



UNICAMILLUS

DEPARTMENTAL FACULTY OF MEDICINE REGULATIONS

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Departmental Faculty of Medicine Regulations

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Introduction

1. These Regulations govern the organisation, activities and running of the Departmental Faculty of Medicine of UniCamillus - Saint Camillus International University of Health Sciences, hereinafter also referred to as 'UniCamillus' in accordance with the legislation in force, the Academic Statute 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. Once approved by the Board of Directors, these Regulations are issued by Rector's decree.

Article 1 Purpose of the Departmental Faculty

1. The main purpose of the Departmental Faculty of Medicine of UniCamillus, hereinafter referred to as the 'Departmental Faculty', is to carry out teaching and training activities, scientific research and related or complementary external activities.
2. The Departmental Faculty ensures structured promotion between all the scientific and disciplinary fields to which the professors and researchers of the Faculty belong.
3. The Departmental Faculty contributes to the internationalisation of the University by promoting the mobility of teaching staff and by hosting researchers and, above all, students from abroad.

Article 2 Functions of the Departmental Faculty

1. The Departmental Faculty shall be responsible for the organisation and coordination of teaching and scientific research activities, as well as for the organisation of related or complementary external activities, taking into account the interconnectedness of its courses.
2. The Departmental Faculty shall be responsible for the implementation and/or updating of the University's educational activities.

Article 3 Structure of the Departmental Faculty

1. The Departmental Faculty is made up of professors working in homogeneous and/or related scientific disciplines who share a common teaching perspective or research interests.
2. The bodies of the Faculty are the Head of Departmental Faculty, the Council and the Board of the Faculty, whose functions are governed by these Regulations, in accordance with these Regulations and the UniCamillus Statute.

Article 4 Bodies of the Faculty

1. The bodies of the Departmental Faculty are:
 - a) the Head of the Departmental Faculty;
 - b) the Council of the Departmental Faculty;
 - c) the Board of the Departmental Faculty.

Article 5 Head of the Departmental Faculty

1. The Head of the Departmental Faculty is appointed by the Board of Directors, after consulting the Rector, from among full professors and, if none are available, from among associate professors.
2. The term of office of the Head of the Departmental Faculty is three academic years, renewable once.
3. The Head of the Departmental Faculty represents the Departmental Faculty in its academic acts, carries out the decisions within his/her competence and supervises the teaching, scientific activities and services of the Departmental Faculty.

4. The Head of the Departmental Faculty advises the Board of Directors on the possible appointment of the Deputy Head of the Departmental Faculty, chosen from among the professors or researchers of the Departmental Faculty itself.

Article 6 Council of the Departmental Faculty

1. The Council of the Departmental Faculty, hereinafter referred to as the 'Council', is the collegial body that ensures the coordination and harmony of the educational objectives of all the teaching, tutorial and advisory activities promoted by the Faculty itself and by all the teaching structures operating within it.
2. The Council is composed of the Head of the Departmental Faculty, who presides over it, and all the professors and researchers of the University.

At the request of the Rector or the Head of Departmental Faculty, lecturers may participate in the Council with advisory voting rights. The student representatives of the degree programmes belonging to the Departmental Faculty are invited to the meetings of the Council, with the right to speak and make proposals, but only on matters of primary interest to the students. Students are not included in the calculation of the majorities required for meetings and resolutions to be valid.

Article 7 Functions of the Council of the Departmental Faculty

1. The Council is the advisory and proposing body that directs, plans and coordinates all the teaching, research and third mission activities, and verifies their efficiency and functionality also through the use of appropriate evaluation parameters.
2. In particular, the Council is responsible for:
 - a) defining the research objectives and areas of activity of the Departmental Faculty, also in agreement with the Integrated Research Centre, without prejudice to the guarantee of free-choice research areas, as well as in accordance with the strategic objectives and determinations of the Board of Directors;
 - b) proposing to the Board of the Faculty and to the Integrated Research Centre the teaching and research initiatives considered appropriate for the development of the Departmental Faculty;
 - c) proposing to the Board of the Faculty the organisation of third mission activities, seminars and conferences to present the results of research carried out by lecturers of the Departmental Faculty, sometimes with the involvement of other local bodies, i.e. companies, local or national institutions;
 - d) proposing to the Board of the Faculty the possible activation and awarding of research grants as well as professors in terms of disciplinary scientific sectors;
 - e) expressing an opinion on requests for authorisation to carry out exclusive scientific research activities pursuant to the regulations in force;
 - f) promoting the internationalisation of training and research as well as the incoming and outgoing mobility of lecturers, researchers, research fellows and PhD students;
 - g) monitoring the smooth running and quality of teaching and research activities;
 - h) adopting the regulations governing its organisation and operation, in compliance with the general rules of the University;
 - i) exercising all the powers delegated to it by current legislation, the University Statute and Regulations or, in any case, connected to the performance of its institutional functions.

Article 8 How the Council of the Departmental Faculty operates

1. The Council shall normally meet every six months.
2. The Council shall be convened by the Head of the Departmental Faculty by means of a notice sent to the official e-mail address of each person entitled to attend, together with the agenda, at least five days before the date set for the meeting; in urgent cases, the Council may be convened at least two days in advance.

Meetings of the Council may also be held online.

3. A meeting of the Council shall be validly constituted if at least half plus one of the members entitled to vote are present, minus the number of duly excused absentees, but not more than the number of members present. Those who do not justify their absence in writing prior to the Council meeting shall be considered as unjustified absentees.
4. The above-mentioned meetings shall be chaired by the Head of the Departmental Faculty, who shall present the items on the agenda after verifying the valid constitution of the Council. The functions of the secretary, who takes the minutes, are performed by the Head of the Faculty or his/her delegate. The Head of the Departmental Faculty shall determine the order and duration of the speeches.
5. Without prejudice to the quorum required by law for the adoption of resolutions on certain matters, resolutions shall be valid if adopted by a majority of those present. For particularly important matters, a qualified majority of the members of the Council may be required.
6. Voting may also be conducted electronically.
7. The duly approved minutes of the meetings are stored digitally via WebApp and can be consulted by the members of the Council. They may also be consulted by anyone who has a direct, concrete and current interest, corresponding to a legally protected situation and linked to the document to which access is requested, in the manner and under the conditions provided for by Law 241/1990 and subsequent amendments and integrations.

Article 9 Board of the Departmental Faculty

1. The Board of the Departmental Faculty is appointed by the Board of Directors.
2. The members are elected from among the professors and/or researchers of the Departmental Faculty and hold office for three academic years and can be re-elected. The Board of the Departmental Faculty consists of:
 - a) the Head of the Departmental Faculty, who chairs and convenes the meetings;
 - b) the Deputy Head of the Departmental Faculty, who replaces the Head of the Faculty in the event of his/her incapacity or absence;
 - c) the Heads of BSc/MSc programmes;
 - d) the Rector's Delegate for Research;
 - e) the Rector's Delegate for Teaching Activities;
 - f) the Rector's Delegate for Internships.

Article 10 Functions of the Board of the Departmental Faculty

1. The Board is the executive body of the Faculty, which acts in conjunction with the University's management.
2. In particular, the Board is responsible for:
 - a) proposing to the Academic Senate the activation or modification of undergraduate, postgraduate and PhD course programmes, as well as their syllabuses and organisation;
 - b) proposing to the Academic Senate the activation of CPD first- and second-level courses, as well as their syllabuses and study plans;
 - c) proposing to the Academic Senate the activation and/or updating of the organisation, running and programmes of the Specialisation Schools, in collaboration with them;
 - d) proposing to the Academic Senate, and hence to the Board of Directors, proposals for the recruitment of teaching staff, broken down by scientific and disciplinary area, taking into account the evaluation of research and the principles of merit promotion, in order to ensure the sustainability of the educational activities and in relation to research programmes and teaching activities;
 - e) proposing to the Academic Senate, and subsequently to the Board of Directors, collaborations, contracts and agreements with public and private bodies in order to create synergies and find funding for research and teaching, also at European and international level;

- f) preparing and updating the organisation of teaching activities, taking into account the indications of the Programme Boards, if appointed;
- g) verifying the fulfilment of the teaching and research obligations of the teaching staff;
- h) proposing to the Academic Senate and then to the Board of Directors the teaching regulations proposed by the Council of the Departmental Faculty;
- i) adopting the regulations governing its organisation and operation, in compliance with the general rules of the University;
- j) exercising all the powers delegated to it by current legislation, the University Statute and Regulations or, in any case, connected to the performance of its institutional functions;
- k) on the proposal of the Head of the Departmental Faculty, or on the instructions of the Departmental Faculty Council or the Director General, it deals with any other matter relevant to the running of the Departmental Faculty.

Article 11 How the Board of the Departmental Faculty operates

1. The Board of the Departmental Faculty shall normally meet every six months.
2. The Board of the Departmental Faculty shall be convened by the Head of the Departmental Faculty by means of a notice sent to the official e-mail address of each person entitled to attend, together with the agenda, at least five days before the date set for the meeting; in urgent cases, the Board of the Departmental Faculty may be convened at least two days in advance. In the event of the temporary incapacity or absence of the Head of the Departmental Faculty, the meetings may be chaired by the Deputy Head, if appointed.
3. The Head of the Departmental Faculty must convene the Board if at least one third of its members so request.
4. Meetings of the Board of the Departmental Faculty may also be held online.
5. A meeting of the Board of the Departmental Faculty shall be validly constituted if at least half plus one of the members entitled to vote are present, minus the number of duly excused absentees, but not more than the number of members present. Those who do not justify their absence in writing prior to the Board meeting shall be considered as unjustified absentees.
6. The above-mentioned meetings shall be chaired by the Head of the Departmental Faculty, who shall present the items on the agenda after verifying the valid constitution of the Council. The functions of the secretary, who takes the minutes, are performed by one of the Heads of BSc/MSc programmes. The Head of the Departmental Faculty shall determine the order and duration of the speeches.
7. Without prejudice to the quorum required by law for the adoption of resolutions on certain matters, resolutions shall be valid if adopted by a majority of those present, in the event of a tied vote, the vote of the Head of the Departmental Faculty prevails. For particularly important matters, a qualified majority of the members of the Board of the Departmental Faculty may be required.
8. Voting may also be conducted electronically.
9. The duly approved minutes of the meetings are stored digitally via WebApp and can be consulted by the members of the Board of the Departmental Faculty. They may also be consulted by anyone who has a direct, concrete and current interest, corresponding to a legally protected situation and linked to the document to which access is requested, in the manner and under the conditions provided for by Law 241/1990 and subsequent amendments and integrations.
10. Any member who fails to attend three consecutive meetings of the Board without a valid reason shall be removed from office.

Article 12 Website of the Departmental Faculty

1. The Departmental Faculty has a page on the University's website containing all information on the structure and running of the Faculty.
2. In particular, these Regulations and news concerning the Faculty's scientific and educational initiatives shall be displayed.

Article 13 Final provisions

For legal and interpretation purposes, the Regulations approved by Rector's decree no. 668 of 29/11/2024, filed and available at the Office for Applications, Decrees and Regulations, is the one written in Italian, a certified copy of which may be requested.

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.