

REGULATIONS OF THE FACULTY OF ARTS OF THE UNIVERSITAT ROVIRA I VIRGILI

(Approved by the Governing Council on 19 December 2003 and modified by the Governing Council on 22 December 2015 and by the Governing Council on 23 October 2019)

FIRST TITLE

Nature and functions

Article 1

1. The Faculty of Arts is part of the Universitat Rovira i Virgili by virtue of Law 36/1991, of 30 December, which created the University and the regulations that govern it.

2. The Faculty of Arts is responsible for organizing the programmes of study and the academic, administrative and management processes that lead to official academic qualifications in the field of the information and communication technologies that are valid throughout the national territory. These programmes can be either face-to-face, blended or distance

Article 2

The Faculty of Arts has the following functions:

- a) Organising and coordinating, both academically and administratively, its courses of study and ensuring that they are publicized.
- b) Drawing up the curricula and proposing modifications.
- c) Drawing up its strategic plans in accordance with those of the University and using the programme contracts that are established.
- d) Guaranteeing students' academic progress and learning so that they can achieve the learning objectives defined in the relevant curriculum.
- e) Ensuring the quality of the teaching, the services and the information provided to students.
- f) Assigning material resources to the departments in accordance with the teaching programme.
- g) Being aware of the departmental reports on the economic resources assigned to the teaching activity of the study programmes.
- h) Proposing lifelong-learning activities and taking part in them.
- i) Proposing or organizing extra-mural activities and taking part in them.
- j) Promoting the alumni associations if its study programmes.
- k) Managing the human, material and economic resources assigned by the University.

l) Coordinating the teaching activity of the teaching staff responsible for subjects on the programmes of study.

m) Carrying out any other activities that may be required in order to comply with the current legislation, the Statutes of the Rovira i Virgili University and the regulations contained herein.

SECOND TITLE

Governing bodies

CHAPTER 1

General regulations

Article 3

The governing entities of the Faculty of Arts are the Faculty Board, the Dean, the Vice-Dean, the Secretary and the teaching staff responsible for the faculty's courses.

CHAPTER 2

Faculty Board

Article 4

The Faculty Board undertakes the collective governance of the Faculty of Arts.

Article 5

1. The Faculty Board consists of a maximum of 100 members.

2. The Faculty Board consists of:

a) The Dean, the Vice-Dean, the Secretary and the teaching staff responsible for the faculty's courses.

b) The heads of department who are responsible for a teaching load equivalent to at least one-third of the total load of a study programme that is taught at the Faculty of Arts.

c) A representation of members of the academic and research staff attached to the Faculty equivalent to 62% of the Faculty Board, including the ex officio members provided for in sections a) and b). These members shall be elected from amongst their number by the members of the academic and research staff, given that 51% of the Faculty Board members must be permanent members of the teaching staff.

d) A representation of students equivalent to 26% of the members of the Faculty Board, elected proportionally by and from among the students of each of the courses taught at the Faculty of Arts.

e) A representation of the Administration and Services Staff affiliated to the Faculty and of the Administration and Services Staff from the shared campus structures, equivalent to 12% of the members of the Faculty Board and elected and from among this group.

3. The members of the Faculty Board are renewed every four years, except for the students, who are renewed every two, notwithstanding the possibility of holding elections to cover any vacancies that might come about.

Article 6

The Board of the Faculty of Arts has the following competencies:

a) Electing the Dean of the Faculty and agreeing on their termination.

b) Approving the general areas of activity of the Faculty.

c) Approving the annual report.

d) Drawing up the proposal for the School's Regulations and proposing modifications.

e) Drawing up the curricula of the study programmes it is responsible for, proposing their approval and, if necessary, their modification.

f) Supervising the running of the programmes of study it is responsible for and the activity of the teaching staff.

g) Guaranteeing students' academic progress and learning so that they can achieve the learning objectives defined in the relevant curriculum.

h) Approving and applying the programmes for tutoring and monitoring the programmes of study that are the responsibility of the School.

i) Guaranteeing the quality of the teaching, the services and the students' access to information.

j) Proposing postgraduate programmes.

k) Planning how funds should be used, establishing the general guidelines for administering them and being periodically informed of the decisions taken by the director.

l) Assigning material resources to the departments that teach on the study programmes that are the responsibility of the School, in accordance with the teaching programme and the coordination stipulated in article 27 of these Regulations.

m) Providing information on department proposals relative to the teaching staff on the programmes of study that are the responsibility of the School by means of the coordination stipulated in article 27.

n) Providing information on new teaching staff requirements, in accordance with the plans for teaching activity and the proposals of the departments relative to the creation of new teaching posts and how to cover the vacancies.

- o) Setting up committees and other advisory bodies, and determining their composition.
- p) Proposing the members of the committees for selecting new teaching staff and their substitutes.
- q) Approving the appointment of teachers to the Faculty.
- r) Carrying out all other such acts that are permitted by the Statutes of the Rovira i Virgili University and the regulations contained therein.

Article 7

The Faculty Board must be convened by the Dean either at his/her own initiative or at the request of a fifth of the board members. In the latter case the board must be convened within 10 working days after the request has been lodged with the Registry of the Universitat Rovira i Virgili.

Article 8

The Faculty Board can meet in ordinary session or extraordinary session. The Faculty Board meets in ordinary session at once every three months.

Article 9

1. The Faculty Board will preferably be convened by electronic message indicating the time, place and agenda of the meeting. The meeting must be accompanied by the documentation necessary for deliberating and adopting agreements, notwithstanding the availability of this documentation on a website whose accessibility and security must be ensured.

2. The Faculty board members will be convened at least one week before an ordinary session and 48 hours before an extraordinary session.

Article 10

The Faculty Board will be considered to be validly convened if one quarter of its members are present under the chairmanship of the director, deputy director, secretary or delegated substitute. If the Faculty Board is not validly convened immediately, half an hour will be allowed to pass. The Faculty Board will be considered to be validly convened if 10% of its members are present under the chairmanship of the director, deputy director, secretary or delegated substitute.

Article 11

- 1. Members must attend Faculty Board meetings in person. Votes cannot be delegated.
- 2. Individuals who have been expressly authorised by the Board dean or head may attend Board meetings but will not have the right to vote.

Article 12

- 1. The secretary of the School shall be the secretary of the Board.

2. The secretary shall take the minutes of each of the Board's sessions. The minutes will record the names of those who attended, the agenda, the time and place of the meeting, the main points that were discussed, the motions adopted, the votes that were taken and, if any member requests it, record of that member's opinion regarding any of the aforementioned points.

3. The minutes must be approved during the same session or the subsequent one. Nevertheless, the secretary can issue certificates about the specific motions that have been adopted with the approval of the director, without detriment to the subsequent approval of the minutes, and must expressly record this in the minutes.

4. The Board members must have access to the minutes in electronic format so that they can review the motions that have been adopted.

Article 13

The Faculty Board may only discuss the issues which are on the agenda, unless all members of the Board are present and an absolute majority votes in favour of discussing a different issue on the grounds of urgency.

Article 14

Except for those described in articles 22 and 32, motions are carried by a simple majority of the members of the Board in attendance.

Article 15

1. Voting is done by a show of hands, with the exception of those decisions that affect people or when a tenth of those in attendance request a secret ballot

2. The votes taken by a show of hands cannot be interrupted for any reason and while they are being carried out nobody can enter or leave the room.

Article 16

The decisions taken by the Faculty Board are effective from the moment they are approved, except when the decision itself rules otherwise or when a subsequent process is legally required. The decisions taken must be made public and the appropriate University bodies must be notified.

Article 17

1. The Board can set up the committees that it deems appropriate. The Board must specify their composition, their functions and the procedure by which they are to be constituted.

2. Those committees that have powers delegated by the Faculty Board must be made up of members that belong to the Board.

3. The committees are convened by the chairperson at his/her own discretion or at the request of two-thirds of the committee members.

CHAPTER 3

Officers

Article 18

The Dean manages and represents the Faculty.

Article 19

The Board elects the Dean from among the permanent full-time teaching staff at the University and Faculty.

Article 20

The director shall hold office for four years, and shall be allowed to stand for consecutive re-election only once. He/she shall be appointed by the rector.

Article 21

The Dean must:

- a) Represent the Faculty of Arts.
- b) Lead and coordinate the functions and activities of the Faculty.
- c) Direct the academic, administrative and budgetary management of the School, and make periodic reports to the Faculty Board.
- d) Convene and preside over the Board and carry into effect its resolutions.
- e) Advise the rector on appointments and dismissals of the deputy director, the secretary and the heads of the study programmes from among the School's full-time tenured teaching staff.
- f) Act as the functional head of the administrative and services personnel attached to the School.
- g) All other functions conferred by the Statute of the Rovira i Virgili University and those others relative to the School that neither the Statute or these Regulations confer on the Faculty Board.

Article 22

1. The Dean may be removed from post if a motion of no confidence is passed.
2. The vote of no confidence must be presented by at least one third of the members of the Faculty Board, and it must be carried out between ten and thirty days after it has been presented. An alternative candidate must be proposed and the programme must explain the general policies and the university management that will be implemented while in office.

3. The approval of the vote of no confidence requires the favourable vote of at least two-thirds of the members of the Faculty Board. Should the vote of no confidence not be passed, the people who have signed it cannot present another one for a whole year.

Article 23

The Vice-Dean and the Secretary are proposed by the Dean and appointed by the Rector. They carry out the functions that Dean entrusts to them.

Article 24

During the absence or inability of the dean, or vacancy in the Office, the functions of the Office shall be exercised by the Vice-Dean

Article 25

The Faculty Secretary will record the minutes of the meeting, look after the records of the Faculty Board, issue the certificates of the agreements adopted and produce the certificates need for the administration of the Faculty.

Article 26

During the absence or inability of the secretary, or vacancy in the Office, the functions of the Office shall be temporarily carried out by a provisional secretary appointed by the Dean.

Article 27

1. The heads of the study programmes are permanent, full-time lecturers who, under the supervision of the Dean of the Faculty, are responsible for drawing up the academic programme, coordinating the human and material resources required by one or more similar courses, monitoring the quality and the plans for improving the courses, and formulating proposals.

2. The teaching staff responsible for the faculties courses are appointed by the Rector at the recommendation of the Dean.

THIRD TITLE

Advisory bodies

Article 28

1. The heads of the study programmes are assisted by teaching councils made up of all the full-time teaching staff who have teaching responsibilities. They are made up of all the full-time teaching staff who participate in teaching-

2. There will be a teaching council for each bachelor's course taught by the Faculty.

Article 29

1. The Faculty Board constitutes an Advisory Council, made up of physical or legal persons external to the University and with some connection to the disciplines taught.
2. The Advisory Council must preferentially work on adapting the content of the curricula to the skills graduates will need in their professional lives.

FOURTH TITLE

Economic system

Article 30

The funds available to the Faculty of Arts are either provided by the University from its budget or obtained from other sources in accordance with the current legislation, the Statutes of the Rovira i Virgili University and the regulations that carry it into effect.

Article 31

The School of Engineering must account for its activity and the degree to which it achieves the objectives proposed by the strategic planning for each period in an annual report that covers both academic and economic issues, which must be presented to the University Senate.

FIFTH TITLE

Revision of the Regulations

Article 32

The Dean, on his/her own initiative or the initiative of 10% of the members of the Faculty Board, can propose the revision of these Regulations. The proposal must be approved by the absolute majority of the Board members.

FIRST FINAL PROVISION

For all those issues not provided for by the Statute of the Universitat Rovira i Virgili and these Regulations, the current legislation will be applied.

SECOND FINAL PROVISION

These regulations modify the Regulations governing the Faculty of Arts approved by the Governing Council on 19 December and come into force as soon as they are published in the FOU of the URV.