



COMILLAS
UNIVERSIDAD PONTIFICIA



General Statutes

**General Statutes
of the Comillas
Pontifical University**

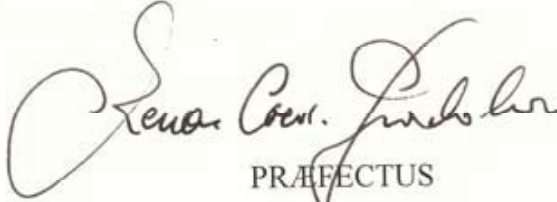
2021



CONGREGATIO
DE INSTITUTIONE CATHOLICA
(DE SEMINARIIS ATQUE STUDIORUM INSTITUTIS)

CONGREGATIO DE INSTITUTIONE CATHOLICA (de Seminariis atque Studiorum Institutis), lectis perpensisque STATUTIS GENERALIBUS Universitatis Pontificiæ Comillensis in civitate Matritensi sitæ ad normam Constitutionis Apostolicæ “Ex corde Ecclesiæ” recognitis, quæ in eorundem CVII articulis definiuntur ac statuuntur, **rata habet et approbat**; iisque ad quos pertinet, ut rite observentur, præcipit; ceteris servatis de iure servandis; contrariis quibuslibet minime obstantibus.

Datum Romæ, ex ædibus eiusdem Congregationis, II mensis Aprilis, a. D. MMIX.


PRAEFECTUS

+ *Johannes Ludovicus Brugnot*

A SECRETIS

CONTENTS

	<u>Page</u>
PRELIMINARY TITLE: NATURE AND MISSION OF THE UNIVERSITY (Arts. 1-6)	5
TITLE ONE: GOVERNMENT OF THE UNIVERSITY	
CHAPTER I: SUPREME GOVERNMENT OF THE UNIVERSITY (Arts. 7-11).....	8
CHAPTER II: GENERAL GOVERNING ORGANS OF THE UNIVERSITY (Arts. 12-20).....	11
CHAPTER III: GOVERNING ORGANS OF THE FACULTIES AND SCHOOLS (Arts. 21-30).....	16
CHAPTER IV: COMMON RULES OF THE GOVERNING ORGANS (Arts. 31-32).....	21
TITLE TWO: ACADEMIC ORGANISATION AND UNIVERSITY FUNCTIONS	
CHAPTER I: ACADEMIC ORGANISATION (Arts. 33-42).....	23
CHAPTER II: UNIVERSITY FUNCTIONS (Arts. 43-53).....	25
CHAPTER III: INSTRUMENTAL RESOURCES (Arts. 54-56).....	29
TITLE THREE: TEACHING STAFF	
CHAPTER I: CATEGORIES AND FUNCTIONS (Arts. 57-60 bis).....	31
CHAPTER II: DEDICATION (Art. 61).....	33
CHAPTER III: APPOINTMENT AND HIRING (Arts. 62-72).....	33
CHAPTER IV: RIGHTS AND OBLIGATIONS (Arts. 73-74).....	38
CHAPTER V: TERMINATION OF SERVICE (Arts. 75-83).....	40
TITLE FOUR: STUDENT BODY	
CHAPTER I: ACCESS AND PERMANENCE (Arts. 84-88).....	42

CHAPTER II: RIGHTS AND OBLIGATIONS (Arts. 89-92).....	43
CHAPTER III: EXTRAORDINARY STUDENTS (Art. 93).....	45
TITLE FIVE: ECONOMIC AND ADMINISTRATIVE REGIME	
CHAPTER I: ESTATE OF THE UNIVERSITY (Arts. 94-95).....	47
CHAPTER II: ECONOMIC MANAGEMENT (Arts. 96-97).....	47
CHAPTER III: BUDGETARY REGIME (Arts. 98-101).....	48
TITLE SIX: SECRETARIAT AND OTHER SERVICES	
CHAPTER I: SECRETARY AND GENERAL SECRETARIAT (Arts. 102-104).....	51
CHAPTER II: OTHER SERVICES (Art. 105)	52
CHAPTER III: NON-TEACHING PERSONNEL ATTACHED TO UNIVERSITY SERVICES (Arts. 106-107).....	52
FINAL PROVISIONS	54

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PRELIMINARY TITLE

NATURE AND MISSION OF THE UNIVERSITY

Article 1

1. The Comillas Pontifical University, created by the Holy See as its own University and legally recognised by the Spanish State, is a legal entity in its own right and is governed by the legislation of the Catholic Church relating to Universities, by the relevant rules agreed between the Holy See and the Spanish Government, by applicable Spanish legislation and by these Statutes and the complementary Regulations which develop them.
2. The purpose of the Comillas Pontifical University, as a non-profit Catholic University, is to serve as an institutional means of dialogue and meeting between the demands of the Christian ideal, as expressed in the Gospel, and all expressions of culture. It engages in teaching and research in accordance with the methodological and substantive requirements to be expected of all universities, and it embraces and promotes the achievements of the human spirit in the fields of science, technology and the arts, seeking to act as a ferment of culture, of the value of man and of life and society, as expressed in the message of Jesus Christ.

Article 2

Since its inception, the University has been placed under the particular patronage of the Roman Pontiff, who exercises it through the Papal Nuncio in Spain. In the light of this special bond, the University feels obliged to exercise its mission faithfully and in collaboration with the ministry of unity which is part of the universal nature innate to the successor of Saint Peter.

Article 3

1. As part of the Spanish cultural world, the University undertakes to critically promote Spanish culture and to serve society. As an ecclesiastical university institution, respectful of the higher directives of the Spanish Episcopal Conference, it offers its services to the Span-

ish Church and to other local Churches, especially Spanish-speaking Churches.

2. Seeking to define particularities within a universal perspective, the University promotes the interdisciplinary integration of knowledge, the inclusion of Spanish culture within a universal framework and dialogue between ideologies and worldviews.

Article 4

1. In accordance with its constitution and in perpetuity, the University is managed and administered by the Society of Jesus, and for both management and administration it is answerable to the Holy See. For the Society of Jesus, the consequences of this commitment, in accordance with these Statutes, are expressed through specific rules approved by the Superior General of the Society.
2. The University is open to cooperation with teaching staff and collaborating personnel who loyally accept the nature and the objectives laid down in these Statutes. It recognises their right to participate in the pursuit of these objectives through their own contribution and in accordance with these Statutes.
3. The University offers its teaching to all persons who, meeting the access requirements for higher education and the University's own entrance requirements, wish to study and train at the University, loyally accepting its nature and objectives. To the extent that it is able to do so, the University will ensure that a lack of economic resources is not an obstacle for study at the University by those who have the aptitude and the will to do so. The students will participate, within the framework of these Statutes, as active members, and not mere recipients, of university life.

Article 5

1. The University cultivates theological knowledge, human and technical knowledge and all other sciences, particularly those which are best equipped to contribute, through an interdisciplinary approach, to research and the solution of human problems, seeking a formulation of the Christian message to address those problems and making their own Christian contribution, through the University, to the achievement of a free and fair society.

2. The mission of the University is:
 - a) Independent, constantly updated scientific research in the scientific fields in which it is active, in the service of all men, in a dialogue between the different disciplines and from a position of respect for the Christian view of man;
 - b) Critical, creative teaching of knowledge in the areas in which it is active, following the methods and requirements expected of university teaching;
 - c) The training of university students in a profound sense of the professional ethics, and of service to society through solidarity in the promotion of justice;
 - d) The continuous training of professionals in the scientific and technical areas in which the University is active, in accordance with the same principles and orientations;
 - e) The creation of a University Community in which relationships are based on respect for the person, freedom, love of truth and the charity inherent to the Christian spirit;
 - f) The contribution to be expected of a university institution of the Church, to dialogue and mutual understanding between contemporary faith and culture, between the Church and Society, in the service of all men, especially those in greatest need.
3. The University, under a commitment laid down at its constitution, shall pay special attention to research and teaching in the field of ecclesiastical sciences, in the service of the better training of candidates for priesthood and, in general, the ecclesiastical ministry, and to better theological training of laypersons that will allow them to lucidly assume their responsibilities as Christians in the church and in the world.

Article 6

In order to better achieve these objectives, as well as its own internal and outreach activities, the University shall collaborate with other university and cultural institutions, it shall actively participate in the international organisation of Catholic Universities and the Spanish university system, and shall maintain relationships with Spanish and international university organisations and associations.

**TITLE ONE:
GOVERNMENT OF THE UNIVERSITY**

CHAPTER I:
SUPREME GOVERNMENT OF THE UNIVERSITY

Article 7

1. The University is subject to the authority of the Holy See, which exercises this authority through the Congregation for Catholic Education.
2. The Congregation for Catholic Education is, in particular, responsible for:
 - a) Approving the Statutes of the University and confirming the appointment of the Rector;
 - b) Canonically establishing Faculties, Schools and Institutes and authorising incorporations, aggregations and affiliations of Higher Ecclesiastical Education Centres, and approving the ascription of Higher Education Centres to the Comillas Pontifical University;
 - c) Granting its consent to the appointment of teaching staff in the Faculties and Schools of Ecclesiastical Studies, in accordance with the Statutes of those Schools.

Article 8

1. The supreme government of the University is the responsibility of the Grand Chancellor, who governs on behalf of the Holy See.
2. The office of Grand Chancellor shall be held by the Superior General of the Society of Jesus.
3. The functions of the Grand Chancellor are:
 - a) To ensure and promote the pursuit of the objectives of the University, its conservation and progress and compliance with all provisions which regulate the life of the University, and to maintain and strengthen the Catholic identity of the University;

- b) To inform the Holy See of the progress of the University and to process the matters encompassed within the competence of the Congregation for Catholic Education;
 - c) To confirm the major decisions taken by the governing organs of the University, such as the creation or closure of Faculties, Schools and Institutes, and others of similar importance;
 - d) To appoint the Vice-Grand Chancellor and Rector, in accordance with these Statutes.
4. The Grand Chancellor may delegate some of these functions to the Vice-Grand Chancellor.

Article 9

1. The office of Vice-Grand Chancellor shall be held by the Superior General of the Society of Jesus in Spain as designated by the Grand Chancellor.
2. In addition to the functions delegated by the Grand Chancellor, the functions of the Vice-Grand Chancellor are:
 - a) To propose to the Grand Chancellor a shortlist of names for appointment to the position of Rector, in accordance with these Statutes;
 - b) To confirm the appointment of Vice-Rectors, General Secretary, Manager, Deans of Faculties and Directors of Schools, and to appoint, at the proposal of the Rector, the Dean of an Ecclesiastical Faculty, with the confirmation of the Congregation for Catholic Education;
 - c) To appoint and remove Professors or Chairs and Associate Professors of the University;
 - d) To confirm the decisions of the Governing Council regarding incorporations, aggregations, affiliations and any other type of relationship with Institutes or Centres of Higher Education;
 - e) To approve the ordinary and extraordinary budgets of the University and the annual accounts;
 - f) To sign and authorise the ecclesiastical Qualifications awarded by the University;
 - g) To resolve any questions of competence which might arise between the different general governing organs of the University;
 - h) To approve the General Regulations of the University and their modification.

3. When the Archbishop of Madrid becomes aware of any fact which might affect the Catholic identity of the University, he shall inform the Vice-Grand Chancellor so that he might evaluate and resolve the matter by mutual agreement and make a decision, if necessary, regarding the need to open disciplinary proceedings against any member of the University Community. If no agreement is reached, the Grand Chancellor of the University shall resolve the issue. Appeal may be made to the Congregation for Catholic Education against such resolution.

Article 10

For the appointment of the Rector, the following procedure shall be followed by the Vice-Grand Chancellor:

1. If the Vice-Grand Chancellor deems appropriate the reappointment of the Rector to the office for a further period, he shall inform the Grand Chancellor of the University, who, to proceed with the reappointment of the Rector, shall request confirmation from the Holy See as provided for in Article 7.2 of these Statutes;
2. If the Rector is to be replaced, the Vice-Grand Chancellor shall initiate the process for a new appointment sufficiently in advance.

For this purpose, the Vice-Grand Chancellor, having heard the Higher Council of the University, shall inform the Governing Council of at least three persons who meet the conditions established in Article 13.2 of the General Statutes for the office, and who have the aptitude to hold such office.

The outgoing Rector shall submit this shortlist to the Senate of the University for information and consultation, and the Senate, in accordance with the provisions of Article 18 a) of these Statutes, shall propose a secret vote which shall determine an order of preference.

After the Senate of the University has been consulted, the Vice-Grand Chancellor shall submit a shortlist to the Grand Chancellor, who shall proceed to appoint the Rector after obtaining the confirmation required under Article 7.2 of these Statutes from the Holy See.

Article 11

1. The Vice-Grand Chancellor shall create a Higher Council of the University, whose mission shall be: to guarantee compliance with the institutional objectives of the University, as described in the

Preliminary Title, to assist him in the exercise of his functions and to assist in upholding the University.

2. This Council, chaired by the Vice-Grand Chancellor, shall be made up of persons who, as representatives of Institutions which have special responsibilities in the management and administration of the University, or in a personal capacity at the discretion of the Vice-Grand Chancellor, and after consulting the Governing Council, can make an effective contribution to the functions entrusted to the Council.
3. The number of members of the aforesaid Council shall be no more than 15 and shall include the Rector of the University.
4. The Council, once constituted, shall draw up its operating regulations.

CHAPTER II: GENERAL GOVERNING ORGANS OF THE UNIVERSITY

Article 12

The general governing organs of the University are:

- a) The Rector and the Vice-Rectors;
- b) Collegiate organs: the Senate and the Governing Council.

Article 13

1. The Rector is responsible for governing all of the University, the promotion of its unity, cooperation and progress and its legal representation.
2. The Rector must ordinarily belong to the Society of Jesus and hold a Doctorate from any Faculty or Higher Technical School.
3. The Rector is appointed by the Grand Chancellor and confirmed by the Holy See from a shortlist of names submitted by the Vice-Grand Chancellor and drawn up with the participation of the University Community as established in these Statutes (Art. 18 a).
4. The Rector shall be appointed for a period of three years, after which he may be renewed for a further two 3-year periods.

Article 14

The functions of the Rector, which he shall exercise with all possible assistance from the Governing Council, are:

- a) to represent the University legally and academically, being legitimated, by virtue of his appointment, to represent it legally in all acts and contracts undertaken in the name of the University, and before the civil and ecclesiastical authorities, entities or natural or legal persons, with power to execute and sign in the name of the University all of the powers necessary to exercise, at court or out of court, all kinds of rights, actions, exceptions and appeals;
- b) To direct and control the ordinary management of the University with respect to the academic, economic and disciplinary regime;
- c) To ensure compliance with the canonical, legal, statutory and regulatory provisions which govern University life;
- d) To appoint and remove the Vice-Rectors, General Secretary, Manager, Faculty Deans and School Directors, with the confirmation of the Vice-Grand Chancellor, and also to propose to the Vice-Grand Chancellor of the University, after prior hearing of the Governing Council, the appointment or removal of the Dean of an Ecclesiastical Faculty;
- e) To appoint and remove Assistant or Tenured Lecturers employed by the University, and the Collaborating Lecturers, in accordance with these Statutes;
- f) To call and chair meetings of the Senate and the Governing Council, and all of the other collegiate organs and commissions of the University and of its Faculties and Schools, when he deems necessary, and to set the agenda for these meetings;
- g) To resolve any conflicts of competence which might arise between the immediately inferior organs and authorities and, after hearing the Governing Council, suspend the execution of the agreements and decisions of such organs and authorities which he considers to be contrary to the best interests of the University;
- h) To authorise with his signature the academic qualifications awarded by the University and to approve the certificates issued by the General Secretary;

- i) To occasionally dispense with specific provisions of these Statutes and of the Regulations of the University when, in exceptional cases, there are circumstances which so advise. To dispense with provisions of the General Statutes, he must first hear the Governing Council;
- j) Any others which might be attributed to him in these Statutes or which, being necessary for the best interests of the University, are not specifically attributed to other governing organs or administration.

Article 15

1. The University shall have the number of Vice-Rectors which the Rector considers necessary, after hearing the Governing Council, and as required for the convenience and the efficient administration of the University;
2. The Vice-Rectors shall be appointed by the Rector, from among the Professors or Chairs and Associate Professors of the University, after hearing the Governing Council and with the confirmation of the Vice-Grand Chancellor. They shall remain in office until a new Rector is appointed, subject to the provisions of Article 14 d);
3. At the discretion of the Rector, after hearing the Governing Council and with the confirmation of the Vice-Grand Chancellor, other persons may be appointed as Vice-Rectors for functions which are not directly academic.

Article 16

The functions of the Vice-Rectors are:

- a) To substitute the Rector in his absence, illness or in the case of a vacancy. The Rector shall determine the order of substitution;
- b) To exercise the functions delegated by the Rector and to direct and coordinate, under his authority, the activities of the sector entrusted to them.

Article 17

1. The Senate of the University, the representative organ of the University Community, shall be made up of the following members:
 - a) The Rector of the University, who shall call meetings and chair the Senate;

- b) The Vice-Rectors;
 - c) The General Secretary, who shall be General Secretary of the Senate;
 - d) The Manager of the University;
 - e) The Deans of the Faculties and Directors of the Schools;
 - f) The Directors of the University Institutes and Special Centres which are not integrated into Faculties or Schools and of Inter-facultative Departments;
 - g) The Directors of the University Services, whose essential character shall be determined in the regulations;
 - h) Three of the University's own teaching staff for each of the Faculties and Schools, of which at least one must be a Professor or Chair or an Associate Professor, elected by the entire body of University teaching staff of the respective Faculty or School;
 - i) One member of the teaching staff representing the other categories of teaching staff at each Faculty or School, elected, in each Faculty or School, by the entire body of the teaching staff in those categories;
 - j) Two students representing each of the Faculties and Schools, elected by the student body at each Faculty or School;
 - k) Two representatives for each of the categories of administrative and service staff defined in the regulations, chosen by the persons constituting said categories.
2. The Senate of the University shall meet twice a year and whenever it is called by the Rector, at his own initiative or at the written, reasoned request of at least one third of its members.

Article 18

The functions of the Senate are:

- a) To be consulted and to formulate, by secret vote in extraordinary meetings called for the purpose, an order of preference for the shortlist of names submitted by the Vice-Grand Chancellor for the appointment of a Rector, in accordance with Article 10 of these Statutes;
- b) To make specific proposals corporately for drawing up the draft Statutes and General Regulations of the University and of any modifications, and to present amendments to the drafts;

- c) To pronounce on the matters that are submitted to it by the Rector and the Governing Council for consultation;
- d) To collaborate in the formulation of the general guidelines for the academic, economic and administrative organisation of the University and their implementation, in accordance with the objectives of the University laid down in the Preliminary Title;
- e) To give its opinion on proposals for the creation or closure of Faculties and Schools and on the approval of their Statutes and specific Regulations.

Article 19

1. The Governing Council of the University shall be made up of the following members:
 - a) The Rector, who shall call and chair the Council;
 - b) The Vice-Rectors;
 - c) The General Secretary, who shall be the General Secretary of the Council;
 - d) The Manager, if there is no Economic Vice-Rector;
 - e) The Deans of the Faculties and Directors of the Schools;
 - f) Two students, chosen by the process laid down in the regulations, from among those belonging to the Senate.
2. The Governing Council shall meet at least once every month.
3. The Governing Council may establish one or more permanent commissions from among its members and delegate specific functions to them.

Article 20

In addition to assisting the Rector in all matters which it must hear pursuant to these Statutes, and those which the Rector submits for its consideration, the functions of the Governing Council are:

- a) To draw up the Statutes of the University and their amendments and the General Regulations of the University and their amendments, where necessary and pursuant to the rules laid down therein;
- b) To coordinate the planning and development of academic activity, especially research, in the different Faculties and Schools;

- c) To approve the Regulations of the Faculties, Schools or Institutes and the specific regulations of the different University Services;
- d) To approve the draft ordinary and extraordinary budgets and profit and loss accounts, for submission to the relevant authorities for approval;
- e) To approve proposals for the creation or closure of Faculties, Schools and Institutes and for the establishment of relationships with Higher Education Centres;
- f) To approve the academic qualifications awarded for the successful completion of the courses taught at the University and the syllabus leading to each one of the qualifications;
- g) To establish the applicable registration and teaching fees for each academic year;
- h) To determine the calendar of each academic year;
- i) To agree to submit to the Senate the matters which, due to their importance, it is considered appropriate for the Senate to consider.

CHAPTER III: GOVERNING ORGANS OF THE FACULTIES AND SCHOOLS

Article 21

The governing organs of the Faculties and Schools are:

- a) Those represented by a single person: the Dean or Director, Vice-Deans or Assistant Directors and, if any, Heads of Study.
- b) Collegiate organs: the Academic Senate of the Faculty or School and the Faculty or School Council.

Article 22

1. The Faculty Dean and the School Director shall administer the academic and disciplinary matters of the respective Faculties or Schools with the assistance of the Academic Senates and Councils of the Faculties or Schools.
2. The Dean or Director is appointed by the Rector, with the approval of the Vice-Grand Chancellor, from among the names on a shortlist chosen in a secret vote by the respective Academic Senate. The

Dean or Director must be a Professor or Chair or Associate Professor of the Faculty or School. A Dean or Director is appointed for a period of three years, after which he may be reappointed for a further two 3-year periods by the procedure followed for his first appointment.

3. The Dean of an Ecclesiastical Faculty is appointed by the Vice-Grand Chancellor, at the proposal of the Rector, and with the approval of the Congregation for Catholic Education, from among the names on a shortlist chosen in a secret vote by the respective Academic Senate. The Dean of an Ecclesiastical Faculty must be a Professor or Chair or Associate Professor of the Faculty or School. The Dean is appointed for a period of three years, after which he may be reappointed for a further two 3-year periods by the procedure followed for his first appointment.

Article 23

The functions of the Dean or Director are:

- a) To call and chair sessions of the Academic Senate and the Faculty or School Council and to establish the agenda of the meetings;
- b) To appoint Vice-Deans or Assistant Directors and, if appropriate, Heads of Study, after hearing the corresponding Faculty or School Council and with the approval of the Rector, and to appoint the Secretary of the Academic Senate and the Council;
- c) To manage the appointment, hiring and promotion of teaching staff, in accordance with the provisions of the Statutes and General Regulations and the specific regulations of the Faculty or School;
- d) To monitor and enforce, in his area of competence, compliance with legal, statutory and regulatory provisions, and of those provisions of the general governing organs of the University, insofar as they affect the respective Faculty or School;
- e) To adopt the organisational measures necessary for the performance of Faculty or School activities, timetables and the distribution of classes, examination sessions and the constitution of examination boards;
- f) To approve and authorise the academic certificates issued by the Faculty or School;

- g) Any other functions attributed to him under these Statutes or delegated or entrusted to him by the Rector;

Article 24

1. Faculty Vice-Deans, Assistant Directors of Schools and Heads of Study, if any, are appointed by the Dean or Director and approved by the Rector, from among the teaching staff of the Faculty or School, after hearing the corresponding Council.
2. Their term of office shall be until a new appointment of a Dean or Director.

Article 25

1. The functions of Vice-Deans or Assistant Directors are:
 - a) To substitute the Dean or Director in the event of his absence, illness or should a vacancy occur;
In the event that there are several Vice-Deans or Assistant Directors in a single Centre, the Dean or Director shall determine the order of substitution;
 - b) Those functions corresponding to him by virtue of the Statutes and the specific Regulations of the Faculty or School;
 - c) To undertake the functions delegated or entrusted to him by the Dean or Director. If the delegation is permanent, the Dean or Director shall execute a document, with the approval of the Rector, in which the limits and functions of the delegation and the means by which it is to be exercised are defined and regulated.
2. The functions of Heads of Study shall be those laid down in the General Regulations of the University.

Article 26

1. The Academic Senate of the Faculty or School, which is the participatory organ of the Faculty or School, shall be made up of:
 - a) The Dean or Director, who shall call and chair the Academic Senate;
 - b) The Vice-Deans or Assistant Directors and, if any, the Heads of Study and Directors of the Departments, Institutes and Special Centres which form part of the Faculty or School;
 - c) All of the Faculty or School's teaching staff;

- d) A representation of other categories of teaching staff, chosen by themselves, equivalent to 40% of the number of those referred to in point c) of this Article;
 - e) Representatives of the students, chosen by the students themselves, equivalent to the number of teaching staff referred to in point d) of this Article.
2. The Academic Senate of the Faculty or School shall meet once every academic year and whenever it is called by the Dean or Director at his own initiative or at the request of at least one third of its members.

Article 27

The functions of the Academic Senate are:

- a) To make specific proposals corporately for producing drafts of specific Statutes and Regulations for the Faculty or School, and for their modification, and to submit amendments to drafts;
- b) To receive information regarding the progress of the Faculty or School and of the decisions of the Faculty or School Council;
- c) To collaborate in the formulation of guidelines for the academic organisation and the activities of the Faculty or School, and their implementation, in accordance with the objectives of the University, in coordination and cooperation with the University;
- d) To inform the syllabuses drawn up by the Faculty or School Council, for submission to the Governing Council.

Article 28

1. The Faculty or School Council, the collegiate governing organ in each Centre, shall be made up of the following members:
 - a) The Dean or Director, who shall call and chair the Council and determine the agenda;
 - b) The Vice-Deans or Assistant Directors and Heads of Study;
 - c) The Departmental Directors of the University Institutes and Special Centres which are integrated into the Faculty or School. If their number is less than four, they shall be complemented from the teaching staff of the University representing the teaching staff of the Faculty or School;

In the event that the Faculty or School is not organised in Departments and Institutes, four of the University's own teaching staff, representing the teaching staff of the Faculty or School

In both cases, the Faculty or School teaching staff shall be elected by themselves for two academic years, and may be re-elected for terms of a similar duration;

- d) Two outside members of the teaching staff, chosen by themselves, for each academic year, who may be re-elected for terms of a similar duration;
 - e) Three representatives of the students, chosen by themselves, for each academic year, as determined under the Regulations.
2. The Faculty or School Council shall meet twice per term and whenever it is called by the Dean or Director, at his own initiative or at the written, reasoned request of at least one third of its members.

Article 29

In addition to assisting the Dean or Director in all matters that are to be heard pursuant to the Statutes, and those which the Dean or Director submits for its consideration, the functions of the Faculty or School Council are:

- a) To produce the specific Statutes and Regulations of the Faculty or School and their modifications, when necessary;
- b) To approve the general guidelines for the academic life of the Faculty or School and the activity plan for each academic year;
- c) To produce the syllabuses and ensure that they are updated and reformed;
- d) To approve the systems for the assessment of students used by each Faculty or School, in accordance with the provisions of the Statutes and Regulations;
- e) To approve the rules for the acceptance of students and the recognition of studies;
- f) To express a view on the proposals for appointments which fall within its competence under the Statutes and Regulations;
- g) To propose the creation, closure or merger of Departments and to determine areas of action;
- h) To participate in producing the draft budget of the Faculty or School and to be aware of its implementation and settlement.

Article 30

1. In order to more efficiently exercise its functions, the Council may create commissions, within or outside the Council, to produce reports and plans, informed by the necessary advice, on specific questions which are the competence of the Council. At all events, the Council shall make the final decision on these and in each case, the Council shall determine the area and period of the action of these commissions. When they are permanent commissions, they must be approved by the Rector, after hearing the Governing Council.
2. When there are several Sections with independent syllabuses in one Faculty or School, the Governing Council may, at the proposal of the corresponding Faculty or School Council, establish Section Councils, with the composition, functions and powers determined in their founding document.

CHAPTER IV:
COMMON RULES OF THE GOVERNING ORGANS

Article 31

The meetings of all the collegiate governing organs of the University and of the Faculties and Schools shall be subject to the following common rules:

1. Meetings shall be called by the Chairman by means of a personal communication to each one of the members, through the Secretary, at least five days in advance, except in exceptional, justified circumstances. The notice calling the meeting must always be accompanied by the agenda detailing the business to be addressed;
2. Any member may request the inclusion of any other business on the agenda, provided that the request is made two days in advance of the date set for the meeting, by written communication to the Chairman, who shall submit to the decision of the organ in question the inclusion of the proposed business and the moment that it is to be addressed;
3. The organ shall be validly constituted when it is attended by more than one half of its members;

4. The Chairman may invite to the meeting, with speaking rights but no voting rights, those persons whose reports or advice is considered of interest;
5. Decisions shall be taken by a simple majority of those attending, except in special cases where another majority is required. In the case of a tied vote, the Chairman shall hold the casting vote;
6. In the case of the election of persons, the vote shall be secret and if there is no positive result after two votes, a relative majority of those attending shall be sufficient;
7. Only the members present may participate in the voting, and voting shall be public, unless it refers to persons or it is requested otherwise by one of the attending members of the organ;
8. All of the members shall have the right to a dissenting vote and the right to such dissenting vote being recorded in the minutes;
9. Matters which personally affect members of the organ may not be addressed in the presence of the interested parties;
10. All of the members attending shall be obliged to respect the confidentiality and discretion required by the nature of the business addressed;
11. Minutes shall be taken of all meetings, without prejudice to the right to make and demand appropriate corrections at the following meeting. Once approved, the minutes shall be signed by the Secretary, who shall bear witness, with the approval of the Chairman. A copy of the minutes must in all cases be provided to the Rector;
12. Membership of a collegiate organ is personal and cannot be delegated;
13. Failure to attend meetings of the organs on three consecutive occasions or five non-consecutive occasions within the same academic year, even for justified cause, will result in the loss of membership of the organ in which they act in representation of other persons.

Article 32

1. The office holders of single-person governing organs may be removed from office by the authority which appointed them.
2. The authority responsible for such removal shall first hear the Governing Council.
3. Removal from office does not, in itself, entail the loss of teacher status.

***TITLE TWO:
ACADEMIC ORGANISATION AND
UNIVERSITY FUNCTIONS***

**CHAPTER I:
ACADEMIC ORGANISATION**

Article 33

1. Courses leading to academic qualifications are organised in the Faculties, Higher Technical Schools and University Schools which constitute the University.
2. The Faculties and Schools may be subdivided into Sections, in line with the diversification of the specialities offered.

Article 34

The Faculties and Schools may have delegated Sections outside their own facilities, in accordance with current legislation. Students of these Sections shall have the status of students of the University and they shall be subject to the specific rules laid down for them.

Article 35

The teaching offered on specialised and monographic courses may be organised and taught by the Faculties and Schools themselves, by University Institutes or by Special Centres.

Article 36

1. University Institutes are specialised research or teaching centres which are integrated into a Faculty or Higher Technical School, under the authority of the Dean or Director of that Faculty or Higher Technical School.
2. They may also be interfacultative, in which case they shall fall under the direct authority of the Rector.

3. Special Centres are units for the programming of learning and internships for the purpose of enhancing scientific knowledge and professional skills, and they may be integrated in a Faculty or Higher Technical School or they may be interfacultative, in which case they shall fall under the direct authority of the Rector.

Article 37

The University may establish academic links with other outside higher education or research centres. The degree and nature of such links and their academic effects shall be regulated in the respective agreement.

Article 38

1. The Departments, as groupings of associated disciplines which have a special scientific interrelationship, serve for the planning, coordination and development of research and teaching in the Faculties and Schools which constitute the University, and are subject to the general guidelines established for Faculties and Schools.
2. The different categories of teaching staff who teach the different disciplines involved make up each Department.
3. Students in the final two years of their Bachelor's Degree or higher technical course, or Doctorate students, may also be attached to the Departments as collaborating students.

Article 39

The creation, closure or merger of Departments is a function of the Rector, after hearing the Governing Council and the economic management organs of the University, at the proposal of the Dean of the Faculty or Director of the School, with a prior report from the respective Council.

Article 40

When the scientific or academic demands and peculiarities so advise, the Rector, with a prior report from the corresponding Faculty or School Councils and after hearing the Governing Council, may create Interfacultative Departments, which shall be directly dependent on him. The action of an existing Interfacultative Department may be extended to several Faculties and Schools or the entire University. Said Department shall be directly dependent on the Dean or Director of the Faculty or School in whose syllabus its disciplines are mainly included.

Article 41

1. In each Department there shall be a Director appointed by the Faculty Dean or School Director, at the proposal of the teaching staff of the Department, after hearing the relevant Council;
2. In the case of Interfacultative Departments, all of the Councils of the Faculties or Schools affected shall be heard;
3. The Departmental Director shall be one of the Department's own teaching staff, with at least complete dedication to the University and he shall occupy the post for a period of three years, which may be extended for further three-year periods.

Article 42

The Departmental Directors, who are directly dependent on the Dean of the Faculty or Director of the School, shall direct, guarantee and promote the functions of the Department and, with the participation of the other members of the Department, shall put forward action plans and request the human and material resources necessary for them from the competent organs.

CHAPTER II: UNIVERSITY FUNCTIONS

Article 43

The functions of the University are: scientific research, teaching, the all-round training of students, the continuous training of professionals and the provision of other services, in accordance with its nature, to the society where it is located.

Article 44

Scientific research, in all its breadth and all its types, is an essential function of the University and the basis of University learning. The University shall therefore, to the extent it is able to do so, promote personal research and interdisciplinary research, which shall be programmed and undertaken through the Departments.

Article 45

In order to ensure the performance of this function, there shall be a Service, which shall be directly dependent on the Rector, to promote and coordinate research in the Faculties, Schools and Institutes.

Article 46

Teaching, as a University function, serves to communicate the scientific knowledge, updated by research, that is necessary for the competent exercise of professions and for the intellectual training that will enable students to critically acquire and assimilate new knowledge.

Article 47

1. The syllabuses of the Faculties and Schools shall select and organise the subject matter in their areas of teaching in an organic, progressive manner, taking into account the logical development of the latter and the gradual process of assimilation by the students. In order to stimulate the development of intellectual initiative in students and in order to attend to their varying vocational and professional orientation, they shall appropriately combine the basic and common subject matter with the optional subject matter.
2. As a complement to academic training and for the achievement of the objectives of the Comillas Pontifical University, pursuant to Article 5 of these Statutes, all of the syllabuses followed in the University shall include obligatory courses in theological training, Christian social thinking and professional ethics.

Article 48

1. The teaching methods shall, in order always to communicate the necessary knowledge, encourage personal activity, creativity and the critical faculties of students.
2. Among other valid teaching methods, the University shall mainly offer:
 - a) Lectures.
 - b) Seminars, exercises and practical classes.
 - c) Working groups under the supervision of a member of the teaching staff.
 - d) Critical and reflective reading of books under the direction of the teaching staff.

3. The combined use of such different methods shall at the same time take into account the nature of each subject, the level of studies and the progressive acquisition of skills by the students.

Article 49

1. The Faculties and Schools shall be responsible for organising, in accordance with these guidelines, the teaching that they provide, for designing the syllabus and specialist and monographic courses, taking into account both the organisation of the content and the use of the most appropriate teaching methods, and for establishing the examination and marking systems.
2. For the purposes of general coordination and budgetary provision, the syllabuses and planned specialist and monographic courses shall be submitted to the Governing Council of the University for approval.

Article 50

1. The teaching offered at the University leads to the award of the following academic qualifications, whose specific denomination, duration and teaching load shall be established in accordance with the provisions of applicable ecclesiastical and civil legislation:
 - a) Bachelor's degrees.
 - b) Postgraduate degrees.
 - c) Doctorates.
 - d) The University's own degrees.
2. The University may also issue other documents to certify the completion of certain courses or learning outcomes, on fulfilment of the conditions established in each case.
3. The University may also award, by the decision of the Governing Council, at the proposal of the corresponding Faculty or School Council and with the approval of the Grand Chancellor, Honorary Doctorates to Spanish or foreign persons who, for their eminent services to science or research and their relationship with the University, have become worthy of such distinction. In the case of Faculties of Ecclesiastical Studies, the consent of the Holy See must be obtained.

Article 51

1. The Pastoral Service shall be responsible for the spiritual development and training of the University Community. By means of the programming, organisation, development of activities and celebrations oriented towards reflection and experience of the faith, it shall contribute to facilitating the integration of human and professional training with religious values in the light of the doctrine of the Church and Ignatian spirituality to ensure that intellectual learning is accompanied by the religious dimension of life.
Its action shall be undertaken in coordination with the pastoral work of the archdiocese and under the guidance of its Archbishop.
2. As required by the commitment of the Comillas Pontifical University to the promotion of justice and fraternal and effective service to people, especially to those in greatest need, the Solidary Commitment and Development Cooperation Service shall take responsibility for raising awareness among the University Community and helping it to address the economic, social, cultural and religious marginalisation and injustice generated in our society and our world.
3. The University Community Promotion Service shall encourage, organise and channel all of the initiatives and activities whose purpose is to promote coexistence and well-being within the University, a greater level of communication between the different institutions, groups and individuals, guidance and information with respect to all of the different aspects of academic and professional life which might affect them and the programming of social, human, cultural and sporting activities that contribute essentially to the all-round training of the student body. The Director of this Service shall be appointed by the Rector after hearing the Governing Council.
4. The University may establish Student Residences or Centres, with the mission assigned under applicable legislation and in order better to develop their specific training functions. Their Directors shall be appointed by the Rector.

Article 52

1. The purpose of the continuous training of professionals is to provide them, for their own benefit and for that of society, with the op-

portunity to perfect their specific knowledge related to their qualifications and professions and to update them in line with the advances of science and technology and their related methods, and to meet the needs and demands of society.

2. The University may undertake this function through its Faculties, Schools and Institutes, by organising courses, conferences, talks and seminars on the different specialities, and also by means of specific publications.
3. This function shall be performed by the teaching staff of the University and experienced professionals.

Article 53

The University, to the best of its ability, shall also provide a cultural outreach and dissemination service and shall cooperate in the solution of problems related to the specialities which it teaches.

CHAPTER III: INSTRUMENTAL RESOURCES

Article 54

1. The University Library Service includes the libraries of all the University's Faculties, Schools and Institutes. Each unit of the Service shall be made up of all the bibliographic stock of the different Faculties, Schools and Institutes.
2. Each unit shall be the responsibility of a Librarian appointed by the Rector, after hearing the Governing Council. The Librarian shall be supported by a Library Commission made up of representatives of the Faculties, Schools and Institutes which it serves, designated by the respective Councils, and representatives of the student body elected by the students. This Commission shall be mainly responsible for drawing up an investment and acquisition plan each year to be submitted to the Governing Council, reflecting the needs of the Faculties, Schools and Institutes and in line with budgetary provisions.
3. The function of the Libraries includes the planning, organisation, administration and smooth running of the Library, within the framework of these Statutes and their own Regulations.

4. A Library Coordinating Commission shall be established under the immediate authority of the Rector, headed by the person designated by the Rector. The Librarians and representatives of the members of the different Library Commissions shall sit on the Library Coordinating Commission.

Article 55

The University, to the best of its ability, shall equip and provide sufficiently for its Laboratories, Libraries, ITC Services and the necessary facilities for teaching and research in the different Faculties and Schools. The functioning and use of these resources shall be governed by regulations.

Article 56

To stimulate and further the scientific work, research and dissemination of results, the University shall publish its own journals or publish journals in collaboration with other University Centres and other publications. The Publications Service shall be entrusted with the programming, coordination and exchange of the latter.

TITLE THREE: TEACHING STAFF

CHAPTER I: CATEGORIES AND FUNCTIONS

Article 57

1. The Faculties, Schools and Institutes of the University shall have the necessary teaching staff for the provision of high-quality teaching and research.
2. The teaching staff of the University shall consist of the University's own teaching staff, employed by the University, and Collaborating and Assistant Lecturers.
3. The different categories of teaching staff and their respective functions, access, promotion and appointment requirements and procedures, as well as their rights and obligations, retirement, suspension and removal are laid down in these Statutes and in the General Regulations, and also in the specific Statutes and Regulations of the Faculties, Schools and Institutes which complement and develop them.
4. The aforesaid regulations, where appropriate, shall govern the same matters relating to teaching personnel involved in laboratory teaching and practice.

Article 58

1. The University's own teaching staff consists of the Professors or Chairs, Associate Professors and Assistant or Tenured Lecturers employed by the University.
2. Due to their superior academic status, the Professors or Chairs shall normally direct the teaching and research activities, as they are responsible for the disciplines and subjects of the Department or area to which they are attached.

3. Associate Professors may teach and direct the research of the disciplines and subjects of the Department or area to which they are attached.
4. Assistant or Tenured Lecturers shall collaborate in the same functions.

Article 59

1. Collaborating Lecturers are those hired for specific functions, to address the needs for teaching and attention to the student body in the different Departments and areas which cannot be adequately covered by the University's own teaching staff.
2. Taking into consideration their qualifications, scientific training in the corresponding discipline, teaching capacity and publications, and also the specific functions entrusted to them, they may be hired as Ordinary Collaborating Lecturers, Associate Collaborating Lecturers or Assistant Collaborating Lecturers.

Article 60

A Teaching Assistant is a Graduate, Engineer or Architect who, commencing an academic career while completing a doctorate, collaborates with the University's own teaching staff in teaching or research functions, within a Department or area of knowledge.

Article 60 bis

The University may also hire researchers in those Centres and University Institutes where specialised scientific, technical, artistic or pluridisciplinary research projects are in progress or require support.

The categories, functions, dedication and type of contractual relationship with the University of these researchers shall be determined in the regulations, in accordance with applicable legislation.

CHAPTER II: DEDICATION

Article 61

1. The dedication of the Lecturers to the University may be: exclusive, complete, semi-complete or partial.

2. Exclusive dedication requires a Professor to devote to the University a total of thirty-seven and a half hours per week, occupied in teaching, research, student attention or tutorials, or functions related to the government, administration or representation of the University, under the conditions laid down in the regulations or contractually, and also supposes a prohibition of any other stable, remunerated activity.
3. Complete dedication entails, with the same functions and conditions as those indicated in the previous paragraph, a total of 30 hours per week devoted to the University.
4. Semi-complete dedication, with the same functions and conditions, means a total of not less than 20 hours per week devoted to the University.
5. Partial dedication means a total of less than 20 hours per week devoted to the University, involving specific teaching, evaluation and student attention tasks. The time dedicated by the teacher to functions involving the representation of his department in the governing organs of the University, Faculty or School, if elected, are included in the aforesaid total number of hours.
6. The University shall determine in the regulations the minimum number of teaching hours corresponding to each category of dedication.

CHAPTER III: APPOINTMENT AND HIRING

Article 62

1. The requirements for appointment as a Professor or Chair of Faculty or Higher Technical School are:
 - a) To have satisfactorily taught and participated in research for at least three years in the capacity of Associate Professor of this University, or at an equivalent level in another.
 - b) To have published scientific papers or undertaken scientific work during that time.
 - c) To accept at least semi-complete dedication to the University. The University may consider the requirements for semi-

- complete dedication to be met in other cases as determined in the regulations.
- d) The capacity of the Lecturer for collaborative work and services rendered to the University in governing, administrative, representative and training functions shall be considered an advantage, together with the above requirements.
2. The appointment process shall be initiated by the Dean of the Faculty or Director of the School, with the approval of the Governing Council, at his own initiative, and with the acceptance of the Professor, or at the request of the latter, when he is considered to be in possession of the requirements laid down in the previous paragraph, taking into account, in all cases, the planning of studies and the opinion of students, in the manner established in the regulations.
 3. A Professor or Chair is appointed by the Vice-Grand Chancellor, at the non-binding proposal of the Professors or Chairs of the Faculty or School itself, at a meeting of the Council called for the purpose. The proposal shall be processed by the Rector.
 4. In exceptional cases, persons of eminent scientific prestige may be directly appointed as Professors or Chairs of the University without completing service in the lower teaching categories. In this case, a favourable report by the Council of Professors or Chairs of the Faculty or School is required. The appointment shall be made by the Vice-Grand Chancellor.

Article 63

1. The requirements for appointment as an Associate Professor of a Faculty or Higher Technical School are:
 - a) To have satisfactorily taught and participated in research for at least three years in the capacity of Assistant or Tenured Lecturer of this University.
 - b) To have published scientific papers or undertaken scientific work during this time.
 - c) To accept at least semi-complete dedication to the University. The University may consider the requirements for semi-complete dedication to be met in other cases as determined in the regulations.
 - d) The capacity of the Lecturer for collaborative work and services rendered to the University in governing, administrative, repre-

- sentative and training functions shall be considered an advantage, together with the above requirements.
2. The appointment process shall be initiated by the Dean of the Faculty or Director of the School, at his own initiative, and with the acceptance of the Lecturer, or at the request of the latter, under the same terms as those contained in paragraph 2 of the previous Article.
 3. An Associate Professor is appointed by the Vice-Grand Chancellor, at the non-binding proposal of the Professors or Chairs of the Faculty or School itself, at a meeting of the Council called for the purpose. The proposal shall be processed by the Rector.

Article 64

1. The requirements for appointment as an Assistant or Tenured Lecturer of a Faculty or Higher Technical School are:
 - a) To hold a Doctorate and a Bachelor's, Engineering or Architecture degree in a speciality that qualifies to teach the subject in question.
 - b) To have an aptitude for teaching, research and collaborative work, preferably demonstrated at the University itself.
 - c) To have published scientific papers or undertaken scientific work, other than the doctoral thesis.
 - d) To accept at least semi-complete dedication to the University. The University may consider the requirements for semi-complete dedication to be met in other cases as determined in the regulations.
2. The appointment process shall be initiated by the Dean of the Faculty or Director of the School, at his own initiative, and with the acceptance of the Lecturer, or at the request of the latter, under the same terms as those contained in Article 62.2.
3. An Assistant or Tenured Lecturer is appointed by the Rector, at the non-binding proposal of the Professors or Chairs of the Faculty or School itself, at a meeting of the Council called for the purpose, and, if appropriate, with the *venia docendi* of the Vice-Grand Chancellor.

Article 65

1. The requirements for appointment as a Professor or Chair at a University School are:
 - a) To hold a Doctorate and a Bachelor's, Engineering or Architecture degree in a speciality that qualifies to teach the subject in question.
 - b) To have taught satisfactorily as an Associate Professor for at least three years at a University School or Study Centre of an equivalent level.
 - c) To have published scientific papers or undertaken scientific work during this time.
 - d) To accept at least semi-complete dedication to the University. The University may consider the requirements for semi-complete dedication to be met in other cases as determined in the regulations.
 - e) The capacity of the Professor for collaborative work and services rendered to the University in governing, administrative, representative and training functions will be considered an advantage, together with the above requirements.
2. The appointment process and procedure shall follow the provisions of Articles 62.2 and 62.3 of these Statutes.

Article 66

1. The requirements for appointment as an Associate Professor at a University School are:
 - a) To hold a Bachelor's, Engineering or Architecture degree in a speciality that qualifies to teach the subject in question. To teach the specialist professional subjects defined in the regulations, in accordance with current legislation, also University Diploma, Technical Engineering and Technical Architecture qualifications.
 - b) To have an aptitude for teaching, research and collaborative work, preferably demonstrated at the University itself.
 - c) To accept at least semi-complete dedication to the University. The University may consider the requirements for semi-complete dedication to be met in other cases as determined in the regulations.

2. The appointment process and procedure shall follow the provisions of Articles 62.2 and 62.3 of these Statutes.

Article 67

Collaborating Lecturers shall be appointed by the Rector at the proposal of the Dean or Director, with a prior report from the Departmental Council or, by default, the teaching staff of the area of knowledge in question.

Article 68

Teaching Assistants shall be appointed by the Dean of the Faculty or School Director, at the proposal of the Departmental Director or, by default, by the member of the teaching staff responsible for the area of knowledge in question. The appointment shall require the authorisation of the Rector.

Article 69

At the proposal of the Departments or the teaching staff responsible for the respective disciplines, and with prior notification given to the Rector of the University, Faculty Deans or School Directors may invite teaching staff from other Universities or Higher Study Centres and persons of recognised scientific prestige to teach specific classes or courses in their field of speciality, related to the subject matter taught by the Department or discipline.

Article 70

If necessary, the Dean or Director, at the proposal of the Department and with the approval of the respective Council, may entrust any member of the teaching staff, exceptionally and for a period of one academic year, with functions corresponding to a higher category than that currently held, which shall not involve a change of category of said member of the teaching staff. When this task is entrusted to a Teaching Assistant, it shall be performed under the direction of the Departmental Director or of the member of the teaching staff designated by the Dean or Director.

Article 71

At the time of appointment, the corresponding employment contract shall be signed with each member of the University teaching staff. The contract shall specify the details of his relationship with the University.

Article 72

The specific details relating to the teaching staff of University Institutes shall be defined in the specific Statutes and Regulations of said Institutes.

CHAPTER IV: RIGHTS AND OBLIGATIONS

Article 73

All of the teaching staff of the University, within the framework of these Statutes and in accordance with their category and function, shall have the following rights:

- a) The right to freedom of research and scientific expression, in a context of healthy pluralism, in line with the nature of the University, as defined in the Preliminary Title of these Statutes;
- b) The right to assemble with other members of the teaching staff, without interfering in the normal activities of the University, with those of the same or other categories or with those of the same or other Faculties and Schools, in order to address common issues which might affect them, and to submit petitions or suggestions to the corresponding academic authorities;
- c) The right to use the instrumental and material resources and facilities of the University for the purposes of research and teaching, in accordance with the rules governing their use;
- d) The right to elect their representatives on the collegiate governing organs of the University and of their Faculty or School, the right to be elected to said bodies and to hold the office to which they are appointed, in accordance with the Statutes and Regulations;
- e) The right to receive remuneration, in accordance with their category, dedication and seniority, and to the Social Security benefits to which they are entitled;
- f) The right to enjoy holidays, leave and unpaid leave, as recognised in the University rules and in applicable legislation;
- g) The right to submit written petitions, complaints or appeals to the academic authorities responsible for any given matter.

Article 74

All of the teaching staff of the University, within the framework of these Statutes and in accordance with their category and function, are obliged to:

- a) Collaborate in the achievement of the objectives and mission of the University and to respect its Catholic identity, of which they shall be informed at the time of hiring;
- b) Seriously cultivate their own speciality, for the purposes of teaching, research and the publication of scientific papers;
- c) Attend the University for the number of hours corresponding to their category of dedication;
- d) Accurately and punctually perform the teaching and research functions entrusted to them and to collaborate in the human and professional training of the students;
- e) Occupy and diligently perform the tasks of governing and of the administrative offices to which they are appointed and the representative functions to which they are elected;
- f) To attend meetings to which they are officially called and to form part of the tribunals for which they are named by the Dean or Director;
- g) To submit their programmed teaching plans each academic year to the respective Departments for coordination and publication. They shall also submit their research projects and reports within the deadlines established.

CHAPTER V: TERMINATION OF SERVICE*

Article 75

The teaching staff of the University shall cease to provide their services due to retirement, voluntary resignation or the expiry or rescission of their employment contract.

* *Articles 79, 82 and 83 are eliminated.*

Article 76

1. University teaching staff may take voluntary retirement when they reach the age required for access to the legally established retirement benefits of the Social Security system.
2. Teaching staff shall take compulsory retirement in accordance with the applicable legislation in force at the time.
3. For teaching staff belonging to the Society of Jesus, compulsory retirement shall be on reaching the age of 70 years.

Article 77

At the proposal of the Faculty or School Council and after hearing the Governing Council, the Rector may grant the distinction of Professor Emeritus to a Professor or Chair on reaching retirement.

Article 78

In special cases, the Dean or Director, after hearing the Faculty or School Council and with the authorisation of the Rector, may entrust academic tasks to a retired member of the teaching staff for a limited period of time.

Article 80

Due to the causes, following the procedure and with the effects determined in the General Regulations, the applicable Collective Agreement and labour regulations, the academic authorities may take disciplinary action against members of the University teaching staff who fail to meet the obligations referred to in the previous chapter.

Article 81

The University teaching staff may voluntarily resign. The resignation must be notified in writing to the Dean of the Faculty or Director of the School, at least one month in advance of the date on which they wish to resign.

TITLE FOUR: STUDENT BODY

CHAPTER I: ACCESS AND PERMANENCE

Article 84

The University is open to all candidates who apply to follow the studies given, with no conditions or requirements other than those determined in the Statutes and in the Regulations and in other associated rules.

Article 85

1. The requirements for admission as a student are:
 - a) To have applied for admission in the established manner and within the established deadline.
 - b) Documentary proof that they meet the conditions required under applicable legislation for access to university studies.
 - c) To pass the selection process laid down in the rules of admission by each Faculty or School, which take into account the specific nature of their respective studies and the capacity of the resources of the Faculty or School.
2. The admission of foreign students is subject to the applicable legislation and to the rules of each Faculty or School, to the number of school places reserved for such students in the Faculty or School, to the recognition of their studies prior to access as equivalent to the corresponding Spanish studies, and to the successful completion of the entrance examination tests which might be specifically applied by the Faculties and Schools, in particular, the test of their knowledge of the Spanish language.
3. Admission is granted by the Faculty Dean or School Director, in accordance with the Statutes and Regulations. The selection procedure may be entrusted to an Admissions Committee.
4. Registration as an official student in more than one Faculty or School is granted by the Rector, after hearing the corresponding

Deans or Directors; without prejudice to the provisions regarding students of the Ecclesiastical Faculties in Article 25 of the Rules of the Congregation for Catholic Education, to ensure strict application of the Apostolic Constitution “Sapientia Christiana”.

Article 86

Each Faculty or School, with the approval of the Rector, after hearing the Governing Council, is responsible for establishing the academic conditions which must be met in order for a student to pass on to the next course, the incompatibilities between subjects, the maximum number of examination attempts per subject and the number of years for which a student may remain in the Faculty or School until finishing his or her studies, taking into account the nature of the studies.

Article 87

The permanence of the student at the University is conditioned only by his attitude, personal achievement and fulfilment of his or her university duties.

Article 88

The recognition of studies shall be at the discretion of the Rector, in accordance with applicable legislation, with a prior report from the corresponding Commissions.

CHAPTER II: RIGHTS AND OBLIGATIONS

Article 89

Due to the fact of his or her admission and permanence at the University, a student forms part of the University Community and enjoys the rights established in applicable legal provisions, in these Statutes and in the General Regulations of the Faculties and Schools and their associated specific, complementary regulations. At the same time, the student fully accepts the obligations deriving from said rights.

Article 90

The students of the University have the following rights:

- a) The right to competent, efficient teaching on the courses and in the subjects for which they are registered, to the performance of the teaching and training activities, and to the use of the facilities, resources and services of the University, subject to their rules of use;
- b) The right to objective, continuous assessment of their academic performance, by means of the established testing system, and to official knowledge of their performance;
- c) The right to educational and career advice, both at the time of admission and during their time at university, by receiving information regarding their capacity, aptitudes, vocation, perspectives and professional promotion;
- d) The right to the generally recognised benefits enjoyed by university students under current legislation and those which might be granted by the University as an aid to study;
- e) The right to participate in the collegiate governing organs of the University and of the Faculty or School and in the Service Commissions of the Faculty or School, pursuant to these Statutes;
- f) The right to establish associations for the performance of training, cultural and sporting activities;
- g) The right to hold meetings to address academic or professional matters, provided that these do not interfere with the normal course of academic activities and that a request has been made, at least 10 days in advance, to the corresponding academic authorities and such meetings have been authorised by the aforesaid authorities;
- h) The right to make written petitions, complaints or appeals to the appropriate academic authorities responsible for any given matter.

Article 91

The students of the University have the following obligations:

- a) The obligation to collaborate in the achievement of the objectives and the mission of the University;

- b) The obligation to study seriously and responsibly in order to achieve the expected levels of performance in their Faculty or School;
- c) The obligation to maintain the academic order and discipline of the University and to ensure coexistence and respect between the different members of the University Community;
- d) The obligation to ensure that the facilities, material resources and services of the University are maintained in a good state of repair;
- e) The obligation to attend the meetings to which they are called, pursuant to the regulations, and to diligently fulfil the representative functions for which they are elected by their peers;
- f) The obligation to abide by the Statutes and Regulations of the University and of the Faculties and Schools, as well as any other rules issued by the competent authorities of same.

Article 92

Failure to meet these obligations may give rise to the corresponding sanctions, which shall be defined and whose application shall be determined in the regulations. In serious cases, the opening and the resolution of disciplinary proceedings is mandatory, with a hearing of the interested party.

CHAPTER III: EXTRAORDINARY STUDENTS

Article 93

1. The University may admit extraordinary students who, without intending to achieve academic qualifications and under the regime stipulated for enrolment, register and undertake specific courses or subjects, or participate in specific seminars or internships.
2. The Faculties, Schools and Institutes shall determine the conditions of acceptance and the academic regime of extraordinary students.
3. Extraordinary students shall have the right to participate in academic activities, in the area of studies which they follow, and to the attention and advice of their teachers, to use the facilities and resources of the University, subject to their rules of use, to be allowed

to sit examinations to evaluate their performance, and to obtain a certificate of attendance and performance in those subjects.

4. Their obligations shall be those of the ordinary students, insofar as they affect them, and they shall be subject to the same disciplinary regime. They may not elect or be elected to the collegiate governing organs of the University, Faculty or School.

TITLE FIVE: ECONOMIC AND ADMINISTRATIVE REGIME

**CHAPTER I:
ESTATE OF THE UNIVERSITY***Article 94*

1. The Estate of the University comprises all of its goods, rights and resources.
2. The estate may include certain goods, rights and resources which, due to their origin or due to the will of those persons who placed them at the University's disposal, are attached to the functions of one or some of its Centres.

Article 95

The following are the own resources of the University:

1. Registration and teaching fees.
2. The subsidies and donations or contributions of all kinds received from public or private entities and from private individuals.
3. The income generated from services related to its activities which are provided to public or private entities, companies or private individuals.
4. The products of its own properties.

**CHAPTER II:
ECONOMIC MANAGEMENT***Article 96*

1. The economic and administrative management of the University shall be directed by the Rector, assisted by the Vice-Rector for Economic Affairs, if there is one, and by the Governing Council and with the collaboration of the Commissions, if any, and technical personnel hired for such activities.

2. The ordinary management shall be entrusted, under the immediate direction of the Rector or the Vice-Rector for Economic Affairs, to the Manager or to the necessary specialised technical personnel, whose qualifications, denomination and competences shall be established in the regulations or contractually.

Article 97

The functions of ordinary management are:

1. To produce budgets, with the participation of the authorities and organs to which these Statutes attribute competence to do so, and to implement budgets once approved;
2. To create funding programmes for the functioning of the University and of the Centres with their own administrative structure, and to implement those already approved;
3. To organise the accounting services and monitor the economic management of the different organs;
4. To conserve the buildings and facilities of the University and care for the material services which affect its normal operation;
5. To draft contracts with the different categories of personnel and ensure compliance with those contracts which affect the personnel attached to the services of the University.

CHAPTER III: BUDGETARY REGIME

Article 98

All of the activities of the University which have economic repercussion shall be adjusted to the budgets previously drawn up and approved. The budgets may be ordinary, referring to all of the activities envisaged during the financial year, or extraordinary, referring to specific activities and operations not included in the ordinary budget.

Article 99

For the drafting and approval of budgets, the following rules shall apply:

1. The Manager or Director of the service entrusted with producing the budgets shall request the authorities and organs with compe-

tence to do so under these Statutes to provide the data necessary to create the draft budget, which shall indicate forecast income and the estimated expenditure necessary for the immediately forthcoming financial year. The request shall specify a deadline for the submission of said data;

2. Having completed this procedure, the Manager or Director of the service entrusted with producing the budgets shall proceed to integrate the individual partial budgets and to create the draft budget;
3. The draft budgets shall be submitted to the Rector, who, after hearing the Governing Council, may introduce into said draft budgets such amendments as he deems opportune, in view of the higher imperatives of the government of the University;
4. The drafts, with any amendments which might have been made to them, shall be submitted to the Vice-Grand Chancellor for final approval.

Article 100

The Vice-Rector for Economic Affairs or, if appropriate, the Manager shall ensure the implementation of the budget plans approved, informing the Rector and the Governing Council quarterly of their implementation and of any deviations detected and shall propose the decisions that in each case should be made. They shall also inform the Councils of the Faculties or Schools regarding the situation of their respective budgets.

Article 101

At the close of each financial year, the Vice-Rector for Economic Affairs or, if appropriate, the Manager shall draw up a Report on the economic results of the financial year, which shall be submitted by the Rector to the Governing Council and shall be sent for final approval to the Vice-Grand Chancellor.

A summary of said Report shall be incorporated into the Annual Report of the University for the information of all members of the University Community.

TITLE SIX:
SECRETARIAT AND OTHER SERVICES

CHAPTER I:
SECRETARY AND GENERAL SECRETARIAT

Article 102

1. The General Secretary, the attesting official of the University, shall be appointed by the Rector, after hearing the Governing Council. The appointment shall be confirmed by the Vice-Grand Chancellor.
2. In the exercise of his functions, he shall be directly dependent on the Rector, for a period of three years, renewable for similar periods.
3. He shall act as the Secretary of meetings of the Senate and of the Governing Council, of which he is an ex officio member.

Article 103

The General Secretary shall:

1. Bear witness, with his signature and the stamp of the University, of which he is the custodian, to the qualifications granted and certificates issued, to the appointment of Authorities and teaching staff, to the constitution of the Collegiate Organs, to the minutes of the sessions of the University Senate and the Governing Council, to academic transcripts, disciplinary records and other certified documents of the University;
2. Keep and update the General Archive of the University, the Minute books and the different registers of the University;
3. Process the registration of students and organise and keep their academic records;
4. Ensure the legality of the actions of the different organs and services of the University, process documents and other matters with the services of the public administration in the area of his competence and, especially, the issue of official academic qualifications;

5. Comply with the decisions and instructions of the Rectorate and officially communicate them, when appropriate, to the different academic authorities, organs and services.

Article 104

For the performance of the aforesaid functions, the University shall establish a General Secretariat, organised in the different offices as appropriate, and provided with sufficient human and material resources.

CHAPTER II: OTHER SERVICES

Article 105

1. The University may establish other Services, in addition to those established in these Statutes, which are considered necessary for the efficient organisation and functioning of the University, its ongoing promotion and development, social integration and efficient achievement of its objectives.
2. The Directors of such Services shall be appointed by the Rector, after hearing the Governing Council. They shall exercise their functions under the immediate authority of the Rector, or of the Vice-Rectors to whom he delegates that function.
3. The area of competence and operation of these Services and the composition of their management organs shall be determined in their respective Regulations.

CHAPTER III: NON-TEACHING PERSONNEL ATTACHED TO UNIVERSITY SERVICES

Article 106

The non-teaching personnel attached to the University Services form part of the University Community and, as such, shall be represented in the Senate.

Article 107

Their rights and obligations shall be those laid down in their contract with the University, within the framework of these Statutes and of the applicable legislation in force at the time. Among the obligations is the obligation to respect the Catholic identity of the University, of which they shall be informed at the time of hiring.

FINAL PROVISIONS

- 1 The General Regulations and the specific Statutes and Regulations of the Faculties, Schools and Institutes shall develop the precepts of these Statutes and, under the terms allowed, shall complement them and adjust to the reality of each Faculty, School and Institute.
- 2 The resolution of any questions which might arise in the interpretation or enforcement of these Statutes and the adoption of measures in cases and situations not foreseen herein or in associated complementary Regulations, shall be the competence of the Governing Council of the University.

GENERAL STATUTES
2021

