

REGULATIONS OF THE ESCOLA SUPERIOR DE MÚSICA DE CATALUNYA

PART I

Nature, aims and competences

Article 1

1. The Escola Superior de Música de Catalunya (ESMUC) is the public higher education centre for music attached to the Department of the Generalitat de Catalunya that has competence in the field of Education, in accordance with the current legal framework regarding requirements, curricular organisation and the access system.
2. The ESMUC is an educational foundation responsible for the studies leading to the Degree in Higher Art Education of music in the specialties that are determined and that is equivalent, for all purposes, to the university degree.
3. The ESMUC will also be able to teach courses related to:
 - a) Other degrees in its field recognized by the Generalitat de Catalunya
 - b) UB-specific academic diplomas
 - c) Lifelong learning
 - d) Fourth-level studies (formerly the third cycle of university studies)

Article 2

The ESMUC will draw up a Strategic Plan every five years to guide its management and development. Likewise, it will prepare an Action Plan corresponding to each academic year.

Article 3

All its programmes, services and actions will take into account the following values and principles:

- a) Social and corporate responsibility
- b) Gender equality
- c) Equal access
- d) The search for the professional insertion of *alumni*
- e) The transparency of its management
- f) Support for the art and music education system
- g) Responsible consumption and sustainability
- h) Evaluation as a driver of continuous improvement

Article 4

The ESMUC will promote collaboration through agreements with other national and international cultural and scientific institutions in order to achieve objectives of common interest.

Especially with Catalan public universities in terms of fourth-level studies (formerly the third cycle university), access to documentation centres and libraries, and research in the corresponding section.

Article 5

The main purpose and purposes of the ESMUC are:

- a) The organisation and teaching of higher education in music
- b) The organization and teaching of postgraduate and master's degrees related to their areas of knowledge and specialization
- c) The organization of other courses and activities in its area of competence
- d) Research in the field of music and musical culture
- e) Prepare proposals for the creation, modification or deletion of curricula and research

4. In relation to teaching:

- a) The organization, development and evaluation of teaching activities in their areas of knowledge
- b) The coordination and supervision of the teaching activity of the departments, ensuring compliance with the programming and its quality
- c) Contribution to the improvement of the artistic and musical education system
- d) The promotion of lifelong learning activities and musical awareness

5. In relation to administration:

- a) The responsible and efficient administration of its equipment, services and resources
- b) The administrative management of students' academic activity with respect for the right to data privacy

6. In relation to the educational community:

- a) Comprehensive assistance to students from their access to the end of their studies
- b) The promotion of mobility and student exchange through European Union cooperation programmes and other international agreements
- c) Collaboration in the insertion of graduates into the labour market
- d) The promotion of lifelong learning and updating of teachers' knowledge

- e) The promotion of the effective insertion of teaching and research staff in the international scientific and musical community
- f) The promotion of free association of any of the levels of the school

7. In relation to society:

- a) The contribution to the dissemination of Catalan musical culture and musical creation
- b) Cooperation with public and private institutions, associations and foundations that coincide with its objectives
- c) Facilitating access to their studies and activities for anyone regardless of their conditions, especially those belonging to the most vulnerable or disadvantaged segment

Article 6

The organization of the ESMUC assumes the following competencies:

- a) The development of the study plans, the research plan and the proposal of other training activities
- b) The selection of teaching and research staff, administration and services
- c) The establishment of the access and permanence regime for students
- d) Drafting the budget proposal, the list of jobs, the action plan and the report
- e) The proposed modification or, where appropriate, the adoption of a new General Regulation
- f) Those delegated by the Foundation's Board of Trustees

Article 7

The ESMUC will deploy its programs, activities and services in a planned manner through the Academic Organization Plan and the Action Plan of each academic year. The plans will determine:

- a) The schedules of the classes and the permanence of the teaching staff in the center for the attention of the students
- b) The dates of the semester evaluation
- c) The distribution of spaces for the teaching activity of the teaching staff
- d) The assignment of tutorials
- e) The programming of the subjects
- f) The schedule and conditions of access to the services of the center
- g) The monthly calendar of activities

PART II

Governing and advisory bodies

Chapter 1. General provisions

Article 8

The Escola Superior de Música de Catalunya is governed by the following bodies:

- a) General collegiate bodies: the School Council, the Management Committee and the Interdepartmental Council,
- b) Collegiate body of particular scope: the Department Councils
- c) Unipersonal bodies of general scope: the General Directorate, the General Sub-directorates, the Academic Secretary's Office and the Head of Research, Quality Assurance and Innovation
- d) Unipersonal bodies of particular scope: Departmental coordinations, heads of departments

Article 9

The governing bodies, within the scope of their powers, must take into account, in any case:

- a) The educational needs of students, as well as the social, economic and cultural characteristics of the School
- b) Encouraging the participation of members of the educational community and guaranteeing their rights and duties
- c) The promotion of the continuous improvement of the School
- d) The promotion of educational research and innovation and the continuous training of staff

Article 10

The collegial bodies are convened by their presidency or, eventually, by whoever establishes these regulations.

Collegiate and single-person bodies may be called, when necessary, to participate with voice and without vote in the plenary sessions of the Board of Trustees and the Foundation's Delegate Committee.

Attendance at the sessions of the collegiate bodies is mandatory.

Except in cases explicitly determined by these regulations, the agreements of the collegiate bodies are taken by simple majority of the validly cast votes. In the event of a tie, the presidential vote is qualitative.

Chapter 2. General collegiate bodies

THE SCHOOL COUNCIL

Article 11

The School Council is the highest representative body of all levels of the Escola Superior de Música de Catalunya.

It consists of:

- a) The Management that presides over it and convenes it
- b) Sub-directorates
- c) The Coordinations of the Departments
- d) The Heads of Departments
- e) The Head of Research, Quality Assurance and Innovation
- f) **Twenty** representatives of the teaching staff among whom they have a minimum dedication of one third of the day
- g) **Fourteen** student representatives among those pursuing official studies
- h) **Three** representatives among students of other types of studies
- i) **Five** representatives of administrative and service staff

The Presidency, depending on the issues to be discussed, may call people who are not part of it to its meetings who will attend with voice and without vote.

The School Council will be renewed every four years, except in the case of students, which will be renewed every two years. In the event that a representative loses the status of estates for which he has been elected, he will be replaced according to the provisions of the electoral regulations approved by the Council itself.

Article 12

The functions of the School Board are:

- a) Reform these general regulations of the Escola Superior de Música de Catalunya, which must be approved by two thirds of the Council and ratified by the plenary session of the Foundation's Board of Trustees
- b) Draw up and approve the rules of operation of the Board itself
- c) Approve the disciplinary regime applicable to academic staff, administrative and service staff and students
- d) Approve the previous year's report and the next action plan
- e) Choose, where appropriate, the people who will form part of the selection committee of the General Management according to the procedure agreed by the Foundation's Board of Trustees
- f) Propose to the Board of Trustees of the Foundation, through the General Management, any aspect of the operation or lines of action of the School
- g) Propose to the corresponding collegiate body issues related to the teaching, organization or operation of the School
- h) Propose the formalization of agreements between the School and other public and private entities that allow to complete the training of students and their access to the

world of work

- i) Arbitrate in exceptional situations that affect students' academic life
- j) Contribute to the evaluation of the performance and quality of the School, especially with regard to teaching and research
- k) Discuss and rule on any matter or matter that is of interest for the current operation or future projects of the School

Article 13

The School Council shall be convened by the General Management at least once a year.

The call must be made at least ten calendar days in advance and must contain the agenda and the necessary documentation.

It will be summoned when a third of the people who compose it request it and, in case of emergency, three calendar days in advance.

THE MANAGEMENT COMMITTEE

Article 14

The Steering Committee is the ordinary governing body of the ESMUC both in the field of education and organization and operation.

It is formed by the following unipersonal bodies:

- a) The Directorate General that presides over and convenes it
- b) General Sub-directorates
- c) The Academic Secretary's Office
- d) The Head of Research, Quality Assurance and Innovation
- e) The Coordinations of the instrumental departments and the departments of musical creation and thought

The Steering Committee will meet ordinarily twice a month. Extraordinarily, it may be called urgently by the Directorate General itself or at the request of a third of its components.

Article 15

The functions of the Management Committee are:

- a) Make the appropriate decisions to guarantee the best management of the School in terms of teaching quality and efficiency in the use of available resources
- b) Establish the rules and operating criteria of the School both in terms of academic activity and logistics and services
- c) Approve the academic calendar and timetable
- d) Determine student access criteria
- e) Approve the report on the academic results and quality of teaching for each academic year that will be included in the annual report.
- f) Approve general research and research plans

- g) Initially approve the annual action plan and raise it to the School Council

THE INTERDEPARTMENTAL COUNCIL

Article 16

The Interdepartmental Council is the collegiate governing body of the ESMUC in the pedagogical and academic field.

The Interdepartmental Council is made up of:

- a) The General Management
- b) Subdirectorate for Academic Planning and Planning
- c) The Academic Secretary's Office
- d) The Head of Research, Quality Assurance and Innovation
- e) The Coordinations of the Instrumental Departments and Musical Creation and Thought
- f) Department heads

Article 17

The functions of the Interdepartmental Council are:

- a) Ensure coherence and coordination of the subjects of each course in the curricula
- b) Establish the corresponding rules and criteria related to academic activity
 - a. Approve the Tutorial Action Plan of the center
 - b. Approve students' academic assessment criteria
- c) Approve the basic operating criteria of the Departments
- d) Propose to the Steering Committee:
 - a. The calendar and academic timetable
 - b. The subjects to be taught the following year
 - c. The admission and permanence criteria for postgraduate and academic year students
 - d. New UB-specific degrees and new courses
 - e. Prepare a report on the academic results and quality of teaching for each academic year that will be included in the annual report.
 - f. General research and research plans
 - g. Teacher training and updating plans

The Interdepartmental Council shall meet ordinarily at least once a month. Extraordinarily, it may be called urgently by the Directorate General itself or at the request of a third of its components.

EVALUATION COMMITTEE

Article 18

The Evaluation Committee is responsible for establishing the criteria for the elaboration of

reports on the development and assessment of both students and teachers, taking into account the framework of the Evaluation of institutions and degrees of the European Higher Education Area.

Its composition is:

- d) The Head of Research, Quality Assurance and Innovation, who chairs it
- e) One representative from each department appointed by the head of department
- g) Two representatives of undergraduate students
- h) Two representatives of master's degree students
- i) Two representatives of administration and services staff

Article 19

Its functions are:

- a) Collaborate in the implementation, monitoring and review of the Internal Quality Assurance System
- b) Advising on the preparation of the Quality Plan and the Monitoring Reports of the Degrees and Accreditation when appropriate
- c) Prepare periodic evaluation reports for teaching staff, teaching support staff and administrative and service staff
- d) Supervise the academic evaluation of students Propose to the Steering Committee the models and criteria for evaluation and student surveys
- e) Propose to the Steering Committee the models and criteria for evaluation and student surveys

EQUALITY COMMISSION

Article 20

1. The Equality Commission is the body of the ESMUC that must ensure that any action, document or activity of the School respects the principles of equality and non-discrimination, regardless of the personal condition of the people who are part of the ESMUC community: students, teachers and teaching support staff and administration and services.
2. Following the criteria commonly adopted by international cooperation bodies, parity is considered to be achieved when in any of the groups the proportion of gender with respect to the rule of maximum 60% and minimum 40%.
3. It consists of:
 - a) The Subdirectorate for Administration and Services, which chairs it
 - b) Subdirectorate for Academic Planning and Planning
 - c) The head of the Human Resources Service
 - d) A representative of the teaching staff
 - e) A representative of administrative and service staff
 - f) A representative of the Works Committee

4. Its main functions are:
 - a) Prepare and update the Foundation's Equality Plan and propose its approval to the General Management.
 - b) Review the Action Plan, the Report and all general documents to ensure that their wording and contents comply with the principles of equality.
 - c) Ensure that the workforce and organizational structure advance towards parity in all its groups.
 - d) Ensure that the students of the School advance towards parity in all their groups.
 - e) Propose measures that contribute to maximum equity and accessibility of the School's studies.
5. The Commission will keep in mind for the development of its work the Plan for equal opportunities between men and women of the Administration of the Generalitat de Catalunya.

The Equality Committee will meet ordinarily twice a year. Extraordinarily, it may be called urgently by the General Management itself or at the request of a third of its components.

ANTI-HARASSMENT COMMISSION

Article 21

1. The Anti-Harassment Commission is the body responsible for analysing situations that may be considered to constitute discrimination, sexual harassment and/or abuse of power on grounds of gender, sexual choice or any other personal circumstance.
2. And, where appropriate, once the case has been instructed following the legally established procedure, propose the corresponding disciplinary sanction.
3. It will consist of:
 - a) The General Management
 - b) Two representatives of the student associations
 - c) Two people from the ESMUC staff, one of which is from the teaching staff and the other from the administration and services staff
 - d) A representative of the Works Committee
4. Its deliberations will be secret and its members are obliged not to disclose them.
5. It will meet ordinarily once a year and whenever necessary at the call of the Directorate General. It will be renewed every three academic years.

ADVISORY BOARD

Article 22

1. Although it is not a mandatory body, the ESMUC may have an Advisory Council made up of between 5 and 11 people of recognized value and prestige in the world of Catalan music.
2. The previous Directorates of the School may be part of it.
3. Its function will be to decide on any matter or document submitted to it by the General Management, especially those reports that refer to development projects or future development of the School.

Chapter 3. Unipersonal bodies of general scope

Article 23

The Escola Superior de Música de Catalunya is structured through the following general unipersonal bodies:

- a) The General Management
- b) General Subdirectorate for Academic Planning and Planning
- c) General Subdirectorate for Administration and Services
- d) The Academic Secretary's Office
- e) The Head of Research, Quality Assurance and Innovation

GENERAL MANAGEMENT

Article 24

1. The General Directorate of the Fundació Escola Superior de Música de Catalunya is the highest academic and administrative authority of the School.
2. The Board of Trustees of the ESMUC Foundation will determine the selection, provision and duration system of the General Management

Article 25

The functions of the General Management are:

- a) Direct the School and represent it institutionally before public and private institutions in the teaching, artistic, social and cultural fields
- b) Direct the activities of the School to achieve the implementation of the educational lines of action approved by the Board of Trustees of the Foundation
- c) Propose to the Board of Trustees of the Foundation the budget, organization chart, list of jobs, action plan and annual report
- d) Guarantee the preparation of documents, reports, regulations and projects for approval by the corresponding bodies
- e) Convene and chair the School Council and the Steering Committee and other collegiate bodies of the School and, where appropriate, delegate its presidency to other people
- f) Collaborate with the competent bodies of the Department of Education as well as other centers that provide regulated and non-regulated education in Catalonia
- g) Develop and implement the School's Educational Project
- h) Ensure the continuity and coherence of the teaching action of the School, and in relation to the centers where the students who access the ESMUC come from
- i) Appoint and dismiss the following positions:
 - a. Subdirectorate for Academic Planning and Organisation
 - b. The Subdirectorate for Administration and Services
 - c. The Academic Secretary
 - d. The Head of Research, Quality Assurance and Innovation
 - e. The Coordination of Instrumental Departments

- f. The Coordination of the Departments of Musical Creation and Thought
- j) Appoint the members of the committees provided for in these regulations and others convened from time to time
- k) Appoint and dismiss the teaching staff of the center
- l) Preside over the Councils and Committees provided for in these Regulations and, where appropriate, delegate their presidency
- m) Appoint people to replace any academic position left vacant by absence, illness or other reason
- n) Convene and preside over academic events, approve the minutes and execute the agreements
- o) Propose the issuance of degrees to be awarded by the Department of Education
- p) Exercise disciplinary authority
- q) Resolve challenges to resolutions and agreements of the governing bodies
- r) Approve the certifications and official documents of the School

THE SUBDIRECTORATE FOR ACADEMIC PLANNING AND ORGANISATION

Article 26

He assists the General Management in the academic planning, in the coordination of the departments and in any of the teaching activities and the academic administration of the School.

Its functions are:

- a) The preparation of the Academic Management Plan for each course
- b) Interdepartmental coordination of regulated and non-regulated teaching activity
- c) Coordinate the training action of the center
- d) Coordinate the programming of the subjects to be taught by the teaching staff
- e) Prepare and ensure the application of evaluation procedures and instruments
- f) To represent, by delegation of the General Management, the representation of the School when appropriate

THE SUBDIRECTORATE FOR ADMINISTRATION AND SERVICES

Article 27

He assists the General Management in the organizational, economic and administrative management of the School. Its functions are:

- a) The preparation of the budget, the list of jobs, the action plan and the report for approval by the corresponding bodies.
- b) Coordination of logistical, cultural, economic management and human resources support services.
- c) Plan investments in building and facilities maintenance, equipment and new facilities
- d) To represent, by delegation of the General Management, the representation of the School when appropriate

THE ACADEMIC SECRETARY'S OFFICE

Article 28

The Academic Secretary's Office acts as notary of the agreements of the School Council, the Steering Committee and other general governing bodies and assists the Subdirectorate of Academic Planning and Organisation in carrying out its functions.

He is freely appointed by the General Management from among the teaching staff of the School at the proposal of the Subdirectorate of Planning and Academic Planning.

Article 29

Its functions are:

- a) Act as secretary of the collegiate bodies and draw up the corresponding minutes
- b) Lead academic administration staff
- c) Safeguard and issue the official documents and certificates of the Escola Superior de Música de Catalunya
- d) Scheduling educational administration tasks and the school calendar
- e) Ensure proper compliance with the entrance exams and the registration procedure for students, in accordance with current regulations
- f) Take care of the management and correct archiving of students' records in accordance with current regulations
- g) Ensure the implementation of the Tutorial Action Plan
- h) Coordinate the process of constitution of the Board of Elections as provided for in title IX of these regulations

HEAD OF RESEARCH, QUALITY ASSURANCE AND INNOVATION

Article 30

The Head of Research, Quality Assurance and Innovation assists the Subdirectorate General for Academic Planning and Organisation in drawing up the Research Plan, the Quality Manual and Prior mandatory reports for the creation, modification or suppression of the educational offer of the School.

He is freely appointed by the General Management from among the teaching staff of the School at the proposal of the Subdirectorate of Planning and Academic Planning.

Article 31

Its functions are:

- a) Ensure the lines of research with the educational project of the center and the needs of the country
- b) Prepare the Plan proposal and competitive research projects and their management in coordination with the Heads of Departments

- c) Identify the training needs of teachers to carry out the assigned research
- d) Coordinate the preparation of monitoring reports on the accreditation processes of current studies
- e) Program, execute and evaluate the feasibility of master's, postgraduate and continuing education

Chapter 4. Collegiate and unipersonal bodies of a particular scope

Article 32

The following are collegiate and unipersonal bodies of a particular scope:

- a) The Department Council
- b) The Coordination of Instrumental Departments
- c) The Coordination of the Departments of Musical Creation and Thought
- d) Head of Department

DEPARTMENT COUNCIL

Article 33

The Governing Council is the highest collegiate body of each of the departments of the ESMUC.

It is made up of all full-time teaching staff and a representation of 30% of those with a lower dedication chosen by themselves.

Article 34

The Department Council is responsible for:

- a) Propose teaching and research plans and draw up a programme for the subjects to be taught
- b) Ensure compliance with teaching, activities and research obligations and the preparation of the necessary documents
- c) Propose the use of the department's available resources
- d) Prepare the proposal for internal operating regulations and the annual action proposal and report.
- e) By default all those not specifically attributed to the Head of the Department in the management of the corresponding affairs

COORDINATION OF INSTRUMENTAL DEPARTMENTS

Article 35

The Coordination of the Instrumental Departments is the single-person body that assists the Subdirectorate of Academic Planning and Planning in the organization and supervision of the

affiliated Departments.

His appointment, through the specific selection procedure agreed, corresponds to the General Management at the proposal of the Subdirectorate of Academic Planning and Planning among the Heads of the Assigned Departments.

Article 36

Its functions with respect to the affiliated departments are:

- a) Ensure organizational and methodological coherence
- b) Search for transversality of teaching, art and activities
- c) Apply, whenever possible, the economy of scale of available resources
- d) Propose interdepartmental cooperation systems
- e) Assume organizational responsibility in those activities that involve the participation of two or more departments

COORDINATION OF THE DEPARTMENTS OF CREATION AND MUSICAL THOUGHT

Article 37

The Coordination of the Instrumental Departments is the single-person body that assists the Subdirectorate of Academic Planning and Planning in the organization and supervision of the affiliated Departments.

His appointment, through the specific selection procedure agreed, corresponds to the General Management at the proposal of the Subdirectorate of Academic Planning and Planning among the Heads of the Assigned Departments.

Article 38

Its functions with respect to the affiliated departments are:

- f) Ensure organizational and methodological coherence
- g) Search for transversality of teaching, art and activities
- h) Apply, whenever possible, the economy of scale of available resources
- i) Propose interdepartmental cooperation systems
- j) Assume organizational responsibility in those activities that involve the participation of two or more departments

HEAD OF DEPARTMENT

Article 39

The Head of the Department is the single-person body of the departments and their election is regulated by their specific regulations. It is the person responsible for its direction, organization, coordination, administration and resource management.

Article 40

The Head of Department is responsible for:

- a) Direct and represent their Department and participate in interdepartmental coordination
- b) Coordinate teaching staff to ensure coherence in pedagogical and didactic approaches
- c) Establish related subjects that allow a reasonable degree of flexibility in the assignment of teaching
- d) Monitor the teaching, research and activities plans of the assigned persons
- e) Plan complementary activities related to the subjects assigned to the department
- f) Participate in the selection process of the department's teaching staff
- g) Participate or propose the people of the department to participate in the planned commissions and/or working groups that may be created
- h) Ensure that students are adequately informed of the objectives, methods and evaluation criteria of the subjects

PART III

Of the departments

Article 41

The Escola Superior de Música de Catalunya is organized into departments, to which all the teaching staff will be attached.

The departments are the basic bodies of teaching and research and carry out their functions in one or more areas of musical knowledge and specialization.

Article 42

1. The governing bodies of the departments are the council and the head of the department.
2. The creation, modification, merger or deletion of departments corresponds to the Steering Committee on its own initiative or at the proposal of the Interdepartmental Council, the Head or Councils of the Departments. This must be reported to the Foundation's Board of Trustees.
3. The proposal for the creation or modification of one or more departments, as well as their merger, must be accompanied by a justifying report stating, at least, the following aspects:
 - a) Justification of the initiative
 - b) Areas of knowledge, specialization and extension that have
 - c) Teaching services
 - d) Research lines
 - e) Personal media
 - f) Infrastructure
 - g) Triennial Economic Plan
 - h) Triennial action plan
4. The departments will have an item made up of the resources assigned to them by the General Management in the general budget of the Foundation.
5. Before 1 November each year, the Departments' Management must submit to the Subdirector General for Academic Planning and Planning a forecast of their expenditure for the following year.
6. The following are members of a department:
 - a) The Head of Department
 - b) Affiliated teaching staff
 - c) The research staff assigned to the
7. Departments may have administrative and service staff attached.
8. The functions of the departments are:
 - a) Efficiently manage allocated resources
 - b) Establish interdisciplinary curricular development
 - c) Distribute the different tasks among its members according to the provisions of current regulations.
 - d) Organize and develop activities related to their areas of knowledge and specialization
 - e) Propose to the Interdepartmental Council
 - a. The modification or suppression of the subjects of the studies related to their areas of knowledge.
 - b. Teaching and research needs
 - f) Propose the titular and alternate persons who will be part of the commissions and working groups of the Escola Superior de Música de Catalunya
 - g) Propose cooperation with other public and private institutions and with similar

- departments of universities, conservatories and music schools to carry out teaching, research or activity programmes
- h) Propose departmental activities and actions that should be part of the Annual Action Plan
 - i) Advise, in the field of its subject, all organs of the School and other public and private institutions that request it
9. The departments, through the person who holds the management, must be heard as required in the following matters:
- a) Your own modification or deletion
 - b) The announcement of tenders for the provision of places assigned to the department
 - c) The selection and dismissal of its personnel

PART V

From the teaching staff

Chapter 1. General provisions

Article 43

1. The teaching staff of the ESMUC is made up of all those people who provide their teaching through employment contracts in any of the studies (degree, postgraduate and others) that the School offers, with full-time or part-time dedication.
2. Each of the lecturers will be assigned to one or more departments, taking into account the academic and research activity they carry out.
3. ESMUC teachers can freely exercise the right of association and unionization.
4. They must have adequate means to carry out their functions in accordance with the resources available to the Foundation.
5. The teaching and research tasks of the teaching staff will be evaluated objectively, systematically and periodically.
6. Teachers can use the School's facilities and resources according to current regulations.

Article 44

The functions of the teaching staff of the School are:

- a) Perform their teaching, research and other obligations arising from their employment relationship, according to the criteria and values incorporated in the School's Code of Ethics
- b) Maintain and update their knowledge and teaching skills.
- c) Program, develop and evaluate the teachings taught in the subjects of its area of knowledge and specialization and those others derived from coordination between departments.
- d) Scheduling or, where appropriate, participating in the activities that form part of the Annual Action Plan.
- e) Participate in the elaboration of contents, teaching methodologies and research programmes in accordance with advances in their academic discipline.
- f) Inform students about the objectives, programming and evaluation of teaching, as well as the principles and values contained in the School's Code of Ethics
- g) Participate in multi-person governing bodies and hold the positions for which they hold based on election or appointment,
- h) Respect and conserve the resources of the School.
- i) Propose measures to improve the teaching or operation of the School.

Article 45

Selection of teaching staff

1. The teaching staff will be selected by public tender with the procedures provided for in current regulations and in any case respecting the principles of publicity, equality, capacity and merit.
2. The announcement of the competition to provide vacancies or newly created places corresponds to the General Directorate, which will appoint the selected person(s).

Article 46

1. The Board of Trustees of the Foundation will approve annually and, by academic years, the list of jobs of teaching staff.
2. The personal dedication will be the sum of the teaching, research, management activities and those necessary for the proper functioning of their functions.
3. The exercise of single-person academic positions will imply partial or total exemption of the assigned teaching hours.

Chapter 2. Assessment

Article 47

1. The teaching staff will be evaluated each academic year in terms of their teaching activity and, annually, for the rest of their research or management activity.
2. The evaluation will consider the following aspects:
 - a) In terms of teaching: scientific level, class preparation, pedagogical aptitude and attention to students.
 - b) In terms of research: level and quality of scientific production, artistic excellence and publications.
 - c) Students' opinion on teaching and knowledge transmission
3. The results of the evaluation will be communicated to the interested persons and will be part of their work file
4. The Evaluation Committee is the body responsible for drafting reports on teacher development and for proposing the corresponding measures.
5. The effects of the evaluation, especially negative and repeated, will be taken into account by the Directorate General in order to undertake the appropriate measures.

Chapter 3. Tutoring

Article 48

The tutoring and orientation of students are inherent to the teaching function of the teaching staff.

At the proposal of the people who hold the function of Head of Department, the Academic Secretary's Office will assign tutorials for each academic year.

1. The purpose of tutoring is to analyze, know and advise the appropriate measures for the

- improvement of the educational process and the individual academic result of the students of the School, through the coordination of the educational actions of the teaching staff as well as to ensure the well-being of the students.
2. The Interdepartmental Council must approve the Tutorial Action Plan at the proposal of the Academic Secretary's Office, which must be reviewed every three years.

Article 49

1. The teaching staff responsible for the tutorials is responsible for:
 - a) Individually monitor the evolution of the students' educational process and their academic results in accordance with the Tutorial Action Plan and under the supervision of the Academic Secretary's Office.
 - b) Carry out the academic and professional orientation of the students
 - c) Inform students of their rights and duties and of the rules that regulate coexistence in the School.
 - d) Inform students of the activities of the School as well as the services provided in order to encourage their participation and use.
 - e) Receive and meet the demands of students about their academic and educational life of the School and give the corresponding answer.
2. The Academic Secretary's Office will take the appropriate measures to monitor and standardise its actions.

PART VI

From students

Article 50

It trains the students of the Escola Superior de Música de Catalunya all the people who are enrolled in any of its studies.

Article 51

Students' rights:

- a) Receive qualified education appropriate to the social reality in the field, modality and itinerary corresponding to the studies carried out.
- b) Receive continuous advice and guidance on the development of their studies through tutoring.
- c) Know well in advance the programming of their subjects, including the evaluation mechanisms.
- d) Be evaluated objectively
- e) Access to the facilities and services suitable for the proper functioning of their studies.
- f) Receive information on all issues that affect the educational community.
- g) The validation of credits participation in the case of participating in school activities, in accordance with current regulations.
- h) Active and passive right to vote and participate in the governing, management or consultation bodies provided for in these regulations.
- i) Associate freely and receive technical, logistical and resource support for their associative activities.
- j) Actively intervene in school life.
- k) Formulate the proposals, complaints and claims that they consider appropriate about the teaching and organization of the School.

Article 52

Duties of students:

- a) Fulfill their discent obligations.
- b) Fulfil knowledge of a foreign language provided for at all times by current legislation.
- c) Follow and participate in the activities of the School.
- d) Comply with the rules of coexistence and respect the other members of the school community.
- e) Properly use and conserve the assets that make up the heritage of the School.
- f) To hold the offices for which they have been elected or appointed.
- g) Participate in the orchestra and/or choir and other instrumental and vocal formations of the School established by the curriculum.
- h) Actively participate in the activities organized by the School in accordance with the curricular application.

- i) Be part, when necessary, of the orchestra and the pilot choir and other formations necessary for teaching the subjects of orchestra and choir conducting.

Article 53

Access

1. Access to the ESMUC is open to anyone who can prove the necessary academic requirements and pass the relevant tests.
2. It also includes other categories of students who can take part of the curriculum or postgraduate studies and fourth level (formerly the third cycle of university)

PART VII

Administrative and service staff

Article 54

1. The administration and services staff is made up of all temporary and attached staff, whose main function is to guarantee the administrative functioning of the School and the management of logistical, technical and economic resources.
2. The organizational structure of the staff, the organization chart, the catalog and the functions will be set by the plenary session of the Board of Trustees of the Foundation.
3. The selection of administrative and service staff shall respect the principles of publicity, equality, capacity and merit.
4. The Directorate General is the body responsible for calling for tenders to provide new or vacant positions and the appointment of the selected personnel.

Article 55

The rights of administrative and service staff are:

- a) Participate in the governing bodies of the School.
- b) Associate freely and carry out trade union activities.
- c) Have the appropriate means to allow the proper functioning of the service.
- d) Participate in lifelong learning activities organized or in which the School participates.
- e) Use the facilities and services.
- f) Have the necessary information for the development of their work.
- g) Make the proposals that it considers relevant specifically for the improvement of its tasks and, generically, on the operation of the School.

Article 56

The duties of administrative and service staff are:

- a) Respect the regulatory and procedural framework of the School established in these Regulations and other provisions of the organs of the Foundation.
- b) Fulfil the functions assigned to their job and, where appropriate, assume the responsibilities of the corresponding elective or designated position
- c) Participate in school life and maintain a proactive attitude about its functioning and the achievement of the stated objectives.
- d) Make good use of the School's assets and the assets assigned to its management.

Article 57

1. The Foundation's Board of Trustees will approve each year, together with the budget, the organizational chart and the list of jobs.
2. The organizational chart will establish the organic structure of the ESMUC that, in any case, must determine -at least- which are the positions that assume specifically or in a grouped

way the following responsibilities:

- Budget and Accounting
 - Human resources
 - Computer Systems
 - Production
 - Library
 - Communication
 - Publications
 - Foreign
3. The files that make up the job catalogue will determine the functions of each of the positions included in the current organisation chart.

PART VIII

Disciplinary regime

Article 58

The disciplinary regime for all staff of the Escola Superior de Música de Catalunya directly follows the provisions of Decree 243/1995 of 27 June, Regulations on the disciplinary regime of the public function of the Administration of the Generalitat de Catalunya, and refers with it with regard to the disciplinary procedure. Or, where appropriate, to the regulations that replace it.

Article 59

1. Disciplinary misconduct is classified as minor, serious and very serious. These are minor misdemeanors:

- a) Delay, negligence or carelessness in the performance of their duties, especially in the case of teachers fulfilling the planned teaching.
- b) Slight incorrectness in the attention to students or the ESMUC community
- c) Unjustified absence of a day at the workplace
- d) Non-compliance with the working day or repeated lack of punctuality
- e) Negligence in the conservation of goods, materials or documents
- f) Failure to comply with compatibility rules These are

serious misdemeanors:

- a) Abuse of authority in the exercise of any office
- b) Lack of consideration towards students or anyone at the service of the ESMUC
- c) Failure to comply with the assigned tutoring role
- d) Tolerance with respect to the commission of serious or very serious misconduct of persons subordinate to their charge.
- e) Intervention in administrative proceedings when there is a legal cause for abstention
- f) Failure to comply with the duty of reservation with respect to the matters managed, especially with regard to the academic record of the students
- g) Causing serious damage to goods, materials or documents of the service
- h) The exercise of compatible activities without having obtained the corresponding authorisation
- i) The third unjustified lack of attendance at work in a period of three months
- j) Recidivism in minor

misdemeanors These are very

serious misdemeanors:

- a) Discrimination for any reason: race, sex, religion, language, opinion or any other personal or social condition or circumstance.
- b) Abuse of power or sexual harassment
- c) Abandonment of service.
- d) The obstruction of the exercise of freedom of association or trade union rights, especially the coercion of the exercise of the right to strike.
- e) Causing very serious damage to the goods, materials and documents of the service.
- f) The disclosure of secrets declared official by law or explicit agreement.

- g) The prior commission of two minor or one serious misdemeanor in the period of one year.
- 2. Any action of the staff at the service of the ESMUC that involves an induction or cover-up of the lack of another person will be sanctioned with the same sanction as the latter.

Article 60

Sanctions

1. Type of penalty:

- a) Separation from service
- b) Suspension of functions with loss of remuneration
- c) Dismissal from command post
- d) Termination of interim appointment

2. Enforcement of sanctions

2.1 In the case of minor misdemeanors:

- a) The warning that will appear in the employment file
- b) Suspension of functions up to fifteen days

2.2 In the case of serious misconduct:

- a) Suspension of functions from fifteen days to one year
- b) Dismissal from the command post
- c) Termination of interim appointment

2.3 In the case of very serious misdemeanors:

- a) Separation from service
- b) The suspension of functions for more than one year and up to the limit of six
- c) Dismissal from the command post
- d) Termination of interim appointment

3. Interpretation of sanctions:

3.1 The application of the separation of the service requires the prior report of the Technical Commission of the Civil Service

3.2 The suspension of functions entails the loss of remuneration in the period of compliance with the sanction

3.3 Suspension of functions for more than fifteen days may result in the loss of employment

3.4 Dismissal from a command post or interim appointment prevents obtaining a new command post or a new interim position for a period of three years in the case of very serious misdemeanors and two years in the case of serious misdemeanors.

4. The intentionality, damages caused, recidivism and degree of participation in the commission or omission modulate the application of sanctions

5. Termination of liability. By:

- a) Compliance with the penalty
- b) Prescription of offences or penalties not applied
- c) Loss of the status of person at the service of the ESMUC Foundation or cessation as interim or temporary staff.

6. Prescribed:

- a) In the case of minor misdemeanors, after two months
- b) In the case of serious misdemeanors, after two years
- c) In the case of very serious misdemeanors, at

three years

PART IX

Electoral System

Article 61

1. The election of representatives to the governing bodies of the ESMUC will be carried out by universal, free, equal, direct and secret suffrage.
2. Suffrage is a personal right and duty. The vote or the exercise of the functions derived from it may not be delegated.

Article 62

Voter collectives

1. The teacher and the active administration and services staff will be elected; and students who are enrolled on the date of the call. The Academic Secretary's Office will publish, fifteen days before each election, the corresponding electoral rolls.
2. Any person from the levels of the school community may submit their candidacy.

Article 63

Elections and mandate

1. Elections to representatives must necessarily be held during the school period.
2. The Directorate-General shall call elections within 30 working days before the end of the mandate of the representatives.
3. As long as the new representatives have not been elected, the previous ones will remain in office.

Article 64

Electoral Commission

1. The organisation, control, announcement of results and resolution of challenges to all ESMUC electoral processes corresponds to its Electoral Commission.
2. The Electoral Commission shall consist of:
 - a) The General Directorate that presides over it
 - b) Two people among the teaching staff, the oldest and the youngest
 - c) One person representing the students, appointed by the estate
 - d) One person representing administrative and service staff
 - e) The head of the Academic Secretary's Office who will assume the secretariat of the Board
3. The term of office of the Board of Elections shall be four years.

FINAL PROVISIONS

First

The initiative to reform the General Regulations corresponds to the Foundation's Board of Trustees, the Steering Committee, the General Management and, where appropriate, at the request of one third of the people who make up the School Council.

Second

These regulations will come into force the day after they are approved by the Board of Trustees of the ESMUC Foundation.