



## **FACULTY REGULATIONS**

### **Faculty of Medicine and Surgery**

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#### **Art. 1 – Scope of the Regulations**

1. These Regulations govern the organisation, activities and operation of the Faculty of Medicine and Surgery of Vita-Salute San Raffaele University, in compliance with current legislation, the Statute and the University Didactic Regulations.
2. The approval and amendment of these Regulations are adopted by the Faculty Council with an absolute majority of its members. The Regulations are issued by Rector's Decree following their approval by the Board of Directors.



## **Art. 2 – Definition of the Faculty Bodies**

1. The bodies of the Faculty of Medicine and Surgery are the Dean, the Faculty Council and the Course Councils.

## **Art. 3 – Dean**

1. The Faculty is governed by the Dean who represents it.  
The Dean convenes and chairs the Faculty Council, constituted in accordance with the University Statute, and ensures the implementation of its resolutions. He/she has the task of supervising the teaching activities and organisational services of the Faculty, in order to ensure that the loads of the various courses are consistent with the ECTS credits allocated to them.  
With regard to the appointment of Committees for assessment exams and Committees for final examinations, the Dean may deputise the Course Councils, as provided for in Articles 24 and 31 of the University Didactic Regulations.  
The Dean performs all other functions assigned to him/her by current legislation.
2. The Dean is proposed for appointment by the Faculty Council to the Board of Directors following an election procedure set up by the Faculty Council, composed of full and associate professors, from among the tenured full professors of the Faculty, who have opted or who opt within the terms set forth in Article 11 of Italian Presidential Decree 382/80, in the event of election, for full-time commitment status.  
The Dean is appointed by the Board of Directors, holds office for three years and may be re-appointed. The appointment is formalised by Rector's Decree.
3. Elections relating to the proposal for the appointment of the Dean 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 present from the second ballot, subject to the validity of the meeting pursuant to Article 11(5) of these Regulations.
4. Meetings of the Faculty Council for the election of the Dean are convened and chaired by the Deputising Professor of the Faculty. The Deputising Professor, at the time of convocation, shall appoint the electoral committee and call for nominations, establishing the time and manner of submission.
5. In relation to the burdens and commitment of his/her office, the Dean may request for his/her teaching activities to be reduced during his/her term of office. Such reduction is granted by order of the Rector, upon resolution of the Academic Senate.  
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.  
The Vice-Dean is appointed by Rector's Decree and his/her term of office coincides with that of the Dean.



#### **Art. 4 – Faculty Council**

1. The Faculty Council decides on matters within the Faculty's remit. In particular, the Council, in accordance with current legislation, after consulting the Course Councils on those aspects within their remit:
  - a) defines its educational goal in accordance with the general objectives described by the professional skill sets of the graduates of its courses, applying them to the local situation and needs in order to make the most effective use of its teaching and scientific resources;
  - b) deliberates and proposes to the Board of Directors or to another body delegated by the Board of Directors on the institution and activation of Bachelor's Degree and Master's Degree courses, PhD programmes, Professional Postgraduate Master's Degrees, graduate schools, proficiency and refresher courses, orientation courses and cultural and educational activities;
  - c) proposes to the Academic Senate and the Board of Directors, on the basis of the indications of the Course Councils, amendments to the Didactic System of the Courses;
  - d) proposes to the Academic Senate and the Board of Directors any amendments to the University Didactic Regulations, in accordance with the provisions of the University Statute;
  - e) deliberates on the allocation of tenured professorships and how they are to be filled, and makes proposals for their appointment; deliberates regarding transfers of full and associate professors;
  - f) deliberates on the allocation of tenured researcher positions and how they are to be filled; deliberates regarding transfers of researchers; deliberates on the allocation of fixed-term researcher positions;
  - g) approves the curriculum of the individual Courses, ensuring that it is consistent with their aims, and incorporating the specific and essential educational objectives (core curriculum) derived from the disciplinary fields of the class;
  - h) approves the teaching schedule and defines the courses to be activated and how they are to be covered, for each Bachelor's Degree Course or Master's Degree Course, once a year, on the basis of the indications provided by the President of the Course Council;
  - i) determines the teaching commitments and organisational tasks of Professors and Researchers once a year, with due regard for the freedom of teaching and after consulting the persons concerned, also using appropriate parameters for comparing activities; it gives opinions on requests for periods dedicated solely to research activities, after consulting the teaching and research facilities concerned;
  - j) proposes, in the cases provided for by current legislation, the granting of authorisation to tenured professors and researchers to carry out teaching activities at other locations;
  - k) makes proposals and expresses opinions on contracts, agreements and consortia, for those aspects within its remit;
  - l) identifies the financial resources required for the operation of the Faculty and makes proposals to the Board of Directors on their allocation and use;
  - m) it also exercises all the powers delegated to the body by these Regulations, the University Didactic Regulations, the Statute and current legislation.



2. For details on the composition of the Faculty Council, please refer to Article 13 of the Statute.
3. The arrangements for the participation of students in Faculty Council meetings are laid down in dedicated Regulations issued by the Rector. The same Regulations also govern the cases in which Students are excluded from participation in the Faculty Council.

#### **Art. 5 – Admission to courses, ECTS credits, Didactic Systems**

1. The planning of admissions is specified in the didactic regulations of the individual Courses. The same applies to ECTS Credits and Didactic Systems. For details on the acquisition and recognition of credits, please refer to Article 14 of the University Didactic Regulations. In particular, the Faculty Council exercises control over the appropriateness of the distribution of ECTS credits, which can be modified according to teaching requirements and the advancement of knowledge.

#### **Art. 6 – Course Councils**

1. Course Councils (*Consigli di Corsi di Studi, CCS*) are established for the Courses comprising the Faculty of Medicine and Surgery.  
The composition of the Course Councils, the appointment of their Presidents and their responsibilities are established by law (Article 94 of Italian Presidential Decree no. 382 of 11 July 1980).
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 Council of the Faculty of Medicine and Surgery.
3. The duties of the CCS are:
  - to coordinate teaching and study activities for Bachelor's Degrees and Master's Degrees;
  - to examine and approve the curricula students undertake for Bachelor's Degrees and Master's Degrees;
  - to formulate proposals and opinions on amendments to the Didactic System of Bachelor's Degrees and Master's Degrees;
  - to propose the establishment of courses to the Faculty Council, indicating any needs regarding the appointment of new tenured lecturers;
  - to propose the use of means, equipment and non-teaching staff in order to organise teaching activities and their coordination with research activities in the most effective manner;
  - to propose the Didactic Regulations of the Courses;
  - to make 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 intermediate qualifications obtained abroad
  - to establish the calendar of final examinations sessions on an annual basis;
  - to establish the examination sessions calendar and appoint the examination committees;
  - to exercise control over how learning is assessed;



- to fulfil all the responsibilities delegated to it by the Faculty of Medicine and Surgery, as well as those assigned by the University Didactic Regulations, the Statute and those provided for by law.
4. The CCS is composed of all the professors belonging to the course, including contract professors, researchers' representatives, not exceeding one fifth of the teaching staff, a representative of the technical and administrative staff and three students' representatives, which may be increased to five if more than two thousand students are enrolled in the course. The researchers' and students' representatives hold office for two years.
- The quorum for meetings of the Course Councils shall be deemed to be reached when half plus one of the eligible full and associate professors and researchers are present, after deducting excused absences as provided for in Article 11(5) of these Regulations. Contract professors contribute to the quorum only if present.
5. Each Degree Course Council elects its President from among the members of the Council who are full professors or, if there are none, from among the associate professors. The same person cannot be the President of more than one CCS at the same time.
6. The following provisions shall apply to the election procedures:
- the right to vote is attributed to the members of the CCS;
  - the meetings of the CCS for the election of its Chair are convened by the Deputising Professor of the Full Professors at least 5 calendar days before the date of the meeting. The Deputising Professor, at the time of convocation, shall appoint the electoral committee and call for nominations, establishing the time and manner of submission;
  - for details on the validity of the meetings, please refer to the provisions of Article 6(4) of these Regulations;
  - elections are by secret ballot, by an absolute majority of voters in the first ballot and by a relative majority in subsequent ballots;
  - the President is appointed by the Board of Directors, holds office for three academic years, and the appointment is formalised by Rector's Decree.

The President supervises and coordinates the activities of the relevant Course.



### **Art. 7 – Committees**

1. Without prejudice to the prerogatives of the institutional bodies, the Faculty Council may set up temporary or permanent working committees (hereinafter Committees) for specific subjects or on particular issues.
2. In the resolution establishing each Committee, the Faculty Council specifies its type, functions and duration, unless these are already governed by the Statute.
3. The coordinator and the members of each Committee are appointed by the Faculty Council on the Dean's proposal, having consulted the students' representatives with regard to any members falling within their remit.
4. Each Committee shall report on its work to the Faculty Council, in accordance with the time limits and procedures indicated in the establishing resolution, or if the Dean, also at the request of a member of the Council, deems it appropriate.
5. Resolutions establishing Committees and appointing their coordinator and members are adopted at ordinary meetings of the Faculty Council, with an open vote. Resolutions are approved by simple majority.
6. For the first time, the Faculty Council establishes the following permanent Committee:
  - a. Joint Teaching Committee.

When these Regulations enter into force, the Faculty Council elects the coordinator and the members of each Committee and defines their functions.

7. Pursuant to article 9(2) of the University Didactic Regulations, the Joint Teaching Committee must express its opinion on the provisions of the Course Didactic Regulations concerning the consistency between the ECTS credits assigned to the educational activities and the specific educational objectives planned.

As provided for in Article 13(5) of the University Didactic Regulations, the Joint Teaching Committee is composed of equal numbers of Teaching staff and Student representatives. The number of members of the Committee and the way in which they are appointed will be established by Faculty resolution.

The aforementioned Committee will also be responsible for discussing issues relating to teaching activities.

### **Art. 8 – Didactic programme**

1. Each year, the Faculty approves, by proposal of the Course Council, the programme of teaching activities for their courses, including tutoring and guidance activities, that will be offered to students during the following academic year.
2. The Schedule of learning activities must be made available within the deadlines set annually by the governance bodies of the University and in any case in time for the definition of the annual teaching content and is published in the Student's Guide.



The following must be indicated for each course:

- The educational objectives.
  - The subjects.
  - The programme of activities and when they will be carried out.
  - The location.
  - Learning assessment methods.
  - Teaching methods.
3. When defining educational objectives and the teaching schedule, the Faculty of medicine and Surgery may approve teaching programmes with specific aims that are consistent with its strategic guidelines. These innovative programmes, which are reserved for selected groups of students (also through internal calls for applications), are designed to offer didactic pathways that are integrative to the course curriculum and can include seminar activities, short teaching courses, internships, and dissertation internships in specific areas. Recognition of these additional activities allows the student to accrue ECTS credits in excess of those provided for in the course curriculum. Participation in the programme and successful completion of the planned teaching activities are recognised in the diploma supplement.
  4. Each year, the Faculty, in agreement with the Course Councils, establishes the start date of teaching activities by 31 March and, in compliance with article 21(1) of the University Didactic Regulations, the end date for lessons and any other learning activity and submits them to the Academic Senate for approval by 31 July.
  5. The Faculty, having consulted the Course Councils, also approves the individual course timetables and the periods in which lessons or other learning activities are suspended for exams.
  6. The examination sessions, the number of examination sessions and their distribution, the rules for the publication of examination session dates and those relating to the conduct of final examinations are set out in Article 21(8), (9), (10), (11), (12), (13) and (14) of the University Didactic Regulations.

#### **Art. 9 – Faculty tasks concerning Teaching**

1. The verification of teaching is obtained from the Faculty Council in accordance with Article 29 of the University Didactic Regulations.
2. The Courses undergo an annual assessment relating to:
  - the organisational efficiency of the Courses and their teaching structures;
  - the quality and quantity of services available to students;
  - the ease of access to information relating to all areas of didactic activity;
  - the effectiveness and efficiency of the teaching activities considered analytically, including those aimed at assessing the students' level of learning;
  - the observance by lecturers of the decisions of the Faculty Council;
  - the didactic performance of the lecturers in the judgement of the students;



- the quality of the teaching, with particular regard to the use of computerised and audio-visual teaching aids;
  - the organisation of tutor-led assistance to students;
  - the students' average learning performance, determined on the basis of the regularity of the curriculum and the results obtained in their educational path.
3. The Course Councils, in concert with the University's Board of Evaluation, identify the criteria, define the operational methods and establish and apply the most suitable tools for evaluating the parameters listed above, for the purpose of governing the educational processes in order to guarantee continuous improvement, as provided for by Quality Assurance models.
  4. The assessment of the commitment and of the teaching activities performed by the Lecturers is brought to the attention of the individual Lecturers, discussed within the Course Councils and also considered for the purposes of distributing resources, a task performed by the Faculty Council.
  5. Faculty Council schedules and performs, also in cooperation with other institutions, objective and standardised examinations of the overall level of knowledge acquired and retained by Students during their learning path (progress tests). These exams aim solely to assess the effectiveness of the instruction and the ability of the students to retain the information and rational models acquired during their studies.
  6. The Dean reports, at least once a year, on this activity to the entire Faculty Council.

#### **Art. 10 – Graduate Schools**

1. The Faculty of Medicine and Surgery includes the Graduate Schools pursuant to Italian Interministerial Decree no. 68 of 4 February 2015, the regulations of which form an integral part of the University Didactic Regulations.
2. For details on the governance of the aforementioned specialisation schools, please refer to the Regulations of the Graduate Schools of the Faculty of Medicine and Surgery - General part.

#### **Art. 11 – Rules governing operation**

1. The Faculty Council is convened by the Dean at least five days before the date of the meeting, except in cases of particular urgency (extraordinary Faculty Council). The Faculty Council is convened by e-mail.
2. Ordinary meetings of the Faculty Council are convened by the Dean at least once every two months, and extraordinary meetings are convened whenever necessary or when at least one fifth of the members of the Faculty make a reasoned written request.
3. The agenda of the Faculty Council meetings is set by the Dean.  
The members of the Faculty Council may ask the Dean, providing written justification, for items deemed of particular importance to the Faculty, also regarding proxy mechanisms, or pertaining to the Faculty Council's functions be included on the agenda. The Dean shall decide on such requests, stating the reasons for any refusal in writing. If the requests are submitted by at least one-fifth of the members of the Faculty, they are nevertheless included for discussion at the next meeting of the Council.





4. Meetings of the Faculty Council are chaired by the Dean, who ensures the smooth running of proceedings.
5. The presence of an absolute majority of the members, excluding from the calculation those who are unable to attend and have provided written justification, and the students' representatives, is required for the meetings to be valid, unless governed by specific provisions.
6. Before opening discussions, the Dean shall explain the subject under discussion and any proposed resolutions, or invite a speaker to do so on his/her behalf. Once the subject matter has been explained and during the ensuing discussion, the Secretary takes note of those who wish to speak, making list on the basis of which the Dean gives the floor. During discussions and taking into account their progress, the Dean may propose the closure of list and a limit to the time for which each person may speak. Councillors who speak during the debate may submit written amendments to proposed resolutions and explain them in the course of their speech. When all the listed members have finished speaking, the floor may be taken by the Dean, only in order to provide clarifications and, if necessary, by one of the presenters of the motion, in order to reply. The Dean shall then declare the debate closed, allow any listed members to speak to explain the vote, and finally declare voting open. Any councillor may ask the Dean to speak during the meeting in order to make a "point of order". Points of order are considered as such if they refer to the Regulations, the agenda or the priority of a vote. Voting is usually open, except when it concerns natural persons or when a majority of those present request a secret ballot. A "suspensive" (postponement of the discussion) or "prejudicial" (irrelevant to the topic) issue may be raised before the start of the discussion of an item and must be put to the vote immediately. A majority of those present is required for acceptance. If several proposals are made regarding an issue, the Dean shall put them to the vote one by one, clarifying their alternative character, if any. The approval of a proposal entails the forfeiture of those that are incompatible with it. Resolutions are passed by a simple majority of those present entitled to vote, unless otherwise provided for in these Regulations or in the applicable legislation. The Dean, on his own initiative or at the request of a councillor, may divide the proposals and amendments to be voted on by the Council into items. A rejected proposal cannot be resubmitted during the same meeting.
7. The rules governing operation set out above apply to all Course Councils established at the Faculty.

#### **Art. 12 – Faculty of Medicine and Surgery website**

1. The Faculty of Medicine and Surgery has a website containing all the information on the structure and operation of the Faculty.



2. In particular, the following must be included:
- The Didactic Regulations of the Faculty;
  - News about the Faculty's scientific and educational initiatives.

*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.*