

**REGULATION OF THE QUALITY COMMISSION
OF THE DOCTORAL PROGRAM IN FRENCH STUDIES**

FIRST TITLE. PURPOSE AND COMPOSITION

First Section. Purpose and Functions

Article 1. Purpose

1. The purpose of this Regulation is to regulate the organization and functioning of the Quality Commission of the Doctoral Program in French Studies.

Article 2. Legal regime

The Internal Quality Guarantee System (SGIC) of this title follows the lines established by the Vice-Rectorate for Quality Assessment and the UCM (<http://www.ucm.es/calidad>) and conforms to what is established in the R.D. 1393/2007, of October 29. It respects the Code of Good Practice of the Doctoral School UCM (https://edotorado.ucm.es/data/cont/docs/1348-2018-01-24-V_2%20CBP%20UCM%20_OK%20Com.Doct.%2023.1.2018.pdf). It is part of the quality policy of the Faculty of Philology (<https://filologia.ucm.es/filologia-es-calidad>), and follows the specific SGIC of the Program in this quality policy (<https://www.ucm.es/data/cont/docs/3-2013-09-06-SGIC%20Doctorado%20Ling%C3%BC%C3%ADstica%20Inglesa%20junio%202013%20DEFINITIVO.pdf>).

Article 3. Functions

Some of the functions of the Quality Commission will be the following:

1. Manage and coordinate all aspects related to said Internal Quality Assurance System.
2. Follow up and evaluate the quality objectives of the program.
3. Make proposals for revision and improvement, and keep track of them.
4. Propose modifications to improve the quality of the program.
5. Collect information and evidence on the development and application of the program of activities and research training.
6. Manage the information system of the Program.

7. Establish and set the quality policy of the program in accordance with the quality policy of the Center and with the quality policy of the UCM.

Second Section. Members. Functioning. Rights. Duties

Article 4. Members

The Quality Commission is comprised of:

- A professor who will serve as a president, by delegation of the Dean, and who will also be a member of the Quality Commission of the Center;
- Two professors doctors;
- A student
- A member of the administration staff.

Article 5. Functioning

With regard to the activity and decision-making of the Center Quality Commission and the Program Quality Commission:

- The meetings will preferably be four-monthly and will be held preferably at the beginning, middle and end of the course, without prejudice to holding extraordinary meetings if the circumstances require it.
- The decisions will be taken by simple majority, except if the extinction of a university diploma is proposed, in which case the absolute majority will be necessary. The measures adopted will be communicated to those involved in them, as well as to the Faculty Board for ratification, if necessary.

Article 6. Rights of the members of the Quality Commission

The members of the Quality Commission will have the right to:

- a) Receive at least 48 hours in advance, in the event of ordinary sessions, and 24 hours in advance, in the case of extraordinary sessions, the call for meetings and their agenda.
- b) Have at their disposal, in the same term, all the documentation on the necessary information for the proper treatment of the issues that appear on the agenda.
- c) Participate in session discussions.
- d) Exercise their right to vote and formulate their particular vote, as well as express the meaning of their vote and the reasons that justify it. The exercise of the vote is personal, non-transferable and non-delegable.

- e) Make request and ask questions.
- f) Obtain the necessary information to fulfill the assigned duties.
- g) Any other matter inherent in their positions.

Article 7. Duties of the members of the Quality Commission

The duties of the members of the Quality Commission are as follows:

- a) Attend the sessions of the Quality Commission, as well as contribute to its normal functioning, by participating in whatever activities are necessary.
- b) Present to the Quality Commission the issues that affect it.
- c) Keep secret when the nature of the information so requires.
- d) Refrain from interfering with the decisions of the Quality Commission when it incurs any of the causes provided for in the legislation of the legal regime of the Public Administrations.

Article 8. Loss of membership of the Quality Commission

The membership of the Quality Commission is lost:

- a) By voluntary resignation submitted in writing to the President of the Commission.
- b) By termination of the position or the group for which he/she is a member of the Commission.
- c) Due to inability to exercise the functions inherent in that condition.
- d) By death.
- e) By firm judicial decision annulling his/her election or proclamation.
- h) By the end of the representation of the period for which he/she was appointed.
- i) By termination agreed by the Master Coordination Commission.

Article 9. Adoption of agreements

1. The agreements will be adopted by a simple majority of the attendees, by assent or by a freehand public vote, at the proposal of its President. In case of a tie, the

president will have a quality vote. In any case, the proposal to modify the functioning regulations of the Quality Commission will require approval by an absolute majority.

Article 10. Minutes.

1. Minutes shall be drawn up of each session held by the Quality Commission, which will necessarily specify the attendees, the agenda of the meeting, the place and time in which it was held, the main points of the deliberations, as well as the content of the agreements adopted.

2. The minutes will include the agreement or agreements adopted. Likewise, at the request of the respective members of the Quality Committee, the vote contrary to the agreement adopted, its abstention and the reasons that justify it or the meaning of its favorable vote.

3. Members who disagree with the majority agreement may cast a particular vote in writing within forty-eight hours, which will be incorporated into the approved text.

4. When the members of the Quality Commission vote against or abstain, they will be exempt from the responsibility that, where appropriate, may arise from the agreements.

5. The Minutes will be filed by the coordinator and will be made available to the members of the commission for validation.

6. Any member of the Quality Commission that does not agree with the contents of the Minutes, may request in writing the modifications that it considers.

Article 11. Regulation Reform

The proposal to amend these regulations will require the favorable votes of the absolute majority of the members of the Quality Commission.