

# STATUTE OF SAPIENZA UNIVERSITY



SAPIENZA  
UNIVERSITÀ DI ROMA

The Statute:

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## Presentation

As Italy's most prominent university, Sapienza University felt the necessity to establish a new rule system, redefining the university in the light of international comparison.

The latest version of the Statute, redefined after the approval of Law 240/2010, intends to reaffirm and clarify the definition of its principles:

- full accountability of the academic sector (Departments, Faculties, the Academic Senate) in launching cultural policies, including those related to Faculty and Department organisation as well as the definition of selection criteria for teachers;
- accountability of the administrative sector (the Board of Administrators, Administration, Service structures) in determining the general distribution of resources and the general organisation of offices and services;
- giving particular attention to education and its organisation based on student needs;
- equal attention paid to research as an opportunity for competition and reinforcement of the production sector;
- a system centred around the students, particularly when their university studies represent a social ladder, based on a new commitment in frameworks apt to guarantee the right to and the quality of education, as well as for the placement and inter-relation with the employment sector.

This general framework intends to reassert Sapienza's role as a public university. This requires consistent policies such as setting criteria for participating in the governance according to academic merits. Components of the passive electorate are to be selected according to their merits and organisational skills; dismissed from the active electorate in case of failing to fully meet their obligations as a professor-researcher, technical-administrative staff member, or student).

The evaluation and monitoring systems have a fundamental role in the "normative construction", and it is entrusted to the Evaluation Board of the University, the Faculty Monitoring Committees, and the Quality Team. Evaluating calls for setting clear objectives of optimal performance and quality, improving activities, and responding to world-wide challenges of education and research.

Our decisions are guided by the growing concerns regarding the precarious economical and financial situation and the uncertain and problematic future of younger generations. The impoverishment of the middle class, the increase of unemployment, the lack of tangible outlets for young researchers are central elements in defining the norms and regulations based on quality, efficiency, reward of merit and structures able to support these aims.

Sapienza University has done its part; the government's *spending-review* ranked us amongst the top ten percent of the most virtuous institutions. It is now up to the government to take responsibility by sustaining the university system, so crucial for the development, on a national scale, of culture, science, technology, and employment.

Rome, Dec. 11, 2012 Rector Luigi Frati

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## CHAPTER I - General Principles Art. 1 - Character and Objectives

1. "Sapienza" University of Rome, also referred to as "Sapienza University of Rome", or briefly as "Sapienza", is a research and education community where students, professors, technical-administrative staff and managers alike, perform their functions and fulfil their duties as pertaining to their competence. Sapienza is organised in the form of a public institution with scientific, didactic, organisational, financial, and economic independence.

2. Sapienza carries out the fundamental, primary, and closely related functions of scientific research and education, organising different kinds of higher education, counselling services, cultural and professional revision, Master Programmes and specialised training, as well as other necessary and/or complementary activities.

3. Sapienza promotes and favours the international dimension of study, teaching, and research activities. Joint degrees, international mobility of students and teaching staff, admission and education of foreign students are among the fundamental objectives of the University.

4. Sapienza undertakes all possible initiatives to guarantee the right to education as expressed by the Italian Constitution. Furthermore, the university contributes, within its means and competence, to fully ensure the students' right to fulfil their cultural and professional training

goals with innovative training methods and advanced educational paths, including ICT-based ones, organised by the university itself or by associated institutions.

5. Sapienza guarantees its full and associated professors, researchers, and same-level staff autonomous research and academic freedom, equal rights and access to research funds, instruments and infrastructures, as well as appropriate coordination. The assignment of funds must be based on projects evaluated according to the criteria of the international scientific community.

6. Sapienza pursues its objectives fully respecting human dignity, maintaining a pluralism of ideas and transparency of data and operating procedures. Sapienza ensures complete freedom of thought and the expression of political, trade union and religious freedom; it guarantees all staff and all students the necessary conditions to freely express and communicate their thoughts as well as ensuring equal opportunities in the work place and the educational environment. Sapienza upholds an ethical code.

7. Sapienza regulates with a special regulation, approved by the Academic Senate on the proposal of the interested structures, the PhD Courses with administrative headquarters at the "Sapienza", promoting the quality and internationalization of doctorates.

8. Sapienza takes part in the promotion, organisation, and attainment of cultural and educational services at regional, national, and international level, which may involve collaborating with either companies or non-profit institutions. The purpose is to promote both cutting-edge means for providing educational activities, as well as services and professional activities relevant to the university's institutional objectives. The Board of Administrators and the Academic Senate, in accordance with their respective powers, evaluate and approve relevant proposals.

9. Sapienza considers the transfer of innovation to the production system as one of its main goals. Sapienza can constitute or participate in a company or in other kinds of private associations, both for promoting, organising and carrying out of research activities and for encouraging and supporting the creation of enterprises formed for putting research results to use. The university supports the development of applied research by providing technical – professional planning and services that are consistent with its educational purposes of research and technical-scientific qualification of its teaching staff. The Board of Administrators and the Academic Senate, in accordance with their respective powers, approve relevant proposals.

10. Sapienza supports tutoring programmes and educational courses designed to meet the needs of its students. The university is committed to offering high-quality teaching, directly or in co-participation with other institutions, also by digital means, aimed at full-time and fixed-term students, working students or other specific user categories.

11. Sapienza encourages and favours the participation of all constitutive components of the community by various means of participation, consultation and presentation of motions and proposals as defined by specific regulations approved by the Administrative Board and the Academic Senate in accordance with their respective powers and responsibilities.

## Art. 2 - General Organisational Principles

1. Sapienza has full legal capacity under public and private law, which it exercises in the fullest respect of its institutional purposes, excluding any profit not devolved to these purposes.
2. Sapienza promotes dialogue and debate on problems regarding the realisation of its institutional objectives. The University ensures publicity of the proposals and provisions of its governing organs. Matters of private or personal nature are excluded; to this end, the University ensures the availability of such information on its website or by other digital means, whether to dispatch convocation notices to whom it may concern, or in general, to publish reports from the collegial organs.
3. Sapienza favours participation of all categories of staff and students to the elections of university offices and other positions, assuring secret ballot.
4. The financial statement of Sapienza is published according to regulations in force.
5. For the purposes of art. 2, subsection 1, letter o) of 30.12.2010 law no. 240, and the principles for implementing the University's fiscal responsibilities, the delegation of functions by the Director General is permitted. The limits and areas of delegated powers are regulated by the Regulations for the Administration, Finance, and Accounting.

### Art. 3 - University Legal Aid

1. Sapienza, according to Royal Charter No. 1592, 31.08.1933, art. 56, is represented and defended by the Legal Council of State in regards to both active and passive hearings before judicial authority, arbitration panels, and special administrative jurisdictions, provided that there is no conflict of

interest with the state administration, the regional areas of government, and other public authorities that may avail themselves of the Legal Council of State defence. Sapienza may call on internal lawyers or, based on special regulations sanctioned by the Administrative Board, general practice lawyers, in compliance with the regulations in force.

2. The Rector, as legal representative of the University, grants the power of attorney to the lawyers of the University's Legal Department, upon prior, motivated disposition by the Director General. The Rector also grants powers of attorney to general practice lawyers, by means of a motivated resolution provided by the Administrative Board.

### Art. 4 - Activities Planning and Evaluation

1. Sapienza exercises its institutional functions within the national and regional public university system, participating, within the limits of its areas of expertise, in the coordination and self-regulation of the whole system.

2. Sapienza adopts an organisational model complying with the principles of efficiency, responsibility, transparency, and simplification of procedures, in observance of the distinction between planning, management, and control activities.

3. Sapienza prepares specific programmes and development projects, taking in consideration the needs of different cultural areas. With its proposals it participates in the national university

development plan and in the long-term organisation of technological and scientific research. The University also contributes to regional health-care planning.

4. The Academic Senate and the Administrative Board determine the strategic goals in the field of cultural, scientific, and teaching policies, each to the extent of its respective competence. They also determine efficiency and efficacy goals for research, teaching and service activities of the University as a whole and in its main divisions, in expressions of its cultural and scientific diversity (Departments, Faculties) or in apparatuses for achieving specific objectives (Centres, administrative and technical structures).

5. Sapienza, through its competent organs, evaluates costs and yields of the university Expense Centres in relation to the resources allocated to them, their assigned tasks, and the results achieved. To this end the University elaborates widely disseminated and publicised efficiency and cost indicators, differentiated into different scientific-cultural areas and specific administrative-technical structures, with the aim of quantifying the application of financial resources, assessing the extent of utilisation, and the congruence between the objectives set and the results achieved. The merit-based evaluation system of different institutional activities is applied to Departments, Faculties, as well as to centres, technical and administrative structures.

6. The evaluation of institutional activities is implemented through the University Evaluation Unit, composed mainly of experts from outside the University. The provisions of Article 21 are applied to the Evaluation Unit. The Unit uses scientific and educational quality indicators approved by the Academic Senate and the Board of Directors, defined on the basis of the criteria used by the international scientific community. The criteria, which can be integrated by the General Manager for his specific competences, can be partially differentiated for large areas, any proposals made by the College of Department Directors, the joint teacher-student commissions, as well as the Faculty monitoring committees referred to in art. 12. The Monitoring Committees perform support functions for the University Evaluation Committee, also in the evaluation activity of the Departments related to each Faculty. The assessment is carried out in accordance with the general criteria determined at the University level. The annual evaluation report on research and teaching is prepared by the Evaluation Unit and is also based on the data and judgments of the Faculty Monitoring Committees, as per art. 12, paragraph 3, letter d) and of the joint teaching-student commissions pursuant to art. 12, paragraph 3, letter f). The annual report is subject to the approval of the Academic Senate and the Board of Directors, who express their respective competences. "

7. Sapienza employs a "Quality Team" in order to ensure its system quality. This team answers to specific regulations approved by the Academic Senate with prior approval from the Administrative Board.

8. In any case, the assessment of research needs to consider: a) results estimated according to international criteria, specific for each scientific and cultural area; b) importance of the products; c) funding both from sources both internal and external to the University, minding the specific disciplines.

In any event, the indicators for assessing didactic qualities need to include:

a) duration of attendance of a study programme compared to its legal one; b) expected learning results, including the evaluation of the student opinions; c) employment outcomes; d) relation between education and the job position obtained.

9. "Sapienza", in order to ensure high quality and organizational levels of the teaching activity, makes use of a Joint University Committee, presided over by the Rector or his delegate and composed of a representation of the didactic structures and of the students.

10. Directors of Department and Deans of Faculty shall receive a compensation as determined by the Academic Senate and the Board of Administrators, within their respective competences. The compensation is linked to both the position held and the fulfilment of the goals set by the Academic Senate and the Board of Administrators.

11. A failure by the Directors of Department or Deans of Faculty to fulfil the set goals may result in a suspension from their position by the Rector and the resulting renewed election of a new Director or Dean for the respective structure. Such a suspension must respect a prior and motivated decision by the Academic Senate reached by absolute majority.

## Art. 5 - Scientific Research

1. Sapienza considers its function in research activity as primary and as having priority; it supports the international dimension of research and promotes the transfer of its results, also by means of specific structures, to cultural and productive systems and to civil society. The Academic Senate and the Board of Administrators, according to their respective powers and responsibilities, establish the directives aimed at achieving these goals.

2. To evaluate and select research projects funded internally, Sapienza's avails itself of a "Research Commission". This commission is presided over by the Rector, or a delegate, and the representatives of the macro-areas. The Academic Senate designates them, based on the proposal of the Departments afferent to each macro-area, in equal parts between tenured professors, associated professors, and researchers based on their scientific curriculum. Based on established criteria, the Commission selects the evaluators of the projects, who usually operate by means of an anonymous evaluation system. In relation to the evaluations, the commission formulates motivated funding proposals for projects that were positively evaluated; assuring adequate publicity in the academic community. The commission can send proposals to the Academic Senate and the Board of Administrators regarding research policies.

## Art. 6 - Student Rights and Obligations

1. Students have the right to quality education, complementary lessons and training activities scheduled according to the academic calendar and the directions of the Academic Senate, to facilitated access to the libraries system of the University. Students have the right to participate in academic research, also by means of temporary mobility to other institutions of education and research, both national and international. Rights and duties of the student body are defined in the "Rights and Duties Document" prepared by the Academic Senate, with the consultation of the "Student Ombudsman"; see the following paragraph 5.

2. Students attending any Degree Programme are guaranteed access to educational and scientific competences available in other Degree Programmes, both for single courses and the final thesis. The access is defined by the Didactic Regulations of the University.

3. Students have the obligation to participate, under the terms defined by the Didactic Regulations of the University, in educational activities offered by the structure that organise the Degree

Programme they attend. Students are also obligated present themselves at for-credit as well as at examinations evaluating the educational quality as compared to similar teaching structures, including the international ones.

4. Students have the right to freedom of assembly, also in regard to the participation in the elections for the representatives of University's organs, and to managing the common spaces identified by the Board of Administrators with the consent of the Academic Senate. They may ask for access to information necessary for carrying out the tasks of representation, respecting current norms.

5. The Student Ombudsman is defined at the University and Faculty level. He/she has the authority and the duty to intervene, based also on motivated requests by the students, in order to report any dysfunction and undue limitation of student rights as defined by the Statute. The University and Faculty Student Ombudsman is an authority independent from the representatives of the respective institutions. He/she periodically reunites the Faculty Ombudsmen and has the authority to consult the student representatives in the collegiate organs as well as the structures' representatives if needed; each semester he/she reports to the Rector and the Academic Senate.

6. "Sapienza" pursues student politics aimed at favouring their international mobility and commending their abilities, awarding merit and effort, removing obstacles to aid them in obtaining quality preparation within the time foreseen by the course programmes. The policy in favour of the students is put into effect by activating suitable teaching methods, online lectures and tutoring

included, assistance such as free tuition for students of merit and the possibility to access the School of Advanced Studies.

## Art. 7 - Rights and Duties of Teaching and Non-academic Staff

1. Professors are guaranteed autonomy of research and freedom of teaching, by the means defined by the present Statute and in respect of the principles defined under the Art. 33 of the Italian Constitution, as well as in conformity with legislation regarding university organization; the right to education and legal status of staff.

2. The tenured professors are subject to evaluation of their activities on the basis of a Regulation approved by the Academic Senate and by the Board of Directors, for their respective competences. The evaluation of the research activity is conducted on the basis of the indicators used by the international scientific community, taking into account the specificities of the disciplinary areas, also in comparative terms between structures (Faculties, Departments, Centers), groups of teachers and single teachers. Similarly the evaluation of the didactic activity is conducted taking into account the opinions expressed by the students, also in comparative terms between organizational structures and teaching coordination. Teachers are obliged to conduct the didactic functions assigned to them and to transmit to the University the data on their own research and teaching activities within the established deadlines and with the required methods. Failure to comply with these obligations will result in exclusion from the request for access to funding funds; it is a negative element in assessing the activity of the Faculties and the Departments they belong to and constitutes a reason for initiating disciplinary proceedings according to the regulations in force. Teachers are obliged to insert their curriculum vitae in the structure site of the structures to which they refer. "

3. The technical-administrative staff work in a coordinated manner, in relation to the goals of their respective organisational structure. Every structure is subject to the periodical evaluation of the efficiency and effectiveness of their activity according to the indications given by the Board of Administrators. The evaluation of individuals is carried out respecting the procedures established by the national collective work contract for the specific section.

4. Sapienza protects all forms of associations of teachers and technical-administrative staff. Sapienza guarantees and supports their possibility to communicate and hold reunions, also by using University premises, establishing specific rules to this end.

## Art. 8 - Disciplinary Board

1. The Disciplinary Board instituted by Sapienza is responsible for all disciplinary procedures. These procedures are relative to tenured professors, associate professors and researchers regarding any fact or event that may result in the imposition of a sanction more severe than an official reprimand and also regard any relevant violation of the ethical code for aspects concerning the Disciplinary Board. Such sanctions include those determined under article 87 of the Law on Higher Education in Royal Decree no. 1592, 31/08/1933. The objectivity of the Disciplinary Board is guaranteed during the preliminary investigation, which is coordinated by a specific manager.

2. The disciplinary board of Sapienza is composed of three tenured professors, three associate professors and three researchers as effective members and of other six supplementary members,

all of whom are appointed as full-time members. The Rector will present a list of 18 eligible candidates for each category based on recommendations from the Departments.

3. The Academic Senate appoints, by absolute majority of its components, three effective members and three substitute members for each category.

4. The Board is presided over by a University professor elected by the Board among its members by absolute majority. Disciplinary Board members serve a four-year mandate that is not consecutively renewable.

5. The disciplinary procedure is endorsed by the Rector.

6. The Disciplinary Board conducts the preliminary investigation of the procedure. Within thirty days the Board expresses a conclusive opinion regarding the responsibility of the professor subject to the procedure and a relative sanction. The Disciplinary board summons the professor subject to the procedure, the latter can turn to a lawyer for legal assistance.

7. In the case of absence of one or more of the effective members, the respective supplementary members will act as substitute.

8. If the procedure is deferred to a new session the Disciplinary Board continues its work, with the same members of the first session, until a decision is reached.

9. The professor subject to a criminal procedure and affected by a measure restrictive of his/her personal freedom is suspended from office by deliberation of the Administrative Board. In all the other cases, the Disciplinary Board may suggest that the Administrative Board suspend the duty of

the teacher subject to a criminal procedure and indicted for acts of particular import. The Disciplinary Board can, moreover, suggest the suspension of the teacher subject to a disciplinary procedure for particularly serious violations of his/her official duties. In this case, the Disciplinary Board can propose a fixed-term suspension according to current laws.

10. Within thirty days of receiving the acts, the Administrative Board, without student representation, imposes the sanctions, that is, disposes the archiving of the documents in conformity with Disciplinary Board regulations. The responsibility of the Rector regarding the jurisdiction of the imposition of official reprimands remains.

11. The internal regulation of the Disciplinary Board is approved by the Academic Senate.

## Art. 9 - Ethical Code

1. Sapienza adopts, based on current laws, the Ethical Code that defines the rules of behaviour, respecting the rights of the individual, regarding all members of the University community towards both the institution and third parties.

2. The dispositions of the Ethical Code are aimed at preventing any kind of discrimination and abuse, as well as to settle any conflict of interest, violation of norms or conflicts regarding intellectual property.

3. The Ethical Code of Sapienza is defined by the Academic Senate, in accordance with the Board of Administrators and is issued by the Rector's decree.

4. In order to divulge, respect and render effective the Ethical Code, Sapienza expressly instituted an Ethics Committee. This Committee is designated by the Academic Senate and appointed by Rector's decree, with prior relation from the Director General. It is formed by two representatives from the teaching staff, two representatives from the technical administration staff, and two student representatives, respecting gender equality. Teaching and tech-administration staff can be external to Sapienza University.

5. Any violation of the Ethical Code not falling under the competence of the Disciplinary Board will be discussed by the Academic Senate, following the Rector's suggestions and taking in consideration the preliminary investigation undertaken by the Ethical Committee.

6. The proven violation of rules of behaviour of the Ethical Code, with conformity of the scaling principle, will lead to the imposition of the following sanctions:

-Teaching staff:

- a) Letter of formal notice;
- b) Suspension from the academic office or from the responsibilities for up to one year;
- c) Definitive discharge from the academic position or from the office held;
- d) Suspension from any academic position or office for up to five years;
- e) Suspension, of maximum three years, from access to funding for research and/or university education.

-Technical Administration staff

- a) Letter of formal notice;

- b) Suspension from office and responsibilities for up to one year;
- c) Definitive discharge from position;
- d) Suspension from the position of staff representative within the Technical Administration Committees;
- e) Suspension from any position of responsibility for up to five years.

-Students

- a) Letter of formal notice;
- b) Suspension of the academic career for up to four months;
- c) Discharge from the position of students' representative.

## CHAPTER II - Organisational Structure Art. 10 - Organisation of the University Structures

1. Sapienza in order to guarantee the unity of the university studies and to safeguard the plurality of cultures that contribute to it and, at the same time, to favor the process of organizational decentralization and evaluation of the activities, is divided into Departments and Autonomous faculties under the administrative and organizational profile, with their own bodies and regulations, adopted on the basis of standard regulations approved by the Academic Senate and the Board of Directors. Centers can also be activated according to the provisions of this Statute. The "Sapienza" can also contribute to similar inter-university structures aimed at research and training. ";

2. Sapienza's central governmental organs are competent in matters of strategic planning, orientation, budget, programmed and indexed allocation of resources, definition of efficiency-effectiveness indicators for the various educational and scientific structures. They are also competent in matters of services and administration, international relations, general IT services, organisation of common services and structures, human resources policies, educational assortment regulations, career counselling and employment services, student relations guidelines, safeguarding of the University's assets and construction works, evaluation of activities and results.

3. Departments and relative government organs are competent in all other matters concerning organisation and management of research and teaching activities and all that is related to them, as provided by Art. n°11 and n°12 of this Statute. Faculties, being connecting structures, absolve the function of coordination and actualization of the didactic activities of afferent Departments, as well as collaborating with the Evaluation Committee in order to evaluate the activity of the departments.

4. Professors, associate professors and researchers are associated to Departments. Each department is generally composed of at least 50 units. Any exception will have to be approved by the Academic Senate, which takes into account specific subject area and Faculty characterises, setting the minimum at 40 units. Non-academic staff is also associated to the Departments, to which they are assigned according to relevance indicators.

5. Each department is part of a faculty which coordinates them. Faculties – no more than 12 – group together no less than three and no more than twelve Departments; any exception regarding

the number of Departments has to be deliberated and approved upon, by absolute majority, by the Academic Senate.

6. Departments are allocated financial resources to cover investment and operating expenses; they are also directly allocated a teaching staff budget, based on criteria and procedures established by the Academic Senate, expressed in staff-points, normally equal to 80% of the amount approved by the Board of Administrators, which is use for recruitment, communication expenses, or teaching staff transfers. The Faculties, in accordance with the provisions of the Board of Administrators, allocate part of the mentioned teaching staff budget, normally 20% of it, to their Departments.

7. Departments, Faculties and Centres make use of Sapienza's central services for their institutional objectives.

8. The Administrative Board approves, by motivated deliberation, proposals of institution, re-organisation, modification or suppression of Departments, Faculties and Centres, after consulting the Academic Senate.

9. The suppression of Departments and Faculties or their separation from Sapienza, takes place after a unanimous vote by the Board of Administrators on the issue as well as a motivated deliberation as well as a legal opinion expressed by the Academic Senate. In any case of suppression or separation all financial resources, liquid and real estate property will remain entrusted to Sapienza.

10. The macro areas are established by Academic Senate and constituted by Departments with similar educational-scientific objectives, as specified under article 19, paragraph 2, letter b).

11. Term structures aimed at research, education, service or at their integration may be organised under the condition that they be financially self-sufficient and are part of one of the statutory structures specified under article 10, paragraph 1.

## Art. 11 - Departments

1. Departments are fundamental and primary structures for research and training activities, with homogenous in their aims and/or methods.

In particular:

1. a) The Departments define, in accordance with the decisions of the Academic Senate and of the Board of Administrators, their annual objectives and, if necessary, they also define self- evaluation criteria to be integrated with those established by the Ministry of Education, in addition to those defined by "Sapienza" and its Faculties;
2. b) The Departments elaborate a three-year plan for research activities, annually revisable, defining the main research areas and commitments of major interest of both groups and individuals, guaranteeing the possibility of free research proposals. The departments also provide facilities, services and instruments necessary for the research projects;
3. c) The Departments promote collaborations and agreements with both the public and private sector aimed at creating synergies and at obtaining funding for research and teaching both at European and international levels;

4. d) The Departments propose the educational structure and/or relative modifications of Degree Programmes pertinent to the department or of parts of the educational structure pertinent to them. The departments will formally communicate these proposals to their respective Faculty or Faculties for deliberation and subsequent approval by the Academic Senate;
5. e) The Departments concur, in collaboration with the respective directive organs, to the organisation of Specialisation Schools;
6. f) The Departments submit requests of approval for activation or modification for research PhD's and Doctorate Schools related to the Department to the Academic Senate. The Departments also approve the related curricula;
7. g) The Departments promote – with prior verification of available resources and ensuring priority to Degree Programmes– the activation of Master Programmes, formally communicating it to the respective Faculty or Faculties for the relative deliberations and subsequent approval by the Academic Senate. Departments are also responsible for managing the activated Masters;
8. h) the departments promote the activation - after checking the available resources and ensuring the priority functioning of the Study Courses - of the training and higher education activities, giving formal communication to the reference Faculty for the relative resolutions and for the subsequent Rector's decree and are responsible for of the training and higher education courses activated;
9. i) The Departments define, annually - on the basis of the available resources and in relation to the research programs, the educational activities offered also in faculties other than those of which they belong and the terminations that have taken place or that are envisaged - the recruitment needs, articulated by scientific-disciplinary sectors, of new professors and researchers to guarantee the sustainability of the training offer as a priority;
9. j) The Departments propose the activation of procedures for the recruitment of professors and for the awarding of fixed-term research contracts, within the means to the resources allocated to them, according to the regulations of the Academic Senate;
10. k) The Departments propose the calls of professors and researchers, relative to the competitions announced for the relevant scientific-disciplinary sectors, and in any case within the framework of the resources allocated, after having organized a seminar on the scientific activity of the candidates; the proposal is transmitted to the Faculty as far as it is competent in the cases referred to in Article 12, paragraph 1, letter c); in the event of disputes over calls, at the request of the Rector, the Faculty Council and the Academic Senate are expressed;
11. l) The Departments organise pertinent teaching activities, allocating them among the professors according to their specific competences, ensuring, as much as possible, an equal distribution;
12. m) The Departments collaborate on the implementation of Degree Programmes and assume full organisational responsibility if at least 60% of credits (CFU) of a Degree Programme is pertinent to the Department, however the Teaching Area and Degree Programme Boards maintain their respective competences. Full organisational responsibility of Degree Programmes can be taken into account in evaluating staff needs;
13. n) The Departments coordinate educational activities with other Faculties or departments who request it, based on criteria of the Academic Senate, also on proposal of the University Educational Committee;

14. o) The Departments employ the technical-administrative staff assigned to them according to current laws and dispositions of the Universities central organs;
15. p) The Departments are in charge of maintenance of the premises and the equipment assigned to the them;
16. p-bis) they are responsible for providing information to students, teachers and staff also through the management and timely updating of the Department's site;
17. q) The Departments perform all other tasks as provided by current laws, regulations or other, related to the established objectives.

2. *Autonomy*. In order to perform their institutional tasks, Departments have administrative and managerial autonomy regarding all contractual and conventional activity expenses, directly connected to them, with both the public and private sector and in accordance with current

legislation. Departmental autonomy however excludes general administrative measures and all matters reserved to the other University organs as provided by this Statute.

3. *Organs*. The Department organs are:

a) Department Board. In accordance with their respective responsibilities, the following members have voting rights:

- all tenured professors;
- All researchers – including those on fixed-term contracts – and same level staff belonging to the Department;
- the Administrative Secretary, who has secretarial duties;
- technical-administrative staff representatives, with a quota at least equal to the 15% of the teaching and same-level staff;
- An equal quota of student representatives, as provided by the Department's regulations. Scholarship and research grant holders as well as long-term research contract holders related to the Department, also have voting rights in the Committee with up to three representatives.

b) Director. The Director has the power of jurisdiction and of representation. The Director is elected by the members of the Department Council amongst all full-time tenured professors and remains in office for three years.

c) Council. the Executive. It is chaired by the Director and is composed of two representatives for each of the following categories: first level professors; second level professors; researchers; technical-administrative staff and students, elected from among those belonging to the Council; the administrative manager with functions of secretary is part of it. In any case, the Board has investigative functions on all matters within the competence of the Department Board.

The Department Director is aided by the Administrative Secretary in the management of the Department's activities. The Administrative Secretary is responsible for the Administrative Office and coordinates all activities of administration and accounting within the office's competence, as provided by the Regulation regarding administration, finance and accounting.

4. Regulation. Within three months of the foundation or reorganization of a Department, the Department Board adopts the organisational regulations by absolute majority of those present and voting, following a model proposed by the Interdepartmental Coordination Committee

and approved by the Academic Senate and the Board of Administrators. The organisational regulations may provide for:

a) A further articulation of the Department's Council, in addition to the minimal requirements provided by Paragraph 3 of this Article, ensuring that equal participation of all components is maintained.

b) The Department's Articulation in sections with scientific autonomy, within the framework of general departmental programming;

c) Methods of selection of representatives of students, scholarship and research grant holders and long-term research contract holders to participate in the Department Board.

d) Any other detail regarding departmental procedures and activities.

5. Staff. Departments employ technical - administrative staff based on the number of afferents, on the volume and nature of its activities. The number of technical-administrative staff members is subject to periodic reviews also in relation to the results obtained.

6. The Department's Council normally meets every trimester.

## Art. 12 - Faculties

1. *Duties.* Faculties coordinate, rationalise and monitor teaching activities. They also monitor the Departments' research activities, in relation to provisions given by the Evaluation Committee. The faculties promote cultural development, scientific integration and organisation of education, as well as manage the services shared by its Departments.

More specifically, through their organs:

a) The Faculties define, in line with the decisions of the Academic Senate and the Board of Directors, the objectives to be achieved over the three-year period and for each academic year, based on the proposals of the Departments relating to the Faculty;

b) express an obligatory opinion on the proposals of the competent Departments and Councils of Educational Area or of Study Course, in order to the establishment, suppression and modification of the Study Programs, of the educational programs of the Study Courses and of the Specialization Schools, as well as of their Master relevance; submit proposals for the activation, suppression and modification of Degree Programs to the Academic Senate and to the Board of Directors; they also perform interface functions with the competent organizational area, uniformly implementing the merit provisions;

c) They receive proposals from the Departments relating to the call of professors and researchers from scientific-disciplinary sectors for which assistance is provided; on them the Board must express itself, for advisory purposes, with regard to the need to ensure the inseparability of the functions, after acquiring the pertinent opinions;

d) coordinate for each academic year the general planning of the educational activities in collaboration with the Departments and the Educational Area or Study Course Councils;

d-bis) approve the establishment of the Didactic Area Councils;

e) identify, in relation to the total building structures assigned to the single Faculty and the Departments related to it, the spaces supplied to the Departments, based on the double principle of ensuring the structural identity of the single Department with its scientific-educational activities and to rebalance the spaces between the Departments according to indicators predefined by the Academic Senate;

f) The Faculties they draw up an organic plan of proposals relating to extraordinary and ordinary maintenance of buildings and equipment within the resources that will be provided for this purpose, in the budget, in relation to the spaces assigned to the Faculty;

g) The Faculties employ the technical-administrative staff assigned to the Faculty according to current laws and University regulations;

h) The Faculties elaborate a plan on the Faculty's technical-administrative staffing needs;

i) The Faculties are responsible for communications to students, teaching staff and non-academic staff, this also includes the management and timely updating of the Faculty's website;

j) The Faculties are responsible for the efficient functioning of the Departmental Student Offices, according to University guidelines;

k) The Faculties are responsible for the management and promotion of student services, especially regarding mobility, orientation, tutorship and placement, the publication of Regulations of Degree Programmes, and of timetables for classes and examinations;

l) The Faculties annually draft, on the basis of the results provided by the Faculty Monitoring Committee, a report on the achievement of the research and teaching objectives by the individual Departments concerned, which transmit to the University Evaluation Unit for their own determinations;

m) The Faculties promote collaborations and conventions pertaining to relevant activities with both public and private subjects to create synergies and to find external financing;

n) They perform all other tasks as defined by current laws, regulations, or that are in any way connected to fulfilling established objectives.

The Faculties that coordinate Departments with functions of assistance warrant for the indissolubility of activities regarding research, education and assistance.

2. *Autonomy*. Faculties follow the same regulations that apply to Departments, as provided by Art. 11, Paragraph 2. Faculties are nonetheless responsible for the teaching conventions connected to the Degree Programmes and to the Specialisation Schools, which they coordinate. Any relative decisions are under the responsibility of the Council.

3. The Faculty is structured as follows:

a) Faculty Assembly. Participants are: all full professors and researchers (including fixed-term researchers) connected to the Faculty's departments, all with voting rights, with the exception of those connected to other structures, as decided by the Academic Senate by qualified majority vote; the Office's coordinator and the Administrative secretary, both with deliberating vote; the representatives of the technical-administrative staff are also present in a number not less than 15% of the teaching and equivalent staff and an equal number of student representatives, according to the procedures established by the Faculty Regulations. For the purposes of determining the quorum, if a member of the Faculty Assembly represents an absolute majority of those entitled, the members of said member are counted only if present. The Faculty Assembly meets, as a rule, every six months.

The individual members of the Assembly elect their respective representatives in the Board, according to a Regulation approved by the Faculty Assembly, based on a standard Regulation approved by the Academic Senate and the Board of Directors.

b) Council. The Council conducts preliminary evaluations relative to letters a) and l) of paragraph 1. It has deliberating functions on all the other Faculty's tasks, including administration of funds allocated to the Faculty. Furthermore the Council administers logistic coordination of teaching activities. The Council is presided over by the Dean and is composed of the Directors of the Departments connected to it; a delegation of student representatives amounting to 15 percent of the component body, and, amounting to no more than 10 percent, components of the Department Boards; among the coordinators of Study Programs or Didactic and Doctoral Programs, or among those responsible for the care activities for which the structure is responsible, where provided. The Board normally meets on a monthly basis.

c) Dean. The Dean coordinates and presides over Faculty Assembly and Council reunions. He/She conducts his/her functions in connections with the Academic Senate; is nominated by the Rector, with prior consultation of the Faculty Assembly, among full professors for a three-year full-time tenure.

d) Monitoring Committee for Teaching and Scientific Activities. Operates as support for the Didactic and Scientific Activities Evaluation Committee for University research and teaching activities and quality supervision.

e) Guarantor of the students of the Faculty. He is appointed by the Dean, upon appointment of the student representatives, after consulting the Faculty Council, for a period of three years. The Guarantor is available to students to receive any complaints, observations and proposals. The Guarantor has the right to carry out investigations and reports to the Dean who, in relation to the specific case, adopts the acts of competence. The students who turn to him have the right, at their request, to anonymity and their name, like any other element suitable to identify them, is excluded from the right of access to administrative documents.

f) Joint Commission of Teachers and Students. The Commission responsible for:

- - monitoring activities, the Course Catalogue and the quality of education, as well as of the
- assistance provided to students by professors and researchers;
- - elaborating indicators for the assessment of the results of said activities and assistance;
- - providing counsel regarding activation or suspension of Degree Programmes;

- - reporting malfunctions and provide relative proposals.

The professors on the Joint Committee are designated by the Faculty Assembly, representing the different levels (full and associated), chosen amongst those that have carried out official teaching activity in the last three years and that have been evaluated positively; the student part of the Committee is elected according to the rules as provided by the following paragraph 4.

4. *Regulations.* Within three months from the coming into force of this Statute the Faculty Council proposes the organisational regulations by an absolute majority of those present and voting, based on model regulations approved by the Academic Senate with prior counsel of the Board of Administrators. The proposed regulations will have to be approved by the Academic Senate with prior and favourable reception from the Board of Administrators.

The Regulations must include:

- a) The composition and procedures of election for representatives of the different Council categories;
- b) the composition of the Monitoring Committee for Teaching and Scientific Activities, in relation to the provisions of Art. 4, paragraphs 6 and 8 of the present Statute, as well as the composition, the procedures of establishment and operation of the of the Joint Committee of Teachers and Students.

The Faculty Regulations may provide, amongst other things, specifying the procedure: the appointment of no more than three Vice Deans, chosen amongst full professors, one of which is elected as vicar; the setting up of commissions for the examination and formulation of proposals on matters of Faculty competence; any other specification regarding Faculty activities.

5. *Staffing.* The Faculty hires technical-administrative staff in relation to its number of professors, researchers and same-level staff affiliated to it, as well as in relation to the number of students. The staffing is subject to periodic reviews based on the achieved results and on changes in student population.

The Dean and the Council are aided in the management of the Faculty's activities by:

- a) The Faculty Office Coordinator manages the Office and coordinates technical- administrative staff connected to the Faculty; The Coordinator participates in Faculty Assembly and Council meetings, serving as recording secretary. The Coordinator carries out management control analysis, according to the guidelines established by the University.
- b) Delegated administrative manager. He is responsible for administrative and accounting activities, in accordance with the Regulations for administration, finance and accounting; collaborates with the Dean and participates in the sessions of the Faculty Assembly and the Executive.
- c) Educational Manager. It is the interface between the Faculty and the Study Courses. It supports the Dean and the Didactic or Study Course Councils in monitoring the sustainability of

the training offer in relation to the indicators established by “Sapienza”. Supports the educational services of the Faculty and of the Study Courses, including orientation, tutoring, placement activities and the various forms of information to students; coordinates the didactic secretariat and takes care of carrying out the surveys on the opinions of students established by the University.

d) Head of the Student Secretariat. It depends on the organizational area in charge of supervising and coordinating the administrative procedures concerning the student's career and interfaces functionally with the Dean to cooperate, for the part of his competence, in achieving the objectives of the Faculty.

### Art. 13 - Degree Programmes and Courses

1. The Course Catalogue is styled by the Degree Programmes. In accordance with current legislation, they are: Bachelor Programmes (first cycle), Master Programmes (second cycle), single cycle Degree Programmes (5-6 year programmes), Vocational Masters; all can be coordinated within a specific Didactic Area.

2. A Didactic Area groups together a number of Degree Programmes (belonging either to the same cultural-scientific area or to a class or group of classes) structured sequentially (Bachelor Programmes belonging to the same or similar classes, Master Programmes belonging to the same or similar classes) and/or horizontally (similar Bachelor degrees and similar Master degrees).

3. . The Didactic Area or the single Course of Study are coordinated by a specific Council; it consists of all the teachers of the coordinated study course (s) and a representation of students equal to 15% of the teachers. The Council deliberates on the educational organization of the Study Courses. The establishment of the Didactic Area Councils is approved by the Faculty. The organization, composition and participation in the Degree Program Councils and in the Didactic Area Councils are governed by a specific standard Regulation approved by the Academic Senate and by the Board of Directors, which establishes the methods for the election of student representatives.

4. The professors on the Board elect a Chairperson who has the duty to call Board meetings, set the daily agenda, organize the curricula and appoint, in agreement with the Department(s) involved, the teaching staff for each academic discipline.

5. The Councils operate in accordance with the University Teaching Regulations, ensure the quality of the training activities, formulate proposals with respect to the regulations, identify the teachers annually taking into account the needs of didactic continuity

### Art. 14 - School of Advanced Studies

1. Sapienza founded a School of Advanced Studies oriented towards scientific progress and merit-based promotion for students. The aim is to provide students during pre and post-*lauream* phases with complementary courses. This high-quality education caters to the abilities of students by means of their scientific and cultural enrichment in different and interdisciplinary subject areas. The School's expenditure is autonomous; the teaching staff are either faculty members or accomplished scholars from institutions external to Sapienza. The School abides specific Faculty Regulations that are approved, with prior consent from the Board of Administrators, by the Academic Senate.

2. The Regulations, moreover, disciplines the selection criteria for the academic staff on the basis of their scientific excellence, also according to area, as well as the number that are eligible, in different quotas for senior and junior research fellows.

#### Art. 14 – bis - School of Aerospace Engineering

1. At the "Sapienza" operates the School of Aerospace Engineering as per law 3.02.1963, n. 102 and the Rector's decree 31.10.1996.¶

#### Art. 15 - Research Centres, Service Centres, Multipurpose Centres

1. Sapienza can establish Research Centres, Service Centres, and Multipurpose Centres with a Rector Decree and in accordance with deliberations of the Board of Administrators and with prior consultation of the Academic Senate.
2. The competences of these Centres regard interdepartmental activities, mixed Departmental and Administrative activities or aiding the Administration. They are intended to boost research and service opportunities by the means of interdisciplinary integration and/or by optimizing the use of available resources. Their number cannot exceed 50% those of the Departments. The respective regulations are approved by the Academic Senate, with prior approval from the Board of Administrators based on a model regulation approved by both organs, each to the extent of its respective competences. The Research Centres can be instituted by a proposal from at least two Departments that will guarantee its management. In the case of Research Centres, the Directive Committee holds the administrative power, represents the Departments that institute the Centre.
3. The founding, confirmation, variation, or abolition of Research Centres, Service Centres, and Multipurpose Centres is deliberated based on proposals from the Departments and/or Administrations concerned, after prior approval of the Academic Senate.
4. Info Sapienza, an Expense Centre under autonomous management and administration, operates in the framework of the Centres. It is tasked with planning and technological development that is oriented toward the "Information Communication Technology" of Sapienza. A Rector's delegate coordinates the direction and programming, assisted by a consultative committee and a Technical-Administration Supervisor, nominated by the Director General. Their responsibilities are respectively planning and technical-administration management. In accordance with the University budget the Centre develops a spending plan which is determined by the annual budget assignment by Board of Administrators and prepares, at the end of the financial year, a general report of its activities, investments, and expenses.
5. Sapienza Museums together form the "Museum Centre", structured by area, whose Expense Centre runs autonomously both in its management and administration. The Academic Senate approves its Regulations, safeguarding the relation between the Museums and Departments involved with them.
6. Sapienza Libraries form a "Library System" structured by area and whose Expense Centre runs autonomously both in its management and administration. The Academic Senate approves its Regulations, ensuring the relation between the Libraries of the area with the Departments and/or Faculty of competence. The management of the Libraries is entrusted to the library staff in possession of the necessary qualifications and professionalism.

7. According to specific conventions, Sapienza can promote or participate in Interuniversity Centres, Consortiums and Limited Liability Consortiums, other potential participants are Universities or University Structures, as well as other Public Authorities or private institutions. The Academic Senate and the Board of Administrators are called to approve relative proposals with a majority vote and will thereafter receive periodical reports on the progress of the activities.

8. The Academic Senate, upon prior approval from the Board of Administrators, sanctions the Regulations of each specific type of Centre.

### Art. 16 - Resolution Centre

1. Sapienza may establish a Resolution Centre for the University, following Art. 16 of Legislative Decree No. 28 of 4 March 2010.

2. The Centre's establishment is ruled by the Board of Administrators and the Academic Senate.

3. The purpose of the Resolution Centre is to settle any kind of dispute and offer services of reconciliation, mediation, and judicial resolution, between natural and/or legal persons that reside or hold a registered office in Italy or abroad.

4. The Resolution Centre has administrative, organisational, and directive autonomy as defined by current laws, also in order to guarantee proper independence and objectivity in judicial dispute resolution.

5. The Statute of the Resolution Centre is approved by the Academic Senate and the Board of Administrators.

6. Sapienza guarantees, as per the principles of the University's single budget, the account management of the Resolution Organisation under the current respective laws.

## CHAPTER III - Central Programming and Steering Organs Art. 17 - University Organisation and Structures

1. The government organs of "Sapienza" are the Rector, the Academic Senate, the Board of Administrators, the Board of Auditors, the University Evaluation Board, and the Director General.

2. Furthermore, a Board of Heads of Department is provided.

### Art. 18 - The Rector

1. The Rector represents the "Sapienza" in all legal purposes and guarantees its autonomy and unity.

2. The Rector has the following duties:

1. a) is responsible for the implementation of the Statute;
2. b) summons and presides the Academic Senate and the Board of Administrators, ensuring the

execution of their respective decisions;

3. c) proposes the nomination of the Director General to the Board of Administrators upon prior

approval from the Academic Senate;

4. d) proposes the University's long-term programme to the Academic Senate and the Board of

Administrators;

5. e) annually proposes to the Academic Senate and the Administrative Board a document that

identifies a programme of the goals for education and research, as well as for administration,

delineating measuring indicators; this document is also based on indications from the

University Evaluation Committee, after consulting Departments and Faculties;

6. f) guarantees the professors' autonomy in teaching and research;

7. g) Can refer to the joint structures, once only and with a document of motivation, for the re-

evaluation of an acquired resolution;

8. h) proposes the University's single annual budget, the University's single budget for the current

year, the University's projected single budget, and its single financial statement to the Board

of Administrators and the Academic Senate;

9. i) guarantees, for the long-term projected budget, the activation of procedures and tools that

favour the participation of the university community with advertising on Sapienza website;

10. j) promotes disciplinary actions, also in case of violations of the ethical code, assigning them

to the Disciplinary Committee when cases of its competence are involved.

11. k) may have a collaborator for implementing disciplinary proceedings, as defined by art. 8, paragraph 5, or for any preliminary legal action within their expertise, in accordance with art. 8, paragraph 6, to act as his/her delegate, requirements being that he/she is a professor or professor emeritus renowned for his/her authority and competence; the position must be

communicated to the Academic Senate;

12. l) annually refers to Sapienza community regarding objectives and results achieved;

13. m) may, in case of an attested necessity, employ the administrative proceedings under the

competence of the Academic Senate and the Administrative Board, referring of this action

for its ratification in the next session;

14. n) gives instructions regarding work place security, identifying the organizational supervisors

as employers;

15. o) exercises any other duty which is required by University Norms, the Statute, and the

Regulations.

3. The Rector is elected from tenured full-time professors employed by Sapienza or other Italian Universities, which assure a number of years of service at least equivalent to the duration of the assignment to be held. The Rector has a single, non-renewable, six-year term according to current norms.

4. The electorate consists of tenured professors, researchers – including those on fixed-term contracts – and same-level staff, students belonging to the Faculty Boards, the Academic Senate and the Board of Administrators and executive and technical-administrative staff. Research fellow representatives, elected by the Department Boards, also participate.

5. The overall electoral weight of the executive and technical-administrative staff votes is 15% of the electoral constituency represented by the tenured professors and researchers – including those on fixed-term contracts – and same-level staff, whose electoral weight is increased by 20% in the case that the number of voters is 30% greater than those allowed to vote.

6. The Electoral Regulations define the voting procedures that, in each and any case, have to ensure secrecy.

7. The Rector nominates a Deputy Rector, chosen among tenured, full-time professors. The Deputy Rector assists the Rector in his/her activities, acting as substitute when necessary. The Deputy Rector participates in the meetings of the Academic Senate and Board of Administrators, holding the right to speak but not to vote except when substituting the Rector. In case of anticipated expiry

of the Rector's mandate, the Deputy Rector conducts the Rector's functions until the nomination of a new Rector. Within three months of the expiry of the Rector's mandate or in case of anticipated expiry, the University Dean calls for elections.

## Art. 19 - Academic Senate

1. The Academic Senate is responsible for directing, programming, coordinating, and evaluating the curricular and research activities of the University, with the exception of those pertaining to single scientific and curricular structures.

2. The Academic Senate, in accordance to the current norms, deliberates on:

- a) the long-term development plans of Sapienza, having heard the scientific and curricular structures, and in consultation with the Board of Administrators for their aspect of competence;
- b) the General Organisation Regulations of the University, the macro-areas, no less than 4 or more than 6, which are represented in the Academic Senate; said macro-areas include those Departments akin in methodology and curricular-scientific goals and the pertaining Faculties, which have similar dimensions regarding the affiliated tenured professors;
- c) the curricular and research objectives of Departments and Faculties, in relation to the planning document art. 18, section 2, letter e); in addition, the Academic Senate assigns objectives to the Director General and to the Administration within the field of their competence;
- d) the Regulations regarding education and research, upon the approval, in what concerns the financial and administrative implications, of the Board of Administrators;
- e) the ethical code;
- f) the proposals of constitution, modification, and dissolution of the curricular, research, and coordinating structures of the University (Departments, Faculties and Centres), in consultation with the Interdepartmental Coordination Committee;
- g) the criteria for the allocation of financial resources and teaching staff budget among Departments and Faculties, with regards to item costs approved by the Board of Administrators, considering the results of the periodical evaluation;
- h) the research report and the allocation of research funding, minding the information on the Departments' scientific activity, regarding individual professors;
- i) the teaching report, also based on the curricular activity data of individual professors;
- j) the Teaching Regulations which regulate the curriculums of the Degree Programmes, Specialization Schools, and the Manifesto *Studiorum*, upon prior approval of the Board of Administrators;
- k) the internal mobility requests of tenured or associated professors, researchers and same-level staff;
- l) modifications of the Statute, upon prior approval of the Board of Administrators for administrative, financial, and strategic implications; for Statute modifications the consent of the absolute majority of the members of both the Academic Senate and Board of Administrators is required.
- m) violations of the code of ethics, on proposal from the Rector, in case that they do not pertain to the competence of the Disciplinary Committee;
- n) the Statute and the Resolution Centres' Regulations.

The Academic Senate expresses non-binding opinions, in addition to having power to propose the University's single budget that is set annually, as well as the University's projected single budget and its financial statement; it issues an obligatory statement on the Administrative Regulation, the financial affairs, and the accounting of the University.

The Academic Senate, with a majority of at least two thirds of its components, may propose a motivated motion to the electorate, for the dismissal of the Rector on the basis of severe failures to comply with his/her institutional duties and the ethical code, after two years of the beginning of the mandate.

The Dean calls the electorate to a majority vote on the motion, within thirty days from the approval of the deliberation. The consultation is valid if at least 50% of the active voters for the Rector's election participate.

If the vote of no confidence is approved, new elections are called to nominate a Rector.

3. The Academic Senate is composed of 35 voting components:

- 24 representatives of the teaching staff, amongst them:

a) Rector and Deputy Rector;

b) 7 Heads of Department with at least one per macro-area, other than the Head of the Interdepartmental Coordination Committee;

c) 7 Associate Professors and 7 Researchers, of which at least 1 for each level and each macro-area;

- 6 student representatives;

- 5 representatives of the technical-administrative and library staff elected from among the staff.

Without the right to vote, the following also participate: the Deans, the Director of the School of Advanced Studies, the Director General, and a representative of the research fellows and doctoral candidates selected by the Academic Senate on a proposal from the Rector, on the basis of a consultation among those entitled.

The regulation for the election of the Academic Senate, approved by the same, also governs the criteria of candidacy of the teaching staff. The aforementioned Regulation also governs the criteria to be observed for the respect of a balanced representation of macro-areas, for the purpose of identifying the components indicated in the preceding letters b) and c), such that the difference in the number of representatives between a macro -area and the other cannot be greater than one, except for the President of the Board of Department Directors.

4. The Academic Senate can be convened for extra sittings on the request of a third of its components.

5. The Director General performs the tasks of Academic Senate Secretary, also by the means of his/her collaborators.

6. The elective components of the Academic Senate remain in office for three years; the mandate renewable only once consecutively, with the sole exception of student representatives that hold their position for two years, which can be renewed only once.

7. The passive student electorate is defined according to current norms.

8. Teachers and tech-administrative staff may be elected into the Academic Senate if they have been officially in service for a number of years equivalent to the duration of the assignment to be held, before the date of their deployment.

9. For the evaluation of research projects the Academic Senate employs a specific “Research Commission”, as according to art. 5.

## Art. 20 - Board of Administrators

1. The Board of Administrators is the governing body responsible for financial and personnel organisation and planning and works to provide strategic thrusts and to control the administration, financing, and proprietary management of the University as well as to monitor the financial sustainability of all related activities.

2. The Board of Administrators, in particular, approves:

a) in the context of the programming document referred to in art. 18, paragraph 2, letter e), the objectives for the Departments and Faculties in the field of research and teaching; and also for what is within its competence the objectives to be assigned to the General Manager and the administration;

b) the long-term programme of the University, in accordance to art. 1-ter of Legislative Decree no. 7/2005 and upon prior approval of the Academic Senate;

c) the long-term and yearly financial planning;

d) the long-term and yearly personnel planning;

e) the University’s single budget for the year, the University’s financial statements, as well as the University’s projected single budget, and the University’s single expense report, which it communicates to the Ministry of Education, Universities and Research and to the Ministry of Economy and Finance after prior consultation with the Academic Senate;

f) with regards to the long-term budget, the eventual proposals in the document of participatory budgeting;

g) the assignment of the appointment to the Director General;

h) the founding, the restructuring, or the abolition of Faculties, Departments, and other Centres of autonomous expenditure, after receiving consultation from the Academic Senate in accordance to art. 19 paragraph 2.;

i) the activation or abolition of Degree Programmes and branches upon prior approval from the Academic Senate, having consulted the curricular and research structures concerned;

j) the call for professors in accordance to articles 11 and 12 of the Statute;

k) disciplinary sanctions or file disciplinary proceedings against teachers in accordance with the decisions expressed by the Disciplinary Committee; the student representation does not participate in the exam and vote;

l) the Regulations for administration, accounting, and finance, after receiving consultation from the Academic Senate and the Head of Interdepartmental Coordination Committee and every other regulation that is part the Academic Senate's field of competence;

m) an annual social report document to inform the whole community and its stakeholders about the choices made, the activities performed and the services rendered, giving an account of the resources used for this purpose with respect to the institutional purposes;

n) the construction programmes and the related interventions in progress, in consultation with the Academic Senate;

o) general criteria for the organisation of the Directorate General, on a proposal from the Director General;

p) provisions regarding student contributions, with the approval of the Academic Senate;

q) agreements and contracts of its competence:

r) students' initiatives in matters of culture, sport, and leisure time, on approval from the Academic Senate;

s) specific regulations by which the criteria are determined on the basis of which the University is in the position to receive support from internal lawyers or the Legal Council of State.

3. Components of the Board of Administrators are:

a) the Rector, who acts as Chairperson;

b) five University employees that possess verified managerial competences, a high-level professional experience with particular attention, for the academic employees, toward cultural scientific qualification. Three employees represent the academic sector, one for each role and level, whereas the remaining two represent the technical-administrative- librarian component, with a shortlist of twice the number of positions decided by consultation;

c) two student representatives;

d) two individuals external to the University, selected by the Academic Senate based on a shortlist of twice the number of positions proposed by the Rector.

The components of letter b) are chosen by the Academic Senate, on a proposal from the Rector and on the basis of specific Regulations, keeping in consideration, both for the academic component and the technical-administrative and librarian component, the results from consultations and matters of gender representation. The candidates have to provide ample evidence of their scientific and professional qualifications, obtained also by participation in joint University organs or in public and private institutions, and must possess proven experience in the area of management. The candidacies are authorised by the Academic Senate.

The following components participate to the Board of Administrators, without the right to vote, exception made by art. 18, paragraph 7:

- Deputy Rector, who votes only when substituting the Rector; - Director General.

4. The Director General has secretarial duties on the Board of Administrators, his/her collaborators may assist.

5. Two months prior to the reinstatement of the Board of Administrators the Rector establishes and publishes by public notice, upon consultation with the Academic Senate, the presentation procedures for the candidacies for the Board.

The external components who are not employed by the University are chosen by the Academic Senate on a proposal from the Rector. Said proposal includes a pool of candidates twice the number of positions for external components. Such candidates are selected, also after a public notice, amongst qualified exponents of foundations, NGOs, institutions for research funding, public and private as long as they are non-profit or amongst eminent figures of scientific and cultural research. The components of the Board of Administrators hold their position for three years, which can be renewed only once; student representatives are an exception and have a once renewable two-year mandate.

6. The passive student electorate is defined in accordance to the current norms.

7. The internal components of the Board of Administrators must attest that their years of service are at least the equivalent of the mandate's duration.

## Art. 21 - University Evaluation Committee

1. The Evaluation Committee has the duty of verifying research activities and of inspecting the quality and efficiency of the courses offered by the University, as well as the performance level of the Administration and its services.

2. The Evaluation Committee has nine components, of which at least five must be external to the University with high professional qualification in matters of the Evaluation Committee's competence. The other components are the following: two experts in evaluation (not necessarily academic in nature) and two students chosen by the student representatives in the Academic Senate and the Board of Administrators.

The Committee's components are chosen by the Academic Senate and the Board of Administrators, in a joint session called by the Rector, who makes the proposition. Said proposition includes a pool of candidates twice the number of the positions, whose curriculum vitae will be made public in reasonable advance on the University website. The former procedure applies also to the student representatives according to current norms.

Internally, the Committee elects a coordinator amongst the tenured professors in the Committee.

3. The components of the Evaluation Committee hold their position for three years, which can be renewed only once; student representatives are an exception and have a once renewable two-year mandate.

4. The Committee is divided into three sections with specific investigative skills in the evaluation of teaching, research, their respective social impact and the production system, and of the Administration, as well as in the evaluation of the respective services.

5. The Committee operates in full autonomy and is in charge of:

a) collecting and examining the data needed for the evaluation of all structures and the educational and research activities provided by those structures;

b) preparing periodical reports of evaluation and transmitting them to the national evaluating organs;

c) expressing *ex ante* opinions and presenting evaluations of the organisation of educational, research, and administrative activities;

d) presenting evaluations every certain number of years on the quality and effectiveness of the employment strategies operated by the Departments;

e) periodically and anonymously collecting students' opinions as well as representing them;

f) undertaking monitoring activities with particular regard for the implementation of policies and the fulfilment of the University's strategic goals;

g) communicating to the Rector an annual report on the Committee's activities and the advancing level of the current inquiries;

h) controlling, in collaboration with ANVUR, the quality management of the structures and staff, in accordance to the current norms;

i) to express an evaluation on the achievement of the objectives by the General Manager;

j) performing all other tasks defined by the regulation.

6. The Committee proposes, for its own activities, specific investigation methods, also by setting parameters and giving indications that take in consideration Sapienza's own organisation system, as well as the suggestions of the national evaluating organs. These methods are ultimately approved by the Academic Senate.

7. The Committee utilises data from all the academic and administrative organs of the University to carry out its activities; it also makes use of the Faculty Monitoring Committees, as well as the Joint Committee and the Quality Unit.

The Committee communicates its final considerations also in regard to the activities of the single Faculty Monitoring Committees at the end of each academic year or, either way, before any eventual allocation of resources for the next academic year.

8. University structures have the obligation to provide the Committee with requested information.

9. Specific guidelines discipline the composition, duration, and operation procedures of the University Evaluation Committee, as defined by art. 4 paragraph 6.

## Art. 22 - Director General

1. The Director General is in charge of the overall management and organisation of the University's services, instrumental resources, and technical-administrative staff. In the performance of his/her tasks, the Director General is subject to the indications provided by the Board of Administrators;

2. The Director General performs, in particular, the following tasks set forth in art. 16 of the Legislative Decree of 30 March 2001, no. 165:

1. a) presents a list of resources and professional profiles necessary to carry out office tasks, also taking in account staff needs in order to elaborate the three-year plan;
2. b) gives tasks and responsibilities to the managers of the University for specific projects and management activities;
3. c) entrusts the goals to the managers of each area in which the Director General articulated, following the totality of the managerial activities in accordance to the prerogatives set forth by law for the State leadership. The set of objectives given to the managers of each area together constitute the Executive Management Plan, which the Rector announces at the beginning of each year.
4. d) adopts the relevant acts referring to the organisation of the offices of non-general executive level;
5. e) adopts acts and administrative measures, as well as exercising the power of expenditure and implementation of revenue which fall within the limit of his/her offices, with the exception of that delegated to managers;
6. f) manages, coordinates, and monitors the activities of the managers and those responsible of administrative procedures, also with the power to replace employees in cases of inactivity, proposing the adoption of the measures available under art. 21 of Legislative Decree no. 165/2001;
7. g) for the defence and the legal representation of the University the Director General can make use of internal lawyers whose names have been entered on the list of professional representatives and whose professional autonomy is guaranteed, as an alternative to the Legal Council of State; moreover, he/she is entitled to employ general practice lawyers on the basis of the established criteria from specific regulations approved by the Board of Administrators;
8. h) lays out the University's single budget for the year, its single financial statements, as well as its single projected budget and its single balance sheet;
9. i) performs duties related to the organisation and the management of the staff, as well as managing trade union and business relations;
10. j) decides on whether to appeal to a higher authority in order to block non-final administrative acts and provisions of the managers;
11. k) exercises all those functions assigned to him/her by law, this Statute, and the regulations;

3. The Director General is assigned by the Board of Administrators on proposal from the Rector after consultation of the Academic Senate. The Director General is selected amongst high-qualified individuals in possession of several years of recognised experience in management. He/she may be removed from the post of Director General for causes specified by law, after being notified of

the charge by the Board of Administrators by proposal of the Rector and in consultation with the Academic Senate on the basis of the considerations shared by the majority of their components.

4. The Director General's assignment is regulated by a fixed-term, private law contract with a duration no longer than four years, during which it can be renewed. The remuneration payable to the Director General is determined by criteria and parameters set in accordance to the decree of the Ministry of Education, University and Research in agreement with the Ministry of Economy and Finance. If a public employee is conferred the role, he/she is placed on unpaid leave for the entirety of the contract;

5. The Director General is responsible for the correct implementation of the directives of the governing organs of the University, without prejudice towards the autonomous spheres in the single structures recognised by this Statute.

### Art. 23 - Council of Department Directors

1. The Council of Department Directors is composed of the Directors of Department and is an interdepartmental coordinating body with political mediation functions to meet the institutional research aims;

2. The Board performs advisory functions on the Regulations of the Departments, on the planning of the scientific research activity and of the third mission, on the allocation of resources for research and equipment and on the organization of the scientific structures of the "Sapienza" as well as on each topic that the Rector or other organs of the University intend to submit them; it also gives an opinion on the establishment of Doctoral Schools and Research Centers;

3. The Board elects amongst its members a Chairperson, a vice-Chairperson, and a Committee in accordance to its own Regulations, which are approved by the Academic Senate.

### Art. 24 - Board of Auditors

1. The Board of Auditors, in the following simply called Board, ensures that the accounts are kept correctly and that the University's economic, financial and equity management operates regularly;

2. The Board is composed of three standing auditors. Two are listed in the Register of Independent Auditors, and one holds the faculties of Chairperson. Two alternate auditors are also hired;

3. Board Members are nominated by the Rector upon prior approval of the Board of Administrators, on the basis of the criteria and provisions defined by the current norms;

4. Board Members have a term that lasts three years, which can be renewed only once;

5. The authorities and operating procedures of the Board are both governed by special Regulations approved by the Board of Administrators after consultation with the Academic Senate.

## CHAPTER IV - Offices and Organisation Art. 25 - Director General

1. In order to conduct all its activities, Sapienza refers not only to its Departments and Faculties, but also to Centres, the Director General and the Administrative offices, if constituted. The Director General has the direct responsibility for the activities indicated in previous art. 10, paragraph 2 and for the coordination of any administrative activity.
2. The \is sorted into different areas that work autonomously. Each area carries out a function in response to a specific need, assuming forms like Expense Centres or Centres of Administrative Responsibility to which the procedures of analytical accounting and costs reversing apply. Each area is entrusted to a director who is responsible for the fulfilment of the objectives assigned to the area by the Director General. The organisation of the areas is established by a specific reorganisation document, which the Director General must provide within six months from when the present Statute enters into force and is approved by the Administrative Board in consultation with the Academic Senate.
3. It is possible to establish strategically relevant Centres of Administrative Responsibility managed by the Director General based on indications provided by the Administrative Board.
4. Directors are responsible to fulfil the objectives assigned to them in collaboration with the Director General. They are nominated by the Director General in consultation with the Rector.

Directors are responsible for financial, technical and administrative issues within each one's power and budget, including external commitments, using autonomous financing, human resources and instruments in accordance with current laws. The director-general can revoke the assignment of a director if he/she has not fulfilled at least 2/3 of the assigned objectives.

## Art. 26 - Regulations for Administration, Finance and Accounting

1. Administrative, financial and accounting activities are regulated by specific regulations that concern the university's administrative, financial and accounting procedures, including the budget system and governance criteria.
2. Administrative, financial and accounting regulations are approved by the Administrative Board in consultation with the Academic Senate.

## Art. 27 - Assistance Services

1. Assistance services offered by the faculties are organised and managed according to the article 6 of Legislative Decree No. 517 of 21 December 1999 regarding public administration. It is carried out by autonomous institutions with juridical experts and autonomous budget in accordance with current laws, in particular article 6, paragraph 1, letter a) of Law No. 419 of November 30, 1998 and within the limits of institutional functions and objectives of the university as well as of the following general principles:
  1. a) access to assistance by tenured professors should be guaranteed with respect to the equal opportunity principle, especially in terms of scientific assistance concerning the course;
  2. b) freedom of teaching and research in the should be guaranteed with respect to the judicial state of the university.

2. The faculties interested in support activities are coordinated by a group that is presided over by

the Rector or his delegate and composed by Faculty Deans or their delegates. The Rector is responsible of the communication between the region and the University in regard to the promotion of educational activities in the area of healthcare as well as the communication with affiliated university-hospital companies, territorial healthcare companies of IRCCS, and any other kind of healthcare structure. The coordination concerns professor exchange among companies and faculties, in accordance to the general norms defined by the Statute.

3. Professors, teaching staff, directors and technical-administrative staff work toward implementing the goals defined by the precedent paragraph 1 in relation to the agreements with Regional Healthcare Services and with institutions accredited by the Regional Healthcare Services.

### Art. 28 - Guarantee Committee

1. The Guarantee Committee has been instituted in order to guarantee equal opportunities, endorse worker's benefits and fight against discrimination, replacing and integrating the functions and responsibilities of Equal Opportunities Committee and Joint Committee on the phenomenon of bullying. The committee is renewed every four years.
2. The Guarantee committee has the mission of proposing solutions, offering consultation and verifying proposals. It works in collaboration with National Equality Consultant.
3. The CUG aims to promote, in the context of public work, a work environment characterized by respect for the principles of equality and equal opportunities and for the fight against any form of discrimination. ";
4. The Committee is set up with a joint provision of the Rector and the General Manager, has a joint composition and is formed by a member designated by each of the trade union representatives of the technical administrative and librarian staff, signatories of the last national collective labor contract, as well as by the same number alternate members, and an equal number of representatives of the administration and their substitutes. The representatives of the administration are identified among the professors and the technical administrative staff among subjects with the requisites of professionalism, experience, aptitude, also matured in similar bodies, ensuring a balanced distribution of roles and gender. ";
5. The CUG is chaired by the Rector or his Delegate.
6. Within 60 days of its constitution the Guarantee Committee must adopt a regulation in relation to its responsibilities assigned by the law and by the national collective working contracts.
7. The Guarantee committee normally meets every 60 days; the meetings are considered valid only if the absolute majority of the components of the Committee participates. The decisions of Guarantee committee are considered valid only if passed by the absolute majority of the present members.

8. The Faculty Student Ombudsman of the university and each faculty is responsible for the affairs related to students, according to art. 6, paragraph 5 of the present Statute.

### Art. 29 - Social Activities and Sports

1. Sapienza encourages sports activities at the university, as it is an essential part of the student's education. Sapienza also favours social, cultural, and sports activities of its personnel.

2. The management of university sports facilities and the performance of related activities, according to methods established by the academic bodies:

a) can be conducted independently even by setting up specific Service Centers, or

b) can be entrusted, by agreement, to legally recognized sports bodies, or

c) can be entrusted to public or private entities in compliance with public procedures.

The relative expenses are covered by the funds specifically allocated by the Ministry of Education, University and Research and through university funds of different origins destined for the promotion of sports activities

3. Social, cultural and entertaining activities of the personnel can be activated under the University section of the National Collective Employment Agreement based on specific regulations.

### CHAPTER V - Final and Transitory Measures Art. 30 - Regulations

1. The University's Education Regulation disciplines the structure of Degree Programmes for which the University issues academic qualifications in accordance with current legislation. It is approved by the Academic Senate, by absolute majority, in consultation with the Board of Administrators, based on a set of rules deliberated by the Faculty Boards, in consultation with the Department Boards as well as boards of the Education Area or of single Degree Programmes for the appropriate competences. The Academic Senate can, in case of disapproval, send it to re-examination to the proposing structure. The regulation is enacted by the Rector with a specific decree, once the procedures are fulfilled and the terms defined by current legislation have transpired.

2. All the other regulations are formulated by the Administrative Board, except didactic and research regulations; administrative, financial and accounting regulations are approved by the absolute majority of the Administrative Board. All these regulations must be formulated and approved in consultation with the Administrative Senate.

### Art. 31 - Validity of Representatives' Elections

1. The elections for the designation of the members of the collegial organs of the University's government and teaching and research structures are valid only if at least 30% of the rightful voters participate. If this is not the case, the election is rescheduled once; in case of further lack of validity of the election, the representation of category is cancelled for the entire duration of the body. The aforesaid vote can be done using electronic means in compliance with the requirements

(freedom and secrecy of voting, certainty as to the identity of the voter) and the specific regulations.

2. Elections of the student component in the bodies governed by this Statute give rise to the appointment of the number of representatives foreseen if they are attended by at least 10% of those entitled; otherwise the number of elected members is reduced in proportion to the number of effective voters. To allow greater student participation, the elections must be held during the periods in which the lessons are held in the various Faculties. The simultaneous calling of elections for the central organs of the University and for the representatives of the students in the Faculty Assembly is favored.

3. The lack of participation to the elections envisaged by the present Statute of one or more components or the failure to identify their representative do not affect the validity of the body's constitution.

#### Art. 32 - Dispositions Regarding the Duration of Elective Mandates, Participation in the Electorate, Ineligibility, and Incompatibility

1. All elective offices as well as those of the Evaluation Committee, except for the Rector, are limited to two consecutive mandates. The ineligibility lasts for the duration of the mandate following the end of a term and is prolonged for a year.

1-bis. Paragraph 1 does not apply to the participation of technical and administrative staff and librarians in the Faculty and Departmental Elective Bodies in cases where it is impossible to comply with the representation proportions referred to in Article 11, paragraph 3, letters a) and c) and article 12, paragraph 3, letter a).

2. The eligibility requirement, when required, must be held at the time of the election. They have no title to the active electorate, in addition to those who fall under the cases provided for by art. 9 "Code of ethics":

a) for teachers, those who are inactive in the research activity, documented by the specific University catalog. Those who have received a negative opinion in the didactic activity, validated by the University Evaluation Unit, are not entitled to the active electorate. The subjects referred to in this letter reacquire the electorate active at the time they achieve a new positive judgment;

b) for technical-administrative and librarian personnel, those who, in the last two years, have incurred a disciplinary sanction equal to or greater than the suspension from the service with deprivation of pay, or in a precautionary measure of suspension from the service, unless the pending criminal proceedings have not been concluded with acquittal at least in the first degree, as required by the current CCNL of the University sector;

c) for students, those who have not passed at least one exam in the last three years.

A specific regulation governs, for the categories indicated in the preceding letters a), b) and c), the cases of exclusion from the active electorate, consistently with the current discipline on the subject, also internal. 3. The Passive Electorate for academic figures is reserved to professors who guarantee a number of working years at least equal to the duration of the mandate, before

retirement. In order to apply this disposition, the “working years” refer to the period of effective service that remains before retirement, and which transpire at the date of institution of the body.

4. Members of the Academic Senate cannot be simultaneously be part of the Board of Administrators, with exceptions for the Rector and the Deputy Rector. Members of any governing body of the University cannot be part of the Evaluation Committee. In case of incompatibility, the candidate must choose within thirty days of the second election. In case a choice is not made within the above-mentioned terms the most recent option for election or designation is considered as acquired.

The positions of Rector, Deputy Rector, Director of Faculty and Department Director are all incompatible.

For elective positions and for the components of the Evaluation Committee, all other incompatibilities apply, as provided by current norms.

5. The position of professor and research member is incompatible for candidates active in the industrial or commerce, except from the ones committed on creating a spin-offs or University start-ups. Freelance activity is not compatible due to the full-time working schedule.

6. Professors and researchers with fixed-term contracts may entertain autonomous or work freelance work activities, as long as no conflict of interest occurs with the University. Fixed-term Professors cannot apply to other Academic positions. Professors and Researchers may undertake teaching and research activities at other and also foreign Universities or research centres, with previous authorisation from the Rector. In order to assess the research activity and recruitment policies of the universities, the individuals’ salary is calculated on a *pro rata temporis* basis and in relation to the commitments made at their home university.

7. The Academic Senate determines the cases in which activities in public or private institutions external to “Sapienza” are incompatible to institutional activities, in accordance with current norms.

### Art. 33 - General, Transitional, and Final Provisions

1. The definition “teaching staff” refers to professors and researchers with a regular contract; “tenured professors” refers to full professors and associated professors; “adjunct professor - researcher” also includes staff appointed according to No. 382 Decree by the President of the Republic from 11 July 1980 and Law No. 341 from 19 November 1990. The definition “technical-administrative staff” includes technical, administrative, librarian, social and healthcare personnel as well as collaborators and linguistic experts of specific Departments.

2. The definition “organisational structures” includes, when not specified:

a) Departments as fundamental obligatory structures and Centres, all of which organised as Autonomous Expense Centres;

b) Administrative areas organized as Expense Centres or Centres of Administrative Responsibility;

c) Faculties as joint structures coordinating and rationalising the didactic and research activities of Departments.

3. The composition of the Faculty Council respects the equal participation of various teaching staff components as much as possible, according to specific regulations.

4. The various boards and committees of the Faculties and Departments are diverse in their composition while resolving on the matters attributed to them by law.

5. On the occasion of the renewal of student representatives in the collegiate bodies, the Academic Senate decides, with at least three months in advance, election days with the aim of bringing together, where possible, the elections in a single period for the central bodies and faculty assemblies. The election procedures are governed by a specific regulation. "

6. In the implementation of previous article 32, paragraph 1, with regards to the Rector, the components of the Academic Senate and the Administrative Board, the periods already completed at the university before the entry into force of the present Statute are considered as well.