



# General University Regulations

**(under the third paragraph of Article 4 of the current Statutes)**

(adopted by the Board of Directors of Luiss at its meeting of 15 December 2020 acting on a proposal tabled by the Executive Committee at its meeting of 15 December 2020 after having heard the opinion of the Academic Senate given at its sitting of 1 December 2020 and with the further amendments adopted by the Board of Directors at its meeting of 22 June 2022 acting on a proposal tabled by the Executive Committee at its meeting of 15 June 2022 after having heard the opinion of the Academic Senate given at its sitting of 21 June 2022)



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## TITLE I - VICE RECTORS

### Article 1 - Vice Rectors

The Vice Rectors (*prorettori*) are appointed by the Board of Directors (*consiglio di amministrazione*), acting on a proposal from the Rector (*rettore*), selecting them from among the University's full professors in accordance with subparagraph e) of Article 7 of the current Statutes (*statuto*). The Vice Rectors oversee and coordinate particular aspects of the University's management.

The Vice Rectors hold office until a new Rector takes up office.

## TITLE II - DEPARTMENTS

### Article 2 - Purpose

The mission of a department is:

- a) the determination, coordination and development of the supply of resources and expertise for research
- b) the determination of the need for resources and expertise for teaching carried out by the undergraduate school (*scuola triennale e magistrale a ciclo unico*) and the graduate school (*scuola magistrale*)
- c) the promotion and coordination of research and the third mission, identifying and managing their lines of development
- d) the development of PhD programs and the planning of research grants
- e) the fostering of both individual and collective research programs

### Article 3 - Establishment

The establishment and abolition of departments is resolved by the Board of Directors in accordance with subparagraph i) of Article 7 of the Statutes.

At the time that these Regulations enter into force the following departments are already operational:

- department of economics and finance
- department of law
- department of business and management
- department of political science



## Article 4 - Department Council

The Department Council (*consiglio di dipartimento*) consists of the tenured full professors, fixed-term full professors, associated professors and fixed-term researchers affiliated with the department. The Department Council meets at least three times a year upon being convened by the head of department or upon the request of a quarter of its members.

Each department council member participates in the deliberations of the councils for all matters within his or her competence and within the limitations of his or her role, in accordance with the relevant regulations.

If not members, the deans of the undergraduate school and the graduate school as well as the Vice Rectors are invited to attend department council meetings.

Within the scope of the budget assigned to it and in accordance with the strategic plan, the Department Council:

- a) determines the department's general policy
- b) submits proposals, through the Rector, to the Academic Senate concerning the vacant tenured professorships and fixed-term research positions to be advertised, provided for in the strategic plan, taking into account also the proposals, if any, put forward by the schools
- c) as regards the professorships and fixed-term research positions to be filled mentioned in the preceding subparagraph, adopts a reasoned resolution establishing a ranking order and proposes it to the Rector for subsequent forwarding to the Executive Committee (*comitato esecutivo*)
- d) submits proposals, through the Rector, to the Academic Senate for the awarding of assistant professor (research) contracts
- e) appoints an examining commission for the procedures associated with hiring tenured professors and fixed-term researchers
- f) appoints the commission to evaluate the work done by fixed-term researchers for the purposes of extending their contracts as required by law
- g) submits proposals to the Rector regarding the examining commissions for the comparative evaluation to be conducted in the context of awarding research grants
- h) promotes the establishment of scholarships and research contracts
- i) on the basis of the results of the evaluation of the commission referred to in subparagraph f) above, adopts resolutions on the statutory applications to extend the contracts of fixed-term researchers for the purposes of the subsequent opinion from the Executive Committee



- j) submits proposals to the Academic Senate on the organization of PhD programs with reference to the academic areas pertaining to the department and on how teaching is to be delivered (face-to-face in person, blended or remotely)
- k) appoints – in line with the parameters set by ministerial regulations and in accordance with the Research Doctorate Regulations – the PhD program coordinator and faculty board (*collegio dei docenti*) for the PhD programs affiliated with the department
- l) submits proposals to the Executive Committee regarding the setting of possible admission and attendance fees for PhD programs in accordance with the Research Doctorate Regulations
- m) makes proposals regarding research projects and the associated academic staff in charge thereof, for submission to the Academic Senate, in relation to research grants, in accordance with the relevant regulations
- n) adopts resolutions on obtaining further funds from bodies and businesses for PhD scholarships and/or research grants
- o) coordinates research and third mission activities
- p) may delegate some of its members to handle preparatory matters relating to specific issues
- q) approves the documentation regarding research and third mission, prepared by the relevant quality assurance bodies, as required by the applicable laws and regulations
- r) exercises any other function that it is assigned by law, regulations or the Statutes

## **Article 5 - Head of Department**

The head of department is appointed by the Board of Directors, acting on a proposal from the Rector, selecting that individual from among the University's full professors belonging to the department concerned in accordance with subparagraph e) of Article 7 of the current Statutes.

The head of department's term of office is three years, renewable for just one further term of office.

The head of department's functions are:

- a) the submission of proposals to the Rector and the General Manager (*direttore generale*) relating to the drawing up of the strategic plan and associated annual updates
- b) the power of representation of the department vis-à-vis the University's other governing bodies
- c) the verification of observance of all of the rules and regulations concerning research and the third mission in order to ensure the proper functioning of the department
- d) the promotion of any action aimed at creating and improving the organizational tools necessary for the department to perform its functions
- e) the impetus for the implementation of the department's research programs



- f) the preparation of the documentation regarding research and the third mission, as required by the applicable laws and regulations
- g) the convening of the Department Council, specifying the agenda for each meeting, who is to chair the meeting and who is to be the recording secretary for the purposes of drawing up the minutes, which will be signed by the latter and the head of department (as a rule the secretary will be the tenured full professor with the least seniority)
- h) the forwarding of department resolutions to the other academic bodies
- i) the supervision, monitoring and assurance of quality as regards research and the third mission consistent with the strategies pursued by the University and the department
- j) the coordination, within the department, of all of the activities aimed at guaranteeing an efficacious and efficient quality assurance system, implementing the guidelines set by the University's governing bodies and monitored by the Quality Assurance Unit and the Evaluation Unit

The head of department may delegate certain duties to tenured professors and fixed-term researchers in the department.

## TITLE III - UNDERGRADUATE AND GRADUATE SCHOOLS

### **Article 6 - Purpose**

The schools (undergraduate and graduate) constitute the teaching framework for educational activities, organized into academic programs.

### **Article 7 - Establishment**

The establishment and abolition of the undergraduate and graduate schools is resolved by the Board of Directors in accordance with subparagraph i) of Article 7 of the Statutes.

At the time that these Regulations enter into force the following schools are already operational:

- an undergraduate school, for bachelor's and single-cycle master's degree programs
- a graduate school, for master's degree programs

### **Article 8 - School Council**

The school council (*consiglio della school*) consists of the dean of school, who convenes and chairs it, and the directors of the academic programs affiliated with the school.

The deans of the other schools and the Vice Rectors attend school council meetings as invitees.

Tenured and contract faculty and student representatives elected in the manner provided for in the Unified Electoral Regulations for the Election of Representatives to the University's Bodies



(*regolamento unificato per le elezioni delle rappresentanze negli organi*) under Article 4 of the Statutes may also be invited to attend school council meetings.

In particular, the school council:

- a) submits proposals to the Academic Senate regarding the guidelines to be adopted in relation to teaching
- b) implements the organization of teaching through issuing the relevant resolutions in relation to the planning of the single teaching activities
- c) submits proposals to the Academic Senate regarding the establishment, confirmation or modification of academic programs and courses
- d) submits proposals to the Academic Senate, through the Rector, concerning the awarding of teaching positions to tenured faculty and contract faculty
- e) submits proposals to the Academic Senate, through the Rector, concerning the awarding of contracts for the positions of lecturer and professor of practice
- f) sets the academic discipline fields (*settori scientifico-disciplinari*) for the issuing of the calls for applications for establishing panels of suitably qualified individuals to whom teaching contracts can be awarded, consistent with the department's teaching requirements, and approves the relevant list
- g) monitors the progress of teaching, ensures that it is properly undertaken and assures compliance with the quality standards set by law and internal regulations
- h) approves study plans and adopts resolutions on student matters
- i) may submit proposals to the relevant department for the issuing of calls for applications to fill vacancies for tenured professors and fixed-term researcher positions, as well as make requests regarding the filling of assistant professor (research) positions

## **Article 9 - Dean of School (undergraduate and graduate)**

The dean of school (undergraduate and graduate) is appointed by the Board of Directors, acting on a proposal from the Rector, from among the University's full professors in accordance with subparagraph e) of Article 7 of the current Statutes.

The dean of school (undergraduate and graduate) holds office for three years, renewable for just one further term of office.

The following fall within the duties of the dean of school (undergraduate or graduate):

- a) the submission of proposals to the Rector and General Manager relating to the drawing up of the strategic plan and associated annual updates
- b) the power of representation of the school (undergraduate or graduate) vis-à-vis the University's other governing bodies



- c) the convening of the school council, specifying the agenda for each meeting, who is to chair the meeting and who is to be the recording secretary for the purposes of drawing up the minutes, which will be signed by the latter and the dean of school (as a rule the secretary will be the tenured full professor with the least seniority)
- d) the supervision of the overall timetable for the academic programs and exam sessions for the entire year
- e) the forwarding of school resolutions to the other academic bodies
- f) the appointment of the academic program directors (*direttori dei corsi di studio*), the academic staff to form part of the review groups and joint faculty-student commissions for each academic program, appointments that last until the new dean of school takes up office
- g) the supervision, monitoring and quality assurance of teaching consistent with the strategies pursued by the University and the school

The dean of school (undergraduate and graduate) may delegate some of his or her duties to academic staff belonging to the school.

## **Article 10 - Academic Program Council**

The Academic Program Council (*consiglio di corso di studio*), chaired by the academic program director who convenes it, consists of all tenured faculty, fixed-term researchers, assistant professors (research), lecturers and professors of practice who hold teaching positions.

Other contract faculty who hold teaching positions as well as student representatives elected in accordance with the current electoral regulations may also be invited to attend academic program council meetings.

The Academic Program Council is responsible for:

- a) coordinating – taking into account the guidelines set by the school council and the proposals put forward by the tenured faculty members of the academic program – the teaching and study activities for the achievement of the learning goals laid down in the academic program specifications (*ordinamenti didattici*)
- b) carry out monitoring of the quality of the academic program on the basis of all ANVUR and University indicators, sharing the results with the school council to which it can propose measures to improve the service offered to students
- c) perform any other duties delegated to it by the school council

## **Article 11 - Academic Program Directors**

Academic program directors are appointed, after consultation with the Rector, by the deans of the schools (undergraduate and graduate) that the academic programs pertain to, are chosen





from among the tenured professors and fixed-term researchers of the academic program concerned and hold office until the new dean of school takes up office.

Academic program directors monitor their academic programs and ensure that they meet the quality standards set by law and internal regulations.

The duties and functions of academic program directors are governed by specific regulations adopted to that end.

#### **TITLE IV - POST-GRADUATE SCHOOLS**

##### **Article 12 - Establishment and Operation**

Post-graduate schools (*scuole post-lauream*), established in accordance with subparagraph i) of Article 7 of the Statutes, organize post-graduate education mainly having regard to the needs of the labor market and the professions.

The activities of post-graduate schools cover the carrying out, including through participation in public tenders, training projects, applied research and assistance and skills transfer to national and international graduates, managerial staff and executives.

Each post-graduate school is headed by a president appointed by the Board of Directors pursuant to subparagraph f) of Article 7 of the current Statutes.

Each post-graduate school is managed by a dean appointed by the Board of Directors – acting on a proposal from the Rector, after consulting with the General Manager and the president of the school – pursuant to subparagraph f) of Article 7 of the current Statutes. The dean shall hold office for three years, renewable for just one further term of office.

The dean of post-graduate school submit proposals to the Rector and the General Manager concerning the drawing up of the strategic plan.

Post-graduate schools submit proposals to the Academic Senate regarding the organization of first-level and second-level university master's programs, advanced courses and specialization programs.

Post-graduate schools may submit proposals to the relevant department for the issuing of calls for applications to fill vacancies for tenured professors and fixed-term researcher positions.

Post-graduate school may submit proposals to the Academic Senate, through the Rector, concerning the awarding of contracts for the positions of lecturer and professor of practice.

The organization and functioning of post-graduate schools are governed by specific regulations adopted to that end.

The courses delivering post-graduate education, including first-level and second-level master's, pertaining to the areas of business management are devolved – pursuant to Article 23 of the



Statutes – to the company Luiss Business School S.p.A. further to an agreement governing mutual obligations and service standards.

## TITLE V - RESEARCH FACILITIES

### Article 13 - Research Centers and Observatories

Luiss Guido Carli research centers are university structures (preferably interdisciplinary), including created in cooperation with other institutions (university and non-university) dedicated to exploring in-depth research topics of strategic interest to the University.

The research centers are coordinated by the Vice Rector for Research in cooperation with the heads of department.

Proposals for establishing and closing down Luiss research centers are made by a special "research center commission" chaired by the Vice Rector for Research (who has the casting vote in the event of a tie) and composed of the heads of department. After consulting with the Academic Senate, the Executive Committee resolves on the proposals for establishing and closing down research centers.

The Academic Senate appoints the bodies of the research centers, acting on a proposal from the research centers commission.

Research centers enjoy academic and organizational independence within the limits of what is provided for in the regulations governing research centers. The sole purpose of research centers is the production of research and its transfer to society as a whole and to public and private institutions in particular.

Reference is to be made to the relevant regulations on research centers for matters not specifically addressed herein.

Solely research observatories may be established within post-graduate schools.

Proposals for establishing and closing down Luiss post-graduate school research observatories are made by a special "research observatories commission" chaired by the Vice Rector for Research (who has the casting vote in the event of a tie) and composed of Vice Rector for Teaching with responsibility for post-graduate studies, the dean of the post-graduate school within which the observatory will operate and the relevant head of department.

After consulting with the Academic Senate, the Executive Committee resolves on the proposals for establishing and closing down research observatories at post-graduate schools.

The Academic Senate appoints the bodies of the research observatories at post-graduate schools, acting on a proposal from the research observatories commission.

Regarding research observatories, reference is to be made to the regulations on post-graduate schools for matters not specifically addressed herein.

## TITLE VI - UNIVERSITY QUALITY ASSURANCE BODIES

### Article 14 - Quality Assurance Unit

The Quality Assurance Unit (*presidio di qualità*) plays a key role in the University's quality assurance system and its main task is to implement the quality policy set out by the University's governing bodies.

Therefore, the Quality Assurance Unit promotes a culture of quality inside a single quality assurance process concerning aspects relating to teaching, research and the third mission.

In relation to attaining the quality targets set out in the Statutes, the Quality Assurance Unit works very closely with the Evaluation Unit and joint faculty-student commissions, monitoring the academic programs.

The composition, term and operating procedures of the Quality Assurance Unit are governed by specific regulations adopted to that end.

### Article 15 - Evaluation Unit

The Evaluation Unit (*nucleo di valutazione*) operates independently, exercising its policy, auditing and advisory functions in relation to assessment of the teaching, research and third mission, services and any other activities undertaken by the University.

In particular, the Evaluation Unit:

- promotes the measures, tools and surveys aimed at assessing the teaching, research, services and other activities undertaken by the University;
- arranges for the preparation of data and information that may be of use to the University's governing bodies;
- provides the University's governing bodies with any opinion sought in relation to evaluation as well as its own recommendations to improve the efficiency, effectiveness and quality of university activities;
- performs, by the relevant deadlines, all of the duties required of university evaluation units by the Ministry of Education, Universities and Research (MIUR), the National Agency for the Evaluation of the University and Research System (ANVUR) and other authorities.

The composition, term and operating procedures of the Evaluation Unit are governed by specific regulations adopted to that end.

### Article 16 - Joint Faculty-Student Commission

The Joint Faculty-Student Commission (*commissione paritetica docenti-studenti*) is responsible for monitoring the academic offering and quality of teaching as well as the student services provided by tenured and contract faculty.



The Joint Faculty-Student Commission participates in identifying indicators for the evaluation of the results of the activities referred to in the preceding paragraph and giving opinions on the establishment and discontinuation of academic programs.

The composition, term and operating procedures of the Joint Faculty-Student Commission are governed by specific regulations adopted to that end.

### **Article 17 - Review Groups**

The Academic Program Quality Assurance Review and Management Group (*gruppo di riesame e di gestione dell'assicurazione della qualità del corso di studio*) is tasked with supporting the academic program director in activities related to the drafting of documentation concerning the academic program and its monitoring, as required by applicable law and regulations, and the implementation of any corrective action that may be necessary.

The Departmental Research and Third Mission Review Group (*gruppo di riesame della ricerca e terza missione dipartimentale*) is tasked with carrying out activities related to quality assurance and instilling a culture of quality.

The composition, term and operating procedures of review groups are governed by specific regulations adopted to that end.

## **TITLE VII - FINAL PROVISIONS**

### **Article 18 - Gender Equality**

Gender equality must be promoted in university bodies in line with what is established in the Luiss Gender Equality Plan and in compliance with constitutional and European Union principles, with particular reference to the Charter of Fundamental Rights of the European Union, the Italian Constitution, Legislative Decree No. 198 of 11 April 2006 embodying the "Code of Equal Opportunity between Men and Women" and Law No. 162 of 5 November 2021 on "Amendments to the Code set forth in Legislative Decree No. 198 of 11 April 2006, and other provisions on equal opportunity between men and women in the workplace".

### **Article 19 - Final Provision**

The positions of dean of undergraduate school and dean of graduate school are normally held by the Vice Rectors for Teaching, if any.

All other functions that these Regulations vest in Vice Rectors are to be carried out, where no Vice Rectors are appointed, directly by the Rector or the latter's representative appointed to that end.