



UNIVERSITY OF MACERATA

BY-LAWS

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TITLE I

GENERAL REGULATIONS

CHAPTER I

FUNDAMENTAL PRINCIPLES

ARTICLE 1

PRINCIPLES AND PURPOSES

1. The University of Macerata is a public institution that recognises education and research as fundamental assets for the development of a knowledge-based society for the benefit of the entire community.
2. The primary purposes of the University are the promotion and organisation of research; the development and dissemination of humanistic, scientific and technological knowledge at the highest intellectual level; education and advanced university and vocational training; continuing and recurrent education.
3. The University assumes full and effective respect for the fundamental rights enshrined in the Italian Constitution and in European and international charters, declarations and conventions as pre-eminent values and principles of reference. The University promotes the free pursuit of study, teaching and research activities; the widest possible collaboration with other universities, with institutions of high culture and with Italian and foreign academies; openness towards the national and international scientific community; stable cooperation with state, regional and local public administrations; the necessary connection with the instances and needs of its local community; fruitful cooperation with businesses, the working world and professions, voluntary associations and non-profit organisations.
4. The University is independent of any ideological, political or religious orientation; it operates in accordance with constitutional principles and legally binding provisions; it guarantees the freedom of study, teaching and research; it adopts the principles of the European Charter for Researchers and promotes merit on the basis of the highest national and international standards; it favours the international dimension of research and training; it recognises the value of mobility as a fundamental tool for strengthening scientific knowledge and professional development; it adopts the principles of full and open access to the data and products of scientific research, ensuring their preservation in the institutional archive and their disclosure to the public, in compliance with the laws on intellectual property, confidentiality and protection of personal data, as well as the protection of, access to and promotion of cultural heritage; it promotes equal opportunities for women and men through positive actions; it repudiates any discrimination in access to University education, in the performance of teaching and research, in recruitment and in the career of staff.

ARTICLE 2

AUTONOMY OF THE UNIVERSITY

1. In implementation of the principle of University autonomy guaranteed by Article 33 of the Constitution and within the limits established by the laws of the State, the University defines its own autonomous organisation by means of these By-laws and the regulations envisaged therein.
2. The University is endowed with teaching, scientific, regulatory, organisational, administrative, patrimonial, financial and accounting autonomy; it acts with full capacity under public and private law without profit-making purposes.
3. The University is located in Macerata. It makes use of decentralised offices in the form and manner established by its regulations and by special agreements.

ARTICLE 3

AUTONOMY OF THE SCIENTIFIC AND TEACHING ORGANISATIONS

1. The University ensures the conduct and development of research, including the protection and dissemination of its results, through the structures set up for the organisation and coordination of scientific activities.
2. The University ensures the education and cultural and professional training of students through the structures set up for the organisation and coordination of academic activities.
3. The University guarantees the autonomous performance of the tasks assigned to these organisations within the limits set by the By-laws and regulations.

ARTICLE 4

AUTONOMY OF THE ADMINISTRATIVE AND SERVICE ORGANISATIONS

1. In order to carry out its institutional activities, the University makes use of appropriate administrative and service organisations with administrative, technical and financial management tasks, within the limits established by the By-laws and the regulations, in accordance with the principle of separation of policy and control functions of the governing bodies from management tasks. The management of administrative activities by means of autonomous powers of organisation of human and instrumental resources, expenditure and control related to the responsibility for the achievement of results falls within the exclusive purview of the administrative and service structures.

2. The University values the professionalism of technical-administrative staff, promotes their professional growth and ensures, also through the preparation of specific plans and programmes, their updating and qualification.
3. The University encourages activities carried out by staff for cultural, recreational and social purposes, including through the provision of suitable facilities.

ARTICLE 5

FEDERATION OF UNIVERSITIES AND PROGRAMME AGREEMENTS

1. The University may carry out federative integration processes with the universities of the Marche region or with other Italian universities, establishing forms of collaboration in strategic sectors of common interest.
2. Using programme agreements with other universities and to foster the level of integration, the University may promote inter-University organisations based on justified educational, scientific and management proposals.

ARTICLE 6

STUDENT PARTICIPATION AND RIGHTS

1. The University ensures and promotes the active participation of students; it organises its services in such a way as to make the right to university study accessible, effective and fruitful and contributes to ensuring that the able and deserving, even if without means, have access to the highest levels of studies; it meets the needs of students' orientation and encourages their integration into the working world and professions.
2. The University recognises and encourages students' cultural, educational, sport and leisure activities by organising appropriate services and facilities, also in cooperation with other public and private bodies, or by making use of student associations and cooperatives; it facilitates student self-managed activities.
3. The University guarantees and protects the right of students with disabilities to participate in all its activities and to make full use of its services.

ARTICLE 7

PROCEDURES FOR CARRYING OUT INSTITUTIONAL ACTIVITIES

1. The University adopts the method of annual and multi-annual planning and contributes to the determination and implementation of national and regional, general and sectoral university and research programmes.

2. The University bases its activities on the principle of transparency and disclosure; it ensures full knowledge of the regulatory acts it adopts, also in electronic form.
3. While respecting the freedom and autonomy of studies, teaching and research, the University guarantees all its components participation in its governing bodies in accordance with the procedures established by the By-laws and regulations.
4. The University may enter into conventions, contracts, conclude agreements and carry out activities in collaboration with other universities, with State administrations and with public and private, Italian and foreign bodies, for all forms of educational and scientific cooperation and for the performance of activities of common interest; it may set up, participate in or contribute to the activities of university centres, consortia, foundations, associated bodies, non-profit organisations and joint-stock companies, in Italy and abroad; it promotes collaboration in the field of culture, teaching and research; it may organise, also in collaboration with public and private entities, supplementary or experimental teaching services, vocational training courses, specialisations, professional refresher and continuing and recurrent education courses, as well as courses for preparing for public competitions and state examinations for qualification to practise professions.
5. The University confers all university degrees prescribed by law; it issues certificates for courses or other vocational, specialisation, refresher, continuing and recurrent education activities organised by it or to which it officially contributes.
6. The University provides the necessary equipment and service facilities for the performance of its institutional activities, also in cooperation with other administrations and public or private entities, or by participating in consortia and inter-university centres for the performance of activities of common interest.
7. The University guarantees the accessibility, safety and care of its work, study, teaching and research facilities, including through the removal of architectural barriers; it respects the balance of the environment and contributes to the protection of the historical and cultural heritage within its purview.
8. Within the framework of its organisational autonomy, the University adopts a system of labour relations based on fairness and transparency in the behaviour of the parties.

CHAPTER II

REGULATORY FRAMEWORK

ARTICLE 8

REVISION OF THE BY-LAWS

1. The revision of the By-laws may be proposed by at least two departments, the Rector or one third of the members of the Academic Senate. After consulting the Student Council and subject to a favourable opinion of the Board of Directors, the Academic Senate decides on the proposal by an absolute majority of its members.

ARTICLE 9

REGULATIONS

1. Within the limits set forth in Article 2, paragraph 1, the implementation of the By-laws is subject to the following general regulations of the University according to their respective purviews:

- a) organisational regulations;
- b) administration, finance and accounting regulations;
- c) academic regulations.

2. The organisational regulations govern the University's organisational structure. Specifically, they contain the list of the University's teaching, scientific, administrative and service structures and indicate the procedures for their establishment, decommissioning, organisation and operation, as well as the election of their bodies.

3. The administration, finance and accounting regulations govern the criteria for financial and accounting management, the related administrative procedures and responsibilities, the forms of internal control on the efficiency and results of management, contractual activities and the administration of the University's assets.

4. The University's academic regulations govern the general principles of academic activities, the organisation of degree programmes for which the University awards academic degrees and the manner in which the degree programmes are conducted; they contain regulations governing the exercise of functions relating to the legal status of professors, researchers and staff who contribute to academic activities, as well as the rights and duties of students.

5. The general regulations are approved and amended by the Academic Senate by an absolute majority of its members, subject to the opinion of the Board of

Directors, except as envisaged by law regarding the approval of administration, finance and accounting regulations. General regulations are issued by rector's decree and, unless a different deadline is established, enter into force on the 15th day following their publication on the University's institutional website.

6. In accordance with the By-laws and the regulations referred to in paragraph 1 of this Article, the departments and other teaching, scientific and service organisations of the University adopt their own regulations governing the functioning of their bodies and support services. These regulations are approved by the Academic Senate, subject to the favourable opinion of the Board of Directors, are issued by rector's decree and, unless a different deadline is established, come into force on the day following their publication on the University's institutional website.

7. Other regulations of the University concerning teaching and research are approved and enacted in the manner envisaged in paragraph 5 above.

8. Regulations on matters other than those referred to in paragraph 7 above are approved and amended by the Board of Directors by an absolute majority of its members. They are issued by rector's decree and, unless a different deadline is established, enter into force on the 15th day following their publication on the University's institutional website.

ARTICLE 10

CODE OF ETHICS

1. The University's code of ethics recognises the fundamental values of the university community, promotes respect for individual rights and the acceptance of duties and responsibilities towards the University, and defines the rules of conduct within the community. The rules contained therein are designed to avoid all forms of discrimination and abuse, and to govern cases of conflict of interest or intellectual property.

2. The Code of Ethics is approved and amended by the Academic Senate by an absolute majority of its members, subject to the favourable opinion of the Board of Directors.

3. Without prejudice to the prerogatives and responsibilities related to disciplinary proceedings, breaches of the code of ethics are decided by the Academic Senate on the Rector's proposal.

4. The ascertainment of violations of the code of ethics results in the imposition of the following sanctions, based on principles of gradualness and proportionality:

a) formal reprimand;

- b) formal reprimand with filing of the documents in the personal file of the person concerned and reporting to the university community;
 - c) exclusion from the allocation of University research funds for a period of up to three years;
 - d) exclusion from eligibility for academic offices or offices held on appointment by the Rector for up to three years.
4. In accordance with the principle of due process, the ethical code defines the procedure referred to in paragraph 3, the criteria for the imposition of sanctions under paragraph 4, and the relationship between violations of the ethical code and the disciplinary procedure.

TITLE II

UNIVERSITY BODIES

CHAPTER I

GOVERNING BODIES

ARTICLE 11

DEFINITION

1. The governing bodies of the University are the Rector, the Academic Senate and the Board of Directors.

ARTICLE 12

RECTOR

1. The Rector represents the University and exercises the functions of guidance, initiative and coordination of scientific and educational activities. The Rector is responsible for pursuing the University's goals in accordance with quality criteria and in compliance with the principles of effectiveness, efficiency, transparency and promotion of merit.

2. More specifically, the Rector exercises the following functions:

- a) convenes and chairs the Academic Senate and the Board of Directors, prepares the agenda and supervises the implementation of the respective resolutions;
- b) proposes the three-year planning document of the University for the approval of the Board of Directors, also taking into account the remarks and opinions of the Academic Senate;
- c) prepares the proposal for the annual and three-year budget and financial statement and submits it to the Board of Directors for approval;
- d) after hearing the opinion of the Academic Senate, proposes to the Board of Directors the appointment, renewal and revocation of the post of Director General;
- e) exercises the power of initiative and proposal in disciplinary proceedings concerning professors and researchers, in accordance with the procedures laid down by law, and imposes disciplinary measures not exceeding censure on them;
- f) supervises all the organisations and services of the University in order to guarantee the autonomy of research and teaching, the efficient and balanced functioning of the University's offices and services, and the proper application of the law, the By-laws and

the University's regulations;

g) in the event of necessity and urgency, the Rector may adopt administrative measures falling within the purview of the Academic Senate and the Board of Directors, giving specific reasons and submitting them for ratification to the relevant body at the next meeting;

h) submits an annual public report on the state of the University;

i) issues the By-laws and Regulations, as well as any amendments or additions thereto, and ensures their inclusion in the University's register of regulatory acts;

l) calls the elections for the renewal of the representatives in the academic bodies at least sixty days prior to their expiry, with at least thirty days' notice prior to the date set for voting;

m) concludes inter-university and international cooperation agreements, as well as contracts and conventions on teaching, research and culture;

n) exercises any other powers conferred on it by relevant law and the University regulations, as well as any function not expressly assigned to other bodies by the By-laws.

3. The Rector appoints a Deputy Rector, chosen from among the full professors, who replaces them in all functions in the event of absence or impediment. The Deputy Rector participates in the meetings of the Academic Senate and the Board of Directors without voting rights.

4. The Rector is assisted by delegates chosen from among the professors and researchers. They are appointed by rector's decree, in which their tasks and areas of responsibility are specified, and they are accountable to the Rector for the tasks assigned to them. Convened by the Rector, the delegates meet periodically to elaborate, plan and verify the delegated activities.

5. The Rector is elected from among the full professors serving at Italian universities. They hold office for six years and cannot be re-elected consecutively for a second term.

6. The electorate for the election includes:

a) tenured professors;

b) researchers;

c) student representatives in the Student Council;

d) technical-administrative staff, whose votes will be counted as 33% of those cast for

each candidate.

7. The convocation of the electoral body is carried out by the dean, or in the event of their absence or impediment, by the most senior full professor, no more than six months prior to the expiry of the term of office of the incumbent Rector, with at least forty days' notice prior to the date set for voting.

8. The Rector in the first two ballots is elected by an absolute majority of the eligible voters. In the event of a non-election, a runoff is held between the two candidates with the most votes in the last ballot. In the event of a tie, new and immediate voting takes place until the election.

9. The candidate who obtains the prescribed majority is proclaimed elected by the dean. Such person is appointed by the Minister of Education, Universities and Research and takes office at the beginning of the following academic year.

10. In the event of the early departure of the Rector, the dean convenes the elections no later than thirty days after the departure and at least forty days prior to the date set for voting. The elected Rector takes office as soon as they are appointed by the Minister, and the term of office is counted from the beginning of the current academic year.

ARTICLE 13

ACADEMIC SENATE

1. The Academic Senate is the body for the guidance, planning and coordination of teaching and research. It contributes to the formulation of the University's governance strategies, ensuring its balanced development.

2. Specifically, the following functions are assigned to the Academic Senate:

a) drawing up of a three-year research development plan, also based on proposals of the departments;

b) performance of the functions referred to in Article 14 below for the purpose of appointing the members of the Board of Directors;

c) proposal to the Board of Directors, also with reference to the University's three-year planning document, the assignment of tenured professor and fixed-term researcher posts based on the proposals approved by the department boards and the opinion of the Evaluation Committee;

d) formulation of proposals and mandatory opinions on teaching, research and student services;

e) formulation of proposals and mandatory opinions on the establishment, activation, modification or cancellation of degree programmes, campuses, departments and other

educational and scientific organisations;

f) expression of its mandatory opinion on the University's annual and three-year budget and final statement;

g) approval of the University organisation regulations after obtaining the opinion of the Board of Directors;

h) approval of the regulations concerning teaching and research, including those falling within the purview of the departments, as well as the code of ethics, after obtaining the favourable opinion of the Board of Directors;

i) at least two years after the beginning of the Rector's term of office, it may propose a motion of no confidence in the Rector to the electoral body by a majority of at least two thirds of its members;

l) determine the criteria for the implementation of national and international cooperation and exchange programmes, with particular regard to the recognition of courses attended and examinations taken abroad;

m) on the Rector's proposal, render decisions on breaches of the code of ethics that do not fall within the purview of the Disciplinary Board;

n) exercise any other powers conferred on it by the University regulations, the By-laws and the University regulations.

3. The Academic Senate consists of nineteen members, as follows:

a) the Rector, who presides over the body;

b) six department heads, elected by all the professors and researchers of the University. If the number of department heads is four or more but less than six, the number of representatives of the full professors referred to in letter c) below shall increase accordingly;

c) six lecturers, in the ratio of two full professors, two associate professors and two researchers, elected by their respective categories so as to ensure the presence of at least one representative from each scientific-disciplinary area of the University;

d) three representatives of the technical-administrative staff;

e) three representatives elected from among students and graduate students.

4. The Director General takes part in the meetings without voting rights and as secretary taking minutes.

5. The members under letters b), c), d) and e) of paragraph 3 are elected in accordance with the rules laid down in the organisational regulations. The Academic Senate holds office for three years, with the exception of the student component, which holds office for two years. The term of office may be renewed consecutively just once.

6. The Academic Senate is convened by the Rector at least every two months. In any case, the Senate must be convened within 20 days if at least one third of its members so request in writing, specifying the items to be placed on the agenda.

ARTICLE 14

BOARD OF DIRECTORS

1. The Board of Directors is the body responsible for strategic policy-making and oversees the administrative, financial and asset management of the University, pursuing objectives of efficiency, effectiveness and financial equilibrium.

2. More specifically, the Board of Directors:

a) on the Rector's proposal and after consultation with the Academic Senate, approves the annual and three-year financial and personnel plan, supervising its sustainability;

b) deliberates on proposals for the establishment, activation, modification or cancellation of degree programmes, campuses, departments and other educational and scientific organisations formulated by the Academic Senate;

c) subject to the favourable opinion of the Academic Senate, deliberates on the federation proposals and programme agreements referred to in Article 5;

d) adopts the administration, finance and accounting regulations in accordance with the procedure laid down in the applicable legislation, as well as any other regulation not reserved by law or by the By-laws to the Academic Senate;

e) on the Rector's proposal and subject to the opinion of the Academic Senate for those aspects falling within its purview, approves the annual and three-year budget plan, the financial statement and the three-year planning document;

f) transmits to the Ministry of Education, University and Research and to the Ministry of Economy and Finance the annual and three-year budget and financial statement;

g) confers, renews and revokes the office of Director General;

h) without the student and graduate student representatives, deliberates on disciplinary proceedings initiated by the Rector, in accordance with the opinion expressed by the Disciplinary Board;

- i) approves the call proposals approved by the departments, in accordance with the procedures set out in the relevant regulations;
- l) after consultation with the Academic Senate, determines the general criteria for the organisation of technical-administrative staff and their assignment to individual structures;
- m) prepares the University's building development programme and approves its implementation;
- n) authorises the Director General by special resolution to contract loans and borrowings;
- o) approves contracts and agreements involving charges or revenues for the University, without prejudice to the powers of the departments and other structures with administrative and management autonomy within the allocated budget;
- p) deliberates on litigation for or against the University, waivers and settlements;
- q) approves measures relating to student fees, after consulting the Student Council;
- r) determines the general criteria for assignments pertaining to the functions of heads of offices and organisations;
- s) exercises any other powers conferred on it by law, the By-laws and the University regulations.

3. The Board of Directors consists of nine members, as follows:

- a) the Rector, who presides over the body;
- b) four members from the University's ranks, chosen by the Academic Senate in such a way as to ensure both proven management, administrative and technical skills and high-level professional experience with appropriate scientific and cultural qualifications;
- c) two members, who have not been employed by the University for the three years prior to their appointment and for the entire duration of their term of office, chosen by the Rector, after consulting the Academic Senate, from among Italian or foreign persons with particularly relevant institutional, management, scientific and cultural profiles;
- d) two representatives elected from among students and graduate students.

4. The Director General takes part in the meetings without voting rights and as secretary taking minutes.

5. The composition of the Board of Directors respects the constitutional principle of equal opportunities between men and women.

6. The identification of the members referred to in letter b) of paragraph 3 shall take place according to the following procedure:

a) issuance by the Rector, after consultation with the Academic Senate, of a public notice, addressed to the University's teaching and technical-administrative staff, containing an invitation to declare their availability to take up the post within the following thirty days. Each application must be accompanied by a curriculum vitae and any other document or title proving the requirements;

b) appointment by the Rector, after consultation with the Academic Senate, of a committee to propose a slate of candidates having at least twice as many people as the number of vacancies available, to this end assessing the competencies referred to in paragraph 3, letter b). This committee consists of five members, including one tenured professor, one researcher, one employee from the technical-administrative staff and two external members with specific qualified experience in the field of evaluation or management of organisational structures. The committee appoints a chair from among its members;

c) transmission to the Academic Senate of the slate of candidates chosen in such a way as to promote the skills of the University staff in all its components. In accordance with the principle of adequate composition of the body, the Senate designates the members by an absolute majority of those entitled and proceeds with any substitutions, drawing from the same list.

7. The term of office of the Board of Directors is three years, with the exception of the student representatives whose term of office is two years. The office may only be renewed consecutively once.

8. The Board is convened by the Rector at least every two months. In any case, it must be convened within 20 days if at least one third of its members so request in writing, specifying the items to be placed on the agenda.

CHAPTER II

ADVISORY, GUARANTEE, EVALUATION AND CONTROL BODIES

ARTICLE 15

DEFINITION

1. The Student Council is an advisory body of the University.
2. The guarantee, evaluation and control bodies established in the University are:
 - a) The Committee for the guarantee of equal opportunities, the promotion of the well-being of those who work and against discrimination;
 - b) the Disciplinary Board;
 - c) the Board of Auditors;
 - d) the Evaluation Group.

ARTICLE 16

STUDENT COUNCIL

1. The Student Council is the body representing, organising and coordinating the students of the University.
2. The Student Council is established by rector's decree and consists of the students elected to the Academic Senate, the Board of Directors and the ERSU and 15 students elected by direct universal voting, in accordance with the procedures laid down in the organisational regulations. Each member remains in office until the end of their original term.
3. The Student Council elects its president from among its members. The president in the first two ballots is elected by an absolute majority of the eligible voters. In the event of a non-election, a runoff is held between the two candidates with the most votes in the last ballot. In the event of a tie, the eldest candidate shall be deemed elected. The president appoints a vice president from among the members of the Council, who replaces them in all functions in the event of absence or impediment. The Council elects a secretary from among its members by a simple majority.
4. The Council is convened by the president or at the request of one third of its members.
5. The Student Council expresses mandatory opinions to the governing bodies on the following matters:

- a) revision of the By-laws;
- b) University academic regulations;
- c) measures relating to student fees;
- d) coordination of academic activities;
- e) organisation of the services offered;
- f) measures implementing the right to higher education;
- g) cultural, educational, sport and leisure activities.

6. The Council may also express its opinion, which is not mandatory, on any other proposal exclusively or predominantly concerning the interest of the students. To this end, it may invite the student representatives in the departments to participate, without voting rights and in accordance with the procedures laid down in its rules.

7. For important and justified reasons, the Student Council may request the reconsideration of resolutions passed in the matters referred to in paragraph 5.

8. The University provides the Student Council with the necessary resources and facilities to perform its tasks. The Council adopts its own rules of operation, approved by the relevant bodies of the University in accordance with Article 8 of these By-laws.

ARTICLE 17

COMMITTEE FOR THE GUARANTEE OF EQUAL OPPORTUNITIES, THE PROMOTION OF THE WELL-BEING OF THOSE WHO WORK AND AGAINST DISCRIMINATION

1. The Committee for the guarantee of equal opportunities, the promotion of the well-being of those who work and against discrimination has advisory, consulting and verification tasks with regard to the implementation of equal opportunities and the protection of the well-being of workers pursuant to current national and EU laws. It monitors compliance with the principle of non-discrimination, in accordance with Article 1 of these By-laws.

2. The composition of the Committee, the term of office of its members, the methods of exercise of its powers and the provisions for its functioning are set out in the organisation regulations.

ARTICLE 18

DISCIPLINARY BOARD

1. Disciplinary proceedings against professors and researchers are entrusted to a Disciplinary Board composed of three full professors, three confirmed associate professors and three confirmed permanent researchers, all of whom are full-time and have at least five years' seniority in the role.
2. The members of the Board are appointed by the Academic Senate by an absolute majority of its members, hold office for three years and are renewable once.
3. The Board operates according to the principle of peer review, following an adversarial procedure.
Specifically, in proceedings concerning full professors, the Board acts with the participation of only the members belonging to the category of full professors; in proceedings concerning associate professors, with the participation of only the members belonging to the categories of full and associate professors; in proceedings concerning researchers, with the participation of all its members.
4. The Board carries out the preliminary investigation phase of disciplinary proceedings initiated by the Rector, in accordance with current law. After hearing the Rector or a delegate thereof, as well as the professor or researcher subject to disciplinary proceedings, possibly aided by a defence counsel, it expresses a final and binding opinion on the matter, forwarding it to the Board of Directors for the adoption of the ensuing resolutions.
5. The stages of the disciplinary procedure and the way the Board operates are governed by specific rules.

ARTICLE 19

BOARD OF AUDITORS

1. The Board of Auditors has the task of verifying the proper conduct of the University's economic, financial and asset management. It cooperates with the governing bodies in the policy and control function and, at their request, may provide advice on administrative and accounting matters.
2. The Board is composed of:
 - a) one standing member, acting as chair, appointed by the Board of Directors, on the Rector's proposal, from among administrative and accounting magistrates and state lawyers;

- b) one standing and one alternate member appointed by the Ministry of Economy and Finance;
- c) one standing and one alternate member chosen by the Ministry of Education, University and Research.

At least two standing members of the Board must be registered with the register of auditors.

- 3. The members of the Board are appointed by rector's decree, hold office for four years and may be reappointed once. The office of Board member cannot be conferred on employees of the University.
- 4. The tasks and operating procedures of the Board are defined in the administration, finance and accounting regulations.

ARTICLE 20

EVALUATION GROUP

- 1. The Evaluation Group has the function of verifying the proper and economic management of resources in teaching, research and support for the right to higher education through comparative examinations of costs and returns.
More specifically, it checks: the quality and effectiveness of the teaching, also based on information provided by the joint faculty-student committees; the research carried out by the departments; the adequacy of the scientific or professional curriculum of the holders of teaching contracts awarded directly, pursuant to the relevant law in force; the degree of achievement of the objectives and the results achieved by the organisations and by the University as a whole.
- 2. In connection with ANVUR's activities, the Group is also assigned the functions envisaged by the regulations in force and relating to the procedures for assessing the organisations and monitoring the correctness of the processes for measuring and assessing staff activities, in compliance with the principle of promoting merit and professionalism.
- 3. The Group is appointed by the Rector, after consulting the Academic Senate. It consists of five members, including a student representative appointed by the Student Council. With the exception of the student representative, the members must be highly qualified and mostly from outside the University. Their CVs are made public on the University's institutional website.
- 4. The position of Group member is incompatible with the positions of department director, chair of degree programme councils and director of the PhD school.

5. With the exception of the student representative, the members of the Group hold office for three years and may be confirmed once. The tasks and methods of operation of the Group are defined in the organisational regulations.

6. The University ensures the Group's operational autonomy, the right of access to the necessary data and information, as well as the disclosure and dissemination of its decisions, in compliance with the regulations protecting confidentiality.

CHAPTER III

ADMINISTRATIVE AND MANAGEMENT BODIES

ARTICLE 21

GENERAL PRINCIPLES OF ADMINISTRATION

1. The University conforms the organisation and activities of its structures to the general principles of good performance, efficiency and effectiveness, impartiality and simplification. It pursues its institutional aims by seeking the optimal use of resources, in accordance with the principles of cost-effectiveness and streamlined administrative action, based on planning and evaluation of the results achieved. It operates in accordance with the principle of separation of policy and control functions, which are the responsibility of the governing bodies, from management tasks, which are the responsibility of the administrative organisation.
2. The University guarantees transparency, disclosure and the right of access to documents, including through the use of information and communication technologies.

ARTICLE 22

DIRECTOR GENERAL

1. Based on the guidelines and objectives defined by the Board of Directors, the Director General is the body responsible for the overall organisation and management of the services, instrumental resources and technical-administrative staff, as well as for the tasks set out in the current law on public management.
2. More specifically, the Director General:
 - a) ensures the implementation of the plans, programmes and general directives decided by the Board of Directors and the other governing bodies;
 - b) assigns tasks to the heads of offices, coordinates their activities and supervises the performance of the management tasks incumbent on them. In the event of inaction, refusal or delay, it exercises the power of substitution and revocation, after hearing the person concerned;
 - c) adopts the acts relating to the organisation of the administrative offices, in accordance with the general criteria defined by the Board of Directors, assigns the technical-administrative staff to the structures and assesses them;
 - d) exercises powers of expenditure and acquisition of revenue within the scope of its purview based on the provisions of the general acts of organisation and without prejudice to the powers attributed to the heads of offices;

e) concludes the contracts and agreements of the University necessary for management;
f) exercises all other functions assigned to it by law, by these By-laws and by the University's regulations.

3. The Director General submits an annual report on the overall activity of the administrative organisation to the governing bodies.

4. In compliance with the regulations in force concerning public management, on the Rector's proposal and subject to the opinion of the Academic Senate the position of Director General is conferred by the Board of Directors on a person with high professional qualifications and proven experience over the course of many years in management functions. The appointment is governed by a fixed-term employment contract under private law, has a duration of no more than four years and is renewable.

5. If a civil servant is appointed, they are placed on unpaid leave for the duration of the contract.

6. The appointment of the Director General may be revoked for serious reasons, subject to the counter arguments of the person concerned, employing the same procedure as outlined in paragraph 4, in compliance with the regulations in force.

7. After consulting the Rector, the Director General shall designate an official to act in their stead in the event of absence or impediment, specifying the powers ascribed.

ARTICLE 23

HEADS OF OFFICES AND ORGANISATIONS

1. In accordance with the provisions of the relevant law in force, the heads of offices and organisations manage all the administrative functions they are responsible for based on general organisational documentation.

2. More specifically, the entities referred to in paragraph 1:

a) for the matters within their purview and in accordance with the instructions of the Director General, implement and manage the resolutions and measures of the governing bodies, as well as of the other bodies envisaged in these By-laws;

b) make proposals and give opinions to the Director General;

c) manage and implement the objectives assigned to them, adopt the relevant administrative acts and measures within their purviews and exercise the powers of expenditure and acquisition of revenue;

d) direct, coordinate and control the activities of the offices reporting to them and the

persons responsible for administrative procedures;

e) provide for the management of the personnel and financial and instrumental resources allocated to their offices;

f) participate in the evaluation of the staff assigned to their offices, in compliance with the principle of merit and the regulations adopted on the matter by the University;

g) perform all the other tasks delegated to them by the Director General or assigned to them by law, by these By-laws and by the University regulations.

3. The persons referred to in paragraph 1, along with the Director General who coordinates them, are responsible for the activity carried out, for the implementation of the programmes and projects entrusted to them in relation to the objectives set, and for the results of the financial, technical and administrative management, in accordance with the provisions of the collective labour agreements and the provisions of the law.

ARTICLE 24

TECHNICAL-ADMINISTRATIVE OFFICES AND STAFF

1. The administrative activities carried out by the University's offices and structures are organised with the top priority of ensuring the best functionality of teaching and research.

2. In compliance with the principle of equal opportunities and the rules governing the legal status of staff, the University works to make the best use of the skills and professionalism of each employee.

3. For the objectives set out in the preceding paragraphs, the University:

a) in accordance with the regulations in force, prepares and periodically updates the staffing of technical-administrative personnel, broken down by individual offices and organisations and indicating the relevant contractual categories;

b) ensures the training and professional updating of its staff;

c) in compliance with the legal status, adopts criteria of transparency in the assignment of positions of responsibility in the various sectors of the University administration, including for the purpose of payment of relevant allowances.

4. Technical-administrative staff may receive assignments from the administration that, insofar as they are of considerable technical or administrative complexity, or entail the assumption of specific and personal responsibilities, may also be financially incentivised according to criteria of fairness and transparency, within the limits allowed by the regulations in force.

TITLE III

ACADEMIC AND SCIENTIFIC ORGANISATIONS

CHAPTER I

DEPARTMENTS

ARTICLE 25

DEPARTMENTS

1. The departments constitute the fundamental organisational unit into which the University is divided in order to carry out its tasks in the field of scientific research and teaching. Based on the programming adopted, departments are responsible for the results achieved according to the principles of effectiveness, efficiency, transparency and good performance.
2. Consistent with the principle of simplification, departments have no superordinate structures, however defined.
3. Departments have regulatory, administrative and managerial autonomy within the framework of the resources allocated by the Administration or acquired from third parties, in accordance with the administration, finance and accounting regulation.
4. Departments are characterised by a homogeneous field of disciplines, defined by reference to lines of research, consistent in purpose or method, and educational offerings, including those of a multidisciplinary nature. Departments are responsible for functions related to:
 - a) the conduct and coordination of research within the scientific-disciplinary fields represented therein;
 - b) the promotion, rationalisation and coordination of the teaching of one or more classes of degree programmes, also in cooperation with other departments;
 - c) the organisation and management, also in cooperation with other departments, of: PhD programmes; vocational training, refresher, continuing and recurrent education programmes; of first- and second-level Masters courses; of specialisation programmes; of teaching and remote learning activities.
5. Specifically, the departments pursue:
 - a) the promotion and development of research internationalisation processes through the creation of networks and forms of mobility;
 - b) the recognition of merit and quality through forms of evaluation and incentives;

- c) collaboration with entities outside the University aimed at cultural, scientific and technological innovation, with a focus also on the social and economic development of the local region;
 - d) the transfer of research results, knowledge and information to the working world, production and services;
 - e) support for the development of autonomous entrepreneurial initiatives by students, young graduates, researchers in training.
6. In order to perform their tasks, the departments have a designated budget, which is set annually as part of the University's economic and financial planning. Departments may also avail themselves of other resources obtained through contracts or agreements for research and consultancy activities, in accordance with the administration, finance and accounting regulations.

ARTICLE 26

ESTABLISHMENT OF DEPARTMENTS

1. The request to set up a department is formulated based on a comprehensive scientific and academic project, signed by at least thirty-five professors and researchers. The project must specify:
- a) the subject areas of prevailing interest;
 - b) the degree programmes;
 - c) the necessary resources;
 - d) the departments from which the proponents come;
 - e) any departments absorbed or decommissioned;
 - f) the staffing of technical-administrative personnel.
2. Affiliation with a department is free. As a rule, faculty remain affiliated with the organisational unit for at least three years. Subsequently, requests for different affiliations are approved by the relevant bodies according to the procedures set out in the organisational regulations.
3. The Academic Senate proposes the deactivation of a department to the Board of Directors if the number of affiliated faculty falls below the limit defined in the By-laws and is not reconstituted by the end of the following academic year. In this case, the Board of Directors shall govern the transitional phase.

ARTICLE 27

DEPARTMENT BODIES

Department bodies include the Director, the Board, the Faculty-student Joint Committee and the Governing Council, where envisaged in the organisation's regulations.

ARTICLE 28

DEPARTMENT DIRECTOR

1. The Director represents the department. They convene and chair the Department Board, prepare the relevant agendas, ensures the execution of resolutions, ensures the smooth running of the department and works towards the achievement of the planned objectives. They exercise all other functions assigned to them by law, the By-laws and the regulations.
2. The Department director is elected by the Board in accordance with the procedures laid down in the organisational regulations, choosing from among the full-time tenured full professors belonging to the department, or, within the limits established by law, from among the tenured associate professors belonging to the department, and is appointed by decree of the Rector. They hold office for three years and cannot be re-elected consecutively more than once.
3. The Director may appoint a Deputy Director to assist and replace them in the event of absence or impediment. They may also delegate functions on specific subjects to other professors and researchers.
4. The office of Department Director is incompatible with any other academic office, with the exception of that of member of the Academic Senate.

ARTICLE 29

DEPARTMENT BOARD

1. The Department Board consists of:
 - a) the Director;
 - b) the Deputy Director, if designated;
 - c) professors and researchers;
 - d) researchers on fixed-term contracts;

e) student representatives, in the ratio of five representatives in departments with less than 2,000 students enrolled in the degree programmes offered; seven when between 2,000 and 5,000; nine in all other cases;

f) a representation of the technical-administrative staff assigned to the department, at the ratio of one for every five, elected for the duration of three academic years;

g) a representation of the PhD students participating in the doctoral programmes coordinated by the faculty belonging to the department and of the holders of research contracts of at least one year's duration who work in the department, jointly elected for each academic year by them, at the ratio of one representative for every five, up to a maximum of three.

2. The department's administrative head attends the meetings of the Board, acting as secretary keeping the minutes.

3. The procedures for electing representatives are determined by the University's organisation regulations.

ARTICLE 30

POWERS OF THE BOARD

1. Consistent with the University's objectives and strategies, the Department Board is responsible for:

a) the promotion and development of joint research projects and training activities, also in agreement with other departments;

b) proposals for the establishment, activation and deactivation of degree programmes;

c) the planning, coordination, organisation, promotion and verification of educational, training and cultural activities, in compliance with the freedom set out in Article 1 of these By-laws;

d) the adoption of the regulations of activated degree programmes;

e) the coordination of teaching and organisational and student service tasks;

f) the determination of credits for each course;

g) the proposal for annual and multi-year planning relating to research and teaching, in line with University and ministerial planning;

- h) economic budget planning and reporting;
 - i) the proposal for the activation of recruiting of tenured professors and researchers on fixed-term contracts;
 - l) the proposal for the call of tenured professors and researchers on fixed-term contracts;
 - m) the granting of authorisation to professors and researchers to teach and carry out research at other locations and authorisation to take study leave;
 - n) the proposed conferment of an honorary degree;
 - o) any other powers conferred on it by law, the By-laws and the University regulations.
2. On the proposal of the Director, the Board approves the annual report on education and research, taking into account the objectives set and the self-assessment indicators defined by the University and the external assessment bodies.

ARTICLE 31

FACULTY-STUDENT JOINT COMMITTEE

1. The department establishes a faculty-student joint committee, which is responsible for monitoring the range and quality of teaching and student service activities by professors and researchers; for identifying indicators for assessing the results achieved; and for formulating opinions on the activation, modification and cancellation of degree programmes.
2. The committee consists of the student representatives on the Department Board and an equal number of faculty members appointed by such Board.

ARTICLE 32

GOVERNING COUNCIL

1. The department's regulations may provide for a Governing Council, which holds office for three years.
2. The Governing Council performs investigative and preparatory functions with regard to the items on the agenda of the Department Board meetings and cooperates with the Director in the implementation of the resolutions adopted.

3. The members of the Council are the Director, who chairs it, the Deputy Director, if designated, the heads of the sections and the council presidents of the degree programmes managed by the department.

ARTICLE 33

INTERNAL STRUCTURE OF THE DEPARTMENT

1. Due to specific scientific needs, in the exercise of their regulatory autonomy the departments may be divided into sections according to principles of appropriate size and effectiveness, in accordance with the provisions of the organisational regulations. Sections may not consist of less than 12 faculty members. Exceptions may be authorised by the Academic Senate on the basis of proven scientific and organisational needs presented by the department.

2. In accordance with the organisational regulations, each department is associated with an administrative structure that supports its management and activities.

3. One or more libraries are assigned to each department according to the organisational regulations. The libraries may also be organised in an interdepartmental form.

4. Each department must have adequate space.

ARTICLE 34

DEPARTMENTS AND DISCIPLINE GROUPS/SUBJECT AREA

1. Each scientific-disciplinary field is normally assigned to just one department. The same field may be present in several departments based on an organic scientific and educational project.

2. In the case of scientific-disciplinary fields that are not included in the department's founding charter, prior notification is required of all University faculty in the same field for the purpose of proposing the appointment of professors and researchers.

ARTICLE 35

INTERDEPARTMENTAL RESEARCH

1. Departments may set up interdepartmental centres to carry out research of a significant scientific and financial commitment based on projects lasting several years.

2. Upon the proposal of the departments concerned, interdepartmental centres are established by resolution of the Board of Directors, after consultation with the Academic Senate. The organisational structure and its rules of operation are set out in the University's organisational regulations.

ARTICLE 36

DEPARTMENTS AND DEGREE PROGRAMME CLASSES

1. Each department must have at least one degree programme.
2. The classes of degree programmes are composed of tenured professors and researchers, including those on fixed-term contracts, who are assigned in accordance with the procedures laid down in the organisational regulations, which also define the procedures for transferring between classes.
3. Teaching is carried out by faculty members primarily from the degree programme they are assigned to. In the event of affiliation with another department, the faculty member is required to carry out any remaining teaching commitment there.
4. Each degree programme is governed by a Council made up of the professors who are assigned to the relevant class and who teach there. Under the conditions established by the university's academic regulations, the Council is attended by the holders of substitute positions and assignments, as well as a student representation, elected according to the methods specified in the organisational regulations. The Degree Programme Council is chaired by a tenured professor elected from among the assigned professors.
5. Degree programmes with interrelated courses of study may be governed by a single Council, as set out in the University's academic regulations.
6. Degree programme councils have the primary task of planning, organising and managing academic activities. Specifically, they approve study plans, form the committees for the verification of students' learning as well as for the final exams for the degrees awarded by the University. They also formulate proposals for filling teaching vacancies and carrying out other teaching activities. The councils perform their functions based on the regulations approved by the department offering the relevant degree programmes. The councils have any other powers delegated to them by law, by these By-laws and by the University regulations.
7. The degree programme councils make proposals to the Department Board with regard to the University's multi-year development plans and with regard to requests for teaching staff.

ARTICLE 37
ESTABLISHMENT, ACTIVATION, MODIFICATION AND DEACTIVATION
OF DEGREE PROGRAMMES

1. In compliance with the annual and three-year financial planning and the University's strategic guidelines, the proposal for the establishment of a new degree programme is formulated by one or more departments, taking into account the cultural and educational needs, employment prospects, skills and resources available or that can be acquired.
2. The establishment, activation, modification and deactivation of a degree programme are decided by the Board of Directors, subject to the favourable opinion of the Academic Senate, by an absolute majority of its members based on a technical report by the Evaluation Committee.
3. The activation and deactivation of a degree programme must be communicated to the Ministry. In the case of deactivation, the University ensures that students already enrolled can still complete their studies by earning the relevant degree or opt to enrol in other degree programmes that have been activated.
4. Any change in teaching structures constitutes an amendment to the University's academic regulations.

ARTICLE 38
INTERDEPARTMENTAL TEACHING

1. Unless otherwise agreed by the departments concerned, classes of degree programmes run in cooperation between several departments are placed in the department with the greatest number of lecturers involved in that programme.
2. The management of interdepartmental courses is governed by the University's academic regulations, according to principles of representation and fair financial sharing.

CHAPTER II

OTHER EDUCATIONAL AND SCIENTIFIC ORGANISATIONS

ARTICLE 39

UNIVERSITY SCIENTIFIC COMMITTEE

1. Based on the guidelines and criteria established by the national evaluation bodies, the University Scientific Committee expresses opinions and proposals on the following subjects, to be forwarded to the competent bodies:

- a) evaluation of research and related experimentation;
- b) organisation and dissemination of scientific research, with particular reference to national and international programmes;
- c) allocation of funding for scientific research.

2. The Committee holds office for three years. It is established by a rector's decree and is composed in the manner set out in the organisational regulations.

ARTICLE 40

PHD SCHOOL

1. Doctoral programmes established for the pursuit of institutional purposes in the field of higher education are coordinated by the PhD School, in accordance with the relevant University regulations.

2. The programmes are activated by resolution of the Board of Directors on the proposal of the departments, subject to the opinion of the Academic Senate.

ARTICLE 41

SPECIALISATION SCHOOLS

1. For the coordination of postgraduate specialisation programmes activated for the acquisition of specific training and professional skills, schools may be established and governed by their own regulations.

2. The programmes are activated by resolution of the Board of Directors on the proposal of the departments, subject to the opinion of the Academic Senate.

ARTICLE 42
SCHOOL OF ADVANCED STUDIES

1. In order to guarantee excellent educational programmes for particularly deserving students, the University makes use of the Giacomo Leopardi School of Advanced Studies.
2. The School promotes interdisciplinary education in close liaison with the departments.
3. The School is governed by its own regulations.

ARTICLE 43
INTER-UNIVERSITY COOPERATION AND WITH EXTERNAL ENTITIES

1. In order to foster a better use of resources, upon resolution of the Board of Directors, subject to the favourable opinion of the Academic Senate, degree programmes and teaching facilities may be established on the basis of specific agreements in collaboration with other Italian and foreign universities or institutions of higher education.
2. In pursuit of the same purposes, upon resolution of the Board of Directors, the University may also organise degree programmes in cooperation with external, public or private entities. It is up to the Academic Senate to certify the University level of the activities to be carried out and their conformity with the University's institutional objectives.

ARTICLE 44
INTER-UNIVERSITY RESEARCH CENTRES AND CONSORTIA

1. For research requiring a significant commitment and of considerable interest carried out on projects of several years' duration and involving several universities, upon resolution of the Board of Directors, subject to the opinion of the Academic Senate, the University may contribute to the establishment of inter-university research centres.
2. The founding convention indicates the organisational structure, resources, responsibilities and operating rules of the centre. Professors, researchers and technical-administrative staff from the universities concerned participate in the centre's work.
3. For activities of common institutional interest, forms of collaboration may be established between the University and other universities or public and private entities through the establishment of consortia or other forms of association envisaged by current law.

TITLE IV
SERVICE ACTIVITIES AND ORGANISATIONS

CHAPTER I
ACADEMIC AND RESEARCH SERVICES

ARTICLE 45
UNIVERSITY LIBRARY SYSTEM

1. The University library system has the task of coordinating, rationalising and promoting library-related activities in the acquisition, cataloguing and use of books and documents. The system is coordinated and managed by a designated organisational unit that oversees services of common interest, in cooperation with the assigned teaching and scientific organisations.
2. The organisation regulations and the administration, finance and accounting regulations respectively define the forms of organisation and the degree of administrative autonomy of the structure referred to in paragraph 1.

ARTICLE 46
UNIVERSITY SERVICE CENTRES

1. For the preparation, organisation and provision of services of general interest of an ongoing nature related to teaching and research, by rector's decree, after deliberation by the Board of Directors, the University may establish special service centres.
2. The service centres have their own regulations defining their organisational structure, resources, responsibilities and operating methods, in compliance with the rules set out in the organisation regulations and the administration, finance and accounting regulations.

CHAPTER II

SERVICES FOR STUDENTS AND THE WORKING WORLD

ARTICLE 47

GUIDANCE AND TUTORING

1. In order to encourage a reasoned and informed choice of university studies and to draw up study plans, the University organises and conducts student guidance activities and courses, also in collaboration with secondary schools, state administrations, regions, local authorities, other public bodies, manufacturing and trade union associations, and bodies and organisations operating in the vocational training sector.
2. Student tutoring services are established in the University under the responsibility of the academic councils.
3. Guidance and tutoring services and collaborations with organisations supporting the right to higher education are also carried out through the establishment of special coordinating structures, in accordance with the procedures set out in the University's academic regulations and, in accordance with these, in the regulations of the teaching structures.

ARTICLE 48

UNIVERSITY SPORTS COMMITTEE

1. The University encourages the promotion and development of sports for students and University staff through the University Sports Committee.
2. The Committee oversees the management of sports facilities and the development programmes for their activities. Sports activities are financed with funds specifically allocated by the relevant Ministry and with the help of any contributions allocated by the University to ensure the promotion of University sports policies.
3. The University Sports Committee holds office for two years, with the composition and the responsibilities set out in the regulations in force.

ARTICLE 49

RELATIONS WITH THE WORKING WORLD

1. In order to facilitate the integration of students and recent graduates into the working world, in collaboration with public and private organisations, companies and professional associations the University promotes and manages information seminars, internships, apprenticeships, databases and other activities, also through the

establishment of designated organisations, or in other forms envisaged by current law. Based on specific resolutions of the University governing bodies, it promotes the development of autonomous or participatory entrepreneurial initiatives by students, young graduates, researchers in training (spin-offs and startups).

2. Subject to a resolution of the Board of Directors, after consultation with the Academic Senate and the Board of Auditors, the University may participate in consortia and joint-stock companies for the design and execution of research programmes aimed at scientific and technological development, in accordance with the conditions and within the limits set out by current regulations.

3. The granting of the right to obtain a patent for inventions made as a result of research carried out using facilities and financial means provided by the University is generally governed by current law.

4. Specifically, the right to the patent belongs to the University, subject to the author being paid fair compensation commensurate with the economic importance of the invention.

5. In the case of inventions that are the result of research or consultancy carried out in execution of contracts or agreements with public or private entities, the University may recognise in the contract or agreement rights of co-ownership or ownership of the patent or of exploitation of the exclusive rights arising from the patent to the contracting third parties.

TITLE V COMMON RULES

ARTICLE 50 FUNCTIONING OF COLLEGIAL BODIES

1. The meetings of the collegial bodies are valid if an absolute majority of the members is present. Excused absentees are not taken into account in the calculation to determine the majority.
2. The provision of the second sentence of paragraph 1 above does not apply to meetings of the Academic Senate or the Board of Directors.
3. Resolutions of the collegial bodies are passed by a simple majority, without prejudice to the qualified majorities envisaged by the By-laws and the applicable law for certain matters. In the event of a tie, the vote of the president prevails.
4. The resolutions of the collegial bodies are immediately enforceable. The minutes shall normally be approved at the next meeting, unless they are approved at that meeting.
5. The secretary of the collegial bodies takes the minutes of the meetings and may be assisted by technical-administrative staff of an appropriate level.

ARTICLE 51 INCOMPATIBILITY AND FORFEITURE

1. The status of fixed-term professor is incompatible with the exercise of all academic appointments envisaged by the By-laws and entails the forfeiture of these appointments if they are already held when the above-mentioned condition is met.
2. It is prohibited for members of the Academic Senate and the Board of Directors to:
 - a) hold other academic offices, with the exception of the Rector, limited to the Academic Senate and the Board of Directors, and of department heads, limited to the Academic Senate, if they are elected to it;
 - b) be members of other University bodies, with the exception of the Department Board;
 - c) hold the position of director of the PhD School, of specialisation schools or of the Giacomo Leopardi School of Advanced Studies;
 - d) hold any office of a political nature for the duration of the mandate;

e) hold the office of Rector or be a member of the Academic Senate, the Board of Directors, the Evaluation Committee or the Board of Auditors of other Italian state, non-state or online universities;

f) perform functions relating to the planning, financing and evaluation of University activities in the Ministry of Education, University and Research and in ANVUR.

3. Eligibility for academic offices is reserved to professors and researchers who ensure a number of years of service prior to their retirement that is at least equal to their term of office.

4. Students enrolled for the first time and no later than the first supplementary year in the degree programme, master's degree and PhD programmes are eligible to vote for student representatives.

5. Members of the Academic Senate and the Board of Directors are required to guarantee their continued attendance at meetings of the body they belong to. Absence without a justified reason from three consecutive meetings or absence – even if justified – from at least six consecutive meetings shall result in forfeiture of office. Such forfeitures are declared by a resolution adopted by the relevant body.

ARTICLE 52

OFFICE ALLOWANCE

1. The Rector and Deputy Rector are entitled to an office allowance, the amount of which is set annually by the Board of Directors.

2. The Board of Directors may also recognise an office allowance for the performance of other institutional functions, determining the amount annually, in accordance with the University's administration, finance and accounting regulations.

TRANSITIONAL AND FINAL PROVISIONS

§ 1) During the first application of the By-laws, in order to ensure the continuity of established scientific, research and teaching collaboration experiences, the bodies responsible for assessing the establishment of new departments shall give priority to the projects referred to in Article 26 submitted by existing scientific and teaching organisations.

§ 2) Projects for the establishment of new departments shall be submitted within thirty days from the date of entry into force of the By-laws and approved by the Board of Directors, in accordance with the procedure set out in § 3), within the following thirty days.

§ 3) During the first application of the By-laws, the incumbent Board of Directors, having consulted the incumbent Academic Senate with regard to scientific and didactic conformity, shall assess the sustainability of the human and financial resources of the plans to establish new departments, pursuant to Article 26.

In the event of a positive assessment expressed by an absolute majority of the members, it shall deliberate on its establishment.

Departments established on the basis of the above provision shall elect their bodies within 30 days of the decision to establish them.

Once the elections referred to in the previous paragraph have been completed, the new Academic Senate shall be constituted within the following 30 days.

Within thirty days of the constitution of the Academic Senate, the Rector shall initiate the procedures for the formation of the Board of Directors, which must take office within the next sixty days.

The election of the members of the new Academic Senate shall be governed by a special transitional regulation approved by the current Academic Senate on the Rector's proposal.

For the purpose of the composition of department boards, student representation shall consist of representatives of the councils of the degree programmes or unified councils of the degree programmes pertaining to the department.

§ 4) The members of the Academic Senate and the Board of Directors under the previous by-laws shall remain in office until the new governing bodies take office.

The collegial bodies of the faculties, departments and institutes envisaged in the previous by-laws shall continue their activity until the departments are established pursuant to the transitional and final provision § 3 of these By-laws.

The members of the Board of Auditors and the Evaluation Committee shall remain in office until the new members of the two bodies are appointed by the relevant governing bodies of the University.

The term of office of the Rector in office on the date of entry into force of these By-laws shall run until 31 October 2016 and is not renewable.

The deans of faculties and directors of departments and institutes envisaged in the previous by-laws shall remain in office until the departments are established pursuant to the transitional and final provision § 3 of these By-laws.

§ 5) Rounding that is necessary to implement the provisions of these By-laws shall be rounded down to the lower whole number for fractions less than 0.5 and to the higher whole number for fractions equal to or greater than 0.5.

§ 6) The existing regulations shall continue to have effect until the regulations envisaged in the By-laws are approved, with the exclusion of any provisions that are incompatible with the provisions of the By-laws.

§ 7) These By-laws, as well as any future amendments thereto, shall enter into force on the fifteenth day following the publication of the rector's decree of enactment in the Official Gazette of the Italian Republic.