



UNICAMILLUS

REGULATIONS FOR RESEARCH ACTIVITIES

Approved by the Board of Directors on 19.06.2024 (Ref. 133)

Regulations for Research Activities

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Article 1. General objectives

1. These Regulations govern the activities and policies for monitoring the research quality of Saint Camillus International University of Health Sciences, hereinafter also referred to as 'UniCamillus', in accordance with the regulations in force and the University Statute.
2. The University's research activities may be carried out:
 - a. by means of agreements, contracts and/or activities on behalf of third parties, using resources provided by public or private bodies, including those under contract;
 - b. through funded projects or calls for proposals;
 - c. as a research activity carried out individually by a professor or in collaboration with other professors of the University or of other universities or national and international research institutes.
3. The approval and modification of these Regulations shall be made by the Board of Directors by an absolute majority of its members.

Article 2. Context

1. UniCamillus University is committed to the development of high quality research, mainly in the following fields: clinical, biomedical, public health, mental health and patient rehabilitation.
2. UniCamillus University organises, promotes and finances research activities, also through the creation of the Integrated Research Centre, in accordance with Art. 18 of the University Statute, the Grants Office and through the establishment of the UniCamillus Research Fund (URF) (Art. 8).
3. Research activities at UniCamillus University are carried out in accordance with:
 - a) The general guidelines and strategic directions proposed by the Board of Directors, which approves the research programmes with the corresponding funding in accordance with Art. 7 par. 2 letter c of the University Statute, and by the Academic Senate in accordance with Art. 2 paragraph 2 letter c) of the Academic Senate Regulations;
 - b) Research lines of the Departmental Faculty defined in agreement with the Integrated Research Centre in accordance with articles 7 and 10 of the Regulations of the Departmental Faculty of Medicine. The common guidelines are expressed in accordance with the vision, policies and strategies of the University;
 - c) Individual research lines of professors and researchers.

Article 3. Facilities and Personnel

1. The activities referred to in Art. 1, paragraph 2, may be carried out individually or with the equipment, resources and personnel of the University and/or of the entities with which agreements have been concluded, provided that the effective performance of the institutional teaching and research activities is guaranteed.
2. If part of the research activity cannot be carried out by the staff of the entity involved, it may be based on external collaboration, limited to the duration of the contract or agreement, by concluding agreements in accordance with the regulations in force.
3. Activities and projects may be carried out in collaboration with other public and private bodies, both national and international.

Article 4. Research activities referred to in Article 1, paragraph 2, letter a)

1. The activities referred to in this Article consist of research or consultancy activities commissioned by public or private bodies.
2. Proposals may be submitted to the Grants Office by any faculty member of the University. The Grants Office will carry out an investigation and forward the proposal to the Delegate for Research, who will issue an opinion and submit it to the governing bodies.
3. Proposals must include:
 - a) The name of one or more professors responsible for the project, chosen from among full and associate professors and researchers;
 - b) The description of the project, the expected results and, if applicable, the timeframe;
 - c) The amount of funding;
 - d) The specification that the equipment and software purchased with the project funds will be the property of the University;
 - e) Specification that the management and maintenance of the assets will be coordinated by the professor responsible for the project throughout the duration of the project;
 - f) Specify that the University will not advance funds for the purchase of goods or staff salaries, unless otherwise approved by the Board;
 - g) Where appropriate, the need to recruit staff in accordance with applicable regulations;
4. The preliminary evaluation carried out by the Grants Office will:
 - a) Inform the Delegate for Research to obtain their opinion;
 - b) Check that the proposal meets all the necessary requirements and ask the applicant to rectify any omissions;
5. The Delegate for Research forwards the proposal and their opinion to the Rector and the Director General.
6. If the University's governing bodies approve the proposal, the professor in charge of the project will prepare a draft contract or agreement to be sent to the Grants Office for the signature of the University's legal representative, if necessary.

Article 5. Research activities referred to in Article 1, letter b)

1. These activities include the University's participation in funded projects or calls for proposals sponsored by public or private bodies.
2. In cases where the call for proposals requires the signature of the University's legal representative, or where only one project proposal may be submitted by the University or a Department, or where co-financing by the University is required, project proposals must first be submitted by the proposing professor of the University for formal approval. Proposals may be submitted by any member of the University to the Grants Office, which will carry out the preliminary evaluation and forward the proposal to the Rector and the Delegate for Research for approval, with a possible request for an opinion from the Faculty Council, the Integrated Research Centre and/or the Board of Directors.
3. For the type of calls not included in Art. 5, paragraph 2, proposals may be submitted by any member of the University teaching staff directly to the Delegate for Research.
4. Proposals must include:
 - a) Indication of one or more professors responsible for the project, with requirements similar to those indicated for commissioned activities,
 - b) The description of the call for proposals and the modalities of participation;
 - c) The amount of funding;
 - d) The characteristics of the call, including any project partners;
 - e) Specification that the management and maintenance of the assets will be coordinated by the professor responsible for the project throughout the duration of the project;

- f) Indication that the University will not advance any funds, unless otherwise specified in the call or in the amount of co-funding requested from the University;
- g) Where appropriate, the need to recruit staff in accordance with applicable regulations;
5. The preliminary evaluation carried out by the Grants Office must:
 - a) Inform the Delegate for Research to obtain their opinion;
 - b) Check that the proposal contains all the necessary requirements and the possibility of participating in the call, inviting the proposer to rectify any omissions;
6. The Delegate for Research forwards the proposal and their opinion to the Rector and the Director General.
7. If the Governing Bodies approve participation in the project, the Professor responsible for the project, with the support of the Grants Office, will prepare the necessary documentation to respond to the call for proposals.

Article 6. Research activities referred to in Article 1, letter c)

1. These activities include autonomous research initiatives carried out by the University's teaching staff, individually or in collaboration with other teaching staff from the University or from other universities or research institutes, both in Italy and abroad.
2. These activities shall not involve any administrative costs for the University and shall be carried out in compliance with the freedom of research,
 - a) Activities included in those described in Article 6, paragraph 10 of Law 240/10 do not require prior authorisation;
 - b) Other activities are subject to the notification and/or authorisation procedures set out in the University's regulations.
3. These activities must meet all the following conditions in order to be considered as research activities:
 - a) Research results must bear the UniCamillus affiliation and be entered into the IRIS platform;
 - b) Research results must also be formally attributed to the University for the purposes of research quality assessment.
 - c) Where required by the regulations in force, the necessary prior authorisation must have been obtained.
4. The obligation to declare the hours related to the performance of the activities referred to in this article rests with the individual professor.

Article 7. Management of funds received for funded and co-funded projects and calls for proposals

1. The funds received for the implementation of the activities referred to in Article 1, paragraph 2, letters a) and b), shall be used in accordance with the plan drawn up by the professor in charge of the project, and budget variations, if necessary, shall be approved by the Director General.
2. In accordance with the rules established for the funded or co-funded project or call for proposals, the plan must guarantee a percentage in favour of the University budget of at least 15% of the funds received, unless otherwise expressly stated in the call for proposals or by the Board of Directors.

Article 8. Budget of the UniCamillus Research Fund

1. The UniCamillus Research Fund (URF) consists of funds approved by the Board of Directors.
2. The URF is approved by the Board of Directors and is intended for:
 - a. Research projects for UniCamillus professors and researchers.
 - b. Purchase of research equipment.

Article 9. Professors of the URF and criteria for the distribution of funds

1. The resources of the URF earmarked for research projects are intended to finance projects by research groups made up of professors and researchers from the Departmental Faculty, in accordance with the University's policies and strategies.
2. The Council of the Departmental Faculty, in agreement with the Integrated Research Centre, defines the call for proposals, which specifies the procedures for participation, allocation and reporting.
3. The call is approved by the Academic Senate and the Board of Directors.
4. Priority criteria for the allocation of funds include:
 - a. Originality and innovation,
 - b. The number of UniCamillus professors and researchers involved,
 - c. The educational and developmental benefits of the expected results.
5. The Board of Directors approves the research programmes with the corresponding funding in accordance with the University Statute.
6. Once the grant has been awarded, the project leader becomes the Principal Investigator and assumes the corresponding rights and obligations. These responsibilities include the preparation of an annual report on the progress of the research project to be submitted to the Integrated Research Centre for the duration of the project, starting from the project start date.

Article 10. Additional remuneration

1. Professors who participate in the activities referred to in letters a) and b) of paragraph 1 of Art. 2 who are classified as full or associate professors or as researchers may receive additional remuneration in accordance with the "Regulations for the establishment and use of the University fund for additional remuneration of professors and researchers", Art. 2, Paragraph 4.
2. Any professor involved in the activities referred to in letter b) of the first paragraph of Art. 2, who is classified as a full or associate professor or as a researcher, or who, during the academic year, reports a number of research hours exceeding the number of hours allocated to research by the regulations in force, shall, subject to the opinion of the Board of Directors, receive additional remuneration proportional to the exceeding number of hours.
3. For the purpose of evaluating the activities referred to in paragraph 2 of Art. 10, activities that are in line with the University's vision and mission and that are valid for the purposes of assessing the quality of research and national scientific qualification shall be taken into account.

Article 11. Guidelines for the management and supervision of research activities

1. In order to achieve the objectives set out in Article 1.1, UniCamillus defines the roles, tasks and responsibilities of the governing bodies and quality assurance structures in accordance with the University Statute, the Regulations of the Faculty Departments, the Regulations of the Academic Senate and the Regulations of the Integrated Research Centre.

3. UniCamillus ensures a periodic process of self-evaluation of its research activities through the preparation of the Document for Self-Assessment of Scientific Research in accordance with the Plan-Do-Check-Act (PDCA) approach, in compliance with the requirements of the AVA3 system (Self-Assessment, Assessment and Accreditation).
4. The Document for Self-Assessment of Scientific Research meets the following requirements:
 - a. It is drafted annually by the Delegate for Research with the support of the Integrated Research Centre.
 - b. It is submitted to the Council of the Departmental Faculty and shared with the Evaluation Committee (EC) and the University Quality Committee (QC).
 - c. After being presented to the Council of the Departmental Faculty, it is shared with the Academic Senate and then with the Board of Directors.
 - d. It includes a review of the research activity based on the evaluation of the objectives identified in the University Strategic Plan and the previous planning cycle presented in the previous Document for Self-Assessment of Scientific Research.
 - e. It evaluates the results of the research quality assessment.
 - f. It identifies and proposes to the governing bodies improvement actions, if they are considered necessary and useful, or if the objectives are not achieved.
 - g. It evaluates research results through the analysis of indicators including:
 - i. The number of publications with UniCamillus affiliation.
 - ii. The quartile membership of journals according to Scopus or Web of Science metrics.
 - iii. The field-weighted citation impact, i.e. the average citation impact weighted by the world average for similar publications.
 - iv. The percentage of publications in open access format.

Article 12. 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.