

### University regulations:

■ Regulations of the UGR; national, regional and European Union regulations; search engine by subject, years and sectors of the university community; and search engine for records by subject, key words and years.

### Governing bodies:

■ Agreements and minutes of the Governing Council and University Board, governing bodies of Centres, Departments and Institutes (governance team, composition of the Centre Boards and Departmental Councils, Regulations, etc.)

Commitments to **quality** in the services offered by the Administrative Department

These commitments can be consulted in the information leaflet available at:

<http://secretariageneral.ugr.es/pages/calidad/folletoartadeservicios>

How to **contact** the Administrative Department of the General Secretariat

- By **phone**: (34) 958 24 30 21
- On the **website** of the General Secretariat: [secretariageneral.ugr.es](http://secretariageneral.ugr.es)
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- By **email**: [secretariageneral@ugr.es](mailto:secretariageneral@ugr.es)
- You can also send us your **comments and suggestions** for improvement online at: <http://secretariageneral.ugr.es/pages/buzon>

# Administrative Department of the General Secretariat



# Administrative Department



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Universidad de Granada

Information  
leaflet

## What **powers** are granted to the Secretariat or General Secretariat?

The following powers correspond to the General Secretariat:

- Writing up and guarding the minutes of the sessions of the general collegiate bodies of governance and representation, the minutes of inauguration, and sending out the corresponding certifications.
- Keeping the Register, guarding the Archive and University Seal and sending out the corresponding certifications.
- Guaranteeing the dissemination and publicity of the agreements, resolutions, regulations and other general rules of institutional operation, especially among the members of the University Community.
- Assuming any other powers which are delegated by the Rector or which are ordered by law, in the Statutes or their implementing provisions.

## What **services** does the administrative department of the General Secretariat provide?

The Administrative Department of the General Secretariat is mainly responsible for:

- The management of the agreements signed by the UGR with public institutions, private organisations and businesses.
- The processing of appointments and dismissals of the University's individual bodies of governance and management.
- The provision of technical and administrative support to the Governing Council and University Board.
- Administrative management of the electoral processes of the University Board, Governing Council and the election of Rectors.
- Management of registers and complaints in the electoral processes of Centre Boards, Departmental Councils and Academic Research Institutes.
- The management and, if appropriate, the authorisation of applications for transfer of personal data.
- Processing of file registration and creation, modification or deletion of files containing personal data.
- Interuniversity coordination in protection of personal data.
- Registration, where appropriate, in the corresponding register, of the creation, modification or deletion of web servers.
- Management of identity registers for end-user electronic signature certificates.

- Updating the website with relevant university legislation.
- Updating the General Secretariat website with the members of the individual governing bodies of Centres, Departments and Institutes.

## What **type of information** is included on the website of the Administrative Department of the General Secretariat?

### **Data protection::**

- Regulations, files registered in the Spanish Data Protection Agency, forms, related documents, reports, etc.

### **Electoral processes:**

- Regulation, forms, general related information on different processes, open and completed electoral processes and composition of the Electoral Boards.

### **Electronic signature:**

- Regulation, information related to the process of obtaining, revoking or renewing electronic signature certificates, centres with authorised registries, related documents, etc.

### **Agreements:**

- Agreements search engine, framework agreement templates for internships in six languages.