secretary General, Manager, Deans and Directors of Schools or Institutes and full-time professors and researchers are permanent members of the Commission. Representatives of the rest of professors and researchers, students and administrative and service staff are elected members.

3. To this end, professors and researchers who are not full-time employees of CUNEF Universidad will elect their representatives, by direct and secret vote, in the fall semester every four years. They will elect one representative for every ten professors and researchers included in this category.

4. Student representatives will be one class president per undergraduate or graduate programme, elected by direct and secret vote chosen in the fall semester every year.

5. The administrative and service staff will be entitled to one representative for every twenty employees included in this group, regardless of category. They will be elected, by direct and secret vote, in the fall semester every four years.

## **Article 19. Functions of the Participation Commission**

1. The Participation Commission is in charge of:
  - a) Drafting and approving its own internal regulations.
  - b) Channelling proposals and suggestions for improvement toward CUNEF Universidad governing bodies.
  - c) Proposing modifications to rules and procedures to improve the operations of CUNEF Universidad.
  - d) Providing information on academic and operational issues as requested by other



CUNEF Universidad bodies.

- e) Requesting from CUNEF Universidad governing bodies all the information required to carry out its functions.
- f) Any other functions that fall to it according to the relevant legislation or these Rules.

## **CHAPTER II: One-person Bodies**

### **Article 20. Rector**

1. The Rector, who must be a PhD holder with proven expertise and academic renown, is appointed by the Board of Directors after hearing the Governing and Advisory Councils, for a renewable four-year term. Should the post become vacant, or in the event of absence or illness, the Rector will be replaced by the most senior Vice-Rector. The procedure for removal of the Rector, where appropriate, will be the same as the appointment procedure.

### **Article 21. Functions of the Rector**

1. The Rector is in charge of:
  - a) Ensuring the fulfilment of CUNEF Universidad's mission and objectives, in line with the guidelines provided by the Board of Directors.
  - b) Managing all the activities required for CUNEF Universidad to operate adequately.
  - c) Representing the University at academic and cultural events and conferring degrees.
  - d) Guaranteeing compliance with applicable laws that affect the duties of the Rector and university regulations.
  - e) Supervising the execution of academic and research activities.
  - f) Proposing the amount for registration and tuition fees for the different programmes to the Governing Council.
  - g) Proposing plans for the creation and/or elimination of degrees and lines of research to the Governing Council.
  - h) Selecting and appointing Vice-Rectors, defining their title, responsibilities and

precedence.

- i) Proposing the appointment of Deans or Directors of Schools and Institutes to the Governing Council. Appointing Department Directors.
  - j) Deciding on the hiring and promotion of Faculty, after hearing the Governing Council.
  - k) Approving and/or modifying changes in the Faculty.
  - l) Establishing general organisational guidelines to guarantee the efficiency of teaching and research structures.
  - m) Approving and/or modifying teaching and research, after hearing, where necessary, the Academic Coordination Committees.
  - n) Imposing disciplinary sanctions on Faculty and administrative and service staff.
  - o) In case of an emergency, taking action in issues that fall to the Governing Council, who will subsequently be free to rectify them.
  - p) Handling CUNEF Universidad's financial management and proposing an annual budget containing a description of the teaching and research plan, courses, tuition fees and financial conditions to the Governing Council.
  - q) Performing any other duties that fall to the Rector according to the law, these Rules and CUNEF Universidad Regulations, as well as any that are delegated by the Board of Directors.
  - r) Making inquiries and creating investigation and management commissions, as necessary, on issues that fall within his or her competence.
2. The Rector may delegate to one or more professors the supervision of specific university management aspects that fall within his or her competence.

## **Article 22. Vice-Rectors**

1. Vice-Rectors are appointed or removed by the Rector. They must be professors with a permanent relationship with CUNEF Universidad. They are appointed for a renewable four-year term.
2. The most senior Vice-Rector will replace the Rector if the post becomes vacant, or in



the event of absence or illness.

### **Article 23. Functions of the Vice-Rectors**

1. Vice-Rectors are in charge of:
  - a) Representing the Rector at his or her request, or if the post becomes vacant, or in the event of absence or illness.
  - b) Coordinating academic issues related to their office.
  - c) Performing any executive or coordination duties entrusted to them by the Governing Council and/or the Rector.
2. The number and areas corresponding to each Vice-Rector's office will be established by CUNEF Universidad Rules and Regulations.

### **Article 24. Secretary General**

1. The Secretary General of CUNEF Universidad will be appointed and removed by the Governing Council at the proposal of the Rector. He or she must be a member of the research staff and hold a PhD, an MA, an MSc or equivalent. The Secretary General is appointed for a renewable four-year term.

### **Article 25. Functions of the Secretary General**

1. The Secretary General is in charge of:
  - a) Bearing witness to any meetings and agreements of the CUNEF Universidad Collegiate Bodies he or she is a member of. The Secretary General must attend all the sessions and draw up a record.
  - b) Managing the Department of Legal Counsel of CUNEF Universidad.
  - c) Assisting the Rector in any organisational duties he or she choose to delegate.
  - d) Organising academic ceremonies.
  - e) Preserving and fulfilling university protocol and ceremonial.
  - f) Handling the organisation and operation of the Student Office, and preserving all the documents related to this service.





## **Article 26. School Deans or Directors and Institute Directors**

1. School Deans or Directors must be professors who hold a PhD and have a permanent relationship with CUNEF Universidad. They are appointed for a renewable four-year term. Their appointment or removal falls to the Board of Directors, at the proposal of the Rector and with the agreement of the Governing Council.
2. Research Institute Directors must be PhD holders with accredited research activity and have a permanent relationship with CUNEF Universidad. They are appointed for a renewable four-year term. Their appointment or removal falls to the Board of Directors, at the proposal of the Rector and with the agreement of the Governing Council.

## **Article 27. Functions of the School Deans or Directors and Institute Directors**

1. The School Deans or Directors and Institute Directors are in charge of:
  - a) Managing, coordinating and encouraging teaching and research activities in their School or Institute.
  - b) Proposing agreements with universities and public and private institutions to promote teaching and research activities to the maximum extent.
  - c) Coordinating any activities that are carried out within their School or Institute's courses and programmes.
  - d) Organising regular teaching and research activities and authorising complementary ones.

## **Article 28. Manager**

1. The Manager is in charge of administrative structure. He or she is appointed or removed by the Board of Directors based on professional skills and experience.

## **Article 29. Functions of the Manager**



1. The Manager is in charge of:
  - a) Administering and managing CUNEF Universidad's assets and budget.
  - b) Managing financial and administrative services.
  - c) Drafting the preliminary budget.
  - d) Executing the agreements reached by the governing bodies of CUNEF Universidad within their corresponding financial and administrative competences.
  - e) Managing the administrative and service staff.
  - f) Submitting the Administration Department's annual agenda and activity report to the Governing Council for their approval on a yearly basis. Informing the Governing Council of the Administration Department's situation and activities on a regular basis.
  - g) Updating the inventory of the goods and rights that make up CUNEF Universidad's assets.
  - h) Any other duties included in the implementation provisions for these Organisational and Operational Rules or that the Rector chooses to delegate.

### **Article 30. Department Directors**

1. Department Directors are appointed or removed by the Rector of CUNEF Universidad and must be professors who hold a PhD and have a permanent relationship with CUNEF Universidad. They are appointed for a renewable four-year term.

### **Article 31. Functions of the Department Directors**

1. Department Directors are in charge of:
  - a) Representing their department before CUNEF Universidad bodies.
  - b) Coordinating their department's teaching, research and academic activities under the supervision of the corresponding School or Institute.
  - c) Identifying faculty staffing needs and requesting the opening of the necessary positions.



- d) Preparing reports that fall within their competence, specifically regarding the evaluation, recruitment and promotion of Faculty and the creation of new degrees or new lines of research within the field that their department specialises in.



### **TITLE III: THE UNIVERSITY OMBUDSMAN**

#### **Article 32. The University Ombudsman**

1. The University Ombudsman is in charge of ensuring that the rights and freedom of the members of CUNEF Universidad are respected by all actions of the University's bodies and services. The Advocate's interventions, which under no circumstances will be of an executive or managerial nature, will always be aimed towards improving quality in all areas of the University, will not be subject to orders from University authorities and will be governed by the principles of independence and autonomy.

2. The University Ombudsman will be appointed by the Governing Council for a four-year term, renewable for another four years. It can be a part-time position, but it is incompatible with other management roles at CUNEF Universidad.



## **TITLE IV: ABOUT THE FACULTY AND ADMINISTRATIVE AND SERVICE STAFF**

### **Article 33. Competent Body**

1. It falls to the Governing Council of CUNEF Universidad to supervise the recruitment, training, hiring and promotion of Faculty and administrative and service staff, with the assistance of Human Resources, who will determine their employment conditions.

### **CHAPTER I: Faculty**

### **Article 34. Faculty**

1. Faculty categories are those established by the applicable collective bargaining agreement.

2. To access said categories, the members of CUNEF Universidad Faculty must hold the academic qualifications established by the agreement and by applicable laws, and must also have been appointed to the corresponding position, according to the procedures determined by CUNEF Universidad.

3. The Faculty included in the scope of this Agreement is classified according to the following subgroups:

- Subgroup I: Faculty
- Subgroup II: Research staff
- Subgroup III: Teaching staff for non-official studies
- Subgroup IV: Emeritus, Visiting and Guest Professors

4. CUNEF Universidad Faculty is classified into the following categories, within the above subgroups:

- Subgroup I: Faculty
  - o Full Professor
  - o Titular Professor



- Associate Professor
  - Assistant Professor
  - Lecturer
  - Subgroup II: Research staff
    - Teaching Assistant
    - Researcher in Training
  - Subgroup III: Emeritus, Visiting and Guest Professors
5. Full Professors and Professors at CUNEF Universidad may hold a chair endowed by an external institution.

#### **Article 35. Academic Career**

1. CUNEF Universidad's Academic Career is structured according to objective teaching and research quality standards.
2. Teaching is a right and duty of CUNEF Universidad professors, who will exercise academic freedom, in accordance with the principles established by the Constitution and by law and encouraged by the teaching structure at CUNEF Universidad.
3. Freedom of research in the university environment is acknowledged and guaranteed. Research is a right and duty of CUNEF Universidad Faculty.

#### **Article 36. Full Professor**

1. To become a Full Professor at CUNEF Universidad, it is necessary to:
  - a) Be a Full Professor in Spain or abroad, or be accredited by national or international external evaluation agencies, and be hired as a Full Professor by CUNEF Universidad.
  - b) Be accredited as a Titular Professor by national or international external evaluation agencies, and successfully have completed the teaching, research and/ or management tasks entrusted to them by CUNEF Universidad, according to the evaluation criteria established by the Governing Council. Additionally, the Governing Council, may appoint as Full Professors to those recognized professors



who have shown exceptional academic and research qualities at CUNEF Universidad, without the need for the above-mentioned accreditation.

#### **Article 37. Titular Professor**

1. To become a Titular Professor at CUNEF Universidad, it is necessary to:
  - c) Be a Titular Professor in Spain or abroad or be accredited by national or international external evaluation agencies and be hired as a Titular Professor by CUNEF Universidad.
  - d) Be accredited as an Associate Professor by national or international external evaluation agencies, and successfully have completed the teaching, research and/or management tasks entrusted to them by CUNEF Universidad, according to the evaluation criteria established by the Governing Council. Additionally, the Governing Council, may appoint as Titular Professors to those recognized professors who have shown exceptional academic and research qualities at CUNEF Universidad, without the need for the above-mentioned accreditation.

#### **Article 38. Associate Professor**

1. To become an Associate Professor at CUNEF Universidad, it is necessary to be accredited as an Associate Professor or Private University Professor in Spain or abroad by national or international external evaluation agencies, and be hired as an Associate Professor by CUNEF Universidad.

#### **Article 39. Assistant Professor (on Tenure Track)**

1. To become an Assistant Professor at CUNEF Universidad, it is necessary to have obtained a PhD and be selected by CUNEF Universidad to begin their tenure track here. This is the first step in CUNEF Universidad's tenure track.

#### **Article 40. Teaching Assistant and Researcher in Training**



1. CUNEF Universidad may hire Teaching Assistants and Researchers in Training for teaching and research support tasks. Teaching Assistants are professors who, while they are pursuing their PhD, occasionally assist with instructional tasks at CUNEF Universidad or researchers who, having recently obtained their PhD, are carrying out a postdoctoral stay at CUNEF Universidad.

2. Researchers in Training are postgraduates or PhD students who have applied for and obtained a training scholarship for teaching or research staff at CUNEF Universidad or other institutions. Their pursuits are aimed at furthering their scientific and technical training, while allowing them to participate or assist in teaching.

#### **Article 41. Lecturer**

1. Lecturers are researchers or well-recognised professionals who work outside the University and collaborate with CUNEF Universidad on a part-time basis. They must hold the corresponding degree and have acquired significant professional experience in their field before they are hired as Lecturers.

#### **Article 42. Visiting and Guest Professors**

1. Visiting and Guest Professors at CUNEF Universidad are any Spanish or foreign university professors who are employed at other EU or international universities.

#### **Article 43. Selecting and Hiring Faculty**

1. Faculty will be selected by publishing vacancies in Spain and abroad and taking into consideration applicants' merits in terms of academic category attained, research results and teaching service and experience.

2. The hiring of Faculty falls to the Rector, after studying the reports submitted by the Dean or Director of the corresponding School, Institute or Department.

3. CUNEF Universidad Faculty must fulfil all the duties established by the applicable university legislation, their contract and the governing bodies that organise academic activities at CUNEF Universidad.

4. Failure to fulfil such duties or comply with teaching obligations will be cause for contract





termination, without prejudice to other causes for contract termination provided for in current legislation or any liabilities they might be accountable for.

#### **Article 44. Research and Training**

1. CUNEF Universidad will promote and support scientific research and faculty training through an aid scheme approved by the Governing Council.

#### **Article 45. Evaluation of Faculty**

1. The evaluation of Faculty falls to their corresponding departments and is subsequently submitted to the Governing Council for their consideration. The evaluations take into account all internal and external information considered relevant, including the result of evaluations carried out by external agencies and any reports requested from other professors and institutions.

2. The academic activities of Faculty will be evaluated periodically, at least once every academic year.

3. The evaluation of Faculty is based on:

- a) Assessment of teaching activities using standard parameters, such as level of knowledge, teaching skills and ability, and student support and tutoring.
- b) Assessment of research activities using standard parameters, such as research project management and execution and drafting of scientific papers for publication in high-impact journals.
- c) Assessment of management, academic organisation, coordination and communication, as well as of participation in guided academic, skills training and university development activities.

4. The evaluation will rely, at least, on the following:

- a) Activity reports prepared individually by each professor, and a report from the Director of their corresponding department.
- b) Surveys and other tools used quarterly, semi-annually or annually to allow students to assess teaching quality in each course.



5. The results of each professor's teaching and research activity evaluation will be included in a yearly report that will reflect the evolution of their academic career, determining their chances for promotion to the next category. This promotion, which normally takes place every four years, is by no means automatic.

## **CHAPTER II: Administrative and Service Staff**

### **Article 46. Administrative and Service Staff**

1. Administrative and service staff is in charge of administrative, technical and financial management at CUNEF Universidad. It is their duty to support other groups within the university community, such as students or Faculty.
2. Contracts for CUNEF Universidad administrative and service staff will adhere to the provisions of applicable labour laws.
3. Administrative and service staff is governed by the rules established by labour legislation and the relevant collective bargaining agreement, the *XIII Collective Bargaining Agreement at the state level for university education and research centres of 2012*, as well as by these Organisational and Operational Rules and their implementation provisions.
4. Administrative and service staff categories, according to the collective bargaining agreement, are:
  - Group II: Administrative and service staff
  - Subgroup I: Qualified staff
  - Subgroup II: Administrative staff
  - Subgroup III: Service and trade staff
5. Administrative and service staff will depend organically on the Manager of CUNEF Universidad and functionally on the academic or organisational structure where they render their services and, where appropriate, on the Rector.

### **Article 47. Training for Administrative and Service Staff**



- 1.** CUNEF Universidad will encourage training, further development, evaluation and promotion of administrative and service staff, selected based on their skills, ability and merit.



## TITLE V: ABOUT STUDENTS

### Article 48. Students

3. Students at CUNEF Universidad are those individuals who, having met the necessary legal and regulatory requirements and paid tuition or annual registration fees, are enrolled at CUNEF Universidad. CUNEF Universidad students must be:

- a) Pursuing academic activities included in undergraduate or graduate programmes at CUNEF Universidad.
- b) Pursuing an internship or any other activity in collaboration with CUNEF Universidad or any of its public or private partner institutions or organisations.

4. To be admitted, students must:

- a) Request admission in due time and manner.
- b) Meet the established requirements and supply the necessary accreditations.
- c) Receive and accept the admission notification.

5. Individuals who fall into any of the following categories will cease to be CUNEF Universidad students:

- a) Those who voluntarily request withdrawal from CUNEF Universidad or transfer of their academic record to another university, in compliance with the necessary requirements and procedures.
- b) Those who are sanctioned with termination of student status.
- c) Those who unjustifiably fail to comply with the financial obligations acquired with CUNEF Universidad.

### Article 49. Admission and Continuation

1. CUNEF Universidad will provide future students with all the necessary information regarding admission and continuation, as well as the organisational rules.

2. All students will have the same rights and obligations, regardless of the programme they have decided to pursue.



## **Article 50. Student Rights**

1. CUNEF Universidad students have the following rights, additionally to their statutory rights:

- a) To choose class presidents and representatives in governing bodies following the procedures established by CUNEF Universidad in these Organisational and Operational Rules.
- b) To receive the theoretical and practical teaching contained in their corresponding Curriculum.
- c) To receive individual assistance and guidance during the knowledge acquisition process.
- d) To participate in any scientific, cultural and educational activities organised by CUNEF Universidad, in the format and circumstances defined in each case, and obtain academic recognition for their participation.
- e) To have their knowledge evaluated objectively, and to dispute grades where necessary.
- f) To associate within the university environment. The University must enable the exercise of said right.
- g) To have their rights guaranteed by appropriate procedures and, where appropriate, by the actions of the University Ombudsman.
- h) To make proposals and submit complaints regarding teaching quality and activities.
- i) To be treated without gender discrimination.
- j) To be trained in the safe use of technology and basic rights guarantees on the Internet.

## **Article 51. Student Duties**

1. The main duties of CUNEF Universidad students are:

- a) To commit to their education and make the necessary effort to meet the specific demands of CUNEF Universidad.



- b) To attend and actively participate in theory and practice sessions, as well as any other activities organised by CUNEF Universidad.
- c) To respect general discipline standards, and specifically any rules established by CUNEF Universidad.
- d) To cooperate with the rest of the university community with an aim to achieving the purpose of CUNEF Universidad and preserving and improving the services provided by the institution.
- e) To accept any responsibilities involved in the representative roles they have been elected for.

#### **Article 52. Scholarships and Financial Aid**

1. CUNEF Universidad and the organisations and foundations related to the institution will call, on a yearly basis, for scholarships and grants for CUNEF Universidad programmes, as well as for aid schemes for programmes in one of our partner institutions and for cultural, social and sports-related activities for students.

2. The University or the organizations or foundations related to it will annually announce scholarships and grants to study in CUNEF Universidad or to facilitate studies in other partner institutions, as well as subsidies for cultural, social and sports activities for students.

#### **Article 53. Student Representation and Participation**

1. Student representation at CUNEF Universidad is organised through the Participation Commission and will be guaranteed, under the terms provided in current and applicable legislation, by the appropriate Student Participation Regulations, that CUNEF Universidad will approve in accordance with these Rules.



## **TITLE VI: ABOUT RESEARCH**

### **Article 54. Research and Knowledge Transfer**

1. Research is an essential foundation for education, as well as a primary tool for social development thanks to the transfer of results to society. The purpose of research is to promote the advancement, preservation and dissemination of knowledge and contribute to cultural, economic and social development.
2. CUNEF Universidad views research and knowledge transfer as essential objectives, along with proper training of research experts and of the personnel to assist them in both endeavours, always considering the specific characteristics of each field of research.
3. Research is both a right and a duty of the Faculty of CUNEF Universidad that they will exercise freely. CUNEF Universidad acknowledges and guarantees freedom of research for all its staff, with no limitations beyond those established by law and by the rational use of resources.
4. CUNEF Universidad fosters excellence in research and knowledge transfer, and supports the dedication to research of the Faculty by encouraging them to participate in research projects, financed on a competitive basis, both nationally and internationally.
5. All policies, strategies and programmes created by CUNEF Universidad to foster research and knowledge transfer must respect the specific characteristics of each field of research.
6. Research activities at CUNEF Universidad are carried out by the University's Faculty, individually or as part of their corresponding research groups, departments, University Research Institutes or other centres. The University will also encourage staff mobility, to foster the development of their teaching and research skills.
7. CUNEF Universidad will ensure that all research meets quality requirements equivalent and comparable to the criteria recognized by the national and international scientific community, thus guaranteeing its excellence.

### **Article 55. Promoting Research and Knowledge Transfer**



1. CUNEF Universidad will support research and knowledge transfer by allotting part of its budget to financing research activities, as well as to training for researchers and assistance and management technicians, while making an effort to implement innovative research organisation and management systems to ensure more effective research and knowledge transfer.

#### **Article 56. Research and Knowledge Transfer at CUNEF Universidad**

1. It falls to the University Research Institutes at CUNEF Universidad to promote, foster and coordinate research and knowledge transfer in the University's lines of research.
2. All research carried out at CUNEF Universidad will adhere to these basic principles:
  - a) Supporting the search for knowledge to find answers to the problems faced by organisations and society.
  - b) Encouraging the interaction between research and innovation.
  - c) Fostering the application of research results and, thereby, the transfer of knowledge to society.
  - d) Promoting specialisation and internationalisation.
3. CUNEF Universidad strives to achieve the following objectives through its research activities:
  - a) Identifying technological demands and needs in businesses, especially SMEs, operating in the most relevant areas of society.
  - b) Communicating, to society in general and, more specifically, to the business world, the research offer, lines of research and services provided by CUNEF Universidad, highlighting the potential of all its departments.
  - c) Articulating its own science-technology-innovation system to promote knowledge transfer to businesses and industries.

#### **Article 57. Management of Research and Knowledge Transfer**

1. For the management of research and knowledge transfer, CUNEF Universidad relies on its Research Management Scientific-Technical Services. The staff in these services will





report to the corresponding Vice-Rector, as well as any other bodies that CUNEF Universidad might decide to incorporate.

2. CUNEF Universidad encourages the creation of and involvement in technological businesses, or any businesses created based on the knowledge acquired in the University, thus strengthening its ties with the production sector and fostering the improvement of society. The Governing Council is in charge of any activities in this area.

### **Article 58. Consulting, Assistance and Advice Agreements**

1. CUNEF Universidad may establish agreements with physical or legal persons, public or private, for the execution of scientific, technical or artistic tasks, as well as for delivering specialised training or carrying out specific instructional activities.

2. These contracts will be signed, in name of CUNEF Universidad, by the Rector or the corresponding Vice-Rector.

3. In these agreements, the corresponding head researchers must include indirect execution costs in the quote for the project. In all cases, a percentage, set by the Governing Council, will be deducted from the total amount for indirect project execution costs.

4. For their participation in the agreements described in this article, researchers will be paid the amount established in the corresponding contract, once the percentage for indirect execution costs has been deducted.

5. The agreements described in this article can, under no circumstances, affect or curtail the teaching, research or other duties of the Faculty at CUNEF Universidad.

6. In those instances when the agreement includes hiring interns or specialised personnel, their relationship with CUNEF Universidad will adhere to the rules of the institution, and their contract must clearly include that it is of a temporary nature.

### **Article 59. Ownership of Research Results**

1. CUNEF Universidad is the owner of the results of all research carried out by its Faculty during their working hours or using university facilities. Said research results will be managed in compliance with current regulations on intellectual and industrial property.

2. All members of CUNEF Universidad will state their status as such when they publish



their research results.



## **TITLE VII: ECONOMIC AND BUDGETARY POLICY**

### **Article 60. Financial Planning and Annual Budget**

1. CUNEF Universidad's economic planning will result in the annual budget and, where appropriate, in any multi-year plans and programmes established.
2. The Manager will draft the preliminary budget, which will be submitted to the Governing Council for initial approval.
3. The Governing Council will submit the preliminary budget to the Board of Directors for final approval.

### **Article 61. Annual Financial Statement and External Audit**

1. At the end of every fiscal year, the Manager will submit an annual financial statement that will be reviewed by the Governing Council and approved by the Board of Directors.
2. Simultaneously, an audit will be carried out by external firms and independent professionals with a proven track record in the university industry.



## **TITLE VIII: ABOUT THE TERMINATION OF THE UNIVERSITY**

### **Article 62. Causes for Termination**

1. The University may be terminated by force of the laws applicable to the legal personality of its holding entity or by the non-presentation or non-approval of the plan of corrective measures referred to in article 13 of Royal Decree 420/2015, of May 29, on the creation, recognition, authorization and accreditation of universities and university centres.



## **ADDITIONAL PROVISIONS**

### **FIRST**

1. All appointments to the governing bodies at CUNEF Universidad must seek a balanced presence of men and women.
2. CUNEF Universidad have equality units within its organizational structures, to carry out any functions related to the principle of equality between women and men.

### **SECOND**

1. The contents of these Organisational and Operational Rules do not in any way hinder, limit or replace the role of employee representatives under the terms established in labour legislation.

### **THIRD**

1. CUNEF Universidad guarantees equal opportunities for students and other members of the university community with a disability, banning any form of discrimination and establishing positive action measures aimed at ensuring their full and effective participation in the university environment.
2. CUNEF Universidad will conform to the provisions of Royal Legislative Decree 1/2013, of November 29, which approves the Consolidated Text of the General Law on the rights of people with disabilities and their social inclusion, in all matters regarding students with disabilities in university education, as well as in employee selection processes.

### **FOURTH**

1. At CUNEF Universidad, practicing sports is seen as part of students' development and is considered of general interest; therefore, tools will be provided to ensure effective compatibility of this practice with academic training.

### **FIFTH**

1. Within twelve months of the enactment of these Organisational and Operational Rules, the collegiate bodies for the representation and government of CUNEF Universidad will be created.



**SIXTH**

1. Within twenty-four months of the enactment of these Organisational and Operational Rules, the corresponding bodies will proceed to amend their enabling regulations.