



# UniSR

Università Vita-Salute  
San Raffaele

**UNIVERSITY REGULATIONS**

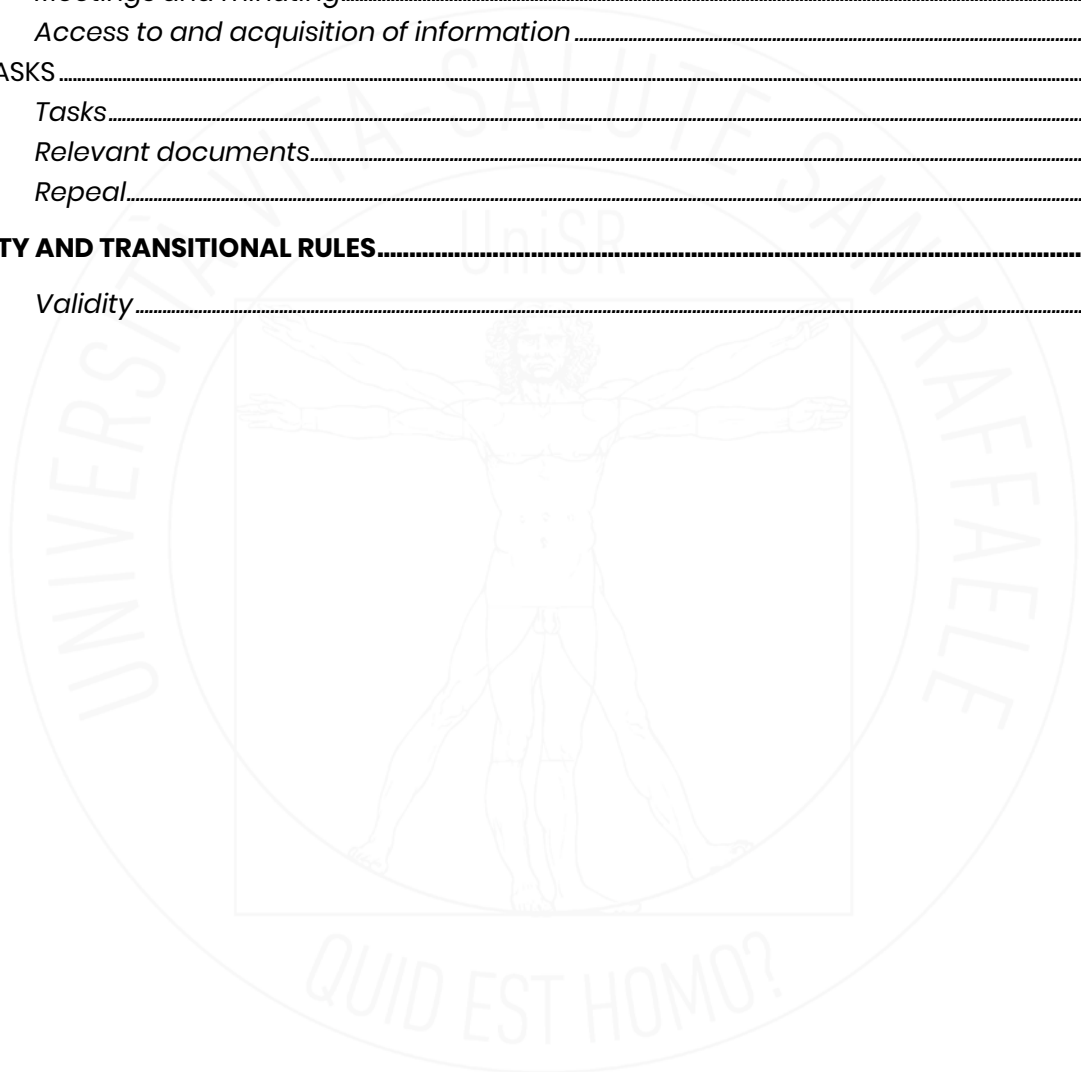
# **UNIVERSITY QUALITY DEPARTMENT (QD) REGULATIONS**



**ISSUED BY RECTOR'S DECREE NO. 8228 OF 05/06/2023**

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## **1 Purpose and Scope**

### *ART.1 Field of application*

1. These regulations govern the operating procedures of the “University Quality Department” of Vita-Salute San Raffaele University, hereinafter referred to as the “QD”.

With regard to the composition, appointment and term of office of the QD, Article 21 of the General University Regulation shall apply.

## **2 Provisions of the Regulations**

### **2.1 RULES GOVERNING OPERATION**

#### *ART.2 Meetings and minuting*

1. The annual QD activities plan shall be prepared by the President of the QD in accordance with the instructions received from the ANVUR. This plan will then be submitted to the Rector and the Managing Director for review.

2. During the meeting, the planned activities shall progress as per the agenda, plus any other business.

3. Each meeting shall be properly documented and minuted. The minutes of the meetings shall be made available in a specific shared folder also via the Internet subject to secure authentication and forwarded to the competent bodies.

4. At the end of each meeting, where appropriate, the plan (activities, timing, responsibilities, meetings) may be amended.

5. The President of the QD has the power to convene extraordinary meetings if he/she deems it necessary.

#### *ART.3 Access to and acquisition of information*

1. In order to carry out its activities, the QD may request information from all the relevant offices, which shall provide the necessary cooperation. The QD must in any case ensure compliance with all applicable data confidentiality regulations.

### **2.2 TASKS**

#### *ART.4 Tasks*

1. The QD is called upon to initiate any initiative useful for promoting a culture of quality within a single Quality Assurance (hereinafter also referred to as QA) process, concerning the aspects relating to teaching, research and the third mission/social impact on the basis of the guidelines formulated by the University Governance System and to manage the necessary internal and external information flows. It also organises and coordinates monitoring activities and data collection prior to the actual evaluation carried out by the Board of Evaluation.

2. More specifically, the QD is called upon to:

- support the main stakeholders and university facilities in the construction of Quality Assurance processes and related procedures and to verify their implementation;
- propose common QA tools;
- provide training on QA matters to support Courses, PhD Programmes, Faculties, Lecturer-Student Joint Committees and any other facilities working in QA;

- draft guidelines and documentation to support the processes of self-assessment, assessment, and review of Courses, PhD Programmes, Faculties and the Lecturer-Student Joint Committee;
- support the University in monitoring QA processes and reviewing the Governance and QA System;
- monitor the implementation of the measures taken following the recommendations and/or conditions formulated by the Panels of Evaluation Experts and Committees of Evaluation Experts, and by the ANVUR in general, during Initial and Periodic Accreditation activities;
- implementation of any further legislative or regulatory provisions on aspects for which it is responsible.

Furthermore, the QD:

- with reference to teaching activities:
  - organises the collection and verifies the continuous updating of the information contained in the Single Annual Document of each university course;
  - monitors student, undergraduate and graduate opinion surveys;
  - verifies the review activities and ensures the correct flow of information to and from the Board of Evaluation and the Lecturer-Student Joint Committee;
  - collects data in order to monitor qualitative and quantitative indicators, and disseminates the results.
- with reference to research and third mission/social impact activities:
  - monitors and supervises the smooth running of the research QA procedures in accordance with those declared and planned;
  - ensures the correct flow of information to and from the Board of Evaluation.

#### *ART.5 Relevant documents*

1. For all matters not addressed by these regulations, the current legislation, the ANVUR guidelines, the Statute of Vita-Salute San Raffaele University, and the regulatory and procedural provisions of the University shall apply.

#### *ART.6 Repeal*

1. The Regulations of the University Quality Department of Vita-Salute San Raffaele University issued by Rector's Decree no. 6078 of 18 June 2019 are repealed.

### **3 Validity and transitional rules**

#### *ART.7 Validity*

1. These Regulations shall enter into force on the day following the day of issue of the Rector's Decree, subject to approval by the Board of Directors. Any amendments to these regulations must be approved by the Board of Directors.

***Issued by Rector's Decree no. 8228 of 5 June 2023 (effective from 6 June 2023).***

*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.*