

LUISS



General University Regulations

(under the third paragraph of article 4 of the current Statutes)

(adopted by LUISS Board of Directors at its meeting of 15 December 2020
acting on a proposal tabled by the Executive Committee at its meeting of 15
December 2020 after having heard the opinion of
the Academic Senate given at its sitting of 1 December 2020)



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TITLE I – VICE RECTORS

Article 1 - Vice Rectors

The Vice Rectors (*prorettori*) are appointed by the Board of Directors (*consiglio di amministrazione*) on the proposal of the Rector (*rettore*), selecting them from among the University's full professors in accordance with subparagraph e) of article 7 of the current Statutes (*statuto*). The Vice Rectors oversee and coordinate particular aspects of the University's management.

The Vice Rectors hold office until a new rector is installed.

TITLE II – DEPARTMENTS

Article 2 - Establishment

The establishment and abolition of departments is resolved by the Board of Directors in accordance with subparagraph i) of article 7 of the Statutes.

At the time that these Regulations enter into force the following departments are already operational:

- the Department of Business and Management;
- the Department of Economics and Finance;
- the Department of Law;
- the Department of Political Science.

Article 3 - Purpose

The basic mission of a department is:

- a) the drawing up of academic offerings as well as the organization and coordination of the teaching activities associated with the department's academic programs and other courses;
- b) the promotion and coordination of research, identifying and managing the lines of development;
- c) the development of research doctorate programs and research grants;
- d) the fostering of both individual and collective research programs.

Article 4 - Department Council

The Department Council (*consiglio di dipartimento*) consists of the tenured full professors, fixed-term full professors, associated professors and fixed-term researchers affiliated with the department's academic programs. The Department Council meets at least three times a year upon being convened by the Department Dean or a quarter of its members.

The members of the Department Council participate in council deliberations for all issues falling within their own sphere of competence and subject to the limitations associated with their role, in accordance with the applicable rules and regulations.

The Department Council may, pursuant to article 13 of the Statutes, delegate some of its members to handle preparatory matters relating to specific issues.

Meetings of the Department Council may be attended by contract professors and the student representatives elected in accordance with the procedures set out in the unified regulations concerning the election of representatives to various bodies referred to in article 4 of the Statutes. Those attendees shall have an advisory vote only and in any event may not attend meetings concerning the filling of tenured positions, the hiring of tenured professors and matters pertaining to tenured professors and researchers.

In particular, within the scope of the budget assigned to it and in accordance with the strategic plan, the Department Council:

- a) determines the department's general policy;
- b) furnishes the Academic Senate (*senato accademico*) with its opinion on the establishment, in each academic year, of new academic programs and courses as well on how teaching is to be delivered (face-to-face in person, blended or remotely);
- c) submits proposals, through the Rector, to the Academic Senate concerning the vacant tenured professorships and research positions to be filled in accordance with the strategic plan;
- d) as regards the professorships and research positions to be filled mentioned in the preceding subparagraph, adopts a reasoned resolution establishing a ranking order and proposes it to the Rector for subsequent forwarding to the Executive Committee (*comitato esecutivo*);
- e) on the basis of the results of the evaluation of the commission appointed by the Department Board, adopts resolutions on the statutory applications to extend the contracts of researchers for the purposes of the subsequent opinion from the Executive Committee;
- f) submits proposals to the Academic Senate on the organization of research doctorate programs with reference to the academic areas pertaining to the department and on how teaching is to be delivered (face-to-face in person, blended or remotely);
- g) appoints – in line with the parameters set by ministerial regulations and in accordance with the Research Doctorate Regulations – the PhD program coordinator and faculty board (*collegio dei docenti*) for the research doctorate programs affiliated with the department;
- h) submits proposals to the Executive Committee regarding the setting of possible admission and attendance fees for research doctorate programs in accordance with the Research Doctorate Regulations;
- i) makes proposals regarding research projects and the associated academic staff in charge thereof, for submission to the Academic Senate, in relation to research grants, in accordance with the Research Grant Regulations;
- j) adopts resolutions on obtaining further funds from bodies and businesses for research doctorate scholarships and/or research grants;
- k) organizes teaching and coordinates research and the third mission/social impact, including through liaising with the relevant schools;
- l) submits proposals to the Academic Senate concerning the establishment of research centers;
- m) submits proposals to the Academic Senate regarding the appointment of research center directors and membership of the academic board (*comitato scientifico*), if any;
- n) approves the documentation regarding teaching, research and the third mission/social impact prepared by the relevant quality assurance bodies, as required by the applicable laws and regulations;
- o) exercises any other function that is vested in it by law, regulations or the Statutes.

Article 5 - Department Dean

The Dean (*direttore di dipartimento*) is appointed by the Board of Directors on the proposal of the Rector, selecting that individual from among the University's full professors belonging to the department concerned in accordance with subparagraph e) of article 7 of the current Statutes.

The Dean's term of office is three years, renewable for just one further mandate.

The Dean's functions are:

- a) the submission of proposals to the Rector and General Manager (*direttore generale*) relating to the drawing up of the strategic plan and associated annual updates;
- b) power of representation of the department vis-à-vis the University's other governing bodies;
- c) verification of observance of all of the rules and regulations concerning teaching, research and the third mission/social impact in order to ensure the proper functioning of the department;
- d) the promotion of any action aimed at creating and improving the organizational tools necessary for the department to perform its functions;

- e) impetus for the implementation of the department's academic offerings and research programs;
- f) the preparation, in conjunction with the departmental research and third mission delegate, of the documentation regarding research and the third mission/social impact, as required by the applicable laws and regulations;
- g) the convening of the Department Council, specifying the agenda for each meeting, who is to chair the meeting and who is to be the secretary for the purposes of drawing up the minutes, which will be signed by the latter and the Dean (as a rule the secretary will be chosen from among recently appointed first-level professors);
- h) the supervision of the overall timetable for the academic programs and exam sessions for the entire year;
- i) the forwarding of department resolutions to the other academic bodies;
- j) the appointment of the academic program directors, the academic staff to form part of the review groups and joint faculty-student commissions for each academic program and the departmental research and third mission delegate (who may be one and the same as the PhD program coordinator), which appointments shall last until the installation of a new dean;
- k) the supervision, monitoring and assurance of quality as regards teaching, research and the third mission/social impact consistent with the strategies pursued by the University and the department;
- l) the coordination, within the department, of all of the activities aimed at guaranteeing an efficacious and efficient quality assurance system, implementing the guidelines set by the University's governing bodies and monitored by the Quality Assurance Unit.

The Dean may delegate some of their functions to representatives selected from among the tenured academic staff in their department.

Article 6 - Department Board

The Department Board (*giunta di dipartimento*) consists of the Department Dean, who convenes and chairs it, the academic program directors, and the deans of the schools, if any, belonging to the department and the PhD program coordinator.

Meetings of the Department Board are attended by the Vice Rectors, who have an advisory vote. Likewise invited is the departmental research and third mission/social impact delegate.

In particular the Department Board:

- a) submits proposals to the Department Council regarding the guidelines to be adopted in relation to teaching, research and the third mission/social impact;
- b) on the indications of the Department Council and taking into account the views expressed by the Vice Rectors, implements the organization of teaching through issuing the relevant resolutions in relation to the planning of the single teaching activities;
- c) submits proposals to the Academic Senate concerning the awarding of teaching positions to tenured academic staff and contract academic staff and sets the academic discipline fields (*SSD*) for the issuing of the calls for applications for establishing panels of individuals eligible for teaching contracts, consistent with the department's teaching requirements;
- d) monitors the performance of teaching, research and the third mission/social impact, ensures that they are properly undertaken and assures compliance with the quality standards set by law and internal regulations;
- e) approves study plans and adopts resolutions on student matters;
- f) appoints an examining commission for the procedures associated with hiring tenured academic staff and fixed-term researchers;
- g) appoints the commission to evaluate the work done by researchers for the purposes of extending their contracts as required by law;
- h) submits proposals to the Rector regarding the examining commissions for the comparative evaluation to be conducted in the context of awarding research grants;
- i) promotes the establishment of scholarships and research contracts;

Article 7- Academic Program Directors

Academic program directors (*direttori dei corsi di studio*) are appointed by the Department Dean and hold office until a new dean is installed.

Academic program directors monitor their academic programs and ensure that they meet the quality standards set by law and internal regulations.

The duties and functions of academic program directors shall be governed by specific regulations adopted to that end.

The work of academic program directors shall mainly consist of the following:

- a) periodic meetings with the program's students in order to detect any critical issues and decide on the ensuing action to be taken;
- b) periodic meetings with the program's academic staff in order to detect any critical issues and decide on the ensuing action to be taken;
- c) analysis of the performance of the constituent courses through canvassing the opinions of the students and analyzing trends in exams results with a view to reporting to the Department Dean and devising whatever corrective action may be required
- d) analysis of course syllabi and verification of the information therein contained
- e) analysis of the results of the work done by the joint faculty-student commissions for the purposes of agreeing on the ensuing steps to take;
- f) coordination with employers through periodic meetings in order to ensure continuity between the academic offering and likely job opportunities in line with labor market developments, such to be done in accordance to the guidelines approved by the Quality Assurance Unit;
- g) coordination, in conjunction with the Department Dean, of teaching and learning activities aimed at obtaining degrees;
- h) verification that changes to the academic offering are consistent with the relevant ministerial rules and regulations;
- i) drafting of documentation concerning the academic program and its monitoring, in accordance with applicable law and regulations;
- j) examination of study plans and student practices to be submitted for approval by the Department Board.

Reference is to be made to the relevant regulations on academic program directors for matters not specifically addressed herein.

Article 8 - Departmental Research and Third Mission/Social Impact Delegate

The departmental research and third mission/social impact delegate (*delegato alla ricerca e terza missione dipartimentale*), appointed by the Department Dean, oversees and coordinates the department's research and third mission, supporting the Dean in drafting the documentation envisaged by the applicable laws and regulations with specific reference to the departmental research annual single sheet (*SUA-RD*) and the university third mission annual single sheet (*SUA-TM/IS*).

Article 9 - Research Centers

Acting on a proposal from the departments or schools the Executive Committee resolves on the establishment of research centers after having heard the opinion of the Academic Senate, and also their abolition acting on a proposal from the Academic Senate.

Research centers enjoy academic and organizational independence within the limits to what is provided for in the regulations governing research centers. Schools' research centers operate within the framework of their respective schools. Research centers established on the proposal of departments are coordinated by the Vice Rector for Teaching subject to consulting with the research delegates of each

department. The sole aims of research centers is the production of research and its transfer to society as a whole and to public and private institutions in particular.

Reference is to be made to the relevant regulations on research centers for matters not specifically addressed herein.

Article 10 - Interdepartmental and Intersivity Centers

If a Department Council maintains that a research area calls for its own, other departments' or another university's interdisciplinary skills, it shall submit the relevant proposal to the Academic Senate regarding the establishment of an interdepartmental or intersivity research center.

The initiative of establishing an interdepartmental or intersivity research center is a matter primarily for the Academic Senate to decide whenever a research project or area is of important interest for the University and the outside world and requires input from the members of various departments and other Italian or foreign universities as well as Italian and foreign centers of excellence.

In the event of the establishment of a center in association with other institutions, the center's governing bodies will be regulated by an agreement concluded for that specific purpose.

Article 11 - Sources of Funding for Centers

Funds deriving from third parties who have commissioned research belong to the center so that the income in question serves to assure the economic self-sufficiency of the center without any burden on the university budget.

In order to achieve its aims and attain self-sufficiency, a research center may also obtain:

- private and public funding for specific research;
- other funds dedicated to research facilities.

Contracts for the research commissioned by third parties are signed by the University's legal representative.

The fees for the research commissioned by third parties will have a percentage determined by the Executive Committee deducted therefrom to serve as a contribution to the fund for supporting research and to cover the University's general operating costs.

The research center contributes to the fund for supporting research and to the University's general operating costs through a percentage – determined by the Executive Committee – deducted from the fees for the research commissioned by third parties.

TITLE III – SCHOOLS

Article 12 - General Rules

Schools, established pursuant to article 15 of the current Statutes, organize postgraduate teaching mainly having regard to the needs of the labor market and the professions and organize externally-funded research programs on matters pertaining to their own activities, contributing to the attainment of the University's strategic objectives and the third mission/social impact.

The Board of Directors appoints the school presidents (*presidenti delle scuole*) on the proposal of the President and appoints the school deans (*direttori delle scuole*) on the proposal of the Rector after consulting with the General Manager and the school presidents. School deans hold office for three years.

School deans submit proposals to the Rector and the General Manager relating to the drawing up of the strategic plan.

Within the limits of their respective budgets schools may submit proposals to the Department Council concerning the hiring of tenured professors and fixed-term researchers, to be achieved possibly through co-financing.

The organization and operation of the schools are governed by their respective regulations and internal agreements.

TITLE IV – UNIVERSITY QUALITY ASSURANCE BODIES

Article 13 – Quality Assurance Unit

The Quality Assurance Unit (*presidio di qualità*) plays a key role in the University's quality assurance system and its main task is to implement the quality policy set out by the University's governing bodies.

Therefore, the Quality Assurance Unit promotes a culture of quality inside a single quality assurance process concerning aspects relating to teaching, research and the third mission/social impact.

In relation to attaining the quality targets set out in the Statutes, the Quality Assurance Unit works very closely with the Evaluation Unit and joint faculty-student commissions, monitoring the academic programs.

The composition, term and operating procedures of the Quality Assurance Unit are governed by specific regulations adopted to that end.

Article 14 – Evaluation Unit

The Evaluation Unit (*nucleo di valutazione*) operates independently, exercising its policy, auditing and advisory functions in relation to assessment of the teaching, research, services and any other activities undertaken by the University.

In particular, the Evaluation Unit:

- oversees the measures, tools and surveys aimed at assessing the teaching, research, services and other activities undertaken by the University;
- arranges for the preparation of data and information that may be of use to the University's governing bodies;
- provides the University's governing bodies with any opinion sought in relation to assessment as well as its own recommendations to improve the efficiency, efficaciousness and quality of university activities;
- performs, by the relevant deadlines, all of the duties required of university evaluation units by the Ministry of Education, Universities and Research (*MIUR*), the Italian National Agency for the Evaluation of Universities and Research Institutes (*ANVUR*) and other authorities.

The composition, term and operating procedures of the Evaluation Unit are governed by specific regulations adopted to that end.

Article 15 - Joint Faculty-Student Commission

First and foremost the Joint Faculty-Student Commission (*commissione paritetica docenti-studenti*) verifies that the educational activities provided for in the academic program specifications, the University Academic Regulations (*regolamento didattico di ateneo*) and the teaching calendar are respected.

The Joint Faculty-Student Commission is also set up to protect the rights of students, and accordingly it reports to the Department Deans and to the Rector if irregularities are found:

The membership, term and operating procedures of Joint Faculty-Student Commissions are governed by specific regulations adopted to that end.

Article 16 - Review Groups

- A) Academic Program Quality Assurance Review and Management Group (*gruppo di riesame e di gestione dell'assicurazione della qualità del corso di studio*), tasked with supporting the academic program director in activities related to the drafting of documentation concerning the academic program and its monitoring, as required by applicable law and regulations, and the implementation of any corrective action that may be necessary.

To this end the Academic Program Quality Assurance Review and Management Group is responsible for:

- verifying the implementation of the improvement action approved by the Department Council;
- monitoring the academic progression of students, their opinion on educational activities, satisfaction at the end of the learning path and the employment status of academic program graduates;
- drawing up documentation concerning the academic program and its monitoring, as required by applicable law and regulations, taking into account the indications provided by the Joint Faculty-Student Commission and the Steering Committee (*comitato di indirizzo*);
- briefing the Department Council about the work done.

Academic Program Quality Assurance Review and Management Groups consist of:

- the Department Dean;
- the academic program director;
- a professor of the academic program, designated by the Department Dean;
- a student of the academic program.

- B) Departmental Research and Third Mission Review Group (*gruppo di riesame della ricerca e terza missione dipartimentale*), tasked with carrying out activities related to quality assurance and instilling a culture of quality.

To this end the Departmental Research and Third Mission Review Group is responsible for:

- verifying the implementation of the improvement actions approved by the Department Council;
- monitoring research and the third mission/social impact at department level;
- briefing the Department Council about the results of the monitoring done.

Departmental Research and Third Mission Review Groups consist of:

- the Department Dean;
- the departmental research and third mission delegate;
- any other members that may be appointed by the Department Dean.