



**UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH**

Regulations of the Doctoral Student Council

**Governing Council Decision CG/2024/XX/XX, of 11
July 2024, which approves the amendment of the
Regulations of the Doctoral Student Council**

Office of the General Secretary

- Incorporation of Governing Council Decision 79/2013, of 28 May 2013, which approves the Regulations of the Doctoral Student Council.
- This document was issued a favourable report by the Statute Development Committee (20/06/2024).

Pending revision

APPROVAL OF THE AMENDMENT OF THE REGULATIONS OF THE DOCTORAL STUDENT COUNCIL

FACTUAL AND LEGAL BASIS

Article 100 of the UPC Statutes, which regulates the Doctoral Student Council, establishes that doctoral candidates set up the Doctoral Student Council to foster their participation in all spheres of university life and their contribution to the University's aims. The Council is a collegial body that represents the doctoral candidates of the Universitat Politècnica de Catalunya. It also acts as their representative to the University's governing and representative bodies and interuniversity bodies. The Article also states that the Council must have regulations governing its operation, including its composition and the system for electing its members.

These regulations were intended to be an update but, given the number of changes, they replace the Regulations of the Doctoral Student Council approved in Governing Council Decision 79/2013, of 28 May 2013, which approved the Regulations of the Doctoral Student Council of the Universitat Politècnica de Catalunya (UPC).

The Regulations' revision process arose from the need to adapt the regulations and organisation of the Doctoral Student Council to doctoral candidates' current demands.

At a meeting on 19 June 2024, the Doctoral Student Council approved the amendment proposal for the Regulations of the Doctoral Student Council.

Given the above, the Governing Council, in the exercise of the functions conferred on it in Article 59 of the current statutes and Article 46 of the Organic Law on the University System, adopts the following

DECISIONS

One. To approve the amendment of the Regulations of the Doctoral Student Council.

Two. To approve the consolidated text of the Regulations of the Doctoral Student Council, which includes the amendments of the stated articles and is attached to this decision as an appendix.

Three. The amendment will come into force the day after it is approved by the Governing Council.

Barcelona, 11 July 2024

Regulations of the Doctoral Student Council

Preamble	3
Introduction	4
Article 1. Object and nature	4
Article 2. Regulatory framework	4
Article 3. Functions	4
Article 4. Aims	4
Title 1. Members of the Doctoral Student Council	6
Article 5. Composition	6
Article 6. Representatives of doctoral programmes	6
Article 7. Rights of members	6
Article 8. Duties of members	6
Article 9. Causes of loss of membership of the Doctoral Student Council	7
TITLE 2. Organisation of the Doctoral Student Council	
Chapter I. Structure	8
Article 10. Collegial bodies	
Article 11. University officers	8
Article 12. Election and renewal of members	8
Chapter II. Collegial bodies	
Section 1. General provisions	9
Article 13. Constitution	9
Article 14. Call	9
Article 15. Agenda	9
Article 16. Decisions	10
Article 17. Minutes and publication of the decisions	10
Section 2. The plenary	11
Article 18. Nature	11
Article 19. Composition	11
Article 20. Functions	11
Article 21. Setting up committees and delegating functions	11
Section 3. The Standing Committee	12
Article 22. Nature	12
Article 23. Composition	12
Article 24. Functions	12
Chapter III. University officers	13
Section 1. General provisions	13
Article 25. Elections	13
Article 26. Mandate	13
Article 27. Revocation	13

Section 2. The chair	13
Article 28. Nature and functions	13
Section 3. The secretary	14
Article 29. Nature and functions	14
Section 4. The treasurer	14
Article 30. Nature and functions	
Section 5. Area coordinators	
Article 31. Nature and functions	14
Title 3. Economic resources	15
Article 32. Budget	15
Article 33. Distribution and execution	15
Article 34. Expenses	15
Title 4. Amendments to the Regulations	16
Article 35. Owners of the initiative	16
Article 36. Amendments on the proposal of the CdD	16
Transitional provision	17
Additional provision. Electoral system	17
Repealing provision	17
Final provision	17

Preamble

Article 100 of the UPC Statutes, which regulates the Doctoral Student Council, establishes that doctoral candidates set up the Doctoral Student Council to foster their participation in all spheres of university life and their contribution to the University's aims. The Council is a collegial body that represents the doctoral candidates of the Universitat Politècnica de Catalunya. It also acts as their representative to the University's governing and representative bodies and interuniversity bodies. The Article also states that the Council must have regulations governing its operation, including its composition and the system for electing its members.

These regulations were intended to be an update but, given the number of changes, they replace the Regulations of the Doctoral Student Council approved in Governing Council Decision 79/2013, of 28 May 2013, which approved the Regulations of the Doctoral Student Council of the Universitat Politècnica de Catalunya (UPC).

The Regulations' revision process arose from the need to adapt the regulations and organisation of the Doctoral Student Council to doctoral candidates' current demands.

Introduction

Article 1. Object and nature

The object of these regulations is to regulate the organisation and functioning of the Doctoral Student Council (CdD) of the UPC, which is, according to the University's Statutes, the representative body of UPC doctoral candidates that aims to foster their participation in all spheres of university life and their contribution to the University's aims.

The CdD functions democratically and is based on the majority vote of its representatives as well as the general interests of the group.

Article 2. Regulatory framework

These regulations on organisation and functioning are governed by the general and university legislation in force, the UPC Statutes, the University's electoral regulations and, in any matters not covered by them, the Governing Council Regulations and other applicable regulations.

Article 3. Functions

The functions of the CdD are the following:

- a) To draw up a proposal for regulations governing its functions and submit this proposal for the approval of the CdD plenary and the Governing Council of the UPC.
- b) To act as a representative and means of expressing the aspirations, petitions and proposals of doctoral candidates in relations with the UPC's governing bodies and to promote, coordinate and defend their concerns, rights and interests.
- c) To constitute a framework for developing, discussing and defining the position of UPC doctoral candidates.
- d) To carry out its administrative organisation.
- e) To issue reports on any concerns relating to the University's activities.
- f) To make public agreements reached and decisions taken by its representatives, in accordance with prevailing regulations.
- g) To manage its budget.
- h) To coordinate the work of doctoral candidates' representatives at the UPC.
- i) All of the unforeseen responsibilities stemming from the purposes outlined in Article 1 of these regulations, the UPC Statutes and any applicable legal regulations.
- j) To appoint and revoke the appointment of university officers, as provided for in these regulations.

Article 4. Aims

The aims of the CdD are as follows:

- a) To defend the rights and interests of UPC doctoral candidates.
- b) To advise UPC doctoral candidates.
- c) To participate actively and efficiently in the course of university activity.
- d) To promote the participation of doctoral candidates in the governing bodies

of the UPC.

- e) To publish information that may be of interest to doctoral candidates.
- f) To foster the quality of doctoral programmes.
- g) To collaborate in the initiatives of the UPC Doctoral School and propose new ones.

Title 1. Members of the Doctoral Student Council

Article 5. Composition

The members of the CdD are the following:

- a) All doctoral candidates' representatives in the UPC University Senate.
- b) Doctoral candidates' representatives from the highest governing and representative body of the Doctoral School, in accordance with the legislation in force.
- c) Doctoral candidates' representatives from the councils of departments and university research institutes.
- d) A representative of the doctoral candidates from each doctoral programme.
- e) A doctoral candidate from an affiliated school may be a member of the CdD if the plenary approves it. The authorisation of the University's competent bodies is also required. To be admitted they must submit a letter of motivation and meet any other requirements established in current regulations.

Article 6. Representatives of doctoral programmes

At least once during the academic year, the Doctoral School must organise an electoral process to choose the doctoral programme representatives for the vacant posts in the CdD. The census comprises the students currently enrolled in each doctoral programme. All students in the census who have not defended their doctoral thesis on the day the census is closed are eligible.

Article 7. Rights of members

The rights of members of the CdD are:

- a) To attend the meetings to which they are called.
- b) To be heard by the CdD's bodies.
- c) To manifest their disagreement with the decisions of the CdD, except when they attend meetings on behalf of the CdD.
- d) To renounce membership of the CdD, as per the provisions of Article 9.b) of the Regulations.
- e) To receive the notices and information corresponding to all aspects that affect the CdD and its responsibilities, under the terms established by the regulations in force.

Article 8. Duties of members

The duties of members of the CdD are:

- a) To attend all meetings to which they are called or justify their absence to the body's secretary.
- b) To treat all CdD members and the institution itself with courtesy and respect.
- c) To respect the decisions of the CdD's bodies and not to disseminate on behalf of the CdD any information that it has not approved.
- d) To deal with different positions and criticism within the CdD and work towards a united stance before bodies external to the CdD that helps UPC doctoral candidates accomplish their aims.

- e) Not to make public confidential information of the CdD, such as work documents or the vote of its members, except in cases in which the plenary decides to do so and if the regulations in force allow it.

If these duties are not fulfilled, the secretary may send a warning to the member involved informing them of the situation and, if appropriate, notify the rest of the CdD's members.

Article 9. Causes of loss of membership of the Doctoral Student Council

Members lose their membership in the following cases, without this exempting them from fulfilling any pending obligations:

- a) When they cease to belong to the governing bodies in articles 5.a), 5.b) and 5.c).
- b) Of their own will, which must be communicated in writing to the chair of the CdD.
- c) When they cease to be doctoral candidates of the UPC for any of the reasons provided for in current legislation.
- d) When they miss three meetings of the collegial bodies of which they are members without having excused themselves.
- e) Because the condition of member has been revoked due to non-fulfilment of duties, with the favourable vote of more than two-thirds of plenary members.
- f) The representatives of doctoral programmes automatically lose their membership, without the need for a vote, if a formal petition is addressed to the plenary by more than half of those enrolled in the programme.

TITLE 2. Organisation of the Doctoral Student Council

Chapter I. Structure

Article 10. Collegial bodies

The collegial bodies of the CdD are:

1. The plenary.
2. The Standing Committee.
3. Other advisory bodies or bodies of another nature established by the plenary.

Article 11. University officers

1. General coordinators:
 - a. The chair.
 - b. The secretary.
 - c. The treasurer.
2. The coordinators of each of the Doctoral School's areas (hereinafter, area coordinators).
3. Other coordinators provided for in these regulations or appointed by the plenary.

Article 12. Election and renewal of members

1. To fill vacant posts (partial renewal) in the collegial bodies, the criteria of the University's electoral regulations are applied.
2. For any electoral process not regulated in these regulations, the University's electoral regulations are applied in a subsidiary manner.

Chapter II. Collegial bodies

Section 1. General provisions

Article 13. Constitution

1. For the constitution of the body to be valid in the first call, half of the effective members of the body plus one must be present, including the chair and the secretary or their substitutes.
2. If a quorum is not reached, the collegial body is constituted in a second call 15 minutes after the time of the first. In the second call, at least a sixth of the members must be present or in attendance, including the chair and the secretary or their substitutes.

Article 14. Call

1. It is the responsibility of the chairperson of the collegial body to call ordinary meetings at least five working days in advance via the electronic media allowed by the University, stating the place, date, time and agenda of the meeting.
2. The call must specify the place or address at which documents related to the meeting's agenda may be consulted, and they must be published with the call. In exceptional cases, documents that cannot be made available five working days in advance must, in any event, be made available to the members of the collegial body one working day before the meeting.
3. Collegial bodies may also hold an extraordinary meeting if urgent matters require it; the initiative of calling the meeting is the chair's or that of 20% of the body's members. In the case of the latter, the meeting must take place within three weeks.
4. The sessions may be in person, remote or hybrid, and the Regulations for Remote and Hybrid Meetings approved in Governing Council Decision CG/2021/04/07, of 8 October 2021, apply to them.

Article 15. Agenda

1. Drawing up the meeting's agenda corresponds to the body's chair. Exceptionally, the body's chair or 20% of the members may incorporate points for discussion in the agenda, at least two working days in advance, and add supporting documents, if any.
2. The agenda of extraordinary meetings must be kept to the points that have arisen and must be made public in a call at least two working days in advance.

Article 16. Decisions

1. Decisions may be adopted by consensus or a vote.
2. Decisions are adopted when the number of votes in favour is greater than the number of votes against, except in the case of decisions that require a qualified majority and are defined explicitly in these regulations or other applicable regulations. If there is a draw, the body's chair may issue the decisive vote.
3. If the sum of blank votes and votes against is greater than the votes in favour, a request may be made for the vote to be repeated. In this case, the ballot may be secret if at least one of the attendees requests it.
4. The ballot must be secret whenever the decision affects people or when the body's chair or 20% of those present request it.
5. Before a vote, any member of the body may request a recount of the quorum. If it is not reached, voting may not proceed.

Article 17. Minutes and publication of the decisions

1. All decisions adopted come into force immediately and must be recorded in the meeting's minutes, which must be approved at the following meeting of the collegial body and signed by the secretary, with the approval of the body's chair.
2. The minutes must include the following:
 - a. The meeting's agenda and its date, time and place.
 - b. The attendance list, including those excused or absent.
 - c. The main points of the deliberations and the content of the decisions adopted.
 - d. The actions that, according to these regulations, must be given in the minutes.
 - e. The meaning of the votes cast and, if a member requests it, a succinct explanation of their intervention.
 - f. The proposals voted on and the results obtained.
 - g. Anything that is explicitly requested to be included in the minutes.
 - h. Members of a body may express their opinion on a decision in writing, within five days following the date of the decision, so that it is added to the minutes as an appendix.
3. Decisions by collegial bodies are published on the designated electronic platforms. In the publication of decisions the rights and freedom of persons must be respected and protected as regards personal data protection, in accordance with the provisions of Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data; Organic Law 3/2018, of 5 December, on personal data protection and the safeguarding of digital rights; and other

applicable regulations.

Section 2. The plenary

Article 18. Nature

The CdD plenary is the most representative of the CdD's bodies. All of its members must comply with the plenary's decisions, including those who are absent or have abstained from voting.

Article 19. Composition

The CdD plenary comprises all CdD members.

Article 20. Functions

The functions of the CdD plenary are:

- A. To propose the CdD regulations so that they may be submitted to the Governing Council for its approval.
- B. To elect and revoke university officers and members of the remaining collegial bodies.
- C. To approve the annual budget and the close of the previous financial year.
- D. To set up and dissolve the advisory bodies and work groups it deems appropriate, with the aims and responsibilities that the plenary assigns them, and to appoint a spokesperson.
- E. To assess the work done by the advisory bodies and work groups and act accordingly.
- F. To propose initiatives and goals and state their opinion on problems affecting the university community.
- G. To work towards the accomplishment of the CdD's objectives.
- H. The functions assigned to it in the prevailing legislation and in the UPC Statutes and regulations.

Article 21. Setting up committees and delegating functions

1. The plenary can set up committees for specific purposes and delegate its functions to them. The constituting agreements establish their composition and other aspects of their functioning.
2. The following may not be delegated:
 - a. To propose the CdD regulations so that they may be submitted to the Governing Council for its approval.
 - b. To elect and revoke university officers and members of the remaining collegial bodies.
 - c. To approve the annual budget and the close of the previous financial year.

Section 3. The Standing Committee

Article 22. Nature

The Standing Committee is the representative body whose function is to streamline the tasks and decisions of the CdD.

Article 23. Composition

The Standing Committee comprises:

- A. Representatives of trainee research staff on the Governing Council. If the post is unfilled, a member of the Senate must be elected.
- B. General coordinators.
- C. Area coordinators.
- D. A member of the CdD elected by the plenary.

Article 24. Functions

The functions of the Standing Committee are:

- A. To coordinate the action of doctoral candidates who are members of the UPC Governing Council and of the Doctoral School Board.
- B. To channel proposals made to it by the CdD plenary and the representatives of doctoral candidates in departments and university research centres to the Doctoral School, the Governing Council and its committees, the University Senate and the Board of Trustees.
- C. To ensure that information is transmitted to the CdD from the Board and the Standing Committee of the Doctoral School, the Governing Council and its committees, the Board of Trustees and the University Senate.
- D. To make all the necessary efforts to promote good relations between the members of the CdD and with the groups to which they belong.
- E. To set up and dissolve the advisory bodies and work groups it deems appropriate, with the aims and responsibilities that the Committee assigns them, and to appoint a spokesperson.
- F. To assess the work done by the advisory bodies and work groups and act accordingly.
- G. In urgent circumstances, to take decisions that lie within the scope of the plenary's responsibilities. These decisions must be communicated and ratified at the following plenary.
- H. All responsibilities exceptionally or occasionally transferred to it by the CdD plenary.

Chapter III. University officers

Section 1. General provisions

Article 25. Elections

1. The plenary elects the university officers from among the members of the CdD.
2. University officers are elected following the process foreseen for electing department directors, which is governed by the University's electoral regulations.
3. Elections for all general and area coordinators must be called every two years.

Article 26. Mandate

The mandate of university officers is two years, without the possibility of reelection, unless they have occupied an unfilled post. In this case, the person elected completes the mandate of their predecessor and may be reelected until they fulfil the two-year mandate.

Article 27. Revocation

1. The CdD plenary may revoke any coordinator.
2. Proposals for revocation must be submitted by at least a third of plenary members. The proposals must include the schedule for electing a new coordinator.
3. The revocation must be approved by two-thirds of plenary members.
4. If a proposal for revocation is not approved, those who have signed it may not submit another until halfway through the mandate stipulated in Article 25.
5. If the plenary approves the revocation, an election is called in accordance with the schedule in Section 2 of this article, and the coordinator steps down.
6. In the case of a coordinator's absence, illness, vacancy, revocation or any other similar circumstance, the other coordinators elect a new member of the Standing Committee to replace them. In any event, the posts of chair and secretary may not be occupied by the same person.

Section 2. The chair

Article 28. Nature and functions

1. The chair is in charge of directing and legally representing the CdD.
2. The chair fulfils the following functions:
 - a. To chair and direct debates of the CdD plenary and the Standing Committee.
 - b. To issue a decisive vote in the case of a draw.
 - c. To call CdD plenary sessions and Standing Committee meetings.
 - d. To validate the minutes of meetings and certificates drawn up by the secretary of the CdD.
 - e. Any remaining functions that pertain to the post and are delegated to them by the CdD plenary and the Standing Committee.

Section 3. The secretary

Article 29. Nature and functions

1. The secretary is in charge of the internal management and legal matters of the CdD.
2. The secretary fulfils the following functions:
 - a. To watch over the CdD's documents.
 - b. To draft and sign the minutes of plenary sessions and Standing Committee meetings.
 - c. To draft and authorise any certificates that must be dispatched.
 - d. To hold up-to-date information on the census of members of the Council.
 - e. Any remaining functions that pertain to the post and are delegated to them by the CdD plenary and the Standing Committee.

Section 4. The treasurer

Article 30. Nature and functions

1. The treasurer is in charge of managing the finances and assets of the Student Council.
2. The treasurer fulfils the following functions:
 - a. To look after the Student Council's finances and supervise all activity that affects the Council's budget.
 - b. To act as the spokesperson within the UPC on all matters related to the CdD's finances.

Section 5. Area coordinators

Article 31. Nature and functions

The functions of the coordinators of each of the areas that make up the Doctoral School are:

1. To represent their area in the CdD.
2. To communicate and publish information that may be of interest to the area under the terms established in current regulations.

This post is not incompatible with other university officer posts.

Title 3. Economic resources

Article 32. Budget

35.1. The financial period is a year, ending on 31 December, so it matches the UPC's financial year.

35.2. It corresponds to the CdD plenary to approve the budget.

35.3. Any changes to the budget must be approved by the CdD plenary.

Article 33. Distribution and execution

Decisions on what the funds in each of the budget items must be used for correspond to the Standing Committee, although they may be delegated to the treasurer.

Article 34. Expenses

1. According to the provisions of UPC regulations, the CdD covers expenses that have been justified in advance stemming from the activity of its members, such as expenses for office supplies, printing and photocopying, travel and per diems.

2. It corresponds to the Standing Committee to decide which expenses are covered and which are not.

Title 4. Amendments to the Regulations

Article 35. Owners of the initiative

Changes to the regulations may be proposed by:

- A. The chair of the CdD.
- B. A minimum of 30% of the members of the plenary.

Article 36. Amendments on the proposal of the CdD

1. Proposals for changes to the Regulations must be accompanied by a document describing the motivation for the changes and include the amended text proposed.
2. The approval of the amendment of these regulations requires a quorum of participation of two-thirds of those in attendance at a plenary session at which the change was proposed and votes in favour of at least half plus one of the valid votes cast.
3. Once the proposal is approved, the record is sent to the Governing Council for approval, if applicable.

Transitional provision

The content of these regulations must be revised within five years from their approval by the Governing Council.

Additional provision. Electoral system

The decisions of the collegial bodies of the UPC's Doctoral Student Council that, by virtue of the regulations applicable to them, have as their object the election of university officers or collegial bodies are decisions and not electoral processes. These voting processes are governed by basic legislation regulating collegial bodies, these regulations on organisation and functioning and the UPC's electoral regulations.

Repealing provision

These regulations repeal the Regulations of the Doctoral Student Council of the UPC that were approved in Governing Council Decision 79/2013, of 25 May 2013.

Final provision

These regulations come into force the day after their approval by the Governing Council of the Universitat Politècnica de Catalunya.