

**REGULATIONS OF THE FACULTY
OR HIGHER SCHOOL BOARD of
the Universidad Internacional de
la Empresa**

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Preamble

By virtue of Law 2/2020 of 25 November, recognising the private university Universidad Internacional de la Empresa (UNIE), the creation of the Faculty of Applied Social Sciences and Communication was approved.

By virtue of Order 80/2025 of the Regional Minister for Education, Science and Universities of the Region of Madrid, the creation of the Faculty of Law and International Relations, the Faculty of Education Sciences, the Faculty of Health Sciences and the Higher School of Engineering, Science and Technology of UNIE was approved.

Article 7 of Decree 6/2022 of 23 February of the Governing Council, authorising the commencement of activities of the private university UNIE and approving its organisational and operational regulations, provides that the Academic Governing Board may constitute a Faculty or Higher School Board, which shall act as the collegiate executive body for the ordinary governance of the corresponding Faculty or Higher School. Furthermore, Article 18 regulates matters relating to the Faculty or Higher School Board.

These Regulations are intended to govern the organisation and operation of the Faculty or Higher School Board of UNIE.

In compliance with these regulatory provisions, by Rector's Resolution of 5 September 2025 the present Regulations were approved.

Chapter I – The Faculty or Higher School Board and its functions.

Article 1. Definition

The Faculty or Higher School Board is the collegiate executive body for the ordinary governance of the Faculties or Higher School of the University. It exercises its functions in accordance with the decisions of the Governing Body, the Academic Governing Board and the Rector, and is responsible for analysing and deciding on all matters relevant to them.

Article 2. Powers

1. Without prejudice to the powers attributed to other bodies, the Faculty or Higher School Board shall have the following powers:
 - a. To draw up the regulations of the Faculty or Higher School Board and submit them to the Academic Governing Board for approval.
 - b. To collaborate with the Dean or Director of the Higher School in the management of the centre.
 - c. To approve its annual activity plan.
 - d. To ensure that the activities of the Faculty or Higher School are carried out to the highest standards of quality.
 - e. To promote the continuous improvement of curricula and teaching methodologies.

- f. To participate in the international profile of the centre, as well as in the planning of university outreach activities.
- g. To ensure the adequate provision of the services necessary for its proper functioning.
- h. To collaborate with the other bodies of the University.
- i. Any other matters proposed by the Dean or Director of the Higher School, or attributed to it by regulation or the University's internal rules.

Chapter II – Composition and Statute of members of the Faculty or Higher School Board

Article 3. Composition

1. The Board is composed of:
 - a. *Ex officio* members:
 - Dean, who shall chair the Board;
 - Secretary of the Faculty or Higher School, if appointed;
 - The Heads of Departments responsible for delivering official teaching in the Faculty or Higher School. In the case of external staff, the Dean or Director may designate a representative of the Teaching and Research Staff linked to the degree programme.

Ex officio members shall remain in office while holding the position that entitles them to membership of the Board.

- b. Elected members:
 - 2 representatives of the teaching and research staff;
 - 2 student representatives;
 - 2 representatives of the administrative and service staff.

Elected members shall serve for a period of two years, except for student representatives, who shall serve for one year.

Teaching staff and administrative and service staff members shall be appointed by the Dean or Director of the Higher School, while students shall be elected by and from among themselves in accordance with the procedure established in the University's Student Representation Regulations.

Membership shall cease if the person no longer belongs to the sector of the university community by which they were elected.

Article 4. Status as a member of the Faculty or Higher School Board

1. Status as a member of the Faculty or Higher School Board is personal and non-delegable.
2. Membership is acquired:
 - a. By election or appointment in accordance with Article 3.1 of these Regulations.
 - b. When holding an office which, according to the Rules of Organisation and Operation, confers such a status.

Article 5. Rights of members of the Faculty or Higher School Board

1. Board members have the right to:
 - a. Participate in sessions with the right to speak and to vote.
 - b. Receive the information and documentation necessary for the performance of their duties.
 - c. Be exempted from carrying out any other ordinary university activity that would otherwise correspond to them, where this is required in order to fulfil the obligations arising from their status as Board members.

Article 6. Duties of members of the Faculty or Higher School Board

1. Board members have the following duties:
 - a. To attend the sessions of the Board, unless there is a justified reason for absence, which must be submitted to the Secretary of the Faculty or Higher School.
 - b. To respect order and discipline in deliberations and to show due courtesy in their interventions.
 - c. Not to use the information, documentation or data disclosed in the sessions for purposes contrary to their institutional aims.
 - d. To comply with the provisions of these Regulations on Organisation and Operation.

Article 7. Loss of status as a member of the Faculty or Higher School Board

1. Members of the Board shall lose their status in the following cases:
 - a. On completion of the term of office for which they were elected or appointed, in the case of elected members.
 - b. On loss of the status of *ex officio* member.
 - c. On ceasing to belong to the university community.
 - d. On voluntary resignation submitted in writing to the Dean of the Faculty or the Director of the Higher School and accepted by him or her.

Chapter III. Organisation of the Faculty or Higher School Board

Article 8. The Chair

1. The chairmanship of the Faculty or Higher School Board lies with the Dean or Director.
2. In the event of absence, the Dean or Director shall be replaced in the chair by the Vice-Dean or by the member of the faculty to whom he or she delegates this function.

Article 9. Functions of the Chair

1. The Chair shall have the following functions:
 - a. To represent the Board.
 - b. To determine, together with his or her team, the calendar of sessions and to convene them.
 - c. To declare the Board duly constituted and to organise and direct the debates, ensuring the proper conduct of sessions.
 - d. To suspend and adjourn the meeting.
 - e. To moderate debate and grant or withdraw the right to speak.

- f. To cast the deciding vote in the event of a tie.
- g. To comply with and enforce these Regulations.

Article 10. The Secretary

- 1. The Secretary of the Board shall be the Faculty or Higher School Officer.
- 2. In the event of absence or illness, he or she shall be replaced by the person designated by the Dean or Director.

Article 11. Functions of the Secretary.

- 1. The Secretary shall have the following functions:
 - a. To issue the convening notice of sessions by order of the Chair.
 - b. To prepare the documentation relating to the items on the agenda and ensure its conformity with current regulations.
 - c. To draw up the minutes of sessions and sign them with the approval of the Chair.
 - d. To act as certifying officer at meetings of the Board.
 - e. To issue certifications of the resolutions adopted.

Chapter IV. Plenary sessions in ordinary and extraordinary sittings

Article 12. Convening and agenda

- 1. The Faculty or Higher School Board shall be convened by the Chair at least twice a year during the teaching period.
- 2. It may also be convened as an extraordinary session when the Dean or Director of the Higher School so decides on his or her own initiative, or when requested by an absolute majority of its members.
- 3. The Faculty or Higher School Board shall be validly constituted when at least an absolute majority of its members are present.
- 4. Members of the Faculty or Higher School Board may request the inclusion of an item on the agenda of the session by prior communication to the Secretary. No resolution may be adopted on any matter not included in the agenda, unless the urgency of the matter is declared by a majority of the members present.
- 5. Under the item "Any other business" no resolutions may be adopted, except where it concerns the inclusion of an item on the agenda of the following session.
- 6. Voting is personal and non-transferable.
- 7. Resolutions shall be adopted by vote or by unanimous consent.
- 8. In the event of a tie in a vote, a further round of interventions shall be allowed followed by a second vote. If the tie persists, the Chair shall have the casting vote.
- 9. Voting may be public or by secret ballot, when so decided by the Chair on his or her own initiative or at the request of a member of the Board. In any case, votes relating to individuals shall be by secret ballot.

Article 13. Minutes

1. The Secretary shall draw up the minutes of each session, which shall include the list of those present, the names of those who have spoken, the circumstances of time and place in which the session was held, the resolutions adopted and the agenda. The main points of the deliberations shall only be included when expressly indicated by the member who made the intervention.
2. The minutes kept by the Secretary shall be available to any member of the Board.

Article 14. Execution of the Resolutions

It is the responsibility of the Dean of the Faculty or the Director of the Higher School to implement the resolutions adopted. To this end, the Secretary shall send the Dean a certificate of the resolutions adopted.

Chapter V.- Committees and working groups

Article 15. Committees and working groups

The Faculty or Higher School Board may establish such committees as it considers appropriate for its proper functioning. It may also establish Working Groups, ensuring the presence of all stakeholders in them.

Article 16. Dean's Team

1. At least one committee shall be constituted, called the Dean's Team, which shall meet at least once per quarter and shall have, among others, the following functions:
 - a. To report on the proposed teaching programme and propose to the Faculty or Higher School Board proposals for its organisation, as well as for assessments and examinations.
 - b. To ensure academic coordination in order to avoid overlap between content and activities.
 - c. To monitor the Curricula.
 - d. To ensure compliance with the requirements of the internal quality assurance system and continuous improvement.
 - e. To assume any powers assigned by the Faculty or Higher School Board or conferred by regulation.
2. The Dean's Team shall be composed of the *ex officio* members of the Faculty or Higher School Board, together with one member of the teaching staff with the status of elected member, appointed by the Dean or the Director of the Higher School, for a term of one year.

Chapter VI. Amendment of the Regulations

Article 17. Amendment of the Regulations of the Faculty or Higher School Board.

1. These Regulations may be amended at the initiative of the Dean or the Director of the Higher School, or when requested by a simple majority of the members of the Board.

2. Any amendment of these Regulations shall be submitted to the Academic Governing Board for its consideration and approval.

Additional Provision

All gender-neutral terms used in these Regulations shall be understood to apply equally to both masculine and feminine, depending on the sex of the person performing the function.

Final Provision

These regulations shall come into force the day after its approval, and will be published through the commonly used internal and external information system of the UNIE.