



UNICAMILLUS

REGULATIONS OF THE ACADEMIC SENATE

Approved by the Technical Organising Committee on 12/05/2023 (Ref. 93)

Regulations of the Academic Senate

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Introduction

1. These Regulations govern the organisation, activities and running of the Academic Senate of UniCamillus - Saint Camillus International University of Health Sciences, hereinafter also referred to as 'UniCamillus' in accordance with the legislation in force, the University's Statutes and Teaching Regulations.
2. The approval and modification of these Regulations shall be made by the Board of Directors by an absolute majority of its members.

Article 1 Purpose of the Academic Senate

1. The main purpose of the Academic Senate of Unicamillus is to coordinate and promote the scientific and educational activities of the University. It represents the main academic and didactic policy-making body and contributes to the definition of educational and research policies.
2. The Academic Senate is committed to ensuring academic excellence by:
 - a. adopting regulations and guidelines that promote the smooth development of course programmes and research activities.
 - b. promoting teaching and academic innovation, supporting initiatives that improve the quality of teaching and research.
 - c. protecting and promoting the University's cultural and scientific heritage, making the best use of available skills and resources.
 - d. defining and implementing the University's internationalisation strategies, promoting exchanges and collaborations with academic and research institutions at a global level.
3. The Academic Senate operates in accordance with the principles of autonomy, accountability, transparency and participation, ensuring the active involvement of all components of the University community in strategic decisions.

Article 2 How the Academic Senate operates

1. The Academic Senate adopts these Regulations. The Academic Senate is responsible for the approval of the University's Teaching Regulations, subject to the favourable opinion of the Board of Directors.
2. In its work of coordination, promotion and rationalisation, the Academic Senate formulates proposals and opinions to the Board of Directors on teaching, research and student services, taking into account the proposals of the Departmental Faculty, the Integrated Research Centre and the Third Mission Commission, also with reference to the University's Strategic Plan. More specifically
 - a. it gives its opinion to the Board of Directors on the proposals of the Departmental Faculty to initiate the procedure for the appointment of researchers and full professors, with due justification;
 - b. it gives its opinion to the Board of Directors on proposals for collaborations, contracts and agreements with public and private bodies in order to create synergies and raise funding for research and teaching, also at European and international level;
 - c. it formulates proposals and gives opinions to the Board of Directors on the development programmes of the University's course programmes, on the guidelines for research activities and on the admission criteria for students, in agreement with the Boards and Councils of the Departmental Faculties;
 - d. On behalf of the Board of Directors, it deals with any other matter relevant to the functioning of the University.

Article 3 Structure of the Academic Senate

1. The Academic Senate is composed of the Rector, who chairs it, the Pro-Rectors, if appointed, and the Heads of Departments.
2. The term of office is three years, renewable once.

3. The Director General of the University participates in the meetings of the Academic Senate with advisory voting rights, acting as Secretary of the Senate.

Article 4 Convening and documentation

1. The meetings of the Academic Senate shall be held according to an annual schedule agreed upon in advance. The establishment of the annual schedule shall constitute the formal convening of the meetings.
2. The Rector may convene the Academic Senate outside the above schedule, if they consider it necessary, by sending the agenda to each member.
3. In duly substantiated cases of urgency, the convening of a meeting outside the annual schedule, as referred to in paragraph 2 above, shall be notified by email at least two days before the meeting and shall be documented by minutes drawn up by the competent official.
4. Documents relating to the agenda and useful for the meeting shall, except in exceptional cases, be made available to the members of the body two days before the date of the meeting. Each member of the Academic Senate shall be notified by email of the availability of such documentation. Appropriate IT tools shall be used for the transmission and consultation of documentation.
5. Meetings of the Academic Senate may also be held online.

Article 5 Proceedings of the meetings

1. Minutes of each meeting shall be drawn up by the Secretary of the body and shall contain the decisions taken and a summary of the debates held. Anyone wishing to have their intervention, as formulated during the meeting, included in the minutes shall hand the written text to the Secretary during the meeting.
2. The minutes shall record the number of votes in favour, against and abstentions on each resolution. The names of the members voting in favour, against or abstaining shall not be mentioned, without prejudice to the right of those who so request to have their votes recorded in the minutes.
3. The minutes shall be submitted to the Academic Senate for approval, normally at the following meeting.
4. Once approved, the minutes shall be signed by the President and the Secretary of the body and digitally archived via WebApp.
5. The decisions of the Academic Senate are sent to the offices responsible for their implementation, normally within 5 days of the meeting, via the computerised protocol system. The Offices are responsible for informing the internal structures of the University of the adoption of resolutions in the framework of procedures initiated by the structures themselves. They shall also inform persons within or outside the University of decisions concerning them.

Article 6 Responsibilities of the members of the Academic Senate

1. The members of the Academic Senate must attend the meetings. If a member is unable to attend a meeting, they must submit a written justification to the Rector and the Rector's Office. Acceptance of the justification shall be at the discretion of the Rector.
2. A member shall be removed from their office in the following cases:
 - a. Absence from three consecutive meetings without a justified reason.
 - b. Failure to attend one third of the meetings of the Senate one year after appointment.
3. Resignation must be in writing and addressed to the Rector, who will confirm it.
4. In the event of incompatibility, the office shall be terminated. A member of the Academic Senate who is in a situation of incompatibility with regard to a matter on the agenda shall abstain from participating in the discussion and voting and shall leave the meeting room.
5. A situation of incompatibility exists when a member has a direct or indirect interest in the matter under consideration, arising from personal or family circumstances that affect the subject of the deliberation.

6. If a member does not abstain as requested, the Rector may, subject to a reasoned decision by the Academic Senate, exclude the member from the discussion and the vote.

Article 7 Decisions of the Academic Senate

1. The resolutions of the Academic Senate shall be adopted by a majority of those present, unless the law and/or these Statutes provide otherwise. In the event of a tied vote, the Rector shall have the casting vote.

Article 8 Final provisions

For all matters not expressly provided for in these Regulations, reference is made to the relevant laws in force, the Statute and the Regulations, in particular the Teaching Regulations.