



UNIVERSITÀ  
di CAMERINO

## STATUTE OF THE UNIVERSITY OF CAMERINO

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### TITLE I - GENERAL PROVISIONS

#### Art. 1 – General Principles

1. University of Camerino<sup>1</sup>, founded in 1336, is a public institution of higher education, taking part in the creation of the European Research<sup>2</sup> and Higher Education Area. In accordance with the principles of the Constitution, it's organisational system is based on responsible autonomy, which it undertakes to exercise in the interest of the institution and in compliance with the inalienable rights.
2. Its primary purpose is the promotion and development of research and culture, through higher education and lifelong learning, with the contribution of all its components<sup>3</sup>, with corresponding responsibilities.
3. It guarantees freedom of research and teaching, equal access to studies and equal opportunities at recruitment and at the subsequent career stages, regardless of gender, religion, ethnicity and political opinion, in compliance with the principles of the European Charter for Researchers, the Code of Conduct for their recruitment and the University Code of Ethics.
4. The research activities of the University are based on the principle of public availability of results, by means of communication with the scientific community and with the general public. In cases of collaboration with external parties, specific agreements regulate, where appropriate, the patentability and economic exploitation of the results obtained.
5. It promotes collaborations in the field of research, teaching and education, and it maintains relationships with public and private, Italian, EU and international subjects, through projects, contracts, agreements and consultancy, stipulated directly or through its departments, also making use of the collaboration of external staff. It may carry out any kind of publishing activities, studies, surveys, tests, analyses, surveys, projects and certifications on behalf of third parties.

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<sup>1</sup> Hereinafter referred to as UNICAM

<sup>2</sup> Pursuant to Art. 179 of the Treaty on the Functioning of the European Union

<sup>3</sup> Students (including postgraduates); Teachers / Researchers; Research Fellows; PhD Students and Grant Holders  
Technical-Administrative Staff of the State,



## **Art. 2 - Autonomy**

1. In accordance with the principles of art. 33 of the Constitution, and within the limits established by the laws provided for by the Statute or related regulations remain applicable UNICAM regulates its autonomous system with this Statute and with the regulations envisaged by it. The laws governing particular aspects of the university system
2. UNICAM is a legal entity and it has scientific, didactic, organisational, administrative, patrimonial, financial and accounting autonomy.
3. For the achievement of its purposes, UNICAM is entitled to enter into contractual agreements, even those made for valuable consideration, including those relating to the incorporation of, or membership in, centres, including service centres, associations and consortiums, including the inter-university ones; It may establish trust funds and joint-stock companies, or participate in them, both in Italy and abroad.

## **Art. 3 - Principle of equality**

1. UNICAM rejects any form of discrimination, and in particular discrimination based on gender identity, nationality, ethnic or social origin, genetic features, language, religion, political or any opinion, socio-economic status, disabilities, age or sexual orientation.
2. UNICAM recognizes equal dignity to the various components of the university community (teachers, students and technical-administrative staff), and promotes positive actions aimed at removing and avoiding situations of discrimination between the components and within them.

## **Art. 4 - Equal opportunities**

1. UNICAM promotes, in the context of employment and in the context of the studies, positive actions for equal opportunities between genders, so as to guarantee their effective equality, also by means of the Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing (*Italian acronym: CUG*).
2. Gender equality must be promoted and equal representation guaranteed in the University governing bodies. The methods of implementation of this principle are specified in the regulations of each body.

## **Art. 5 – Research and Education**

1. UNICAM is a place of scientific research and higher education; It coordinates and promotes such activities, in compliance with the principle of freedom of teaching and research.
2. UNICAM considers research and educational activities to be inseparable and synergistic, contributing, together, to the development of the knowledge-based society. With such an aim, it does the following:
  6. promotes the connection between research activities and educational activities;



- a) advocates interdisciplinary collaboration;
  - b) places learning at the centre of its educational activities, considering its level as a direct result of the quality of the research that takes place at the University;
  - c) implements monitoring and evaluation of teaching and research activities, in order to pursue their continuous improvement, enhance their strengths, prevent and overcome any critical issues.
3. In compliance and consistent with its annual and multi-year planning, UNICAM guarantees, to each Professors / Researcher, Research Fellows And PhD Student, or any combination thereof, autonomy in the organisation of research, as regards both, topics and methods, as well as the possibilities of access to financing and use of facilities, tools or any other means necessary for carrying out their activities, also on the basis of the evaluation of the results obtained.
  4. To ensure the right of students to learn, and to guarantee the teaching effectiveness, the teachers / researchers have the duty to fulfil the teaching tasks and to participate in the collegiate bodies. The teachers / researchers choose their teaching contents and methods, in line with the organisation of studies and in accordance with the educational objectives of the study programs and with the decisions and evaluations of the bodies responsible for the planning and coordination of educational activities.
  5. Students, through their representatives in the University bodies, participate in the annual and multi-year programming of the University. Furthermore, they independently evaluate the performance and the results of the educational activities; Such evaluations must be taken into consideration by the University bodies.

#### **Art. 6 – Educational activities and university qualifications**

1. UNICAM, also jointly with other public or private entities, organises, coordinates and carries out courses and programs for the achievement of the academic qualifications, as required by law. The University's educational offer also includes university masters, advanced courses, continuous, permanent and recurring education activities, that may also be carried out through distance learning.
2. The organization of studies, courses and educational activities is governed by the University's Teaching Regulations. Further criteria and methods of conduct are approved by the departments concerned, within the scope of their respective regulations.
3. The University's Teaching Regulations govern the management and the methods with which the departments responsible for research and education allocate their resources, Professors / Researchers, to carry out the educational activities. It also regulates the total or partial recognition of successful completion of a course of study, in order to allow for their



continuation and the award of academic degrees.

#### **Art. 7 - Quality of the activities carried out and their evaluation**

1. UNICAM promotes systematic actions for the evaluation and verification of all its activities (education, research, student services, and administrative management) through a Quality Assurance System.
2. The System is based on self-assessment and external evaluation mechanisms suitable for guaranteeing the continuous improvement of the activities carried out.
3. The System is aimed, in particular, at providing students with education and training programs adapted to the needs of society, at favouring a prompt insertion into the labour market, as well as at removing the critical issues emerging from the surveys conducted also among the students. It also constitutes a tool for modulating the resources to be allocated to the departments, and for activating reward mechanisms that take into account the ensemble of activities required of the teaching / research staff, as well of the technical / administrative staff.
4. To verify the correct management of resources, the productivity of research, the effectiveness and efficiency of educational activities, the impartiality and the efficiency of administrative actions, as well as the adequacy of its actions, the Quality Assurance System makes use of the analyses and guidelines formulated by the University Evaluation Unit.

#### **Art. 8 – Internationalisation and Mobility**

1. UNICAM advocates the international dimension of research and educational activities, also through the mobility of all its components, contacts and agreements with academic and scientific institutions around the world, membership in networks and consortia, the exchange of scientific knowledge and educational experiences, the recruitment of students, researchers under training, teacher / researchers from other countries.
2. UNICAM recognises the value of all forms of mobility as an important means for enhancing the scientific knowledge and professional development of its staff at all stages of their career. To this end, it promotes and advocates geographical, intersectoral, inter- and trans-disciplinary mobility, as well as mobility between the public and private sector. In particular, it is committed to promoting international cooperation with the least developed countries, including through student support instruments reserved for undergraduate students and PhD students from such countries.
3. UNICAM takes on and promotes the international character of its research and educational programs, also by means of revision of educational curricula and the widespread use of languages other than Italian. It adopts technological tools apt at promoting the international diffusion of its educational activities.



4. UNICAM attends to the simplification of all administrative procedures, in order to facilitate, to persons and institutions from other countries, easy access to its research and educational activities.

#### **Art. 9 - Social responsibility, transparency of data, transfer of knowledge and skills, development and innovation**

1. UNICAM participates in the processes of cultural, institutional, educational, technological and organisational innovation of the institution. In particular, it does the following:
  - a) makes the data public, in the ways most suitable for reaching the potential interested parties, using all the channels, and communication and information tools, available, also in collaboration with other public and private subjects;
  - b) develops its activities by interpreting the needs of the society and the production market;
  - c) promotes the development of education and training through interaction with other institutions responsible for educational and training activities;
  - d) avails itself of transparent forms of reporting to institutional, economic and social representatives, making the results of its commitment evident;
2. UNICAM ensures the dissemination of research results, knowledge and information, through processes of transfer of knowledge and skills to various systems of production and services. It is a breeding ground for talents and creative ideas, it experiments with new forms of participation in the development of innovative processes and products, supporting the pre-competitive phases, and therefore advocates the development of autonomous entrepreneurial initiatives or those that involve participation of students, young graduates, researchers under training (spin-off and start-up activities).
3. UNICAM sees communication and information as the essential conditions to ensure the participation of all its components in the life of the Institution, facilitating its access and use through conventional, IT and multimedia tools.

#### **Art. 10 – Right to Education**

1. UNICAM, pursuant to Articles 2, 3 and 34 of the Constitution, adopts the necessary measures to ensure the implementation of the right to education, and is committed to improving the living and study conditions of the University students, their cultural education and their integration into the labour market.
2. With the purpose of removing economic and social obstacles to the concrete realisation of the right to education, UNICAM, among other things, does the following:



- a) grants total or partial exemption from payment of taxes and fees, in compliance with applicable laws
  - b) takes measures to allow to the non-full-time students the adequate use of the educational programs, both by implementing specific teaching and tutorial activities, and by redistributing the amount of fees over longer periods of University study programs;
  - c) awards, by means of selection procedures, scholarships for attending university courses; in collaboration with local authorities and other public and private entities, it may activate study grants for graduates and students for study, research and internship activities, even abroad;
  - d) organises cultural, sporting and recreational activities, including by means of collective structures and services, in agreement with public and private, Italian and foreign, entities, availing itself of student associations;
  - e) supports educational activities self-managed by students.
3. In compliance with applicable laws, UNICAM establishes forms of collaboration with students or with their associations and alliances, in order to offer support services to university departments.
  4. UNICAM organises internships and pre- and postgraduate job placement programs for its students in the public and private sectors, and it promotes activities to disseminate the professional profiles of its graduates in order to facilitate their integration into the labour market.
  5. UNICAM promotes actions aimed at allowing the student-parents to participate in educational activities, also by offering reception and assistance services.

#### **Art. 11 – Career Guidance**

1. UNICAM organises career guidance activities aimed at developing skills in young people that allow conscious and effective choices for their future and active participation in the study and work environments.
2. Career guidance activities are aimed in particular at:
  - a) guiding the students towards a university pathway that best suits their cultural and professional potential and expectations;
  - b) providing all information on study courses, on the characteristics of the University, the labour market and the professions;
  - c) helping with adaptation of the preparation with respect to the knowledge required for



- access to degree courses;
  - d) providing the information and tools necessary for the purposes of insertion into the labour market or for the further continuation of studies.
3. For an effective organisation of guidance activities, UNICAM establishes collaborations and promotes joint initiatives with other educational institutions, local authorities and all other subjects, public or private, which have among their competences and aims the acquisition and dissemination of knowledge about society and about economic activities.

#### **Art. 12 - Mentoring**

1. UNICAM organises mentoring activities aimed at accompanying students throughout the course of their studies and involving them in the educational process.
2. The mentoring activities are, in particular, aimed at:
  - a) removing any obstacles to education, through initiatives tailored to the skills and needs of individuals or groups of students;
  - b) providing personal assistance, aimed at overcoming the problems of adaptation and insertion into the university environment;
  - c) assisting the students in the development of their study plans, in organising their participation in internships and job placement activities, in international mobility and in enrolling in further educational courses and programs.

#### **Art. 13 - Human resources development and management strategies**

1. UNICAM avails itself of a strategy for the recruitment and development of human resources, also with the purpose of fully implementing the principles of the European Charter for Researchers, the related Code of Conduct and the University Code of Ethics. As part of this strategy, UNICAM advocates scientific progress and promotes professional and cultural qualification, as well as continuous education, of teachers / researchers and of the technical-administrative staff, at all stages of their respective careers. To this end, it defines plans and programs for education and professional updating, for the purpose of which it organises meetings, preparation and advanced training courses, and conferences.
2. UNICAM takes actions aimed at reconciling work and personal life for men and women, and takes initiatives for the establishment and strengthening of leisure, cultural, canteen and nursery services, also internally, articulated according to the needs of the various connected offices, as well as for the organisation of parental leave and forms of remote work, in compliance with the specificities connected to the legal status of teachers / researchers and the technical-administrative staff.



3. The management of interventions and services may be carried out on the basis of agreements with staff associations.

#### **Art. 14 - Trade union relations, safety, prevention and protection in the places of study and work**

1. UNICAM, as part of its organisational autonomy, is committed to creating a system of trade union relations based on the correctness and transparency of conduct of all the parties, by means of development and promotion of forms of articulated bargaining, which take into account the particularities and specificity of the institution.
2. It considers wellbeing in the places of study and work as a fundamental value and prepares prevention strategies to improve safety and the overall quality of activities.
3. It is committed to removing all obstacles that prevent the full usability of the facilities and activities by persons with disabilities.
4. It advocates the circulation of data and good practices useful for the protection of health and safety at work, with the aim of spreading an appropriate culture of prevention, also through specific training activities for the staff and the students.

### **TITLE II – UNIVERSITY BODIES**

#### **Art. 15 - Rector**

1. The Rector represents the University for all legal purposes and exercises functions of direction, initiative and coordination of scientific and educational activities. He/she is responsible for pursuing the mission and the aims of UNICAM, according to quality criteria and in compliance with the principles of effectiveness, efficiency, cost-effectiveness, transparency, fairness and promotion of merit.
2. The Rector does the following:
  - a) proposes the University's three-year plan to the Board of Directors, taking into account the proposals and the opinion of the Assembly of Representatives, and the proposals and the mandatory opinion of the Academic Senate, regarding teaching and research activities, and student services;
  - b) illustrates to the Assembly of Representatives the annual and the three-year budget forecast, and the final annual balance, and subsequently, taking into account the relevant observations, proposes them to the Board of Directors, having acquired the mandatory opinion of the Academic Senate;
  - c) proposes to the Board of Directors, having heard the mandatory opinion of the Academic Senate, the appointment of the Director General;



- d) takes the initiative in disciplinary proceedings, and is competent to impose disciplinary measures not exceeding censorship, in the manner prescribed by law;
  - e) convenes and chairs the Board of Directors and the Academic Senate, carrying out planned and spontaneous activities; convenes and chairs the University Community Assembly, except in the cases referred to in paragraphs 6 and 7;
  - f) convenes and chairs the meeting for the election of the Chairman of the Assembly of Representatives;
  - g) guarantees the teaching and research autonomy of professors / researchers, research fellows and PhD students, based on the principles of the European Charter for Researchers and the Code of Conduct for their recruitment, ensuring consistency with the institutional purposes of UNICAM;
  - h) issues the Statute, the Regulations and their modifications and amendments;
  - i) issues directives for the successful completion of UNICAM activities, in particular those relating to teaching and research, and for the correct application of the University's Teaching Regulations, the Statute and the Regulations;
  - l) awards the qualifications / degrees obtained in the teaching departments of the University;
  - m) signs conventions and contracts, with the exception of those reserved for the competence of the University Schools and other University departments;
  - n) presents, during the inauguration of the academic year, the annual report on the status of the University, which has the characteristics of annual financial statements;
  - o) submits, at least once a year, a report on the use of resources to the Committee of Supporters;
  - p) submits, to the competent Ministry, periodic reports on the University's teaching and research activities required by law ;
  - q) authorises the use of the UNICAM logo and trademarks, pursuant to Art. 45, paragraph 2, according to the general rules defined by the Board of Directors.
  - r) in cases of necessity and urgency, he/she can take the administrative measures that are normally the responsibility of the Board of Directors, submitting them to ratification by the same in the first subsequent meeting;
  - s) in emergency situations, takes the administrative measures necessary to deal with them, submitting them for ratification by the competent bodies in the first subsequent meeting;
  - t) performs any other assignment provided for by the law, by the Statute and by the Regulations, or not expressly attributed by the Statute to other bodies
3. The role of Rector is incompatible with any other position in the research and training or evaluation departments of the University. The Rector does not exercise active electoral rights in the election of the members of the Academic Senate and of the Assembly of Representatives



4. The Rector is elected among the tenured professors who have the right to such role, pursuant to applicable laws. He/she remains in office for six years and may not be re-elected. The termination of the office of the Rector determines the expiry of term of office of the Vice Rectors and any delegates and of any appointed target managers, with the exception of the Deputy Rector, who remains in office until the new Rector takes office.
5. The active electorate consists of the following:
  - a) tenured professors / researchers and fixed-term researchers;
  - b) technical-administrative staff in the measure of 33% of the votes validly cast. For the purposes of this paragraph, fixed-term staff with an employment contract lasting at least two years are also considered members of the technical-administrative staff;
  - c) students members of the following bodies: Academic Senate, Assembly of Representatives, Board of Directors, Committee for Equal Opportunities, Wellbeing at Work and Against Discrimination and Mobbing, University Evaluation Unit, Board of Directors of the Regional Body for the Right to Higher Education (*Italian acronym: ERSU*), University Sports Committee, Technical-Scientific Committee for the Library and Museum System, Councils of the University Schools and of the *School of Advanced Studies*. A For the purposes of this paragraph, postgraduates and PhD students, members of the bodies mentioned above, are to be considered as “students”.

OMITTED [...]

*Paragraphs 6,7,8,9 and 10, concerning the operating methods of the electoral procedures are available only in Italian, in the full version of the Statute.*

#### **Art. 16 - Verification of trust in the Rector by the electoral body**

1. No earlier than two years after taking office, the Academic Senate may decide, at the request of at least half of its members in office, to verify the confidence in the Rector by the electoral body. The request may also be motivated in relation to the maintenance of the University’s quality requirements, the achievement of the objectives and planned results, the adaptation of the organisation to the innovative processes taking place in the society. If the request is approved by a two-thirds majority of the members of the Academic Senate in office, the electoral body is summoned, in the manner provided for in Paragraph 7 of the previous Article. If the confirmation of trust is not approved by half plus one of the votes cast, counted as in the case of the election, the mandate is interrupted and new elections are held.

#### **Art. 17 – Vice Rectors and Proxies**

1. The Rector appoints no more than four Vice Rectors from among the tenured professors /



researchers. One of the Vice Rectors, the one who shall hold the position of the Deputy Rector, who replaces the Rector in cases of impediment or absence, is chosen from among the full professors.

2. The role of a Vice Rector is incompatible with any other office in the research, educational, or evaluation departments of the University.
3. The Rector may delegate specific functions to other professors / researchers. The Vice Rectors may appoint, within their respective mandates, the target managers.

### **Art. 18 - Academic Senate**

1. The Academic Senate is the proposing body that coordinates the University Schools and other University departments that carry out teaching or research activities. It has the task of formulating proposals and mandatory opinions on teaching and research activities, and on student services, without prejudice to the competences attributed by the Statute to the other bodies, in particular as regards the following:
  - a) the University's three-year plan, other plans and strategic development plans;
  - b) the activation, modification or cancellation of courses, locations, research and teaching facilities;
  - c) the need for human and instrumental resources;
  - d) the criteria for the allocation of resources and for the allocation of research funds to individuals and departments;
  - e) activities regarding research, education, and transfer of knowledge and skills, with particular reference to interdisciplinary ones;
  - f) career guidance and mentoring activities.
2. Furthermore, the Academic Senate expresses mandatory opinions on the following:
  - the annual and three-year budget forecast, and the final annual balance sheet;
  - University Regulations regarding administration, finance and accounting;
  - the appointment of Director General.

The Academic Senate is asked by the Board of Directors for an opinion on the subject of federations and mergers of universities, pursuant to Art. 39 of the Statute.

3. The Academic Senate is a body with regulatory power and it approves, by an absolute majority of its members, the following:
  - a) the Statute and related amendments, subject to the favourable opinion of the Board of Directors;
  - b) the Code of Ethics, subject to the favourable opinion of the Committee for Equal Opportunities,



- Wellbeing at Work, and Against Discrimination and Mobbing;
- c) the General Regulations of the University and, also on the proposal of the other UNICAM bodies, the University Regulations and the related modifications in terms of research, teaching, student services and self-managed student activities, subject to the favourable opinion of the Board of Directors, in particular as regards the aspects that involve investment or changes in the use of resources;
  - d) the regulations drawn up by the teaching and research departments and the amendments thereof, subject to the favourable opinion of the Board of Directors, in particular as regards the aspects that involve investment or changes in the use of resources;
  - e) subject to the opinion of the Board of Directors, the Regulations of the Committee of Supporters, drawn up by the same, defining the participation requirements, the methods of establishment, operation and divisions, if any.
4. It proposes to the electoral body the verification of trust pursuant to Art. 16.
  5. It defines, on the basis of the proposals of the University Schools, possibly supplemented by those of researchers / professors, including those engaged in different Schools, the plan of the annual educational offer, and it approves it, after having acquired the favourable opinions of the Assembly of Representatives, the University Evaluation Unit and the Board of Directors, the latter with regard to economic sustainability.
  6. It decides, on appeal, after having heard the interested parties, and after having obtained the favourable opinion of the Board of Directors, on the requests for affiliation of professors / researchers to the University Schools, not accepted by the relative Councils.
  7. It formulates the guidelines on the criteria and methods for verifying the activity of professors / researchers, research fellows and PhD students, as well as the technical and administrative staff.
  8. It issues the authorization to professors / researchers for carrying out external teaching activities, and for the use of periods of exclusive research activity, after having obtained the opinion of the School.
  9. It decides on the proposals to confer the titles of Emeritus and Honorary Professors, and on the conferment of honorary degrees;
  10. It expresses opinions on the issues that the Rector submits to it for examination.
  11. The Academic Senate is composed as follows:
    - a) The Rector, who convenes and presides over it;
    - b) seven tenured professors / researchers, including three School Directors, elected so as to respect the representation of the Academic Disciplines of the University;
    - c) two student representatives, including PhD and postgraduate students;
    - d) two representatives of the technical-administrative staff



The Academic Disciplines and the detailed aspects, including the elective procedures of all the members of the Academic Senate, will be defined in the General Regulations of the University.

12. The Director General attends the meetings without the right to vote, and with the role of the minute taker.
13. The Deputy Rector attends the meetings without the right to vote.
14. The Academic Senate holds office for 4 years and its elective members can only be re-elected once. The procedures for their election are defined in the General Regulations of the University, guaranteeing the representation provided for by the Statute.
15. The Academic Senate is validly convened by majority attendance of its members and adopts its resolutions by affirmative vote of a majority in attendance, subject to the qualified majorities expressly required by law, by the Statute and by Regulations.
16. Elective members who fail to attend three consecutive meetings, without justified reasons, shall be disqualified from holding office. The disqualification shall be declared by the Academic Senate.

#### **Art. 19 - Board of Directors**

1. The Board of Directors does the following:
  - a) performs the functions of strategic planning;
  - b) approves, upon proposal of the Rector, and after having acquired the proposals of the departments concerned, the opinion of the Academic Senate and that of the Assembly of Representatives, the annual and three-year financial and staffing plan;
  - c) supervises the financial sustainability of the activities;
  - d) deliberates, upon proposal of the Academic Senate, or upon proposal of the departments concerned or groups of professors / researchers, with mandatory opinion of the Academic Senate, on the establishment, modification or deactivation of the University Schools and all other organisational structures of the University;
  - e) approves, by an absolute majority of the members, the University Regulations for administration, finance and accounting, subject to the opinion of the Academic Senate;
  - f) approves, upon proposal of the Rector and subject to the mandatory opinion of the Academic Senate – as regards the aspects concerning teaching, research and student services, and taking into account the observations of the Assembly of Representatives - the annual and three-year budget forecast, the final annual balance sheet and the University three-year plan;



- g) sends, to the Ministry of Education, University and Research and to the Ministry of Economy and Finance, after approval, the annual and three-year budget forecast and the final annual balance sheet;
- h) confers the position of Director General, upon proposal of the Rector and after having acquired the mandatory opinion of the Academic Senate;
- i) exercises disciplinary authority towards university professors and researchers, pursuant to Art. 10 of Law No. 240/2010;
- l) approves proposals for the Calls by the Schools, pursuant to Art. 18, Paragraph 1, Letter E, and Art. 24, Paragraph 2, letter D, of Law No. 240/2010;
- m) authorizes the activation of recruitment and career progression procedures;
- n) determines the criteria for the organisation of Academic Fields, and for management control, in relation to the policy / program objectives;
- o) identifies the tools for verifying the efficiency and financial compatibility of the institutional and technical-administrative activities of UNICAM;
- p) approves the assets managing plan, the construction plans, and the related implementation measures, after having acquired the opinion of the departments concerned;
- q) authorises the Rector to take out mortgages and loans;
- r) has jurisdiction over active and passive disputes, waivers and settlements;
- s) examines and approves proposals for conventions, contracts, programs, projects and other negotiable instruments committing UNICAM or individual departments towards third parties, within 45 days of receipt of the proposals. These powers are subject to powers of examination and approval expressly reserved, by the Regulations, to the University Schools, other management centres and Directors, referred to in letter e);
- t) approves the accession of the University or individual departments to centres, consortia, and public and private entities, also ruling on the withdrawal, after having consulted the departments and offices concerned;
- u) designates, appoints and dismisses the representatives of UNICAM at public and private bodies;
- v) approves the annual programs of activities self-managed by the students;
- z) expresses a mandatory opinion on the University Statute and related amendments, on the University Regulations, on those drawn up by the teaching and research departments, and on the related amendments, in particular on the aspects that involve investment or changes in the use of



resources;

z1) determines, after consulting the departments concerned, and after having obtained the opinion of the Student Council, the amount and distribution of fees and taxes relating to enrolment and attendance at courses;

z2) defines the general rules for the use of the UNICAM logo and trademarks, pursuant to Art. 45 Paragraph 2.

2. The Board of Directors, in compliance with the constitutional principle of equal opportunity in the appointment of members, is composed as follows:
  - a) the Rector, who presides over it;
  - b) two members with proven management skills or high-level professional experience, with a necessary attention to scientific-cultural qualifications, not holding any University positions, designated by the Committee of Supporters, pursuant to Art. 21, Paragraph 4, subject to publishing of a specific Public Notice, and after hearing the opinion of the Assembly of Representatives;
  - c) one member designated among those holding a University position, after verification of the skills required by law, after hearing the opinion of the Assembly of Representatives, and of the Council of the Piceno University Campus, referred to in Art. 34;
  - d) one students' guarantor, elected by the students;
  - e) one guarantor of the technical-administrative staff, appointed, after having verified the skills required by law, by the Assembly of Representatives;
  - f) one teachers' / researchers' guarantor, appointed, after having verified the skills required by law, by the Assembly of Representatives.
3. The members of the Board of Directors may not simultaneously be members of the Academic Senate or of the Assembly of Representatives. The guarantor referred to in letter d) may not simultaneously be a member of the University Evaluation Unit.
4. The Board of Directors is convened by the Rector, as a rule, once a month.
5. The Board of Directors decides with the participation of at least half of the members in office and, unless otherwise required by law or the Statute, by a majority of the right-holders, as regards the measures referred to in Letters b), c), d) and f) of Paragraph 1; and by majority of those present for any other measure. The Director General attends the meetings holding an advisory vote.
6. The term of office of Board members lasts four years. Each member remains in office for the period in which he/she holds the position in the category or in the body that appointed him/her, and may only be revoked for justified reasons. The students' guarantor remains in office for two years. The term of office of Board members may be renewed only once.



7. The members who do not attend three consecutive meetings, without serious and justified reasons, shall be disqualified from the office. The disqualification is declared by the Rector. For replacement, the respective appointment provisions apply.

#### **Art. 20 Assembly of Representatives**

1. The Assembly of Representatives carries out the functions of consultancy and proposals, and spontaneous activities. In particular, it does the following:
  - a) expresses an opinion on the guidelines that the Rector intends to pursue for the development of the University;
  - b) expresses an opinion, pursuant to Art. 39, on mergers between universities and on federation proposals;
  - c) expresses opinions and proposals on the activities of the Quality Assurance System and promotes the dissemination of the related results;
  - d) defines the general rules for programming the activities self-managed by the students, upon proposal of the Student Council, and performs the functions referred to in Art. 10, Paragraph 2, Letters b) and d), and in the second sentence of Letter c) of the same paragraph, as well as the functions referred to in Paragraphs 3, 4 and 5 of Art. 10; in Paragraph 3 of Art. 11; and in Paragraph 2 of Art. 13;
  - e) expresses an opinion on the guidelines, on the criteria and methods for verifying the activity of professors / researchers, research fellows and PhD students, and of the technical-administrative staff;
  - f) appoints the members of the University Evaluation Unit, pursuant to Art. 25, Paragraph 5;
  - g) appoints an effective member of the Board of Auditors, with the functions of President, from among the administrative and accounting magistrates and State lawyers;
  - h) proposes to the Rector the appointment of two members of the Commission for Gender Equality, pursuant to Art. 22, Paragraph 2;
  - i) appoints, after verifying the skills required by law, the members of the Board of Directors referred to in Letters e) and f) of Art. 19, Paragraph 2, and expresses an opinion on the appointment of the members referred to in Letters b) and c) of the same Paragraph 2;
  - l) appoints seven professors /researchers of the Technical-Scientific Committee for the Library and Museum System;
  - m) may make observations on the University's three-year plan, before it is submitted for approval by the Rector to the Board of Directors;
  - n) examines the opinions and proposals of the Committee of Supporters, pursuant to Art. 21, Paragraph 1, Letter c), in order to enhance the presence of UNICAM in the local territory;
  - o) expresses opinions on the issues that the Rector submits to it for examination.



2. The Assembly of Representatives is composed as follows:
  - a) 9 representatives of tenured professors / researchers;
  - b) 6 representatives of the technical-administrative staff;
  - c) 6 student representatives (including PhD and postgraduate students, and in any case, no more than 2 and no less than 1);
  - d) 3 representatives of fixed-term researchers and research fellows.
3. The Director General attends the meetings without the right to vote, and with the role of the minute taker.
4. The Rector attends the meetings referred to in Art. 15, Paragraph 2, Letter b), and, at the invitation of the President of the Assembly of Representatives, other meetings where his /her presence is deemed appropriate.
5. The Assembly of Representatives remains in office for 4 years and its elective members can be re-elected only once. The procedures for their election are defined in the General Regulations of the University, guaranteeing the representation provided for by the Statute.

OMITTED [...]

*Paragraphs 6,7,8,9,10 and 11, concerning the operating methods of the electoral procedures, are available only in Italian, in the full version of the Statute.*

#### **Art. 21 - Committee of Supporters of the University of Camerino**

1. The Committee of Supporters of the University of Camerino aims to promote an effective relationship with the institutional, cultural, educational, social and economic environments of the community. In particular, it does the following:
  - a) contributes to the planning and implementation of UNICAM's educational and scientific activities, and those concerning the transfer of knowledge and skills, through initiatives for logistic and financial support;
  - b) represents a permanent connection between the University and the socio-economic environment, also for the integration of graduates into the labour market;
  - c) provides opinions and proposals aimed at enhancing the presence of UNICAM in the local territory;
  - d) contributes, through working groups, to the design and definition of the curricula of study courses, in order to promote dialogue between the demand from the market of production, professions and services on the one part, and the educational offer of the University on the



other part.

2. The Committee is made up of representatives from the business and labour market, cultural and professional representatives, those from different bodies, institutions and associations, financial and credit institutions, representatives from public services, trade associations, consumer organisations, associations of the natives of the Marche Region worldwide, university graduates (Alumni), who are all committed to promoting the activities of the University, including with financial contributions.

OMITTED [...]

*Paragraphs 3,4,5 and 6, concerning the rules of functioning of the body are available only in Italian, in the full version of the Statute.*

#### **Art. 22 – Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing**

OMITTED [...]

*Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing (Italian acronym: CUG) deals with equal opportunities, the enhancement of the wellbeing of all university employees, and all actions against discrimination and mobbing.*

*The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 23 – Student Council**

1. The Student Council has the function of providing proposals and consultations to UNICAM bodies and departments, and of coordinating the activities of student representatives.
2. In particular, it does the following:
  - a) makes proposals on issues relating to teaching activities, student services and the right to education / student support;
  - b) may request that specific items on the agenda be included in the meetings of the Assembly of Representatives or the Board of Directors, or of the Academic Senate, within their respective competences;
  - c) expresses a mandatory opinion on changes in tuition fees and on the regulations governing the granting of scholarships and other forms of financial support to students, on the regulations governing the access to study courses, on the organisation of student performance and their associations for activities in support of teaching, research and the



- right to education / student support;
- d) expresses an opinion on the University's Teaching Regulations;
  - e) proposes, to the Assembly of Representatives, the general rules for planning the activities self-managed by the students and their associations, and for the distribution of funds.
3. The Student Council is composed of student representatives in the Academic Senate, in the Assembly of Representatives, in the University Evaluation Unit, in the Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing, in the Technical-scientific committee for the Library and Museum System, students elected to the Councils of the University Schools, to the University Sports Committee, to the Board of Directors of the Regional Body for the Right to Higher Education (*Italian acronym: ERSU*), and of the students' guarantor in the Board of Directors.
4. It elects a President and a Vice President from among its members who remain in office for 2 years. The meeting for the election of the President is convened and chaired by the Rector.

#### **Art. 24 - University Community Assembly**

OMITTED [...]

*The University Community Assembly is made up of all the University staff and it draws up guidelines for the amendments to the Statute regarding the governing bodies of UNICAM and the University Schools.*

*The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 25 - University Evaluation Unit**

1. The University Evaluation Unit (Italian acronym: NVA), in collaboration with the Italian National Agency for the Evaluation of the Universities and Research Institutes (Italian acronym: ANVUR), has the task of verifying, by means of comparative analysis of costs and benefits, the feasibility, the sustainability and the accomplishment of objectives and programs, the effectiveness and efficiency of resource management, the results achieved by the departments and their respective components, in particular those relating to the quality and effectiveness of the educational offer, on the basis of, among other things, the indicators identified by the joint teachers-students commissions, and the results relating to the research activity carried out by the University Schools and other research departments, as well as the impartiality, good conduct and transparency of UNICAM activities.
2. The Unit verifies the adequacy of the scientific or professional curriculum of the holders of the teaching contracts referred to in Art. 23, Paragraph 1, of Law No. 240/2010.



3. The University Evaluation Unit is composed of 2 students elected by the students on the principle of universal suffrage, and 4 experts external to the institution, with high professional qualifications also in the context of the evaluation of universities, whose curriculum is published on the UNICAM website.

OMITTED [...]

Paragraphs 4,5,6 and 7, concerning the operating rules of the body are available only in Italian, in the full version of the Statute.

#### **Art. 26 - University Sports Committee**

1. UNICAM facilitates and supports the sports activities of students, university staff, young people and citizens in general, making use of the University Sports Committee, in compliance with applicable laws<sup>4</sup>.

OMITTED [...]

The subsequent paragraphs concerning the composition and functioning of the body are available only in Italian, in the full version of the Statute.

#### **Art. 27 – Board of Auditors**

1. The Board of Auditors supervises the accounting, financial, economic and patrimonial regularity of the management, and attests to the conformity of the report to the results of the supervision activities, drawing up a specific report that accompanies the proposed decision on the final budget. It expresses an opinion on the estimated budget and related changes.

OMITTED [...]

The subsequent paragraphs concerning the composition and functioning of the body are available only in Italian, in the full version of the Statute.

#### **Art. 28 - Director General**

1. The administrative offices of UNICAM report to the Director General..
2. The Director General is responsible for the activities of UNICAM and, on the basis of the guidelines provided by the Board of Directors, for the overall management and organisation of the services, instrumental resources and technical-administrative staff of the University, as well as for the tasks, in as compatible, pursuant to Art. 16 of Legislative Decree No. 165 30 March

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<sup>4</sup> Under Law No. 394/77



2001, and for the implementation of the programs and measures approved by the university bodies.

3. In particular, the Director General is responsible for the following:
  - a) supervision of the administrative and management activities of UNICAM offices and services;
  - b) the allocation of the technical-administrative staff to the departments, after evaluating the proposals of the University Schools, other research and teaching departments, technical-administrative areas, and on the basis of the resolutions of the Board of Directors;
  - c) verification and coordination of the activities of directors and officials responsible for the various administration areas;
  - d) preparation and presentation, in the middle and at the end of the mandate, of a summary report on the activity carried out, which includes that of the directors of Academic Fields;
  - e) all other functions attributed to it by law, by the Statute and by the Regulations.
4. The position of Director General is assigned by the Board of Directors upon proposal of the Rector, after hearing the mandatory opinion of the Academic Senate, choosing from highly qualified professionals with proven long-term experience in managerial functions.

OMITTED [...]

*The following paragraphs concerning the profile of candidates suitable for the university positions and the procedures for conferring such positions are available only in Italian, in the full version of the Statute.*

#### **Art. 29 - Disciplinary procedures and violations of the Code of Ethics. Disciplinary Board.**

OMITTED [...]

*The full text of the article is available only in Italian, in the full version of the Statute.*

### **TITLE III - RESEARCH AND TEACHING DEPARTMENTS**

#### **Art. 30 - Autonomous research and teaching departments (University Schools)**

1. University Schools are the fundamental branches of the University, responsible for carrying out and coordinating research and teaching activities, transfer of skills and knowledge, and services.
2. Members of the University's teaching-research staff are assigned by the Board of Directors to the Schools on the basis of a request for allocation, adequately motivated, which must be



- approved by the Council of the School concerned, subject to the provisions of Art. 18, Paragraph 6.
3. The Schools have scientific, teaching and functional autonomy, and, within the limits set by the University Regulations concerning administration, finance and accounting, they also have managerial autonomy.
  4. In particular, in line with the objectives and general strategies of the University and without prejudice to the provisions of Art. 19, the Schools are responsible for the following:
    - a) proposing the annual and multi-year plan for the departments, in line with community planning, both on the national and regional levels;
    - b) drawing up, by 30 June every year, of the budget proposal for the following year and the final balance of the previous year;
    - c) proposing the activation of the procedures for the recruitment of teachers / researchers, and the Call procedures for successful candidates;
    - d) collaboration as regards the guidance and mentoring activities promoted by the University, and organisation of the same, also in an autonomous form, in agreement with the University directors;
    - e) promotion of agreements with other schools for the development of research projects and joint educational activities;
    - f) proposing amendments to the University Statute and Academic Regulations;
    - g) any other tasks assigned by the university system regulations and by the regulations concerning the units called “departments”;
    - h) as regards research:
      - h1) planning, coordination, organization, promotion and verification of related activities;
      - h2) creation and maintenance of a research and research training environment, as stimulating as possible and rich in opportunities, through the development of international relations, the promotion of geographical, interdisciplinary, intersectoral, virtual mobility, and the encouragement of autonomy, in particular of young researchers;
      - h3) development and implementation of various forms of merit- and quality-based incentives;
    - i) as regards education:
      - i1) planning, coordination, organisation, promotion and verification of the related activities, including the proposals for the establishment, activation and deactivation of study courses and specialisation schools, as well as masters, advanced courses, continuing education activities, both permanent and recurrent, distance learning, higher technical education activities (Higher Education Technical Institutes);
      - i2) methods of management and financing of the activities referred to in Letter h1), defined by specific regulations;
      - i3) promotion of learning as the main objective of one’s activity;



- i4) continuous improvement of educational activities, based on the development of strengths and the overcoming of critical issues;
  - i5) assignment of tasks and teaching duties to professors and researchers, based on the evaluation of the training activities carried out, in relation to the objectives set;
  - i6) approval of individual students' study pathways, validation of university qualifications, and the recognition of studies completed abroad, in accordance with the procedures established in the Teaching Regulations of the University, and in any case, after having obtained the opinion of the joint teachers-students commission;
  - i7) expressing opinions on leaves for study reasons or for the use of periods of exclusive research activity;
- l) as regards the contribution of UNICAM to social and economic development:
- l1) promotion of educational, cultural and technological innovation processes present in the society, also through agreements with external institutions;
  - l2) ensuring the dissemination of research results, knowledge and information, also through processes of transfer of knowledge, skills and technologies to the systems of production and services;
  - l3) acquisition of knowledge relating to independent business initiatives taken by students, young graduates and researchers under training, and the promotion of spin-off and start-up activities.

OMITTED [...]

*The subsequent paragraphs concerning the functioning of the body are available only in Italian, in the full version of the Statute.*

### **Art. 31 – School Governing Bodies**

1. School governing bodies are the following: the Director, the Council, the Board.
2. The Director represents the School and ensures its proper functioning. The director does the following:
  - a) convenes and presides over the Council and the Board, prepares the agenda and executes their resolutions;
  - b) promotes the activities of the School and exercises coordination and supervision over all activities;
  - c) verifies the observance of office duties by the researchers / professors and the evaluation of their overall teaching, research and management commitment;
  - d) in case of necessity and urgency, adopts provisions within the competence of the School Council, submitting them to ratification in the first next meeting;
  - e) performs any other assignment provided for by the law, the Statute and the Regulations.

OMITTED [...]



*The subsequent paragraphs concerning the functioning of the body are available only in Italian, in the full version of the Statute.*

11. School Council is composed as follows:

- a) tenured professors / researchers and fixed-term researchers;
- b) administrative manager and teaching manager;
- c) one student representative for each course of study in which the School participates in an amount equal to or greater than 60 credits. Student representatives in the School Council are members of the joint teaching commission referred to in Paragraph 14;
- d) representatives of PhD students and holders of research grants who perform their activities at the departments pertaining to the School, one for each five persons represented, rounded to the nearest whole number;
- e) one representative of postgraduate students under training, for each Specialisation School;
- f) representatives of the technical-administrative staff allocated to the School, one for each five persons represented, rounded to the nearest whole number.

OMITTED [...]

*The following paragraphs concerning the composition and functioning of the body are available only in Italian, in the full version of the Statute.*

#### **Art. 31a – School of Higher Education**

OMITTED [...]

*The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 32 - School of Advanced Studies**

OMITTED [...]

*UNICAM carries out third-cycle programs that lead to PhD within a university department called the School of Advanced Studies (Italian acronym: SAS). The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 33 – Specialisation Schools**

OMITTED [...]

*The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 34 - The Piceno University Campus**

OMITTED [...] *The Piceno University Campus (Italian acronym: PSDP) is made up of the ensemble of*



*connected UNICAM departments and research and educational activities, located in the province of Ascoli Piceno. The full text of the article is available only in Italian, in the full version of the Statute.*

#### **Art. 35 – The Library and Museum System**

*OMITTED [...] The Library and Museum System of the University focuses on the research and educational needs, and is functionally integrated into local, national and international information systems. It performs functions of public interest relating to the protection, use and enhancement of the assets it collects, to the communication and dissemination of scientific culture, promoting synergistic actions with similar institutions in the local territory. The full text of the article is available only in Italian, in the full version of the Statute.*

#### **TITLE IV - ADMINISTRATIVE ORGANISATION AND FINANCIAL, ACCOUNTING AND ORGANISATIONAL AUTONOMY**

*OMITTED [...] The full text of the article is available only in Italian, in the full version of the Statute.*

#### **TITLE V - FEDERATIONS AND MERGERS OF UNIVERSITIES**

*OMITTED [...] The full text of the article is available only in Italian, in the full version of the Statute.*

#### **TITLE VI – COMMON PROVISIONS**

*OMITTED [...] The full text of the article is available only in Italian, in the full version of the Statute.*

#### **TITLE VII – TRANSITIONAL AND FINAL PROVISIONS**

*OMITTED [...] The full text of the article is available only in Italian, in the full version of the Statute.*