

**IE UNIVERSITY**

**REGULATIONS OF THE ACADEMIC  
COMMITTEE FOR DOCTORAL PROGRAMS**

**JANUARY 2014\***

\*Review approved by the Steering Committee on May 11, 2021 and modified by Rector's decision with a favorable opinion by the Rector's Committee on April 25, 2022.

## **I. CONSTITUTION**

The Academic Committee for Doctoral Programs (hereinafter the Academic Committee) serves as the body responsible for the organization, management, coordination and monitoring of doctoral programs.

## **II. COMPOSITION**

### **Article 1. *"Members"***

1. The Academic Committee will be composed of the following members:
  - Coordinator of the Doctoral Program, who will act as President. Both roles will be performed by the Vice-Rector for Research.
  - A minimum of two professors/researchers from the doctoral program in question.
  - A doctoral student.
  - A representative of the Administration and Services staff who is involved with the program administrative management.
2. The Academic Committee members will be selected by the Coordinator of the Doctoral Program and appointed by the Rector.
3. The Coordinator of the Doctoral Program, acting in their capacity as Committee President, will designate one of its members as Secretary of the Academic Committee.
4. The Coordinator of the Doctoral Program will act as the representative of the Academic Committee.
5. The members of the Academic Committee are obliged to ensure the confidentiality of the information generated.
6. In cases where the subject matter to be discussed by the Academic Committee so requires, other external representatives may be involved.
7. The Academic Committee members will act with impartiality and objectivity regardless of the type of work, reports or recommendations discussed in the sessions and meetings, whether ordinary or extraordinary.

## **III. CONVOCATION, AGENDA AND SESSION PROTOCOLS**

### **Article 2. *"Frequency and necessary quorum"***

1. The Academic Committee will be convened at least once per semester and in any case the President deems necessary.
2. For the valid constitution of the sessions, the attendance of the President, the Secretary and one-half of its members will be required at the first call. At second call, the attendance of the President, Secretary and at least one-third of its members will suffice.

**Article 3.            “Call for ordinary sessions”**

1.        The Academic Committee will be convened by the President, or a representative appointed by the President on an ordinary basis. The convening will be personally communicated by the Secretary to each member. Committee members must be given a minimum notice of 48 hours, and the corresponding agenda must be specified, including the remission of all pertinent documentation or an indication of where it may be consulted.

**Article 4.            “Call for extraordinary sessions”**

1.        The Academic Committee will be convened on an extraordinary basis by the President, or a representative appointed by the President. The convening will be personally communicated by the Secretary to each member. The call must be communicated with a minimum of 24-hours’ notice, and must indicate the subject to be discussed, the justification of its urgency and the remission of all pertinent documentation.

**Article 5.            “Adoption of agreements”**

1.        Agreements will be adopted by a simple majority of attendees, and ties will be settled by the President’s vote.

**Article 6.            “Proceedings”**

1.        For each session, the Secretary of the Academic Committee will draw up minutes indicating the attendees, the time and place, and its detailed agenda, which will be approved by the Academic Committee at the next call. Likewise, the Academic Committee Secretary will be responsible for its safekeeping.

**IV.        FUNCTIONS OF THE ACADEMIC COMMITTEE**

**Article 7.            “Functions of the Academic Committee”**

The functions of the Academic Committee include the following:

- Organize, design and coordinate the doctoral program.
- Coordinate the academic and research activities of the doctoral program.
- Implement and develop the Quality Assurance System for the Doctoral Program.
- Ensure that effectiveness, efficiency and transparency are prioritized in the management of the doctoral program.
- Examine all complaints, incidents, claims and suggestions collected with regard to the program.
- Analyze the results of the doctoral program.
- Promote the continuous improvement of the doctoral program by preparing an annual report on its results along with an improvement plan.
- Suggest changes in the regulations of doctoral programs to the Rector.
- Any other functions delegated to the Academic Committee.

**Final Provision**

The modifications of these regulations will take effect the day they are approved by the Rector following the favorable opinion by the Rector's Committee and will be applied immediately. Its content will be published immediately and fully disseminated to the University community, through the usual media and communication channels, in both Spanish and English. The original Spanish text is the only authentic and valid version of these regulations for legal purposes.