



**STUDENT REPRESENTATION  
RULES** of the Universidad  
Internacional de la Empresa

23 November 2022

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## **Preamble**

In accordance with Royal Decree 1791/2010, of 30 December, which approves the University Student Statute, students, the protagonists of university activity, must take on the commitment of co-responsibility in decision-making, participating in the different governing bodies through their democratically elected representatives.

For their part, the Rules of Organisation and Functioning of the International Business University, hereinafter referred to as UNIE, establish in article 17 that the University Council shall be made up of two students elected by and from among its members.

These regulations are applicable to all the University's official or own degrees, in their different modes of delivery and languages.

## **1. Chapter I. General Provisions**

### Article 1.- Voting rights

1. The right of suffrage is universal, personal, free and secret in its exercise.
2. The right to vote is personal and proxy voting is not permitted under any circumstances.
3. No one may be compelled or coerced in the exercise of his or her right to vote.
4. The right of active suffrage (right to vote) may be exercised by students enrolled in bachelor's and master's degrees who have enrolled in at least one subject in the corresponding edition.
5. The right to stand for election (the right to stand as a candidate and to be voted for) may be exercised by students who have the capacity to exercise the right of active suffrage and who meet the requirements set out in these Regulations at the time of submitting nominations.

### Article 2.- Representation of the student body

1. UNIE's student representation is structured through the following bodies:
  - a) Representatives on the University Council.
  - b) Representatives on the Faculty or School Board.
  - c) Representatives on the Coexistence, Centre Quality and Degree Quality Committees.
  - d) Delegates and sub-delegates per group and year of bachelor's and master's degree.
2. The term of office of the student representatives shall be one year.
3. Students shall lose their status as representatives:
  - a) By his or her own decision, by resignation formally formulated and sent in writing to his or her counselor ([studentcare@universidadunie.com](mailto:studentcare@universidadunie.com)), and automatically replaced by the next most voted candidate.
  - b) At the end of their annual term of office.
  - c) For loss of student status at the University
  - d) For being sanctioned through a disciplinary procedure.

- e) For repeated failure to comply with his or her obligations as a representative.

#### Article 3.- Electoral administration

1. The General Secretariat, the Coexistence Commission and the Directorate of Student Services of UNIE will aim to ensure the neutrality and transparency of the electoral processes.
2. The elections shall be called by the General Secretariat of the University.

## **2. Chapter II. Representatives on the University Council**

#### Article 4.- Scope of application

1. In accordance with the University Organisation and Operation Regulations, the University Council is the body for the participation and representation of the different sectors of the university community.
2. There shall be two student representatives on the University Council, one for Bachelor's and one for Master's degrees.
3. The call for elections for student representatives of the University shall be held every January.
4. All elected delegates shall be called to a bachelor's degree meeting and a master's degree meeting, as appropriate. After the presentation of the candidacies, a vote shall be taken and those with the highest number of votes shall be appointed as representatives for each educational level.

#### Article 5.- Functions

1. The functions of the student representatives on the University Council are as follows:
  - a) To represent the University before public and private institutions, or any other body, looking after the interests of the students and the University.
  - b) To promote the establishment of links between the University and other management bodies and groups in other universities, with a view to achieving common objectives in the fields of teaching, teaching innovation and research.
  - c) All those attributed to them by current legislation, these regulations or the provisions of the University, as well as those delegated to them by the Rector.

## **3. Chapter III. Representation in the Faculty/School**

#### Article 6.- Representation in the Faculty/School

1. Two students, one Bachelor's and one Master's student, shall be members of the Faculty/School Board or the Academic Committee.
2. Elections for student representatives of the Faculty/School shall be held every December.
3. All elected group/course delegates shall be called to a meeting at which the candidates may introduce themselves. After this intervention, voting will take place and the most voted candidates will be appointed as student representatives in the Faculty/School.

#### **4. Chapter IV. Representation on Committees**

##### Article 7.- Representation on the Coexistence Committee

1. A student representing this group must be included in the University's Coexistence Commission.
2. The election of the student who will sit on the Coexistence Committee will be carried out during the same electoral process as for the University student representatives and with the same procedure: presentation of candidatures and voting. The candidate with the most votes will occupy this position.

##### Article 8.- Representation in the Quality Commissions of the Centre (Faculty/School)

1. The two students elected as representatives of the Faculty/School, for Bachelor's and Master's degrees respectively, will form part of the centre's Quality Commissions.

##### Article 9.- Representation on the Degree Quality Commissions

1. In the event that there are delegates from different courses, one of them will be elected as a representative; however, several delegates from different groups may attend if it is considered convenient for the development of the committee. In addition, a representative from each modality and each campus shall attend if appropriate.
2. In the event that the delegate or representative of the delegates is unable to attend the committee, another delegate or sub-delegate will preferably substitute him/her, if this is not possible, another student may substitute him/her.

#### **5. Chapter V. Elections of group/course delegates and subdelegates**

##### Article 10.- Procedure. General provisions

1. Every student shall be a voter and eligible to vote in the degree and year in which he/she has registered the most credits.
2. Each elector may vote for only one candidate for delegate and sub-delegate.
3. The election of delegates/sub-delegates in each group shall be decided by simple majority. In the event of a tie, the vote shall be repeated as many times as necessary until a representative is elected.
4. If there are no candidates, the election shall also take place, in which case all students present and entitled to vote shall be eligible to vote.
5. In the event that there are several groups in the same year, the candidate for delegate with the most votes received shall be the year representative.
6. The resignation of any of the representatives to occupy his seat, made before the final proclamation, shall imply his replacement by the next most voted candidature.

##### Article 11.- Scope of application

1. The students of the University shall elect one delegate and one sub-delegate per group to represent them within their degree programme.

2. For studies in virtual mode, the electoral processes will be developed within the framework of the virtual campus with the support of new technologies applied to teaching.

#### Article 12.- Functions, rights and duties of the Delegate

1. Each year of each degree course shall be represented by a delegate and a sub-delegate who shall stand for election.
2. The functions of the Delegates are:
  - a) To represent the students of their degree before the teaching staff, faculties and departments of the University, as well as in sectorial bodies outside the University.
  - b) To inform and reciprocally transmit those communications necessary for the appropriate relationship between students and any of the University bodies.
  - c) To mediate in the case of conflicts of an academic nature that affect the majority of students enrolled. Whenever there is a problem or mishap, it is the Delegate who must mediate with the person responsible for the degree course and forward the proposals, requests and complaints that should be passed on to these bodies.
  - d) To convene the students of their degree and academic year as many times as they consider appropriate for the correct fulfilment of their function, respecting as far as possible the calendar of classes and evaluations.
  - e) To contribute to the development and quality of the purposes entrusted to the University, through acts, programmes and other activities that may be of benefit to the University.
  - f) Any others necessary for the proper fulfilment of its representative mandate.
3. Taking into account their scope of representation, delegates have the right to:
  - a) To participate in the election of higher bodies of the University in representation of the student body, once elections have been called and selected for this purpose.
  - b) To the academic recognition of their participation and representation activities.
  - c) To carry out their functions freely, allowing them to combine their academic and representative work.
4. Delegates shall have the following duties:
  - a) To know the internal regulations, as well as those provisions and laws that regulate important aspects such as exams, enrolment, credit recognition.
  - b) To ensure compliance with the University's regulations, maintaining an active and critical stance, proposing changes and improvements when deemed appropriate.
  - c) To make decisions with impartiality, attending to both sides in conflicts and motivating them rationally, in the defence of the interests and rights of all students represented under his or her charge.
  - d) To attend meetings to which he/she is summoned in order to facilitate the exercise of the functions of his/her office.
  - e) To understand the post as a position of service to the student body on a non-profit

and disinterested basis.

Article 13.- Sub-delegates

1. The sub-delegates shall carry out, together with the delegates, the functions described above and shall substitute the delegate in the event of the latter's absence.

Article 14.- Communication of the results of the elections

1. Delegates and sub-delegates must send an e-mail to their counselor ([studentcare@universidadunie.com](mailto:studentcare@universidadunie.com)), indicating name and contact details, together with the group and/or course for which they are representatives, no later than one week after being elected.
2. Once the notifications have been received, the provisional list of delegates and sub-delegates will be published on the virtual campus. If no complaints are lodged within 72 hours, the candidates will be formally appointed.
3. The General Secretariat shall conclude the electoral process and shall record the definitive proclamation of delegates and subdelegates in the minutes. This list will be published on the virtual campus.

**6. Chapter VI. Calendar**

1. Elections for delegates/sub-delegates shall preferably be held at the beginning of each academic year:
  - a) Second half of May, for April editions.
  - b) First week of November for October issues.
2. The annual reference calendar shall be as follows:

|   | JAN | FB | MAR | AP | MAY | JN | OCT | NOV | DEC |
|---|-----|----|-----|----|-----|----|-----|-----|-----|
| Delegate/sub-delegate elections                                   |     |    |     |    |     |    |     |     |     |
| Representatives University Council                                |     |    |     |    |     |    |     |     |     |
| Faculty/School Academic Committee Representation                  |     |    |     |    |     |    |     |     |     |
| Coexistence Commission Representation                             |     |    |     |    |     |    |     |     |     |
| Representation Faculty/School Quality Commissions                 |     |    |     |    |     |    |     |     |     |
| Representation in the Quality Commissions of the degree programme |     |    |     |    |     |    |     |     |     |

**First additional provision**

All designations contained in these Regulations which are carried out in the common gender shall be understood to be carried out and used indistinctly in the masculine or feminine gender, depending on the sex of the incumbent who carries them out.


**Final provision**

These regulations shall come into force on the day following their approval by the Academic Governing Board of the Universidad Internacional de la Empresa.

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