

# Internal operating rules of the Criteria Commission of AQUIB



This Regulation was approved in the constitutive meeting of the Criteria Commission hold on  
September 14, 2023

**PRESIDENT OF THE CRITERIA COMMISSION**

**PRESIDENT OF AQUIB**

## **CHAPTER I. GENERAL DISPOSITIONS**

### **Article 1. Criteria Commission**

The Criteria Commission, hereinafter 'the Commission', functions as a technical body within the Balearic Agency for Quality Assurance in Higher Education (AQUIB), hereinafter 'the Agency'. Its primary responsibility is to formulate and endorse the assessment criteria and guidelines for the various programmes administered by AQUIB, while also having the authority to make revisions as deemed necessary.

The assessment, certification and accreditation processes conducted by the Agency's different commissions are grounded in these established documents. This Regulation, approved by the Commission itself at its constitutive meeting, delineates the composition, functions and functioning of the Commission.

### **Article 2. Composition**

1. The Criteria commission comprises:
  - (a) Five or more experts of renowned prestige in the scientific, academic, or professional fields. These members must cover at least the five areas of knowledge.
  - (b) At least one member with student status.
  - (c) One AQUIB quality technician, appointed by the Agency's Director, acting as secretary with a voice but no vote.
2. Members of the Commission are appointed by the Agency's president, upon the director's proposal after hearing the Advisory Commission. In the event of an increased workload for the Agency, the initial number of members may be increased, with prior justification provided by the director.
3. The term of office of Commission members is four years, extendable for equal periods, as long as they maintain the condition for which they were appointed.
4. The president of the Criteria Commission will be elected by the Commission members themselves.

### **Article 3. Functions of the Criteria Commission**

1. The Criteria Commission is tasked with the functions outlined as follows:
  - (a) Reviewing and approving guides and assessment criteria for AQUIB's programmes.
  - (b) Providing advice, within its competencies, on matters submitted by the Board of Directors or AQUIB's Management for consideration.
  - (c) Approving and amending its operating regulations.
  - (d) Undertaking any other task not specified in its regulations but aligned with the aforementioned functions, assigned by AQUIB's Board of Directors or Management.
2. Commission members must execute their tasks with complete independence. Resolutions, statements or agreements cannot be altered by any other AQUIB body.
3. The Commission does not elaborate assessment reports or take positions on the outcomes of reports produced by AQUIB's evaluating commissions.
4. The Commission may request reports and/or invite qualified external individuals to attend its meetings to gather or complete necessary information for decision-making or other aspects related to the exercise of its functions.

### **Article 4. President**

1. The president is responsible for the following functions:
  - (a) Representing the Criteria Commission.
  - (b) Convening meetings, chairing them, and suspending them for duly justified reasons.
  - (c) Setting the agenda of the meetings considering members' requests.
  - (d) Countersigning the minutes of the meetings.
  - (e) Undertaking any other task not specified in its regulations but aligned with the aforementioned functions, assigned by the Board of Directors.

2. In the event of a tie, the president holds a casting vote.
3. In the event of a vacancy or absence for any justified reason, the president will be replaced by the member of the Criteria Commission with the longest tenure. If two or more members have the same tenure, the person selected will be the one with the highest age.

## **Article 5. Members**

1. Members of this Commission shall perform the following functions:
  - (a) Participating in the regular and extraordinary sessions of the Commission.
  - (b) Proposing issues for the agenda well in advance.
  - (c) Exercising their voting rights, with the option to abstain or submit a specific vote.
  - (d) Raising inquiries and questions during the meetings.
  - (e) Having access to all the necessary information for the exercise of their functions and, if required, requesting any additional information.
  - (f) Undertake any other function associated with being a member of this Commission.
2. In the case of justified absences, members will not be replaced, and the minimum number of attendees for a session (Article 7) must be maintained for it to be valid.

## **Article 6. Secretariat**

1. In accordance with Article 2, a member of the Agency will serve as the secretary of the Commission, with voice but without a vote.
2. The functions of the secretary includes:
  - (g) Issuing the call for Commission's meetings, as directed by the president.
  - (h) Drafting the minutes for the meetings, signing them, and archiving them once countersigned by the president.
  - (i) Creating documents related to formal consultations, opinions, and agreements approved by the Commission.

- (j) Providing the commission members with the necessary information.
  - (k) Issuing the corresponding certificates.
  - (l) Undertaking any other function associated with the role of secretary.
3. In the event of an absence for any justified reason, the director of the Agency will designate another person from the Agency to fulfil the role.

## **CHAPTER II. RULES OF FUNCTIONING**

### **Article 7. Convening and Conduct of Meetings**

1. The Criteria Commission is convened when deemed necessary. Meetings are convened by decision of the president or by agreement of a simple majority of its members. The secretary is responsible for disseminating the meeting notice to all members.
2. Notice of meetings must be sent to all members no later than seven (7) calendar days before the scheduled date. Members will receive notifications electronically and are required to confirm receipt of such notices.
3. The meeting notice shall include the agenda, format, and necessary documentation required to address the issues to be discussed.
4. For the Commission's constitution to be valid, the presence of the president, the secretary, and at least half of the other members of the Commission is required. Any individual invited by the president may attend the meeting, with the right to speak but not to vote.
5. Any matter not included on the agenda will not be considered unless all Commission members are present. If this occurs, the urgency of the issue must be justified.

### **Article 8. Format of the Sessions**

Meetings can be held either in-person, blended or virtual format. The format shall be defined in the notice of meeting and in the agenda. In either case, the requirements for the validity of the meeting are those indicated in Article 7.

In the virtual format, it must be possible to ensure the identity of the participants, the fluidity of all communications, and the adequacy of the electronic means which are used.

## **Article 9. Agreements and Minutes**

1. Resolutions of the Criteria Commission are adopted by a simple majority of the board members, with abstentions considered valid votes. Ties shall be decided by the casting vote of the president.
2. Proxy votes from one member of the Commission to another are admissible if evidence for this is submitted.
3. Any member may cast an individual vote dissenting from the majority vote. In this case, they shall be exempt from liability arising from the Commission's decision.
4. Voting shall be conducted by a show of hands. Any member may request that votes be secret. In this case, voting will be done by ballots or a valid electronic system.
5. Minutes must be approved in the same session or the following one. They will specify the session's format, attendees, agenda, and the agreements or decisions made. The minutes will be signed by the secretary and endorsed by the president. They will be distributed to the other members electronically. Members may express their agreement or raise objections to the text through the same means for approval. In the case of an affirmative response, it is considered approved in the same meeting.

## **CHAPTER III. APPROVAL AND AMENDMENT OF THE INTERNAL OPERATING RULES**

### **Article 10. Adoption of the Regulations**

The initial version of these regulations is approved during the constitutive meeting of the Criteria Commission.

### **Article 11. Amendment of the Regulations**

1. These rules of procedure may be modified at the request of the Commission's president or a majority of its members. This request must be accompanied by a draft of the proposed changes.
2. A favourable vote from two-thirds of the members of the Criteria Commission is required to validate agreements regarding the modification of this Regulation.