

III. Other provisions

Regional Department of Education, University Affairs and Vocational Training

DECREE 13/2019, of 24 January 2019, approving the Statutes of the Universidade de Vigo.

Article 6.2 of Basic Law 6/2001, of 21 December 2001, on universities, establishes the procedure for drafting and approving the statutes of universities. It stipulates that they will be drawn up by universities and, upon verification of legality, approved by the Governing Board of the Autonomous Region.

Law 16/2010, of 17 December 2010, on the organisation and operation of the General Administration and the Galician Autonomous Public Sector, and Law 6/2013, of 13 June 2013, on the Galician University System, have designed a new action framework to which the statutes must be adapted both at structural, as well as functional and competence levels. This is expressly stated in the aforementioned Law 6/2013, of 13 June 2013, which, in its sixth transitional provision, establishes that universities from the Galician university system shall adapt their statutes to the provisions of this law within a maximum of three years from the entry into force of the law, as well as to any other applicable legislation.

In relation to the above, the present decree aims to approve the new statutes that will govern the operation of the Universidade de Vigo, in accordance with Law 6/2013, of 13 June 2013, on the Galician University System, as well as its adaptation to the provisions of Law 16/2010, of 17 December 2010, on the organisation and operation of the General Administration and the Galician Autonomous Public Sector.

On 31 October 2018, the Universidade de Vigo presented the draft statutes, which were approved by its senate in ordinary session of 18 October 2018, to the Regional Department of Education, University Affairs and Vocational Training, for approval and publication by this autonomous region.

Thus, in accordance with the provisions of Article 6.2 of Basic Law 6/2001, and upon compliance of the established procedures, the Regional Minister of Education, University Affairs and Vocational Training, by virtue of the powers conferred upon him/her by Law 1/1983, of 22 February 1983, regulating the Xunta and its Presidency, and after discussion by the Xunta de Galicia's Board at its meeting on 24 January 2019,

STIPULATES:

Single Article. *Approval of the statutes of the Universidade de Vigo*

The statutes of the Universidade de Vigo are approved with the wording contained in the

annex to this decree, and publication of the same is ordered.

Sole repealing provision. *Regulatory repeal*

Decree 7/2010, of 14 January 2010, approving the statutes of the Universidade de Vigo, is hereby repealed.

Sole final provision. *Entry into force*

This Decree shall enter into force on the day following its publication in *the Galician Official Gazette*.

Santiago de Compostela, 24 January 2019.

Alberto NuñezFeijoo,
President

Carmen Pomar Tojo
Regional Minister of Education, University Affairs and Vocational Training

ANNEX

Statutes of the Universidade de Vigo

Justification

1. University autonomy, recognised in Article 27.10 of the Constitution, is a fundamental right which ensures that universities manage their interests. This fundamental right is linked teleologically and by case law to guaranteeing academic freedom (i.e., the freedom to teach, study and research) from external interference.

In accordance with Article 6 of Basic Law 6/2001, of 21 December 2001, on Universities (LOU), all universities shall be governed by the said Basic Law and by other rules issued by the State and the Autonomous Regions in the exercise of their powers. Moreover, with regard to the above-mentioned general framework, each public university shall be governed by its specific law and by its statutes, which, as a manifestation of the said university autonomy, shall be drawn up by each university and, upon verification of legality, approved by the Governing Board of the pertinent autonomous region.

The Parliament of the Autonomous Region of Galicia, in exercise of the powers conferred upon it in Article 31 of the Galician Statute of Autonomy "on teaching in all its extension, levels and degrees", created the Universidade de Vigo by means of Law 11/1989, of 20 July 1989, on organisation of the Galician university system. This Law was repealed and replaced by the current Law 6/2013, of 13 June 2013, on the Galician university system, whose sixth transitional provision requires Galician universities to adapt their statutes as provided for therein. Upon receiving the draft statutes prepared by the Universidade de Vigo and verifying their legality, the Xunta de Galicia, in the exercise of the same regional powers, approved the present statutes by decree.

2. These statutes were conceived as a normative instrument in accordance with valid law and within the framework of the European Higher Education Area (EHEA). They promote the creation and dissemination of knowledge (that is, the University's own activity as a specific public higher education service provider); facilitate the tasks of governance, representation, management, administration and services (essential to run the University's own activity); and contribute to ensuring the rights, duties and freedoms of all university community members: students, teaching and research staff (PDI), and administration and services staff (PAS).

From this perspective, and always abiding by the statutes and the rest of the legal system, these statutes form a sufficiently broad framework of coincidences to achieve two objectives:

- a) that the University have its own, flexible and stable policy framework that allows it to adapt to changing circumstances; and
- b) that the contents of the statutes democratically accommodate the different sensitivities of

university policy derived from the democratic election and functioning of its bodies and academic structures.

3. The contents of these statutes correspond to such premises and its articles are structured into the following six titles:

- Preliminary title. General provisions (Articles 1 to 5).
- Title I. University structure, governance and administration (Articles 6 to 50).
- Title II. University community (Articles 51 to 96).
- Title III. Creation and transmission of knowledge (Articles 97 to 106).
- Title IV. University economic and financial system (Articles 107 to 114).
- Title V. Modification of the statutes (Articles 115 to 118).

The preliminary title (general provisions) regulates, *inter alia*, the nature, purpose, competence, institutional identity and headquarters of the University. Worth highlighting are the Universidade de Vigo's academic and territorial structure spread over three campuses (Article 4.2. Ourense, Pontevedra and Vigo), as well as its connection with the Galician language, culture, territory, and social and economic reality (Articles 1.3 and 2.4).

Title I (University structure, governance and administration) distinguishes between general governance and representation bodies, teaching centres and units, and R&D&I centres and units. Also noteworthy, is the Senate's institutional strength and power as the highest representative body of the university community and of its schools and faculties, the main axes on which university teaching revolves.

Title II (University community), rather than just provide a catalogue that duplicates rights, freedoms and duties found in other rules of the legal system (right from the Constitution itself, where rights such as academic freedom are defined, up to regulatory standards such as the Royal Decree regulating the university students' statutes), it aims to incorporate new elements that our university adds in addition to what the general rules provide (such as the regulation of the Students Council of the Universidade de Vigo), or include some already existing regulations that may be particularly sensitive.

Title III (Creation and transmission of knowledge) regulates the University's own activity and its expression or manifestations through teaching, research, transfer of knowledge, university extension and scientific dissemination.

Titles IV and V are devoted respectively to the economic and financial system of the University and to the modification of the statutes.

To sum up, it should be stressed that the order in the internal structure of each of the titles of these statutes is not random or casual and, many a time responds to a deliberate desire to strengthen the institutional weight of certain concepts. Thus, in Title I, the chapter

devoted to the governing and representative bodies begins with the regulation of the University Senate, the highest representation body of the university community. Furthermore, the consideration of students as users of the public higher education service and the basis of the University's existence determines that the first sectors of the university community regulated in Title II is the student; that the first of the University's own activities regulated in Title III is teaching; and that, in Title I, what appears first among the centres and the teaching units are the faculties and the schools, the principal points of encounter between students and university professionals, and the main backbones of academic life.

PRELIMINARY TITLE

General provisions

Article 1. *Scope*

1. The Universidade de Vigo is an institution at the service of society governed by public law, which enjoys autonomy and is endowed with legal personality, capacity and its own patrimony.

2. The Universidade de Vigo is responsible, within the framework of its competences, for the provision of a public higher education service through research, teaching, study, transfer of knowledge to society and university extension.

3. Galician is the language of the Universidade de Vigo and is the language of normal use in its activities.

4. The Universidade de Vigo is governed by the principles of autonomy, freedom, equality, solidarity, democracy, transparency, independence and plurality.

5. The Universidade de Vigo bases its activity and autonomy on academic freedom, manifested as the guarantee of freedom of study, academic freedom and freedom of research.

Article 2. *Purpose*

The purpose of the Universidade de Vigo is to:

1. Create, develop, review and transmit knowledge through quality and excellence teaching and research.

2. Offer quality higher education that contributes to comprehensive training of its students.

3. Train students to carry out professional activities that require the application of knowledge, techniques and scientific methods or artistic creation, with a view to job placement in the labour market.

4. Contribute to the progress and well-being of society through production, transfer and practical application of knowledge, as well as social projection of university activity, paying

special attention to the reality of Galicia, its culture and its language.

5. Transmit the highest values of coexistence, equality, ongoing support for persons with special needs, and foster dialogue, peace and respect for diversity.

6. Contribute to a just and egalitarian society where equality between women and men is respected.

7. Project university activity at national and international levels by establishing relations with other universities and institutions.

8. Facilitate ongoing and lifelong training of professionals and other social groups demanding higher education.

9. Promote and preserve its historical heritage and its cultural, urban and environmental setting, as an expression of its link with society.

10. Promote sustainable development, healthy living, culture, sport and volunteerism.

11. Establish a public service organisation based on participation and responsibility of its members, oriented towards quality culture, personal development, evaluation and accountability.

Article 3. *Responsibilities*

1. The Universidade de Vigo has the following responsibilities to lawfully fulfil its purposes in accordance with its autonomy:

- a) Elaborate and propose the modification of its statutes.
- b) Draft and adopt rules to implement its statutes or other applicable provisions.
- c) Elect, appoint and revoke the appropriate governance, representative and administrative bodies in accordance with the law and approve procedures to do so.
- d) Execute, approve, and manage its budgets and administer its assets.
- e) Establish and modify its personnel.
- f) Select, train and promote teaching and research staff as well as administration and services staff, and determine the conditions under which they have to carry out their activities.
- g) Draft and approve its academic and research plans and specific life-long learning.
- h) Create and manage funds to support study, research, culture dissemination and social benefit cover.
- i) Organise university extension, cultural, social and sports activities.
- j) Maintain and enhance assistance services to supplement personal development of all university community members along terms set forth in these statutes.

- k) Create specific structures to support study, teaching and research.
- l) Establish conditions for enrolment, study program continuity and evaluation of student knowledge.
- m) Issue academic and professional degrees or diplomas of an official nature, as well as establish and issue own university degrees and diplomas.
- n) Establish academic, cultural and scientific relations with Spanish or foreign institutions and encourage the corresponding exchanges.
- ñ) Other functions recognised by the legal system.

2. The prerogatives of the Universidade de Vigo to carry out its functions are:

- a) The presumption of legitimacy and enforceability of its acts, together with the powers of enforcement and administrative review.
- b) Act as the disciplinary authority for members of the university community.
- c) The power to use enforcement procedures and recover property *ex officio* along terms established by the legislation in force.
- d) The inalienability, unattachability and imprescriptibility of its assets and rights, as well as the priority and preferential privileges recognised by law.
- e) Tax exemption and exemption from all types of appropriations and deposits in accordance with the terms established by the legislation in force.
- f) Any other prerogative recognised by the legal system.

Article 4. *Institutional identity and headquarters*

1. The official name of the University is the "Universidade de Vigo". Its emblems and badges belong to its patrimony and may only be used by it or by the person to whom it grants the corresponding authorisation.

2. The Universidade de Vigo has three campuses: Ourense, Pontevedra and Vigo. The University will be organised in a functionally decentralised manner to perform its functions on the various campuses. The Vice-Chancellor's Office is located on the Vigo campus (As Lagoas, Marcosende). The Universidade de Vigo may, under the terms laid down in international laws and agreements, promote and create university institutions in other autonomous regions and abroad.

3. The official shield of the Universidade de Vigo has the following coat of arms description: "Of silver, and on waves of azure and silver, a sinople tree with three branches. And a closed royal crown".

Article 5. Monitoring and evaluation of activities, obligations and the pursuit of aims and objectives

The Universidade de Vigo, through its governing and management bodies, shall carry out appropriate monitoring and periodic evaluation of its activities, ensure compliance of obligations by all its members, and the pursuit of its aims and objectives.

TITLE I

Structure, governance and administration of the university

CHAPTER I

Overview

Article 6. Basic structure

The Universidade de Vigo is academically and organisationally comprised of general governing and representation bodies, educational centres and units, and R&D&I centres and units.

Article 7. Collegiate bodies

1. Members of collegiate bodies shall be elected in accordance with the requirements and procedures laid down in these statutes and in their implementing regulations; where a balanced proportion of women and men shall be sought.

2. The rules of procedure of each collegiate body may provide that the accumulation of a certain number of unjustified absences can result in cessation of membership from the body.

3. The collegiate bodies may establish delegated commissions. The establishment agreement shall specify at least the purpose and composition of the commission.

4. Information on the convening of meetings and agreements of the collegiate bodies shall be made public through electronic access. Members of collegiate bodies and those of the university community represented shall have electronic access to the minutes of such bodies.

Article 8. Elected single-person bodies

1. Members of single-person bodies shall be elected in accordance with the requirements and procedures laid down in these statutes and in their implementing regulations.

2. The candidate who obtains more than half of the validly cast votes (direct or weighted, as appropriate) will be nominated in the first round. If no candidate is elected, a second ballot will be held, with the two most voted candidates in the first round. In the second round, the person who obtains a simple majority of votes will be elected. In the case of a single candidate, he/she must obtain more yes than no votes.

Article 9. General conditions for the performance of functions in single-person bodies

In order to perform functions in single-person bodies, the office bearer, without prejudice

to other additional requirements, must be a full time staff member of the Universidade de Vigo, save for the provisions established in the corresponding article for the manager.

Article 10. *Causes of termination of office in single-person bodies*

1. The office bearer status in a single-person body shall terminate, if the requirements needed for such appointment are no longer met and, furthermore, when the office bearer resigns, retires, or his/her term of office expires, or he/she is appointed as member of another single-person body, or he/she is declared unfit to occupy the position, or upon implementation of revocation procedures established in these statutes, and for other legally foreseen circumstances.

2. In addition to the generic causes set out in the preceding paragraph, the single-person bodies nominated by an office bearer of another single-person body shall resign from his/her post, by decision of or due to extinction of the body that proposed him/her, but may continue in his/her functions until a new person is appointed to replace him/her.

CHAPTER II.

General governance and representative bodies

Section 1. *Senate*

Article 11. *Definition*

The University Senate is the highest representation and control body of the university community. It is composed of a minimum of 250 and a maximum of 265 members, according to the distribution indicated in the following Article.

Article 12. *Composition*

1. The Senate is made up of *ex officio* members and members elected from among the different university community groups by universal, free, direct and secret suffrage in accordance with the procedure approved by the Senate.

2. Ex-officio members are the Vice-Chancellor, the Secretary or General Secretary, the Manager, and the Deans or Heads of Faculties and Schools.

3. All *ex-officio* and elected members shall respect the following sector distribution:

- a) 51 % PhD permanent teaching staff (PDI-A).
- b) 9 % rest of teaching and research staff (PDI-B).
- c) 25 % students.
- d) 15 % administration and service staff (PAS).

Article 13. *Functions*

1. The functions of the Senate are to:

- a) Draft, approve and modify the statutes of the University.
- b) Adopt its rules of procedure and other rules provided for in these statutes in accordance with the provisions established in Titles I and II.
- c) Convene elections, on an extraordinary basis, for the position of Vice-Chancellor along the terms set out in these statutes.
- d) Create the appropriate commissions and elect their members.
- e) Elect representatives to the Governing Board and to specific non-delegated commissions, as specified in the statutes.
- f) Elect and, when appropriate, revoke the university ombudsman, approve rules of procedure for the same, and receive and approve the annual report.
- g) Report mandatorily on the proposal for the creation, modification or closure of centres and teaching and R&D&I units.
- h) Adopt rules relating to the disciplinary system of university community members.
- i) Know and discuss the strategic, programming and budgetary lines of the University.
- j) Know and discuss reports to be submitted by the Vice-Chancellor.
- k) Report mandatorily on the functions of the Governing Board referred to in Article 16 (i), (k) and (l).
- l) And all other functions attributed to it by the statutes or the legislation in force.

2. A third of the Senate may propose the convening of elections to the position of Vice-Chancellor. The University Senate shall meet within a maximum period of ten days upon receipt of such proposal. Its approval, which will require two-thirds, will involve the immediate call for elections to the office of Vice-Chancellor and to the University Senate within thirty days.

If the proposal is unsuccessful, none of the signatories will be able to sign up to a new proposal of this kind until a year has passed.

Section 2. Governing Board

Article 14. Definition

The Governing Board is the governing body of the University.

Article 15. Composition

1. The composition of the Governing Board shall be as follows:

- a) The Vice-Chancellor, who chairs it.
- b) The Secretary or General Secretary and the person in charge of Management.

c) Fifteen members appointed by the Vice-Chancellor, which must necessarily include the Deputy Vice-Chancellors.

d) Twenty persons elected by the Senate from among its members, of which ten will be teaching and research staff, eight will be PhDs with permanent links to the University, eight students and two members of the administration and service staff.

e) Fifteen members elected by the Senate among persons who manage centres and teaching and R&D&I units.

f) Three members of the Social Council who are not university community members.

g) The presence with voice of four trade union representatives is recognised: one from the most voted PDI civil servant trade union, another from the most voted PDI labour trade union, a third from the most voted PAS civil servant trade union, and a fourth from the most voted PAS labour trade union.

2. Members of the Governing Board are elected for a four-year term, except for the students' representative, who is elected for a two-year term.

Article 16. *Functions*

The Governing Board has the following functions:

a) Approve its rules of procedure.

b) Establish the University's strategic and programming lines and approve the general regulation of academic and research activities, as well as the guidelines and procedures for applying them.

c) Assist the Vice-Chancellor in all matters within his or her competence.

d) Approve all regulations that do not fall within the competence of the Senate.

e) Propose draft electoral regulations to the Senate.

f) Establish conditions for validation of titles and approve the creation of the university's own degrees and diplomas.

g) Approve the creation, modification and closure of departments, in accordance with the corresponding regulations approved by the Senate and report to the same.

h) Process and propose to the Xunta de Galicia the creation, modification or closure of centres and teaching and R&D&I units, as per the preceptive report of the Senate.

i) Approve proposals for the creation of new official Universidade de Vigo degrees, and the faculty or school to which such degree is attached, as per the preceptive report of the Senate.

j) Approve proposals for new official master's and doctoral degrees.

k) Approve the draft budget, in accordance with the prescriptive report of the Senate's general lines, and the University's annual accounts and send them to the Social Council for approval, and transfer credits between the various concepts of the current and capital transactions.

l) Prepare a draft multi-annual programme in accordance with the preceptive report of the Senate.

m) Promote the creation of or participation in the incorporation of companies, foundations or other legal entities, in accordance with applicable law.

n) Authorise signing of special relevance agreements and any other along terms provided for in the internal regulations of the University.

ñ) Convene elections for the total or partial renewal of the University Senate.

o) Agree on the creation of new services, as well as their modification or elimination, and inform the Senate and the Social Council about them.

p) Approve reports on verification of official titles petitions and send them to the competent bodies.

q) Propose rules to the Senate concerning the disciplinary system applicable to university community members.

r) Grant and, where appropriate, withdraw honorary distinctions of the University, in accordance with the circumstances and under the conditions set by regulation.

s) Determine the capacity of the centres and their access systems and advise the Social Council on rules governing continuity of students at the University.

t) Approve PDI and PAS staff hiring.

u) Decide, in accordance with legal provisions, on the announcement of job vacancies through competition for access by accredited persons and faculty members to the corresponding position or higher category.

v) Agree on proposals for hiring teachers, according to the provisions of the statutes, and prepare appointment and performance regulations for teacher recruitment commissions.

w) Promote ongoing quality improvement in the University.

x) Select from among its members representatives to the Social Council and to other commissions for which nomination of members is foreseen in the Governing Board, in these statutes or in the implementing regulations.

y) Any other function or competence assigned to it or recognised by law, by agreement of

the Senate, by decision of the Vice-Chancellor, or by these statutes and by the implementing provisions.

Section 3. Social Council

Article 17. Definition

The Social Council is the body through which society participates in the Universidade de Vigo and must act as a link between society and the University.

Article 18. Composition

The composition of the Social Council shall be in accordance with the provisions of the legislation in force. In any case, members of the Social Council are the Vice-Chancellor, the General Secretary, the Manager and at least one representative of the teaching staff, students and administration and services staff.

Article 19. Functions

The functions of the Social Council are those conferred upon it by law and the present statutes.

Section 4. Campus Councils

Article 20. Definition

Campus Councils are collegiate bodies for campus representation and coordination.

Article 21. Composition

1. Campus Councils have the following composition:

- a) The President, who will be the Vice-Chancellor of the University.
- b) One Deputy Vice-Chancellor.
- c) All Deans and Directors of the campus centres.

d) Five teaching faculty representatives, elected by and from among Senate members from the same sector and campus, of which at least one must not be a PhD member with permanent link to the University. There should be at least one or more representatives from each scientific field present on the campus, in case candidates exist.

e) Five students will be chosen by and from among Senate representatives from the same sector and campus. There should be at least one student representative from each scientific field present on the campus, in case candidates exist.

f) Two members of the administration and services staff that obtain the most votes on their campuses in the elections to the Senate.

g) Two trade union representatives: the most voted candidate from among the PDI and the most voted one among the PAS, who will have voice but no vote.

2. All Campus Council members shall be elected for a four-year term except student representatives, who shall be elected for a two-year term. The President shall appoint the secretary from among Council members with full-time dedication.

Article 22. *Functions*

The functions of the Campus Councils are to:

- a) Assist the University governing body in its operations and ensure proper performance.
- b) Participate in the appropriate implementation of the University's strategic planning on campus and ensure compliance.
- c) Develop and strengthen institutional relations, as well as cultural and university projection.
- d) Appoint the commissions they deem appropriate to better perform their functions.
- e) Promote coordination of university teaching program offers, as well as support for research within the scope of their competence.
- f) Adopt and promote initiatives that affect the different campus structures of the university, respecting their competences as well as those of other University bodies.
- g) Other powers conferred on them by these statutes and the regulations of the Universidade de Vigo, and when pertinent, the powers delegated to them by other governing and administration bodies.

Section 5. *Specific non-delegated commissions*

Article 23. *Equality Commission*

The University's Equality Commission is the collegiate body responsible for supporting and advising all governance and representation bodies of the Universidade de Vigo on equality issues. Members include the Vice-Chancellor, who chairs it, as well as the academic positions, members and representatives of the university community and society as provided for by law.

Article 24. *Quality Commission*

The Quality Commission of the University is responsible for dealing with issues related to planning, development and quality assessment as set out in its rules of procedure. Members include the Vice-Chancellor, who chairs it, and the academic positions, as well as members and representatives of the university community and society as determined by regulation.

Article 25. *Electoral Commission*

The Electoral Commission of the University shall decide on claims against decisions taken by the electoral committees of the centres and departments. It is composed of the Vice-Chancellor, who chairs it, and twelve members elected by the Senate from among its members.

Article 26. *Claims Commission*

The function of the University Claims Commission is to evaluate appeals made against decisions taken by the commissions relating to competitions for access to permanent staff positions. The Claims Commission shall pronounce its decision on the appeal within a maximum period of three months. Members include the Vice-Chancellor, who chairs it, and six Universidade de Vigo professors from different areas of knowledge, chosen by the Senate, with accredited extensive teaching and research experience.

Section 6. *Vice-Chancellor*

Article 27. *Definition*

The Vice-Chancellor is the highest authority of the Universidade de Vigo and is its representative. Duties include administration, governance and management of the University, implementation of the action lines approved by the corresponding collegiate bodies and execution of their agreements.

Article 28. *Election, appointment and substitution*

The university community shall elect the Vice-Chancellor from among in-service professors at the Universidade de Vigo, through direct election and free and secret universal ballot, for a four-year term with the possibility of a single re-election. The vote will be sector-weighted and the same percentages as in the Senate representation shall apply. Weighting shall take into account the total number of validly cast votes. The competent body of the Xunta de Galicia shall appoint the Vice-Chancellor. In the event of vacancy, absence or illness, the Vice-Chancellor shall be substituted by a prior designated Deputy Vice-Chancellor or, where appropriate, by the senior most Deputy Vice-Chancellor in the University.

Article 29. *Functions*

The Vice-Chancellor has the following functions:

- a) Represent the University institutionally and legally.
- b) Chair and convene the University Senate and the Governing Board meetings, as well as implement all its agreements and those of the Social Council.
- c) Act as the head of all University staff.
- d) Recruit and appoint University staff.

- e) Appoint all University positions.
- f) Designate, appoint and dismiss staff from the offices of the Deputy Vice-Chancellor, the General Secretary, Manager and, in general, all freely appointed positions.
- g) Direct and promote coordination and supervision of University activities and operations, and of all its governing and administrative bodies.
- h) Establish and organise inspection of services.
- i) Sign all kinds of agreements on behalf of the University.
- j) Issue university degrees and diplomas.
- k) Order payments.
- l) Delegate the exercise of his/her powers and grant mandates to represent the University where appropriate.
- m) Competences conferred on the Vice-Chancellor by law or the present statutes, and others that, although corresponding to the University, are not expressly conferred to other bodies in the statutes or in the implementing regulations.

Article 30. *Report to the Senate*

The Vice-Chancellor shall present to the Senate:

- a) The multi-annual planning report in the first regular Senate meeting of his/her mandate.
- b) A management report in the last quarter of each calendar year.

Section 7. *Deputy Vice-Chancellors*

Article 31. *Deputy Vice-Chancellors*

The Vice-Chancellor shall appoint Deputy Vice-Chancellors from among the teaching staff members who serve at the University to assist him/her in the exercise of his/her functions. The Deputy Vice-Chancellors shall have the responsibilities and functions assigned to them by the Vice-Chancellor.

Section 8. *General Secretary*

Article 32. *General Secretary*

1. The Vice-Chancellor shall appoint the General Secretary from among the University's public servants holding an academic degree, as provided for in the university legislation, in these cases.

2. The General Secretary shall also act in the same capacity for the Senate and the Governing Board.

3. The functions of the General Secretary are to:

- a) Draw up the minutes of the University collegiate bodies in which he/she acts as General Secretary.
- b) Receive, compile, deposit, safeguard, and certify the following documents:
 - Minutes of the University collegiate bodies in which he/she acts as General Secretary.
 - The general files.
 - The decisions and general instructions received from the Vice-Chancellor's Office.
 - The minutes of the University civil servant teaching and research staff taking office.
 - The official seal.
- c) Attest actions that he becomes aware of due to his/her position.
- d) Ensure publicity of the agreements signed by the Governing Board, the University Senate and of decisions issued by the Vice-Chancellor's Office, especially the ones referring to the implementing regulations of the statutes and other general rules.
- e) Organise solemn events of the University in which he/she must ensure compliance with the protocol.
- f) Any other function or competence that is assigned to him/her or provided for by the regulations in force or entrusted or delegated by the Vice-Chancellor.

Section 9. Management

Article 33. Management

The Vice-Chancellor shall appoint the Manager in agreement with the Social Council, after listening to the Governing Board, based on professional competence and experience criteria and after informing the representatives of the administration and services staff. The Manager shall have the consideration of a full-time senior officer, and his/her function shall be incompatible with any other public or private professional activity.

Article 34. Functions

Without prejudice to the functions that may correspond to him/her by law or by attribution of the Vice-Chancellor, the Manager's functions shall include:

- a) Management of the University's economic and administrative services, as well as the coordination and administration of the remaining services, in accordance with the instructions of the Governing Board and the Vice-Chancellor.
- b) Manage the administration and services staff by proxy for the Vice-Chancellor.
- c) Prepare draft budgets and, in the case of multi-annual programming projects, supervise and monitor budgetary implementation.
- d) Draw up and update the inventory of assets and entitlements that make up the University's patrimony.

- e) Issue as many documents and certifications as required in matters related to his/her functions.
- f) Any other function entrusted to him/her by law, the Vice-Chancellor, the statutes, and the implementing regulations.

CHAPTER III

Teaching centres and units

Section 1. Faculties and schools

Article 35. *Definition*

Schools and faculties are the centres responsible for organising the academic, administrative and managerial processes to attain bachelor's or master's degrees valid throughout the national territory. They may offer study programs leading to other degrees and perform functions determined by the University, for which they must have the appropriate means and organisation.

Article 36. *Creation, modification and closure*

1. The creation, modification and closure of centres referred to in the previous article, as well as the implementation and annulment of teaching programs leading to official and valid titles throughout the national territory, will be agreed upon by the competent body of the Xunta de Galicia, either on its own initiative, with agreement from the University Governing Board, or at the University's initiative, upon proposal by the Governing Board; and in both cases, after a favourable report from the Social Council. The General Conference on University Policy will be informed about this.

2. The Governing Board shall, at the request of the Senate or through own decision, initiate the process of creation, modification or annulment of a faculty or school, after obtaining the mandatory report from the Senate.

Article 37. *Functions*

The functions of the centres are to:

- a) Organise and manage teaching in the official degrees attached to the centre, and coordinate, supervise and control it.
- b) Propose the annual teaching schedule of the official degrees, in accordance with the official reports for the degrees and in accordance with University rules.
- c) Organise and coordinate teaching leading to the Centre's own titles.
- d) Propose the introduction of new degrees to the competent body.
- e) Participate in PDI selection procedures along terms determined by the Governing

Board.

f) Carry out the Universidade de Vigo's collaboration activities with public or private bodies on issues related to the centre.

g) Establish relations between departments and with other Universidade de Vigo centres and bodies, in order to ensure coordination of teaching and rationalisation of academic and administrative management.

h) Manage services and equipment assigned to the centre.

i) Manage and administer their budget allocation.

j) Perform the necessary administrative management to enable the above functions to be performed.

k) Promote, support and provide the material means available at the centre for training and complementary activities of the staff associated with the centre.

l) Safeguard student files and records.

m) Issue academic certifications requested by students to the centre.

n) Manage its internal quality assurance system.

ñ) Collaborate with the appropriate unit to achieve an egalitarian environment free from any type of harassment or violence.

o) Any other functions that may be attributed to them by these statutes and other provisions in force.

Article 38. *Centre Boards*

1. The Centre Board is the centre's collegiate representation and decision-making body. It is composed of the dean or director, who chairs it, and the following members attached to the centre:

a) All PDI-A staff.

b) A representation of PDI-B staff.

c) A representation of students.

d) A representation of the administration and services staff.

All *ex officio* and elected members shall conform to the following distribution percentages approximately: 51 % PDI-A, 29 % students, 10 % PAS and 10 % PDI-B staff.

2. The functions of the Centre Board are to:

a) Develop, approve and amend the proposal for its internal rules of procedure and other organisational regulations deemed necessary.

b) Elect and revoke the Dean or Director.

- c) Approve the proposed distribution of the centre's annual budget and its implementation.
- d) Implement and monitor curricula.
- e) Ensure proper functioning of all bodies and services of the centre.
- f) Prepare and coordinate, in an effective and appropriate manner, the schedule of the different subjects, monographic courses, specialisation courses, intermediate and final exams, and the distribution of classrooms and services and complementary lessons.
- g) Implement control measures to meet teaching obligations.
- h) Distribute spaces assigned to the centre.
- i) Approve and implement the quality assurance system.
- j) Any other function conferred to the Centre Board by these statutes and other regulations in force.

Article 39. *Degree Boards*

1. The Centre Boards and (where specified by the University's internal rules) the Degree Boards, are the bodies responsible for preparing the proposals for degree reports and their modifications.

2. The Degree Boards shall have a similar composition as the Centre Boards, except for new degrees, which shall comply with the provisions applicable by regulation.

Article 40. *Bachelor's and Master's academic committees*

1. The ordinary management of each official bachelor's or master's degree program shall be the responsibility of a specific academic committee chaired by the person coordinating the degree. The pertinent Centre Board shall elect the coordinator, secretary and members of each committee.

2. A specific academic committee is not needed in the case of bachelor's programs, if the ordinary management of such programs is directly attributed to the Centre Board in its rules of procedure.

Article 41. *Dean/Director*

1. The Dean/Director represents the centre and undertakes the centre's managerial duties and regular management.

2. The Centre Board shall elect this single-person body from among the permanent University teaching staff attached to the centre, for a three-year term, with the possibility of a single consecutive re-election.

3. The centre's Dean/Director, assisted by its governing team, is responsible for the direction and management of the centre and has the following functions:

- a) Represent the centre.
- b) Convene and preside over the Centre Board and other collegiate bodies of the centre as provided for by regulation.
- c) Implement the Centre Board's agreements.
- d) Supervise the operation of the centre's services.
- e) Direct the day-to-day management of the centre.
- f) Propose to the Vice-Chancellor the initiation of preliminary report proceedings to any member of the centre.
- g) Ensure compliance with teaching and mentoring/tutoring schedules.
- h) Perform all functions that correspond to the centre and not attributed to other bodies, as well as others assigned to him/her by current regulations and these statutes.

Article 42. *Deputy Deans/Deputy Directors*

The Dean/Director shall nominate Deputy Deans/Deputy Directors, who shall be appointed by the Vice-Chancellor. These management team members shall act under powers and functions delegated to them by the Dean/Director, as well as all those assigned to them by the internal rules of the centre.

Article 43. *Secretary of the centre*

The Dean/Director/ shall nominate the Secretary from among university staff members, who shall be appointed by the Vice-Chancellor. It is the duty of the Secretary to attest the agreements adopted by the centre's governing bodies, and to safeguard the minutes' books.

Section 2. *Departments*

Article 44. *Concept and functions*

1. The departments are the teaching and research units responsible for coordinating teaching in one or more knowledge areas, in one or more centres, in accordance with the University's teaching schedule. Their role is to support teaching and research activities and initiatives of teachers, and undertake other functions determined by the statutes.

2. In particular, these units have the following functions:

a) Draft the corresponding proposal for an education management plan, in accordance with the University's rules and the needs justified by the centres, and coordinate the teaching attributed to it.

b) Prepare reports on the teaching and research staff's needs in order to implement planning of teaching and research activities, by taking into account the needs justified by

the centres.

- c) Foster and promote research and development projects, agreements and contracts.
- d) Participate in PDI selection procedures along terms determined by the Governing Board.
- e) Intervene in the corresponding quality management.
- f) Administer and manage budget allocation, as well as request the financial and material resources needed to carry out duties.
- g) Plan and allocate means and resources, as well as provide care, maintenance and renewal of assets.
- h) Promote teaching, research and knowledge transfer activities and initiatives of academic staff.
- i) Promote training and pedagogical, scientific, technical or artistic updating of its teaching and research staff.
- j) All functions that these statutes and other provisions in force may confer to them.

Article 45. *Creation, merger, splitting, closure and coordination*

1. The University Senate shall establish the procedure for creating, merging, splitting and closure of departments, as well as the academic or economic criteria that should generally be fulfilled by any department created or any that needs to be created.

2. The Governing Board may establish promotional measures aimed at improving interdepartmental coordination with the aim of boosting academic performance.

Article 46. *Organisation and functions*

1. The department board is the collegiate representation and decision-making body of the department. The following percentages shall be respected approximately in its composition:

- a) 75 % ex officio members.
- b) 10 % representatives of the PDI-B staff who are not ex officio members.
- c) 10 % student representatives.
- d) 5 % representatives of the PAS staff.

2. Ex-officio members of the department board are comprised of PDI staff with a PhD degree and the PDI with a permanent link to the University.

3. Elected members to the department board shall be renewed every two years.

4. The Department Board's duties are to:

a) Draw up, adopt and amend the proposal for its rules of procedure.

b) Choose and revoke the Head of Department.

c) Choose, where appropriate, department representatives in all bodies in which it is represented.

d) Exercise the powers assigned to the department by these statutes or other regulatory norms.

5. The Head of the Department is responsible for chairing and representing the department board, and for exercising the functions delegated to him/her by the department board. The Head of Department shall be elected at an extraordinary meeting of the department board by secret ballot for a three-year term, with the possibility of a single consecutive re-election, from among permanent full-time teaching staff with a PhD.

6. The Head of Department's functions are to

a) Represent the Department.

b) Convene and chair over the department board and other collegiate bodies of the department as provided for by regulation.

c) Implement the department board agreements.

d) Oversee the operation of department services.

e) Direct the day-to-day management of the department.

f) Propose to the Vice-Chancellor the initiation of preliminary report proceedings to any member of the department.

g) All functions corresponding to operations of the department that are not attributed to other bodies and others attributed to it by current regulations and these statutes.

7. The Head of Department shall appoint a department secretary from among the members of the collegiate body.

Section 3. Health support centres

Article 47. Health support centres

1. In order to ensure proper organisation and implementation of degrees in the field of health, the University may create or participate in the creation of new structures that fulfil a multiple assistance function for undergraduate and graduate teaching programs, and for

research, transfer and innovation; and to that end, sign the appropriate agreement with the competent regional body in the field of health.

2. The creation agreement shall determine the nature of the structure and its objectives, plan its resources according to training and R&D&I needs, and determine the participation of the staff of these structures in teaching activities; and to that end, the University will grant *the venia docendi* whenever needed.

CHAPTER IV

R&D&I Centres and Units

Article 48. *Doctoral schools*

1. The doctoral schools manage teaching and doctoral activities at the Universidade de Vigo. A part of the management may be delegated to other teaching or R&D&I centres and units, with prior authorisation of the Governing Board.

2. Doctoral schools shall also be able to manage open research training activities.

3. As provided for by legislation, there may be one or more doctoral schools at the Universidade de Vigo in accordance with the strategic planning forecasts approved by the Senate. The creation, modification or closure of doctoral schools is the responsibility of the Governing Board, with prior report from the Senate.

Article 49. *University research institutes*

1. The university research institutes are centres dedicated to scientific and technical research, innovation or artistic creation. They may be:

- a) Own: those from the Universidade de Vigo.
- b) Mixed: those established with other universities or in conjunction with other public or private entities, through agreements or other forms of cooperation.
- c) Attached: those dependent on other public or private entities that establish an agreement with the Universidade de Vigo. This agreement shall take into account the system provided for in the event of closure of the institute, as well as its coordination or guardianship by the Universidade de Vigo.

2. The proposal for the creation, modification or closure of university research institutes is the responsibility of the Governing Board, with prior report from the Senate. In any event, the file, which will include the funding plan, must be publicly made available to the university community at least one month in advance.

3. University institutes should be self-financing.

Article 50. *Other R&D&I centres and units*

The Senate, upon receiving a proposal from the Governing Board, may establish other R&D&I centres and units for the purpose of taking on new projects or to accomplish the University's planned strategic planning objectives in action areas beyond the competence of any other individual unit or centre.

TITLE II

University community

CHAPTER I

General provisions

Section 1. Members, rights and duties

Article 51. *Members*

The university community includes students, teaching and research staff, as well as administration and services staff.

Article 52. *Rights*

Members of the university community have all the rights recognised in the legal system and, in particular, those provided by these statutes:

- a) Participate in governance, decision-making and management of the University.
- b) Use university facilities and services, in accordance with the rules of the University.
- c) Receive information on their rights and duties, as well as on services and grants placed at their disposal by the University.
- d) Enjoy an egalitarian, safe and healthy study and work environment.
- e) Receive agile and effective management of their legitimate interests from the University units and bodies.
- f) Benefit from scholarships, grants and assistance schemes created, promoted or managed by the Universidade de Vigo along established terms.
- g) Promote, participate and collaborate in university activities and the relationship between the University and society, in line with their specific training and capacity.

Article 53. *Duties*

The university community members' duties are provided for in the legal system and, in particular, in the provisions of the present statutes:

- a) Fulfil their academic and work duties.
- b) Contribute to the proper functioning and improvement of public services provided by the Universidade de Vigo.
- c) Respect the University symbols, institutions and patrimony in order to contribute to its worthy maintenance and use the means available to it properly.
- d) Assume the corresponding responsibilities when performing representative or governance and managerial positions or functions, subject to democratic and legal control of their work.

e) Enhance the prestige of the University and its link with its social environment in order to achieve greater equality, progress and well-being.

f) Promote equal opportunities and inclusion of all kinds of diversity, including that of identity and sexual orientation.

Section 2. Equality Unit

Article 54. Equal opportunities between women and men

One of the main objectives of the Universidade de Vigo is the development of policies that promote equal opportunities between women and men, support reconciliation of family, personal and working life, as well as the integration of sexual diversity, achievement of a non-harassment environment, and the fight against gender-based violence.

It will also ensure the use of inclusive language and non-stereotyped images in the administrative, scientific and cultural fields, as well as in its communication policy.

Article 55. Equality Unit

In order to achieve the objectives set out in the previous article, it shall have an Equality Unit, which shall be provided with the necessary means to carry out the following functions:

a) Design, in collaboration with the governing team, the institution's gender equality policies.

b) Implement, follow and evaluate gender equality plans.

c) Advise centres, bodies and services to integrate the gender perspective in all university activities.

d) Foster knowledge in the university community within the scope and meaning of the gender equality principle.

e) Conduct training and awareness-raising actions to achieve an equal and violence-free environment.

Section 3. Disciplinary code

Article 56. Legal system and functions

1. All university community members shall be subject to a disciplinary code governed by the laws, regulations and collective bargaining instruments applicable in each case. The contents of the present statutes in this matter shall be developed and specified by the Universidade de Vigo's rules on academic and university discipline.

2. Except in cases where a higher-ranking rule provides otherwise, it is up to the Vice-

Chancellor both to initiate disciplinary proceedings and to resolve them.

Article 57. Prevention of conflict situations and processing of disciplinary files

The University shall have the necessary technically trained human resources to ensure smooth functioning of services and to facilitate prevention and resolution of internal legal conflicts, including processing of confidential information and initiation of any appropriate disciplinary procedures.

Section 4. University Ombudsman

Article 58. General provisions

1. The University Ombudsman is the body that is specifically responsible for safeguarding the rights and freedoms of members of the university community from adverse actions taken by the various university bodies and services.

2. The Ombudsman's actions shall not be subject to the imperative mandate of any university institution and shall be governed by the principles of independence and autonomy.

3. The University Ombudsman's position is incompatible with the exercise of any governance position or University representation.

4. The University will provide the Ombudsman with the necessary human and material resources to carry out his/her functions.

5. The University Ombudsman will have an advisory committee to carry out his/her functions, with participation from all sectors of the university community.

6. The figure of the University Ombudsman shall be governed by the applicable general rules, by these statutes and by the regulations approved by the Senate to implement them.

Article 59. Election and dismissal

1. Any professional permanent staff from the Universidade de Vigo whom the University Senate considers to have personal and professional prestige may be elected as University Ombudsman.

2. The Senate shall elect the University Ombudsman for a period of six years, without further possibility of consecutive re-election. The candidate that obtains the majority of the votes cast by the Senate shall be elected as Ombudsman. If no candidate obtains said majority in the first round, voting between the two most voted candidates will be repeated, and the one obtaining two thirds votes of the members present will be elected. The candidate elected by the Senate will then be appointed by the Vice-Chancellor.

3. The University Ombudsman may be removed from office if at least 20 % of the Senate so requests, but removal will require an absolute majority vote of the Senate members.

Article 60. *Operating rules*

1. The University Ombudsman acts *ex officio* or at the request of a party in connection with applications, complaints, suggestions and observations that may need the Ombudsman's protection, and also upon request by any university community member. The University Ombudsman shall reject cases in which not all instances provided for by applicable university law have been exhausted, and shall indicate the appropriate procedures.

2. The University Ombudsman shall request and receive information from the pertinent university governing, representation and administration bodies affected by the applications, complaints, suggestions or observations. All members of the university community are obliged to provide the data and information requested by the University Ombudsman in the exercise of his/her duties.

3. The University Ombudsman's reports may serve as a motivation to initiate appropriate *ex-officio* review procedures.

CHAPTER II

Students

Section 1. *Access and continuity of studies at the Universidade de Vigo*

Article 61. *Access to the University*

Applicants who fulfil the requirements laid down by the provisions in force and who pass the legally established admission procedures shall qualify to receive university education at the Universidade de Vigo. The Governing Board, on a proposal from the centres, shall decide on the maximum number of new seats to be offered in each degree program.

Article 62. *Continuity of studies at the University*

After hearing the students' representatives in the Senate, the Social Council, at the behest of the Governing Board and upon receipt of a report from the Universities Board and the Galician Universities Board, shall establish the rules governing continuity of students in the University, taking into account the nature of the respective studies, as well as objective and reasoned criteria.

Section 2. *Students' rights and duties*

Article 63. *Students*

1. Students enrolled in any of the courses taught at the Universidade de Vigo centres are

considered Universidade de Vigo students.

a) Students enrolled in an official degree taught in a Universidade de Vigo centre shall have all the rights and duties that correspond to this group.

b) Other students enrolled in the University shall have the rights and duties provided for in the implementing regulations of these statutes.

2. Students from attached centres shall have the rights provided for in the affiliation agreements.

3. The University shall encourage the creation of ex-alumni associations and will maintain open participation channels with graduates. The Governing Board shall establish its conditions of establishment, operation and support.

Article 64. *Students' rights*

The Universidade de Vigo students, regardless of their learning modality, have all the rights recognised in the Constitution and in the rest of the legal system and, especially, the following ones:

a) Receive quality, up-to-date, expert, interdisciplinary academic training that fulfils the acquisition of competencies and knowledge associated with the chosen study programs and enables students to learn the different approaches and thus promote self-training. It also encourages attitudes and values characteristic to a democratic culture and respect for others and the environment.

b) Freedom of expression, assembly, association and demonstration at university level, as well as the right to make petitions, claims or complaints directly to the Universidade de Vigo bodies and services.

c) An inclusive and egalitarian academic training that would eradicate any discrimination and gender-based violence. The Universidade de Vigo will pay special attention to students who are in a unique situation such as pregnancy, maternity or paternity.

d) Receive specific attention according to the particular circumstances of students with temporary or permanent special educational needs, and thus guarantee their right to education.

e) Receive both educational and professional advice and assistance from the Universidade de Vigo teachers and services.

f) Receive objective evaluation in their academic performance, according to previously established evaluation criteria known prior to enrolment.

g) Receive continuous evaluation and have alternative overall evaluation tests.

h) Have access to scholarships and study aids in accordance with the terms laid down in the corresponding calls for aid, and thus ensure that no one is excluded from study due to economic reasons.

i) Have the facilities, means and resources at their disposal to normally carry out studies and other activities related to their training, as well as to enjoy all rights recognised at the Universidade de Vigo.

j) Obtain academic recognition for their participation in university, cultural, sports, and student representation, and solidarity or cooperation activities, in accordance with valid law and with official degree reports.

k) Reconcile studies with work and family life, taking into account the personal circumstances of the student in accordance with the Universidade de Vigo's organisational and budgetary facilities.

l) Participate in the evaluation of lecturers' teaching activity and in the institutional quality evaluation processes of the Universidade de Vigo's centres, degrees and services.

m) Receive additional training to acquire the necessary knowledge skills in the official languages at the Universidade de Vigo and, in particular, in Galician.

n) Suspend academic activities in degree programs taught at the centre for a certain period of time whenever an academic strike is approved by an absolute majority of the centre's students. Suspension shall be carried out in accordance with the provisions of this paragraph and in accordance with the procedure established by law. The exercise of the right to academic strike, when approved by students, shall be communicated to the competent body through the registry, at least 15 calendar days in advance. Going on academic strike does not give the right to recovery of the academic activities lost, but does include the right to perform assessment tests (scheduled on strike dates) at a later date by the persons responsible for the degrees after consultations with faculty and students.

o) That the Universidade de Vigo take measures to guarantee the right of students to receive their undergraduate and postgraduate education in the official language of the University.

Article 65. *Duties of students*

Students from the Universidade de Vigo, regardless of their study modality, are subject to all obligations established in the current legal system and in particular to:

a) Carry out studies and initiate research activities in their condition as university

students.

b) Develop legal and ethically appropriate behaviour in any academic activity susceptible to evaluation.

c) Be responsible for their participation in university activities and cooperate with their normal progress.

Article 66. *Evaluation of students*

1. Evaluation of students is the responsibility of the staff that teaches the subject, except in cases where a committee is required.

2. Persons that coordinate subjects will prepare the degree syllabi; which will be supervised, approved and published by the centres prior to start of enrolment period in each academic year, in accordance with their regulatory provisions.

3. Students have the right to be evaluated twice per academic year, according to the procedure specified in the subject's teaching guide, and in such a manner that only one final mark is shown in the exam record.

4. The evaluation tests for the end of career sitting shall be carried out in a period other than that laid down in the previous point.

5. In accordance with the rules and procedures established by law, the Universidade de Vigo will study the causes of manifestly repeated unfavourable exam results in a subject or degree program and try to correct them within its competence.

Article 67. *Evaluation tests*

1. The timetable and schedule of the overall evaluation tests, both theoretical and practical, shall be published prior to the beginning of the enrolment period and as far as possible tests shall not be held simultaneously.

2. Besides evaluation of the training achieved by the student, all evaluation tests must also have a teaching, critical appraisal and improvement function; and therefore, students shall have full access to his/her corrected tests as provided for in the regulations. Students shall also have the right to know their provisional results within a reasonable time period after completion of tests, and sufficiently in advance for normal development of the course. The actual implementation of this right shall be determined in a regulatory manner.

3. In the event of disagreement with the final mark in a subject, each student shall have the right to challenge his or her mark and receive a response in accordance with the procedure established by regulation.

Section 3. *Student representation and Students' Council at the
Universidade de Vigo*

Article 68. *Student representation at the Universidade de Vigo*

Students' representatives are those elected by students through the different electoral processes, and form part of the collegiate governance and representation bodies of the University and of the centres and teaching units.

Article 69. *Students' Council at the Universidade de Vigo*

1. The Students' Council at the Universidade de Vigo (Ceuvi) is the highest coordinating body for student representation at this University. It is an advisory, deliberative and organisational body.

2. Students who are members of the Universidade de Vigo Senate are also members of the Universidade de Vigo Students' Council.

3. Functions of the Universidade de Vigo's Students' Council include:

- a) Representing all students at other universities and institutions in Spain.
- b) Defending the rights and interests of the Universidade de Vigo students.
- c) Coordinating and organising student representatives at the Universidade de Vigo.
- d) Contributing to quality at the Universidade de Vigo and ensuring compliance with its norms and regulations.
- e) Having own rules of procedure.
- f) All functions conferred to it by the regulations in force.

4. The Students' Council of the Universidade de Vigo is structured through a) a general assembly of students, which has the obligation to meet regularly, at least once every academic year, and b) three student campus councils, which have the obligation to meet regularly, at least twice per academic year.

5. The chair of the Students' Council of the Universidade de Vigo will be elected at a Senate meeting, by direct, face-to-face, secret suffrage among its members. A candidate to the chair of the Universidade de Vigo Students' Council must necessarily be a member of the Governing Board. The chair of the Students' Council shall be revoked by the Vice-Chancellor if more than half of the Board members so request in writing.

6. The chair of the Students' Council of the Universidade de Vigo shall represent all students of the Universidade de Vigo at other universities and public institutions, as well as in the Spanish University Students' Council (Ceune) or in any analogous body that exists in the national and regional educational framework.

Article 70. *Student delegations*

1. Student delegations within the Universidade de Vigo centres shall be comprised of student representatives in collegiate bodies. The University shall provide the means for student delegations to carry out their purposes and functions.

2. The purposes and functions of the student delegations will include:

a) Representation and mediation before academic authorities and government bodies to establish a dialogue and information channel that facilitates university life.

b) Inform those they represent of any issues they deem appropriate and gather their opinions. If necessary, they may exceptionally undertake this function during school hours with prior permission of the centre.

c) Elect representatives to any authority, institution or organisation, in case no specific regulation exists.

d) Manage resources that the Universidade de Vigo makes available to them.

e) Promote and coordinate university extension and gender awareness activities.

f) Other purposes and functions contained in the current legal system.

Section 4. Activity to promote study, culture and sports in relation to students

Article 71. Extraordinary awards

1. The Governing Board, on a proposal from the centres, may award annual extraordinary awards for undergraduate and master's degrees. The Governing Board shall lawfully determine the conditions and procedures to be followed by proposals put forth by the Centres.

2. The Governing Board, at the behest of the doctoral schools, may award yearly extraordinary doctoral awards among PhDs who achieve the highest possible marks in the previous academic year.

Article 72. Care benefits and study aids

1. The Universidade de Vigo will develop supplementary student aid programs to cover needs not met or underserved by public administrations.

2. When creating supplementary aid programs, special attention will be paid to persons with family burdens, victims of gender-based violence, and persons with dependency or disability and other groups.

3. The University will be responsible for distributing aid to the most disadvantaged students for transport, residence, dining room, material or any other type of aid. The

criterion for aid distribution from the Universidade de Vigo shall preferably be economic and will be laid down by the Governing Board.

4. The Universidade de Vigo may offer its students collaboration scholarships for assistance services to the university community.

Article 73. Promotion of culture and sports

1. In order to seek comprehensive training of students, the Universidade de Vigo will strengthen relationships with other universities and institutions. It will help the recognised sports, awareness-raising, cultural and artistic associations to carry out their activities within the University.

2. Practising sports at the Universidade de Vigo is a part of student training and must be guaranteed by the University.

Article 74. Regulation related to students at the Universidade de Vigo

1. The Universidade de Vigo shall have a student regulation that guarantees:

a) Respect and enforces university students' rights, and individual and collective duties, as provided for in valid legislation, and in particular, in the University Student Statutes and the current Statutes of the Universidade de Vigo.

b) Specification of how student representation is articulated within the Universidade de Vigo.

c) Drafting of own student disciplinary code to ensure proper coexistence within the Universidade de Vigo.

2. The Universidade de Vigo will have a regulation to assess performance appraisal, teaching quality, and student learning process, with a view to:

a) Planning evaluation and academic performance appraisal of Universidade de Vigo students and cross-cutting issues.

b) Specifying the evaluation and performance appraisal processes of students at the Universidade de Vigo through an application and guarantee framework.

c) Ensuring a general framework for preparing teaching guides for the different study programs at the Universidade de Vigo.

d) Guaranteeing a general framework for implementing academic rights of students at the Universidade de Vigo, paying particular attention to the right to be assisted and guided by tutoring/mentoring, and the right to attend both theory and practical classes in the subjects

enrolled.

e) Establishing the indicators and procedures needed to monitor the objective conditions under which the different lessons are taught by developing a quality system based on ongoing improvement of the learning process at the Universidade de Vigo.

CHAPTER III

Teaching and research staff (PDI)

Section 1. General provisions

Article 75. Members and selection

1. The PDI staff at the Universidade de Vigo consists of:

- a) Civil servant teaching and research staff.
- b) Teaching and research staff contracted via the labour system.

2. Selection of the PDI staff (except visiting faculty and emeritus faculty members) shall be carried out through public competitions, which will be resolved based on the principles of equality, merit and capacity.

3. The Universidade de Vigo may, on an interim basis, cover university teaching staff vacancies, as well as permanent or temporary hired staff vacancies, until the position is finally filled following legally established procedures. In case of circumstances of an extraordinary nature or temporary suspension of a teacher's activity, it may be agreed to hire staff through an emergency procedure in accordance with the procedure established by regulation.

4. Selection commissions shall be approved by the Governing Board upon receiving a proposal to that effect from the departments. These shall be composed of five teaching faculty members from the same area of knowledge, failing which, they may be from related areas, all with merits stipulated in valid law, and of category equal to or greater than the vacancy at hand. Additionally, one representative of the working staff with voice but with no vote shall be part of the PDI-B selection committee.

Article 76. Teaching and research skills

Members of the Universidade de Vigo teaching staff have full teaching capacity. The PhD staff members of the Universidade de Vigo have full research capacity. The Universidade de Vigo shall provide the means and resources to its non-PhD members so that they are able to reach full research capacity.

Article 77. Regulations governing teaching staff

The University Senate shall approve a regulation to govern the teaching staff.

Section 2. Rights and duties of teaching and research staff

Article 78. Rights

In addition to those recognised by the Constitution and the rest of the legal system, the following are the rights of the Universidade de Vigo's teaching and research staff:

- a) Acknowledge and dignify staffs' study, teaching, research and management tasks.
- b) Participate through representatives in collective bargaining and determination of working, economic and professional conditions.
- c) Be informed about matters in which they have a direct interest, in accordance with the principle of transparency.
- d) Have decent labour, salary and working conditions, have the necessary economic, material and human resources to enable them to offer quality scientific, professional, cultural, technical, research and critical training.
- e) Develop a professional career, access promotion and professional development and, as a member of the university community, avail of the social action benefits.
- f) Receive ongoing training aimed at improving teaching and research capacity.
- g) Participate in teaching and research quality improvement processes at the Universidade de Vigo.
- h) Reconcile family, personal and working life.

Article 79. Duties

In addition to other duties provided for in the general rules and other provisions of these statutes, the following are the duties of the Universidade de Vigo's teaching and research staff:

- a) Update and renew academic knowledge, as well as pedagogical methodology.
- b) Carry out the corresponding teaching and research tasks, subject to the evaluation and control procedures of their academic activity.
- c) Assume responsibilities to the positions for which they are elected or appointed.
- d) Undertake appropriate management functions as provided for in the general regulations of the University and the internal regulations of the centres, as well as, of the teaching and R&D&I units in which they are integrated.
- e) Comply with the rules contained in these statutes and their provisions.

Section 3. Teaching staff teams and teaching career

Article 80. Teaching staff and promotion

1. Each new academic year, the Universidade de Vigo shall draw up and update the

teacher staffing tables by knowledge areas, departments, degrees and campuses. When quantifying teaching hours in each degree, it must be ensured that teaching groups have a size that ensures learning by students.

2. The Governing Board shall annually publish in the budgetary statement of expenditure, the list of teaching faculty jobs, in which all PDI positions are duly classified.

3. In order to facilitate access to the sabbatical year of full-time teaching staff, the annual budget of the University shall provide for funds that allow such activity to be financed, provided that the requirements established in the rules of the University are met.

4. The teachers' regulations will provide for mechanisms (including promotion, transformation or incorporation programs) that enable full-time academic career of the PDI by ensuring a balance between the different academic fields.

Section 4. Hired teaching and research staff

Article 81. Research staff employed under labour law

The University may recruit research staff under labour law using the modalities permitted by science, technology and research legislation.

Article 82. Teaching assistant staff

The University may hire full-time teaching assistants, for the duration legally provided, in accordance with the regulations in force. The activity of the teaching assistants will be oriented toward completing their teaching and research training.

Article 83. Teaching assistant staff (PhDs)

The University may hire full-time teaching assistant staff to perform teaching and research tasks for the duration legally provided, along the terms established in the current regulations. The teaching assistant staff (PhD) may be assigned teaching in all the study cycles.

Article 84. Associate professors

The Universidade de Vigo may hire full-time, associate professors, for an indefinite period, from among PhDs who receive positive accreditation from the corresponding external evaluation body. They shall have the same rights and obligations as professors belonging to university teaching bodies, except those reserved by valid law for the latter.

Article 85. Part-time lecturers

The hiring of part-time lecturers will take place in accordance with the following rules:

- a) The contract may be signed with specialists of recognised prestige who accredit exercise

of their professional activity outside the university academic sphere.

b) The purpose of the contract shall be to undertake teaching tasks through which they share their professional knowledge and experience with the University.

c) The contract shall be temporary and on a part-time basis.

d) The duration of the contract shall be determined in accordance with the law and may be renewed provided that the exercise of the professional activity outside the university academic sphere continues to be accredited.

Article 86. *Visiting professor*

The Universidade de Vigo may hire visiting professors on a temporary basis, from among teachers and researchers of recognised prestige from other universities and research centres, to undertake teaching and research activities. The Governing Board shall agree on such recruitment at the behest of a department, accompanied by a report on the activity and merits of the teacher.

Article 87. *Emeritus professor*

1. The Universidade de Vigo, at the request of interested parties, may appoint emeritus professors among its retired faculty members who provided outstanding teaching and research services at the University.

2. The Governing Board shall agree on the appointment of an emeritus professor after receiving a reasoned, prescriptive and non-binding report from the Department Board.

Article 88. *Adjunct lecturer (languages)*

The Universidade de Vigo may temporarily hire adjunct lecturers in the departments corresponding to the areas of knowledge of modern and foreign languages.

Article 89. *Other contracted PDI staff*

1. The Universidade de Vigo may use other forms of recruitment provided for or permitted by the legislation in force to carry out or support scientific and technical research.

2. The Governing Board shall establish the procedure for hiring the staff referred to in the previous point.

CHAPTER IV

Administration and services staff

Section 1. General provisions

Article 90. *Scope*

It is the responsibility of the administration and services staff to participate and collaborate in the development of university activity by providing support, assistance and technical, economic and administrative management of the different areas in which the university administration is structured, particularly in those related to human resources, administrative organisation, economic affairs, computing, archives, libraries, information, general services, as well as any other administrative management and support process for teaching and research that the University determines essential to fulfil its objectives.

Article 91. *Job planning and management*

1. Management of administration and services personnel shall be carried out using the employment ratio or a similar organisational instrument, by taking into account staffing requirements, forecasts of labour organisation systems, internal promotion and mobility. The identification and classification of posts, staffing information, provisioning system and relevant characteristics will be published and included.

2. The Universidade de Vigo shall review the list of administration and services staff jobs when circumstances so demand and, in any case, every two years. The Governing Board shall approve the list of administration and services staff job proposals received, after prior negotiation between Management and the administrative and services staff representation bodies, and upon receiving the prescriptive prior report from the bodies representing the unit or trade union staff, which shall be issued after negotiations are completed. The Social Council shall provide information on the list of jobs after it has been approved by the Governing Board, or by the Vice-Chancellor in case of an amendment of less than or equal to 10 %.

3. The elimination of job vacancies from the list of jobs guarantees the economic and administrative rights of the staff concerned, without prejudice to the directly applicable provisions of basic law, and shall require a specific prior report that Management will submit to the unitary staff representation bodies.

Article 92. *Selection and provisioning*

1. The Universidade de Vigo shall select the administration and services staff based on the principles of equality, merit, capacity, publicity, transparency and objectivity and, preferably, using a competitive system.

2. In order to meet non-permanent staffing needs, it shall use the recruitment and appointment modalities provided for in the applicable legislation.

3. Competition will be the ordinary procedure for filling job vacancies; and its terms shall be negotiated with the staff representation bodies.

4. Selection bodies shall preferably be composed of administrative and services staff; where an equal composition between men and women shall be sought.

5. Mobility will be facilitated with other administrations using the reciprocity criteria, especially in the Galician university system, by signing the corresponding agreements.

Article 93. *Internal promotion*

1. In accordance with legal provisions related to professional career, and within the framework of staff planning, internal promotion shall be carried out based on merit and experience of candidates, their expectations and the needs of university administration, following equality, objectivity and effectiveness criteria in the allocation of staff.

2. Improvement activities that facilitate professional and personal development, as well as adaptation to new realities and ongoing improvement will be promoted.

Article 94. *Policy implementation*

1. The Senate shall adopt regulations for the administration and services staff, by taking into consideration the administrative situations, selection, promotion, endowments, public employment offer, training and development, occupational safety and health, social assistance and action, work times, working hours and schedules, participation in collaboration contracts, and the rights and duties of administration and services staff.

2. The powers and organisation of a specific commission for ongoing training of administrative and services staff shall be specified in the rules of procedure. It shall be responsible, among other functions, for establishing the annual programming of activities.

Management and administration and services staff will be represented on the commission.

Section 2. Rights and duties

Article 95. *Rights*

In addition to those recognised by the legal system, administration and services staff shall have the following rights:

- a) Participate in governing, administrative and representative bodies.
- b) Participate through representatives in collective bargaining and determination of working, economic and professional conditions.
- c) Be informed of matters in which they have a direct interest, in accordance with the principle of transparency.
- d) Effectively perform the tasks related to their position and avail of and use the services

of the university community, as well as the necessary means and information.

e) Develop a professional career, access promotion & professional development and, as a member of the university community, avail of the social action benefits.

f) Receive effective protection, information and training in safety, health and prevention of occupational hazards, paying special attention to persons with specific limitations.

g) Participate in and be informed about the evaluation procedures performed related to their activity.

h) Receive ongoing training.

i) Reconcile family, personal and working life.

Article 96. *Duties*

In addition to those derived from the legal system, the administration and services staff shall have the following duties:

a) Effectively assume and fulfil the duties and responsibilities of their job, performing the assigned functions in accordance with the guidelines and instructions given by superiors, by collaborating with them and with the rest of the staff.

b) Contribute to the improvement of public services, as well as governance and management of the University.

c) Act in coordination and collaboration with the rest of the university community and contribute to the fulfilment of the aims and functions of the University.

d) Participate in and promote training, development, professional promotion, awareness raising and updating activities.

e) Participate and collaborate in their performance and productivity appraisal procedures.

TITLE III

Creation and transmission of knowledge

CHAPTER I

Introduction

Article 97. *Overview*

The creation and transmission of knowledge, as part of University activity, is implemented through teaching, research, transfer, university extension and scientific dissemination.

Article 98. *Promotion*

Transmission and creation of quality knowledge will be fostered, especially the one linked

to the achievement of the University's strategic objectives and the promotion and improvement of the environmental, social, economic and cultural development of Galicia.

CHAPTER II

Teaching

Article 99. *Official study programs*

The Universidade de Vigo shall teach bachelor's, master's and doctoral programs leading to the corresponding university bachelor's, master's and doctoral degrees.

Article 100. *Unofficial study programs*

The Universidade de Vigo may also grant degrees and diplomas for other study programs, whatever the modality, which it establishes in exercise of its autonomy. The Governing Board shall lay down the general rules for the organisation and approval of these programs, as well as the procedure for issuing certificates or diplomas.

CHAPTER III

Research

Article 101. *Concept and general aspects*

1. Research, as an activity aimed at generating new knowledge, is an essential task of the University and one of the foundations of teaching. To this end, the University assumes the development of scientific, technical, humanistic and artistic research, as well as training of research personnel, thus ensuring not only research but also experimental and technological development.

2. The University also ensures transfer of research results.

Article 102. *Freedom of research and the right and duty to carry out research*

1. Freedom of research is recognised and guaranteed at the Universidade de Vigo.

2. Research is a right and duty of the University teaching and research staff, within the limits established by the legal system, in accordance with its general purposes, through rational use and exploitation of resources.

3. The University shall facilitate compatibility in the practice of teaching and research, and encourage the development of a career path that allows for higher quality academic activity.

Article 103. *Research groups and other organisational structures*

1. Without prejudice to individual free research, research work will be carried out mainly within research groups.

2. The Governing Board shall regulate the requirements for University recognition of research groups, as provided for by law.

3. Research groups will be encouraged to foster a balanced presence of women and men in all fields.

4. Team research may also be carried out from the organisational structures with the research functions provided for in Title I of these statutes.

5. Performance of collaborative research activities among research groups to help develop the objectives of the University's strategic lines shall be fostered.

CHAPTER IV

Other forms of knowledge creation and transmission

Section 1. Transfer

Article 104. *Transfer*

Transfer is the process of transferring the knowledge generated by the University to society, and serving citizenry, culture, quality of life and economic development.

Section 2. University extension

Article 105. *University extension*

The Universidade de Vigo shall develop university extension activities, aimed at all members of the university community and society in general, whose aim is to:

- a) Seek comprehensive training of university community members through programming and organisation of courses, conferences, and all kinds of cultural, recreational and sporting activities that can contribute to the better realisation of this objective.
- b) Promote the various university groups and associations that foster student, cultural and sports activities.
- c) Project the University's functions and services into the social environment.
- d) Pay special attention to the defence, development and dissemination of Galician culture, by promoting activities and services that contribute to this end, by maintaining the necessary relations with institutions having the same objective.

Section 3. Dissemination

Article 106. *Dissemination*

The University shall acknowledge and promote quality scientific outreach works and activities by its research groups and individual researchers, to promote scientific culture in society.

TITLE IV

University economic and financial system

Article 107. *Economic and financial autonomy*

The Universidade de Vigo enjoys economic and financial autonomy in accordance with the legislation and shall have sufficient resources to carry out its functions.

Public authorities shall ensure its effectiveness.

Article 108. *Patrimony*

1. The patrimony of the Universidade de Vigo is comprised of all its assets, rights, actions and obligations.

The Universidade de Vigo is the owner of public assets destined for the fulfilment of its functions.

Donations and resources from agreements, contracts and research projects will be incorporated into the patrimony.

2. The Universidade de Vigo will keep an up-to-date inventory of its patrimony. Rules for managing the inventory shall be developed through a regulation.

Article 109. *Administration and disposal of assets*

The administration and disposal of the Universidade de Vigo's public assets and the patrimonial assets shall be done in accordance with the legislation in force.

The agreements on declassification of public property and actions related to the disposal of the University's movable and immovable property of extraordinary value shall be the responsibility of the Governing Board and shall be approved by the Social Council in accordance with the rules governing this matter.

Article 110. *Types of resources*

In order to fulfil its purposes, the Universidade de Vigo, shall avail of the following resources:

- a) Transfers: those corresponding to the Galician universities financing plan approved by the Autonomous Region, and those from any other transfers from the national, regional, local or European Administration, as well as from any other public or private entity.
- b) Public revenue: both from official tuition fees and own degree titles paid by students and from the compensation received from the different administrations in the form of scholarships, family aid, etc., provided that they result in a reduction in the price students have to pay.
- c) Returns from patrimony, including those referring to rent from buildings, premises, sports facilities, fees, etc.
- d) Revenue from contracts undertaken under Article 83 of the Universities Act (LOU) excluding VAT.
- e) Carryover cash balances that are considered 'free disposal' as defined in the General Public Accounting Plan.
- f) All financial resources such as donations, inheritance, etc. that allow the

University to finance its budget for expenses.

Article 111. *Economic Planning*

The Universidade de Vigo, within the framework established by the autonomous region, will develop multi-year plans.

The Governing Board shall be responsible for drawing up the proposal for multi-year plans which will be adopted by the Social Council.

Article 112. *Budget*

1. The budget of the University, as a public administration, shall be just the one, annual, public and balanced budget. It shall reflect all income and expenditure, as well as the objectives it will achieve.

2. Estimated revenue from appropriations for expenditure shall be presented separately:

a) Revenue forecasts shall be presented classified according to the economic nature of the expected revenue, after including the balance brought forward from the previous financial year. They shall be presented by distinguishing current and capital forecasts.

b) Appropriations for expenditure shall be presented according to the functional, organic and economic classification of expenditure; appropriations for current operations and appropriations for equity operations shall be presented separately.

Article 113. *Internal control*

The Universidade de Vigo shall ensure internal control of its economic and financial management.

The Internal Control Service assigned to the Management shall carry out internal control.

Article 114. *Recruitment*

The recruitment authority of the Universidade de Vigo shall be the Vice-Chancellor, with power to sign all kinds of contracts, on behalf of and in representation of the university.

TITLE V

Modification of the Statutes

Article 115. *Initiative*

The initiative to reform these statutes corresponds to:

- a) The Vice-Chancellor.
- b) The Governing Board.

c) At least 25 % of Senate members.

Article 116. *Procedure*

The procedure for modification of the statutes shall be established in accordance with the University Senate's internal regulations.

Article 117. *Approval*

1. The approval by the Senate of proposals for amendment of the statutes will require a favourable vote of the absolute majority of the Senate in the first ballot, or of two-thirds of the Senate members present in the second ballot, as long as their number is equal to or greater than half of the Senate members.

2. A simple majority shall suffice in case of technical reforms which arise as a result of adaptation to the legal system.

Article 118. *Publication*

The approved amendment will be sent to the competent body of the Xunta de Galicia for approval and, where appropriate, published in *the Galician Official Gazette* and in the *Spanish Official Gazette*.

Sole additional provision. *End of administrative process*

1. The decisions of the Vice-Chancellor and the agreements of the Social Council, the Governing Board and the University Senate exhaust the administrative process and can then be directly appealed before the courts of justice in accordance with the legislation in force.

2. The decisions taken by other bodies do not exhaust the administrative process and may be appealed to the Vice-Chancellor.

3. Prior issuance of a report from the University's Legal Advisory service is needed if administrative appeals are to be taken to higher instances.

First transitory provision. *Implementing regulations*

1. From the entry into force of these statutes and provided that the legal provisions permit them, the University shall adapt all its internal regulations to the contents of the statutes. Until the entry into force of these new regulations, the current regulations shall remain in force as long as they do not contradict existing legislation and the present statutes. The Governing Board shall make appropriate adaptations on a provisional basis when necessary.

2. Adaptations to all regulatory rules expressly laid down in these statutes shall be made within a period of twenty-four months from their entry into force.

Second transitory provision. *Single-person and collegiate bodies*

1. Provisions of Title I apply to all single-person and collegiate bodies from the time of entry into force of these statutes. However, persons holding office and members of these bodies shall continue in their positions until their terms of office end. Until such time, the rules governing the composition of the collegiate bodies shall continue to be temporarily in force in accordance with the statutes adopted in 2010.

2. The Court of Guarantees will continue to carry out its functions temporarily until the term of office of its members expires, at which time the articles of these statutes that regulate the figure of the university Ombudsman, shall come into effect.

3. As indicated in Article 28, the provisions of the current Vice-Chancellor's decision on delegation of powers shall be taken into account when appointing a Deputy Vice-Chancellor to substitute the Vice-Chancellor in the event of a vacancy, absence or illness.

Repealing provision

All provisions issued by the bodies of this University, regardless of their rank, which are contrary to the provisions of these statutes, are hereby repealed.

Final provision

These Statutes shall enter into force on the day following their publication in *the Galician Official Gazette*.