

REGULATIONS OF THE TERRASSA COLLEGE OF OPTICS AND OPTOMETRY

Agreement no. 22/2004 of the University Senate, which passed the definitive regulations of the Terrassa College of Optics and Optometry.

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REGULATIONS OF THE EUOOT

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Chapter 1

Subject matter, functions and members

Article 1. Subject matter

The subject matter of these regulations is to regulate the organisation and running of the Terrassa College of Optics and Optometry, of the Universitat Politècnica de Catalunya.

Article 2. Functions

1. To organise the courses leading to one or more qualifications in all official university cycles and levels that are valid throughout Spain, and UPC-specific qualifications, as well as to organise the administrative management of such courses.
2. To coordinate the various courses taught at the College.
3. To draw up proposals for the introduction, modification or withdrawal of curricula.
4. To assess the teaching activities in departments with regard to the College's curricula.
5. To organise and manage administrative matters related to students' academic activities at the College.
6. To assess the academic performance of students at the College.
7. To organise lifelong learning activities and to take part in them.
8. To organise university extension activities and to take part in them.
9. To take part in the governance and management of the University.
10. To take part in the recruitment, training, assessment, promotion and dismissal of members of staff.
11. To organise courses, whether or not they lead to academic qualifications or diplomas.
12. To enter into agreements with public and private bodies.
13. To promote research in specific fields related to its multidisciplinary outlook.
14. To carry out all the functions intended for the proper performance of its obligations or those with which it is entrusted by virtue of the legislation in force and the University Statutes and regulations.

Article 3. Members (Article 19 of the Statutes)

The following are members of the College:

- a) Teaching and research staff.
- b) Administrative and service staff.
- c) Students who have enrolled in courses run by the College that are awarded homologated qualifications or UPC-specific qualifications.

Other staff who work for the College on a temporary basis to carry out specific duties will not be considered to be members of the College.

Chapter 2

Governing and other representative bodies

SECTION 1. GENERAL PROVISIONS

Article 4. Governing and other representative bodies

The Terrassa College of Optics and Optometry has the following governing, representative and advisory bodies:

1. Governing bodies:
 - a) The College Board
 - b) The Standing Committee
 - c) The Academic Assessment Committee

2. University officers:
 - a) The director
 - b) The assistant directors
 - c) The secretary

Article 5. Time commitment and conflicts of interest of university officers

1. All statutory university officers must work full-time in order to be elected and exercise their functions.

2. No individual may hold two or more of the positions listed in Article 86 of the University Statutes.

SECTION 2. GOVERNING BODIES

Subsection 1. The Board: nature, members, powers and reappointments

Article 6. Nature

The Board is the College's highest representative body.

Article 7. Members

The Board is made up of:

1. Ex officio members
 1. The director, who acts as chairperson.
 2. The secretary.
 3. The assistant directors.
 4. The person responsible for managing the College's administrative and financial services.

2. Members elect
 - a) A total of 18 representatives from the teaching and research staff (PDI), of whom at least 15 must be publicly-contracted teaching staff.
 - b) One representative from each department who teaches core or compulsory subjects and, if applicable, one representative to act on behalf of any other departments other than the above that teach optional subjects.
 - c) Ten student representatives.
 - d) Three representatives from the administrative and service staff (PAS), chosen proportionally from publicly- and university-contracted members of staff.

In any event, at least 51% of the members of the Board must be publicly-contracted teaching staff who work at the University; the Board must include one representative taken from university-contracted teaching and research staff, who may or may hold a PhD; and one representative each from the student body and the administrative and service staff.

Article 8. Powers

- a) To approve the proposals to recruit the administrative and service staff necessary to carry out duties specific to the College.
- b) To approve motions to amend these regulations.
- c) To approve or sanction the College's annual report submitted by the director.
- d) To draw up and approve the strategic plan in the framework of the University's strategic planning.
- e) To approve and submit to the Board of Governors of the UPC proposals for the introduction, modification or withdrawal of curricula.
- f) To dismiss the director in accordance with Article 25 of these regulations.
- g) To vote in the members elect of the governing bodies.
- h) To create any committees it deems fit for the purposes and with the powers provided for by the Board.
- i) To ensure that courses, working conditions and the overall running of the College are of an acceptable standard.
- j) To put forward initiatives and goals, and to give its opinion about problems that affect the College or its environment.
- k) To exercise all of the functions not expressly assigned to other bodies in the College in the UPC Statutes or in its regulations.

Article 9. Reappointment of the Board

The members elect of the Board are reappointed every three years.
Student representatives are reappointed every year.

Subsection 2. The Standing Committee: nature, members, powers and terms of office

Article 10. Nature

The Standing Committee is the College Board's executive and permanent representative body.

Article 11. Members

The Standing Committee is made up of:

Ex officio members:

- The director, who acts as chairperson.
- The assistant directors.
- The secretary.
- The person responsible for managing the College's administrative and financial services.

Members elect:

- Seven representatives from publicly-contracted teaching staff who work at the University.

- One representative from university-contracted teaching and research staff, who may or may not hold a PhD.
- Three student representatives.
- One representative from the administrative and service staff.

Article 12. Powers

- To draw up and submit the strategic plan for approval by the Board in the framework of the University's strategic planning.
- To submit proposals for approval for the introduction, modification or withdrawal of curricula to the College Board.
- To approve the College's annual budget.
- To approve the College's year-end accounts.
- To submit reports on teaching needs to the Board of Governors of the UPC and, if applicable, propose how resources should be spread across the University's departments.
- To draw up and submit proposals for approval by the College Board to hire the administrative and service staff necessary to carry out the abovementioned duties.
- To monitor the annual report, accounts and budget of the University Vision Centre (CUV).
- To give notice of any changes in teaching and research staff appointments.
- To propose who should sit on teaching and research staff recruitment committees.
- To implement any initiatives entrusted to the College Board.
- To formalise the distribution of tasks for teaching and research staff members who work at the College.

Article 13. Terms of office

Members elect on the Standing Committee are reappointed whenever members elect of the Board are reappointed.

Subsection 3. The Academic Assessment Committee: nature, members, powers and terms of office

Article 14. Nature

The Academic Assessment Committee is the body entrusted with monitoring the quality of the courses taught at the College, and with assessing the teaching activities in each department and the performance of the teaching and research staff who work at the College.

Article 15. Members

Ex officio members:

- The director, who acts as chairperson.
- The assistant academic directors.
- The academic secretary.

Members elect:

- Two representatives from the teaching and research staff who sit on the Standing Committee.
- Six representatives from the departments that teach core or compulsory subjects, in proportion to the number of teaching hours, with a minimum of one representative from each department.
- Two student representatives.

Article 16. Powers

- To approve the College's academic calendar.
- To approve the College's Academic Regulations within the framework of the UPC's General Academic Regulations.
- To submit reports on teaching needs to the Standing Committee and, if applicable, propose how resources should be spread across the University's departments.
- To ensure the general smooth running and quality of teaching, that is, the calendar, timetable, the allocation of classrooms, etc.
- To ensure that the content of the course guide is updated.
- To approve the award of teaching collaboration and support scholarships that are awarded to the EUOOT.
- To draw up the pre-requisites and co-requisites for subjects, if applicable.
- To assess the teaching activities of the departments that teach at the College.
- To ensure that subjects on the curriculum are horizontally and vertically coordinated so that they are properly interrelated.
- To analyse the syllabuses of the subjects on the curriculum.
- To write reports on the academic activities of the lecturers who teach at the College.
- To perform any other duties not specified above that do not require the approval of any other governing body.

Article 17. Terms of office

Members elect on the Academic Assessment Committee are reappointed whenever members elect of the Board are reappointed.

Subsection 4. Working principles

Article 18. Calls and meetings

1. The Board must hold a regular meeting at least once a year.
2. The Standing Committee must meet at least four times a year and the Academic Assessment Committee must meet at least three times a year.
3. Governing bodies may also hold special meetings if urgent matters arise that justify them; in such cases, the director/dean or 25% of the members of the body must take the initiative to call the meeting.
4. Meetings of governing bodies are called by the chairperson. The secretary must send the call with the agenda to the members of the governing bodies at least seven days in advance. A signed copy of calls is sent to work addresses in the case of teaching and research staff and administrative and service staff, and to student offices in the case of students.
5. In order for meetings of governing bodies to be validly constituted, the chairperson and secretary must be present or, if applicable, their proxies, as must at least half of the members of the governing body in question.

6. If a governing body fails to constitute a quorum at a meeting, a second meeting will be called half an hour later to the time stated in the call, at which at least one third of the members must attend.
7. Members must attend meetings in person and their votes are non-delegable. Attendance at meetings of governing bodies is compulsory. Members elect who fail to attend two meetings of a governing body without justification must stand down as a member of that governing body, and the provisions set out in Article 39 of these regulations shall apply. If it is observed that a member elect systematically fails to attend meetings on justified grounds, the governing body in question may table a motion to ask that member to stand down if it so deems fit.
8. Calls must specify the time, venue and agenda of meetings. The documents that make up the agenda will be made available to the members the Board through the College's official communication channels (such as the College's intranet). The call must specify the place or address at which documents are available. Should the subject matter of these documents be agreements taken by the Board, they must be made available at least seven days before the meeting. In exceptional cases, documents that cannot be made available in advance as provided for above must, in any event, be made available to the members of the Board one working day before the meeting. Documents shall be delivered to the College secretary's office.
9. Voting will be by secret ballot whenever 25% of the members of a governing body so requests.

Article 19. Agreements

1. Agreements will be adopted if the number of votes in favour of a motion outnumbers those against it.
2. If the number of blank ballot papers exceeds the number of votes cast for and against a motion, a second round of voting must be held if one of the members of the governing body so requests.
3. The number of votes in favour of the motions listed below must exceed half of the validly cast votes by a quorum of half plus one of the members:
 - Approval, modification or withdrawal of curricula
 - Approval of strategic plans
 - Amendments to these regulations

Article 20. Minutes

1. All agreements adopted shall come into force immediately and must be recorded in the meeting minutes, which must be approved at the following meeting of the governing body and signed by the secretary, with the approval of the chairperson of the governing body. Minutes must include the following:

- The list of attendees, excused members and absentees.
- The matters dealt with as per the agenda.
- The motions put to vote and the results obtained.
- Actions that pursuant to these regulations must be recorded in the minutes.
- Any other matters it has been expressly requested should be recorded in the minutes.

2. All agreements shall be for the public record and must be published through the channels agreed upon by each governing body.

SECTION 3. UNIVERSITY OFFICERS

Subsection 1. The director: nature, powers, appointments and terminations

Article 21. Nature

1. The director of the Terrassa College of Optics and Optometry acts on behalf of the College and carries out regular management tasks.
2. The director will be assisted by a team comprising at least the secretary and the assistant directors.
3. In the case of the director's absence, illness or vacancy, the assistant director appointed by the director for such purposes will temporarily perform the director's duties or, if no such appointment has been made, the assistant director with most seniority will be appointed

Article 22. Powers

The College's dean/director has the following powers:

- To act on behalf of the College.
- To sign agreements and contracts entered into by the College.
- To approve any agreements or contracts entered into by the College's teaching and research staff.
- To authorise payments corresponding to staff expenses derived from research agreements or projects.
- To draw up the College's annual report and submit it for approval or rejection to the College Board.
- To appoint, assign duties to and dismiss assistant directors and the secretary.
- To exercise the powers set out in current legislation, the Statutes of the University and these regulations.

Article 23. Election, appointment and term of office

1. The director is elected by universal, free, secret and equal suffrage by the members of the university community at the College, as provided for in Article 36 of these regulations.
2. The director has a term of office of three years and under no circumstances may any individual hold two consecutive terms of office.
3. The director will be appointed by the president of the University.

Article 24. Termination

The director shall step down on the following grounds:

- a) The term of office has come to an end.
- b) The director files a request to do so.
- c) The term of office is revoked.
- d) The application of any other grounds provided for by law.

Should any grounds for termination apply, the director, assistant directors and secretary shall continue to perform their duties until the new director takes up office. If the director is

discharged on the grounds of revocation, the individual mentioned in Section 3 of Article 21 of these regulations shall exercise the duties of the director.

New elections must be held within two working days as of the date of termination on the grounds listed in Sections b, c and d above.

Article 25. Revocation

1. The College Board may dismiss the director.
2. The proposal to dismiss the director must be endorsed by at least one third of the members of the College Board and a vote cast on the motion between ten and thirty days after the proposal is submitted.
3. The dismissal must be approved by at least two thirds of the members of the Board.
4. The signatories to the motion to dismiss the director may not submit another one until the end of the year should the dismissal fail to be approved.

Subsection 2. Assistant directors

Article 26. Appointment and termination

Assistant directors are appointed and, if applicable, dismissed in accordance with the Standing Committee's instructions.

Assistant directors step down when the director does so.

Article 27. Powers

The director is responsible for appointing, assigning duties to and dismissing assistant directors.

Subsection 3. The secretary

Article 28. Appointment and termination

The secretary is appointed by the director in accordance with the Standing Committee's instructions.

The secretary is also the secretary of the College's governing bodies.

The secretary must step down when a new secretary is appointed.

Article 29. Powers

The secretary has the following powers:

1. To call meetings of governing bodies on the director's instructions, and to summon members to them.
2. To approve reports, rulings and agreements.
3. To exercise other functions inherent to the post, such as:
 - a) Drawing up and keeping a record of the minutes of meetings of governing bodies.
 - b) Attesting agreements entered into by the College.
 - c) Keeping the electoral roll up to date of the staff at the College.
 - d) Channelling and disseminating information about the College.

- e) Organising the voting procedures to which the College is subject.
- f) Exercising any other duties entrusted to him/her by the College Board.

SECTION 4. OTHER BODIES

Subsection 1. The Accounts and Finance Committee

Article 30. Nature

The Accounts and Finance Committee is an advisory governing body whose work duties are to control the management of College's financial affairs.

Article 31. Members

Ex officio members:

- The director, who acts as chairperson.
- The person responsible for managing the College's administrative and financial services.

Members elect:

- Two representatives from the teaching and research staff who sit on the Standing Committee.
- Two representatives from the teaching and research staff.
- One student representative.

Article 32. Powers

- a) To draw up the College's annual budget and submit it for approval to the Standing Committee.
- b) To draw up the College's year-end accounts and submit them for approval to the Standing Committee.
- c) To ensure that all budget items are properly managed.
- d) To ensure that the inventory of the College's assets are properly drawn up and updated.
- e) To exercise all of the functions not expressly set out herein inherent to its scope of action that the College Board may assign it.

Article 33. Term of office

Members elect on the Accounts and Finance Committee are reappointed whenever members elect of the Board are reappointed.

Chapter 3

Electoral procedure of governing and other representative bodies

SECTION 1. GENERAL PROVISIONS

Article 34. Calls

1. The general electoral process is organised by the College secretary.
2. Should the secretary stand for election, he/she may not take part in the electoral process. The College director must appoint a proxy to perform the duties of the secretary in the electoral process. Notice of such appointments must be given at the first meeting to be held by the corresponding governing body.

Article 35. The College Electoral Board

1. The regulations on the election of university officers and governing bodies of basic units determine the functions and powers of the College Electoral Board.
2. Members of the College Electoral Board may not stand as candidates for election as university officers or members of a governing body of the College and, therefore, the provisions set out in the regulations of the College Electoral Board shall apply.

SECTION 2. GOVERNING BODIES

Article 36. Election of members

1. The members elect of the College Board are elected by universal, free, equal, direct and secret suffrage through the procedure established in the regulations on the election of university officers and governing bodies of basic units at the UPC.
2. The members elect of the Standing Committee are elected by and from among the respective representatives on the College Board.
3. Members elect representing the teaching and research staff who sit on the Standing Committee and who form part of the Academic Assessment Committee are elected by the members elect representing the teaching and research staff who sit on the College Board, from among the respective representatives on the Standing Committee.
4. Department representatives who sit on the Academic Assessment Committee shall be appointed by the directors of the departments to which they belong.
5. The two members elect representing the teaching and research staff who sit on the Standing Committee and who form part of the Accounts and Finance Committee are elected by the members elect representing the teaching and research staff who sit on the College Board, from among the respective representatives on the Standing Committee.
6. The two members elect representing the teaching and research staff who sit on the Accounts and Finance Committee are elected by the members elect representing the teaching and research staff who sit on the College Board.
7. The members elect representing the student body on all the governing bodies on which they sit are elected by and from among their respective representatives on the College Board.
8. The members elect representing the administrative and service staff on all the governing bodies on which they sit are elected by universal, free, secret and equal suffrage, as provided for in the regulations on the election of the university officers and governing bodies of the basic units at the UPC.
9. All elections are held according to the provisions in the regulations on the election of the university officers and governing bodies of the basic units at the UPC.

Article 37. Voters

1. All university-contracted and university-contracted research and teaching staff who work at the College are eligible to vote.
2. All administrative and service staff who work at the College are eligible to vote. However, administrative and service staff from other basic units who provide support to the College's services and teaching activities on its premises shall also be eligible to vote.
3. All students who are enrolled in one of the official university courses taught at the College are eligible to vote.

In cases 1 and 2, UPC staff employed on a secondment basis for other public organisations other than the UPC are not included.

Article 38. Appointment of representatives (Regulations on the election of university officers and members of governing bodies of basic units)

1. The individuals who obtain the greatest number of votes are appointed as members of a governing body.
2. In the case of a tie, members will be chosen by lot.
3. Any aspect of the electoral process not provided for in these regulations shall be subject to the provisions of the regulations on the election of university officers and members of governing bodies of basic units at the University.

Article 39. Vacancies

1. Should vacancies arise among the members elect of any of the College's governing bodies, they must be covered by means of an election, which must be held in the first term of the following academic year.
2. Should the number of vacancies mean that the de facto members remaining on a governing body be less than one third of the legal number of members, including ex officio members, by-elections must be called immediately.
3. Representatives who cover a vacancy will fill the post for the time that is left until the termination of the term of office.

SECTION 3. THE DIRECTOR

Article 40. The director, subdivisions and weighting

1. The candidate who obtains the proportional support of over half of the validly cast votes in the first round will be proclaimed director, once the weightings provided for in this article have been applied. If no successful candidate emerges after the first round, a second round of voting must be held for which, at most, only the two individuals who obtained the most votes in the first round may stand for election, based on the weightings described below. In the second round, the candidate who obtains a simple majority of validly cast votes, providing a (proportional) majority of at least 33% is obtained, will be declared the winner, based on the aforementioned weightings. In the case of a tie, another round of voting must be held.

If candidates from among publicly- or university-contracted teaching staff who are PhD holders stand for election, the electoral process shall be conducted as provided for in Section 1 of this article.

If no candidate stands for election or if at the end of the electoral process no candidate has been elected, a new election shall be held, for which publicly-contracted teaching staff who are not PhD holders, tenure-track lecturers and contracted professors who work at the College may also stand, pursuant to the provisions in Section 1 of this article.

2. For the purposes of these elections, the members of the university community will be divided into the four subdivisions described below:
 - Publicly-contracted university teaching and research staff.
 - University-contracted university teaching and research staff who do not hold a PhD.
 - The student body.
 - Administrative and service staff.

The weightings that apply to each subdivision in elections for the College director are the same as those allocated to them on the College Board at the time of the election.

3. The votes cast for each candidate and blank ballot papers will be counted to calculate election weightings. The weighted vote in each case is equal to the weighting of each subdivision multiplied by the proportion of votes in an election in relation to the total electoral roll of the corresponding sector.
4. Should no candidates stand for election, or if once the election process is over a new College director has not been elected, the acting director shall continue to hold office and new elections must be held within a maximum term of three months.
5. Any aspect of the electoral process not provided for in these regulations shall be subject to the provisions of the regulations on the election of university officers and members of governing bodies of basic units at the University.

Chapter 4

Financial rules

Article 41. Authorisation of expenditure and payment orders

1. The director is responsible for authorising expenditure and issuing payment orders, under the powers delegated to him/her by the Board of Trustees.
2. The director may delegate these functions to other bodies or officers of the College, with the exception of payment orders. The expenditure that may be authorised shall be limited to the amounts allocated to the College in the University's annual budget.
3. The director may delegate the allocation of expenditure derived from research agreements or projects entered into by the College to the person responsible for the agreement or project. Such proxies shall not be entitled to authorise payment orders and shall be subject to the restrictions and requirements established by the Board of Trustees, as proposed by the Board of Governors.
4. The director must notify the College Board of the delegation of these functions.

Chapter 5

Amendments to the regulations

Article 42. Filing of motions

1. The following may file motions to amend these regulations:
 - a) The director.
 - b) The College Board, with the endorsement of at least 25% of its members.

Article 43. Procedure

1. The body that files a motion to amend or reform the College's regulations must state the grounds for doing so, and the wording of the amendment or reform proposed must be attached to such motions.
2. In order to pass a motion to amend or reform these regulations, a quorum of at least half of the members of the College Board is required, as is the vote in favour of the motion of over half of the validly cast votes.
3. Once a motion has been passed, it is submitted for provisional approval to the Board of Governors, which will subsequently submit it to the University Senate for approval.

First final ruling. Applicable legislation

Any matters not provided for in the UPC Statutes and the rules set out in these regulations shall be subject to Act 30/92, of 26 November, on the legal framework of public administrations and on general administrative procedures.

Second final ruling. Approval

These regulations must be approved by the Board of Governors. This approval is considered to be provisional and must be submitted for final approval by the University Senate at its next regular meeting, unless otherwise agreed upon.