

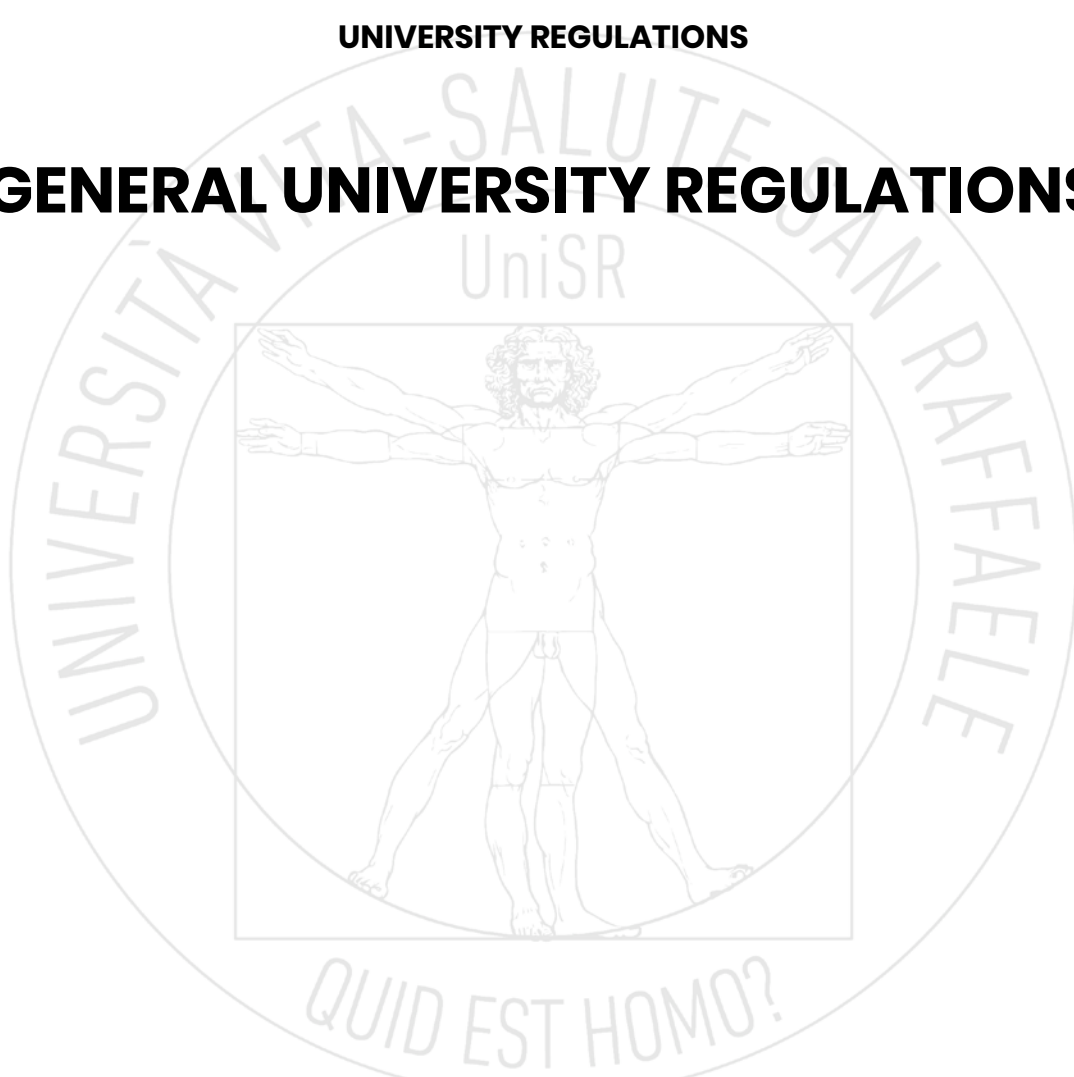


# UniSR

Università Vita-Salute  
San Raffaele

**UNIVERSITY REGULATIONS**

# **GENERAL UNIVERSITY REGULATIONS**



**ISSUED BY RECTOR'S DECREE NO. 7201 OF 08/10/2021**

## Contents

<b>TITLE I – GENERAL PROVISIONS.....</b>	<b>4</b>
<i>ART.1 Sources and content of the General University Regulations.....</i>	<i>4</i>
<i>ART.2 Procedure for the formation of Regulations within the remit of the Board of Directors.....</i>	<i>4</i>
<i>ART.3 The right to vote and stand for election, incompatibility and ineligibility.....</i>	<i>4</i>
<i>ART.4 Issue and entry into force.....</i>	<i>4</i>
<b>TITLE II – UNIVERSITY BODIES.....</b>	<b>5</b>
CHAPTER I – BOARD OF DIRECTORS.....	5
<i>ART.5 Appointment, composition and functions of the Board of Directors.....</i>	<i>5</i>
<i>ART.6 Functions of the Board of Directors.....</i>	<i>5</i>
CHAPTER II – BOARD OF AUDITORS.....	5
<i>ART.7 Appointment, composition and functions of the Board of Auditors.....</i>	<i>5</i>
CHAPTER III – RECTOR.....	6
<i>ART.8 Appointment and functions of the Rector.....</i>	<i>6</i>
<i>ART.9 Deputising Professor.....</i>	<i>6</i>
<i>ART.10 Vice Rectors.....</i>	<i>6</i>
<i>ART.11 Rectoral Committees and Rectoral Delegates.....</i>	<i>6</i>
CHAPTER IV – ACADEMIC SENATE.....	6
<i>ART.12 Composition and functions of the Academic Senate.....</i>	<i>6</i>
<i>ART.13 Functions of the Academic Senate.....</i>	<i>7</i>
<i>ART.14 Academic Senate extended to include student participation.....</i>	<i>7</i>
CHAPTER V – DISCIPLINARY BOARD.....	7
<i>ART.15 Appointment, composition and functions of the Disciplinary Board.....</i>	<i>7</i>
<i>ART.16 Functions of the Disciplinary Board.....</i>	<i>8</i>
CHAPTER VI – EQUAL OPPORTUNITIES SUPERVISORY COMMITTEE.....	8
<i>ART.17 Appointment, composition and functions of the Equal Opportunities Supervisory Committee.....</i>	<i>8</i>
<i>ART.18 Functions of the Equal Opportunities Supervisory Committee.....</i>	<i>8</i>
CHAPTER VII – UNIVERSITY BOARD OF EVALUATION.....	8
<i>ART.19 Appointment, composition and functions of the University Board of Evaluation.....</i>	<i>8</i>
<i>ART.20 Functions of the University Board of Evaluation.....</i>	<i>9</i>
CHAPTER VIII – UNIVERSITY QUALITY DEPARTMENT.....	9
<i>ART.21 Appointment, composition and functions of the University Quality Department.....</i>	<i>9</i>
<i>ART.22 Operation of the University’s Quality Department.....</i>	<i>9</i>
<b>TITLE III – DIDACTIC FACILITIES.....</b>	<b>10</b>
CHAPTER I – FACULTIES.....	10
<i>ART.23 Functions of the Faculties.....</i>	<i>10</i>
<i>ART.24 Faculty Organs.....</i>	<i>10</i>
CHAPTER II – DEAN.....	10
<i>ART.25 Functions of the Dean.....</i>	<i>10</i>
<i>ART.26 Appointment of the Dean.....</i>	<i>10</i>
<i>ART.27 Vice Dean.....</i>	<i>11</i>
<i>ART.28 Deputising Professor.....</i>	<i>11</i>

CHAPTER III – FACULTY COUNCIL.....	11
ART.29    Composition and functions of the Faculty Council .....	11
ART.30    Functions of the Faculty Council .....	12
CHAPTER IV – BACHELOR’S DEGREE AND MASTER’S DEGREE COUNCILS.....	13
ART.31    Establishment of Bachelor’s Degree and Master’s Degree Councils.....	13
ART.32    Functions of the Chair.....	14
ART.33    Appointment of the Chair .....	14
ART.34    Deputy Chair .....	14
ART.35    Deputising Professor .....	14
ART.36    Composition and functions of the Course Council.....	15
ART.37    Functions of the Course Council.....	15
CHAPTER V – COMMITTEES.....	16
ART.38    Establishment of Committees.....	16
CHAPTER VI – GRADUATE SCHOOLS.....	17
ART.39    Establishment of Graduate Schools.....	17
ART.40    Graduate School bodies.....	17
ART.41    Functions of the Director of the Graduate School.....	17
ART.42    Appointment of the Director of the Graduate School .....	17
ART.43    Deputising Professor .....	18
ART.44    Composition and functions of the Graduate School Board .....	18
CHAPTER VII – PHD COURSES.....	19
ART.45    Establishment of PhD programmes .....	19
ART.46    PhD programme bodies .....	19
ART.47    Functions of the PhD Coordinator.....	19
ART.48    Appointment of the PhD Coordinator.....	19
ART.49    Composition and functions of the Faculty Board .....	20
ART.50    Functions of the Faculty Board .....	20
<b>TITLE IV – OTHER TEACHING PROGRAMMES.....</b>	<b>20</b>
CHAPTER I – MASTER’S DEGREE COURSES.....	20
ART.51    Establishment and functions of Master’s Degree Courses .....	20
CHAPTER II – PROFICIENCY COURSES .....	20
ART.52    Establishment and operation of Proficiency Courses .....	20
CHAPTER III – OTHER TEACHING AND EDUCATION PROGRAMMES.....	21
ART.53    Establishment and operation of other teaching and education programmes .....	21
<b>TITLE V – PROVISIONS CONCERNING STAFF.....</b>	<b>21</b>
ART.54    Types of teaching staff .....	21
ART.55    Intersector transfers .....	21
ART.56    Internal transfers.....	21
ART.57    Professors Emeritus and Honorary Professors.....	22
ART.58    Assessment of teaching staff .....	22
ART.59    Research grants.....	22
<b>TITLE VI – DISCIPLINARY SANCTIONS FOR STUDENTS .....</b>	<b>22</b>
ART.60    Disciplinary sanctions.....	22

## TITLE I – GENERAL PROVISIONS

### *ART.1 Sources and content of the General University Regulations*

1. The General Regulations of Vita-Salute San Raffaele University are adopted pursuant to Article 6 of Italian Law no. 168 of 9 May 1989.
2. The General University Regulations are a regulatory act subordinate to the Statute and constitute the University's regulatory source for the matters governed therein. It governs, in compliance with the law, the procedures for the application of the Statute, as well as the procedures for the operation of the bodies and facilities of the University, except in cases where the law or the Statute expressly refer to another source.

### *ART.2 Procedure for the formation of Regulations within the remit of the Board of Directors*

1. Regulations within the remit of the Board of Directors are passed by a majority of those present, at Board's own initiative or at the proposal of the faculty or body the regulations govern.
2. Regulations passed by the Board of Directors are issued by Rector's Decree, subject to control pursuant to Italian Law 168/89, where applicable.
3. These Regulations shall enter into force on the day following their issue, unless otherwise provided for in the Rector's Decree with which they were issued.
4. The Regulations are given adequate publicity within the University through publication on the University's website.

### *ART.3 The right to vote and stand for election, incompatibility and ineligibility*

1. The right to vote and to stand for office is determined by the following articles and/or specific regulations. Those who have not stood as candidates cannot be elected.
2. Those who are on compulsory leave of absence due to situations of incompatibility provided for by the regulations in force cannot be elected, pursuant to the same regulations. The various forms of leave of absence and non-compulsory leave of absence do not prevent the exercise of the right to vote and stand for election; however, the elected person must, before assuming office, renounce the leave of absence and may not apply for it during the term of office.
3. It is not possible to simultaneously hold the office of Rector, Dean of the Faculty, Chair of the Course Committee, Chair/Coordinator of the Board of Evaluation and Chair of the Quality Department. It is also not possible to simultaneously hold the office of Director of a Graduate School or Coordinator of a PhD Course and Rector, Dean, Chair/Coordinator of the Board of Evaluation and Chair of the Quality Department. Moreover, the same person cannot be the Director of more than one Graduate School at the same time.

### *ART.4 Issue and entry into force*

1. The provisions of these Regulations, also with reference to the constitution, functions and remit of the bodies, shall apply immediately upon their entry into force.
2. The provisions of the University Didactic Regulations, the Teaching, Research and Service Facility Regulations and the Course Regulations currently in force that are not incompatible with these Regulations, shall remain in force.
3. The existing collegiate and monocratic bodies governed by these Regulations shall expire at the ordinary end of the current term of office.

## **TITLE II – UNIVERSITY BODIES**

### **CHAPTER I – Board of Directors**

#### *ART.5 Appointment, composition and functions of the Board of Directors*

1. Pursuant to Article 4(1) of the Statute, the Board of Directors is made up of ten members, of whom seven are appointed by Ospedale San Raffaele S.r.l., and two are appointed by Associazione Monte Tabor, and the Rector, who is a member by right and is appointed by the Board itself.
2. The members of the Board of Directors hold office for one year.
3. The Board of Directors is the highest governing body of the University and its functions are governed by Article 5(2) of the Statute.

#### *ART.6 Functions of the Board of Directors*

1. The members of the Board of Directors appoint, from among themselves and by absolute majority vote, the Chair of the Board of Directors, whose functions are governed by Article 6(1) of the Statute.
2. On the proposal of the Chair, the Council appoints, by an absolute majority of its members, the Deputy Chair, who replaces the Chair in the event of absence or impediment.
3. The Board of Directors may appoint one or more Managing Directors from among its members, establishing the relevant powers.
4. The Board of Directors shall be summoned by the Chair in the manner provided for in Article 4(6) of the Statute, at least every two months and whenever the Chair deems it necessary, or at the request of at least one third of its members.
5. Board meetings are considered valid if the majority of its members are present and may also be held electronically.
6. Board resolutions are adopted by an absolute majority of those present. In the event of a tie, the Chair of the Board of Directors shall have the casting vote.
7. If necessary, the Chair may adopt emergency measures, that shall be ratified at the following meeting of the Board of Directors.

### **CHAPTER II – Board of Auditors**

#### *ART.7 Appointment, composition and functions of the Board of Auditors*

1. Pursuant to Article 8(1) of the Statute, the University's Board of Auditors is composed of three regular members and two additional members, chosen from among those enrolled in the Register of Auditors. The members of the Board of Auditors are appointed by Ospedale San Raffaele S.r.l, which also chooses its Chair.
2. The members of the Board of Auditors hold office for three years.
3. Persons who find themselves in the conditions provided for in Article 2399 of the Civil Code may not be appointed and, if appointed, shall forfeit their office.
4. The Board of Auditors is the independent body that supervises the regularity of the administrative, accounting, economic and financial management of the University.
5. The duties of the Board of Auditors are governed by Article 8(1) of the University Statute and by Article 2403 et seq. of the Italian Civil Code, insofar as they are compatible with the nature of the Institution.
6. Within the scope of the powers conferred by the Statute, the Board of Auditors may, by means of direct observation, collect information from the heads of the various areas and, in coordination with the Auditing

Firm, if appointed, supervise the adequacy of the organisational structure, compliance with the principles of proper administration and the accounting regularity of management.

7. The Board of Auditors attends the meetings of the Board of Directors.

### **CHAPTER III – Rector**

#### *ART.8 Appointment and functions of the Rector*

1. Pursuant to Article 4(2) of the Statute, the Rector is appointed by the Board of Directors and is chosen from a list of three names of full professors serving at the University put forward by the Academic Senate.

2. The Rector holds office for three years and may be re-appointed, following the procedure set forth in this Article<sup>1</sup>.

3. At least thirty days prior to the end of the Rector's term of office, the Rector shall convene the Academic Senate, with the following items on the agenda: "Formation of the list of three candidates for appointment as Rector".

4. The Rector performs the functions provided for in Article 10(2) of the Statute and in applicable legislation, since this is compatible with the nature of non-state-owned universities.

5. In the absence of a new appointment, the Rector's term of office shall be extended for no more than forty-five days, commencing on the day of expiry of that term.

#### *ART.9 Deputising Professor*

1. Should the office of Rector be vacant, the functions of the Rector shall be temporarily performed by the Deputising Professor. The Deputising Professor is chosen from among the most senior full professors in terms of appointment and/or age.

#### *ART.10 Vice Rectors*

1. The Rector may confer on one or more Professors the title of Vice Rector, entrusting them with the task of covering particular aspects of his/her functions.

2. The term of office of the Vice Rectors coincides with that of the Rector who appointed them.

3. The Vice Rectors participate in the meetings of the Academic Senate.

#### *ART.11 Rectoral Committees and Rectoral Delegates*

1. The Rector may, by his/her own Decree, set up Committees with advisory and investigatory tasks in matters within his/her jurisdiction. The same Rector's Decree shall establish the members, the name, the powers, the duration and, if necessary, the operational procedures of these Committees.

2. The Rector may also appoint ad hoc Rectoral Delegates and assign them specific tasks.

### **CHAPTER IV – Academic Senate**

#### *ART.12 Composition and functions of the Academic Senate*

1. Pursuant to Article 11(1) of the Statute, the Academic Senate is composed of the Rector, who presides over it, the Vice Rectors and the Faculty Deans. The meetings of the Academic Senate are attended by the Director General, if appointed, or by the Director delegated by the Board of Directors for administrative management, who shall act as Secretary.

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<sup>1</sup> The term of office may be shorter than three years if the Rector retires. In this case, the term of office will last until retirement.

2. Persons proposed by the Rector from time to time for the discussion of particular matters may attend the meetings of the Academic Senate without voting rights.
3. The Academic Senate exercises all the powers concerning the coordination and promotion of research and teaching and its functions are governed by Article 11(5) of the Statute and the University Didactic Regulations.

#### *ART.13 Functions of the Academic Senate*

1. Meetings of the Academic Senate are called by the Rector at least four times during the academic year.
2. The convocation shall be sent to each member by e-mail or any other means suited to ensuring proof of receipt, at least five days before the date set for the meeting. In cases of urgency, the notice period is reduced to at least two days.
3. Meetings of the Academic Senate are considered valid if the majority of its members is present and may also be held electronically.
4. Senate resolutions are adopted with an absolute majority of those present. In the event of a tie, the Rector shall have the casting vote.

#### *ART.14 Academic Senate extended to include student participation*

1. Pursuant to Article 3(3) of the Statute, participation in the Academic Senate may be extended to include student representatives when the topics discussed concern matters of major interest to them.
2. With regard to these matters, the student representatives may submit topics for discussion in the Senate to the Rector. The Rector shall examine the requests received and, if they are deemed to be of interest to the students, shall supplement the agenda of the first feasible meeting of the Academic Senate, providing for specific items and inviting the representatives to speak when these items are dealt with.
3. Student representatives are not included in the calculation of majorities required for the validity of meetings and any resolutions adopted, but they may speak and make proposals.
4. Three student representatives, i.e. one for each Faculty, are appointed by the Students' Council, a body representing students within the University, whose composition and functions are governed by specific regulations adopted by the aforementioned body.
5. Student representatives hold office for two years and their term of office ends with the appointment of new representatives by the aforementioned student body. In the event of resignation or loss of eligibility of one of the representatives or loss of status as a student of Vita-Salute San Raffaele University, a new appointment shall be made.

### **CHAPTER V - Disciplinary Board**

#### *ART.15 Appointment, composition and functions of the Disciplinary Board*

1. Pursuant to Article 14(1) of the Statute, the Chair and the members of the Disciplinary Board are appointed by the Rector in the manner laid down in specific Regulations approved by the Board of Directors.
2. The Board shall consist of three Full Professors, two Associate Professors and two Researchers, where possible, mainly from other universities.
3. The members of the Board hold office for three years and may be re-appointed, following the procedure set forth in this Article.
4. The Disciplinary Board performs investigatory functions as part of disciplinary proceedings initiated in relation to Professors and Researchers.
5. No fee, emolument, consideration or expense refund is payable to the members of the Disciplinary Board.

6. Termination of office for members of the Disciplinary Board due to expiry of term takes effect from the time the Board is reconstituted.

*ART.16 Functions of the Disciplinary Board*

1. The Board's operational procedures are governed by specific Regulations approved by the Board of Directors.

## **CHAPTER VI – Equal Opportunities Supervisory Committee**

*ART.17 Appointment, composition and functions of the Equal Opportunities Supervisory Committee*

1. The Equal Opportunities Supervisory Committee (CUG) is established pursuant to Article 15(1) of the Statute.

2. The CUG consists of two members representing the teaching staff, two members representing the administrative and technical staff and two members representing the students. The composition must ensure an equal presence of female and male members.

3. The representatives of the teaching staff are appointed by the Rector by his/her own decree, those of the administrative and technical staff are appointed by the Managing Director of the University, and the student representatives are appointed by the student representatives on the Faculty Councils.

4. Committee members hold office for four years and may be appointed only once.

5. The Committee promotes and implements the activities functional to the realisation of equal opportunities within the University, in the ways and forms provided for by the Regulations, issued by Rector's Decree, subject to the approval of the Board of Directors.

*ART.18 Functions of the Equal Opportunities Supervisory Committee*

1. The Committee's operational procedures are governed by specific Regulations approved by the Board of Directors.

## **CHAPTER VII – University Board of Evaluation**

*ART.19 Appointment, composition and functions of the University Board of Evaluation*

1. The University Board of Evaluation is established pursuant to Article 9(1) of the Statute.

2. The Chair and the members of the Board of Evaluation are appointed by the Chairman of the Board of Directors, following deliberation by the Board of Directors.

3. The Board consists of no fewer than five and no more than nine members, including the Chair, one of whom is preferably identified within the administrative structure and at least two are identified according to criteria of expertise in the field of evaluation, even outside the academic sphere.

4. The members of the Board remain in office for three years and may be re-appointed, following the procedure set forth in this Article. Should the majority of its members resign, the Board of Evaluation is deemed to have lapsed and new members must be appointed.

5. Termination of office for the members of the Board of Evaluation due to expiry of the term takes effect from the time the Board is reconstituted.

6. The student representative on the Board of Evaluation is appointed by the Students' Council. The student representative holds office for two years and his/her term ends with the appointment of a new representative by the Students' Council. A new appointment shall be made in the event of resignation or



loss of eligibility of one of the representatives or loss of status as a student of Vita-Salute San Raffaele University.

7. The Board of Evaluation assesses the University's overall quality assurance.

8. The Board acts as a proposing and advisory body to the Board of Directors. The Board operates in a position of autonomy and is directly accountable to the Board of Directors.

#### *ART.20 Functions of the University Board of Evaluation*

1. The operational procedures of the Board of Evaluation are governed by specific Regulations approved by the Board of Directors.

### **CHAPTER VIII - University Quality Department**

#### *ART.21 Appointment, composition and functions of the University Quality Department*

1. The University Quality Department is established (PQA) in accordance with Article 3(1) (k) of the Statute.

2. The Chair and the members of the Quality Department are appointed by the Chairman of the Board of Directors, following deliberation by the Board of Directors.

3. The PQA consists of members identified from among the teaching and technical and administrative staff, on an equal basis, in a number of no less than six and no more than ten members, including the Chair, who shall be appointed from among the permanent teaching staff.

4. The members of the Department hold office for two years and may be re-appointed, following the procedure set forth in this Article.

5. Termination of office for the members of the Quality Department due to expiry of the term takes effect from the time the Department is reconstituted.

6. The student representative in the Quality Department is appointed by the Students' Council. The student representative holds office for two years and his/her term ends with the appointment of a new representative by the Students' Council. In the event of resignation or loss of eligibility of one of the representatives, or the loss of the status as a student of Vita-Salute San Raffaele University, a new appointment shall be made.

7. The Department is the structure that oversees the development of Quality Assurance (QA) procedures at University level, in the Courses and in the Faculties, according to the guidelines formulated by the governance bodies, thereby ensuring the management of internal and external information flows and supporting the action of the facilities. The Quality Department implements the QA monitoring actions and acts as a liaison with the structures responsible for QA (Faculties, Courses). The Quality Department is not responsible for carrying out assessments.

#### *ART.22 Operation of the University's Quality Department*

1. The operational procedures of the Department are governed by specific regulations approved by the Board of Directors.

2. Should the Chair be unable to attend, the Deputising Professor chosen from amongst the Professors appointed within the Quality Department may preside over the meetings.

## TITLE III – DIDACTIC FACILITIES

### CHAPTER I – Faculties

#### *ART.23 Functions of the Faculties*

1. Pursuant to Article 12(1) of the Statute, the Faculties, the organisation of which is set forth in Article 37 of the University Didactic Regulations, are entrusted with the functions aimed at carrying out teaching, educational, scientific research and third mission activities.

#### *ART.24 Faculty Organs*

1. The Faculty organs are the Dean, the Faculty Council, the Course Councils and any Permanent or Temporary Committees that may be required by the Faculties or the Course Councils.
2. The organs of the inter-university courses are defined by the relevant agreements.

### CHAPTER II – Dean

#### *ART.25 Functions of the Dean*

1. The Dean represents and presides over the Faculty.
2. The Dean convenes and chairs the Faculty Council, ensures the smooth running of the Council's work, oversees the implementation of the resolutions within his/her remit, supervises the Faculty's teaching activities and performs the other functions provided for by Article 12(3) of the Statute and the University's Didactic Regulations.
3. The Dean appoints the minutes secretary, choosing him/her from among the full professors with the least seniority in the role.

#### *ART.26 Appointment of the Dean*

1. The appointment of the Dean is proposed by the Faculty following elections and is formalised by Rector's Decree, subject to approval by the Board of Directors.
2. The election procedure is initiated by the Faculty Council at least three months before the end of the term of office of the incumbent Dean. Meetings of the Faculty Council, in the composition of the Full and Associate Professors, are convened and chaired by the Deputising Professor of the Faculty. The Deputising Professor, at the time of convocation, shall appoint the electoral commission and call for nominations, establishing the time and manner of submission. The meeting for the election of the Dean shall be summoned by the Deputising Professor at least fifteen days before the date set for the meeting.
3. Tenured full professors of the Faculty, who have opted or who opt, in the event of appointment, in compliance with the terms set forth in Article 11 of Italian Presidential Decree no. 382/80, for the full-time commitment regime, may be nominated.
4. For the meeting to be valid, an absolute majority of the members referred to in subsection 2 of this Article must be present, excluding from the count those who are unable to attend the meeting and who have given written justification.
5. Elections take place by secret ballot, by absolute majority of those entitled to vote in the first ballot, by absolute majority of those present in the second ballot, and by relative majority from the third ballot.
6. Deans hold office for three years and may be re-appointed, following the procedure set forth in this Article<sup>2</sup>.

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<sup>2</sup> The term of office may be shorter than three years if the Dean retires. In this case, the term of office will last until retirement.

7. In the absence of a new appointment, the Dean's term of office shall be extended for no more than forty-five days, starting from the day of expiry of the term. During the extension period, the functions of the Dean are limited to acts of ordinary administration, as well as those that are urgent and cannot be postponed.

#### *ART.27 Vice Dean*

1. The Dean may designate a Vice Dean from among the tenured full professors with full-time regime, to stand in for him/her in the event of impediment or absence. Vice Deans are appointed by Rector's Decree and their term of office coincides with that of the Dean.

#### *ART.28 Deputising Professor*

1. If the office of Dean is vacant and no Vice Dean has been appointed, the Dean's functions shall be temporarily performed by the Deputising Professor. The role of the Deputising Professor is performed by the full professor of the Faculty with the greatest seniority in that role and, in the event of equal seniority in the role, by the most senior full professor of the Faculty.

2. The Deputising Professor has the task of convening and chairing the meetings for the election of the Dean.

### **CHAPTER III – Faculty Council**

#### *ART.29 Composition and functions of the Faculty Council*

1. Pursuant to Article 13(1) and (2) of the Statute, the Faculty Council consists of:

- a) the Dean;
- b) all full and associate professors of the Faculty, except in cases of deliberations reserved by law to full professors only. Fixed-term extraordinary professors, as provided for in Article 1(12) of Law no. 230/2005, participate in the Faculty Council in accordance with the procedures laid down by law and the specific University Regulations;
- c) three representatives of the Researchers identified from among the tenured University Researchers, as well as from among the Researchers on fixed-term contracts pursuant to Article 24 of Law No. 240/2010, without prejudice to the cases of deliberations reserved by law to full and associate professors only;
- d) two student representatives who are elected on the basis of a dedicated University Regulation. Student representatives do not contribute to the majorities required for the validity of meetings and any resolutions adopted, but they may intervene on matters of interest to students relating to their educational programme, as provided for in Article 13 of the Statute and in the specific Regulation approved by the Board of Directors.

2. Faculty Council meetings may be attended, if invited by the Dean, by:

- a) all contract, substitute or adjunct professors, with the right to an advisory vote, when matters relating to teaching organisation are discussed;
- b) internal or external experts, without voting rights, in connection with the items on the agenda, to provide information and/or opinions;
- c) Tenured Researchers and Researchers on fixed-term contracts, without voting rights, who are not appointed as representatives on the Faculty Council.

3. No one may sit on more than one Faculty Council at the same time.

4. If a new Faculty is set up, the powers of the Faculty Council, pursuant to Article 22(1) of the Statute, are exercised by an Authorising Committee appointed by the Board of Directors, after consultation with the Academic Senate, and composed in accordance with the provisions of the aforementioned article.

#### 5. The Faculty Council:

- decides on the allocation of posts for Professors and Researchers, as well as the manner in which they are to be filled, and makes proposals for their appointment;
- proposes the awarding of teaching assignments by means of substitutions/assignments and contracts;
- determines the teaching commitments and organisational tasks of Professors and Researchers on an annual basis, with due regard for the freedom of teaching and after consulting the persons concerned, also using appropriate parameters for comparing activities;
- provides opinions on requests for periods of exclusive research activities, after consulting the teaching and research facilities concerned;
- defines its educational goals according to the general objectives described by the professional profiles of the graduates on its Courses, applying them to the local situation and needs in order to make the most effective use of its teaching and scientific resources;
- proposes to the Board of Directors the institution and activation of Bachelor's Degree and Master's Degree courses, PhD programmes, Master's Degrees, Graduate Schools, Proficiency and Refresher Courses, Orientation Courses and Cultural and Educational Activities;
- based on the indications given by Course Councils, it proposes amendments to the Educational Regulations of the Courses to the Academic Senate and the Board of Directors;
- proposes to the Academic Senate and the Board of Directors any amendments to the University Didactic Regulations, in accordance with the Statute;
- approves individual course curricula, verifying that they are consistent with their aims, incorporating the specific and essential educational objectives deriving from the disciplinary fields of the class;
- annually approves the teaching schedule and defines the subject courses to be activated and how they are to be covered;
- organises teaching activities on the basis of the available resources and monitors the results achieved, taking into account the needs of the students and an equitable distribution of the teaching commitment of the lecturers;
- makes proposals and expresses opinions on contracts and agreements, if they fall within its remit;
- exercises the powers delegated to that body by the applicable legislation, without prejudice to the remits of other bodies;
- assumes the responsibilities of the Course Committee, if it has not been constituted;
- proposes amendments to the University Regulations for matters within its remit;
- draws up a three-year operational plan for teaching, research and third mission activities coordinated with the university's strategic plan, which is to be monitored on an annual basis, in order to support Quality Assurance in the University's three missions.

#### *ART.30 Functions of the Faculty Council*

1. The operational procedures of each Faculty Council are laid down in the relevant Faculty Regulations, adopted in compliance with the following subsections.

2. The Faculty Council is convened by the Dean:

- i) for an ordinary meeting at least once every two months,
- ii) for an extraordinary meeting in cases of urgency, or when a written request is made by at least one fifth of the members with voting rights or by a higher fraction of members established in the Faculty Regulations. The request must state the subjects to be dealt with. If the request is not granted, the Dean shall give notice at the first subsequent meeting, stating the reasons for not granting it.

3. The convocation shall be sent to each member by e-mail or any other means suited to ensuring proof of receipt, at least five days before the date set for the meeting. In cases of urgency, the convocation period is reduced to at least twenty-four hours.
4. The convocation must state the day, time and place of the meeting, as well as its agenda, consisting of the list of items to be discussed at the meeting, established by the Dean. In cases of urgency, additional items may be included in the agenda, subject to prior notification within the time limit for convening an emergency meeting. The members of the Faculty Council may request that items deemed of particular importance to the Faculty or pertaining to the Faculty Council's functions be included in the agenda. The Dean shall decide on such requests, stating the reasons for any refusal in writing. Requests by members of the Faculty Council to place items on the agenda that fall within the Faculty Council's remit must always be accepted and placed on the agenda at the first feasible meeting, whenever they are signed by at least one fifth of the members of the Council or by a higher fraction of its members as laid down in the Faculty Regulations.
5. The agenda may also include the item "Any other business", for matters that do not require special attention. In such cases, the topics shall be identified by the Dean during the meeting, but their discussion shall be postponed to the next meeting if at least one fifth of those present or any higher fraction of the members established in the Faculty Regulations so request.
6. If not all the items on the agenda are dealt with during the meeting, the Dean may adjourn the meeting, at the same time setting the date and time of adjournment and arranging for the absentees to be notified, in compliance with the time limits laid down for convening meetings in urgent cases.
7. The presence of an absolute majority of those entitled to vote is required for the meetings to be valid, except where specific provisions do not apply, excluding from the count those who are unable to attend and who have provided written justification for this.
8. In special cases, the Dean may allow participation in the meeting through the use of audio or audiovisual connection systems, ensuring the possibility for each member to intervene and express his or her opinion and vote, as well as the simultaneous examination of the topics discussed and the deliberations. In this case, the meeting shall be deemed to be held at the place where the Dean is located.
9. Each proposal put to the vote is approved if it obtains the favourable vote of an absolute majority of those voting, except where governed by specific provisions.
10. Voting by proxy is not permitted.
11. The members of the Council have a duty to refrain from expressing an opinion on matters in respect of which they have a conflict of interest.
12. Voting is open, except where specific provisions are made for a secret ballot.
13. Minutes of the deliberations and meetings are drawn up by the Secretary.
14. The minutes of a meeting are approved at the following meeting. Only in justified cases may the minutes be approved later, but in any case no later than the third meeting. If necessary, the minutes or excerpts thereof may be approved on the spot.

#### **CHAPTER IV – Bachelor's Degree and Master's Degree Councils**

##### *ART.31 Establishment of Bachelor's Degree and Master's Degree Councils*

1. Course Councils may be set up by the Board of Directors on the proposal of the Faculty Council as regards the Bachelor's Degree and Master's Degree Courses into which the Faculties are divided.
2. If, for whatever reason, the Course Council is not formed, its jurisdiction is taken over by the Faculty Council.

#### *ART.32 Functions of the Chair*

1. The Chair of the Course Council supervises and coordinates the activities of the relevant Course.
2. The Chair appoints the minutes secretary, choosing him/her from among the tenured teaching staff.

#### *ART.33 Appointment of the Chair*

1. The appointment of the Chair is proposed by the Course Council, following elections, and is formalised by Rector's Decree, subject to approval by the Board of Directors.
2. The election procedure is initiated by the Course Council at least three months before the expiry of the term of office of the incumbent Chair. The Course Council meeting is convened and chaired by the Deputising Professor of the Council. The Deputising Professor, at the time of convocation, shall appoint the electoral commission and call for nominations, establishing the time and manner of submission. The meeting for the election of the Chair is convened by the Deputising Professor at least fifteen days before the date set for the meeting.
3. A tenured full professor or, failing that, an associate professor who is a member of the Course Council may be appointed.
4. Voting rights are granted to Professors and Researchers who carry out teaching activities within the relevant Course, including contract Professors.
5. For meetings to be valid, an absolute majority of the members, excluding representatives of the students and administrative and technical staff, must be present. Those who are unable to attend the meeting and have provided written justification for this shall be excluded from the count.
6. Elections are by secret ballot, by an absolute majority of voters in the first ballot and by a relative majority in subsequent ballots.
7. The Chair holds office for three academic years and may be reappointed following the procedure set forth in this Article.
8. In the absence of a new appointment, the Chair's term of office shall be extended for no more than forty-five days from the day of expiry of the term. During the extension period, the Chair's functions are limited to acts of ordinary administration, as well as urgent and undeferrable acts.
9. The same person cannot be the Chair of more than one Course Council at the same time.

#### *ART.34 Deputy Chair*

1. The Chair of the Course Council may designate a Deputy Chair from among the full professors or, failing that, from among the associate professors, to stand in for him/her in the event of his/her impediment or absence. The Deputy Chair is appointed by Rector's Decree and his/her term of office coincides with that of the Chair.

#### *ART.35 Deputising Professor*

1. If the office of Chair of the Course Council is vacant and no Deputy Chair has been appointed, the Chair's functions shall be temporarily performed by the Deputising Professor.  
The role of the Deputising Professor is performed by the full professor on the Course Council with greatest seniority in the role and, in the event of equal seniority in the role, by the eldest full Professor. If there are no full professors, the role of Deputising Professor is performed by an associate professor identified in accordance with the above criteria.
2. The Deputising Professor has the task of convening and chairing the meetings for the election of the Chair.

### *ART.36 Composition and functions of the Course Council*

1. The Course Council consists of:

- a) The Chair of the Course Council;
- b) all Professors who carry out teaching activities within the relevant Course, including contract Professors;
- c) one or more Researchers' representatives, not exceeding one fifth of the teaching staff. Researchers' representatives serve a two-year term;
- d) one representative of the administrative and technical staff;
- e) three student representatives, who are elected in accordance with dedicated University Regulations. This number may be increased to five if the number of students enrolled on the Course exceeds two thousand. Student representatives are not included in the calculation of the majorities required for the validity of meetings and any resolutions adopted, but they may intervene on matters of interest to students relating to their education.

2. Course Councils ensure the didactic and organisational coordination of the activities of Bachelor's Degree Courses and Master's Degree Courses, in accordance with the remit and instructions of the relevant Faculty Council.

3. The Course Council:

- coordinates teaching and study activities for Bachelor's Degrees and Master's Degrees;
- reviews and approves study plans;
- monitors the proper and effective compilation of the Syllabus as far as the teaching staff are concerned;
- monitors the proper adoption of the Teaching Quality Assurance System of the Courses;
- formulates proposals and opinions on changes to the Course Regulations;
- proposes to the Faculty Council the activation of subject courses, indicating any new tenured teaching staff coverage needs;
- proposes the Didactic Regulations of the Courses;
- makes pronouncements on:
  - the equivalence and recognition of academic and career qualifications obtained by students in Italy or abroad; this jurisdiction may be exercised in accordance with the applicable legislation, without prejudice to the powers and any authorisations of bodies provided for by the applicable regulations;
  - matriculation of students with qualifications awarded abroad;
- establishes the final examination sessions calendar once a year;
- establishes the examination sessions calendar and appoints the examination committees, without prejudice to the provisions of Article 24(2) of the University Didactic Regulations;
- exercises control over how profit is assessed;
- exercises all the powers delegated to it by the Faculty Councils, as well as those assigned by the University Didactic Regulations and by legal provisions.

### *ART.37 Functions of the Course Council*

1. The operational procedures of each Course Council are laid down in the relevant Faculty Regulations adopted in compliance with the following subsections.

2. The Course Council is convened by the Chair:

- i) for an ordinary meeting at least four times a year;
- ii) for an extraordinary meeting in cases of urgency, or when a written request is made by at least one fifth of the members entitled to vote or by a higher fraction of the members established in the Faculty

Regulations. The request must state the subjects to be dealt with. In the event that the request is not granted, the Chair shall announce this at the first subsequent meeting, providing justification for not granting the request.

3. The convocation shall be sent to each member by e-mail or any other means suited to ensuring proof of receipt, at least five days before the date set for the meeting. In cases of urgency, the convocation period is reduced to at least twenty-four hours.

4. The convocation must state the day, time and venue of the meeting, as well as the agenda of the meeting, established by the Chair, which consists of the list of items to be discussed at the meeting. In cases of urgency, additional items may be placed on the agenda, subject to prior notice being given within the time limits stipulated for convening an emergency meeting. The members of the Course Council may request the inclusion in the agenda of topics deemed to be of particular importance for the Course or relevant to the functions of the Course Council. The Chair decides on such requests, giving reasons for any refusal in writing. Requests by members of the Course Council for items to be included on the agenda must always be accepted and placed on the agenda at the first feasible meeting whenever they are signed by at least one fifth of the members of the Council or by any higher fraction of members established in the Faculty Regulations.

5. The agenda may also include the item "Any other business", for matters that do not require special attention. In such cases, the topics shall be identified by the Chair during the meeting, but their discussion shall be postponed to the next meeting if at least one fifth of those present or any higher fraction of the members established in the Faculty Regulations so request.

6. If not all the items on the agenda are dealt with during the meeting, the Chair may adjourn the meeting, at the same time setting the date and time of adjournment and arranging for the absentees to be notified, in compliance with the time limits laid down for convening meetings in urgent cases.

7. The presence of half plus one of the eligible full and associate professors and researchers, minus any apologies for absence, is required for meetings to be valid, except specific provisions do not apply. Contract professors contribute to the quorum only if present.

8. In particular cases, the Chair may allow participation in the meeting through the use of audio or audiovisual connection systems, ensuring the possibility for each member to intervene and express his or her opinion and vote, as well as the simultaneous examination of the topics discussed and the deliberations. In this case, the meeting shall be deemed to be held at the place where the Chair is located.

9. Each proposal put to the vote is approved if it obtains the favourable vote of an absolute majority of those voting, except where governed by specific provisions.

10. Voting by proxy is not permitted.

11. The members of the Council have a duty to refrain from expressing an opinion on matters in respect of which they have a conflict of interest.

12. Voting is open, except where specific provisions are made for a secret ballot.

13. Minutes of the deliberations and meetings are drawn up by the Secretary.

14. The minutes of a meeting are approved at the following meeting. Only in justified cases may the minutes be approved later, but in any case no later than the third meeting. If necessary, the minutes or excerpts thereof may be approved on the spot.

## **CHAPTER V - Committees**

### *ART.38 Establishment of Committees*



1. The Faculty Council may resolve to set up Permanent or Temporary Committees required by the Faculties or the Course Councils, governing their functions, powers and composition in their respective Regulations.
2. Lecturer–Student Joint Committees (CPDS) are established and operate within the Faculties; they may be subdivided into subcommittees where deemed appropriate. Joint Committees are appointed annually by the Faculty Council, on the proposal of the Course Councils, and are composed of equal numbers of teaching staff representatives and student representatives. Committees must have at least 4 members. Each CPDS has a Head and none of the members may belong to the Review Groups governed by the Quality Assurance Process Regulations. If the CPDS at Faculty level do not include representatives of all Bachelor’s Degree and Master’s Degree courses, the Faculty may delegate the tasks of the CPDS to other joint teaching staff–student bodies representing the individual Courses (Course CPDS), which will deal with the quality assurance aspects of the specific Course, or the CPDS set up at Faculty level must endeavour to directly transpose the requests of the students of the various Courses through hearings or other types of collective activities.

## **CHAPTER VI – Graduate Schools**

### *ART.39 Establishment of Graduate Schools*

1. Graduate Schools are established pursuant to Article 16(1) of the Statute and Article 36 of the University Didactic Regulations.

### *ART.40 Graduate School bodies*

1. The Graduate School bodies are the Director and the Graduate School Board.

### *ART.41 Functions of the Director of the Graduate School*

1. The Director is responsible for the running of the Graduate School and convenes and chairs the Graduate School Board.
2. The Director appoints the minutes secretary within the Graduate School Board.

### *ART.42 Appointment of the Director of the Graduate School*

1. The appointment of the Director of the Graduate School is proposed by the Graduate School Board, following elections, and is formalised by Rector’s Decree, subject to approval by the relevant Faculty Council.
2. The election procedure is initiated by the Graduate School at least three months before the end of the term of office of the incumbent Director. The meeting of the Graduate School Board is convened and chaired by the Deputising Professor of the Council. The Deputising Professor, at the time of convocation, shall appoint the electoral commission and call for nominations, establishing the time and manner of submission. The meeting for the election of the Director is convened by the Deputising Professor at least fifteen days before the date set for the meeting.
3. Full professors pertaining to the scientific disciplinary sector of the Graduate School and affiliated with the same venue may stand for election and only if there is more than one scientific disciplinary sector involved, the direction of the Graduate School shall be entrusted to a tenured full professor in one of the scientific disciplinary sectors included in the specific field of the type of Graduate school affiliated with its venue. If there are no full professors, an associate professor meeting the above requirements may also be elected Director.

4. All members of the Graduate School Board, including student representatives and all contract teaching staff, are entitled to vote. For healthcare area Graduate Schools reserved for doctors and non-doctors only, contract teaching staff contribute 30% to the electorate (the weight of their vote is 0.3).
5. Elections take place by secret ballot, by an absolute majority of those entitled to vote in the first ballot, and by an absolute majority of those voting from the second ballot, provided that at least one third of those entitled to vote have voted.
6. The Director of the Graduate School holds office for three academic years and may be re-appointed following the procedure set forth in this Article.
7. In the absence of a new appointment, the term of office of the Director of the Graduate School shall be extended for no more than forty-five days, starting on the day of expiry of the term of office. During the extension period, the functions of the Director are limited to acts of ordinary administration, as well as those that are urgent and cannot be postponed.
8. The same person cannot be the Director of more than one Graduate School at the same time.
9. The Director and the teaching staff in the scientific disciplinary sector to which the School pertains must in any case meet the minimum requirements laid down in the regulations for Course accreditation.

#### *ART.43 Deputising Professor*

1. Should the office of Director of a Graduate School be vacant, the functions of the Director shall be temporarily performed by the Deputising Professor. The role of the Deputising Professor is performed by the full professor of the Graduate School Board with the greatest seniority in that role and, in the event of equal seniority in the role, by the most senior full professor. If there are no full professors, the role of Deputising Professor shall be performed by an associate professor identified in accordance with the above criteria.
2. The Deputising Professor is responsible for convening and chairing the meetings for the election of the Director of the Graduate School.

#### *ART.44 Composition and functions of the Graduate School Board*

1. The Graduate School Board consists of:
  - a) the Director;
  - b) University Professors and Researchers who are subject course supervisors;
  - c) staff employed by affiliated facilities belonging to the Graduate School's education network who are subject course supervisors;
  - d) three Graduate School student representatives elected from among all those enrolled in the Graduate School on the date of the elections.
2. The Graduate School Board:
  - determines, in accordance with the Organisation and Didactic Regulations, the procedures for the theoretical and practical activities of residents, including rotation between the facilities of the education network, as well as the minimum number and type of practical activities they must personally perform in order to be admitted to the annual final examination;
  - prepares the Graduate School's Didactic Regulations;
  - proposes the coverage of subject courses;
  - issues final rulings on the recognition of studies carried out abroad in highly qualified facilities/centres with the relevant recognition confirmations also within the framework of international mobility programmes (Learning Agreement);

- dictates the general outlines of the training and identifies the public or private facilities to be used, by means of agreements, for the more specifically professional aspects of the training course;
  - ratifies the Director's decisions taken by reason of urgency or delegation by the Board.
3. The operational procedures of the Graduate School Board are governed by specific Regulations deliberated in accordance with the following subsections.
  4. The Graduate School Board is convened by the Director.
  5. The convocation shall be sent to each member by e-mail or any other means suited to ensuring proof of receipt, at least five days before the date set for the meeting. In cases of urgency, the convocation period is reduced to at least two days.
  6. The convocation must state the day, time and venue of the meeting, as well as the agenda of the meeting, established by the Chair, which consists of the list of items to be discussed at the meeting.
  7. The presence of an absolute majority of those entitled to attend, minus apologies for absence, is required for the meetings to be valid, except where specific provisions do not apply.
  8. In particular cases, the Director may allow participation in the meeting through the use of audio or audiovisual connection systems, ensuring the possibility for each member to intervene and express his or her opinion and vote, as well as the simultaneous examination of the topics discussed and the deliberations. In this case, the meeting shall be deemed to be held at the place where the Director is located.
  9. Each proposal put to the vote is approved if it obtains the favourable vote of an absolute majority of those voting, except where governed by specific provisions.
  10. Voting by proxy is not permitted.
  11. The members of the Board have a duty to refrain from expressing an opinion on matters in respect of which they have a conflict of interest.
  12. Voting is open, except where specific provisions are made for a secret ballot.
  13. Minutes of the deliberations and meetings are drawn up by the Secretary.
  14. The minutes of a meeting are approved at the following meeting. Only in justified cases may the minutes be approved later, but in any case no later than the third meeting. If necessary, the minutes or excerpts thereof may be approved on the spot.

## **CHAPTER VII – PhD Courses**

### *ART.45 Establishment of PhD programmes*

1. PhD courses are established pursuant to the provisions of Article 16(1) of the Statute and Article 3(9) of the University Didactic Regulations.
2. PhD Courses may also be organised in Graduate Schools established and governed by specific provisions adopted by the Board of Directors.

### *ART.46 PhD programme bodies*

1. The bodies of PhD programmes are the Coordinator and the Faculty Board.

### *ART.47 Functions of the PhD Coordinator*

1. The PhD Coordinator has scientific, organisational and teaching responsibility for the PhD course and defines the Course activity plan.

### *ART.48 Appointment of the PhD Coordinator*

1. The PhD Co-ordinator is appointed by the Rector, after consulting the relevant Faculty Council and the Faculty Board.
2. A full-time tenured full professor or, failing that, a full-time associate professor who is a member of the Faculty Board may be appointed.
3. The PhD Co-ordinator holds office for three years and may be re-appointed following the procedure set forth in this Article.
4. Upon appointment and for the years of his or her term of office, the Coordinator is obliged to comply with the minimum requirements set forth in the Course accreditation regulations.
5. In the absence of a new appointment, the Coordinator's term of office shall be extended for no more than forty-five days, starting from the day of expiry of the term. During the extension period, the functions of the Coordinator are limited to acts of ordinary administration, as well as those that are urgent and cannot be postponed.

#### *ART.49 Composition and functions of the Faculty Board*

1. The Faculty Board is composed of a minimum of sixteen participants, including at least twelve full and associate professors and no more than four Researchers belonging to the Macro-sectors consistent with the educational objectives of the Course.
2. At the time of their appointment and for the years of their term of office, the Faculty Board is required to comply with the minimum requirements laid down in the Course accreditation regulations.
3. A PhD students' representative participates in the Faculty Board, without voting rights, to deal with teaching and organisational issues, as provided for in specific Regulations approved by the Board of Directors. The appointment is for two years.
4. The Faculty Board is responsible for the planning and implementation of the PhD programme.

#### *ART.50 Functions of the Faculty Board*

1. The operational procedures of the Faculty Board are governed by specific regulations approved by the Board of Directors.

## **TITLE IV – OTHER TEACHING PROGRAMMES**

### **CHAPTER I – Master's Degree Courses**

#### *ART.51 Establishment and functions of Master's Degree Courses*

1. According to the provisions of Article 16(1) (f) of the Statute and Article 3(10) of the University Didactic Regulations, level-one and level-two Master's Degree courses are established.
2. Their functions and organisation are governed by specific regulations approved by the Board of Directors.

### **CHAPTER II – Proficiency Courses**

#### *ART.52 Establishment and operation of Proficiency Courses*

1. Proficiency Courses are established pursuant to Article 16(1)(e) of the Statute and Article 3(11)(a) of the University Didactic Regulations.

### **CHAPTER III – Other teaching and education programmes**

#### *ART.53 Establishment and operation of other teaching and education programmes*

1. Other teaching and education programmes are established pursuant to the provisions of Article 16(1)(e) of the Statute and Article 3(1)(b), (c), (d) and (e) of the University Didactic Regulations.
2. The Academic Senate may provide for the establishment of Committees/Schools for the organisation of the Courses referred to in this Article, subject to a Board of Directors' resolution.

### **TITLE V – PROVISIONS CONCERNING STAFF**

#### *ART.54 Types of teaching staff*

1. The teaching staff of Vita-Salute San Raffaele University, recruited in accordance with the applicable legislation and the specific Regulations adopted by the University, includes the following roles:
  - Tenured full professors and tenured associated professors, recruited pursuant to Italian Law nos. 240/2010 and 230/2005;
  - Tenured researchers;
  - Researchers on fixed-term contracts, recruited pursuant to Italian Law nos. 240/2010 and 230/2005;
  - Fixed-term extraordinary professors, recruited pursuant to Italian Law No. 230/2005;
  - Professors under agreement pursuant to Article 6(1) of Italian Law no. 240/2010;
  - Contract professors.
2. The University may award appointments for the performance of teaching-only activities to lecturers who have distinguished themselves by their particular communication and dissemination skills, awarding them the title of Lecturer.
3. The University may also appoint as Visiting Professors, Professors of high scientific qualification, affiliated with Universities of recognised prestige, invited to carry out teaching activities and who are willing to collaborate with lecturers of the University on specific research topics, and as Visiting Scholars, Researchers or scholars of high scientific qualification, affiliated with foreign public or private universities or institutions of higher education and research of recognised prestige, invited to carry out research activities.
4. The University may allocate any additional teaching/research assignments to specific personnel identified in accordance with the law, the University Regulations and/or operational procedures.

#### *ART.55 Intersector transfers*

1. Requests by eligible professors to move from one application sector to another are subject to the request to move to a disciplinary scientific sector included in the competition sector in which they are applying to be classified.
2. Intersector transfer decisions are adopted by Rector's Decree, after deliberation by the relevant Faculty Council and the Board of Directors, and are conditional to the acquisition of the opinion of the National University Council (CUN).

#### *ART.56 Internal transfers*

1. Internal transfers within the University of tenured professors and researchers and researchers on fixed-term contracts from one Faculty to another is possible, subject to the authorisation of the Faculty of origin of the professor requesting the transfer.

*ART.57 Professors Emeritus and Honorary Professors*

1. Full Professors who have retired or whose resignation has been accepted may be granted the title of Professor Emeritus if they have served at least twenty years as Full Professors.
2. Full Professors who have retired or whose resignation has been accepted may be granted the title of Honorary Professor if they have served at least fifteen years as Full Professors.
3. These titles are conferred by the competent Ministry, on the proposal of the university of origin of the professor who has retired or resigned.
4. Professors Emeritus and Honorary Professors do not enjoy special academic prerogatives.

*ART.58 Assessment of teaching staff*

1. The teaching staff is subject to assessment, as provided for by the applicable legislation and the University Regulations approved by the Board of Directors.

*ART.59 Research grants*

1. The awarding of grants for collaboration in research projects, following comparative assessment procedures announced by Rector's Decree, is governed by specific University Regulations approved by the Board of Directors.
2. Scholars with a scientific and professional curriculum suitable for carrying out research activities are eligible for research grants.
3. The research manager is a Professor or Researcher of the University under whose guidance and direction the research activities entrusted to the grant holder must be carried out.
4. The allocation of research grants funded or co-funded by the University, including those of a multiannual nature, is provided for when drawing up the annual budget for the year in which the call for applications is issued. The criteria for distributing these grants between the Faculties are laid down by the Academic Senate and must be accompanied by the research objectives defined by the individual Faculties.

**TITLE VI - DISCIPLINARY SANCTIONS FOR STUDENTS**

*ART.60 Disciplinary sanctions*

1. Disciplinary offences, jurisdiction, proceedings, disciplinary sanctions and their imposition, as well as the procedures for appeals are governed by specific Regulations approved by the Board of Directors.
2. The provisions set forth in the aforementioned Regulations apply to all those enrolled in the Courses offered at the University.
3. Disciplinary sanctions are proportionate to the gravity and repetition of the facts and must meet criteria of reasonableness and fairness, having regard to the nature of the breach, the course of events and the assessment of the evidence.
4. Decisions taken at the end of the disciplinary proceedings are immediately enforced by the Rector.
5. All disciplinary sanctions are recorded in the student's career record and are accordingly transcribed in the leave sheets.
6. Disciplinary sanctions imposed at another university shall be applied in full to the student who transfers or applies to be enrolled at Vita-Salute San Raffaele University.

*The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.*