

Agreement of 3 June 2020 of the Standing Committee of the Governing Council of the University of Zaragoza approving the Regulation of the Centre for Innovation, Training and Research in Educational Sciences (CIFICE) of the University of Zaragoza

In view of the proposal of the Centre for Innovation, Training and Research in Educational Sciences “CIFICE” and following a favourable report from the Committee on Regulations, the Permanent Committee of the Governing Council of the University agrees to approve the Regulations of the Centre for Innovation, Training and Research in Educational Sciences “CIFICE” of the University of Zaragoza, in the following terms:

REGULATION OF THE *CENTRE FOR INNOVATION, TRAINING AND RESEARCH IN SCIENCES OF EDUCATION (CIFICE)*.

By *agreement of December 4, 2019 (BOUZ, 11-2019, 19 December)*, the Governing Council of the University of Zaragoza approved the creation of the Center for Innovation, Training and Research in Educational Sciences (CIFICE) of the University of Zaragoza.

As stated in Article 25 of the Statutes of the University of Zaragoza, “the University may proceed to the creation of other centres other than the Faculties, University Schools or University Research Institutes, whose activities contribute to the best achievement of their purposes and do not lead to the obtaining of official university degrees. The creation of these centres corresponds to the Governing Council of the University, on its own initiative or of the Rector”.

The Centre for Innovation, Training and Research in Educational Sciences (hereinafter, CIFICE) aims to promote and articulate educational innovation, to give continuity to the tasks aimed at improving the training for the teaching of university teachers, the quality of teaching or support to students carried out to date by the Institute of Education Sciences; it is also intended to promote institutional relations with entities related to the University of Zaragoza in its formative objectives and to promote research and transfer in the sciences of education.

The Transitional Provision included in the *report* requesting the establishment of the centre, approved by the Governing Council in the above-mentioned *Agreement*, stated: “After the publication in the BOUZ of the approval of the CIFICE, the procedure for the preparation and approval of the regulations, the constitution of the governing bodies of the new center and the election of the director of the same, will be initiated, in accordance with the provisions of the current regulations. The coordination of this transitional procedure shall be carried out by a managing committee appointed by the Rector.’

By *resolution of 10 February 2020*, the Rector appointed the managing committee of CIFICE. This Commission, in the exercise of its powers, has drawn up the Centre’s Regulations and will establish the appropriate measures so that the new centre can carry out all its functions coinciding with the start of the 2020/2021 academic year. Subsequently, the decision-making bodies of the centre may modify these regulations in accordance with the regulations in force.

REGULATION OF THE CENTRE FOR INNOVATION, TRAINING AND RESEARCH IN THE EDUCATION (CIFICE).

Title I. Scope, purposes and functions

Article 1. Scope.

This regulation develops the functions, organisation and functioning of the CIFICE), in accordance with the provisions of the *Agreement* of the Governing Council of the University of Zaragoza of December 4, 2019.

Article 2. Purposes of the center.

These are the centre's own purposes:

- a) To promote training for the teaching of university teachers, the quality of teaching and support to students.
- b) Promote research and transfer in the sciences of education.
- c) Promote institutional relations with related entities in their objectives with the University of Zaragoza.

Article 3. Functions of the centre.

CIFICE has the following functions:

- a) Promote and coordinate initiatives and programs of innovation, training, research and transfer in the educational field within the framework of the University of Zaragoza.
- b) Encourage cooperation with other institutions and entities in this same order of action.
- c) Promote the quality of teaching in the field of the University of Zaragoza.
- d) Advise the professors and research staff of the University of Zaragoza, both in the field of teaching and in the field of research and transfer.
- e) Promote the conclusion of contracts and collaboration agreements with natural persons, public or private entities, in accordance with current legislation.
- f) Advise on the processes of evaluation of institutional quality and promote innovation and the improvement of the quality of their own activities.
- g) Disseminate the results of research and knowledge in the educational field within the framework of the activities of the center.
- h) Coordinate internal and external communication around teaching, innovation and research methodologies, making good practices visible.
- i) Promote the analysis of needs, as well as the exploration of relevant lines in the field of teaching, innovation and research in the field of activity of the center.
- j) Encourage collaboration among research staff in the educational field.
- k) Any other functions that the laws, the *Statutes* and the Board of Directors of the University of Zaragoza attribute to this center or that the practice advises, in accordance with the purposes of the same.

TITLE II. The Centre's own programmes

Article 4. Organisation of the activity.

1. CIFICE will be organised through "activity programmes", which will constitute its core units of action. "Programme of activity" means the set of actions aimed at fulfilling the functions of the centre, according in each case with specific objectives derived from prior planning and an own allocation of human and material resources, established by the governing bodies of the University and the center itself.

2. In those cases where the Board of Directors of the University deems it necessary to carry out an extraordinary assignment, it may entrust the director or director of the CIFICE with its implementation, assigning the necessary resources.

3. According to the "activity programmes", the sections in which the centre is organised are as follows: Training for teaching and the quality of teaching; Innovation, research and transfer in education sciences; and (III) institutional relations and cooperation with other like-minded entities in terms of their objectives.

The extension, modification or reduction of such sections shall be approved by the governing committee of the centre.

Article 5. Proposal and approval of programmes.

1. The activity programmes may be annual or multi-annual and will be approved by the CIFICE governing committee. Its proposal corresponds to the board of directors of the University, the management of the center or any of the members of the governing commission of the same.

2. The approval of the programmes will take place at the beginning of each academic year, in order to take account of their forecasts before the preparation of the annual training planning. If, in exceptional circumstances, it is necessary to propose a new programme, it may be done outside this period, in accordance with the usual procedure.

Article 6. Contents of the programmes.

Each programme proposed for approval by the CIFICE Governing Commission shall include at least the following aspects:

- a) Objectives pursued by the programme.
- b) Planned actions and organisation of the development of the programme.
- c) Necessary human and material resources, excluding those assigned to the center in a stable manner. The staff assigned must be expressly recorded in terms of equivalent hours of teaching assignment. For the calculation of the personnel necessary for the management, design, monitoring and evaluation of the programs, a forecast of the number of actual hours of dedication will be made and an estimated 1 hour of teaching assignment will be estimated every 2.5 hours of actual work. The proposal may also include the administrative and service staff to be assigned to the programme. The financial resources available to the programme or other material resources deemed necessary for its implementation shall also be detailed. The human and material resources of the programs proposed to the governing commission of the CIFICE, once approved by it, must be ratified by the rector.

Article 7. Memory of the programs.

The Director or Director shall submit, for approval by the CIFICE Governing Committee, an annual report assessing the results, the degree of development of the programmes and the resources used.

Article 8. Validity of the programs.

Each program shall be valid for at least one year from its approval by the government commission until the presentation of the corresponding report. Programmes may be extended in the format

in which they were submitted up to a maximum of four years. The extension of the programs of activity will be approved by the governing commission of the center and ratified, where appropriate, by the management team of the University.

Article 9. Coordination and development of programmes.

1. Each program will have a coordinator person proposed by the management of CIFICE, among the teachers who are part of the center or who has shown their interest through the objective and usual channels provided for these cases. The appointment must be ratified by the center's governing commission.
2. The person coordinating the programme shall be responsible, in accordance with the indications of the management of the centre and within the framework of the programme established by the CIFICE governing committee, the actions taken and their results.
3. In addition to the coordinator, each program may have a series of collaborators appointed by the governing committee of the center, depending on the needs recognised for each case. These collaborators will be proposed through the procedures and channels established for this purpose.

Article 10. Teacher training programme.

1. CIFICE will be assigned a permanent and strategic program for teacher training at the University of Zaragoza. Without prejudice to the permanent and stable nature of this program, the governing committee of the center shall approve its report and proposal annually.
2. When the Governing Committee addresses matters related to teaching training, it shall consult with the trade union representation of the staff, inviting, for this purpose, a representative elected, respectively, by the relevant bureaux, with a voice, but without a vote.

Title III. Structure of the Centre for Innovation, Training and Research in Science Education

Article 11. Governing bodies of the centre

1. The governing bodies of the centre are the governing commission and the management of the centre, consisting of the director, the professor secretary and the deputy director or deputy directors.
2. The governing commission of the center is the collegiate governing body of the center.
3. The governing committee of the centre has the following functions and competences:
 - a) Elect the director or director from among the candidates nominated by at least three of its members.
 - b) Define the general outlines of CIFICE's activities.
 - c) Make proposals on the dedication of teaching and research staff in the different programs of the center.
 - d) Assist and advise the management of the centre in all matters within its competence.
 - e) Regularly monitor the status of activities carried out at the centre and participate in the institutional evaluation processes of these activities.
 - f) Readjust or modify the sections in which the center is organised.
 - g) Draw up proposals to amend or change the regulation.
 - h) Approve, where appropriate, the accountability and annual report of activities to be submitted by the Director.
4. The governing committee shall consist of the following members:

- a) The director of the center, who will preside over it.
- b) The professor secretary, who will act as secretary of the government commission, with a voice, but without a vote.
- c) The Deputy Director or Deputy Directors of the Centre, who in turn will represent each of the sections of the Centre.
- d) Four members of the University's board of directors appointed by the rector.
- e) A representative of the teaching and research staff who participates in the school's programs, chosen from among the collaborators of the center.
- f) A member chosen from among the three deans of the Faculties of the University of Zaragoza where official degrees in the field of education are taught. The election will be carried out by the deans of these Faculties.
- g) A dean or center director elected by the representatives of the centers on the governing council.
- h) Three representatives of the research groups and of the researchers in a personal capacity integrated in the centre, chosen by the researchers who are part of the centre.
- i) A department director, elected by representatives of the departments on the governing council.
- j) A representative of the management and services staff of the centre, chosen by and among such staff.
- k) A representative of the research staff in training of the University of Zaragoza, chosen by and among the representatives of this group in the commission of inquiry
- l) A student representative, elected by and among the representatives of this group in the governing council.

Article 12. Election of the director or director.

1. The Director of CIFICE shall be elected by the Governing Commission in a session convened for that purpose.
2. In no case may the status of director of the CIFICE be reconciled simultaneously with that of holder of another single-person governing body of the University of Zaragoza.
3. The term of office of the Director shall be four years and may be elected for a maximum of two successive terms. There will be no limit on non-consecutive terms.
4. The director shall cease his office at the end of his term of office, at his own request, for another legal reason or when the government commission approves by an absolute majority a motion of censure.
5. The candidates proposed by the members of the commission for the position of director must belong to the teaching and research staff of CIFICE, be doctors with permanent links and with exclusive dedication to the University.
6. If there are none, a further meeting shall be convened within a period of not more than one month. In it, any doctor with permanent links to the University of Zaragoza may be proposed as a candidate.

Article 13. Term of office of the members of the governing commission.

1. The term of office of the members of the Government Commission appointed by the rector shall be four years. Their term of office shall cease when the rector so provides or when the rector who appointed them ceases; in the latter case, they will remain in office until the incorporation of their substitutes.
2. The terms of reference of the representatives of the research groups and of the researchers

in their personal capacity shall be terminated with the mandate of the Director of CIFICE. They may also be removed by the committee, on a proposal from the director, when the group to which they belong ceases to be part of the structure of the centre.

3. The term of office of the representatives of the administrative and service staff shall end with the term of office of the Director.

4. The mandate of the representatives of the faculties, schools and departments shall end when they cease as deans or principals or when the composition of the governing council is renewed.

5. The representation of students and research staff in training shall be renewed every two years, from the beginning of each director's term of office.

Article 14. Assignment of teaching and research staff to the school's programmes.

1. The needs of the various programs and projects that shape CIFICE's annual activity will determine the number and profile of the center's collaborating faculty.

2. For the purposes of representation, participation in commissions and governing bodies of the center, the teaching and research staff of the University of Zaragoza who collaborate with the center in the development of its programs will be considered a member of the CIFICE. This collaboration must always have the express consent of the interested teachers. The integration into the CIFICE will be without prejudice to your affiliation to another faculty or school of the University and will have the validity of the assigned programs and, in no case, will be less than an academic year.

3. At the beginning of each course, CIFICE will publicly request the collaboration of the IDP according to the needs identified in each case; staff interested in participating in one of the programmes shall send a letter to the director of the centre stating that request. After the analysis of the requests, the director will draw up a report considering all of them and submit a reasoned proposal, for discussion and approval, to the governing committee of the center.

4. The director, together with the coordinator of each program, will draw up a proposal of the teachers necessary for the development of each of the programs, indicating their dedication to it in terms of their equivalence in charge of teaching. The director, with the approval of the vice-rector of teachers, will raise this proposal to the government commission for approval. The link between the coordinator and the collaborating faculty to the program will be extended throughout the duration of the program.

5. Researchers who are part of the groups involved in the preparation of the CIFICE report or participate in the projects promoted *and* supported by the centre shall also be considered as members of the centre; researchers in a personal capacity who have expressed their willingness to belong to the centre and have been admitted by the competent bodies shall also be considered members of the centre.

6. The research staff participating in the centre will be updated annually, at the beginning of each course, and may be renewed at the request of those interested in the regular sessions of the center's governing commission. The governing commission shall be the body responsible for accepting or denying the linking of groups or researchers to the centre. To make this decision, the curriculum of the group or researcher will be taken into account, as well as the affinity of their work with the objectives and functions of the center. The period of linking the researchers to the centre should be maintained at least for the duration of the projects in which they are involved.

Article 15.- Resources, administration and services.

1. CIFICE will have the material and human resources available to the Institute of Education Sciences. It is up to the management of the University, in coordination with the governing bodies of the center, to make decisions about possible updates and modifications of the center's staff.
2. In addition to the assignment that CIFICE receives as a center of the University of Zaragoza, this center will be able to attend calls for educational innovation and research in accordance with the established channels for this, which will have to report economic returns to the University of Zaragoza. In addition, the centre will encourage the signing of agreements and financing agreements with administrations and related entities regarding the objectives of the centre.

Single additional provision

The generic terms in male that appear in the articles of this Regulation shall also refer to their corresponding feminine.

