



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

REGULATIONS OF THE FACULTY OF PSYCHOLOGY



ISSUED BY RECTOR'S DECREE NO. 8690 OF 04/01/2024

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1 Purpose and Scope

1.1 TITLE I – SCOPE OF THE REGULATIONS

ART.1 Purpose and scope

1. These Regulations govern the organisation, activities and operation of the Faculty of Psychology of Vita-Salute San Raffaele University, in compliance with current legislation, the Statute and the University Didactic Regulations.

2 Provisions of the Regulations

2.1 TITLE II – GENERAL PRINCIPLES

ART.2 Purpose

1. The Faculty pursues the objective of developing and disseminating psychological knowledge and the objective of training professionals and researchers to meet the professional, educational and scientific needs of society in the fields of psychology, communication and related areas.

2. The Faculty organises and coordinates the teaching activities falling within its remit, ensuring that they are carried out properly and promoting all initiatives, including through experimentation, that may lead to an increase in the quality and quantity of the teaching content.

ART.3 Constitution and structure of the Faculty

1. The Faculty of Psychology consists of the teaching staff and the technical and administrative staff assigned to it by the University, in accordance with the applicable legislation, and all the students enrolled in one of the Courses offered by the Faculty.

2. The Faculty of Psychology consists of Bachelor's and Master's Degree Courses as defined in the University Didactic Regulations.

3. The Faculty of Psychology also organises Post-Graduate Schools within the field of Psychology, Master's programmes and PhD programmes in accordance with the provisions of the law.

2.2 TITLE III – BODIES

ART.4 Bodies

1. The Bodies of the Faculty are:

- the Dean of the Faculty
- Faculty Council
- the Dean's Council
- the Course Councils;

ART.5 The Dean of the Faculty

1. The Faculty is governed by the Dean, who represents it, coordinates its general activities and those of its collegiate bodies and committees, and safeguards its interests in all proceedings.

2. The Dean of the Faculty 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 of the Faculty 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 Art. 11 of these Regulations.

4. The Dean convenes and chairs the Faculty Council, constituted in accordance with the University Statute, and ensures the implementation of its resolutions.

5. The Dean of the Faculty 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.

6. The Dean appoints the Presidents of the Faculty Committees and the Faculty representatives to external bodies, both of the University and of other Institutions. The Faculty representatives and Presidents of the Committees report constantly to the Dean on the activities of these bodies and agree with him/her on the initiatives and activities to be promoted.

7. With regard to the appointment of Committees for assessment exams, as defined in Articles 23(12) and Article 24 (2) and (3) of the University Didactic Regulations, and of the Committees for final exams, pursuant to article 31(1) and (2) of the University Didactic Regulations, the Dean may, in exceptional and urgent cases, deputise the Course Councils.

8. The Dean of the Faculty performs all other functions assigned to him/her by current legislation.

9. In relation to the burdens and commitment of his/her office, the Dean of the Faculty 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.

ART.6 Faculty Council

1. The Faculty Council is constituted pursuant to Article 13 of the University Statute. Three researchers' representatives attend its meetings. Two current students, designated in accordance with the procedures established by regulations approved by the Board of Directors also take part and may speak on matters of interest to students concerning their educational programme, as set out in Article 13(2) of the University Statute.

2. The Faculty Council is vested with the duties indicated in Article 13 of the University Statute. In particular, the Council, in accordance with current legislation, after consulting the Course Councils on those aspects within their remit:

- 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;
- 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, Master's programmes, Post-Graduate Schools, proficiency and refresher courses, guidance courses and cultural and educational activities;
- 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;
- proposes to the Academic Senate and the Board of Directors any amendments to the University Didactic Regulations, in accordance with the Statute;

- decides on the allocation of tenured professorships and how they are to be filled, and makes proposals for their appointment;
- decides on the transfer of researchers;
- decides on the allocation of fixed-term researcher posts on the basis of the relevant University Regulations and current legislation;
- approves the curriculum of the individual Courses, ensuring that it is consistent with their aims, and incorporating the specific and essential educational objectives (core curricula) derived from the disciplinary fields of the class;
- 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;
- 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; approves requests for periods dedicated solely to research activities, after consulting the teaching and research facilities concerned;
- 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;
- makes proposals and expresses opinions on contracts, agreements and consortia, for those aspects within its remit;
- identifies the financial resources required for the operation of the Faculty and makes proposals to the Board of Directors on their allocation and use;
- it also exercises all the powers delegated to the body by these Regulations, the University Didactic Regulations, the Statute and current legislation.

3. The operation of the Faculty Council is governed by the rules set out under Title IV of these Regulations.

ART.7 Course Councils

1. Course Councils (*Consigli di Corsi di Studi, CCS*) are established and governed pursuant to Article 13(7) of the Statute. The Faculty Council establishes Course Councils to which it entrusts the organisation and management of the teaching activities of one or more Courses, which may be grouped together on the basis of organisational requirements and scientific affinity. In the case of already established Course Councils, the Faculty Council may decide to merge two or more Course Councils into a single Course Council.

2. In the case of newly established Courses, the Faculty Council may decide to assign the relevant responsibilities to an already established Course Council or to an ad hoc Authorising Committee. In the latter case, the President of the Authorising Committee shall arrange for elections to be called to propose the appointment of the President of the Course Council to the competent bodies and for the establishment of the relevant Course Council, with the composition indicated in the following section.

3. The Course Council is vested with the responsibilities provided for by law, by article 12 of the University Didactic Regulations and Article 13(7) of the Statute. 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.

4. Each 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.
5. The following provisions apply to the election procedures referred to in the preceding section:
 - the right to vote is attributed to the members of the CCS;
 - the meetings of the Course Council for the election of its President are convened by the Deputising Professor of the Full Professors of the Course Council;
 - the presence of the majority of those entitled to attend, with the exception of excused absences, is required for the meetings to be valid;
 - 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.
6. The President supervises and coordinates the activities of the relevant Course.
7. 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 definitive pronouncements on:
 - o 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 current legislation;
 - o enrolment of students with intermediate qualifications obtained abroad;
 - ▶ to establish the calendar of final exam dates on an annual basis;
 - ▶ to exercise control over how learning is assessed;
 - ▶ to fulfil all the responsibilities delegated to it by the Faculty of Psychology, as well as those assigned by the University Didactic Regulations, the Statute and those provided for by law.

ART.8 Committees

1. Without prejudice to the prerogatives of the institutional bodies, the Faculty Council may set up temporary or permanent working committees for specific subjects or on particular issues. In its resolution establishing a Committee, the Faculty Council also determines its tasks and duration, unless already governed by other rules or by these Regulations.
2. Unless otherwise provided for by current legislation, the Dean is responsible for appointing the President and the Faculty Council is responsible for appointing the members of each committee.

Resolutions establishing committees and members are adopted at ordinary meetings of the Faculty Council, with an open vote. Resolutions are approved by simple majority.

3. The Dean may participate as of right in all the Faculty committees even when he/she is not a member; in the latter case, his/her vote has an advisory value.

4. Each Committee shall report on its work to the Faculty Council, in accordance with the time limits and procedures indicated at the time of its establishment, or if the Dean, also at the request of a member of the Council, deems it appropriate.

Dean's Council and Vice-Dean

1. The Dean's Council consists of the Dean of the Faculty and three members appointed by the Dean from among the full professors, according to the need for representation of the Faculty's areas of research and clinical activity.

The Dean may invite the Presidents of the Faculty Committees and, as appropriate, other members of the Faculty to attend the proceedings.

A member of the Dean's Secretariat participates in proceedings of the Dean's Council, to prepare the dossiers and to help keep the minutes.

2. The Dean's Council cooperates with the Dean in the preparation of resolutions to be proposed to the Faculty Council and in any matter for which the Dean deems it appropriate to refer it.

3. The Dean's Council is renewed when the Dean is elected.

4. The Dean of the Faculty may designate, from among the full professors who have opted for full-time status or have submitted a declaration to that effect in the event of appointment, a Vice-Dean who shall stand in for him/her in the exercising of his/her functions in the event of impediment or absence. The Vice-Dean is a member of the Dean's Council.

5. The Vice-Dean is appointed by Rector's Decree and his/her term of office coincides with that of the Dean.

2.3 TITLE IV - OPERATION

ART.9 Convocation of the Faculty Council

1. The Faculty Council is convened by the Dean by personal notice to the members of the Council five days before the meeting. In urgent cases, the Faculty Council may be convened with at least twenty-four hours' notice.

2. Meetings are convened on the Dean's initiative, when he/she deems it necessary, or at the request of at least one quarter of the members of the Council; in the latter case, the Dean is required to convene the Faculty Council within ten days of the request being submitted.

3. The convocation notice must indicate the venue, date and time of the meeting and the agenda. The notice is sent by e-mail to all members of the Faculty Council, except for those who explicitly request in writing to receive it in paper form.

4. The information material on the topics and any proposed resolutions must be available for consultation, even in electronic form, by councillors at least twenty-four hours before the meeting, except in cases of urgency.

ART.10 Agenda

1. The agenda of the Faculty Council meetings is set by the Dean.

2. 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 on the agenda at least 15 days from the date set for the meeting. The Dean of the Faculty shall decide on such requests, stating the reasons for any refusal in writing.

3. Requests by members of the Faculty Council to include items on the agenda that fall within the Faculty Council's remit must always be accepted and placed on the agenda of the subsequent meeting, whenever they are signed by at least one quarter of the members of the Council.

ART.11 Meetings

1. Meetings are chaired by the Dean of the Faculty, who ensures the smooth running of proceedings, with the power to suspend or adjourn the meeting when he/she deems it necessary.

2. All members of the Council attend meetings. For the examination of specific items on the agenda, the Dean of the Faculty, also following suggestions from individual councillors, may allow persons from outside the Council whose presence is deemed appropriate for the profitable conduct of the Council's work to participate in the meetings and take the floor. Students' representatives on University bodies, who are members of the Faculty, are entitled to participate, as observers, in meetings of the Faculty Council.

3. The presence of an absolute majority of the councillors, excluding those who are unable to attend and students' representatives, is required for meetings to be valid, unless specific provisions apply. Councillors who cannot attend a meeting of the Faculty Council must give prior notice to the Dean, by signing a statement to be collected by the Dean's Secretariat.

4. The Dean of the Faculty introduces the items on the agenda in accordance with the order in which they are listed, unless it is deemed necessary to make changes. In this case, if a councillor so requests, the proposal must be approved by the Council.

5. "Notices" are given by the Dean of the Faculty or, by his/her delegation, by a councillor. Councillors who deem it appropriate may issue notices to the Council on urgent matters or matters of major interest for the Council's work, subject to the authorisation of the Dean of the Faculty.

ART.12 Conduct of proceedings

1. Each topic under discussion is presented by the Dean of the Faculty or a speaker appointed by him/her. After the presentation, the Dean of the Faculty grants the floor to the councillors who request it, according to the order in which such requests were made.

2. Each councillor is entitled to express his or her full thoughts on the topic under discussion, but must not deviate from them. The Dean of the Faculty has the authority to remind councillors of their obligation to remain on the subject and, in the event of repeated non-compliance, may take them off the floor.

3. No one shall be allowed to interrupt anyone who is speaking, except for the Dean's right referred to in section 2 or a request for a motion to be presented, in which case the Dean may give the floor to the person who made the request, interrupting the councillor who was speaking.

4. Each speech should, as a general rule, last a maximum of five minutes. In the case of particularly important topics or interventions by representatives of departments and/or scientific disciplinary sectors, the Dean of the Faculty may grant more time. The Dean establishes the maximum duration of each Faculty Council, in accordance with the needs arising from the items on the agenda.

ART.13 Voting

1. At the end of the discussion, the Dean draws the appropriate conclusions and sums up the terms of the matter, formulating the final proposals for deliberation and collecting any proposed amendments, on which the Council will be called to vote.
2. For each resolution, the Dean shall put the amendments and the final proposal to the vote, in the order he deems most conducive to expressing the will of the Council. Whenever there are proposals declared to be alternatives to each other, the approval of one automatically excludes the others without the need for further voting.
3. For each vote, each councillor is entitled to make a very brief explanation of his or her vote and request that it be recorded in the minutes, provided that he or she provides the written text on the spot.
4. Except for specific provisions requiring qualified majorities, each proposal put to the vote is approved if it obtains the favourable vote of a majority of those voting.

ART.14 Minutes and publicity of deeds

1. The Dean appoints a Secretary, choosing from among the full professors belonging to the Faculty Council with the least seniority in rank. At the invitation of the Dean of the Faculty, the administrative staff of the Dean's Office may attend meetings in order to assist with the proceedings of the Council.
2. Minutes are kept of each meeting of the Faculty Council, containing the wording of the resolutions and the results of voting. For each resolution, any explanations of vote referred to in the preceding article shall be recorded in the minutes.
3. Approved resolutions are immediately enforceable, unless otherwise provided for in the same resolution or in the provisions in force. It is Dean's duty to implement them in the manner he/she deems most appropriate.
4. The minutes of each meeting are approved "on the spot" except in specific cases requiring approval at a later meeting.

2.4 TITLE V - LIST OF TEACHING ACTIVITIES

ART.15 Teaching provided

1. The Faculty of Psychology may set up, also in collaboration with other Faculties of the University and of other Universities, Bachelor's Degree Courses and Master's Degree Courses, in accordance with the expertise of the Faculty's members and the availability of teaching resources on the part of the Faculty itself.
2. The Faculty may also set up, including through cooperation with other Faculties of the University and of other Universities, scientific proficiency and permanent and recurring higher education courses, for the awarding of Level I and II Master's programmes, and refresher and professional proficiency courses, in accordance with the provisions of the laws in force.
3. The teaching content of the Faculty is implemented with respect for the freedom of teaching and the rights and duties of teaching staff and students, in accordance with the laws in force.

ART.16 Didactic System of Courses

1. For each Course, the Faculty Council approves the relevant Didactic System, which determines:
 - a. the name and educational objectives, as well as the Class to which it belongs;
 - b. the general framework of the learning activities;
 - c. the ECTS credits allocated to each learning activity;

- d. the characteristics of the final examination for the award of the degree.

ART.17 Didactic Regulations of the Courses

1. Each Course is governed by its own Didactic Regulations which, in accordance with the relevant Didactic System, define the organisational and didactic aspects of the Course.
2. The Didactic Regulations of the Course of Study and any amendments thereto are deliberated, in accordance with the University Didactic Regulations, by the Faculty Council on the basis of the proposal approved by the competent Course Council or, where appropriate, by the competent Authorising Committee.

ART.18 Prospectus

1. On the proposal of the corresponding Course Council, the Faculty Council annually approves the Prospectus for each Course.
2. The Prospectus also establishes the organisational arrangements for the running of the Courses, in particular with regard to the distribution of teaching in the various years of the Course, even for just one or more years.
3. The same procedure is used to propose the deactivation of individual course years relating to Courses for which it has been decided to discontinue or replace them with a new Course.

ART.19 Degree Courses

1. The Bachelor's Degree Courses that can be offered at the Faculty, whose Didactic System are included in the University Didactic Regulations, are described in the respective Didactic Regulations.
2. New Bachelor's Degree Courses may be established in accordance with legal requirements that provide for the necessary amendments to the University Didactic Regulations and these Regulations. At the end of the educational programme, students who have acquired at least 180 ECTS credits recognised by the Didactic Regulations of the Course and have passed the final examination, are awarded a Bachelor's Degree.

ART.20 Master's Degree Courses

1. The Master's Degree Courses that may be offered at the Faculty, whose Didactic System are included in the University Didactic Regulations, are described in the respective Didactic Regulations.
2. New Master's Degree Courses may be established in accordance with legal requirements that provide for the necessary amendments to the University Didactic Regulations and these Regulations. Proposals for the establishment of new Master's Degree Course Degree Courses shall be formulated with the approval of the relevant Prospectus, after careful assessment of the available teaching resources.

ART.21 Scientific proficiency and permanent and recurring higher education courses

1. The Faculty Council may decide once a year, when approving the Prospectus for the various Courses, to set up scientific proficiency and permanent and recurring higher education courses.
2. Please refer to the University Regulations governing the establishment of scientific proficiency and permanent and recurring higher education courses and Level I and II Master's programmes.

ART.22 Refresher and professional proficiency courses

1. The Faculty Council may resolve once a year to set up refresher and professional proficiency courses, pursuant to Article 6 of Italian Law no. 341 of 19.11.90.
2. For the establishment of refresher and professional proficiency courses, please refer to the provisions of Article 3(11) of the University Didactic Regulations.

3 Validity and transitional rules

3.1 TITLE VI – FINAL AND TRANSITIONAL RULES

ART.23 Validity

1. These Regulations are proposed to the competent bodies and enter into force on the day following their enactment by the Rector.

ART.24 Final Rule

1. For all matters not provided for in these Regulations, the applicable legislation as well as the University Didactic Regulations and the University Statute shall apply.

ART.25 Amendment of the Regulations

1. Amendments to these Regulations, which must be deliberated by the Faculty Council, may be proposed by the Dean, the Course Councils or at least a quarter of the members of the Faculty Council.
2. With the entry into force of any amendments to the University Didactic Regulations, these regulations shall in any case be reviewed and supplemented, unless in the case of provisions requiring immediate application.

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.