

**Constitutio III/2019, of 25 April, approving the CENTRE REGULATION**

**Article 1. Nature and functions.**

The eUniv centres are the organic units that are assigned the academic responsibilities of implementing state or their own courses and research and doctoral programmes.

**Article 2. Legal system**

The organisation and operation of the eUniv centres is governed by these Regulations, the Standing Rules of the eUniv, the prevailing Andorran legal system applicable to them and the guidelines of the European Higher Education Area (EHEA).

**Article 3. Management Office**

1. The Management Office is the higher single-person academic body of the centres, and as such represents them and carries out the normal management functions.
2. The holder of the Management Office is appointed and removed by agreement of the eUniv General Board, at the proposal of the Academic Board, from the doctoral teaching staff of the centre who meet the legally established requirements.
3. The mandate is four academic years, renewable only once.
4. The functions of the Management Office of the centres are as follows:
  - a) Coordinate the scientific activities of the centre and supervise the administrative and academic management.
  - b) Represent the centre in all the cases in which it is required.
  - c) Recognise the qualificats of students who so request, after hearing those responsible for the areas of knowledge concerned, and in accordance with the applicable rules.
  - d) Submit the centre's annual report to the Academic Board.
  - e) Propose to the Academic Board the appointment or removal of the persons in charge of the centre's Management Office Subdivision and the Technical Secretariat.
  - f) Ensure compliance with the rules that affect the centre and, in particular, those relating to the proper functioning of the services and the maintenance of academic coexistence.
  - g) Promote cultural extra curricula university activities, in accordance with the general programming of the University.
  - h) Propose the implementation of new courses, the suppression of those implemented or the modifications of the curricula.
  - i) Organise or promote the initiatives it deems necessary for the best development of the centre.
  - j) Resolve appeals against resolutions and agreements of the academic bodies of the centre.
  - k) All others not expressly attributed in these regulations to other bodies of the centre.

**Article 4. Management Office Subdivision**

1. The centre's Management Office Subdivision is its single-person academic body responsible for exercising the functions of the Management Office in the event of the absence or impossibility of the person in charge or by express delegation.

2. The person holding the position is appointed and removed by agreement of the eUniv Academic Board, at the proposal of the Management Office, from among the doctoral academic staff of the university who meet the legally demanded requirements.

3. The person in charge of the Management Office Subdivision ceases to hold office when the head of the Management Office does so.

**Article 5. *Technical Secretariat***

1. The Technical Secretariat of the ELC is the single-person academic body responsible for the academic management of the centre, and acts as the Secretary's Office of the Board of the centre.

2. The person holding the position is appointed and removed by agreement of the eUniv Academic Board, at the proposal of the Management Office, from among the doctoral academic staff of the university who meet the legally demanded requirements.

3. The person in charge of the Technical Secretariat ceases to hold office when the head of the Management Office does so.

4. The functions of the Technical Secretariat are as follows:

a) Assist the Management Office in the tasks of ordinary government of the centre.

b) Report on compliance with academic rules.

c) Store the documentation and academic records.

d) Process the issuing of qualifications and certify, with the approval of the Management Office, the documents and agreements issued.

e) Prepare the annual report of the centre, which must be approved by the Board of the centre before being taken to the Academic Secretary General's Office.

**Article 6. *Courses' Coordination Office***

1. The courses' Coordination Office is a single-person academic body responsible for carrying out the functions provided for in the eUniv Internal Quality Assurance System.

2. The person holding the position is appointed and removed by agreement of the board of the centre, at the proposal of the Management Office, from among the members of the doctoral academic staff.

3. The ordinary term of office is that corresponding to the period legally established for the renewal of the accreditation of the qualification.

4. The functions of the courses' Coordination Office are as follows:

a) Manage and organise the activity of the course, ensure the continuity and fulfilment of its objectives and ensure that it is developed with the maximum degree of efficiency, quality and success.

b) Chair the course monitoring commission, in accordance with the eUniv Internal Quality Assurance System.

c) Represent the course before the board of the centre, the Advisory Board and the Student Council of the centre, and ensure compliance with the agreements and initiatives related to the programme.

d) Resolve applications for admission to the course.

**Article 7. *Delegate Management Office***

1. The Delegate Management Office is the single-person management body delegated by the Manager's Office of the centre to develop and carry out the technical, financial and administrative management of the

centre, and to execute the instructions of the Management Office and the agreements of the Board of the centre in these areas.

2. The appointment and removal of the person responsible for the Delegate Management Office corresponds to the Manager's Office, at the proposal of the Management Office of the centre.

**Article 8. Board of the centre**

1. The Doctoral Commission is the highest collegiate academic body of the centre, and is made up of the holders of the following bodies:

- a) Management Office, which chairs it.
- b) Management Office Subdivision.
- c) Technical Secretariat, which performs the functions of secretary's office.
- d) Courses' Coordination Office.
- e) Presidency of the Student Council.
- f) Presidency of the Advisory Board of the centre.
- g) Delegate Management Office of the centre. h) Representatives of third parties if required to comply with a binding agreement.

2. The Board of the centre will apply in its ordinary operation the rules and general principles of the collegiate bodies, and the resolution of the incidents that occur will correspond to the Management Office.

2. The Board of the centre is responsible for the general coordination of the centre's courses and services, for which it adopts the agreements it deems necessary and appropriate for the best management, in accordance with the standing rules of the eUniv.

**Article 9. Monitoring commissions**

1. The quality monitoring commissions of the centre are collegiate academic bodies whose objective is to assure and improve quality, assuming the responsibility of coordinating their specific monitoring and organising the processes that must lead to their external accreditation.

2. The Monitoring Commission is made up of:

- a) The holder of the qualification's Coordination Office, who chairs it.
- b) The holder of the Chieftom of the University Quality Assurance Service, who acts as Secretary's Office of the commission.
- c) A representative of the teaching staff of the programme, appointed by the centre management office.
- d) The holder of the presidency of the Student Council, representing the students of the course.
- e) The holder of the Delegate Management Office of the centre, on behalf of the administrative and technical staff of the eUniv.
- f) A member of the Academic Board of the University appointed for this purpose by the Chancellor.
- g) The representatives of bodies related to the programme, if so required by compliance with a binding agreement.

3. The functions of the Monitoring Commissions are as follows:

- a) Systematically analyse the development of the course, in accordance with the established quality protocols.

- b) Prepare the annual monitoring report of the course, in accordance with the regulations established by the eUniv Internal Quality Assurance System.
- c) Apply the criteria and instructions issued by the University Quality Commission.
- d) Study, assess and propose measures to improve the quality of the course in particular and the centre in general.

**Article 10. Advisory Council**

1. The Advisory Council of the centre is its advisory body and its members are appointed and removed by agreement of the Board of the centre, for a renewable period of four years.
2. The Advisory Council consists of seven members, who will appoint a chair and a secretary from among themselves.
3. The Advisory Council considers and informs the issues that the Board of the centre, through the Management Office, transfers to it, being able to propose the initiatives that it deems appropriate for the improvement of the centre, which it will be able to set out and argue before the Board through its Presidency.

**Article 11. Student Council**

1. The Student Council is the collegiate body representing the students of the centre, and as such may require their participation in the corresponding university bodies, in accordance with the eUniv standing rules.
2. The members of the Council are elected by annual suffrage of all students enrolled in the centre, and their term expires in case of termination or completion of studies.
3. The Student Council is made up of seven representatives, who must appoint their Presidency and Secretary's Office.

**Article 12. Academic community**

The academic community of the ELC is made up of:

- a) The centre's own academic staff, who may be Full Professors or Affiliated Professors, with the recognition of Researcher, in accordance with the eUniv Standing Rules.
- b) The academic staff of the other centres of the eUniv.
- c) Visiting academic staff from other university institutions.