

University of Parma General Regulation

Art. 1

Regulatory Autonomy

1. This University General Regulation contains executive provisions on all that is defined by the Statute, on the University operations and the criteria that Regulations issued by bodies and structures shall conform to.
2. The University is autonomous as far as legislation, teaching, research, organisation, finance, budget, management, contract and accounting are concerned, as provided by art. 1 of the Statute, and it exercises its autonomy within the law in force, following the methods of this Regulation and of other provisions hereinafter recalled.
3. This Regulation is approved by the University Senate, in consultation with the Board of Governors, and it comes into force 15 days after the related rectorial decree is issued.
4. Until the new Regulations come into force, as provided by art. 44 no. 2 of the Statute, operative Regulations remain in force, if compatible with the Statute.
5. Modifications to this Regulation are disposed according to its approval procedures.
6. Litigations arising from application of this Regulation and any other relevant issue, not specified by this provision, lie within the province of the Rector, of the University Senate and of the Board of Governors, each one for its part.

Art. 2

Research

1. The University promotes scientific and technological research, as stated in art. 2 of the Statute, guarantees to all research staff the opportunity to use research funds, research structures and the necessary instruments. It also promotes internal, inter-university, national and international cooperation.
2. The University offers researchers the opportunity to concentrate on research-only activities by working in international, European Union or Italian Research centres for specified periods of time, according to the procedures specified by the University Senate.
3. The University Committee for Research is instituted by the relevant Regulation with regulated functioning of Scientific Area Committees.
4. The University verifies correct management and productivity of research activities also by means of the University Evaluation Unit, provided by art. 14 of the Statute.

Art. 3

Teaching

1. The University organises, coordinates and recognises, through its structures, the necessary activities to pursue all levels of university education, required by state, EU and international legislation, with the methods contained in the University Teaching Regulation.
2. It is the duty of teaching staff to comply with teaching and research tasks and participate in the respective collective bodies. Professors are free to choose subjects and methods of their teaching, provided that they are consistent with the course programmes and with teaching planning approved by relevant bodies, as provided by the University Teaching Regulation and by the Faculty Regulations. The relevant Regulation orders incentives for teaching staff.
3. The University may provide for the covering of teaching posts also through private law closed-term contracts, as defined by the relevant Regulation.
4. The University can establish PhD Courses, following the statute law.
5. The creation of Faculties, Degree Courses, Specialisation Courses and any other teaching initiative provided by statute law, with additional funding from agreements with

public and private institutions is determined by the University Senate, under the auspices of the Board of Governors.

6. The University may promote and organise Advanced Courses and Professional Training, preparatory courses for professional qualification exams and for other public competitions, external educational and cultural activities, including those aimed at spreading culture and promoting life-long training .

7. The transfer of teaching staff from one structure to another is permitted by way of and with the methods described in specified Regulation, approved by the University Senate.

8. The University verifies quality and efficiency of teaching.

9. Lecture halls are an asset for the University. Their use is decided according to the interests of the community.

Art. 4

Right to Education

1. The University guarantees to students appropriate conditions to obtain their qualifications within the ordinary duration of programme courses and with the methods defined by the University Teaching Regulation.

2. The University organises orientation and tutorship for students, encouraging them to actively participate in the educational programme. Tutorship is the duty of members of the teaching staff.

3. The University promotes guidance and counselling activities for students applying to its courses, for the planning of their educational pathway within the University, for enrolment in post-graduation courses and compulsory and educational traineeships. It also promotes initiatives to help students enter the labour market.

4. The University recognises and values the contribution of students, of free associations and charities pursuant to its institutional aims, following the methods as in the University Regulations and in the regulations of other teaching structures.

5. The University may promote distance-learning courses, defining their functioning with appropriate Regulations.

6. The University promotes student participation in cultural, sports and recreational activities, also instituting collective services and structures benefiting from agreements with public or private organisations, and opportunity for cooperation between students' associations.

7. The relevant regulation describes the rules for access to funds allocated for supplementary cultural activities on the part of students' groups, associations and other societies.

Art. 5

Right to Information

1. The University shapes its activity on the principles of transparency, accessibility and information.

2. The University organises available data and information in order to make them easily accessible and available, in accordance with University regulations.

3. The University publishes its Official Bulletin whose content is defined by the relevant University Regulation.

Art. 6

Staff policy

1. The University promotes training and re-training of its staff, by organising updating, preparatory and advanced training courses, in accordance with the appropriate regulation.

2. For the benefit of its staff, the University institutes social, cultural, sports and recreational services and the appropriate Regulation rules the use of their areas and structures and the granting of financial contributions.

3. The University protects its employees with insurance policies related to individual responsibilities in accordance with the University administrative, financial and accounting regulation.

Art. 7

Committee for ethics

1. A Committee for ethics is instituted in order to guarantee the human being and its values and the public interest are respected during bio-medical research and experiments carried out within University health and research structures, in accordance with international agreements, with the law in force and with ethical and deontological norms.

2. The constitution and functioning of the Committee for Ethics are defined by the appropriate Regulation, approved by the University Senate in consultation with the Board of Governors.

Art. 8

Equal Opportunity Committee

1. The Equal Opportunity Committee is instituted in order to implement the principle of equal opportunities between men- and women-workers.

2. The Equal Opportunity Committee is composed and works in accordance with the statute law with national and local contracts.

3. The relevant Regulation, approved by the University Senate after consultation with the Board of Governors, rules on the composition and functioning of the Committee.

Art. 9

Rector

1. The Rector represents University with legal effect and supervises all its activities. The Rector shall also commence, coordinate and implement the University institutional purposes.

Particularly, the Rector:

2.1. issues directives aimed at guaranteeing the good functioning of its structures, the correct application of provisions and the adoption of organisation criteria for the definition of responsibilities;

2.2. guarantees that the principle of autonomy of University, freedom of teaching and research, the rights of staff and students are respected;

2.3. summons, chairs, coordinates and supervises the University Senate and the Board of Governors in the implementation of their activities and deliberations;

2.4. guarantees that the law, the Statute and the Regulations are respected;

2.5. enters into agreements on teaching, research, education, administration, finance, accounting and any other contract to which he/she is entitled;

2.6. issues the Statute and the Regulations, including those regulating each structure;

2.7. develops and proposes to the University Senate the framework programme to be followed in planning programmes for the following years;

2.8. elaborates and proposes the annual programme of University activities, for approval by the University Senate;

2.9. prepares the budget to be submitted to the University Senate and to be approved by the Board of Governors;

2.10. reports on the 'State of the University' at the beginning of the Academic year;

- 2.11. when required, he/she acts on behalf of the University Senate or the Board of Governors in adopting decrees to make provisions and will have them ratified by the relevant bodies usually within the next meeting;
- 2.12. having consulted the Board of Governors, he/she has the power to appoint or eventually remove the Administrative Director;
- 2.13. carries out all other responsibilities as designated by the Statute, by the University Regulation and by the laws.
3. The Rector is elected from among full-time First Level Tenured Professors and his/her election is proclaimed by ministerial decree. The Rector is elected for four years and he/she can be re-elected consecutively only once.
4. Candidates, supported by a minimum of ten voters, must apply between the sixtieth and the thirtieth day before the scheduled date. Each candidate must present his/her framework programme.
5. The *Decano*, the tenured professor with the longest seniority, holds elections by his/her decree and defines the date. He/she also organises the polling place, which shall be made up by First Level tenured professors and chaired by the oldest by office. In the first vote, the Rector is elected by absolute majority of qualified voters, as stated in art. 8 para. 5 of the Statute. In the next two votes, the Rector is elected by absolute majority of effective voters. Should no candidate reach the required majority, ballots shall be held between the two favourite candidates of the last vote. Should both candidates reach the same number of votes, then the most senior First Level Tenured Professor is elected, if on the other hand the two candidates have the same years in office, then the oldest by age is elected.
6. The Rector's office is incompatible with that of Faculty Dean and of Head of Department.
7. The relevant regulation, approved by the University Senate in consultation with the Board of Governors, provides for the definition of administrative and technical representatives, in the measure of 5% of total members who are entitled to vote for the Rector's elections. Elections of such representatives are normally held within March of the year during which the Rector's elections are scheduled.
8. The Rector appoints by rectorial decree a Deputy Rector, chosen from among full-time First Level full tenured professors.
9. The Deputy Rector acts on behalf of the Rector whenever he/she cannot be present, and in the case of untimely ending of his/her mandate, until the new Rector is appointed.
10. In case the Rector terminates his/her mandate before time, the *Decano* (the tenured professor with the longest seniority) holds new elections within 30 days from ascertainment of the fact.
11. The Rector, in the exercise of his/her office, can be assisted by deputies, chosen from among professors of the University. Deputies are appointed by rectorial decree, where tasks and responsibilities are specified, and report to the Rector directly.
12. The Rector is assisted by the Rector's Secretariat, constituted by rectorial decree.
13. The Rector is paid an office allowance, as defined by the Board of Governors.
14. The Deputy Rector is paid office allowance, as defined by the Board of Governors.

Art. 10

The University Senate

1. The University Senate is the collective governing body, which plans the development of University and coordinates teaching and research.
2. The University Senate exercises the following offices:
 - 2.1. draws up and approves the planning and provisions on the coordination of teaching and research, excluding responsibilities of other structures;

- 2.2. draws up and approves the planning for future years, based on the guidelines proposed by the Rector and on proposals from Faculties and Departments, in consultation with the Board of Governors, with the Council of administrative and technical staff and the Student Council;
- 2.3. approves the University Teaching Regulation, based on proposals from the Faculties, from the Departments, from the Student Council and from any other regulation on teaching and research matters;
- 2.4. deliberates over the institution, modification and disbandment of Departments, as far as its office is concerned;
- 2.5. ratifies professors' requests to join in the chosen Departments;
- 2.6. may constitute and regulate structures, courses and activities, also involving different faculties in consultation with the Board of Governors;
- 2.7. deliberates over the distribution of professor and researchers' posts among Faculties and over allocation of funds for teaching staff defined by the Board of Governors;
- 2.8. makes proposals to the Board of Governors on the distribution of technical staff among teaching and research structures;
- 2.9. outlines and approves criteria for the distribution of funds for research and its structures;
- 2.10. approves amendments to the Statute;
- 2.11. expresses binding opinions about the Rector's Annual Planning Report;
- 2.12. approves, as far as its office is concerned, the annual study programme deliberated by the Faculties, after consultation with the Student Council;
- 2.13. outlines general criteria for the assessment of teaching activities in consultation with the Faculties and the Student Council, and acts accordingly also on the basis of the reports of the Evaluation Unit;
- 2.14. outlines general criteria for the assessment of research activities, in consultation with the Departments, and acts accordingly also on the basis of the reports of the Evaluation Unit;
3. The University Senate must also express its opinion on:
 - 3.1. the budget;
 - 3.2. fees, contributions, exemptions and scholarships;
 - 3.3. the University area building plan;
 - 3.4. the composition of the Evaluation Unit proposed by the Rector;
 - 3.5. any matter concerning teaching and research;
 - 3.6. criteria for the allocation of funds for closed-term teaching staff posts;
4. The University Senate comprises:
 - 4.1. the Rector, who acts as its Chairperson;
 - 4.2. the Deputy Rector, who acts as its Chairperson in the absence of the Rector;
 - 4.3. the Faculty Deans;
 - 4.4. six Heads of Department belonging to different research groups, chosen by the University Senate itself and elected by the members of the Department Board following methods as in the Regulation. The relevant Regulation, approved by the University Senate, rules on the composition of research groups and on the appointing of representatives of Heads of Department. The termination of an appointment as Head of Department implies the removal from office as member of the University Senate;
 - 4.5. three student representatives elected every two years. The relevant Regulation defines provisions of their election.
5. The relevant Regulation rules on the functioning of the University Senate.

Art. 11
Board of Governors

1. The Board of Governors determines and supervises administration, finance and budget matters of the University, following the planning of the University Senate.
2. The Board of Governors may entitle a teaching, research or service structure to accounting management and to autonomy.
3. The Board of Governors determines:
 - 3.1. the budget;
 - 3.2. the balance-sheet;
 - 3.3. regulations on administration, finance, accounting, management and negotiation, in consultation with the University Senate and with Departments;
 - 3.4. the executive regulation on administrative procedures and the right to examine administrative documents;
 - 3.5. the University area building plan, after consultation with the University Senate;
 - 3.6. provisions for fees and contributions from students who enrol to Programmed Courses, Schools and other educational activities; on exemptions and scholarships which imply University spending and cooperation of students to service activities, having consulted the University Senate and the Student Council;
 - 3.7. executive provisions regarding criteria for the allocation of funds and administrative and technical staff, in consultation with the University Senate;
 - 3.8. the institution of the University Evaluation Unit, having consulted the University Senate;
 - 3.9. agreements and contracts which do not lie within the province of each teaching, research and service structure;
 - 3.10. the amounts to be granted to students' organisations for self-managed activities, on proposals of the Student Council;
 - 3.11. the possible allocation and the amount office allowance, excluding those stated in this Regulation;
 - 3.12. criteria for the distribution of administrative and technical staff among the University structures;
 - 3.13. the institution, modification and disbandment of Departments, as far as its office is concerned.
4. The Board of Governors exercises all duties as designated by the Statute, by the administrative provisions, by the law and expresses opinions on deliberations of the University Senate over the University development planning for the prospective years.
5. The relevant Regulation rules on the functioning of the Board of Governors.
6. The Board of Governors comprises:
 - the Rector, who acts as its Chairperson;
 - the Deputy Rector, who acts as its Chairperson in the absence of the Rector;
 - the Administrative Director;
 - four representatives of First Level full tenured professors;
 - four representatives of Second Level associate professors;
 - four representatives of researchers;
 - three representatives of the administrative and technical staff for the administrative area;
 - three representative of the administrative and technical staff for the technical area;
 - four student representatives;
 - the Mayor of Parma or one of his/her permanent delegates;
 - the President of the Province or one of his/her permanent delegates;
 - the Head of the Regional Revenue Office or his/her delegate;
 - one representative of the Ministry of University and Scientific Research (MURST) appointed by the Minister;
 - one representative of Emilia-Romagna Region appointed by its President.

7. The relevant Regulations rule the appointing of elected members of the Board of Governors.
8. Members of the Board of Governors are elected for four years. Should a member of the board lose the status that led to their appointment to it, they will no longer be entitled to be part of the Board. Student representatives are elected for two years. Members of the Board of Governors may not be re-elected more than once consecutively.
9. Members of the Board will receive a token for attendance and possible benefits according to the Board's decision.
10. A Joint Committee Board of Governors-University Senate is established by rectorial decree for consultative and coordinative purposes.

Art. 12

Board of Auditors

1. The Board of Auditors comprises three experts chosen by the Board of Governors from among professional auditors in a selected group of nine members, proposed by the Rector and by a manager from the Ministry of University and Scientific Research (MURST).
2. The Board of Auditors verifies the administrative and accounting management. It is appointed by rectorial decree and is elected for four years.
3. Members of the Board of Auditors may be present at meetings of the Board of Governors.
4. Members of the Board of Auditors are conferred office allowance of the same amount as that granted to members of the Board of Governors, as defined by the Board of Governors. They are also entitled to reimbursement for travelling expenses and to an attendance token.
5. The Board of Governors:
 - 5.1. examines the budget, its variations and the final account, and reports on such matters;
 - 5.2. verifies all that is necessary to ensure the correct trends of the financial, accounting and budgetary management both in the Central Administration and in the Departments and de-regulated structures;
 - 5.3. ascertains regularity in book-keeping and in book-keeping entries;
 - 5.4. verifies the petty cash forms, accounting controls and verifies the existence of proprietary shares, lodged, guaranteed and shares held in pledge.

Art. 13

University Evaluation Unit

1. The University Evaluation Unit ensures that public funds are being used correctly, monitors teaching and research achievement and verifies the practise of impartial and correct administrative management.
 1. The University Evaluation Unit comprises nine members, two of which are selected evaluation experts and professionals, even in a non-academic field.
 2. The University Evaluation Unit is established by rectorial decree. Its members are elected for four years and they cannot be re-elected more than once consecutively.
 3. Members of the University Evaluation Unit are conferred office allowance, as defined by the Board of Governors. They are also entitled to reimbursement for transfer expenses.
 4. The University Evaluation Unit is supported by the relevant executive office, constituted by rectorial decree.

Art. 14

University Sports Committee

1. The University Sports Committee coordinates sports activities, supervises management of facilities and promotional planning of sports, in accordance with the law.

2. The functioning of the University Sports Committee is defined by the specific Regulation, approved by the University Senate and the Board of Governors, in consultation with the Student Council.

3. Activities of the Committee are funded by the Ministry of University and Scientific Research, by student contribution and by the University or other bodies.

Art. 15

The Council for administrative and technical staff

1. The Council for administrative and technical staff is established to make proposals and to express opinions, as provided by art. 15 of the Statute.

2. The relevant Regulation defines election rules for the twenty members of the Council and its functioning rules.

3. The Council for administrative and technical staff is appointed by rectorial decree. Members of the Council are elected for four years and can be re-elected only once.

Art. 16

Student Council

1. The Student Council is the means for autonomous and coordinated participation within the University organisation and the pursuit of its institutional goals. Its functions are to make proposals and express opinions.

2. The Student Council is established by rectorial decree and is elected for two years. It is composed of three students elected in the University Senate, of four elected by the Board of Governors, of one student for each Faculty Board indicated internally by the student representative in the Board of Governors for the Student Welfare Agency and of two students elected in the University Sports Committee.

3. The Student Council defines criteria and methods for its organisation and functioning and approves the relevant Regulation by absolute majority. The Head of the Student Registry Offices also participates in its meetings, acting as Secretary to the Council.

4. At the end of each academic year, the Student Council draws up a report on the services for students and makes proposals for their improvement. The report is submitted to the Rector, the University Senate, the Board of Governors and the Evaluation Unit.

Art. 17

Faculties and Course Boards

1. The Faculties carry out responsibilities and follow the provisions stated in articles 20 and 21 of the Statute.

2. The Faculty Board comprises:

- Tenured and non-tenured professors and researchers belonging to the Faculty;
- the student representatives, at least five, but not more than 15% of the total number resulting from the above mentioned members.

3. The University Organisation Rules provides for the functioning of the Faculty Board for all that is not provided for by the Statute, by this Regulation and by the University Teaching Regulation.

4. The University Teaching Regulation rules on the Degree course programme.

5. The Faculty Board:

5.1. plans and coordinates spending of funds allocated for teaching, in consultation with the relevant Course Boards and with the Department Boards, as far as their office is concerned;

5.2. proposes amendments to Specialisation course programmes belonging to the Faculty, after consultation with Course and Department Boards concerned;

- 5.3. coordinates and guides teaching activities verifying their quality and effectiveness, also in consultation with Joint Committees for Teaching;
- 5.4. initiates courses as specified by the Course Programme of the Faculty, considering proposals from Course Boards and having consulted the relevant Departments;
- 5.5. asks for and assigns teaching staff posts and foreign language assistant posts, in consultation with the involved Departments, and also following proposals from Course and Sector Boards, where established;
- 5.6. assigns teaching posts for course subjects by appointing them by means of temporary contracts and closed-term contracts under private law, as stated by the University statute;
- 5.7. approves the Teaching Regulation and the University Organisation Rules;
- 5.8. approves the Annual Report on the Teaching Activity of the Faculty, prepared by the Dean and based on the reports of Course Boards;
- 5.9. prepares and approves the development plans;
- 5.10. carries out all responsibilities to which it is entitled by the law in force, by the Statute and by the University Regulation;
- 5.11. submits to the governing bodies the requests for areas and resources depending on management and development needs for its activities.
6. The Faculty Board decides the number of student representatives who shall participate in it.
7. The Faculty Organisation Rules decides the operating procedures of the Faculty Board and of the Course Board.
8. Should a personal matter concerning any member of the Council be discussed, the person in question shall not be present when decisions are taken, and such matter must be recorded in the minutes of the meeting.
9. The minutes of the meetings of the Faculty Board are written by the Secretary, who can be assisted by his/her staff. The minutes shall contain the date and place of the meeting, chairperson, secretary, names of members who are present and who are absent, divided between those who have justified their absence and those who have not, agenda, explanation of the matters discussed, text of decisions taken together with results of the votes and declarations of votes requested by interested parties.
10. The decisions taken come immediately into force and abstracts of the minutes, signed by the Dean, are forwarded to the relevant offices in a timely manner in order to have them implemented.
11. The decisions of the Faculty Board are public, as stated by the law in force.
12. Requests for copies of such decisions shall be submitted in accordance with provisions on the availability of administrative documents.
13. In Faculties with several courses, Course Boards are established. The Faculty Board may decide to merge two or more Course Boards.
14. Members of the Course Board are: all Professors and researchers teaching in the Course, five student representatives, one representative of administrative and technical staff.
15. The Faculty Organisation Rules define election procedures of student representatives and representatives of the administrative and technical staff in the Course Board. Representatives of administrative and technical staff are elected for four years; student representatives are elected for two years.
16. The University Teaching Regulation defines responsibilities of the Course Board.
17. The Head of Course Board is elected by the Board from among all tenured professors of the Faculty teaching an official subject. The Head of Course is appointed by rectorial decree. He/she is elected for four years and cannot be re-elected more than once consecutively.

18. A Joint Teaching Committee is constituted for each Faculty. Its composition and tasks are defined by the Faculty Organisation Rules.

Art. 18

Dean

1. The Dean represents the Faculty, summons and chairs the Faculty Board and the Dean's Board, where established, ensures the implementation of decisions, supervises teaching activities of the Faculty, reports on the teaching activities of the Faculty and carries out all other responsibilities to which he/she is entitled by the Statute, by the laws and by other provisions.

2. The Dean may appoint the Vice-Dean, who can represent him/her in the event of his/her absence.

3. The Faculty Organisation Rules may provide for a Faculty Commission, chaired by the Dean, for its constitution and instituting procedures.

4. Procedures for election of the Dean are provided by the Faculty Organisation Rules.

5. The Faculty Dean is elected for four years and he/she cannot be re-elected consecutively more than once.

6. The Dean's Board, where established, is ruled by the Faculty Board.

7. Members of the Dean's Board are the Dean, the Vice-Dean, and the Heads of Boards of the other teaching structures. Possible participation of the representatives of the Specialisation Courses is regulated by the Faculty Organisation Rules.

8. The Dean receives an office allowance as defined by the Board of Governors.

Art. 19

Specialisation Courses

1. The institution of Specialisation Courses is approved by the University Senate and by the Board of Governors, within their respective competences, on the basis of proposal from the interested Faculty Boards.

2. Reference on Teaching Programmes for Specialisation Courses can be found in the University Teaching Regulation.

3. The Specialisation Course Management Regulations contain organisation provisions and define criteria for their teaching activity.

4. The University Senate may provide for special provisions for enrolment to Specialisation Courses in the area of healthcare.

Art. 20

Post-Graduate Courses

Faculties and Departments may propose Post-graduate Courses that are instituted by rectorial decree, after consultation with the University Senate and with the Board of Governors.

Art. 21

PhD Courses

The University establishes and organises PhD Courses that are governed by the relevant Regulation.

Art. 22

Departments

1. The Department is the organisational structure of one or more research areas that have the same objectives or methods.

2. Departments are established by rectorial decree, as proposed by the teaching staff who would like to be part of them, and are approved by the University Senate and by the Board of Governors. Should the Rector so ask, Faculties may express their opinion about the institution of a new Department. Should the institution of a Department imply the suppression of operating Departments, the opinion of the latter is required.
3. Proposals for the institution of a Department are submitted to the Rector and shall be supported by at least twelve professors.
4. Proposals shall indicate:
 - 4.1. reasons and objectives of its institution;
 - 4.2. a list of the supporters, their qualification, scientific or discipline area to which they belong and the subjects they teach;
 - 4.3. the structures to be eventually disbanded as a consequence of the institution of the new Department and their financial and budgetary conditions;
 - 4.4. the possible subdivision of Departments into Sections, Laboratories and Services;
 - 4.5. staff, financial and budgetary resources allocated for the new Department;
 - 4.6. premises which shall be destined to the new Department;
 - 4.7. scientific and discipline area of the Department.
5. The Department:
 - 5.1. promotes and coordinates research activities, also entering into agreements with public and private bodies;
 - 5.2. proposes the institution of and organises PhD courses;
 - 5.3. cooperates with the Faculty in organising teaching and training activities;
 - 5.4. expresses opinions and makes proposals to the Faculties on the institution and assignment of professors' and researchers' posts and on *locus* temporary contracts within its range of scientific disciplines;
 - 5.5. asks the governing University bodies for premises and for staff and financial resources, depending on management and development needs of its teaching and research activities and on the training of its administrative and technical staff.
6. The Department has financial, administrative and contractual autonomy. Provisions that rule its budgetary responsibilities and administrative procedures can be found in the University Regulation on Administration, Finance and Accounting and in the internal Regulations of each Department.
7. The teaching staff is free to choose the Department to which they prefer to report/join, on the condition that they belong to one Department only. The Departmental Management Regulation defines the appropriate methods.
8. Bodies of the Department are: the Head, the Board, the Commission.
9. The Head is elected by the Board, normally from among First Level Professors and is appointed by rectorial decree. He/she is elected for four years and cannot be re-elected consecutively more than once. Should he/she be re-elected, he/she is entitled to be a member of the University Senate for the next four years.
10. The Head chooses from among Department professors an Assistant Head, who can act on his/her behalf whenever he/she cannot be present. The Assistant Head is appointed by rectorial decree and his/her mandate end with the Head's mandate.
11. The Head is responsible for the Department organisation and administration. He/she can be assisted by the Administrative Secretary, who is in charge of the executive administration and accounting. The University Regulation on Administration, Finance and Accounting defines tasks and responsibilities of the Administrative Secretary.
12. The Head is conferred office allowance, as defined by the Board of Governors.
13. The Department Board plans and manages the Department activities. The Board is composed of all Tenured and Non-tenured professors, of researchers and of the Administrative Secretary, who is also the Board Secretary. Other participants include

students representatives such as PhD students, specialisation and scholarship students and administrative and technical staff. Their number and election procedures are defined by the internal Regulation of each Department.

14. The Department Board, when composed only of professors and researchers, decides on professors' request to join in it, and has to give reasons for any refusal. Should the request be repeated and the Board give negative response, the issue is forwarded to the University Senate, which settles the argument.

The Department Board also:

14.1. approves the Department Management Regulation;

14.2. approves the annual research and teaching activity development programme, and the linked requests and proposal;

14.3. approves the budget and related variations;

14.4. approves the balance-sheet;

14.5. enforces all provisions regarding students of PhD courses and guarantees the better execution of services and teaching activities of the Department;

14.6. approves contracts, agreements and research contributions proposed by the Department, verifying that they can be carried out and that they are consistent with institutional goals as well as payments for possible services for third parties in accordance with the regulations;

14.7. expresses opinions and makes proposals to the Faculty Board on the granting of additional posts and on the assignment of available posts to tenured professors, to researchers, and to other academic staff for its scientific and discipline areas;

14.8. approves proposals to hire external staff for professional jobs;

14.9. approves the extent of University spending that exceeds what has been established by the Administration, Finance and Accounting Regulation;

14.10. carries out all responsibilities as designated by the law in force and by decisions of the University governing bodies.

15. The Department Commission is its executive body. It assists the Head and comprises members elected from among tenured professors, researchers and administrative and technical staff and the Administrative Secretary. The Commission, elected after the Head, continues in office until the Head mandate is over. Composition, election procedures and running of the Commission are defined by the Department Management Regulation.

16. The Department may be divided into Sections, Services and Laboratories, with the specification of the areas and staff assigned to each structure. The Department Board defines its level of autonomy with respect to the Department bodies, providing that accounting is kept within the Department and that it is managed according to the University Regulation on Administration, Finance and Accounting, and the Department Management Regulation. Running of all services shall be guaranteed.

Art. 23

Teaching and research centres

1. The University Senate, following proposals of Faculties or Departments, may establish the following:

1.1. inter-department or inter-faculty centres for research, teaching or museum activities;

1.2. inter-university research centres as defined by long-term planning.

2. Proposals for the institution of a centre must contain its purposes, its supporters alongside their signatures, their qualifications, scientific and discipline areas to which they belong (showing the Faculty(ies) or Department(s)), financial plan, administrative and accounting autonomy level, its governing bodies and its duration. Faculties and Departments are informed of the proposal.

3. The Board of Governors approves the constitution of the Centre, having verified the availability of premises, staff, facilities and financial resources. The Board of Governors may attribute administrative and accounting autonomy to the above-mentioned Centres following the methods defined by the University Regulation on Administration, Finance and Accounting.

4. The Centre must have a Manager in charge, appointed by the Rector, and a Board, defined by the institution proposal, acting as the Department Board.

5. The provision that institutes the Centre shall also describe the assignment of the properties in the case of its disbandment.

Art. 24

University Utility/Service Centres

1. The University Senate, also on request of the interested structures, can propose the institution of Utility/Service Centres. The Centres perform complex services in the interest of the Departments, Faculties and organisational structures.

2. The Board of Governors approves the constitution of Centres, having verified the availability of premises, staff, facilities and financial resources. The Board of Governors may entitle the above-mentioned Centres to administrative and accounting autonomy, in accordance with the methods defined by the University Regulation on Administration, Finance and Accounting.

3. The Centre must have a Manager in charge, appointed by the Rector, and a Board, defined in the institution proposal, acting as the Department Board.

4. The provision that institutes the Centre shall also describe the assignment of the properties in the case of its disbandment.

5. The University budget allocates funds to the Centres.

Art. 25

Other Centres

1. The University Senate (also through the request of the Departments, of the Faculties or of other interested structures) can propose the institution of Centres for activities to be performed in cooperation with public or private bodies.

2. Such Centres are instituted by rectorial decree upon the decision of the Board of Governors and after having verified the availability of premises, staff, facilities and financial resources.

3. Methods for managing the Centres can be found in the relevant Regulation, to be approved by the Board of Governors upon starting of the Centre.

Art. 26

University Library System

1. The University Library System comprises:

- structures entitled to administrative and accounting autonomy;
- structures of Departments or Centres.

2. Structures of the University Library System are determined by the University Senate.

3. Organisation of the University Library System is ruled by a University Regulation approved by the University Senate, in consultation with the Board of Governors.

Art. 27

Museums and Archives

1. The University organises cultural (bibliographic, artistic, historical, scientific, natural, etc...) assets/collections for research purposes into structures that are open to the general public, and it participates in the national and international museum system. The relevant

Regulation, approved by the University Senate and the Board of Governors, defines institution and management methods of the structures. The Regulation shall provide the governing bodies with administrative management methods within the outlines and autonomy defined by the University Regulation on Administration, Finance and Accounting and all that is necessary/required for the management of the structure.

2. Museum and natural collections may belong to research and teaching structures that preserve and manage them and that guarantee their use and enjoyment.

3. In compliance with the relevant provisions, the University collects, preserves and makes accessible historically relevant documents about its past activity, about the activity resulting from research and about any other interest-raising documents concerning its research, teaching or cultural activity. The University Senate and the Board of Governors decide on the appropriate structures where University collections shall be preserved, re-organised and valued.

Art. 28

University Administrative and Technical Staff

1. The University selects its administrative and technical Staff, in compliance with the law and with the Statute.

2. The Board of Governors decides on administrative and technical Staff, in consultation with the University Senate and with the Council for Administrative and Technical Staff. The Rector adopts it by rectorial decree.

3. Staff undergo periodic revision, in accordance with the provisions of the University Staff Regulation. In consultation with the University Senate and with the Council for Administrative and Technical Staff, considering University needs and the availability of financial resources, the Board of Governors approves staff modifications, which are disposed by rectorial decree.

4. The University Staff Regulation determines the employment of administrative and technical staff for each level and qualification, in compliance with contracts and with the law.

Art. 29

Administrative and Technical Organisation

1. The University fulfils its responsibilities through organisational structures that coordinate and supervise administrative and technical activities in the achievement of the University institutional purposes.

2. University organisation is based on principles of functionality, flexibility, integration and impartiality, is strengthened by an effective evaluation system of its results and shall also provide appropriate updating and training for its staff.

3. Organisational tasks are assigned in compliance with contractual provisions and with the principle of equal opportunity, and are aimed at reaching the best use of available skills and competences.

4. The University administrative and technical structure is divided into several organisational levels, defined by the relevant Rector's ordinance proposed by the Board of Governors.

5. The Head of Administration assures the implementation of the directives issued by the governing bodies concerning the organisation and good management of offices and of administrative services. He/she guarantees cooperation between Managers and those with managerial status, as well as the putting into practice of plans and programmes deliberated by the governing bodies. Managers and those with managerial status are responsible for the results of office activities that lie within their province, for the

implementation of plans and programmes assigned to them and connected to the given goals and of the correct and effective administrative, financial and technical management.

6. The University Staff Regulation, following the organisation of its structures, determines responsibilities of the Managers, of those with managerial status and of complex administrative and technical structure heads.

7. The Rector appoints the Administrative Director, in compliance with the law and with the approval of the Board of Governors. The mandate of the Administrative Director ends at the termination of the Rector's mandate and can be renewed. The Rector may suspend or remove the Administrative Director by justified Rector's provision, after having consulted the Board of Governors.

8. The Administrative Director proposes a Vice-Administrative Director who is appointed by rectorial decree and whose mandate ends with the Head's mandate.

Art. 30

Financial, Accounting, Management and Contractual Autonomy

1. The University has complete autonomy as far as finance, accounting, management and negotiation are concerned, and it performs it in compliance with the relevant legislation, with the University Statute and with the Regulations. The University Regulation on Administration, Finance and Accounting contains criteria and methods to enact autonomy. It is issued by rectorial decree, after decision of the Board of Governors and in consultation with the University Senate and the Departments.

2. The Board of Governors, having consulted the University Senate, entitles Departments and Centres to autonomy, as described in art. 30 of the Statute.

Art. 31

Relations with private subjects and institutions

1. The University promotes and participates in research and cooperation programmes with local, regional, national and international bodies and companies. It may enter into appropriate agreements and may provide for the institution of scholarships and the starting of future contracts for research and technical staff. The relevant Regulation governs the above-mentioned participation.

2. The University promotes and participates in companies or other associations subject to private law to implement activities that are supplementary to teaching, research and education or in other useful ways to achieve its institutional goals.

Participation is approved by the Board of Governors in consultation with the University Senate, as stated by art. 39 of the Statute.

3. The University may employ highly qualified experts and professionals as external teaching staff and may assign them teaching activities, following the criteria stated by the relevant Regulation.

4. Relations with private and public bodies, as proposed by the involved structures, shall be approved by the University Senate and by the Board of Governors. Initiatives shall be consistent with the institutional University goals.

5. The University may participate with its staff and structures in advisory activities, technological transfer and professional training, even by contract work, on behalf of public and private institutions. The relevant regulation provides for staff responsibilities and profit distribution.

6. Utilisation of the university areas is authorised by the Rector and is free of charge for all events linked with teaching and research activities. In addition, utilisation by third parties may be authorised by the Rector with or without a fee, for cultural events or meetings, in accordance with the relevant Regulation on the Utilisation of University Areas approved by

the Board of Governors. University areas shall mean available areas/premises within the University structures.

7. Utilisation of the University logotype, providing the protection of the University prestige is assured, shall be granted by the Rector in compliance with relevant provisions of the regulation approved by the Board of Governors.

8. The Administrative Director maintains a list all public and private bodies in which the University participates and of its representatives. The list shall be available for public consultation.

Art. 32

Discoveries, patents and copyright

1. Should any discovery be the result of research activity carried out using university funds and structures, the University itself rules upon the deriving rights and duties, on the basis of the following principles:

1.1. right of the University to obtain the patent;

1.2. awarding the author/s of the moral right of inventor together with granting of a fair endowment proportioned to the economic relevance of the discovery and to the patent value;

1.3. should the University fail to exercise its right within the terms defined by the relevant Regulation, the inventor(s) has(have) the right to obtain the patent.

2. Should the University carry out research or advisory services on behalf of third parties, in accordance with the law, the assignment to vendees of the right to patent the results, envisaged in the agreement or further to its fulfilment, implies special remuneration in favour of the University, excluding research and advisory services. The University is entitled to assign to third parties, by contract and against payment, the right to patent the results of research carried out by means of University structures, or to assign to third parties the right to utilise/exploit its patents.

3. The relevant Regulation, approved by the Board of Governors in consultation with the University Senate, governs the registration of patents for their utilisation, the relationships with the interested structures and the inventors' reward.

4. The University may totally or partially allocate funds from the general budget to the Departments and of other structures entitled to accounting autonomy, in order to publish research results which cannot be utilised for profit, but that nonetheless the University deems to be noteworthy for scientific, cultural or teaching reasons, as stated by the relevant Regulation. All publications funded, even only partially, by the University shall carry its brand.

Art. 33

Relations with the National Health Service

1. The University can enter into agreements to govern relations between the Faculty of Medicine or other interested Faculties and the Public Authorities and/or private structures working in healthcare for its institutional activities. Cooperation shall be consistent and compatible with the principle of educational and research autonomy. In the pursuit of its institutional goals, the University shall protect, verify and evaluate all activities carried out in cooperation with other bodies.

2. In consultation with Faculties and with the University Senate the Board of Governors approves agreements and covenants proposed by the interested structures.

Art. 34

Functioning of collective bodies

1. Each collective body is summoned by its Head, who prepares the agenda for the meetings. Meetings can be summoned by the written request of at least one fifth of the members. All interested people shall be timely informed of any meeting, including the place, date and time of the meeting and of the agenda, according to terms defined by Regulations of each structure. Urgent meetings may be called, provided that they are summoned with at least 24 hours' notice.
2. The Regulation of each collective body defines participation, elections, meetings and writing of the minutes.
3. If a non-binding opinion on the part of a governing body fails to be given in the required methods and terms, as stated by the law and by the Regulation, the body which should acquire such opinion shall record its justified refusal.
4. In the event that, in accordance with the Statute, an act of the University Senate or of the Board of Governors cannot be adopted without the prior opinion of the other body, after the first has decided and acquired the positive opinion of the second body, the act shall be considered definitively adopted without further deliberation.
5. Should collective bodies fail to find the appropriate member to appoint or elect, the body will nevertheless be valid, provided the number of missing members is not more than half of the total.

Art. 35

General provisions

University Regulations are approved by absolute majority by the University Senate and the Board of Governors, each within its competencies, in accordance with the Statute. Regulations are issued, in compliance with art. 42 of the Statute, by rectorial decree and come into force on the 15th day after their publication in the University Notice-board, unless otherwise stated. They are also published in the University Official Bulletin.