



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS



INTERNAL REGULATIONS OF **INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)**



**INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS**

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INTERNAL REGULATIONS
OF **INSTITUT**
BARCELONA D'ESTUDIS
INTERNACIONALS (IBEI)

PREAMBLE

The “Fundació Institut Barcelona d’Estudis Internacionals (IBEI)” (Barcelona Institute of International Studies Foundation) is a non-profit organisation with full legal status and capacity to act, since the conversion of its Founding Charter into a public deed and its registration at the Foundations Register of the Generalitat de Catalunya. IBEI, as established in Article 1 of the Order UNI/253/2004, of 16 July, is an inter-university research institute, in accordance with Article 10 of the Universities Act 6/2001, of 21 December, and Article 23 of the Catalan Universities Act 1/2003, of 19 February.

IBEI is governed by:

- Universities Act 6/2001, of 21 December and enforcement regulations.
- Catalan Universities 1/2003, of 19 February and enforcement regulations.
- Statutes of Association of IBEI, approved by the Board on 11 July 2011.
- The present IBEI Internal Regulations.
- Other legal provisions that apply.
- The agreements adopted by the Board of IBEI in the exercise of its functions.

IBEI’s institutional evolution since its year of creation, and the progressive increase in the number of students and teaching staff, make it necessary to establish operating regulations that bring together the characteristics of stability, functionality and the general knowledge of the whole community (teaching staff, students, administration and services personnel).

IBEI’s Statutes of Association establish, under Article 27.2, that the Board shall approve Internal Regulations in order to regulate the Foundation’s managing bodies, and to establish its authority and functions. These Internal Regulations define the operating regime of the Scientific Council and the International Academic Council, and provide IBEI with an academic management structure to support the Management, and define the rights and obligations of students, teaching staff and researchers.

CHAPTER 1

The Organic Structure of IBEI

Article 1

Statutory Governing Bodies

1.1. The governing bodies provided for in IBEI’s Statutes of Association are the Board, the President, the Director, the Standing Committee and the Scientific Council.

1.2. The Statutes of Association also create the International Academic Council as a consultative body.

3. The composition and functions for the governance, administration and representation of these bodies is regulated in IBEI's Statutes of Association, and these shall act within their authority, with independence, exercising their powers autonomously, without hindrance or limitation, and their actions shall be final and enforceable.

Article 2

Other Individual and Collegiate Bodies at IBEI

2.1. The collegiate bodies provided for in these Regulations are the Teaching Staff Commission, the Research Staff Commission and the Teaching Quality Commission of IBEI.

2.2. The individual bodies provided for in these Regulations are the Manager and Programme Coordinators.

CHAPTER 2

The Scientific Council

Article 3

Nature, Composition and Functions

The legal nature, composition and functions of IBEI's Scientific Council are defined in IBEI's Statutes of Association (Art. 35). In accordance with the Statutes of Association, the composition of the Scientific Council shall be the following:

- a. The Director of IBEI, who shall chair the Scientific Council.
- b. Between eight and twelve established scientific or academic persons appointed by the Board at the recommendation of the Director of IBEI. These persons should include a permanent academic staff member linked to each of the Board's member universities.

The Manager of IBEI shall also attend meetings of the Scientific Council, with voice but with no vote.

The Scientific Council conducts its functions in full and can create specific commissions deemed appropriate for analysis, study and debate, with specific functions and an agreed number of members. These commissions act as preparatory bodies for the topics to be debated by the Scientific Council.

Article 4

Regime and Notification of Meetings

4.1. The Scientific Council must meet, in an ordinary session, at least once a year, and always in term time. It can also meet extraordinarily, in accordance with the provisions of these regulations. The Scientific Council shall be validly constituted when half plus one of the members attend the meeting.

4.2. The Scientific Council is convened by the Director, at his/her initiative or at the request of a third of the members of the Council. The request must include the agenda, and, respecting section 5 of this Article, the Director must convene the Scientific Council within a maximum of ten days from receipt of the request.

4.3. It is the role of the Director to define the agenda for the meetings, which must include, if appropriate, the requests formulated by a third of the members of the Council five days prior to the meeting.

4.4. Any matter not on the agenda cannot be subject to deliberation, unless all members of the Council are present, and the urgency of the matter is declared with the affirmative vote of the majority.

4.5. Notification of a meeting must indicate the day, time, and location of the meeting, and be accompanied by the agenda. The documentation should be made available five days before the date of the meeting, if it is available. The notification of meetings is exclusively online, and sent to the email address provided by IBEI.

4.6. Ordinary meetings are convened with at least seven days' notice, and extraordinary meetings are convened at least three days in advance.

Article 5

Procedure for Meetings

5.1. The Director of IBEI or the person delegated shall chair and moderate the debate.

5.2. Agreements of the Scientific Council are taken by nominal vote and secret ballot when the proposal of a member attending the meeting has the support of a majority of the members of the Council.

5.3. At each meeting, the Secretary must prepare the relevant minutes with the approval of the Director. These must include the list of attendees and absentees, the agenda, place and time of the meeting and the main points of the deliberations and content of the agreements adopted. The functions of the Secretary come under the remit of the Management or the person delegated by the Director.

5.4. The minutes of the previous meeting are attached when the next meeting is convened and must be submitted to the Council for approval at the beginning of the next ordinary session. The minutes must include, at the request of respective members of the Council, if relevant, the vote against any agreement adopted, abstention and the reasons for this, or the meaning of the affirmative vote. Similarly, any member of the Council has the right to request the full transcription of their intervention or proposal, as long as the text corresponding faithfully to his/her intervention is provided at the meeting or within the period of time defined by the Director, to be included, or a copy of which should be attached.

CHAPTER 3

International Academic Council

Article 6

Nature, Composition and Functions

6.1. In accordance with IBEI's Statutes of Association of the IBEI, the International Academic Council is an advisory consultative body comprised of internationally renowned academics, to which the specific functions are attributed of assessing the suitability and quality of the planned academic activities, in the present and for the future to ensure excellence and the international visibility of IBEI.

6.2. The Board, at the proposal of the President of IBEI, and with the approval of the Chairperson of the International Academic Council, approves the composition of the International Academic Council that must have between 6 and 20 members. The members of the International Academic Council shall be appointed by the Board, suggested by the Chairperson, for renewable periods of 5 years, if possible in a staggered manner. The Board also appoints its Chairperson, recommended by the President of IBEI. The Board can delegate certain functions to the International Academic Council in terms of information and scientific advice for adopting decisions, especially regarding the promotion of IBEI staff.

6.3. The Director and President of IBEI participate in meetings of the International Academic Council with voice but with no vote, in addition to other persons linked to IBEI's academic activities, who are expressly invited by the Chairperson of the International Academic Council.

Article 7

Regime and Notification of Meetings

7.1. The International Academic Council is convened by its Chairperson, or at the request of a third of the members of the Council. The request must include the agenda and, respecting section 5 of this article, the Chairperson must convene the International Academic Council within a maximum of ten days following receipt of the request.

7.2. The Chairperson must define the agenda for meetings, after consulting the President or Director of IBEI. The agenda must include, if appropriate, the request made by a third of the members of the Council five days before the meeting.

7.3. Notification of the meeting must include the day, time and place of the meeting, and must be accompanied by the agenda. The documentation must be made available five days before the date of the meeting, if it is available.

7.4. The International Academic Council conducts its functions in full and can create specific commissions deemed appropriate, for analysis, study and debate, with specific functions and the agreed number of members.

Article 8

Procedure for Meetings

8.1. At each meeting, the Secretary must prepare the relevant minutes with the approval of the Chairperson. These must include the list of attendees and absentees, agenda, place and time of the meeting and the main points of the deliberations and content of the agreements adopted. The functions of the Secretary come under the remit of the Management, who shall attend the meetings with a voice but with no vote.

8.2. The minutes of the previous meeting are attached when the next meeting is convened and must be submitted to the Council for approval at the beginning of the next ordinary session. The minutes must include the list of attendees and absentees, the agenda, place and time of the meeting and the main points of the deliberations and content of the agreements adopted.

CHAPTER 4

IBEI Personnel

Article 9

Types of Personnel

9.1. IBEI is made up of teaching and research staff and administration and support services staff.

9.2. As regulated in Article 38.2 and 38.3 of the Foundation's Statutes of Association, the teaching and research staff can come either from patron Universities, with prior authorisation from the relevant University, in which case students obtain the same academic recognition as if the activity had been conducted entirely at the University, or staff can be recruited directly by IBEI.

Article 10

Teaching and Research Staff

10.1. The following staff categories exist at IBEI for teaching and research staff:

- a. Full time IBEI academic staff
- b. Research Associates
- c. Visiting professors and researchers
- d. Post-doctoral researchers
- e. Research assistants and pre-docs
- f. Research Fellows
- g. Distinguished Fellows

10.2. Full time IBEI academic staff can be temporary or permanent. These academic staff shall be appointed by IBEI through internal funding, external funding or mixed funding.

10.2.1. Assistant professors are temporary staff members at IBEI, and can opt for permanent tenure if they obtain a positive evaluation of their academic performance before the end of their contract. Article 14 outlines the selection and promotion process for IBEI academic staff.

10.2.2. IBEI's permanent academic staff consist of two categories; Associate professors and Research professors.

10.3. Research Associates can come from patron Universities, CIDOB or other research institutions. The process for their incorporation is outlined in article 15 and shall be regulated through agreement with the institutions of origin.

10.3.1. Professors from patron Universities can request their formal incorporation to IBEI as Research Associates, in accordance with the regulations defined in the collaboration agreements existing between the universities and IBEI, the universities' regulations and those of the Institute itself.

10.3.2. Researchers from CIDOB with a Ph.D. can become Research Associates at IBEI, as part of the framework established in the agreement between both foundations.

10.3.3. Researchers from other research institutions (other universities, ICREA, etc.) can become Research Associates at IBEI, on request, and in accordance with the regulations defined in the collaboration agreements established between both institutions and with the Institute's regulations.

10.3.4. Professors and researchers in this category must have permanent tenure or an equivalent status in their institution of origin.

10.4. Academic staff from other universities and research centres that carry out temporary residency at IBEI for a period of time will be considered visiting professors if they have a similar level of recognition in their institution of origin, while other temporary residencies will be considered visiting researchers.

10.5. IBEI post-doctoral researchers can be either funded by IBEI or externally funded. They have contracts of limited duration, which have to be initiated within five years of the finalisation of the doctoral thesis (Marie Curie, Juan de la Cierva, research projects, etc.).

10.6. IBEI can appoint research assistants and pre-docs, linked to research projects for a maximum period of four years, who can fulfil teaching practice.

10.7. IBEI Research Fellows are appointed by the IBEI Scientific Council for a period of four years. They are required to hold a PhD degree and to show an active research profile. These appointments can be renewed and are aimed to provide a stable affiliation to researchers collaborating with IBEI. The status of Research Fellow will allow to participate in IBEI's academic activities, obtain research support and to be involved in research projects and teaching activities at the Institute.

Senior Research Fellows will share the same requirements as Research Fellows, but they will be appointed as Senior Research Fellows according to their seniority, upon the approval of the IBEI Scientific Council.

10.8. Distinguished Fellows are honorary appointments made by the IBEI Scientific Council for a period of four years. They are required to exhibit an exceptional professional carrier related to the academic areas in which IBEI is involved. These appointments can be renewed and are aimed to provide a stable affiliation to fellows collaborating in teaching and or research with IBEI.

Article 11

Teaching Staff

IBEI has the following categories of staff involved exclusively in teaching:

- a. Adjunct professors from patron Universities and CIDOB that conduct more than 10 hours' of teaching a year for postgraduate programmes delivered at IBEI. Recognition is approved annually by the Board of IBEI and previously examined by the Institute's Scientific Council.
- b. Collaborating lecturers participate in IBEI's teaching programmes and in different methods of teaching. They are chosen at the proposal of the Director for specific activities, who reports annually to the Institute's Scientific Council.

Article 12

Administration and Support Services Staff

12.1. The administration and support services staff are dedicated to administrative and management tasks for IBEI's areas and programmes of research and teaching.

12.2. The administration and support services staff shall support the Director and Manager, by managing and coordinating activities in the topic-based and functional areas assigned to them, and exercising specific authority delegated. They shall also support collegiate bodies and individual positions created through these Regulations.

Article 13

Academic Staff Commission

13.1. The Academic Staff Commission is a collegiate body that makes proposals for the incorporation of IBEI's own academic staff, and also reports on the incorporation of Research Associates, whether temporary or permanent. The Commission will be in charge of evaluating the candidates and proposing appointment to the Board.

13.2. The Academic Staff Commission is convened at the request of the Director of IBEI. It shall consist of all permanent academic staff of the Institute, Research Associates, and will be chaired by the Director of IBEI or the professor delegated. It will guarantee that no member of

the commission participates in decisions affecting proposals for positions in categories superior to their own.

13.3. At the proposal of the Director, specific sub-commissions can be established to manage, and promote job vacancies. These sub-commissions can also be given specific tasks to select post-doctoral researchers and research assistants.

Article 14

Academic Promotion of the IBEI Staff

14.1. IBEI's academic staff with a temporary contract can opt for permanent tenure, as long as this possibility was formalised explicitly at the beginning of their contract.

14.2. The evaluation process will begin with a written request by the applicant to the Director of the Institute, when the researcher considers appropriate, given his/her academic results. The request cannot be made during the first year of a contract with the Institute. Furthermore, if the applicant does not request the evaluation by the end of the contract period, the Institute's commitment to consider granting a permanent contract will have expired.

14.3. The evaluation process shall consist of the following phases:

14.3.1. Once the request is received, the Director will convene a commission to examine the case. The commission will be chaired by the Director who will choose two researchers to be part of the commission. One of them will have no institutional or contractual link to the Institute, but take into account the applicant's research area.

14.3.2. The commission will examine the applicant's curriculum vitae, his/her publications and other additional material, and will also request written reviews on the quality of the publications from at least five specialists in the applicant's area of research.

14.3.3. If the decision is positive, the Director will transfer the proposal for permanent appointment to the International Academic Council and request a brief report from the President, following discussion amongst its members on the aforementioned proposal for permanent recruitment.

14.3.4. Finally, the permanent appointment of the applicant researcher must be approved by the Board of the IBEI, at the request of the Director of the Institute. To give its approval, the Board of the Institute will require the report from the International Academic Council, and the applicant will need to have a reference from a university evaluation agency, which enables him/her to apply for tenured positions in public universities in Spain.

14.4. The Board of IBEI will establish, when necessary, a similar process to regulate promotion from associate professor to research professor at IBEI.

Article 15

Process for the Incorporation of Research Associates

15.1. To become Research Associate of IBEI, the request must be addressed to the Director of the IBEI, outlining the task to be developed and any other circumstances considered of interest. The request must be examined by the Academic Staff Commission and approved by the Board of IBEI.

15.2. Once the Commission has issued its report, and before the Board considers his/her affiliation as Research Associate to IBEI, the applicant must request that the Vice-Chancellor of his/her university certifies that they belong to the institution, and follow the specific process established by their university. Affiliation to IBEI will be for four years and can be renewed in accordance with the process provided for.

15.3. For Research Associates, a specific agreement with each university or research centre will determine the management of research projects, the distribution of project overheads, and other organisational aspects related to Research Associates. In all cases, publications by Research Associates must state dual association to their institution and to IBEI, so that their research activity is reflected in both areas.

CHAPTER 5

Teaching Staff Commission

Article 16

Legal Nature and Composition

16.1. The Teaching Staff Commission is a representative collegiate body for IBEI academic staff.

16.2. The Teaching Staff Commission is comprised of:

- a. The Director of IBEI who chairs the Commission.
- b. All teaching and research staff at IBEI, as well as adjunct teaching staff who deliver teaching for Postgraduate studies at IBEI.
- c. The Manager of IBEI is also able to attend meetings of the Teaching Staff Commission with voice but no vote, as are persons especially invited due to the subject to be addressed.

Article 17

Functions

17.1. The Teaching Staff Commission has the following functions:

- a. To inform IBEI academic staff of new developments relating to the management of teaching and postgraduate activities.

- b. To identify concerns amongst teaching staff while providing a space for dialogue and the exchange of opinions between academic staff and the management.
- c. Any others with which it is entrusted.

Article 18

System for Meetings

18.1. The Teaching Staff Commission must meet, in an ordinary session, at least twice a year. It can also meet, extraordinarily, in accordance with the provisions of these regulations.

18.2. It conducts its functions in full and can create specific commissions deemed appropriate for analysis, study and debate, with specific functions and the agreed number of members. These commissions act as preparatory bodies for the topics to be debated by the Teaching Staff Commission.

Article 19

Notification of Meetings

19.1. The Teaching Staff Commission is convened by the Director, at his/her initiative or at the request of a third of the members of the Commission. In this case, the request has to indicate the points to be included on the agenda, and the Director has to convene the Teaching Staff Commission within a maximum of ten days from receiving the request.

19.2. The Director defines the agenda for the meetings, which must include, if relevant, any requests made by a third of the members of the Commission five days before the meeting is held.

19.3. Any matter not included in the agenda cannot be subject to deliberation or agreement, unless all members of the Commission are present and the urgency of the matter is declared with the affirmative vote of the majority.

19.4. The notification of meetings is exclusively online, and sent to the email address provided for this purpose.

19.5. Notification of a meeting must indicate the day, time, and location of the meeting, and be accompanied by the agenda. The documentation should be made available five days before the date of the meeting, if it is available.

6. Ordinary meetings are convened with at least seven days' notice, and extraordinary meetings are convened at least three days in advance.

Article 20

Procedure for Meetings

20.1. At each meeting, the Secretary must prepare the relevant minutes with the approval of the Director. These must include the list of attendees and absentees, the agenda, place and

time of the meeting and the main points of the deliberations and content of the agreements adopted. The functions of the Secretary come under the remit of the Management or the person delegated.

20.2. The minutes of the previous meeting are attached when the next meeting is convened and must be submitted to the Commission for approval at the beginning of the next ordinary session.

20.3. Any member of the Commission has the right to request the full transcription of their intervention or proposal, as long as the text corresponding faithfully to his/her intervention is provided at the meeting or within the period of time defined by the Director, to be included, or a copy of which should be attached.

CHAPTER 6

Research Staff Commission

Article 21

Legal Nature and Composition

21.1. The Research Staff Commission is a representative collegiate body for research staff at IBEI.

21.2. The Research Staff Commission is comprised of:

- a. The Director of IBEI, who chairs the Commission.
- b. All research staff at IBEI, as defined in Article 10 of these regulations.
- c. The Manager of IBEI is also able to attend meetings of the Research Staff Commission with voice but no vote, as are persons especially invited due to the subject to be addressed.

Article 22

Functions

22.1. The Research Staff Commission has the following functions:

- a. To inform IBEI researchers of new developments relating to the management of research activities.
- b. To detect concerns of researchers while providing a space for dialogue and the exchange of opinions between research and management staff.
- c. To define coordination mechanisms between researchers to increase the quality of research programmes and associated projects.
- d. To evaluate research programmes in progress and advise the Management of future institutional lines of action in this area.

- e. Any others with which it is expressly entrusted.

Article 23

System for Meetings

23.1. The Research Staff Commission must meet, in an ordinary session, at least twice a year. It can also meet, extraordinarily, in accordance with the provisions of these regulations.

23.2. It conducts its functions in full and can create specific commissions deemed appropriate for analysis, study and debate, with specific functions and the agreed number of members. These commissions act as preparatory bodies for the topics to be debated by the Research Staff Commission.

Article 24

Notification of Meeting

24.1. The Research Staff Commission is convened by the Director, at his/her initiative or at the request of a third of the members of the Commission. In this case, the request has to indicate the points to be included on the agenda, and the Director has to convene the Research Staff Commission within a maximum of ten days from receiving the request.

24.2. The Director defines the agenda for the meetings, which must include, if relevant, any requests made by a third of the members of the Commission five days before the meeting is held.

24.3. Any matter not included in the agenda cannot be subject to deliberation or agreement, unless all members of the Commission are present and the urgency of the matter is declared with the affirmative vote of the majority.

24.4. The notification of meetings is exclusively online, and sent to the email address provided for this purpose.

24.5. Notification of a meeting must indicate the day, time, and location of the meeting, and be accompanied by the agenda. The documentation should be made available five days before the date of the meeting, if it is available.

24.6. Ordinary meetings are convened with at least seven days' notice, and extraordinary meetings are convened at least three days in advance.

Article 25

Procedure for Meetings

25.1. At each meeting, the Secretary must prepare the relevant minutes with the approval of the Director. These must include the list of attendees and absentees, the agenda, place and time of the meeting and the main points of the deliberations and content of the agreements adopted. The functions of the Secretary come under the remit of the Management or the person delegated.

25.2. The minutes of the previous meeting are attached when the next meeting is convened and must be submitted to the Commission at the beginning of the next ordinary session.

25.3. Any member of the Commission has the right to request the full transcription of their intervention or proposal, as long as the text corresponding faithfully to his/her intervention is provided at the meeting or within the period of time defined by the Director, to be included, or a copy of which should be attached.

CHAPTER 7

IBEI's Teaching Quality Commission

Article 26

Legal Nature and Composition

26.1. The Teaching Quality Commission is a collegiate body responsible for managing, coordinating and implementing internal quality systems to guarantee the quality of formal teaching programmes. Its mission is to drive continual improvement in the Institute's postgraduate programmes.

26.2. The Teaching Quality Commission is comprised of the following ex officio members:

- a. The Director of IBEI, who chairs the Committee
- b. The Manager of IBEI
- c. The coordinators of formal postgraduate training programmes delivered at IBEI
- d. Three academic staff members representing the universities that award the qualifications. They can be representatives of the universities on the Scientific Council, or persons delegated, who have a teaching role on IBEI's training programmes.
- e. Three academic staff members representing teaching staff contracted directly by IBEI, chosen from among doctoral researchers contracted by the Institute, with a teaching role on the Institute's training programmes
- f. Three student representatives of the formal training programmes.
- g. An alumni representative
- h. Two administration and support services staff representatives.

26.3. The Teaching Quality Commission is mandated for one academic year.

Article 27

Functions

27.1. The Teaching Quality Commission has the following functions:

- a. To verify compliance with the general requirements of the quality policy and objectives of the Master's Degree programmes, and monitor the public dissemination of this information.
- b. To analyse and suggest improvements in the procedures for:
- c. Assessment and improvement of quality in programmes and among teaching staff.
- d. Quality assurance for external placements and mobility programmes
- e. Analysis of the employability of students and satisfaction levels towards training received
- f. Analysis of the satisfaction of the different groups involved and attention to suggestions and complaints received.
- g. To conduct the development and follow-up of the different processes comprising the system, the identification and coordination of the units involved, follow-up of corrective actions for improvement, planned changes that may affect the quality system, the results of each process and recommendations to be taken into account to improve study plans.
- h. Development of proposals to improve the quality system for training programmes that shall be presented to the Scientific Council for implementation, monitoring and evaluation.

Article 28

System for Meetings

28.1. IBEI's Teaching Quality Commission must meet, in an ordinary session, at least twice a year and always in term time. It can also meet, extraordinarily, in accordance with the provisions of these regulations.

28.2. It conducts its functions in full and can create specific commissions deemed appropriate for analysis, study and debate, with specific functions and the agreed number of members. These commissions act as preparatory bodies for the topics to be debated by IBEI's Teaching Quality Commission.

Article 29

Notification of Meeting

29.1. The Teaching Quality Commission is convened by the Director, at his/her initiative or at the request of a third of the members of the Commission. In this case, the request has to indicate

the points to be included on the agenda, and, in virtue of section 5 of this article, the Director has to convene the Teaching Quality Commission within a maximum of ten days from receiving the request.

29.2. The Director defines the agenda for the meetings, which must include, if relevant, any requests made by a third of the members of the Commission five days before the meeting is held.

29.3. Any matter not included in the agenda cannot be subject to deliberation or agreement, unless all members of the Commission are present and the urgency of the matter is declared with the affirmative vote of the majority.

29.4. The notification of meetings is exclusively online, and sent to the email address provided by IBEI for this purpose.

29.5. Notification of a meeting must indicate the day, time, and location of the meeting, and be accompanied by the agenda. The documentation should be made available five days before the date of the meeting, if it is available.

29.6. Ordinary meetings are convened with at least seven days' notice, and extraordinary meetings are convened at least three days in advance.

Article 30

Procedure for Meetings

30.1. IBEI's Teaching Quality Commission is validly constituted, for the purpose of conducting meetings and deliberations and making agreements, when an absolute majority of its members are present, including the Director or, if appropriate, those substituting him/her.

30.2. Attendance at IBEI's Teaching Quality Commission is on an individual basis and the vote cannot be delegated. Members of the Commission have the right and obligation to attend Commission meetings, except in cases of duly justified absence provided in writing, and to express their opinion and issue their vote in accordance with regulations, in addition to receiving the information and available documentation sufficiently in advance of the ordinary sessions. They can also be exempted from other activities, as IBEI members, during the time necessary for them to attend Commission meetings.

30.3. The Director, or person delegated, chairs and moderates the debate. At the suggestion of the Director, the Commission can decide the time spent debating a particular point.

30.4. At each meeting, the Secretary must prepare the relevant minutes with the approval of the Director. These must include the list of attendees and absentees, the agenda, place and time of the meeting and the main points of the deliberations and content of the agreements adopted. The functions of the Secretary come under the remit of the Management or the person delegated.

30.5. The minutes of the previous meeting are attached when the next meeting is convened and must be submitted to the Commission for approval at the beginning of the next ordinary session.

30.6. The minutes must include, at the request of respective members of the Commission, if relevant, the vote against any agreement adopted, abstention and the reasons for this, or the meaning of the affirmative vote. Any member of the Commission has the right to request the full transcription of their intervention or proposal, as long as the text corresponding faithfully to his/her intervention is provided at the meeting or within the period of time defined by the Director, to be included, or a copy of which should be attached.

CHAPTER 8

Individual Positions

Article 31

The Director

31.1. The role of Director and his/her functions of governance, administration and representation are regulated in IBEI's Statutes of Association.

31.2. The Director shall develop his/her own academic management structure. The staff comprising the academic management structure shall manage and coordinate the activities of the specific topic-based and functional areas assigned by the Director, and shall exercise the specific authority delegated to them by the Director.

31.3. If considered appropriate, the Director can designate one or more individual roles to support his/her functions.

Article 32

The Manager

32.1. The Manager shall be proposed, appointed and revoked by the Director in accordance with criteria on professional capacity and experience. If revoked, the Director must notify the Board.

32.2. In the case of a vacancy, absence or illness, the Manager shall be substituted in his/her functions by the person temporarily designated by the Director.

32.3. The Manager of IBEI shall manage human, financial and administrative resources, in accordance with the Director's guidelines.

32.4. The Manager shall carry out his/her functions on a full time basis and cannot conduct teaching or research functions.

32.5. The role of Manager is remunerated, through a work/commercial contract, under the terms considered appropriate for the nature and representative aspect of the role and its functions.

32.6. The Manager can have a direct support team for tasks, and to which authority can be delegated specifically. In this case, the Manager shall develop a proposal for structuring and delegating tasks, which must be agreed by the Director.

32.7. The Manager has the following functions:

- a. To develop the proposed multi-annual programming and preliminary budget, and exercise control over the management of income and expenditure defined, in addition to monitoring his/her forecasts.
- b. To administer and manage the Foundation's assets.
- c. To manage administration and support services staff at the Foundation.
- d. To monitor the implementation of agreements by the Board on financial and administrative matters.
- e. To issue documents and certificates requested on the financial situation and management of the Foundation.
- f. Any other function attributed by relevant legislation or delegated or assigned by IBEI's governing bodies.

Article 33

Training Programme Coordinators

33.1. For each IBEI training programme, the Scientific Council can decide to appoint a coordinator, at the proposal of the Director, who will be fundamentally in charge of issues related to planning, monitoring and implementation. Coordinators shall be responsible for the academic management of their programme.

33.2. Full time IBEI academic staff, assigned teaching staff, visiting or affiliated professors, and associate researchers can be coordinators of an academic programme. The duration of the role is two years and may be renewed.

33.3. The coordinator of a Master's programme has the following functions:

- a. To supervise the content of programmes and subjects on the relevant Master's Degree and its teaching application.
- b. To coordinate the organisation of teaching groups, jointly, with the Academic Management Area, in addition to the assigning classrooms and examination schedules.
- c. To coordinate the different teaching programmes and their coordinators: Mundus MAPP, work placement programme, etc.
- d. To assist the Director of IBEI and act, if appropriate, in representation of him/her, for academic areas related to the Master's Degree.
- e. To attend to exceptional cases and incidents that may occur regarding students and academic staff

Article 34

Research Programme Coordinators

34.1. For each key topic-based research area at IBEI, the Scientific Council can consider it appropriate to appoint a coordinator, proposed by the Director, and responsible for driving research in the programme area.

34.2. Research programme coordinators must also ensure they attract human resources, apply for new research projects and foster institutional relations linked to the topic area of their research programme.

34.3. Permanent IBEI academic staff, as well as assigned teaching staff and associate researchers, can be research programme coordinators. The duration of the role is two years and may be renewed.

CHAPTER 9

IBEI Students

Article 35

Student Rights and Obligations

35.1. IBEI students are those registered for an academic postgraduate programme delivered by the Institute.

35.2. IBEI students shall have the following rights and obligations:

RIGHTS:

- a. To receive training and teaching of quality, that is participative, analytical and adapted to an accurate representation of society.
- b. To have prior information on the academic regulations, study plans and objectives, and general assessment criteria.
- c. To participate directly and be represented on governing bodies, under the terms defined in these Regulations.
- d. To participate in the assessment of teaching under the terms defined.
- e. To take part in exchange and mobility programmes.
- f. To participate in activities organised by IBEI.
- g. To be informed of matters affecting the life of IBEI.
- h. To have access to appropriate facilities and equipment for the optimal development of their functions, and use them in accordance with the regulations.

- i. To receive direction and assessment with regards to their academic and professional training.

OBLIGATIONS:

- a. To conduct student tasks with dedication and responsibility.
- b. To follow and participate in teaching activities.
- c. To contribute to the improvement of IBEI.
- d. To respect the regulations for coexistence in an open and tolerant teaching community.
- e. To respect and preserve IBEI's heritage.
- f. To conduct students roles and representation for which they have been designated or elected.
- g. To comply with these Regulations and other applicable regulations.

Article 36

The Role of Student Representative

36.1. Students in different years in each group must choose one or more delegates to represent them, and who shall be responsible for presenting suggestions, requests, proposals and queries to the Director.

Article 37

IBEI's Alumni Association

37.1. IBEI shall support the Institute's alumni community in order to drive and consolidate relations with the community of former students who have studied the Masters' Degree in International Relations.

CHAPTER 10

Modification of the Regulations

Article 38

Initiative and Procedure for Modification

38.1. Approval for modification shall require the affirmative vote of an absolute majority of Board members present and may be requested by the President or by one third of the members of the Board.

38.2. When the initiative comes from the Board members, the proposal for modification shall be raised in writing, to the President. The written proposal must include a purpose and objective for the modification, the reason, and, if relevant, the alternative text proposed.

38.3. Once the draft has been developed, a minimum period of ten days shall allow members to suggest amendments, to be debated, if any are raised, in an extraordinary Board meeting.

FINAL PROVISION

These regulations shall come into force when approved by an absolute majority of the Board members present.



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