

## **REGULATIONS GOVERNING THE PROCEDURE FOR CREATING CHAIRS AND MINOR CHAIRS AT THE UNIVERSITY OF BARCELONA AND THEIR FUNCTIONING**

### **Explanatory statement**

The growing importance of collaboration between the University and public and private entities has made it necessary for universities to pursue different models for cooperation that are adapted to a wide variety of interests and entities.

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

Chairs and minor chairs are ideal instruments for establishing stable collaborations between the University and companies and institutions in order to achieve objectives of common interest. They are based on strategic and lasting alliances in which both parties benefit from results achieved in training, cultural and artistic creation, research, development, innovation and dissemination of knowledge.

These regulations, approved by the UB Governing Council, establish the procedure for creating chairs and minor chairs at the University and set out guidelines for their organization, functioning and control, with the flexibility required for their adaptation to different scenarios (existing ones and others that may emerge). They update the previous rules, which have been in force since 27 February 2020.

### **Article 1. Definition and objectives**

1. Chairs and minor chairs serve as a framework for collaboration between the UB and companies, foundations, associations, public authorities, and other public and private entities. The aim is to carry out at least two types of activities (chairs and minor chairs) related to training, research, dissemination and transfer of knowledge, as well as promotion of culture and social actions, in an area of common interest and for a set time.

2. In order to clearly define commitments between the University and the collaborating entity or company, two types of units with different institutional responsibilities are defined: minor chairs and chairs.

The main differences between minor chairs and chairs are as follows:

a) The financial contribution required to create a minor chair is less than that required to establish a chair.

b) The minimum duration of a minor chair is shorter than that of a chair.

c) The mechanisms for regulating the creation and functioning of a minor chair are simpler than those that apply to the creation and functioning of a chair.

3. Objectives for chairs and minor chairs must be in accord with the strategic lines and general principles that govern the UB's actions in teaching, research and knowledge transfer, as set out in UB regulations, and in compliance with Organic Law 6/2001, of 21 December 2001, on universities.

## Article 2. Procedure for creating a chair or minor chair

1. *Initiative.* Proposals to create a chair or minor chair may be put forward by UB governing bodies, faculties, schools or departments. Proposals may also be made by teaching and research staff attached to any UB department, who must first inform the department or faculty to which the chair or minor chair would be attached and then submit the proposal to the relevant vice-rector's office.

Proposals must include a report containing the following information:

- a) The name of the chair or minor chair.
- b) The department or school to which the chair or minor chair would be attached. (The decision issued by the body concerned must be provided.) If the chair or minor chair is to be managed financially by a UB Group entity, the legal representative of that entity must also sign the agreement by which it is established, with the approval of the person responsible for the UB Group on the Executive Council.
- c) A detailed description of the objectives of the chair or minor chair and the activities to be carried out.
- d) The reason(s) for creating the chair or minor chair.
- e) A list of people proposed to be assigned to the chair or minor chair (including at least three members of the UB's teaching and research staff).
- f) A list of the spaces and infrastructure needed for the functioning of the chair or minor chair.
- g) The financial contribution of the collaborating entity or company and a financial report that ensures the viability of the chair or minor chair (for at least three years in the case of chairs, and at least one year in the case of minor chairs).
- h) The duration of the collaboration agreement, grounds for revocation, and the form and term of the extension agreement.

*Authorization.* To create a chair or minor chair, the relevant vice-rector's office must submit an application via the Committee for UB Chairs and Minor Chairs (hereinafter, CAUB), which is regulated in Article 8 of these regulations. The CAUB shall issue a report and submit it to the rector, who shall inform the Governing Council and the Board of Trustees once the creation of the chair or minor chair has been approved.

2. *Formal establishment.* Chairs and minor chairs are formally established through the signing of an agreement between the University and the collaborating entity or company.

Agreements must cover the following points, at minimum:

- a) The name of the chair or minor chair.
- b) The activities to be carried out within the framework of the chair or minor chair.
- c) The duration of the agreement and mechanisms for its renewal, revocation and termination.
- d) The financial endowment for the chair or minor chair, accountability mechanisms and the person responsible.
- e) The department or school to which the chair or minor chair will be attached.
- f) The directorship, structure and brand of the chair or minor chair.
- g) Intellectual and industrial property rights.
- h) Dissemination.

### **Article 3. Activities to be carried out by the chair or minor chair**

The activities to be carried out within the framework of a chair or minor chair shall be stipulated in the agreement by which it is established and agreed by the Monitoring Committee (regulated in Article 10 of these regulations). Activities deemed to be of mutual interest include the following:

#### *1. Educational activities*

- Prizes for EHEA bachelor's and master's degree final projects.
- Courses, lectures and seminars.
- Incentivization of educational cooperation (work placements for students).
- Collaboration on training plans.

#### *2. Research activities*

- Pre-doctoral and post-doctoral grants. Pursuit of joint lines of research. Work on research projects.
- Production of doctoral theses in cooperation with the collaborating entity or company.
- Promotion of national and international meetings of experts on topics of interest to the chair or minor chair.
- Cooperation to secure research projects in the Catalan, Spanish and European spheres.
- Support for doctoral theses in the field of interest of the chair or minor chair.

#### *3. Dissemination and knowledge transfer activities*

- Organization of scientific/technical and technological dissemination sessions.
- Collaboration in the promotion of scientific/technical and scientific events.
- Organization of innovation and entrepreneurship conferences that focus on challenges of interest to the chair or minor chair.
- Promotion of the production of publications on topics of interest.

#### *4. Cultural activities*

- Promotion of cultural activities.
- Participation in UB institutional projects in the culture area.

#### *5. Social activities*

- Promotion of knowledge transfer.
- Reflection on issues related to social problems.

### **Article 4. Duration**

1. Given the goal of achieving a stable relationship between the University and the collaborating entity or company supporting a chair or minor chair, the minimum duration of chairs shall be three years, and minor chairs shall have a minimum duration of one year. Exceptionally, the duration may be shorter if total funding is in the amount stipulated in Article 6 of these regulations.
2. Six months before the term of a chair ends, or two months before in the case of a minor chair, the director of the chair or minor chair must submit a recommendation on the advisability of renewing or modifying the relevant agreement to the CAUB secretary's office. The CAUB shall communicate any decision taken in this regard.
3. In any event, in accordance with current legislation, the maximum duration of a chair or minor chair agreement is four years. This term may be extended for up to four additional years by express agreement of the parties.

## Article 5. Directorship

1. Chairs and minor chairs must have a director, who shall be appointed by the rector on the proposal of the CAUB and in agreement with the entity or company with which the relevant agreement is signed. This position of director must be held by a member of the University of Barcelona's teaching and research staff. UB members may only direct one chair and one minor chair. Exceptionally, the rector, on the proposal of the CAUB, may appoint the same person to direct two chairs.
2. In addition to any others stipulated in the relevant agreement, the director of a chair or minor chair has the following functions:
  - a) To propose the programme of activities to be carried out by the chair or minor chair.
  - b) To be responsible for the financial management of the chair or minor chair.
  - c) To be responsible for issuing scientific, technical and financial reports related to the chair or minor chair.
  - d) To prepare an annual report on activities carried out within the framework of the chair or minor chair.
  - e) To represent the chair or minor chair before the University and externally.
3. With respect to remuneration for the work involved in directing a chair or minor chair, agreements and monitoring committees for chairs and minor chairs may provide for additional remuneration to be paid from their funds. This remuneration may not exceed 10% of the budget for the chair or minor chair. Agreements and monitoring committees may also provide for part of the additional remuneration to be shared between the director and another academic staff member assigned to the chair or minor chair.

In no case shall directing a chair or minor chair entail any reduction in the director's teaching load.

## Article 6. Funding and intellectual and industrial property

1. To cover the cost of the activities to be carried out by a chair or minor chair, the collaborating company or institution shall provide a fixed annual contribution, which must be stipulated in the relevant agreement, throughout the period that it is active.
2. In the case of a chair, the minimum financial contribution shall be €20,000 per year. If the name of the sponsoring entity appears in the name of the chair and its logo appears in the brand of the chair, the minimum financial contribution shall be €30,000 per year.

In the case of a minor chair, the minimum financial contribution shall be €10,000 per year. If the name of the sponsoring entity appears in the name of the minor chair and its logo appears in the brand of the minor chair, the minimum financial contribution shall be €15,000 per year.
3. Agreements shall establish the deadlines by which the collaborating entity or company must make its financial contributions and stipulate any modifications to annual contributions envisaged.
4. Under no circumstances shall the financial endowment for a chair or minor chair be charged to the University budget.
5. The fee that the chair or minor chair must pay to the UB shall be that stipulated in the budget implementation guidelines.
6. Chairs and minor chairs shall have a balanced annual budget that includes all revenues and

expenditures. This budget shall be integrated into the UB's general budget.

7. In accordance with the intellectual and industrial property regulations in force at the University, intellectual and industrial property rights derived from the activity of a chair or minor chair shall vest in the UB unless stipulated otherwise in the agreement establishing the chair or minor chair.
8. With respect to any information obtained in surveys, questionnaires, activities or participation actions related to teaching, research or transfer activities carried out by a chair or minor chair, the personal data protection rights that apply shall be those stipulated in the regulations in force:
  - Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights
  - Royal Decree 1720/2007, of 21 December, approving the implementing regulation for Organic Law 15/1999, of 13 December, on the protection of personal data
  - Law 32/2010, of 1 October, on the Catalan Data Protection Authority
9. The University of Barcelona shall not bear any expenses related to the management of the chair or minor chair.
10. When specific externally funded research projects are carried out within the framework of a chair or minor chair (in which, in addition to the UB, other institutions and companies or the collaborating entity itself may participate), the corresponding intellectual and industrial property rights shall vest in the party that generated them unless otherwise stipulated in an ownership agreement signed by the parties. In any event, any project funded by a UB chair or minor chair must expressly stipulate this point.
11. The tax treatment of agreements depends on the specific activities carried out. Where applicable, collaborating entities or companies may opt to apply the tax regime for patronage set out in Law 49/2002.

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

1. Chairs and minor chairs may have their own logos, which must comply with the approved graphic identity for UB chairs and minor chairs. After a favourable report has been issued by the CAUB and the rector has given his/her express authorization, the UB Corporate Image and Marketing Unit shall develop the brand for a chair or minor chair in accordance with the UB's graphic guidelines.
2. Chairs and minor chairs may use the UB's brand insofar as their brand already incorporates the UB's brand. The entity or company supporting the chair or minor chair may use the brand of the chair or minor chair only for related activities and in any specific cases stipulated in the collaboration agreement.

#### **Article 8. Committee for UB Chairs and Minor Chairs (CAUB)**

1. The Committee for UB Chairs and Minor Chairs (CAUB) shall report on the creation of chairs and minor chairs, on agreements with collaborating entities or companies, and on the renewal or modification of such agreements. When a chair or minor chair is to be created, the CAUB shall issue a report, which shall be submitted to the rector for approval. The CAUB may also propose that a chair or minor chair be terminated.
2. The director of a chair or minor chair shall be proposed by the CAUB in agreement with the

collaborating entity or company and appointed by the rector.

3. The CAUB shall resolve any doubts or discrepancies that may arise in the interpretation and application of the agreement establishing a chair or minor chair.
4. The CAUB must issue a favourable report on the logo for a chair or minor chair, which must then be authorized by the rector.
5. The CAUB may promote institutional and promotional activities within the framework of chairs and minor chairs.
6. The CAUB shall have the following members:
  - the UB rector, who shall appoint the other members
  - two members of the Executive Council
  - two members of the UB's teaching and research staff
  - a secretary, who shall handle all administrative processes related to chairs and minor chairs

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

1. Chairs shall have a collegial governing body and a single-member governing body:
  - a) The collegial body shall be the Monitoring Committee.
  - b) The single-member body shall be the director of the chair.
2. Where appropriate, other governing bodies may also be appointed, provided that the need for them is justified and that their functions, composition, relationship with other bodies, and role in decision-making processes are stipulated in the agreement establishing the chair.
3. Staff may be hired for chairs in accordance with the procedures and regulations in effect and in line with budgetary availability for the chair and the functions it is to carry out.

When staff are hired, provision must be made for any economic and social benefits to which employees will be entitled when the chair ends. Any sums owing as a result of the hiring of staff, for any reason or item, shall be charged to the chair. Under no circumstances may such amounts have any impact on the UB's budget or staff.

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

1. The Monitoring Committee shall be composed of the following six members:
  - the rector or his/her delegated representative
  - the director of the chair
  - two members of the UB's teaching and research staff, appointed by the rector
  - two members from the collaborating company or institution

A secretary shall be chosen from among the members.

2. All members of the Monitoring Committee shall be entitled to speak and vote in its deliberations. In the event of a tie, the rector, as the University's highest academic authority, shall have the casting vote.
3. The Monitoring Committee shall have the following functions:
  - a) To approve the activity plan annually.
  - b) To approve the annual budget.

- c) To monitor and control implementation of the activity plan and budget.
  - d) To establish its own internal operating rules in accordance with the UB Statutes and the regulations governing the signatory institutions.
  - e) To submit proposals, reports, agreements and decisions that require approval or ratification to the relevant governing bodies. (Specifically, actions that affect the faculty to which the chair or minor chair is attached must be approved by the dean.)
  - f) To ensure compliance with and fulfilment of the terms and conditions of the relevant agreement.
  - g) To promote collaboration on issues of common interest.
  - h) To approve annual reports presented by the director of the chair.
  - i) Any other functions conducive to the achievement of the proposed objectives that are agreed by the parties.
4. The Monitoring Committee shall meet at least once a year in ordinary session when convened by the director.
5. The Monitoring Committee, through the director of the chair, shall submit the annual activity report to the CAUB secretary, in the manner and at the time indicated by the director. The secretary shall submit the report to the CAUB for review.

#### **Article 11. Governance structure of minor chairs**

1. The single-member governing body of a minor chair shall be its director.
2. Where appropriate, the Monitoring Committee may also be appointed to act as a governing body, provided that its functions and role in decision-making are stipulated in the agreement establishing the minor chair. In this case, the Monitoring Committee shall establish its own rules of procedure.
3. Staff may be hired for minor chairs in accordance with the procedures and regulations in effect and in line with budgetary availability for the minor chair and the functions it is to carry out.

When staff are hired, provision must be made for any economic and social benefits to which employees will be entitled when the minor chair ends. Any sums owing as a result of the hiring of staff, for any reason or item, shall be charged to the minor chair. Under no circumstances may such amounts have any impact on the UB's budget or staff.

#### **Additional provision**

The UB shall keep the catalogue of its chairs and minor chairs and classrooms up to date. This document can be found on the UB's Transparency Portal.

#### **Transitional provision**

Existing chairs and minor chairs shall implement any adaptations necessary to comply with these regulations before the term of the corresponding agreement ends.

#### **Repealing provision**

Any previous regulations that are in conflict with the provisions of these regulations are hereby

repealed.

**Final provision**

These regulations shall be published on the UB's e-services portal and in its Transparency Portal and shall come into force on the day following their publication in the e-services portal.