



Rectoral Decree No. 136 of 19 July 2022

on changes to the Bylaws of the Luiss  
Guido Carli Evaluation Unit

#### THE RECTOR

- Having regard to Law No. 168 of 9 May 1989 whereby the Ministry for Universities and Technological and Scientific Research was established.
- Having regard to Law No. 240 of 30 December 2010 on “Rules governing the organization of universities, academic personnel and recruitment as well as delegation of authority to the government to legislate to incentivize quality and efficiency in the university system”.
- Having regard to Ministerial Decree No. 47 of 30 January 2013 on “Self-assessment, initial and periodic accreditation of universities and degree programs”.
- Having regard to Ministerial Decree No. 987 of 12 December 2016 on “Self-assessment, evaluation, initial and periodic accreditation of universities and degree programs” as amended.
- Having regard to the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) Guidelines on “Periodic accreditation of universities and degree programs”.
- Having regard to the Independent Statutes of Luiss – Libera University Internazionale of the Studi Sociali Guido Carli.
- Having regard to the University Academic Regulations of Luiss Guido Carli issued by Ministerial Decree No. 270 of 22 October 2004 and subsequent decrees.
- Having regard to the Bylaws of the University Evaluation Unit issued by Rectoral Decree No. 75 of 26 March 2013.
- Having regard to the resolutions adopted by the Academic Senate at its sitting of 23 October 2018 and by the Executive Committee at its meeting of 21 November 2018 approving changes to the previous Bylaws of the Luiss Guido Carli Evaluation Unit.
- Having regard to the Bylaws of the University Evaluation Unit issued by Rectoral Decree No. 222 of 5 December 2018.
- Having regard to the resolutions adopted by the Executive Committee at its meeting of 13 July 2022 approving changes to the previous Bylaws of the Luiss Guido Carli Evaluation Unit.

#### DECREES AS FOLLOWS

The Bylaws of the Luiss Guido Carli Evaluation Unit are hereby amended, as per the text attached hereto and forming an integral part of this Decree.

Prof. Andrea Prencipe

LUISS



# **Luiss University Evaluation Unit Bylaws**



### **Article 1 - Scope of Application**

These Bylaws, in conformity with the Independent Statutes of Luiss University and in particular Article 20 thereof, govern the organization of the activities of the Evaluation Unit and its functioning.

### **Article 2 - Composition, Appointment, Term and Renewal**

The Unit consists of:

- 1 tenured Luiss University professor who is an evaluation expert (Chairperson);
- at least 2 evaluation experts from outside the University;
- 1 student representative (appointed pursuant to the Unified Electoral Regulations for the Election of Representatives to University Bodies).

The Executive Committee, acting on a proposal from the General Manager and after consulting with the Academic Senate, appoints the members and the Chairperson of the Unit.

The members of the Unit shall serve for a three-year term and may be reappointed.

The members shall receive an attendance fee, the amount of which shall be set by the Executive Committee.

Should one of the members resign or for any other reason cease to exercise their functions and not complete their term of office, the Executive Committee, acting on a proposal from the General Manager and after consulting with the Academic Senate, shall promptly replace that member. The incoming member shall remain in office until the expiry of the term of office of the outgoing member replaced.

### **Article 3 - Tasks and Aims**

Consistent with Law No. 537 of 24 December 1993 and Law No. 370 of 19 October 1999, the Evaluation Unit shall operate independently, exercising its policy, auditing and advisory functions in relation to assessment of the teaching, research, services and any other activities undertaken by the University.

In particular the Unit:

- a) oversees measurements, tools and surveys aimed at assessing the teaching, research, services and other activities undertaken by the University;
- b) arranges for the preparation of data and information that may be of use to the University's governing bodies;
- c) provides the University's governing bodies with any opinion sought in relation to assessment as well as its own recommendations to improve the efficiency, efficaciousness and quality of university activities;
- d) 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 Universities and Research Institutes (ANVUR), and other authorities.

In addition to those tasks the Evaluation Unit – further to ANVUR directives (document of 9 January 2013) and Ministerial Decree No. 47 of 30 January 2013 on self-assessment, evaluation and accreditation of the university system – undertakes annual monitoring and policy-making activities aimed at:

- a) evaluating the overall efficacy of the management of quality assurance (QA) in relation to teaching and research;

- b) ascertaining whether the organization and documented activities of the Quality Assurance Unit are structured in an efficacious manner apt to implement quality assurance in the individual internal areas (departments, academic programs, schools, etc.) of the University as a whole;
- c) ascertaining whether the organization of the University and its individual internal areas (departments, academic programs, schools, etc.), through their own appropriately documented concrete actions, demonstrate that what is envisioned and planned by the academic programs and departments is effectively monitored in a systematic and documented way, in other words, takes all steps necessary to attain the stated objectives and check the level of attainment;
- d) ascertaining continued compliance with the quantitative and qualitative requirements for the initial and periodic accreditation of academic programs and locations as well as ascertaining whether the University's governing bodies and academic programs take account of the Quality Assurance Unit's activities and the assessments and proposals put forward by the joint faculty-student commission in the Annual Report;
- e) verifying that the review reports of educational activities are correctly drawn up and used to identify and remove any obstacles to a successful outcome to those activities;
- f) submitting recommendations for the purposes of improvising the quality of the University's teaching and research.

#### **Article 4 - Organization and Functioning**

Meetings of the Evaluation Unit are called by the Chairperson, who sets the agenda therefor and oversees its work.

In the absence of the Chairperson, meetings of the Unit are called and chaired by the member delegated authority to that end.

The Unit meets at least three times a year.

Notice of call of meetings of the Unit shall be sent to all members at least five days prior to the date that the meeting is scheduled for. The notice of call may be sent by telegram, fax, e-mail or any other suitable means. In cases of urgency, notice of just twenty-four hours may be given and may be communicated to members by any suitable means.

An extraordinary meeting of the Unit may be called should at least one third of the members so request of the Chairperson stating the reason therefor and specifying the items to be placed on the agenda.

The presence of at least two members is required to establish a quorum at meetings thereby enabling the Unit to lawfully operate. Resolutions and opinions shall be adopted by majority vote of those present. In the event of a tie, the Chairperson shall have the casting vote.

At the end of each meeting minutes shall be drawn up and signed by the Chairperson setting out the resolutions adopted and the basic details of the discussion held. A copy of the minutes shall be sent to all of the Unit's members. The supporting office handles the taking of the minutes.

Meetings of the Unit may be held by conference call. In that case the Chairperson (or in the latter's absence the person deputizing for the latter) shall verify that the quorum for proceeding with the meeting has been established.

Exceptionally, should deadlines arise that are so tight as not to allow a meeting to be organized in time, the Unit may approve documents by e-mail. In that case resolutions and opinions shall as always be adopted by majority vote, with the Chairperson having the casting vote in the event of a tie.

**Article 5 - Access to Information and Disclosure of Documents**

The Evaluation Unit shall be afforded access by the University to all of the information and data in the possession of its various offices and other organizational units that are necessary for the performance of its duties.

The University shall ensure that the documents produced by the Evaluation Unit are disseminated, subject to complying with data protection law.

**Article 6 - Resources**

In drawing up the budget, the Executive Committee shall arrange for the allocation of the resources necessary for the functioning of the Evaluation Unit and to enable the latter to carry out its scheduled activities.