

# UNIVERSITY GENERAL STATUTE

Coordinated text of the University Statute issued by Rector's Decree no. 1203/2011 of 13.12.2011, as amended.

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## **TITLE I – PRINCIPLES**

### **SECTION I – Founding principles**

#### **Article 1 (Founding principles)**

1. In conformity with the principles of the Italian Constitution and the Magna Charta of the Universities, Alma Mater Studiorum – Università di Bologna is a public, independent, non-denominational and pluralistic institution.
2. Alma Mater Studiorum – Università di Bologna is a multi-campus university based in Bologna, Cesena, Forlì, Ravenna and Rimini.
3. The primary goals of the University are teaching, research and their public and social impact through specific third mission initiatives, inseparable activities that pursue critical knowledge and are open to inter-cultural dialogue and interaction, respecting the freedom of science and teaching. Given its long-standing identity as a place of general studies, the University acknowledges the equal dignity and opportunities of all branches of learning that assure scientific and educational capital. This University protects and renews its cultural heritage, meeting different societal needs.
4. As a natural place of knowledge and scholarship, Alma Mater Studiorum – Università di Bologna must interpret and provide guidance on the transformations of its time, by guaranteeing the development, innovation, transfer and enhancement of knowledge to the benefit of individuals and society as a whole.
5. These objectives and tasks are pursued through the responsible contribution of all members of the University community, on the basis of their own skills: students, professors, researchers and professional staff. A primary value of the entire community is the respect of the individual's fundamental rights, which the University undertakes to promote and protect under all circumstances.
6. The autonomy of the University—the foundation and expression of the University community—is expressed in regulative, organisational, financial and managerial terms, in conformity with Italian law and this Statute. The autonomy of the University is a guarantee of the freedom of learning, teaching and research.
7. The recognition of merit and excellence is a primary criterion guiding the University's cultural, financial and organisational choices and strategies; in this way, the University promotes and rewards the commitment and quality of results achieved by students, professors, researchers and professional staff.
8. Aware of its international scope by history and vocation, this University undertakes to consolidate and increase the internationalisation of its scientific and learning programmes and its organisation. For this purpose, it promotes mobility and cooperation among universities from different countries, communicating with the most qualified international scientific and cultural institutions.

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9. As part of the awareness-raising work initiated by the University of Bologna and aimed at countering gender stereotypes, in accordance with the Guidelines for gender visibility in the Institutional communications, this Statute, whenever possible, uses neutral terminology. When gender-specific terms are used for reasons of conciseness, they shall be understood as referring inclusively to all persons within the academic community.

## **SECTION II – Guiding principles**

### **Article 2.1 (Right to higher education)**

1. In compliance with Articles 3 and 34 of the Italian Constitution, the University works to ensure that the full exercise of the right to higher education is not hindered by economic or social obstacles, and that commitment and merit are constantly acknowledged and duly rewarded.
2. The University undertakes to provide students with effective guidance at the start, during and at the end of their studies, through constant dialogue with both upper secondary schools and the labour market, to support graduates entering the world of work and enhance their professional skills.
3. The University undertakes to implement tangible initiatives to improve the cultural, social and material conditions of students, and encourage their inclusion in the local communities, in accordance with and with the support of Regional Authorities, local administration and public and private institutions.
4. The University encourages and enhances both the contributions of individual students and the free development of associations, to achieve institutional objectives and the full membership of students within the academic community.
5. To define its teaching and student regulations, the University complies with the specifications laid down in the "Statuto dei diritti e dei doveri degli studenti universitari" (Statute of the Rights and Duties of University Students).
6. The University promotes the cultural, sports and recreational activities of students through appropriate forms of organisation, in cooperation with public and private institutions and with associations operating in those sectors.
7. In cooperation with public and private bodies, the University also undertakes to take all measures or initiatives to remove any disadvantages to guarantee students with disabilities equal opportunities for studying and living within the University community.

### **Article 2.2 (Freedom to teach and research)**

1. The University acknowledges and guarantees research autonomy and freedom to teach, in accordance with educational goals, to all professors and researchers and associated scientific and teaching structures, and guarantees high quality education to students, at all levels of education.
2. In compliance with the principles of the European Charter for Researchers, the University guarantees all professors and researchers access to funding, the use of resources and all that may

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be required for implementing research activities, according to the characteristics of the individual disciplinary fields and in compliance with the planning defined by the relevant structures.

3. The University embraces the principles of open access to scientific literature and research data, promoting the free dissemination of research results produced at the University and their communication to the public, in compliance with current legislation.
4. Organising teaching activities in all forms and means—to ensure the students' right to learn—is the responsibility of the teaching structures as established by the general regulations of the University.

**Article 2.3 (University staff)**

1. The University values the expertise, professional experiences, skills and commitment of the persons working in all departments and works to implement the initiatives required to foster commitment and merit.
2. The University encourages professional qualifications, continuous training and life-long learning for all personnel.
3. The University promotes those actions and services that guarantee well-being in the workplace and the self-fulfilment of individuals. It works to facilitate access to social, cultural, recreational and sports services, including through specific agreements with public and private bodies.
4. The University undertakes to ensure equal dignity and appropriate recognition for all those engaged in research, teaching, technical or administrative activities, under any type of employment contract and in compliance with Italian law.

**Article 2.4 (Quality assurance)**

1. The University has evaluation systems in place to assess the value and quality of teaching, research and third mission activities, the effectiveness and efficiency of the services provided by its structures, the adequacy of administrative actions and the achievement of the strategic objectives set by the Academic Bodies.
2. The University promotes self-evaluation and external auditing procedures for its departments and all its personnel, in order to recognise and enhance quality and merit, encourage the improvement of organisational and individual performance and determine the resources to allocate to various structures, also implementing reward procedures based on all the tasks assigned to professors, researchers, heads of administrative divisions, and professional staff.

**Article 2.5 (Internationalisation)**

1. The University promotes the international scope of its research and teaching programmes through contacts and agreements with qualified European and non-European academic institutions, the establishment of and participation in international networks and consortia, the exchange of scientific knowledge and learning experiences, the creation in foreign languages of curricula, the

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promotion of multiple or joint degree programmes at every level. It promotes the mobility of all its staff and students and welcomes students, researchers and professors from other countries, guaranteeing the full recognition of international experiences. To this end, the University strengthens the language skills of students, professors, researchers and professional staff.

2. The University recognises its membership in the European Higher Education Area and adopts its principles and tools.
3. The University undertakes to simplify administrative procedures to promote access to its research and learning programmes by individuals and institutions from all countries.
4. The University implements the educational guidelines of International Organisations within its own teaching initiatives.

#### **Article 2.6 (Equal opportunities)**

1. The University undertakes to act in compliance with the constitutional principle of equal opportunities in access to studies, staff recruitment and career progression, and to ensure a well-balanced gender representation in candidatures and University bodies, as well as in all aspects of academic life.
2. Using appropriate tools and initiatives, the University is also committed to raise awareness on the topics and issues of equal opportunities to foster a widespread understanding among all members of the University community.

#### **Article 2.7 (Occupational health and safety)**

1. The University promotes well-being in all places of work and study, adopting proactive strategies to protect health and safety in the workplace to improve the general quality of working conditions and activities carried out at the University.
2. The University undertakes to disseminate information and the best practices for health and safety in the workplace, to enhance the culture of prevention, including through specific learning activities addressed to personnel and students alike.

### **SECTION III – Organisational principles**

#### **Article 3.1 (Objectives and general requirements)**

1. The University organisation is based on the constitutional principles of subsidiarity, appropriateness and differentiation as well as the principle of simplification, and it aims to guarantee the conditions for achieving scientific, educational and third mission objectives and for enhancing the potential and abilities of professors, researchers and professional staff.
2. To achieve the objectives referred to in the previous paragraph, the University considers the distinction between political orientation and management, the transparency of procedures and deeds, the accessibility of information, the identification of the institutional responsibilities, the non-duplication of responsibilities, structures and functions, the assessment of results, the

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enhancement of professional skills, and the promotion of programmatic agreements with public and private entities as fundamental requirements of its own organisation.

3. The demand for and implementation of reorganisation processes in terms of methods, procedures and structures, as well as assessment mechanisms, must comply with the principles of efficacy, efficiency and cost regulations, without prejudice to the quality objectives pursued by the University.

### **Article 3.2 (Transparency)**

1. The University encourages dialogue within the university community and promotes debate with external parties, also through the institutional website or other electronic communication and consulting channels.
2. In compliance with the methods laid down in appropriate regulations, the University guarantees the dissemination of decisions taken by the Academic Bodies including the respective preliminary reports, without prejudice to statutory provisions concerning confidentiality and privacy.
3. The University guarantees the transparency of its administrative activity and the accessibility of information, within the framework of the quality objectives pursued, and guarantees the appropriate publicity in relation to the criteria adopted in the allocation of resources.
4. In the implementation of the above said principles of publicity and transparency, during the allocation of resources, the prior determination and notification of requirements and criteria for their allocation and potential selection from among a plurality of applicants, as well as the invariance of such requirements and criteria for as long as necessary to implement the actions and measures planned for the allocation of such resources, without prejudice to existing or future legislative provisions.

### **Article 3.3 (Agreements and relations with public and private entities)**

1. The University undertakes to sign programmatic agreements, contracts or memoranda of understanding including for the development of economic activities in cooperation with public and private entities, both in Italy and abroad, which aim to contribute to achieving its institutional objectives.
2. Given its multi-campus organisation, the University seeks cooperation with public and private institutions that represent the territory in which its campuses are located.
3. The University recognises, protects and promotes the specific nature of its relationship with the National and Regional Health Service, and guarantees the adequate organisation of teaching and research in relation to healthcare and other health-related activities. The support activities carried out by university professors and researchers are primarily aimed at fulfilling their teaching and research duties. The institutional agreements, as provided by Art. 6, paragraph 13, of Italian Law no. 240 of 30 December 2010, regulating relations with the National and Regional Healthcare System in Italy and with other public or private institutions in charge of healthcare activities,

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safeguard the institutional objectives of the healthcare activities carried out by academic staff, in compliance with the criteria of value for money and productivity applied to the management of the partner structures. In compliance with the legislative provisions and in accordance with the methods agreed with the Regional Authorities, healthcare duties and responsibilities are assigned to professors and researchers, in accordance with the prerogatives of their legal status and in line with the principle of the full enhancement of healthcare, teaching and scientific skills.

### **Article 3.4 (Powers of attorney)**

1. The functions belonging to the individual and collective bodies of the University and to its structures may be delegated according to the criteria specified in the Statute.
2. In the case of Collective Bodies, powers of attorney are granted by resolutions approved by the absolute majority of the members; they include specific objects or matters, also corresponding to coherent sectors; they are granted for a period of time that, under normal circumstances, unless otherwise specified, corresponds to the duration in office of the delegating body or, if more limited, of the delegated body. For the duration of the power of attorney, the body having granted its powers or functions cannot execute any acts nor can it adopt decisions related to the delegated powers or functions, except for the directives and activities of surveillance, that are not preceded by an appropriate revocation adopted by using the same procedure used for granting the power of attorney.
3. The granting resolutions approved by individual and collective bodies of the University enter into effect upon publication in the University's Online Register.

## **TITLE II – BODIES**

### **SECTION I – University Bodies**

#### **Article 4 (Rector)**

1. The Rector is the legal and institutional representative of the University and is the head of the organisation. The Rector is responsible for pursuing the University's goals, according to quality criteria and in compliance with the principles of effectiveness, efficiency, transparency and promotion of merit.
2. The Rector chairs the Academic Senate and the Board of Governors as well as the other collective bodies of which the Rector is a member in such function.
3. In particular, the Rector is responsible for:
  - a) leading, steering and coordinating educational and scientific activities;
  - b) proposing the multi-year Strategic Plan of the University, also considering the proposals and opinions of the Academic Senate;
  - c) proposing the annual and three-year budget and financial statements;
  - d) proposing to the Board of Governors, in consultation with the Academic Senate, the appointment of the Director General;

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- e) proposing to the Board of Governors, in consultation with the Academic Senate, the activation and deactivation of Departments and other structures referred to in Art. 26 of this Statute;
  - f) appointing, in compliance, where possible, with the principle of gender parity, of the Deputy Rector and other Vice Rectors in a total number not exceeding 15 to perform tasks of high strategic importance;
  - g) granting powers for specific topics and/or projects of special importance;
  - h) authorising full-time professors and researchers to engage in teaching and research functions as well as institutional and managerial non-subordinate tasks, at non-profit public and private entities, without prejudice to agreements between universities aimed at achieving the objectives of common interest; authorising contract professors and researchers to engage in teaching and research activities at universities or research institutes in other countries;
  - i) granting leave of absence, in consultation with the relevant Department, for professors and researchers to carry out activities at public or private organisations and institutions, including operating at an international level;
  - j) initiating disciplinary measures on the basis and in the situations envisaged by law, without prejudice to those deeds reserved for the Director General;
  - k) taking action over any disputes where the Director General is in a position of conflict of interest;
  - l) promoting civil action by the University in criminal proceedings regarding any of its professors or researchers.
- 4. To share and implement the guidelines and programmes relating to teaching, research and third mission activities, the Rector periodically convenes the Heads of Department.
  - 5. When needed and in cases of extreme urgency, the Rector can adopt provisions pertaining to the Academic Senate or the Board of Governors, by submitting them to those bodies, respectively, for ratification in the session following their adoption. Furthermore, the Rector is responsible for any other function not expressly assigned by the Statute to other bodies.
  - 6. The Rector remains in office for six years, and the mandate cannot be renewed.
  - 7. In the event of a vote of no confidence, until the appointment of a new Rector, limited to acts of ordinary administration and urgent and undeferrable acts, the functions of the Rector shall be performed by the Dean of the University.
  - 8. The Rector is elected from among the full-time professors in service at any Italian University. All candidatures, accompanied by a number of signatures ranging between a minimum of 150 and a maximum of 200, of which at least 100 of professors and researchers, must absolutely be presented by and no later than the thirtieth day prior to the first voting day; the regularity of any candidature is verified by a specific Electoral Commission.
  - 9. The Rector is elected directly by professors and researchers, including the members of the Student Council and the student representatives in the collective bodies of the structures as per Art. 18 and 24 of this Statute, as well as the permanent members of the professional staff. Each vote of

the students is weighted with a coefficient equal to 8% of the ratio between the active voting professors and researchers and the active voting students. Each vote of the professional staff is weighted with a coefficient equal to 22% of the ratio between the active voting professors and researchers and the active voting professional staff. The Rector is elected, on the first vote, if at least the absolute majority of available votes participates. In case the Rector is not elected at the first ballot, a second ballot is applied among the two candidates who obtained the highest number of votes during the first ballot.

#### **Article 5 (Vice Rectors)**

1. The Deputy Rector, selected from among the full professors, replaces the Rector in all relevant functions in case of absence or impediment; the Deputy Rector participates in the meetings of the Board of Governors and of the Academic Senate with no voting rights.
2. As laid down in their respective rectoral appointments, all other Vice Rectors replace the Rector in the functions assigned to them; they can also take part, without voting rights, in the meetings of the collective bodies of the University and in other bodies for which the presence of the Rector is required, when dealing with the matters or issues specified in the mandate. The provision laid down in the above paragraph applies to the Deputy Rector.

#### **Article 6 (Academic Senate)**

1. The Academic Senate is the representative body of the University community. It is involved in the general administration of the University and the appointment of the Board of Governors.
2. The Academic Senate has functions of coordination and liaison between the structures in which the University is organised and collaborates with the Rector in the functions of guidance, initiative and coordination of the scientific, educational and third mission activities; it cooperates with the Board of Governors in the functions of strategic guidance and annual and 3-year financial and personnel planning.
3. The Academic Senate is responsible for:
  - a) expressing to the Board of Governors mandatory opinions and proposals concerning teaching, research and student services, as well as the multi-year Strategic Plan of the University;
  - b) expressing to the Board of Governors mandatory opinions on the annual and triennial budget plan and on the annual financial statement;
  - c) expressing to the Board of Governors mandatory opinions and proposals for the activation, modification or closure of degree programmes, branches and structures;
  - d) expressing their advice on the proposal by the Rector to the Board of Governors concerning the appointment of the Director General;
  - e) proposing, with the favourable vote of at least two-thirds of the members of the voting body, a motion of no confidence to the Rector, no earlier than two years from the beginning of the Rector's office; in this case, the motion of no confidence is approved by the voting body with the favourable vote of an absolute majority of the available votes in accordance with the

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provisions of Art. 4, paragraph 9;

- f) approving, subject to the opinion of the Board of Governors, the Regulations referred to in Art. 2, paragraph 1, letter e) of Law 240/2010, including those for Departments;
  - g) approving, subject to the opinion of the Board of Governors and the Student Council, of the annual report on the system designed to ensure the quality of teaching, research and third mission at the University;
  - h) approving amendments to the Statute with the absolute majority of its members, with the prior favourable opinion of the Board of Governors, also adopted by the Board members' absolute majority;
  - i) providing the Board of Governors with an opinion on the assignment of contract teaching activities to professors, scholars or professionals recognised for their prestige and competence in other countries;
  - j) approving the Code of Ethics and Conduct, with the prior favourable consent of the Board of Governors, and resolving, at the Rector's proposal, any breaches or violations when these are not the responsibility of the Disciplinary Board.
4. The Academic Senate remains in office for three years. The mandate of the student representatives has a duration of two years. Each member's office can be renewed only once.
5. The Academic Senate is normally convened by the Rector at least once every two months and, on an exceptional basis, when at least one-third of its members so request.
6. The Academic Senate is composed of 35 members, as follows:
- a) the Rector, who chairs it;
  - b) six student representatives elected by the Student Council, at least one of whom belonging to the third cycle;
  - c) five representatives for each scientific-disciplinary area, including at least three Heads of Department, elected by the professors and researchers belonging to each area;
  - d) one Campus President elected by the professors and researchers with place of employment at the campuses;
  - e) two representatives of the professional staff elected by the professional staff of the University.

The Heads of Department and the Campus Presidents who are not members of the Academic Senate attend meetings without voting rights. Their participation has no effect on the quota required for both meetings and resolutions.

The voting persons can express only one preferential vote in their voting card. The voting methods and procedures for the composition of the Academic Senate are laid down in the relevant Regulations.

For the same purposes, the Student Council sets its own voting procedures.

### **Article 7 (Board of Governors)**

1. The Board of Governors is the body responsible for strategic policy of the University and its

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financial and staff planning. It exercises its functions by striving to pursue better efficiency and quality in the University's institutional activities, in accordance with the criteria of efficacy, value for money and the protection of merit; it oversees the financial sustainability of the University's activities.

2. The Board of Governors is responsible for:

- a) approving the multi-year Strategic Plan of the University, having heard the proposals and opinions of the Academic Senate for the areas under its competence;
- b) approving, subject to the opinion of the Academic Senate and the Student Council, the annual and three-year budget and financial statements as well as the social responsibility report;
- c) resolving matters pertaining to the University's assets and real estate and relative implementation provisions;
- d) approving, with the prior opinion of the Academic Senate, the planning for the professional staff;
- e) approving, having heard the opinion of the Academic Senate, the Planning regarding professors and researchers, to be formulated in accordance with the Triennial Planning objectives, after assessing the scientific and educational quality of the departments and individual subject groups and in compliance with the learning activities provided, considering the University's multi-campus nature. The allocation of resources to Departments for professor and researcher positions must define the extent of the resources allocated to the development of their various branches;
- f) approving, having heard the proposals and opinion of the Academic Senate and with the prior opinion of the Student Council, the activation, modification or closure of degree programmes or University branches;
- g) opening and closing Departments and other structures as per Art. 26 of this Statute, upon the Rector's proposal, in consultation with the Academic Senate;
- h) approving the Administration and Accounting Regulations and, where required, the University Organisation Regulations;
- i) granting the office of Director General, upon the Rector's proposal, in consultation with the Academic Senate;
- j) evaluating and approving requests to cover professor and researcher positions made by Departments, based on the resources allocated to them by the Board of Governors;
- k) approving the proposals made by the Departments concerning vacancies for professors and researchers;
- l) formulating a favourable opinion to the Academic Senate concerning any amendments to the Statute;
- m) having heard the opinion of the Academic Senate, approving the assignment of contract teaching activities to professors, scholars and professionals of high prestige and competence in other Countries, defining the relevant remuneration or fee;
- n) approving, having heard the opinions of the Departments involved and the Academic Senate, the mobility of teaching staff between Departments or between University campuses, having

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obtained, where required, the opinion of the Campus Council, as per Art. 24 of this Statute;

- o) expressing an opinion on the annual report on the system for ensuring the quality of teaching, research and third mission at the University;
  - p) without student representation, imposing a penalty or ordering to dismiss the disciplinary proceedings initiated against professors and researchers in accordance with the binding opinion expressed by the Disciplinary Board.
3. The Board of Governors remains in office for four years. Student representatives remain in office for two years. Each member's office can be renewed only once.
  4. The Board of Governors is normally convened by the Rector at least once every two months and, on an exceptional basis, when at least one-third of its members so requests.
  5. The Board of Governors is composed of 10 members, as follows:
    - a) the Rector, who chairs it;
    - b) two student representatives, elected by the Student Council, in compliance with gender equality regulations;
    - c) five internal members, four of whom are professors or researchers elected by the University's professors and researchers and one member of the professional staff elected by the University's professional staff from a selection of candidates, of at least twice the number of members to be appointed. The group of candidates is identified by a Selection Committee composed of five members, of which three members are external and are appointed by the Rector, and two are internal and appointed by the Academic Senate (of which the Selection Committee candidates are not members);
    - d) two external members, appointed by the Academic Senate. To this end, the same Selection Committee as above identifies a selection of candidates, of at least twice the number of members to be appointed. Within this selection, the Rector and the Sponsors Advisory Committee each identify one candidate to be proposed to the Academic Senate. These external members must not have been in service or employed at the University in the previous three years.

The members of the Board of Governors must possess appropriate expertise in the administration field or appropriate high-level professional experience in scientific and cultural education; they must not hold any economic or professional interests which may be in conflict with the University's activities and they must not cover any political or public function or role.

The proposals made by the Selection Committee must be expressed with a qualified majority of four-fifths.

All candidatures for the five internal and two external members must be identified from among individuals who meet the requirements set out in the previous paragraph, are also formulated on the basis of public calls for applications, through separate notices in which the criteria for assessing the requirements are specified. In appointing the Board of Governors, the constitutional principle of equal opportunities between men and women in access to public offices must be

observed.

#### **Article 8 (Investigation commissions with mixed composition)**

1. For the purposes of operational efficiency of the Academic Bodies, the Academic Senate and the Board of Governors establish special committees composed of members of both bodies, with the task of examining matters of particular importance in strategic areas of activity falling within the remit of both bodies, in accordance with criteria and procedures established by specific regulations.

The meetings of the Investigation Commissions are also attended by the Heads of the Competent Administrative Divisions and officials who are experts in the matters to be dealt with.

#### **Article 9 (Board of Auditors)**

1. The Board of Auditors is the body responsible for controlling the regular bookkeeping and business, financial and asset management of this University.
2. The Board is composed of three statutory members, at least two of whom are enrolled in the Register of auditors, and two deputy members.
3. The Board is appointed by the Rector, in consultation with the Board of Governors, who ensures that a statutory member, acting as Chair, is selected from among the administrative and accounting public officers and the Attorneys General; one statutory member and one deputy member are appointed by the competent Ministries pursuant to Art. 2, paragraph 1, letter p) of Law 240/2010. The employees of this University or its subsidiary Bodies cannot be part of the Board.
4. The Board remains in office for three years and the office may be renewed only once.
5. The methods of operation of the Board are outlined in the Administration and Accounting Regulations of this University.

#### **Article 10 (University Evaluation Group)**

1. The University Evaluation Group is the body of the University in charge of evaluating administrative, teaching, research and third mission activities.
2. The University Evaluation Group assumes the functions provided by Italian law, this Statute and the University Regulations, and operates in compliance with the provisions thereof.
3. The University Evaluation Group is appointed by the Academic Senate, upon the Rector's proposal, in consultation with the Board of Governors, and is composed of between five and seven members, including one student representative elected by the Student Council. The majority of the members in the University Evaluation Group must be external to the University. The members must be selected from individuals of high scientific and/or professional qualification, also in the field of evaluation of teaching, research and organisational performance for the public administration, in compliance with the principle of gender equality. The Chair of the Evaluation Group is appointed by the Rector and is external to this University. The operating procedures of

the body are governed by special regulations.

4. The University Evaluation Group remains in office for three years. The mandate is renewable only once.

#### **Article 11 (Quality Committee)**

1. The University Quality Committee has the task of overseeing the implementation and supervision of the procedures aimed at ensuring the quality of teaching, research and the third mission in the Departments and at the University level, on the basis of the guidelines formulated by the Governance System, in accordance with specific regulations that define its composition and operating methods.

#### **Article 12 (Director General)**

1. On the basis of the policies outlined by the Board of Governors, the Director General is responsible for the overall management and organisation of services, instrumental resources and of the professional staff of this University, as well as all other statutory duties required of any public administration.
2. In particular, the Director General is responsible for:
  - a) cooperating with the Rector, within the financial limits outlined by the Board of Governors and in compliance with the multi-year Strategic Plan of the University, in drawing up a proposal for the 3-year Staff Requirement Plan, and implementing the Plan with regard to the professional staff, in compliance with the policies and guidelines set by the Board of Governors;
  - b) appointing and dismissing any managerial function, as well as running, coordinating and controlling the activities of the Heads of office and technical and administrative services, also with substitutive powers in case of their absence or impediment;
  - c) defining objectives and overseeing the implementation of the programmes to be pursued by the Heads of Administrative Divisions to achieve the strategic policies set by the Board of Governors, including adopting the provisions for the purchase of any goods and services required;
  - d) annually evaluating the performance of the Heads of Administrative Divisions on the basis of the criteria and methods laid down in the University's organisational performance evaluation and measurement system;
  - e) adopting procedures and deeds with regard to the organisation of the technical and administrative offices and services, in compliance with the University Organisation Regulations and the strategic policies laid down by the Board of Governors; collaborating, for this purpose, with the persons responsible for the teaching, scientific and service structures in connection with staff management, constantly promoting liaison;
  - f) periodically convening the Department Administrative Managers in order to share and implement any appropriate discussion and coordination action concerning the tasks assigned to them;
  - g) supervising staff management and organisation activities and the management of labour and

trade union relations;

- h) exercising disciplinary powers over top management staff in compliance with the relevant legislation, via the establishment of an Office responsible for disciplinary action that reports to the Director General;
  - i) establishing an Office responsible for exercising disciplinary powers towards professional staff and foreign language instructors; this Office is led and managed by the Director General or by a Head of Administrative Division identified by the Director General;
  - j) proposing to the Board of Governors both the University's 3-year Organisational Performance Plan and the annual final report on the organisational and individual results achieved, compared with the individual objectives planned and available resources, identifying any possible discrepancies or variations;
  - k) promoting or resisting any disputes or controversies, without prejudice to the provisions of Art. 4, paragraph 3, letter k) of this Statute, with the faculty to settle disputes or to compromise.
3. The Director General is appointed by the Board of Governors upon the Rector's proposal, in consultation with the Academic Senate. The Director General is selected from individuals with high professional qualifications and proven multiannual experience in managerial functions. The office of Director General is conferred by a temporary employment contract governed by private law, with a maximum duration of four years (renewable).
4. The annual evaluation of the results achieved by the Director General is approved by the Board of Governors, upon the proposal of the University Evaluation Group, in agreement with the Rector.
5. The Director General takes part in the meetings of the Board of Governors without any voting rights.
6. The Director General, or Director General's proxy, also takes part in the Sponsors Advisory Committee, acting as secretary.

## **SECTION II – Auxiliary Bodies**

### **Article 13 (Student Council)**

- 1. The Student Council is the representative body of all students at University level and is composed of 33 members elected according to the methods laid down in the Student Council Operating Regulations. These Regulations ensure that the Student Council includes an appropriate representation of the students enrolled in the first-, second- and third-cycle degree programmes in the various University campuses, in compliance with the principle of gender equality.
- 2. The Student Council appoints from among its members the student representatives for the Academic Senate, the Board of Governors and the University Evaluation Group.
- 3. The Student Council appoints student representatives to the Regional Students Council in accordance with the law. The representatives referred to in this paragraph remain in office for as long as the Student Council itself.
- 4. The Student Council expresses mandatory opinions on proposals with regard to the following

matters:

- a) Multi-Year Strategic Plan of the University;
  - b) the University budget plan and financial statement;
  - c) University Regulatory Framework, Student Regulations, Student Council Operating Regulations;
  - d) the activation, modification or closure of degree programmes and locations;
  - e) the annual plan of action regarding the right to Higher Education and student services;
  - f) student grants and fees;
  - g) annual report on the system aimed at ensuring the quality of the teaching, research and third mission activities at the University;
  - h) any other proposals exclusively or predominantly relating to student interests.
5. The opinions as per paragraph 4 of this article are deemed to be acknowledged unless otherwise declared no later than twenty days from communication of the proposed text to the Student Council.
  6. The Student Council is responsible for promoting and managing national and international relations with the student representative associations of other universities.
  7. This University provides the Student Council with all the resources and facilities required for the execution of its tasks and duties.

#### **Article 14 (Sponsors Advisory Committee)**

1. The Sponsors Advisory Committee is a body composed of the individuals and entities participating in the promotion and development of scientific and educational activities, and the transfer of knowledge in different cultural, social and economic contexts, as well as in the territories where the University operates.
2. The Committee expresses opinions on the University 's multi-year Strategic Plan and formulates proposals to enhance the University's presence internationally and in different institutional contexts, collecting external funds, promoting students' entry into the job market and assessing the cultural and social effects of the University's institutional activities. The Committee also proposes the appointment of an external member to the Board of Governors, in compliance with Art. 7, paragraph 5, letter d) of this Statute.
3. The composition of the Committee, in compliance with Art. 3.3, paragraph 2 of this Statute, is representative of the multi-campus organisation of this University. It is approved by the Academic Senate, upon the Rector's proposal.
4. The Sponsors' Committee is chaired by the Rector and is convened at least twice a year. The Director General or the Director General's proxy takes part in the Committee, acting as secretary.

#### **Article 15 (Guarantee Committee for Equal Opportunities)**

1. The Guarantee Committee for Equal Opportunities, Employee Wellbeing and Non-Discrimination at Work is responsible for:
  - promoting initiatives to favour equal opportunities and to give value to the differences

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between men and women, in compliance with Italian and EU law;

- overseeing the principle of non-discrimination in terms of gender, age, sexual orientation, language, ethnic origin, disability, religion;
- ensuring that no oppressive actions or abuse are carried out within the University, also providing support to the victims of any abuse or bullying in the workplace.

The Committee membership methods must be based on the specific composition of the staff, whether under contract or under public law, on the principle of gender equality, and are governed by relevant University regulations.

#### **Article 16 (Student Ombudsman)**

1. The Student Ombudsman is appointed by the Academic Senate, upon the Rector's proposal, in consultation with the Student Council, from among persons external to this University with proven knowledge and competence in legal and University organisation fields, as well as impartiality and autonomy of judgement. The Ombudsman remains in office for three years. The mandate is renewable only once.
2. The Student Ombudsman is responsible for receiving any complaints about malfunctions or limitations to students' rights; The Ombudsman is also responsible for any controls or inspections and reporting the results to the Rector in their field of competence. Students contacting the Ombudsman have the right to remain anonymous. The Ombudsman presents an annual report on their activities to the Rector, the Academic Senate and the Student Council.
3. The Board of Governors provides the Student Ombudsman with all the necessary tools and resources for the implementation of their institutional functions.

#### **Article 17 (Confidential Counsellor)**

1. In order to prevent, manage, and help resolve cases of discrimination, sexual, moral, or psychological harassment, persecutory or vexatious behaviour that take place in the workplace, study, and research environments, first-, second- and third-cycle students, professors, researchers, professional staff, as well as non-teaching and/or fixed-term staff may contact the Confidential Counsellor of the University of Bologna.
2. The Confidential Counsellor is appointed by the Rector and chosen from among persons, including persons from outside the University, with proven knowledge of the university organisation, as well as impartial and independent judgement. The mandate is for two years and is renewable only once.
3. The tasks and activities of the Confidential Counsellor are governed by special regulations.

### **TITLE III – STRUCTURES, MULTI-CAMPUS AND ACADEMIC ORGANISATION**

#### **SECTION I – Departments**

#### **Article 18 (Departments)**

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1. The Departments are the organisational structures of the University and are responsible for teaching and learning activities, scientific research and third mission. Each Department is required to coordinate with the other Departments on the common aspects of the programme catalogue in its various forms, in accordance with the provisions of special University regulations, pursuant to Art. 20 below.  
Each Department may participate in more than one of the Commissions referred to in Art. 20 below.
2. The Departments:
  - a) approve a multi-year Departmental Strategic Plan in line with the multi-year Strategic Plan of the University, which is divided into sections devoted to teaching, research, third mission and other departmental activities, in an integrated perspective; the Department, in the multi-year Departmental Strategic Plan, defines:
    - i. the course units it guarantees to cover;
    - ii. the overall teaching commitment it is required to guarantee and the number of teachers of reference to be allocated to each Degree Programme;
    - iii. the financial resources, structures, spaces and equipment with which it will participate in the teaching commitment;
    - iv. commitments to the other Departments for common aspects of the programme catalogue, as agreed in the relevant Interdepartmental Teaching Commissions referred to in Art. 20 below.The multi-year Departmental Teaching Plan is approved by the Board of Governors, with a mandatory opinion from the Academic Senate;
  - b) propose the establishment, activation, modification or deactivation of first-, second- and third-cycle degree programmes, considering what has been agreed upon in the relevant Committees referred to in Art. 20 below;
  - c) outline, in compliance with the multi-year Departmental Teaching Plan and the University guidelines on teaching planning, the teaching duties of professors and researchers, including any that are not mandatory;
  - d) prepare an annual self-evaluation report in compliance with the criteria set by the University, and divulge the report's results;
  - e) formulate requests for professor and researcher positions to the Board of Governors in compliance with the assets set out in the multi-year teaching staff planning, and in line with parameters of quality assurance and of equal scientific and educational development of all campuses. These requests must also be made in compliance with the research and course structure plans. The Departments also draft contract proposals for specific professors or researchers;
  - f) submit requests for professional staff, rooms and laboratories, structures and financial resources to the Board of Governors;
  - g) promote agreements with private and public entities, including for the purposes of fundraising for research and teaching activities;
  - h) propose the establishment of the structures referred to in Art. 26, paragraph 1 letter a) of this

Statute.

3. The establishment of a Department is authorised by the Board of Governors upon the Rector's proposal, having heard the mandatory opinion of the Academic Senate. This proposal specifies the scientific objectives, the teaching, research and third mission activities, the organisational plan and its justification, as well as the resources available in terms of professors and researchers, professional staff, and structural and instrumental facilities. A list of the subject groups and degree classes covered must be provided for each Department.
4. No less than 50 professors and researchers are required to establish a Department. In consideration of the multi-campus structure of this University, it is possible to derogate from this limit when establishing Departments at the campuses of Cesena, Forlì, Ravenna and Rimini, without prejudice to Art. 1, paragraph 2, and Art. 2, paragraph 2, letter b) of Italian law no. 240/2010. All professors and researchers are placed within and belong to a Department. Their place of work is laid down in the call for applications for their employment. Mobility procedures for professors and researchers, between Departments and between different campuses, as laid down in Art. 7, paragraph 2, letter n), are governed by the relevant University Regulations.
5. Proposals to form a new Department must specify if it will have to make teaching commitments to other Departments, or if it will need teaching commitments from other Departments. In these two cases, the opinion of the Committees involved, as referred to in Art. 20 below, must be expressed.
6. Departments that manage programme catalogues or research on other campuses in addition to their own, may establish, for a specified period or otherwise, Local Organisational Units where, normally, at least 10 professors and researchers are based.  
Each Local Organisational Unit is coordinated by a Head.

The operation of organisational structures within the offices is governed by the Department Regulations, which grant them managerial autonomy within the Department, subject to the following points:

- a) The Department Regulations specify the procedures for electing or appointing the Head of the Organisational Unit, who shall be chosen from among the following alternatives:
  - i. election by the Department Board from among the professors belonging to that Unit, usually together with the Head of Department;
  - ii. election by the members of the Department Board who belong to that Unit, from among the professors belonging to the Unit, usually together with the Head of Department. The appointment has a duration of three years and is renewable only once;
  - iii. appointment by the Head of Department from among the professors who are part of the same Unit;
- b) In formulating the teaching and research plans, as well as in drawing up requests and proposals as per paragraph 2, letter e) of this article, the Department acknowledges the teaching and scientific features of the Local Organisational Unit and takes into account its specific needs when allocating resources.

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7. By resolution of the Board, approved with the absolute majority of its members, the Department approves its own regulations to be submitted to the Academic Senate for final approval. These regulations:
  - a) specify the list of the scientific-disciplinary sectors and degree classes covered, in accordance with paragraph 3 of this article;
  - b) describe the composition, also in summary form, of the Department Board and Committee, as well as the methods for electing their members;
  - c) also include any other specifications on the functional organisation, procedures and activities pertaining to the Department.
8. Each Department that is relevant for one or more Degree Programmes establishes a Faculty-Student Joint Committee whose composition is defined in the Department Regulations, having regard for the balanced representation of professors, researchers and students. In order to manage the teaching activities carried out, the Joint Committee may establish sub-committees for each branch.
9. The Joint Committee is chaired by the Head of Department or an appointed deputy.
10. The role of the Joint Committee is to monitor and assign ratings to the programme catalogue, the quality of teaching and the student services provided; express opinions on the establishment, activation, modification or closure of the programme catalogue; make proposals to the Department Board on teaching matters and on allocation of the financial resources referred to in paragraph 12 of this article.
11. The Joint Committee prepares an annual report. The other duties of the Joint Committee are described in the relevant University Regulations.
12. Departments are assigned appropriate financial, structural, technical and human resources for the proper performance of their functions and activities, having due regard for their territorial distribution.

**Article 19 (Department Bodies)**

1. The Department Bodies are the Board, the Head of Department and the Committee.
2. The Department Board is composed of:
  - a) the Head of Department, who chairs the Board;
  - b) the professors and researchers working in the Department;
  - c) the representatives elected by the professional staff in a number equal to at least 10% of the total number of professors and researchers;
  - d) the representatives elected by students in a number equal to 15% of the total number of professors and researchers;
  - e) between one and three representatives elected by the research fellows.

At least one of the student representatives must be a third-cycle degree programme student. The representatives of the professional staff, research fellows and students are elected by the votes of

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the individual components, in accordance with the methods laid down in the Department Regulations. The Department Administrative Manager attends the meetings of the Board, without voting rights, and acts as the secretary taking the minutes.

3. The Board, in the configuration defined in the Department Regulations, is exclusively responsible for: the multi-year Departmental Strategic Plan with sections dedicated to teaching, research, and the third mission, budget proposals, staff requirement plans and proposals for covering professor and researcher positions, proposals to appoint specific professors and researchers, proposals to activate, deactivate and regulate Degree Programmes, assignment of teaching duties to professors and researchers, preparation of the self-assessment report, proposals to activate or close Local Organisational Units or the Branch, proposals to establish the structures referred to in Art. 26, paragraph 1 letter a) of this Statute and the Department Regulations.  
The Boards identify, upon the proposal of the Head of Department, at least the delegates for teaching, research and the third mission, who act as representatives of the Departments in the University's administrative and management processes relating to the aforementioned areas.
4. The Head of Department is usually a full professor of that Department. The appointment has a duration of three years and is renewable only once. The Head of Department is elected by the Department Board. The Head appoints a Deputy Head who performs the relevant functions in case of absence or impediment.
5. No sooner than 18 months after the start of their term of office, the Head of Department may be dismissed on the proposal of an absolute majority of the members of the Department Board and with the favourable vote of at least two-thirds of the same. Until the appointment of the new Head of Department and limited to ordinary administration and the adoption of urgent and unavoidable measures, the duties of the Head of Department shall be carried out by the full professor with the longest seniority in the Department.
6. The functions of the Head of Department include guidance, initiative and coordination of the scientific and teaching activities of the Department. The Head is responsible for: implementing the decisions taken by the collective bodies; managing and coordinating the professional staff in compliance with Organisation Regulations; and supervising research and third mission activities, managing their evaluation and the allocation of teaching duties to professors and researchers of the Department, in compliance with University guidelines on teaching planning, overseeing the execution of these duties.
7. The Department Committee is composed of:
  - a) the Head of Department, who chairs the Committee;
  - b) the Deputy Head of Department;
  - c) the directors of the Local Organisational Units, where relevant;
  - d) a minimum number of three and a maximum number of nine professors and researchers, with equal representation of all levels/categories to guarantee the appropriate representation of all professors and researchers in the various campuses. Such representation may be integrated with up to a maximum of three professors and researchers, in compliance with the

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methods laid down in the Department Regulations;

- e) one or two representatives of the professional staff elected from among the members of the Department Board;
- f) two student representatives elected from among the members of the Department Board.

The operating regulations for each Department may establish that the Department Committee shall include one representative, with voting rights, of the research fellows on the Department Board.

The Department Committee remains in office for three years; its office matches that of the Head of Department.

The Administrative Director participates in the Committee meetings in an advisory capacity and acts as secretary, taking the minutes.

- 8. The Committee assists the Head of Department and exercises decision-making functions for all matters that are not the exclusive responsibility of the Department Board, in accordance with the provisions of the respective Operating Regulations.

#### **Article 20 (Interdepartmental Teaching Commissions)**

- 1. To ensure effective and efficient management of the programme catalogue, the Departments set up special Interdepartmental teaching commissions to coordinate the common programme catalogue in the three cycles.
- 2. These committees are responsible for coordinating teaching activities between departments and between departments and the relevant teaching services.
- 3. The Heads of Department concerned and/or their respective Delegates for Education, the Heads of the UOSs (Local Organisational Units), where present, as well as the Coordinators of the teaching services and/or other technical-administrative services where necessary, take part in these Commissions. The Departments concerned may agree to extend participation to other members.
- 4. Each Commission appoints a Chair from among its members.
- 5. The above-mentioned Commissions perform a proposal-making and advisory function vis-à-vis the Departments concerned, in accordance with the provisions of Articles 18 and 19 above, and in all cases where coordination is necessary to ensure the effective and efficient management of teaching and common support services.
- 6. The criteria and procedures for the establishment and functioning of the Commissions are laid down in specific University Regulations.

### **SECTION II – Degree Programmes**

#### **Article 21 (First- and Second-cycle degree programmes)**

- 1. The University establishes and runs First- and Second-cycle degree programmes with the following

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qualifications: First-cycle degree, Second-cycle degree and Single-cycle degree. Each degree programme belongs to a specific Department.

2. First- and Second-cycle Degree Programme Boards are composed of the representatives in charge of teaching activities in the Degree Programme and three student representatives. Specific regulations lay down the methods for electing the student representatives and their duration in office. A Degree Programme Board may be responsible for more than one first- or second-cycle degree programmes, according to the provisions of the University Regulatory Framework.
3. In compliance with the provisions of the multi-year Departmental Strategic Plan, the Degree Programme Board formulates proposals to the Departments concerning teaching planning and the review of teaching regulations and systems. It also formulates proposals to Departments, where applicable, concerning the organisation of teaching and related support activities.
4. The Degree Programme Director is elected by the Board, usually from among the professors and researchers attached to the Department and located at the campus of the Degree Programme and remains in office for 3 years. The Coordinator appoints a deputy coordinator. The Director is responsible for implementing the Committee's guidelines and liaises with the relevant departments and Joint Committee. The method for electing the Director, their duties and those of the Degree Programme Board are defined in the University Regulations.

#### **Article 22 (PhD programmes and Specialisation Schools)**

1. The University establishes and runs third-cycle degree programmes with the following qualifications: PhD programmes and specialisation schools.
2. PhD programmes provide training in scientific research, and the skills required to carry out research activities, including at international level, and highly qualified professional activities.
3. Specialisation schools train specialists in specific professional sectors, in compliance with current laws and regulations.
4. Without prejudice to current legislation, the PhD programmes and specialisation schools are established and run at the proposal of one or more Departments, in compliance with national law and with the procedures laid down in Art. 18, paragraph 2, letter b) of this Statute, including through inter-university, national and international cooperation; these programmes are managed by the relevant Departments.
5. The composition and powers of the Boards of the PhD programmes and specialisation schools, the appointment procedures and responsibilities of the PhD Coordinators and the Directors of specialisation schools, as well as the methods for planning, organising and managing teaching activities, are all laid down in the appropriate University regulations.

#### **Article 23 (Professional Programmes)**

1. The University runs the following vocational/professional training programmes: first and second level professional master's programmes, post-graduate programmes, lifelong learning

programmes and intensive training courses.

2. Vocational/professional training programmes are run at the proposal of the Departments and the scientific-teaching structures as per Art. 26, paragraph 1, letter a) of this Statute, according to the procedures laid down in Art. 18, paragraph 2, letter b) of this Statute.
3. The organisation and operation methods of vocational/professional training programmes and their administrative-accounting management are regulated by specific University regulations.

### **SECTION III – Multicampus**

#### **Article 24 (Campus Council)**

1. At each University campus in Cesena, Forlì, Ravenna, and Rimini, a Campus Council is established for the organisational coordination and integration of the activities in support of the teaching, research and third mission programmes implemented by the Departments and other University structures pursuant to Art. 26 in each Campus. The Council has economic and financial planning tasks to support its activities as well as administrative, organisational and regulatory autonomy in the areas of its competence.
2. The Campus Council comprises the Chair and:
  - a) the Heads of the Departments based on Campus;
  - b) the Heads of the Local Organisational Units, however denominated, present on Campus;
  - c) an elected representation of the teaching staff with place of employment at the Campus in an amount equal to 100% of the number of ex officio members under a) and b);
  - d) the Heads of the Centres referred to in Art. 26 based on Campus;
  - e) the Degree Programme Coordinators activated on Campus whose relevant Departments do not have Local Organisational Units;
  - f) a student representation equivalent to 15% of the number of Board members;
  - g) a representation of the professional staff, comprising 10% of the number of Board members;
  - h) a representative appointed jointly by the Local bodies;
  - i) a representative appointed by the Sponsor.

The Head of Administration and Management attends the meetings of the Board, without voting rights, and acts as the secretary taking the minutes.

The Chair is elected by the tenured professors and researchers, as well as the professional staff serving on Campus and the student representatives on the Campus Council and is normally chosen from among the full professors based at the Campus.

Each vote of the professional staff is weighted with a coefficient equal to 22% of the ratio between the active voting professors and researchers and the active voting professional staff.

The Chair appoints a Deputy Chair, who replaces them in the event of their absence or impediment. No sooner than 18 months after the start of their term of office, the Campus President may be dismissed on the proposal of two-thirds of the members of the Campus Council and with the favourable vote of an absolute majority of the members of the Voting Body. Until the

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appointment of the new President and limited to ordinary administration and the adoption of urgent and unavoidable measures, the duties of the Chair shall be carried out by the most senior full professor, member of the Campus Council.

It is the responsibility of the Chair to:

- a) ensure the pursuit of the University's aims in its area of competence;
- b) promote mutual relations between the University and the territory itself;
- c) oversee and coordinate support for scientific, teaching and third mission activities of the Departments, the structures referred to in Art. 26 and other University organisational structures based on the Campus.

The student representatives and the representatives of the professors, researchers and professional staff are elected in compliance with the methods laid down in the University regulations.

3. The Chair and the elected representatives remain in office for three years and their appointments can only be renewed once.
4. The resources required to run the Campus are determined by the allocation of resources established by the Board of Governors. The Campus is also responsible for managing the resources transferred by the Departments for the execution of their institutional activities. The Campuses may independently source and manage other external resources; among these, the resources for teaching, research and third mission activities may be allocated to and managed by the relevant Schools and Departments operating on the Campus.
5. The Board of Governors may dedicate specific resources to the Campuses in order to strengthen their teaching, research and third mission activities. The Departments concerned may compete for the assignment of these resources via the presentation of specific projects.
6. In particular, the Campus Council is responsible for:
  - a) resolving and approving the financial planning to support its activities on the basis of the resources allocated;
  - b) approving the planning guidelines for teaching, research and third mission activities, as well as services for students and supporting the right to higher education;
  - c) expressing an annual opinion on the University's Building Development Plan, for the parts concerning the Campus, as part of the process of its approval by the Academic Bodies;
  - d) expressing an opinion on matters relating to the macro-organisational structure of the General Administration responsible for supporting the Departments operating on Campus;
  - e) expressing its opinion on the organisational guidelines for the professional staff working at the Campus;
  - f) guaranteeing the quality of teaching and student support services, promoting the coordinated use of resources on campus;
  - g) expressing an opinion on requests for mobility from individual professors and researchers from their own location to other University campuses or other Universities if made in

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derogation from the provisions of the University Regulations on internal mobility between campuses;

- h) managing the functions and duties assigned to it by the competent University bodies;
- i) expressing its opinion on proposals for the activation or closure of first-, second- and third-cycle Degree Programmes and Professional Programmes based on the Campus;
- j) expressing its opinion on the parts of the multi-year Strategic Plan of the University that concern the Campus.

### **Article 25 (Campus Coordination Council)**

1. The Campus Coordination Council has the task of coordinating the organisation and initiatives of the Campuses in line with the guidelines of the University Bodies. It is composed of:
  - a) The Rector, who chairs it;
  - b) the Presidents of the Campus Councils;
  - c) a student representative elected from among their representatives in the Campus Councils, in compliance with the methods laid down in the University regulations;
  - d) the Administrative Managers of the Campuses, one of whom also acts as Secretary;
  - e) a representative for each campus appointed by the relevant Local Bodies in agreement with the Sponsors.
2. The Campus Coordination Council is responsible for:
  - a) contributing to ensuring annually the quality of support services for teaching and research activities, student support services and the right to higher education, on the basis of the resources allocated;
  - b) proposing to the Board of Governors, having heard the Academic Senate, a joint set of regulations for all Campuses to govern their general operations;
  - c) expressing its opinion to the Board of Governors on the organisational structure of the individual Campuses and any other initiative of their concern;
  - d) monitoring and evaluating annually, within the scope of its competence, the implementation of the plans and planning agreements that the Regional Authorities, Local Bodies and Sponsors may stipulate with the University in order to guarantee the multiannual development of the Campuses.
  - e) expressing an opinion on the multi-year Strategic Plan of the University;

## **SECTION IV – Other University structures, cultural heritage and administrative organisation**

### **Article 26 (University Centres)**

1. For the pursuit of the purposes set out in Art. 1 of this Statute, the University may establish:
  - a) Centres of strategic interest for the implementation of specific teaching and/or research and third mission activities. The above-mentioned Centres are established by resolution of the Board of Governors, in consultation with the Academic Senate, upon the proposal, as a rule, of several Departments, and on the basis of a project and a related activity plan demonstrating their specific additional contribution from a scientific and/or teaching point of

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view and the related economic-financial sustainability;

- b) Service Centres for the provision of logistical and technical-administrative support to teaching and/or research and the third mission. These centres are established on the basis of an activity plan demonstrating their specific additional contribution in terms of the management of dedicated services and/or infrastructure. Service Centres are established by resolution of the Board of Governors, in consultation with the Academic Senate.
2. The composition of the Bodies and the scope of their organisational and management autonomy are defined for each Centre in accordance with the criteria and procedures laid down in specific University Regulations. The criteria for their administrative and accounting management are defined in accordance with the Administration, Finance and Accounting Regulations of the Alma Mater Studiorum – Università di Bologna.  
Their confirmation, modification or closure are approved in the same manner as their establishment.
3. Every three years, the Board of Governors, in consultation with the Academic Senate, makes an assessment of the activities and economic sustainability of these structures and, if appropriate, deactivates them. The deactivation of Interdepartmental Centres may also be requested by the Departments that requested their activation.

#### **Article 27 (Collegio Superiore and Institute of Advanced Studies)**

1. The Collegio Superiore, in compliance with Art. 5, paragraph 1, letter a) of Italian Law no. 240 of 30 December 2010, is a tool to nurture students' merit throughout the three study cycles, and offers post-graduate and interdisciplinary training paths to complement those offered by the structures.
2. The Institute of Advanced Studies (Istituto di Studi Avanzati) promotes the exchange of ideas and knowledge at international level, including by encouraging visits by scholars and experts from other countries to the University. This institute also facilitates the participation of students from different countries in the University's PhD degree programmes.
3. In consultation with the Academic Senate, the Board of Governors carries out a multi-year evaluation of the activities and economic sustainability of the Collegio Superiore and Institute of Advanced Studies, also in order to define the allocation of resources for their operation.

#### **Article 28 (University Language Centre)**

1. The University Language Centre meets the needs laid down in Art. 2.5, paragraph 1 of this Statute, pursuing the language learning objectives set by the Academic Bodies.
2. The University Language Centre is governed by specific regulations.

#### **Article 29 (University Library System)**

1. The University Library System is a coordinated system of services that aim to preserve, enhance, develop and manage all the University's libraries and documentary assets.

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2. The Library System supports the teaching, scientific and institutional needs of the University. It encourages cooperation and liaison with all national and international library organisations; it also guarantees the support of cultural promotion initiatives addressed to all of society as well as individuals.
3. Specific regulations govern the organisation and operation of the University Library System, as well as the methods used by the Structures in charge of research and teaching activities to define the Library System's development policies.

#### **Article 30 (Bologna University Library)**

1. The Bologna University Library (BUB) is the historical library for the preservation of an ancient bibliographic heritage of extreme cultural significance. It is a centre for legal deposit and is responsible for the preservation of its current publications.
2. The Bologna University Library is recognised by the competent Ministry. It collaborates with local, national and international bodies and institutions to promote the appreciation of cultural heritage. It fosters documentation, study and dissemination activities on specific areas of expertise.
3. The organisation, operation, scientific, managerial and administrative responsibilities of the Bologna University Library are defined by specific regulations.

#### **Article 31 (University Museum Network)**

1. The University Museum Network is the coordinated system of structures involved in the classification, protection and enhancement of the University's historical, artistic and scientific heritage.
2. The University Museum Network is organised into different structures hosting various collections and is managed as a single structure enabling and promoting the educational and scientific value of its heritage, as well as its dissemination and enjoyment throughout society; for these purposes, it cooperates with a variety of local, national and international museums and institutions.
3. The organisation, functioning, scientific, managerial and administrative responsibilities of the University Museum Network are defined by specific regulations.

#### **Article 32 (Historical Archive)**

1. The Historical Archive manages the documentation of historical significance produced and received by the University, ensuring its protection and authentic and impartial preservation, providing the tools necessary to guarantee the retrieval, consultation and reliability of the documents at every stage of their life cycle, both in traditional and digital environments.

#### **Article 33 (Principle of Open Access)**

1. The University upholds the principles of full and open access to scientific literature and promotes the free online dissemination of research results produced in the University, to ensure the widest possible circulation.

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2. The University, through specific policies, implements measures aimed at giving full and open access to scientific research data and products, encouraging their filing with the institutional archive and communication to the public, in compliance with laws concerning intellectual property, confidentiality and personal data protection, as well as the safeguard, access and enhancement of cultural heritage.

#### **Article 34 (University Sports Committee)**

1. This University promotes sports activities among students and staff through the establishment of a University Sports Committee.
2. The Committee operates through the Bologna University Sports Centre (CUSB) and other sports clubs or associations that may have an agreement with the University; it oversees the organisation and management of the sports facilities and activities in the various campuses of the University and formulates proposals and opinions on sports facility building plans.
3. The composition, organisation and operation of the University Sports Committee are governed by specific University regulations.

#### **Article 35 (Organisation)**

1. The General Administration of the University is responsible for implementing the policies and objectives defined by the Academic Bodies; it coordinates the regular execution of the managerial, technical and administrative activities in the various structures, and provides them with support services, in compliance with the criteria of efficacy, efficiency and value for money.
2. The organisation and operation of the technical and administrative services of the various structures adhere to the principle of separation between the power to direct and the power to manage, in compliance with the rules laid down in the University Organisation Regulations.
3. The Organisation Regulations define the general criteria for the organisation of technical and administrative services, divisions, offices, and structures and identify the relevant fields of competence, allocation of responsibilities, and the relevant areas of autonomy, in compliance with the Budgets and Financial Statements of the University and the provisions of the University Administration and Accounting Regulations.
4. The University Organisation Regulations also govern the establishment of technical and scientific commissions that help the Academic Bodies exercise their strategic functions concerning the supply of support services for teaching and research activities.

#### **Article 36 (Heads of Administrative Divisions)**

1. In compliance with the rules governing the management of Public Administrations, the Heads of Administrative Divisions oversee the implementation of the objectives assigned by the Director General; in particular, they participate in identifying these objectives by carrying out preliminary and analytical activities and by presenting their own proposals. They also fulfil other tasks and duties as assigned or delegated to them by the Academic Bodies and by the Director General.

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2. Within their predefined objectives and organisational roles, the Heads of Administrative Divisions are responsible for the results achieved in terms of efficiency in the use of resources, and in terms of efficient and cost-effective management. For these purposes, they exercise independent powers of expenditure and work organisation, managing and coordinating the resources and staff assigned to them.
3. In the event of staff shortages and proven service needs, in compliance with Legislative Decree no. 165/2001 and subsequent amendments, and any other regulations governing this matter, the Director General may assign, on a fixed-term basis, management or executive-level tasks and duties to individuals who do not hold managerial positions, but who possess specific proven professional qualifications. When these tasks or duties are appointed to a permanent member of staff, they are placed on temporary leave for the full duration of the contract, with no remuneration, but with full recognition of their length of service.
4. Without prejudice to any specific actions or disciplinary sanctions or measures, and in any case in compliance with Legislative Decree no. 165/2001 and subsequent amendments, and with any other regulations governing this matter, the Director General may revoke managerial appointments prior to their expiration on the basis of reasoned, documented grounds and following notification of breach to the concerned party, in the event of serious irregularities in the production of deeds or in the event of persistent, significant inefficiency in the execution of the tasks or in the pursuit of predefined objectives for the specific field of activity.

**Article 37 (Disciplinary Board)**

1. In disciplinary proceedings against professors or researchers, the preliminary investigation of the proceedings and the final opinion are the responsibility of a Disciplinary Board composed of permanent, full-time professors and tenured researchers from the University. The Disciplinary Board operates on the basis of the reports and evidence collected by the relevant office of the University General Administration, which guarantees its secretarial support, where necessary.
2. The Disciplinary Board exercises its tasks in compliance with and within the limits laid down in the existing statutory provisions governing disciplinary matters.
3. The Disciplinary Board is organised into three divisions, each composed of three statutory members and three deputy members. The first division includes full professors and brings charges only against full professors; the second division is composed of associate professors and brings charges only against other associate professors; the third division is composed of researchers and processes cases only against other researchers.  
In cases of misconduct attributable to the Rector, disciplinary action shall be initiated by the Dean of the University.
4. The members of the Disciplinary Board, in relation to the three sections referred to in the previous paragraph, are appointed by vote reserved respectively for full professors, associate professors and researchers employed by the University, in accordance with procedures defined in the specific regulations, which are designed to ensure the presence of commissioners who may also be

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external to the University. Participation in the Disciplinary Board does not give rise to the payment of remuneration, emoluments, allowances or reimbursement of expenses.

5. If the disciplinary proceedings involve teachers from various levels, i.e. professors and researchers together, the Board shall operate with "joint divisions" composed of all the members of the relevant divisions.
6. Each division is chaired by the longest-standing staff member. In the event of a session with "joint divisions", the Board is chaired by the most senior member. In the absence or impediment of a statutory member, the most senior deputy member of the same division takes over. In the event the proceedings are postponed to a new session, the Disciplinary Board continues its activity until a decision is taken and with the same composition as the first session.
7. The decisions of the Disciplinary Board are made with the absolute majority of its members and, in the event of an equal number of votes, the vote of the most senior member shall prevail.
8. The Disciplinary Board operates according to the principle of peer judgment, in compliance with cross-examination procedures.

**Article 38 (Campuses abroad)**

1. For the purposes of its teaching, research and third mission initiatives, the University may establish other campuses abroad, including in cooperation with and under the sponsorship of other public and private institutions. The organisational and management methods are defined by the Board of Governors, in consultation with the Academic Senate, in compliance with the legislation of the Country where the seat or structure is established, and in compliance with the Italian University system.
2. The person in charge of each University seat or structure abroad is selected from among the professors of this University.

**Article 39 (Instrumental Bodies and University cooperation with public and private entities)**

1. This University promotes cooperation with other Italian or foreign organisations governed by public and private law, for activities to be implemented in Italy or abroad, in accordance with the methods defined by the Academic Bodies and in the pursuit of its institutional mission and goals. For these purposes, it encourages the activities by other private or public organisations which fulfil tasks that are functional to the pursuit of the strategic objectives of this University, also with regard to the associations of students and graduates.
2. The University may have interests or shares in other bodies, companies, foundations, consortia or forms of association governed by public or private law for the implementation of activities that are instrumental and necessary for its own research and teaching activities, or in any case the pursuit of its own institutional mission and goals. These shares and interests are resolved by the Board of Governors, in consultation with the Academic Senate for aspects regarding teaching and scientific fields, including by assessing:

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- a) the financial, asset, organisational and managerial requirements of the bodies whose participating interest is proposed, in order to guarantee full financial sustainability and the effective pursuit of the institutional mission and goals;
- b) the presence, in the statute of the subsidiary bodies, of the following conditions:
  - 1) right of withdrawal of the University in the event of modification to the purpose or when the motivations underlying the participating interest no longer exist;
  - 2) the duration of the office of the University representatives in the organisation's administrative, scientific and teaching bodies does not exceed the term of office of the Rector in charge, in the case of University-controlled organisations.
3. Withdrawal of the University from the subsidiary bodies is proposed by the Rector to the Board of Governors.
4. University representatives on the administrative and scientific-teaching management bodies of subsidiary bodies are proposed by the Rector to the Board of Governors to ensure consistency between the activities of those bodies and implementation of the multi-year Strategic Plan of the University. The University representatives must present an annual report to the Rector on the activities and results of the subsidiary bodies.
5. The activities fulfilled by the University structures and staff on behalf of the subsidiary bodies are governed by specific University regulations.
6. A list of the University's subsidiary bodies and appointed representatives is compiled and periodically updated and made available for consultation.
7. The right to register a patent and any other form of protection concerning intellectual and industrial property created using University structures and resources, including in cooperation with other entities or on behalf of third parties, is governed by specific University regulations, in compliance with the laws in force.
8. The University endeavours to ensure the appropriate promotion of its brand in accordance with the procedures defined by the Board of Governors, subject to the opinion of the Academic Senate.

## **TITLE IV – Final provisions**

### **SECTION I**

#### **Article 40 (Code of Ethics and Conduct)**

1. The Code of Ethics and Conduct describes the fundamental values of the University community, promotes the recognition and respect of all individual rights, as well as the acceptance of the duties and responsibilities towards the institution or structure; it also lays down the code of conduct to be followed within the University.
2. The provisions of the Code of Ethics and Conduct aim to prevent any form of discrimination or abuse, as well as to govern cases of conflict of interest and intellectual property.
3. In line with current legislation on disciplinary offences, the Code of Ethics and Conduct also

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specifies the methods to verify of any violation or infringement, and the relevant sanctions or measures that may be identified from the following typologies: removal and/or exclusion from Academic Bodies and/or the Bodies of the University structures; exclusion from the assignment of University funds and subsidies; written reprimand, suspension and any additional sanctions provided by current disciplinary legislation. Any cases of conduct constituting not only an infringement of the Code of Ethics and Conduct but also an unlawful act shall be referred to the Disciplinary Board as laid down in Art. 37 of this Statute.

4. Following approval by the Academic Senate and the favourable opinion of the Board of Governors, the Code of Ethics and Conduct is issued with a decree of the Rector and made public.
5. Violations or infringements of the Code of Ethics and Conduct that do not fall within the competence of the Disciplinary Board as per Art. 37 of this Statute shall be referred to the Academic Senate, upon the Rector's proposal.

#### **Article 41 (Incompatibility and prohibitions)**

1. The offices of Rector and Vice Rector are not compatible with any other elective offices at the University.
2. The members of the Academic Senate and the Board of Governors are not allowed, under any circumstances, to occupy other academic functions or offices, except for the Rector who is also a member of the Academic Senate and the Board of Governors, and except for the Heads of Department and Campus Presidents who may also be members of the Academic Senate, if so elected. Furthermore, they are not allowed to be a member of other University bodies, except for the Department Board; they may not hold the position of Director of a Specialisation School; they may not hold any other political office for the duration of their academic mandate, and may not hold the position of Rector or member of the Board of Governors, Academic Senate, University Evaluation Group or Board of Auditors at other Italian public, or private or distance-learning universities. They may not be appointed with tasks concerning the planning, funding or evaluation of University activities at the relevant Ministry and in ANVUR (Italian National Agency for the Evaluation of Universities and Research).
3. The office of member of the University Evaluation Group is not compatible with that of Head or Deputy Head of Department, first-, second- or third-cycle Degree Programme Director, Head of a Local Organisational Unit, President of the Campus Council or Head of any other structure of the University.
4. The offices of Head of Department, first- and second-cycle Degree Programme Director and President of the Campus Council are not compatible with each other.
5. The role of contract professor is not compatible with the following offices: Rector, Vice Rector, member of the Academic Senate, the Board of Governors, the University Evaluation Group, the Guarantee Committee for Equal Opportunities, the Disciplinary Board, or with the offices of Head of Department, President of the Campus Council, as they require permanent academic

appointments.

6. The mandates of student representative in the Academic Senate, the Board of Governors and the University Evaluation Group are not compatible with each other.
7. Only professors and researchers that can ensure a length of service at least equal to the duration of the relevant office, before retirement, are eligible for academic offices.
8. Without prejudice to statutory provisions, the academic offices defined in this Statute may be renewed consecutively only once. A third consecutive term in office is permitted only in the event of one of the two previous offices lasting less than half its normal term. Those who have already held an office to the effects of this paragraph may be elected to the same office again, but only after a period of time at least equal to the normal duration of the Body itself.

#### **Article 42 (Operation of the Bodies)**

1. Unless otherwise specified in specific legislative or statutory provisions, the system of the administrative bodies and relative regulations laid down in this Statute must comply with the general principles expressed in the following paragraphs.
2. Collective bodies may operate to all intents and purposes even if their composition is not complete, provided that the number of the members not yet appointed or elected does not exceed one-third of the total number.
3. The procedure for the renewal of the Bodies must be completed at least fifteen days before their expiration or term. Upon the expiration of its mandate, the Body already in office may continue to exercise its functions under an extension only for matters of ordinary administration and any urgent or non-deferrable matters, and for a maximum period of forty-five days. After the extension period, the Bodies expire.
4. Resignations take effect when they are acknowledged by the relevant Body.
5. In case of absence or impediment of its Chair, the Collective Body is chaired by the Deputy Chair, who is appointed by the Chair; in the case of absence or impediment of the Deputy Chair, the most senior member exercises the functions of Chair.
6. The Collective Bodies are generally convened by the Chair, including through the use of remote digital technologies. The agenda is set by the Chair and attached to the call to meeting, explicitly specifying any matters to be resolved by qualified majority. Requests for convening a meeting or adding one or more items to the agenda must be made respectively by at least one-third and one-quarter of the members.
7. The meetings of the Academic Senate, the Board of Governors and all other collective bodies of the University are usually held in presence. The conduct of sessions in electronic or mixed mode is permitted within the limits established by specific operating regulations.
8. Meetings of the Academic Senate and the Board of Governors are valid only with the presence of the absolute majority of their members. Meetings of all other collective bodies are valid with the

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presence of the absolute majority of their members, without counting those absent with justification. Unless otherwise specified in specific provisions, the resolutions of the collective bodies are validly approved with the favourable vote of the absolute majority of those taking part in the voting procedure; if the votes result is tied, the Chair's vote shall prevail.

9. Only persons with the right to attend may take part in the meetings of the collective bodies. With the exception of items on the agenda regarding individuals, the meetings may be open to the public by resolution of the Chair or the majority of the attendees. Unless otherwise specified, votes are taken by a show of hands. The office of member of a collective body held nominally cannot be delegated or substituted by other persons, even for single sessions or specific deeds.
10. Members of the Academic Senate and Board of Governors who are absent without justification for three consecutive meetings of the relevant body shall lose their office.
11. The Board of Governors sets the remuneration of the Rector, the Deputy Rector, the Board of Auditors, as well as any attendance fees for meetings of the University's collective bodies, in accordance with the provisions of the law. Furthermore, the Board of Governors may set an allowance and any attendance fees for positions requiring a particularly high commitment, in compliance with legislative provisions. Office allowances and attendance fees may be combined; allowances are not cumulative; if an individual is entitled to more than one allowance, they must opt for only one of them.
12. In the event of the early termination of a representative in a collective body, the successor shall remain in office for the remaining period of the mandate of the outgoing member.
13. The mandate of the student representatives on the Academic Senate, Board of Governors, University Evaluation Group, Professor-Researcher-Student Joint Committee is two years. The mandate of the student representatives on other University bodies and structures is three years and corresponds to the duration of the National Council of University Students. Students not in line with their exam schedule by more than one year are not allowed to hold student representation offices.
14. This Statute enters into force on the fifteenth day after its publication in the "Gazzetta Ufficiale" (Official Bulletin) of the Italian Republic.

#### **Article 43 (General Regulations of the University and its structures)**

1. University Regulations concerning teaching and research are approved by the Academic Senate, with the favourable opinion of the Board of Governors, in both cases with the absolute majority of their members. University Regulations concerning University staff, including those governing labour relations, are approved by the Board of Governors with the absolute majority of its members, having heard the opinion of the Academic Senate. University Regulations concerning administration, organisation and accounting are approved by the Board of Governors with the absolute majority of its members.
2. The regulations referred to in paragraph 1—after the control phase governed by Art. 6, paragraph

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9, of Italian Law no. 168 of 9 May 1989, for Administration and Accounting Regulations, and by Art. 11, paragraph 1, of Italian Law no. 341 of 19 November 1990, for University Regulatory Framework—are issued with a decree of the Rector and enter into force on the fifteenth day after their publication on the Online Register, unless otherwise specified.

3. Regulations concerning the operation of the Structures in charge of research and teaching are proposed by their respective Boards with the absolute majority of their members. Regulations concerning the Campuses are proposed by the relevant Campus Coordination Council with the absolute majority of their members.
4. The regulations referred to in paragraph 3 of this article are issued by Rector's decree, upon the prior approval by the relevant Bodies, and enter into force on the fifteenth day after their publication, unless otherwise specified.

## **TITLE V – Transitional Provisions**

### **SECTION I**

#### **Article 44 (Implementation of the Statute reform and transitional provisions concerning the duration in office of the Academic Bodies)**

1. In compliance with Art. 2, paragraph 10, of Italian Law no. 240 of 30 December 2010, for the purposes of implementing the provisions concerning the limits of office in the Academic Senate and the Board of Governors, the periods already served within the University as from the date of entry into force of this Statute are also considered.

## **TITLE VI – Instructions for implementing the Amendments to the Statute**

### **SECTION I**

#### **Article 45 (Failure to meet the minimum number of professors and researchers in a Department)**

1. Should, during the lifetime of the Department, the number of professors and researchers it employs fall below 50 for Departments located in Bologna or below the number envisaged in Article 18, paragraph 4 of this Statute for Departments located in Cesena, Forlì, Ravenna and Rimini, the Rector shall immediately notify the Head of the Department concerned, indicating the deadline by which to report all relevant facts and submit a plan aimed at restoring the minimum number, dissolving the Department or merging it with another Department. The Rector shall inform the meetings of the Academic Senate and the Board of Governors immediately following the report. The Academic Senate appoints a review committee to assess the situation and the plan presented by the Head of Department. The committee must forward its assessments to the Academic Senate within one month of submitting the plan. Within three months of receiving the committee's assessment, the Academic Senate shall express its opinion and forward it to the Board of Governors, which shall be responsible for taking a decision.
2. In order to guarantee the paramount interests of the students and the continuity of teaching and research activities, the Board of Governors, having considered the opinion expressed by the

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Academic Senate, may establish that the Department shall in any case continue to carry out its functions for a period not exceeding two years from the moment in which the number of professors and researchers fell below the minimum, if that minimum is fixed at 50 professors and researchers; or not exceeding one year if the threshold is established pursuant to Art. 2, paragraph 2, letter b) of Law 240/10. After that time, the Department will be closed by Rector's Decree, having received the opinion of the Academic Senate and authorisation from the Board of Governors, and its Professors and Researchers assigned to one or more other Departments, in consultation with those Departments. Their teaching and scientific responsibilities will be assigned at the same time.

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