



UNIVERSITÀ
di CAMERINO

Subject: Issue of the new University Regulations concerning the functioning of the *School of Advanced Studies*

THE RECTOR

- HAVING REGARD TO the University Statute, issued with Rector’s Decree No. 194 of 30 July 2012, amended by Rector’s decree No. 179 of 18 September 2015, published in the Official Gazette of the Italian Republic No. 236 of 10 October 2015, and entered into force on 09 November 2015;
- HAVING REGARD TO Ministerial Decree No. 226 of 14 December 2021, concerning the new “Regulations laying down procedures for the accreditation of PhD programmes and locations, and criteria for the implementation of PhD programmes by accredited bodies”;
- HAVING REGARD TO Ministerial Decree No. 301 of 22 March 2022, concerning the New Guidelines for the accreditation of PhD programmes (pursuant to Ministerial Decree No. 226/2021);
- WITH REFERENCE TO University Regulations for PhD programmes at the University of Camerino currently in force, issued with Rector’s Decree No. 202 of 04 July 2013, and also concerning the functioning of the School of Advanced Studies (SAS);
- CONSIDERING that the Board of the School of Advanced Studies, in its meeting of 14 April 2022, approved the proposed new draft for the “University Regulations for the functioning of the *School of Advanced Studies*”;
- HAVING REGARD TO the resolution of the Academic Senate of 29 April 2022, by which the Academic Senate approved the text of the new Regulations;
- HAVING REGARD TO the resolution of the Board of Directors of 03 May 2022, by which the same body expressed a favourable opinion on the issue of the new Regulations;

DECREES

The issue of the new “Regulations of the School of Advanced Studies” of the University of Camerino, attached to this Decree, of which it is an integral part.

New Regulations shall be published on the official website of the University of Camerino within the first working day following the date of issue of this Decree, and shall enter into force on the same date.

[electronic signature: THE RECTOR
Prof. Claudio Pettinari
CLAUDIO PETTINARI
06 May 2022
07:19:18 UTC



UNIVERSITÀ
DI CAMERINO

REGULATIONS OF THE SCHOOL OF ADVANCED STUDIES

Approved by the Academic Senate in its meeting of 29 April 2022

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Article 1 – Purpose and Activities of the UNICAM School of Advanced Studies

1. The UNICAM School of Advanced Studies (hereinafter, the S.A.S.) coordinates the planning, organisation, and evaluation of programmes for the achievement of “PhD” degrees, promoting their internationalisation, and enriching them with multidisciplinary and interdisciplinary contents and activities.
2. The S.A.S. has scientific, didactic, and operating autonomy and, within the limits set by the University Regulations for administration, finance, and accounting, it also has managerial autonomy.
3. The S.A.S. guarantees, on the basis of the budget assigned by the UNICAM Administration, the resources necessary for the organisational structure, processes, and procedures of the activated PhD Programmes, also in order to accredit and/or certify their quality, in accordance with the provisions of the Regulations, and the national and international Accreditation Bodies.
4. The S.A.S. supports the design link between PhD programmes, and bachelor’s and master’s degree programmes, as well as the organisation and administration of centralised activities relating to PhD programmes.
5. The S.A.S.:
 - a. promotes the aggregation of scientific areas that have methodological and cultural similarities, proposes in-depth studies that are coherent with each other, capable of promoting comm joint educational pathways (in the field of teaching; management of research and knowledge of European and international research systems; exploitation and dissemination of results; intellectual property and open access to research data and products; fundamental principles of ethics, gender equality and integrity; responsible innovation), multi-disciplinary connections and border research between the different fields of knowledge;
 - b. promotes an intense network of collaborations with other national and international schools, and with public and private bodies, with which it identifies and promotes the research topics and the scientific/disciplinary directions on which to base the planning of educational activities;
 - c. facilitates teaching planning by ensuring qualifying training opportunities for several PhD programmes through joint initiatives;
 - d. stimulates and supports the presence of foreign PhD students, both, those regularly admitted to programmes - also reserving specific scholarships for them, and visiting students;
 - e. promotes and supports for all PhD students, also by identifying appropriate financial support mechanisms, the carrying out of training periods at foreign universities;
 - f. supports a more organic and extended relationship between University PhD students and external settings, both professional and research;
 - g. facilitates better advertising of PhD programmes, including internationally;
 - h. allows common systems for the selection and evaluation of PhD students;
 - i. coordinates the staff of the University’s technical-administrative departments, dedicated to supporting the activities of the third cycle of studies, for the design and organisation of educational activities.

Article 2 – Governing Organs of the S.A.S.

1. The Governing Organs of the S.A.S. are the following:
 - a. the Head of the S.A.S.;
 - b. the Board of the S.A.S.;
 - c. the Steering Committee.

Article 3 – The Head of the S.A.S.

1. The Head of the S.A.S. represents the S.A.S., has coordination and promotion functions, and supervises its activities.
2. The Head of the S.A.S. is elected by the Board of the S.A.S. from among its members; representatives of PhD students are excluded from the passive electorate. The active electorate is made up of all the members of the Board.
3. For the election, the provisions of the UNICAM Statute shall apply.
4. The Head of the S.A.S. does the following:
 - a. coordinates relations and communication between the S.A.S. and the University Governing Bodies, the University Schools, and the departments of reference;
 - b. coordinates and promotes the internal communication within the S.A.S.;
 - c. it is the guarantor of the compliance of the S.A.S. proceedings with the laws of the State and the University Statute;
 - d. convenes and chairs the Board and implements the related resolutions;
 - e. ensures the regular performance of teaching activities, usually delegating their organisation, monitoring, and supervision to the Coordinators of the single PhD Programmes;
 - f. draws up the annual report on the progress of the activities of the S.A.S. ;
 - g. appoints, from among the members of the Board, a Deputy Head, who replaces him/her in all their functions in case of impediment or absence;
5. The Head of the S.A.S. may, in exceptional and clearly motivated cases, adopt urgent measures to be submitted for ratification to the Board of the SAS in the first meeting subsequent to that relating to the provision.
6. The Head of the S.A.S. remains in office for 4 years, and can be re-elected consecutively only once. The Head who has held two four-year terms cannot be re-elected. The Deputy Head remains in office for 4 years, and can be re-elected consecutively only once. The Deputy Head who has held two four-year terms cannot be re-elected to this role.
7. The Head of the S.A.S. who no longer is a member of the Board he/she presides forfeits his/her mandate within the following three months; a new election must be called within this period.
8. The office of Head of the S.A.S. is incompatible with that of Rector, Vice Rector, School Director, member of the Assembly of Representatives, Coordinator of the Curriculum and/or PhD programme.

Article 4 – The Board of the S.A.S.

1. The Board coordinates the PhD programmes and the related curricula, implements the guidelines of the Steering Committee regarding the planning of transversal activities, and evaluates the proposals regarding the activation of new PhD programmes.
2. Members of the Board are: Coordinators of the programmes and coordinators of the PhD curricula activated within the S.A.S.; representatives of the PhD students, in the proportion of one to thirty, with rounding up to the higher integer number. The active and passive electorate, for the election of these representatives, is made up of all those enrolled in PhD programmes at the time of the election.
3. Members of the Board remain in office for four years, with the exception of the representatives of the PhD students, who remain in office for two years, provided that the position or role under which participate in the Board persists, and the mandate can be renewed consecutively once only. Members who have held two mandates cannot be re-elected.
4. The Board does the following:
 - a. elects the Head of the S.A.S.;
 - b. examines and evaluates the adequacy and general consistency of the PhD Programmes proposed by the University departments, approving or not the activation or deactivation of the same within the same S.A.S.;
 - c. discusses, plans, and prepares the appropriate initiatives for the development of the S.A.S. to be presented to the University Governing Bodies, in view of the preparation of the multi-year development plans of the University;
 - d. plans and defines the use of the financial and material resources available to the S.A.S., in agreement with the manager of the technical-administrative department of reference, the activities of the personnel dedicated to the activities of the S.A.S. It may grant, even using the funds transferred from the Coordinators or Supervisors, to foreign PhD students in difficult financial situations, a subsidy, by way of maintenance/support, in order to allow the completion of their studies;
 - e. defines the Notice of Selection Procedure for admission to the PhD programmes for the next cycle, before sending it to the University Governing Bodies;
 - f. analyses the needs and requests for resources for the teaching activities of the various PhD Programmes, in order to verify their consistency with the programmes and training objectives and propose solutions to optimise the requests for joint resources for several Programmes;
 - g. approves the overall study project of the S.A.S., including the study projects of the single programmes, joint teaching activities, and the criteria for admission to the programmes, and the formulation of judgments on the activity of PhD students;
 - h. promotes participation in PhD networks;
 - i. guarantees the quality of PhD Programmes by making use of international reviewers, and accreditation and/or certification bodies, qualified at national and international level, for the assessment and control of the achievement of the set objectives;
 - j. avails itself of the annual consultancy with a Steering Committee, both for the design and for the evaluation of the activity of the activated Programmes;

- k. approves the annual report on the activities of S.A.S. prepared by the Head of the S.A.S.;
 - l. resolves on the equivalence of academic qualifications obtained abroad, for the sole purpose of admission to the programmes.
5. The meetings of the Board are convened by the Head of the S.A.S., who chairs them. The convocation takes place via electronic or paper communication containing the agenda, sent to all members, with the indication of the location chosen for this purpose by the interested parties, at least five working days before the date of the meeting, except in cases of urgency.
 6. The agenda of each session is defined by the Head of the S.A.S. The members of the Board can obtain the inclusion in the meeting of specific topics through a written request signed by at least 1/3 of the members of the Board.
 7. The Board meets in ordinary sessions at least four times each academic year, setting the dates in accordance with those of the meetings of the Academic Senate and the University Board of Directors. Any extraordinary sessions may be convened by the Head of the S.A.S., on his/her own initiative, or at the request of at least 1/3 of the members of the Board of the S.A.S., and within 10 days from the date of the request.
 8. For the sessions to be valid, the presence of at least half of the members of the Board of the S.A.S. is required, after deducting justified absences, to an extent not exceeding 1/3 of the members. All resolutions of the Board must be adopted with the favourable vote of the absolute majority of those present. Teachers on leave do not have the right to participate in sessions. The quorum is checked at the beginning of each session and whenever this is requested by one of those present, provided that the request is not made after the Head has started a vote.
 9. The modification of the order of discussion of the items on the agenda can be requested at any time by a member of the Board, with a point of order, which must be approved by a majority of those present.
 10. All resolutions of the Board must be adopted with the favourable vote of the absolute majority of those present. The vote on the resolutions is normally expressed openly. When the sum of those against and abstentions exceeds the number of those in favour, the resolution is rejected. In the event of a tie, the vote of the Head of the S.A.S. prevails. If a resolution concerns one of those present personally, they must be absent from the session during the discussion and voting. A record of this must remain in the minutes.
 11. During the meetings of the Board, the functions of the Minute Taker are carried out by the Administrative Technical staff assigned to the S.A.S.
 12. The minutes must summarise the discussion relating to the various items on the agenda, the resolutions, and the results of the votes. The members of the Board may request that their interventions be entered in full in the minutes by providing a written copy to the Minute Taker.

Article 5 – The Steering Committee

1. The Steering Committee, appointed by Rector's Decree, plans the transversal activities of the S.A.S., elaborates new proposals for PhD programmes to be submitted to the Board of the S.A.S., and promotes relations between S.A.S. and the extra-academic environment.
2. The Steering Committee is composed of the following:
 - a. The Head of the S.A.S.

- b. The Deputy Head of the S.A.S.
 - c. Two researchers/teachers, one of whom appointed by the Rector and the other by the Assembly of Representatives;
 - d. One member of the Committee of Supporters;
 - e. One representative appointed by the Board of Directors, not from among its members;
 - f. One representative elected by the representatives of the PhD students in the Board of the S.A.S. from among its members.
3. With the exception of the representative of PhD students, the incompatibilities provided for the election of the Head of the S.A.S. in the University Statute also apply to persons appointed or elected within the scope of this article.
4. Members of the Steering Committee remain in office for four years, provided that the position or role under which participate in the Board persists, and the mandate can be renewed consecutively once only. Members who have held two mandates cannot be re-elected.
5. The meetings of the Steering Committee are convened at least twice a year by the Head of the S.A.S. The convocation takes place at least five working days before the date of the meeting, except in cases of urgency, sent to all the members, at the location indicated for this purpose by the interested parties and containing the place, the date, the time, and the agenda.

Article 6 – Amendments to Regulations and Transitional Rules

1. These Regulations are issued by Rector's Decree, and enter into force from the date of issue of the same Decree.
2. Any amendments to these Regulations, must Board of the S.A.S., subject to the favourable opinion of the Board of Directors, in particular as regards the aspects that involve investment or changes in the use of resources.
3. For all matters not provided for in these Regulations, the relative legislative provisions shall apply.

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