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**Introduction**

The provisions of articles 11 and 12 of the URV Statute, approved by Agreement of the Catalan Government GOV/40/2022, of 8 March (DOGC 8623, of 10 March 2022), state that faculties and schools are part of the essential structure of the University and they are governed by the Statute and the regulations that determine how they are organised and run.

In compliance with these articles, the Faculty of Arts has drawn up the regulations that govern how it is organised and run, approved by the Governing Council in accordance with article 38 of the URV Statute.

**CHAPTER 1. Preliminary provisions****PART 1. Purpose, regulatory framework and functions***Article 1. Purpose*

The purpose of these regulations is to determine how the Faculty of Arts of the Universitat Rovira i Virgili is organised and run.

*Article 2. Regulatory framework*

These regulations are governed by the URV's Statute, the URV's Electoral Regulations and, for everything that has not been envisaged, by the Regulations on the Operation of the Governing Council, by the Law on the Common Administrative Procedure for Public Authorities, and by all other applicable regulations.

*Article 3. Definitions*

These regulations understand the following terms to have the following meanings:

- a) Ordinary sessions: sessions whose frequency is established here.
- b) Extraordinary sessions: sessions that are not ordinary that are called for justifiably urgent reasons by the dean or the minimum number of members of the Board determined here.

- c) Simple majority: when the number of votes for is higher than the number against.
- d) Absolute majority when the number of votes for is more than half of the total number of votes cast.

*Article 4. Functions.*

1. The Faculty of Arts is responsible for organising the degree programmes it has been assigned and the academic, administrative and management processes that lead to the award of official academic qualifications that are valid throughout the national territory, as well as other unofficial academic qualifications.

2. The essential functions of the Faculty are the following (article 12 of the URV Statute):

- a) To propose the verification, implementation, modification and suppression of degree programmes, in accordance with current legislation, draw up curricula and propose modifications.
- b) To draw up the strategic planning of degree programmes in compliance with the University's by using the instruments made available for this purpose.
- c) To ensure the quality of the teaching, the services and the information provided to students.
- d) To assign the rooms and material resources it has available for teaching.
- e) To propose lifelong learning activities and university extension activities.
- f) To manage the human, material and economic resources assigned to it to fulfil its functions, or obtained from other sources, in accordance with current legislation.
- g) To recruit students.
- h) To coordinate the processes of evaluation, accreditation and certification of its activities.
- i) To be accountable for its academic and economic activity in the terms determined by the Governing Council.
- j) To develop quality assurance systems for its activities as a whole.

- k) To encourage relations with pre-university education, *alumni*, employers and other social agents of interest.
- m) All other functions attributed by current legislation, the URV Statute and its regulations.

## **CHAPTER 2. Governing and representative bodies**

### PART 1. General provisions

#### *Article 5. Governing bodies*

1. The collegiate body of the Faculty is the Faculty Board.
2. The officers of the Faculty are: the dean, the vice-dean, the bachelor's or master's degree coordinators and the secretary
3. Article 73 of the URV Statute states that the Faculty Board, as a governing body of the University, has the authority to set up advisory or consultation committees.

### **PART 2. Faculty Board**

#### *Article 6. Nature*

The Faculty Board is the collegiate governing body of the Faculty and it is presided by the dean.

#### *Article 7. Composition and election*

1. The Faculty Board is made up of the following members:
  - a) The dean, who is the chair, the vice-dean and the secretary.
  - b) The heads of the departments that are responsible for most of the teaching. The other heads of department that are responsible for teaching at the Faculty can be invited to attend but do not have the right to vote.
  - c) The coordinators of the bachelor's and master's degrees taught at the Faculty.
  - d) The administrative and service staff affiliated to the Faculty.



- e) 62 representatives of the teaching and research staff affiliated to the Faculty. Of these, 51 must be on open-ended contracts at the University and 11 must be temporary, and they are elected by the members of the teaching and research staff. This total of 62 representatives includes the *ex officio* members mentioned in points a), b) and c).
- f) 26 students from all the degree programmes or groups of degree programmes taught at the Faculty, elected by their colleagues.
- g) 12 representatives of the administrative and service staff affiliated to the Faculty and the administrative and service staff from the structures shared by affiliated campuses for the purpose of Faculty representation, elected by their colleagues. This total of 12 representatives includes the *ex officio* members mentioned in point d).

2. 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 up.

*Article 8. Competences of the Faculty Board*

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

1. Electing the dean and agreeing on his/her termination.
2. Approving the Faculty's general lines of activity.
3. Approving proposals for new bachelor's and postgraduate degrees (official and URV-specific), the corresponding teaching load and, if necessary, their modification.
4. Approving how the assigned degree programmes are run and the teaching load of the teaching staff.
5. Approving the programmes for tutoring and monitoring the students on the degree programmes that are the responsibility of the Faculty.
6. Approving and closing the Faculty budget and drawing up and approving the annual economic report.
7. Assigning material resources to the departments that teach on the degree programmes of the Faculty.
8. Informing on the proposals of departments about teaching staff who have to teach on the degree programmes of the Faculty.
9. Setting up committees and other advisory bodies, and determining their composition.
10. Approving the affiliation of the Faculty teaching staff.
11. Accounting for the activity of the Faculty.
12. Submitting the Faculty regulations to the Governing Council for approval and, if necessary, amendment.
13. Approving the quality policy of the Faculty, in accordance with the University's.
14. Monitoring the quality of teaching, reviewing appropriateness and checking the implementation of the plans for improving degree programmes.
15. Providing information on teaching staff requirements, in accordance with the plans for teaching activity and the proposals of the departments with regard to the creation of new teaching posts and how to cover vacancies.
16. All other functions attributed by current legislation, the URV Statute and its regulations.

*Article 9. Sessions and calls*

1. The Faculty Board can be convened for face-to-face, online or hybrid sessions. The dean must guarantee that all physical, operational and technological needs are covered so that the session can be carried out.

The online sessions can be carried out in real time or with successive interventions in an online forum within the time limits laid down by the dean.

2. The Faculty Board must meet in ordinary session once a term. At the beginning of the academic year, the dean must inform of the planned schedule of ordinary sessions.
3. The Faculty Board can meet in extraordinary session for justifiably urgent reasons, at the initiative of the dean or when requested by 20% of the members of the Board.
4. Board meetings must be convened by electronic means and the agenda attached with at least 7 calendar days' notice for ordinary sessions, and 48 hour's notice for extraordinary sessions and any amendments to the items on the agenda of ordinary sessions. The documentation required for the discussion and adoption of agreements must be made available to the members of the Faculty Board on the corresponding website at least 48 hours before.
5. If the convening formalities are not complied with, the Board can only be validly constituted if all the members meet and reach a unanimous agreement.
6. Members must attend the Board meetings in person. Votes cannot be delegated.
7. The dean can invite anyone to attend a board meeting. They will have the right to speak but not to vote.

*Article 10. Constitution of the Faculty Board*

1. For the board meeting to be validly convened, at first call, the chair and the secretary (or their corresponding substitutes) and at least one half of the members must be in attendance.
2. At second call, quorum is met when a third of the members of the Board are in attendance.



*Article 11. Agreements*

1. The Board must debate and adopt agreements about the points on the agenda. In exceptional circumstances, points that are not on the agenda can be discussed as long as they are voted to be urgent by the majority of the Board and all the members are in attendance.
2. In the deliberations prior to the vote, people may speak for and against the motion.
3. The majorities required to adopt agreements are the following:
  - a) Agreements are taken by a simple majority of votes: in the case of a tie, the Chair shall have the casting vote.
  - b) A motion of no confidence requires a supermajority.
  - c) An agreement to amend these regulations requires an absolute majority.
4. For agreements to be validly adopted, the minimum quorum for the constitution of the Board must be ensured.

*Article 12. Votes*

1. Votes can be secret only when they affect the election or dismissal of members, notwithstanding other situations envisaged by current legislation.
2. The members of the Board who record in the minutes that they voted against the agreement or abstained are exempt from any responsibility that may arise.
3. Voting cannot be interrupted for any reason and while votes are being cast nobody can enter or leave the room.

*Article 13. Efficacy of the agreements and transparency*

1. The agreements taken by the Board come into effect from the moment they are passed, unless the agreement itself stipulates otherwise or a subsequent procedure is required by law.

2. All agreements must be announced on the Faculty's intranet or website notwithstanding the decision of the Governing Council.

#### *Article 14. Minutes*

1. The secretary must draw up minutes of each session of the Board, and must specify the attendees, the agenda, the place, the duration, the main points of deliberation and the agreements adopted.
2. The session can be recorded and the recording attached to the minutes, in which case there is no need to state the main points of the deliberations. In this case, the secretary must issue a certificate and attach it to the minutes stating that the recording is authentic and complete, and including the information about the digital repository where it is kept.<sup>1</sup>

### PART 3. Officers

#### *Article 15. Dean of the faculty*

1. The Dean is responsible for the day-to-day running and the ordinary management of the Faculty and is its representative. He/she 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.
2. The dean is elected by the Faculty Board from among the full-time teaching staff on open-ended contracts.
3. Should the dean be absent or ill, or the post unoccupied, the functions of the Office shall be assumed by the vice-dean.
4. Article 71 of the URV's Statute states that the dean has the power to call a vote of confidence in the terms specified in the article.

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<sup>1</sup>The General Secretary's Office of the URV must give instructions for the safe custody of the file.

5. The Board can remove the dean by passing a vote of no confidence in accordance with the electoral regulations of the URV.
6. The dean has the support of a vice-dean and a secretary, who form the dean's council.

#### *Article 16. Vice-dean*

The vice-dean exercises the functions entrusted to him/her by the dean, except the academic coordination of the bachelor's, master's and doctoral degrees. He/she shall be appointed by the rector, at the proposal of the dean.

#### *Article 17. Coordinator of bachelor's or master's degrees*

1. Bachelor's or master's degrees must have a coordinator, who, under the supervision of the dean responsible for the programme, organises the academic aspects, coordinates the human and material resources required, and monitors the quality of the teaching and the teaching improvement plan. The same lecturer can coordinate more than one degree programme and carry out any other functions entrusted to him/her by the dean.
2. The coordinator of a bachelor's or master's degree is appointed by the rector at the proposal of the dean responsible for the degree programme.

#### *Article 18. Secretary*

1. Article 58 of the URV Statute describes the nature of the post, and the criteria for election and appointment.
2. The Secretary is responsible for attesting the agreements and resolutions of the Faculty's governing bodies, guaranteeing the formal and material legality of the action taken by the Board, certifying the action taken and ensuring that the procedures and rules for constituting and adopting agreements are respected. Also, on behalf of the dean, he/she also convenes the sessions of the Faculty Board.
3. Should the secretary be absent or ill, or the post unoccupied, the functions of the office shall be assumed by the youngest lecturer or doctor.

**CHAPTER 3. Reform of the regulations***Article 20. Proposal and procedure*

1. The proposal to amend these regulations is approved by the URV's Governing Council at the request of the Board by agreement of the majority of those who determine these regulations.
2. The proposal of amendment must be accompanied by a motivation text and the text of the proposed amendment.

**CHAPTER 4. Accountability and resources***Article 21. Resources of the Faculty*

The Faculty disposes of the human, material and economic resources that it is allocated and which it obtains from other sources, in accordance with current legislation.

*Article 22. Accountability*

The Board must account for the teaching and research activities of the Faculty, in accordance with the criteria established by the URV's Governing Council, and it must approve the annual economic report.

**Additional provision**

All the references in these regulations to the Faculty are understood to refer to the Faculty of Arts, and all references to the Board are understood to refer to the Board of the Faculty of Arts.

**Revocation provision**

The Regulations of the Faculty of Arts, approved by the Governing Council on 19 December 2003 and amended by the Governing Council on 22 December 2015 and by the Governing Council on 23 October 2019 has been revoked.



## Regulation of the Faculty of Arts

*Approved by the Board of the Faculty of Arts on 28  
October 2022 and by the Governing Council on [date]*

### **Final provision. Entry into force**

These regulations enter into force the day after they are approved by the URV's Governing Council.