Regulations for creating and running sponsored chairs and classrooms at the Universitat de Barcelona

Preamble

The growing importance of collaboration between the Universitat de Barcelona (hereafter, “UB” or “the University”) and other public and private entities has made it necessary for universities to promote models of cooperation that can be adapted to a wide range of interests and entities.

In accordance with the provisions in Article 113 of its Statute, the UB must encourage research staff, teams and centres to obtain external funding through research projects, contracts and agreements with public or private organisations and through knowledge or technology transfer.

Sponsored chairs and classrooms are ideal instruments for establishing firm collaboration between the UB and companies and institutions to meet common objectives. The aim is to create a strategic, lasting bond through which both parties benefit from the results obtained in training, cultural and artistic creation, research, development, innovation and dissemination of knowledge.

The regulations that are presented here describe the procedure for creating UB sponsored chairs and classrooms and establish rules for their organisation, running and monitoring, with the flexibility required to adapt to the range of existing situations and those that could arise. These regulations update those in place since 28 June 2006.

The UB Governing Council has agreed to approve the following document, *Normativa reguladora del procediment de creació i funcionament de les càtedres i aules UB* (“Regulations for creating and running sponsored chairs and classrooms at the Universitat de Barcelona”).

Article 1. Definition and objectives of sponsored chairs and classrooms

1. Sponsored chairs and classrooms provide a formula for collaboration between the UB and companies, foundations, associations, public administrations and other public and private entities. Both models have the shared objective of undertaking activities relating to training, research, knowledge dissemination and transfer, the promotion of culture and social actions in an area of common interest for a certain period.
2. To delimit the commitments between the University and the collaborating entity, two types of unit with different institutional responsibilities are defined: sponsored chairs and sponsored classrooms.

The main differences between these types are:

a) The financial contribution required by the company or institution is smaller in the case of a chair.

b) The minimum duration of the agreement can be shorter in the case of a classroom.

c) The mechanisms for creating and running are simpler in the case of a classroom.

3. The objectives of these chairs and classrooms must be compatible with the strategic areas and general principles that govern the actions of the UB.

### Article 2. Procedure for creating a sponsored chair or classroom

1. **Initiative:** The proposal to create a sponsored chair or classroom may be made by the University’s governing bodies or UB faculties, centres and departments. Proposals may also be submitted by the UB’s teaching and research staff (*Personal Docent i Investigador*, PDI), attached to any of the University’s departments. PDI must submit proposals to the Office of the Vice-Rector for Financial Resources, after informing the department or faculty / university school to which the chair or classroom would be attached. The proposal must include a report with the following items:

   a) Name of the chair or classroom.

   b) Department or faculty / university school to which the chair or classroom would be attached (the agreement of the corresponding body must be demonstrated). Note that if the financial management of the UB chair is to be undertaken by an entity in the UB Group, the legal representative of this entity must also sign the creation agreement.

   c) Detailed description of the objectives and tasks that would be carried out by the chair or classroom.

   d) Benefits of creating the chair or classroom.

   e) List of people who would be attached to the chair or classroom.

   f) List of spaces and infrastructure required for the functioning of the chair or classroom, if applicable.

   g) Financial report that shows the viability of the chair or classroom (minimum three years for chairs and one year for classrooms).

   h) Duration of the collaboration agreement and the mechanism required for its extension, if necessary.

2. **Authorisation:** to create the chair or classroom, the Office of the Vice-Rector for Financial Resources will process the request through the *Comissió de Càtedres i Aules UB* (Committee for Sponsored Chairs and Classrooms of the Universitat de
Barcelona, CAUB), governed by Article 8 of these “Regulations”. For the chair or classroom to be created, the CAUB’s report must be favourable and will be sent to the Rector. Once the Rector has approved its creation, he will inform the Governing Council and the Board of Trustees.

3. **Formalisation**: Sponsored chairs and classrooms will be formalised through the signing of an agreement between the University and the entity or company. The agreement must describe at least the following aspects of the chair or classroom (in the list below, unit):

   a) Name of the chair or classroom.
   b) Activities that will be carried out through the chair or classroom.
   c) Duration of the agreement and mechanisms for renewal or withdrawal.
   d) Financial resources of the chair or classroom.
   e) The department or faculty / university school that the chair or classroom will be attached to.
   f) Management and structure.
   g) Intellectual and industrial property rights.
   h) Dissemination.

**Article 3. Activities of sponsored chairs and classrooms**

The activities that are undertaken will be those established in the creation agreement for the chair or classroom and those agreed by the Joint Monitoring Committee. Among other activities of mutual interest, the following will be considered:

1) **Training activities**
   Assisting in the obtention of pre- and post-doctoral grants.
   Organizing awards for final projects.
   Running courses, conferences and seminars.
   Encouraging education cooperation (students on placements). Collaborating with the company’s or institution’s training plans.
   Promoting meetings of experts in the area of interest of the chair or classroom.

2) **Research activities**
   Developing joint areas of research. Undertaking research projects.
   Undertaking doctoral theses in cooperation with the company.
   Promoting national and international meetings of experts on topics of interest.
   Cooperating to obtain research projects in Catalonia, Spain and Europe.

3) **Knowledge dissemination and transfer activities**
   Organising meetings for technical and technological dissemination.
Promoting technical and scientific events.
Boosting publications on topics of interest.
Supporting doctoral theses in the area of interest of the chair or classroom.

4) Cultural activities
   Promoting cultural activities that are fostered by the UB.
   Participating in institutional projects in the area of culture.

5) Social activities
   Promoting the extension of knowledge.
   Reflecting on issues relating to social problems.

Article 4. Duration

1. Given the desire for a strong association between the University and the entity or company that sponsors the chair or classroom, the duration of the agreement must be at least three years for a chair and at least one year for a classroom.

2. Six months before the end of the period in the case of chairs and two months in the case of classrooms, the director of the chair or classroom (see Article 5) must submit to the secretary of the Comissió de Catedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB) a proposal regarding the suitability of renewing or, if necessary, amending the agreement. Any decisions on this matter must be approved by the CAUB.

3. In accordance with the provisions in current legislation, the maximum duration of a chair or classroom will be four years, which can be extended by up to a further four years expressly.

Article 5. Management

1. Sponsored chairs and classrooms must have a director who will be appointed by the Rector of the UB at the proposal of the Comissió de Catedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB). The entity or company with which the collaboration agreement has been signed must agree to the appointment of the director and the position must be occupied by a member of the UB’s.

2. In addition to any tasks that may be established in the agreement, the director of the chair or classroom will have the following functions:
   a) Propose the programme of activities along with the promoting entity or company.
   b) Take responsibility for the financial management of the chair or classroom.
   c) Take responsibility for issuing scientific, technical and financial reports relating to the chair or classroom.
   d) Draw up an annual report of the activities undertaken.
e) Represent the chair or classroom within the University and outside of it.

The programme or plan of activities will follow the period of the academic year and must be submitted to the secretary of the CAUB no later than 30 May of the previous academic year. The report of activities will follow the calendar year and must be submitted to the secretary of the CAUB before 30 March of the year after the activities are undertaken.

3. Payment of the director
   The agreements and the monitoring committees of chairs and classrooms may establish additional payment for the director from the unit’s funds. These payments will be equivalent to:
   - Chairs with an annual allocation of funds between €20,000 and €30,000: department secretary.
   - Chairs with an annual allocation of funds between €30,001 and €50,000: faculty vice-dean.
   - Chairs with an annual allocation of funds between €50,001 and €75,000: department director.
   - Chairs with an annual allocation of above €75,000: faculty dean.

   For classrooms, the director’s pay that is the established in the agreement cannot be greater than 10%.

Article 6. Funding and intellectual and industrial property

1. To be able to undertake the activities of the sponsored chair or classroom, the company or institution must provide a fixed annual contribution for the duration of the agreement.

2. For a chair, the minimum financial contribution will be €20,000 per year. For a classroom, the minimum financial contribution will be €10,000 per year.

3. The agreement will establish the periods in which the financial contributions will be made by the company and potential changes to the annual contributions.

4. In no case will the financial allocation for chairs and classrooms be covered by the UB’s budget.

5. The fee that the chair or classroom must pay the UB will be that established in the budget implementation guidelines.

6. Each chair or classroom must have an annual balanced budget that covers all their income and expenses and will be included in the UB general budget.
7. Intellectual and industrial property rights resulting from the activity of the chair or classroom belong to the UB.

8. The UB will not cover any costs relating to the management of the chair or classroom.

9. When specific research projects are developed in the framework of the chair or classroom with funding from outside this entity and considering that in addition to the UB other institutions and/or companies could be involved or the same organisation that funds the chair or classroom, the intellectual and industrial property rights belong to the party that has generated the results, if there is no ownership agreement signed by the parties that states otherwise. In any case, in any project funded by the chair or classroom, this funding situation must be indicated.

10. The tax treatment of agreements will depend on the specific activities that are undertaken. The promoting entity or company may, if applicable, adhere to the tax system for sponsorship described in Law 49/2002.

**Article 7. Use of the UB name and logo**

1. Sponsored chairs and classrooms may have their own logotype, although all logos must be in line with the corporate image of the UB and receive express authorisation from the Rector after a positive evaluation from the Comissió de Càtedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB).

2. The UB logo must be present on all documents resulting from the activity of the chair or classroom.

3. The entity or company promoting the chair or classroom can only use the name and logo of the UB in relation with the chair’s or classroom’s activities or activities that are specifically defined in the collaboration agreement.

**Article 8. Committee**

1. The creation of a sponsored chair or classroom, as well as the agreement between the chair or classroom and the funding entity or company (and its renewal and amendment) must be informed by the Comissió de Càtedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB). The CAUB may propose the termination of a chair or classroom. To create a chair or classroom, the CAUB must issue a favourable report that will be sent to the Rector for approval.

2. The CAUB must recommend a director, who will be appointed by the Rector.
3. The CAUB must resolve any concerns or disagreements that arise in the interpretation and implementation of the creation agreement.

4. The CAUB must evaluate the chair’s or classroom’s logo. If the assessment is positive, the logo must then be authorised by the Rector.

5. The CAUB may foster institutional and promotional activities in the area of the chairs and classrooms.

6. The CAUB is comprised of the Rector of the UB and four other members appointed by the Rector. Two members come from the management team and two from the rest of the university academic community. In addition, the CAUB will have a secretary who will be appointed by the Rector. The secretary will manage the entire administrative process.

**Article 9. Governance structure of sponsored chairs**

1. The governing bodies will be collegiate and single-person.
   a) The collegiate body is the Monitoring Committee.
   b) The single-person body is the director of the chair.

2. If applicable, other governing bodies can be appointed if the need for their existence is justified in the chair creation agreement and their functions, composition, relationship with other bodies and participation in decision-making are specified.

3. Chairs can recruit staff in accordance with current procedures and regulations, the funding available to the chair and the functions that need to be undertaken.

   In all cases, the settlement of any established economic and social rights must be met on termination of the contract. The chair will cover all costs for any reason and concept that could be associated with hiring staff. In no case can recruitment for the chair affect the UB budget and staff.

**Article 10. Monitoring Committee for sponsored chairs**

1. The Committee is comprised of six members: the Rector (or their delegate), the director of the chair, two lecturers from the UB appointed by the Rector and two people from the company or institution that sponsors the chair. A secretary will be selected from among the members.
2. All members of the Monitoring Committee will have the right to speak and vote.

3. The Monitoring Committee will have the following functions:
   a) Annual approval of the plan of activities.
   b) Approval of the annual budget.
   c) Monitoring and control of implementation of the plan of activities and the budget.
   d) Establishment of internal regulations for the functioning of the Monitoring Committee, in accordance with the statutes and regulations of the signatories.
   e) Submission to the respective governing bodies of the proposals, reports, agreements or decisions that require approval or ratification. Actions that affect the school or faculty must be approved by the director.
   f) Ensure compliance and implementation of the terms and conditions of the Agreement.
   g) Promote opportunities for collaboration in areas of common interest.
   h) Any other functions that help to meet the proposed objectives that are agreed between the parties.
   i) Approval of the annual report that will be presented by the director of the chair.

4. The Monitoring Committee will meet at least once a year in the ordinary session. Extraordinary meetings will be called by the director.

5. Through the director, the Monitoring Committee will send to the secretary of the Comissió de Catedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB) the annual report of activities, in the period and format indicated by the secretary.

**Article 11. Governance structure of sponsored classrooms**

1. The single-person governing body of a sponsored classroom is the director of the classroom.

2. In addition, if necessary, a Monitoring Committee may be appointed if its functions and participation in decision-making is specified in the creation agreement.

4. Classrooms can recruit staff in accordance with the procedures and regulations that are in force, the funding available to the classroom and the functions that need to be undertaken.
In all cases, the settlement of any established economic and social rights must be met on termination of the contract. The classroom will cover all costs for any reason and concept that could be associated with hiring staff. In no case can recruitment for the chair affect the UB budget and staff.

Additional provision

The UB will keep an updated catalogue of sponsored chairs and classrooms, which can be consulted in the UB Transparency Portal.

First transitional provision

Existing sponsored chairs (called “thematic chairs” in the 2006 regulations) must inform the Comissió de Càtedres i Aules UB (Committee for Sponsored Chairs and Classrooms of the Universitat de Barcelona, CAUB) that they have been adapted to these regulations within four months of the new regulations coming into force. The CAUB will inform the chair of its continuity within two months of receiving the information from the chair. If no documents are submitted in the four-month period, the chair will be terminated, without prejudice to the completion of activities that are underway and the settlement of the agreement.

Second transitional provision: transformation of chairs into classrooms

The person responsible for a chair may ask for it to be transformed into a classroom, if agreed with the sponsoring entity. The transformation may be required by the CAUB if the conditions established in these regulations are not met.

Repealing provision

Any previous regulations that infringe the provisions established in these regulations are repealed.

Final disposition

These regulations will come into force the day after they are approved by the UB Governing Council.