



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

GENERAL REGULATIONS

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*Issued with Rector's Decree No. 310 dated 19/07/2012;
Approved by Academic Senate n. 185 of 13 October 2020;
Federated Board of Governors n. 257 of 27 October 2020.*

Art. 1 **(Subject)**

1. These General Regulations (hereinafter referred to as the "Regulations"), govern the procedures for the election, establishment and operation of the governing bodies, as well as the general organisation of the Sant'Anna School of Advanced Studies (hereinafter referred to as the "School"), pursuant to Art. 14 of the Statute.
2. These General Regulations implement the statutory provisions and are subject to the control provided for in Art. 6, paragraph 9 of Law No. 168 dated 9th May 1989.

Art. 2 **(Federation)**

1. The School is federated with the Institute for Advanced Studies of Pavia (hereinafter referred to as "IUSS"), and with the Scuola Normale Superiore (hereinafter referred to as "Scuola Normale"), and the foregoing are also University Institutes - with special autonomy, pursuant to and in accordance with Art. 3 of Law No. 240 dated 30th December 2010, (hereinafter referred to as "Law No. 240/2010") and with Ministerial Decree (D.M.) No. 635 dated 8th August 2016 and Ministerial Decree No. 264 dated 12th May 2017.
2. The Federation among the School, the "Scuola Normale" and the IUSS is achieved through the following, without prejudice to the scientific, managerial and administrative autonomy of each University within the framework of the resources allocated:
 - a) the federated Board of Governors;
 - b) the federated Board of Auditors;
 - c) the federated Evaluation Committee.

HEADING I **CHAPTER I** **THE SCHOOL'S ORGANISATION**

Art. 3 **(General organisation)**

1. The School is divided into two Faculties, and is organised through Institutes and envisages administration and support facilities.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

**Section I
THE FACULTIES**

**Art. 4
(The Faculties)**

1. There are two faculties: the Faculty of social sciences and the Faculty of experimental and applied sciences.
2. The structure of the two Faculties envisages a Faculty Committee chaired by a Dean.

**Art. 5
(The Faculty Committee: functions and responsibilities)**

1. The Faculty Committee performs the functions acknowledged by the Statute and by the School's other Regulations.
2. Furthermore, the Committee:
 - a) defines annually the final plan of the educational offer for I and II level Honours students, within the framework of the recommendations made by the Academic Senate and the economic compatibilities established by the federated Board of Governors;
 - b) decides on the management of the call for admission to the I and II level Honours courses;
 - c) decides on the proposal of teaching activities;
 - d) gives its final approval to the teaching programme of the I and II level Honours courses, while respecting the autonomy of the teaching staff;
 - e) coordinates the services relating to the college facilities, also through the Dean's direct involvement;
 - f) expresses an opinion on the establishment of new Master's Degrees;
 - g) confers the qualification of subject expert, in accordance with the rules and regulations in force;
 - h) expresses opinions on proposals to amend the School Regulations, within its area of responsibility;
 - i) expresses an opinion on the Strategic Orientation Plan and on the Three-Year Programme, in compliance with Art. 16 of the Statute;
 - j) approves the reports relating to the confirmation of researchers limited to the activities under the responsibility of the Faculty;
 - k) exercises any other authority provided for by the School Regulations.
3. The functions of Secretary of the Faculty Committee are exercised by the youngest tenured full professor. The secretary is responsible for recording the facts, discussions, proposals and the votes cast.

**Art. 6
(Elections of the Faculty Committee's elective members)**

1. The Faculty Committee is composed of the persons indicated in Art. 28 of the Statute.
2. The election of the representatives in the Faculty Committees is called by a Rector's Decree at least thirty days before and no later than sixty days before the expiry of the mandate of the representatives in office, or within seven days from early termination for any cause whatsoever. Voting takes place at least fifteen days before the expiry of the mandate or within thirty days from the date of early termination.
3. The following persons have the right to vote and to stand for election:
 - Assistant Professors and tenured Assistant Professors pertaining to the scientific area of the reference Faculty;
 - I and II level Honours students relating to the scientific area of the respective reference Faculty.
4. Each Assistant Professor and each student may only express one preference in their respective scientific area.
5. The elections are valid, if at least one third of the persons eligible for each elective category have participated, taking into account each scientific area involved in the election operations.
6. The persons who obtained the highest number of validly cast votes are elected.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 7

(The Dean: functions and responsibilities)

1. The Dean represents the Faculty and performs the functions set out in Art. 29 of the Statute.
2. In addition, the Dean:
 - a) convenes and chairs the Faculty Committee;
 - b) assigns specific tasks and proxies to the individual members of the Faculty Committee, within the scope of the Dean's responsibilities;
 - c) proposes to the Rector the members of the committees for the calls for admission to the I and II level Honours courses, and to the second-level honours diploma examinations;
 - d) expresses an opinion to the Rector with regard to granting the teaching staff and researchers the leaves of absence envisaged within the jurisdiction of the Faculties;
 - e) may appoint a Vice-Dean chosen from among the teaching staff pertaining to the Faculty, in accordance with Art. 29 of the Statute; the Vice-Dean performs the functions delegated to him/her by the Dean and replaces the Dean in the case of the Dean's absence or impediment.
3. The Dean also exercises all the other functions attributed to him/her by the School Regulations.
4. In the case of impediment, absence or in the event there is a conflict of interest with respect to the resolution to be passed then the function referred to in paragraph 2, sub-section a) is to be performed by the Vice-Dean if appointed, or if not appointed or prevented, the function is to be performed by the most senior tenured full professor.

Art. 8

(Elections of the Deans)

1. The Dean is elected by the Faculty Committee from among the full professors pertaining to the Faculty and appointed by a Rector's decree, and the Dean remains in office for three years and may be renewed consecutively only once.
2. The meeting of the body of voters to present the candidates and their respective programmes is convened by the oldest among the Faculty's full professors at least thirty days and no later than sixty days before the expiry date of the mandate, or within thirty days after the date of termination for any reason whatsoever, and is to be held between seven and ten days from the date the meeting was convened.
3. The oldest among the Faculty's full professors convenes the elections with his/her own decree published in the School's online Register and indicates the dates of the first and the possible second and third ballot. The elections are to be held within fifteen days following the date of the meeting referred to in paragraph 2 of this Article.
4. The persons who intend to stand for the office of Dean must notify the oldest among the Faculty's full professors accordingly within ten days from the date the elections are convened. No candidacies can be submitted for the first two votes after this deadline.
5. The validity quorum for the first two ballots and all subsequent ballots is equal to one half plus one of the persons entitled to vote.
6. The candidate who obtains the absolute majority of the votes validly cast will be elected. This majority must be reached in all the polls, with the exception of the run-off ballot, as provided for in paragraph 9.
7. If the absolute majority referred to in paragraph 6 is not reached, or if the validity quorum referred to in paragraph 5 is not reached in the first two ballots, then the oldest among the Faculty's full professors will convene a further meeting of the body of voters to be held no later than seven days after the last ballot, during which new candidates may be presented.
8. The third ballot is to be held within fifteen days after the date of the meeting referred to in paragraph 7 of this Article.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

9. If the absolute majority referred to in paragraph 6 of this Article is not reached on the third ballot, then a run-off ballot is to be held between the two candidates who received the highest number of votes in the last ballot. The candidate who obtains the highest number of votes will be declared elected.

10. The majority referred to in paragraph 6 must be reached, if only one candidate takes part in the third or subsequent ballots.

11. If only one candidate participated in the fourth ballot and he/she was not elected, then the oldest among the Faculty's full professors will convene a new meeting of the body of voters with his/her own decree to be published in the School's online Register; the new meeting is to be held no later than seven days after the last ballot, during which new candidates may be presented and the oldest among the Faculty's full professors will set the date for the further two ballots, in which the validity quorum referred to in paragraph 5 and the majority referred to in paragraph 6 will be required for the election. If no candidate is elected even in these last two ballots, then the oldest among the Faculty's full professors must decide whether to convene a new meeting with the possibility of presenting further candidates. The validity quorum referred to in paragraph 5 and the majority referred to in paragraph 6 will be required in the subsequent ballots for election.

12. The relevant functions will be performed by the Dean of the Faculty's full professors during the period between the end of the mandate and the appointment of the new Dean.

Section II THE INSTITUTES

Art. 9 (The Institutes)

1. The Institutes contribute to the consolidation and innovation of the "School of Advanced Studies" model as a functional solution for the pursuit of excellence in University education and in scientific and technological research and constitute the School's organisational facilities, which have scientific and cultural autonomy within the scientific areas of competence. The Institutes are responsible for the planning and management of the research and training activities, for example: Philosophiae Doctor Programmes (PhD programmes, hereinafter referred to as "PhD Programmes"), the Master's Degrees offered, pursuant to an agreement entered into with other Italian or foreign Universities, and Courses offered as part of the "Graduate Program". The Institutes also programme First and Second Level Master Courses and Advanced Education Programmes, which they manage in collaboration with the appropriate office.

2. Each member of the teaching staff and researcher of the School relates to an Institute or alternatively to a federated Department and performs teaching activities in favour of Honours students, in addition to the training activities indicated in this Article. The teaching programme is decided by the Faculties, in agreement with the Board of Institute Directors.

3. Furthermore, the Institutes also include research fellows, scholarship holders and PhD programme students according to the reference scientific disciplinary areas.

4. In particular, the Institutes:

- a) perform fundamental and/or applied research and also tend to encourage the participation of Honours students in scientific research projects;
- b) coordinate and manage the research structures;
- c) define annually, the final plan of the educational offer for the PhD Programme students, Master's Degree students, "Graduate Program" students and the Seasonal Schools (in collaboration with Italian and foreign Universities and/or other public or private), First and Second Level Master Courses and advanced education training programmes, on the basis of the guidelines provided by the Academic Senate and the economic compatibilities established by the federated Board of Governors;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- d) decide the commitments to perform the teaching activities, teaching assignments, substitute teaching, the workloads of the professors and the researchers involved with regard to the teaching activities planned by them;
 - e) express their opinion on the School's Strategic Orientation Plan and Three-Year Programme, pursuant to Art. 16 of the Statute;
 - f) interact with the private and public organisations from the world of research in their scientific areas of competence;
 - g) promote and implement international exchange programmes for PhD students, technical staff who collaborate in research activities, teaching staff and researchers as part of specific agreements entered into by the School and/or directly by the Institute in question;
 - h) exercise any other authority provided for by the School Regulations.
5. In order to perform the activities for which they are responsible, the Institutes are required:
- a) to ensure a high level of research and training in compliance with the standards established by the School, to be assessed with the possible support of the School's International Advisory Board, pursuant to Art. 32 of the Statute, and the Institute's IAB, pursuant to Art. 24 of these Regulations, if established, as well as the procedures laid down by the Academic Senate;
 - b) to ensure all the relevant freedom of research and teaching, as well as transparent and merit-based access to the resources originating from the School;
 - c) to enhance the relationship between training and research, as well as the interdisciplinary collaboration within the educational programmes offered to the School's students;
 - d) to attract and guide resources originating from the public and private sector, from national and international bodies, towards projects which are significant for the area of expertise;
 - e) to operate with the utmost effectiveness, efficiency and transparency in managing the resources, conducting the activities and achieving their respective goals.

Art. 10

(Autonomy and internal regulations)

1. The Institute is a facility with scientific and cultural autonomy in the field of research and advanced training activities in the disciplinary areas of expertise, in compliance with the School's guidelines and regulations. The Institute has its own management and administrative autonomy to be exercised, in accordance with the procedures set out in the "Regulations for Administration, Finance and Accounting".
2. The Institute is also responsible for contributing to the development of the School's Three-Year Programme through specific inputs.
3. The Institutes may adopt internal operating regulations which supplement and clarify the general rules set out in these Regulations, however, without derogating from them. Otherwise, the provisions of the Institute's regulations are to be deemed inapplicable.
4. The Institute's internal regulations, pursuant to Art. 15 of the Statute, are proposed by the Institute concerned and are approved by a majority of two thirds of the members of the Academic Senate, subject to the favourable opinion of the federated Board of Governors, and are issued by a Rector's Decree.
5. The Institute may adopt manuals and policy documents to govern specific aspects relating to its activities; such sources shall not conflict with the Institute's and the School's higher ranking sources.
6. The Institute makes use of the School's facilities and the facilities which are specifically assigned to the Institute by third parties, in order to perform its institutional tasks, in accordance with the procedures defined by the Managing Director in the organisational stage.
7. The Institute may provide for the establishment of special PhD Schools independently, or in collaboration with the School's other Institutes, or with external structures, submitting the respective offer projects to the Academic Senate and to the federated Board of Governors for approval, on the basis of the respective expertise profiles.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

8. The Institute may adopt an internal structure, for example, in Areas, Sections and/or Laboratories, which are strictly functional to enhance the consolidated scientific and research characteristics, without having any administrative, accounting or contractual autonomy.

**Art. 11
(Resources)**

1. In order to perform its activities each year the Institute has:
 - the School's resources and other resources which may be found;
 - its own resources resulting from public and private funding related to specific projects and activity lines which are related to the Institute, following the participation in national and European procurement procedures and any other initiative aimed at attracting funding from outside, also aimed at encouraging science and industry integration processes in support of research.
2. The Institute has managerial autonomy and as a Responsibility Centre prepares the annual and three-year budget, in compliance with the policy guidelines.
3. The Institute's administrative and accounting management, the allocation of resources and the correct use of funding restricted to specific projects and/or research lines or training activities are presided over by the Institute Director, in collaboration with the Institute Administrative Head who assume the respective responsibility, in accordance with the procedures established by the "Regulations for Administration, Finance and Accounting" and established by the Administration Manual.

**Art. 12
(Provision of equipment and facilities)**

1. The real estate and movable property, excluding stationery and consumables, which the Institute is equipped and supplied with are entrusted to the Institute Director. The real estate and movable property allocated represent an integral part of the School inventory and are kept and updated by the competent office.

**Art. 13
(Petty cash fund)**

1. The Institute has a petty cash fund to pay modest expenses, in accordance with the provisions set out in the "Regulations for Administration, Finance and Accounting" and as set out in the Administration Manual.

**Art. 14
(Administration and technical staff and external resources)**

1. The School ensures that individual Institutes have an administration and technical staff that complies with the structural and functional characteristics of the Institutes themselves.
2. The administration and technical staff is assigned to the Institute, either on a full-time or part-time basis, by a decision of the School's Managing Director. The administrative area staff report to the Institute's Administrative Head; the technical area staff report operationally to the Institute Director.
3. The Institute may avail itself of additional work services and temporary external collaborations, based on its own research and/or training funds. The proposal to deploy an external resource, and the determination of the main contractual aspects is made by the head of the Institute's fund to which the expenditure is charged. The comparative procedure is performed by the competent offices, under the Managing Director's supervision, in compliance with the regulations in force and the internal provisions. The respective contract is entered into by the Institute Director. Management of the external resource is entrusted to the scientific project manager.
4. The Institute may initiate research grants charged to its own research and/or training funds, and charged to the School's funds. The selection procedure is performed by the competent offices, under



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

the Managing Director's supervision, in compliance with the regulations in force and the internal provisions. The respective contract is entered into by the Institute Director.

Art. 15

(Institute's Administrative Head)

1. The Institute's Administrative Head is appointed by a decision taken by the School's Managing Director, after consultation with the Institute Director.
2. The Institute's Administrative Head assists the Institute Director, assuming joint and several responsibility for the Institute's administrative and accounting management and performs all the tasks assigned to him/her by the "Regulations for Administration, Finance and Accounting", by the Administration Manual and by the Institute's internal regulations.
3. Furthermore, the Administrative Head:
 - a) supervises the work organisation of the administrative staff assigned to the Institute's administrative area;
 - b) performs the functions of reporting secretary of the Board and the Council of the Institute, and is responsible, for the part within his/her area of jurisdiction, for drafting the documents to be submitted to the approval of the above-mentioned governing bodies;
 - c) provides professional support in the matters for which he/she is responsible during the definition and management phases of the activities, certifying the legality of the documents;
 - d) is responsible, for the part within his/her area of jurisdiction, for drafting the documents to be submitted to the approval of the Academic Senate, the federated Board of Governors and the School's other Governing Bodies.

Art. 16

(Offer and discontinuance of Institutes)

1. The proposal to offer Research Institutes is the responsibility of three or more members of the School's teaching staff and researchers, in accordance with Art. 31, paragraph 3 of the Statute, and is decided by the Academic Senate, subject to the favourable opinion of the federated Board of Governors, it being understood that the Institute must maintain the structure adopted at the time of the offer for at least three years, without any spin-off.
2. The proposal to discontinue a research Institute is the Rector's responsibility or the Institute Director's responsibility and is approved by the Academic Senate, subject to a favourable opinion of the federated Board of Governors.

Art. 17

(The Institutes' Governing Bodies)

1. The following represent the Institute's governing bodies:
 - the Director;
 - the Institute Board;
 - the Council of the Institute.
2. The relevant responsibilities are governed by the Statute, by these Regulations and by the Institute's regulations, in compliance with the provisions of Art. 10.

Art. 18

(Institute Directors - elections)

1. The Institute Director is elected from among the full professors pertaining to the Institute in question. The electorate for the Director's election is represented by all the persons who are part of the following components with the relative weighting percentage in order to ensure:
 - a) full professors and associate professors have a weight equal to 60% of the total number of voters;
 - b) tenured assistant professors, assistant professors and research fellows have a weight equal to 20% of the total number of voters;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- c) the administration and technical staff have a weight equal to 10% of the total number of voters;
- d) PhD students have a weight equal to 10% of the total number of voters.
- 2. The meeting of the body of voters to present candidates and their respective programmes is convened by the oldest among the Institute's full professors at least thirty days and no later than sixty days before the expiry date of the mandate or within thirty days after the date of early termination for any reason whatsoever, and is to be held between seven and ten days from the date the meeting is convened.
- 3. The oldest among the Institute's full professors convenes the elections with his/her own decree published in the School's online Register and indicates the dates of the first and possible second and third ballot. The elections are to be held within thirty days following the date of the meeting referred to in paragraph 2 of this Article.
- 4. The persons who intend to stand for the office of Director must notify the oldest among the Institute's full professors accordingly within ten days from the date of the elections. No candidates may be presented for the first three votes after this deadline.
- 5. The elections to appoint the Director are valid, if at least one half plus one of the persons entitled to vote take part in the first ballot. The person who obtains the absolute majority of the weighted votes is elected.
- 6. If the validity quorum for the elections is not reached in the first ballot, the second and subsequent ballots will be valid if at least one third of the persons entitled to vote take part and the person who obtains an absolute majority of the weighted votes is elected.
- 7. If on the third ballot the quorum set out in paragraph 6 is not reached and no candidate obtains the number of votes required to be elected, then the voting will be repeated indefinitely.
- 8. The Institute's regulations may provide for the possible reopening of the deadlines in order to present new candidates in the case referred to in paragraph 7.
- 9. The Director is appointed by a Rector's decree, remains in office for three years and may be re-elected consecutively only once.

Art. 19

(Institute Director - functions)

- 1. The Institute's management responsibility is entrusted to the Institute Director and is performed within the annual budget; the Institute Director is assisted by the Administrative Head, in compliance with the principles of efficiency, effectiveness and transparency of the activities.
- 2. The Institute Director scientifically coordinates the activities and implements the strategic guidelines and the development objectives identified by the Council of the Institute, in compliance with the School's policy guidelines. The Institute Director may report to the Rector periodically regarding the Institute's management, research and training activities.
- 3. In particular, the Institute Director:
 - a) convenes and chairs the Institute Board, adopting by his/her own decision the urgent and nondeferrable actions within his/her area of responsibility to be submitted for ratification in the meeting that immediately follows;
 - b) convenes and chairs the Council of the Institute;
 - c) convenes the meetings of the Institute's IAB, where established, as part of the Institute's internal regulations;
 - d) adopts all the administrative acts and decisions within the Institute's jurisdiction, subject to the opinion of the Institute Administrative Head regarding the respective remits and the research fund holders regarding the expenses to be borne by the funds in question;
 - e) proposes to the Institute Board the internal distribution of the economic resources and supervises their correct and efficient management;
 - f) presides over the administrative and accounting activities of the Institute as a Responsibility Centre, as provided for by the "Regulations for Administration, Finance and Accounting";



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- g) is responsible for managing the spaces inside the premises and/or offices assigned to the Institute, the movable property present therein based on criteria of functionality and economy, in compliance with the rules of health and safety in the workplace, without prejudice to the possibility of delegating, as provided by law;
 - h) supervises the work organisation of the technical staff assigned to the Institute and authorises their missions;
 - i) prepares the proposal for internal regulations, in agreement with the Institute Board, to be submitted preliminarily to the approval of the Council of the Institute, and then to the examination of the federated Board of Governors and to the subsequent approval of the Academic Senate;
 - j) may prepare the Institute's Three-Year Plan, in agreement with the Institute Board to be submitted to the approval of the Council of the Institute and then transmitted to the Rector;
 - k) prepares the final plan of the Institute's educational offer for the reference academic year;
 - l) is a member of the Board of Institute Directors;
 - m) manages the timely transmission of the data required by the School's Governing Bodies in order to monitor the teaching and research activities;
 - n) performs every other function provided for by the School's internal regulations.
4. As far as negotiations relating to the individual Institutes are concerned the Director's respective signature is subject to the terms of the power of attorney granted to him/her by the Rector, pursuant to Art. 50 of the "Regulations for Administration, Finance and Accounting".
5. The Director is assisted in the performance of his/her activities by the Institute Administrative Head.
6. In order to carry out his/her mandate the Institute Director may appoint a Deputy Vice-Director who performs the functions delegated to him by the Director and replaces the Director in all the circumstances of his/her absence or impediment.

Art. 20

(Institute Board - composition)

1. The Institute Board is composed of three to five members, including the Institute Director who presides over the Board, in relation to the number of members and the scientific disciplinary areas included in the Institute. The Institute Board members are appointed by the Institute Director, by his/her own decision, ensuring that the majority of the members pertain to the Institute's teaching and research staff and guaranteeing that the members represent the Institute's various scientific disciplinary areas and/or internal departments. The Institute's internal regulations may provide for the Managing Director and the Institute Administrative Head to be among the members of the Institute Board, and to have voting rights.
2. At the Institute Director's proposal, if the items on the Agenda are of primary interest to one or more categories represented on the Council of the Institute, then the Institute Board is to meet with a composition extended to the representatives of the same categories who shall participate in the meeting and have voting rights.
3. The Institute Board members remain in office for three years and may be confirmed consecutively only once. The Director will make a new appointment for the remaining part of the mandate, if the term in office of one or more members is terminated early for any reason whatsoever.
4. The Institute Board members will cease to hold office following the termination of the Director's mandate, even if in advance.

Art. 21

(Institute Board - functions)

1. The Board is the Institute's governing body with regard to the administration of its own economic resources, and oversees their correct and efficient management. To this end the Institute Board plays an advisory and supportive role to the Institute Director.
2. In particular, the Institute Board:



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- a) decides the approval of third-party agreements and contracts and every other initiative that gives rise to research and training projects, as well as the items placed on the Agenda by the Institute Director, at the request of the Institute's teaching and research staff;
- b) prepares the proposal for internal regulations, in agreement with the Institute Director;
- c) may prepare the Institute's Three-Year Plan, in agreement with the Institute Director, in the framework and in harmony with the School's Three-Year Programme, accompanied by adequate objectives for the Institute's research, training and research enhancement activities;
- d) approves the plan for the educational offer pertaining to the Institute, based on the Institute Director's proposal referred to the reference academic year;
- e) performs any other function provided for by the School's internal regulations.

Art. 22

(Council of the Institute - composition)

1. The Institute Director, who presides over the Council, the teaching staff, the tenured Assistant Professors and the Assistant Professors pertaining to the Institute, together with the representatives of the following categories have the right to be members of the Council:

- administration and technical staff,
- research fellows,
- PhD students,

who also pertain to the Institute. The Institute's regulations establish the number of representatives for each of these categories, so as to ensure that the majority of the Council members pertain to the teaching and research staff and that an adequate gender representation is ensured. The Institute Director, by his/her own decision, published in the School's online Register, indicates the dates of the first and any subsequent ballots.

2. The elections are valid if at least one half plus one of the persons entitled to vote take part in the first ballot, calculated for each elective category. The persons who obtain a relative majority of the votes validly cast will be elected.

3. If the validity quorum for the elections referred to in the previous paragraph is not reached in the first ballot, then the second ballot will be valid if at least one third of the persons entitled to vote, calculated for each elective category, participate. The persons who obtain a relative majority of the votes validly cast will be elected.

4. If the validity quorum for the elections is not reached in the second ballot, then there will be no validity quorum foreseen for the third ballot. The persons who obtain a relative majority of the votes validly cast will be elected.

5. The Institute Administrative Head is a Council member with duties of recording secretary.

6. The elected members of the Council remain in office for three years and may be confirmed only once. If the term in office of one or more members ceases for any reason whatsoever, then the elected member or members will be replaced by the first of the non-elected members of the same election process. By-elections will be called by the Institute Director with his/her own decision for the remaining part of the mandate in the absence of non-elected persons.

7. Possible members of the teaching staff and researchers affiliated to the Institute may be invited to the meetings of the Council of the Institute, but without voting rights.

8. The Council of the Institute will meet with a composition restricted to members of the teaching staff and researchers to decide on a proposal for an Institute recruitment plan to be submitted to the Rector in order to define the School's annual recruitment plan and propose to the federated Board of Governors the call of assistant professors, pursuant to Art. 24, paragraph 3 of Law No. 240/2010.

9. The Council meets to express its opinion with regard to the other recruitment proposals based on the following restricted compositions:

- to full professors for first level recruitment proposals;
- to full and associate professors for second level recruitment proposals;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- to full and associate professors, tenure track-probationary assistant professors, pursuant to Art. 24, paragraph 3 of Law No. 240/2010 and to assistant professors pursuant to Art. 24, paragraph 3 of Law No. 240/2010.

Art. 23

(Council of the Institute - functions)

1. The Council of the Institute performs a strategic supervision function of the Institute's activities, with particular reference to the training and research activities, after consulting the Institute's IAB, where established. In particular, the Council of the Institute represents the forum in which to discuss and develop proposals and assessments regarding the Institute's educational and scientific activities. The Council of the Institute also has an advisory function.
2. In particular, the Council:
 - a) approves the Institute's internal regulations, prepared by the Institute Director in agreement with the Institute Board;
 - b) approves the Institute's Three-Year Plan, if adopted;
 - c) expresses an opinion on the Strategic Orientation Plan and on the School's Three-Year Programme;
 - d) proposes to the Academic Senate the appointment of members of the Institute's IAB;
 - e) expresses an opinion/proposal to the Academic Governing Bodies regarding recruitment proposals of teaching staff and researchers based on specific regulations;
 - f) performs every other function provided for by the School's internal regulations.
3. The Council is convened by the Institute Director whenever he/she deems in appropriate, also on the basis of a request signed by at least one third of the members of the Council of the Institute, and however, at least once a year.

Art. 24

(International Advisory Board - Institute's IAB)

1. Each Institute may set up an International Advisory Board - IAB as a support body to assess the results of the activity and to define the strategic guidelines.
2. The members of the Institute's IAB are appointed by the Academic Senate for a period of four years and a maximum of six members are appointed from among persons outside the School, based on a proposal of the Council of the Institute. One member of the Institute's IAB must be selected from among the members of the School's IAB.
3. The Institute's IAB meets when convened by the Institute Director.

Art. 25

(Board of Institute Directors)

1. The Board of Institute Directors coordinates the activities of the Institutes, in accordance with Art. 31, paragraph 6 of the Statute and makes its best efforts to achieve forms of collaboration in order to develop interdisciplinary projects.
2. The Board of Institute Directors is chaired by the Rector.
3. The Rector convenes the Board, establishes the Agenda, directs the proceedings and ensures that the proceedings are conducted efficiently.
4. The Board elects the two Institute Directors in the Academic Senate, one Institute Director relating to the Faculty of Experimental and Applied Sciences, the other Institute Director relating to the Faculty of Social Sciences.
5. The Board of Institute Directors performs the other functions assigned by the School Regulations.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Section III ADMINISTRATIVE AND SUPPORT FACILITIES

Art. 26

(Administrative organisation)

1. The federated Board of Governors determines the degree of autonomy of the Expenditure Centres/Responsibility Centres at the time they are established, by means of a specific instrument, in accordance with the forms provided for in the "Regulations for Administration, Finance and Accounting", and in compliance with accounting principles relating to the University's single budget, as per Law No. 240/2010.
2. The overall management and organisation of the School's services, instrumental resources and the administration and technical staff, defined by the Managing Director who is responsible for them, is represented by a general organisation chart that lists the facilities pertaining to the Directorate General and to the Institutes and the hierarchical and functional references are represented, in compliance with the law and the Statute.

Art. 27

(Technical coordination tables)

1. The federated Universities will be able to establish Technical tables to enable some administrative activities to be coordinated. Likewise, the Technical tables may be established for specific topics related to the teaching and scientific research activities.

Art. 28

(Research Fellows' Meeting)

1. A Research Fellows' Meeting has been established that has advisory functions with respect to the governing bodies. To this end the Meeting expresses opinions on matters concerning research fellows and may submit proposals on matters relating to the School.
2. The Meeting sends an annual report to the Managing Director and to the Evaluation Committee regarding the quality of the services and the facilities.
3. The Meeting is attended, without voting rights, by the researcher and the representative of the PhD programme students who sit in the Academic Senate.
4. The functioning of the Meeting and the procedures to elect the research fellows' representative are defined by specific regulations, duly approved by the Meeting in question, sent to the Academic Senate for information purposes and issued by a Rector's Decree.

Art. 29

(Administration and technical staff Council)

1. The administration and technical staff Council has advisory functions with respect to the governing bodies; to this end the Council expresses its opinion on the Strategic Orientation Plan and on matters concerning the administration and technical staff; the Council may submit proposals on issues relating to the School.
2. In order to exercise the above functions the members of the Council have the right to access the School's records, like all the other members of the School, in compliance with the laws in force.
3. The Council is appointed by a Rector's Decree, and is composed of ten members identified as follows:
 - a) the administration and technical staff representative in the Academic Senate;
 - b) six members, each of whom will be elected from among the administration and technical staff of each Institute, regardless of the contract that governs their employment relationship; each Institute contributes by electing one representative;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- c) three members elected from among the rest of the School's administration and technical staff, regardless of the contract that governs their employment relationship.
4. The validity quorum for the elections corresponds to one third of the persons entitled to vote.
5. In compliance with the general rule laid down in Art. 78, the voter may express:
 - only one preference, if pertaining to an Institute;
 - two preferences, if pertaining to the Central Administration.
6. The regulations (and the respective amendments and additions) are approved by the Council, pursuant to Art. 36, paragraph 3 of the Statute, based on a two thirds majority of its members, and are sent to the Academic Senate for information purposes and issued by a Rector's Decree.
7. The Council remains in office for the duration of the Academic Senate's mandate.

Section IV - DISCIPLINARY BODIES

Art. 30

(Disciplinary Committee)

1. The Disciplinary Committee performs disciplinary control activities on the teaching staff and operates according to the principle of peer assessment, in accordance with the adversarial principle.
2. The proceedings are to be initiated by the Rector who forwards the documents to the Disciplinary Committee within thirty days from gaining knowledge of the facts, and makes a reasoned proposal regarding any fact that may give rise to the imposition of a sanction that is more serious than a written reprimand.
3. After consulting the Rector or his/her delegate, as well as the Professor or researcher subjected to the disciplinary action, possibly assisted by a trusted defence counsel, the Committee then expresses its opinion within thirty days on the proposal put forward by the Rector both in relation to the relevance of the facts from a disciplinary point of view, and in relation to the type of sanction to be imposed and forwards the documents to the federated Board of Governors for the consequent decisions. The proceedings before the Committee remain governed by the laws and regulations in force.
4. Within thirty days from the date of receiving the opinion the federated Board of Governors, without a student representative, imposes the sanction or terminates the proceedings, in accordance with the binding opinion expressed by the Disciplinary Committee.
5. The proceedings are terminated, if the decision referred to in paragraph 4 is not taken within one hundred and eighty days from the date the proceedings were initiated.
6. Participation in the Disciplinary Committee does not give rise to the payment of fees, compensation, indemnities or the reimbursement of expenses.
7. Reference is to be made to the provisions set out in Art. 10 of Law No. 240/2010 with regard to all matters not provided for in this Article.

Art. 31

(Office of Disciplinary Proceedings)

1. The Office of Disciplinary Proceedings (ODP) is established by a decision of the Managing Director and to which the powers referred to in Art. 55-bis, paragraph 1 and paragraph 4 of Legislative Decree No. 165 dated 30th March 2001, as subsequently amended and integrated are attributed, in relation to the administration and technical staff.
2. The Office of Disciplinary Proceedings is responsible for initiating, investigating and concluding the disciplinary proceedings which involve the application of sanctions exceeding a verbal reprimand, without prejudice to the authority to impose the latter sanction on the head of each organisational structure.
3. The disciplinary proceedings follow the procedure defined by law, pursuant to Art. 55-bis of the above-mentioned Legislative Decree.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Section V - STUDENTS

Art. 32

(The School's Honours students)

1. The School's Honours students, who passed the selection envisaged for admission to the School and have complied with the academic obligations provided for in the School Regulations, represent students enrolled in the Degree Courses of the University of Pisa and in the Master's Degree Courses of the University of Pisa, of federated Universities or other University Institutions, pursuant to agreements entered into with the School.
2. I and II level Honours students normally reside in the School's college facilities and attend teaching and training activities within the School itself having the same duration, respectively, as the corresponding Degree Courses of the University of Pisa and the Master's Degree Courses of the University of Pisa, of federated Universities or other University Institutions, pursuant to agreements entered into with the School.
3. The planning, commitments and the academic obligations of the Honours students are governed, in accordance with the provisions of the Statute, the "Academic Regulations" and the Regulations for training activities.
4. The certificate issued by the School at the end of the I and II level Honours Courses with a duration corresponding to the second level courses of the University educational system, as well as the Master's Degree Courses - unified course of study, is equivalent to a second level Master Course.

Art. 33

(Master's Degree Courses)

1. The educational organisation of the Master's Degree Courses, the procedures to access the Master's Degree Courses, the structure of the teaching activities and anything else that is useful to ensure the high level of the training activities and the students' learning process, as well as the full and functional inter-university collaboration, are governed by the School Regulations, also in compliance with the provisions set out in the agreement entered into with the other Universities in order to establish and conduct the programmes in question.

Art. 34

(Philosophiae Doctor – PhD Programme students)

1. PhD students attend Philosophiae Doctor programmes within the School which have a duration of not less than three years in the field of social sciences or experimental sciences, in the areas established each year by the Academic Senate.
2. The "Regulations for training activities", issued in compliance with the Statute and the Academic Regulations, govern the scientific and teaching organisation of the Philosophiae Doctor programmes, the transfer of students to the following years of the programmes in question and their admission to the final diploma examination.
3. The students of PhD programmes are considered to be students who have complied with the obligations set out in the internal regulations of the reference programmes.

Art. 35

(Reference)

1. The specific regulations relating to the School's students are contained in the University's "Academic Regulations" and in the "Regulations for training activities".



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

CHAPTER II GOVERNING BODIES AND PLANNING TOOLS

Art. 36

(Activities of Governing Bodies)

1. The activities of the governing bodies comply with the principles of cost effectiveness, efficiency, impartiality, publicity and transparency, pursuant to Law No. 241 dated 7th August 1990, and subsequent amendments and additions, and in accordance with the procedures laid down by law and by the other provisions which govern the individual procedures, as well as the principles of community law.

Art. 37

(Strategic Orientation Plan)

1. The School adopts a Strategic Orientation Plan with which the School defines the lines of development over a period of many years with reference to changes in the cultural, social, economic, educational and scientific scenario on a national and international level. The Strategic Orientation Plan is taken into account when preparing the Three-Year Programme.

2. The strategic orientation plan is approved by the Academic Senate based on the Rector's proposal, after consultation with the Faculty Committees, the Councils of the Institute, the administration and technical staff Council and the federated Board of Governors with regard to economic and management compatibility issues.

3. The federated Board of Governors is responsible for monitoring the implementation of the Strategic Orientation Plan and the annual review of the objectives achieved.

4. The Rector may propose to the Academic Senate possible amendments to the Strategic Orientation Plan, also at the request of the Academic Senate, the Faculty Committees, the Councils of the Institute and the administration and technical staff Council.

Art. 38

(Three-Year Programme)

1. The School bases its management on a Three-Year Programme adopted in order to implement the Strategic Orientation Plan.

2. The Three-Year Programme is decided by the federated Board of Governors on the Rector's proposal, after consultation with the Academic Senate, the Faculty Committees and the Councils of the Institute.

3. The federated Board of Governors is responsible for monitoring the implementation of the Three-Year Programme and for the annual review of the objectives achieved.

4. The Rector may propose to the federated Board of Governors possible amendments to the Three-Year Programme, also at the request of the Academic Senate, the Faculty Committees and the Councils of the Institute.

Art. 39

(School Regulations)

1. The School issues rules, manuals and policy documents, in compliance with the respective legislation in force and in compliance with the Statute.

2. The rules are of a general nature in relation to the disciplinary areas to which they refer.

3. The manuals govern and contain implementation provisions for specific sectors within the scope of the instructions contained in the regulations.

4. The policy documents contain rules to implement the provisions set forth in the manuals referred to specific sectors.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 40

(Procedures to approve School Regulations)

1. Unless otherwise governed by these Regulations, the School Regulations, including the regulations prepared by the Institutes, pursuant to Articles 14 and 15 of the Statute, are approved by simple majority Article by Article and by a two thirds majority of the members of the Academic Senate regarding the final text, subject to the favourable opinion of the federated Board of Governors and are issued by a Rector's Decree.
2. The "Regulations for Administration, Finance and Accounting" are approved by a two thirds majority of the members of the federated Board of Governors, subject to the opinion of the Academic Senate and are issued by a Rector's Decree.
3. The manuals and policy documents which have an impact:
 - on general aspects of the School are approved by the Academic Senate by an absolute majority of its members, subject to the opinion of the federated Board of Governors, and are issued by a Rector's Decree;
 - on economic and management aspects are approved by the federated Board of Governors by an absolute majority of its members, and are issued by a Rector's Decree; the opinion of the Academic Senate must be obtained in advance with regard to the Administration Manual;
 - on aspects falling within the field of responsibility of the individual Institutes are approved by the Institute Board and are issued by a decision of the Institute Director.
4. The manuals and policy documents and the respective additions and/or amendments thereto, enter into force on the fifteenth day after the date of publication in the School's online Register, unless the issuing decree provides otherwise.

**Section I
THE RECTOR**

Art. 41

(The Rector's functions and responsibilities)

1. The Rector is the School's legal representative, and performs the functions established by the Statute and the functions delegated to him/her by law and by the other School Regulations.

Art. 42

(The Rector's elections, the electorate and eligibility to stand for election)

1. The oldest full professor calls the elections and establishes the dates for the first two ballots by means of his/her own decree published in the School's online Register at least ninety days and no more than one hundred and fifty days before the mandate expiry date of the Rector in office, or within sixty days from the date of early termination for any reason whatsoever.
2. The call to the body of voters for the elections must be sent to each voter, by e-mail at least four weeks before the date of the elections.
3. The elections are valid if one half plus one of the persons entitled to vote participated in the first two ballots; the participation of one third of the persons entitled to vote is sufficient from the third ballot.
4. The persons who intend to stand for the office of Rector must notify the oldest full professor accordingly within ten days from the date the elections were called. No candidates may be presented for the first two votes after this deadline.
5. The oldest full professor calls a meeting of the body of voters for a public presentation of the candidates who will illustrate their programmes; the meeting is to be held at least two weeks before the date of the Rector's election. The call must be received at least ten days before the meeting.
6. In elections for the Rector, the candidate who obtains an absolute majority of the weighted votes will be elected, pursuant to paragraph 11 of this Article, except in the case of a run-off ballot, pursuant to paragraph 7. If this majority has not been reached or the validity quorum has not been reached in the



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

second ballot, then the oldest full professor by his/her own decree published in the School's online Register, will call a new meeting of the body of voters to be held no later than seven days from the last ballot, during which new candidates may be presented, and the Dean will establish the date for the third and fourth ballots.

7. If none of the candidates reach an absolute majority of the weighted votes in the third ballot, then a run-off ballot will be held between the two candidates who obtained the highest number of votes in the last ballot and the person who obtains the majority of the weighted votes validly cast will be declared elected, even if representing a relative majority.

8. If only one candidate takes part in the third or subsequent ballots, the election will be valid if the quorum referred to in paragraph 3 has been reached, and if the candidate has obtained an absolute majority of the weighted votes.

9. If only one candidate has taken part in the fourth ballot and this candidate has not obtained the required majority, then the oldest full professor, by his/her own decree published in the School's online Register, will call a new meeting of the body of voters to be held no more than seven days after the last ballot, during which new candidates may be presented, and the oldest full professor will establish the date for the further two ballots, in which the quorum referred to in paragraph 3 and the absolute majority of the weighted votes will be required for the election. If no candidate is elected even in the last two ballots then the Dean will decide whether a new meeting is to be called and further candidates may be presented. The validity quorum referred to in paragraph 3 and the majority referred to in paragraph 6 will be required in the subsequent voting for the election.

10. If the Rector who has been elected is a member of the teaching staff subject to a fixed term commitment regime, then he/she must opt for the full-time commitment regime, within three days from the publication in the School's online Register of the results of the votes cast, under penalty of forfeiting the office. The full-time commitment regime must be maintained for the full duration of the mandate.

11. The electorate refers to each of the following groups of categories with a weighted vote to ensure that:

a) the category of full and associate professors corresponds to a weight equal to 60% of the total number of voters;

b) the categories of researchers, research fellows and the administration and technical staff correspond to a weight equal to 18% of the voters, and is further broken down as follows: 7.5% for researchers, 3% for research fellows and 7.5% for the administration and technical staff;

c) PhD students and level I and II level Honours students correspond to a weight equal to 22% of the total number of voters.

Art. 43

(Vice Rector and Pro-Rector)

1. In order to carry out his/her mandate the Rector may avail of a Vice Rector selected from among the full professors. The Vice Rector performs the functions delegated by the Rector and replaces the Rector in all cases of absence or impediment. The Vice Rector, if different from the persons who are already members of the Academic Senate, attends the Academic Senate sessions without voting rights, pursuant to Art. 20, paragraph 10 of the Statute.

2. In addition, the Rector may appoint his/her own delegates on matters of specific importance, selected from among the full or associate professors and from among the researchers, pursuant to Art. 19, paragraph 6 of the Statute. These delegates are referred to as Pro-Rectors, and a maximum of five Pro-Rectors may be appointed.

3. The activities of the Pro-Rectors are subject to periodic management controls and a verification of the results achieved.

4. Each Pro-Rector performs the tasks delegated to him/her, in general, up to the expiry of the Rector's mandate, unless a different expiry date is specified in the deed of appointment, which however, cannot



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

extend beyond the expiry date that refers to the Rector. The power of attorney may be revoked in advance by a Rector's Decree.

5. In the case of the early termination of the Rector's mandate the Vice Rectors only perform ordinary administration duties until the appointment of the new Rector.

Art. 44
(Replacing the Rector)

1. The respective functions are performed by the School's oldest member during the period between the end of the Rector's mandate and the appointment of the new Rector.

Section II
THE ACADEMIC SENATE

Art. 45
(The Academic Senate's functions and responsibilities)

1. The Academic Senate performs the functions which are assigned to it by Art. 20 of the Statute, by the law and by the School Regulations.

2. Furthermore, the Academic Senate:

a) establishes the forms and methods of the School's participation in activities and institutional authorities, in which the commitment of the School's staff or resources is envisaged, in agreement with the federated Board of Governors;

b) implements and supervises the processes to assess the members of the teaching staff and researchers, in accordance with the provisions of the regulations in force;

c) the Academic Senate allocates the relative responsibility, also to teaching staff from outside the School after assessing the importance of individual research or training initiatives;

d) exercises disciplinary authority over the students.

Art. 46
(Election of Representatives in the Academic Senate)

1. The Rector, by his/her own decree, published in the School's online Register, calls the elections to renew the positions held at least thirty days and no later than sixty days before the expiry of the mandate of the representatives in office, or within seven days from the early termination for any reason whatsoever.

2. Each category that has to present its own representative in the Academic Senate is called to the meeting for a discussion regarding the willingness to be elected, at least one week before the elections take place. The meetings are convened by the category representatives in the Academic Senate.

3. The Institute Directors represent the electorate and the persons eligible to stand for election in the elections of the two Institute Directors, who are to be elected by the Board of Institute Directors; the Rector does not cast a vote even though he/she is a member of the Board of Institute Directors.

4. With regard to the preferences which can be expressed:

- each Director may express two preferences, one for each Faculty in the elections of the two Institute Directors elected by the Board of Institute Directors, one pertaining to the Faculty of Experimental and Applied Sciences, the other pertaining to the Faculty of Social Sciences.

- the full professors elect one full professor by expressing one preference; the associate professors elect one associate professor by expressing one preference in the election of the two professors.

5. The elections are valid if at least one third of the persons entitled to vote for each election category have participated.

6. The persons who have obtained the highest number of votes validly cast will be elected. The candidate of the gender least represented in the Academic Senate will be elected in the event of a tie. The



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

verification of the gender least represented follows the order of categories provided for in Art. 20, paragraph 5 of the Statute in the event of a tie in more than one category.

Art. 47

(Academic Senate in an enlarged composition)

1. The Academic Senate meets in an enlarged composition, pursuant to Art. 20, paragraph 4 of the Statute:

- intended for all full professors for the proposals of recruitment of full professors;
- intended for all full and associate professors for the proposals of recruitment of associate professors;
- intended for all full and associate professors and with the participation of the representatives of the researchers in the Faculty Committees for the proposals of recruitment of tenure track-probationary assistant professors, in accordance with Art. 24, paragraph 3, sub-section b) of Law No. 240/2010.

Art. 48

(Academic Senate Chairman and secretary)

1. The Academic Senate is chaired by the Rector of the School. The Academic Senate is chaired by the Vice Rector in the case of the Rector's impediment, absence or if a situation of incompatibility arises.
2. The same will apply to the Academic Senate's meetings in an enlarged composition.
3. The functions of Secretary are performed by the Managing Director or by his/her delegate, also in the case of an enlarged composition.

Art. 49

(International Advisory Board)

1. The International Advisory Board (IAB) is an advisory body of the Academic Senate with regard to the School's strategic development issues.
2. The IAB is composed of at least six members with acknowledged international qualifications and with proven experience in scientific research, management and coordination of academic and/or research facilities, or who hold or have held important roles in public or private institutions/organisations of international importance.
3. At least two thirds of the members of the IAB must perform their activities in foreign or international organisations.
4. The members of the IAB are appointed by the Academic Senate at the Rector's proposal and the Chairman is chosen from among its members.
5. The mandate of the members of the IAB lasts three years and is only renewable once.
6. The IAB meets at least once a year and whenever the Academic Senate deems it appropriate.
7. The federated Board of Governors establishes the fee payable to the members of the IAB, based on a proposal by the Academic Senate.

Section III - THE FEDERATED BOARD OF GOVERNORS

Art. 50

(Federated Board of Governors)

1. The School, the IUSS and the "Scuola Normale Superiore" operate through the federated Board of Governors, constituted, in accordance with Art. 21 of the Statute, by a joint decree of the Rectors/Director of the federated Universities and remains in office for three years.
2. The composition, appointment and functioning procedures are established by Art. 21 of the Statute.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 51

(Election of the School's student representative to the federated Board of Governors)

1. The Rector of the School, by his/her own decree published in the School's online Register, calls the elections to renew the office held at least thirty days and no later than sixty days before the expiry of the mandate of the representative in office, or within seven days from the date of early termination for any reason whatsoever.
2. The PhD programme students and the I and II level Honours students represent the electorate and the persons eligible to stand for election.
3. The elections are valid if at least one third of the persons entitled to vote have participated.
4. The person who obtained the highest number of votes validly cast is elected.
5. The School, the IUSS and the "Scuola Normale" will be able to coordinate their activities in order to hold elections on the same day for the representatives of the School's students, the students of the IUSS and the students of the "Scuola Normale Superiore" referred to the federated Board of Governors.

Art. 52

(Functioning of the federated Board of Governors)

1. The procedures to elect the Chairman of the federated Board of Governors and the procedures applicable to the Board's functioning are governed by Art. 21, paragraph 5 of the Statute.

Art. 53

(Committees and workgroups)

1. The federated Board of Governors may request the setting up of standing and non-permanent committees, as well as workgroups, in order to ensure a more in-depth investigation of the aspects for which it has responsibility and to formulate resolution proposals on specific issues.
2. The federated Board of Governors appoints the members of the committees and workgroups and entrusts one of the members to act as Chairman.
3. The temporary committees are agreed to be automatically terminated on completion of their mandate.
4. Participation on Committees and in workgroups is always free of charge.

Art. 54

(Responsibilities of Board members)

1. The members of the federated Board of Governors are jointly and severally liable for wilful misconduct or gross negligence in respect of expenditure approved in excess of the available funds and for the economic damage caused to the School as a result of failing to comply with the statutory and regulatory provisions, unless their motivated disagreement was reported in the Minutes.
2. Governors who carry out activities which have not been approved by the federated Board of Governors shall be personally liable.
3. Furthermore, Governors are personally liable for any damage caused to federated Universities as a result of the dissemination of acts or facts of which they become aware when performing their duties.

Section IV

FEDERATED BOARD OF AUDITORS

Art. 55

(Functions and Responsibilities)

1. The Board of Auditors is responsible for auditing the compliance of the administrative and accounting management of the School and of the other federated Universities.
2. The duties and operating procedures of the Board of Auditors are established by the current legislation and by the "Regulations for Administration, Finance and Accounting".



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

3. The meetings of the federated Board of Governors are attended by one or more members of the Board of Auditors with the right to have any observations recorded in the Minutes.

Section V - FEDERATED EVALUATION COMMITTEE

Art. 56

(Composition and responsibilities)

1. The Federated Evaluation Committee is the collective decision-making body of the School and of the other federated Universities and performs the internal evaluation of the administrative management, the teaching and research activities, and also verifies the correct use of public resources, the productivity of the research and teaching activities, as well as the impartiality and good performance of the administrative activities through a comparative analysis of costs and returns, pursuant to Art. 24 of the Statute and in accordance with the provisions set out in the current legislation.
2. The Federated Evaluation Committee is also assigned the functions relating to the evaluation procedures of the facilities and staff in order to promote merit and to improve the organisational and individual performance in the federated Universities in connection with the activities of the Italian National Agency for the Evaluation of Universities and Research Institutes (A.N.V.U.R.). This activity is performed with the integration and collaboration of the Managing Directors/Secretary.
3. The composition, appointment and operating procedures are established by Art. 24 of the Statute.

Art. 57

(Election of the School's student representative in the Federated Evaluation Committee)

1. The Rector of the School, by his/her own decree published in the School's online Register, calls the elections to renew the position of the School's student representative on the Federated Evaluation Committee at least thirty days and no later than sixty days before the expiry date of the mandate conferred by the School, or within seven days from the early termination of the School's representative for any cause whatsoever.
2. The electorate and the persons eligible to stand for election are represented by the PhD programme students and the I and II level Honours students.
3. The elections are valid if at least one third of the persons entitled to vote have participated and the person who obtained the highest number of votes validly cast is elected.
4. Further ballots will be held if the quorum defined in paragraph 3 of this Article is not reached in the first ballot.

Art. 58

(Chairman)

1. The Chairman of the Federated Evaluation Committee is indicated by the Rectors/Director and is selected by them from among the three expert members referred to in Art. 24, paragraph 2, sub-section b) of the Statute.
2. The Chairman represents the Federated Evaluation Committee and is responsible for relations with the bodies of the federated Universities, with the competent Ministry and with other public and private authorities interested in the evaluation system. The Chairman defines the Agenda of the meetings and manages the proceedings. The Chairman supervises the implementation of resolutions and exercises all the other powers associated with the Committee's institutional duties.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 59

(Organisation of work)

1. Each year the Evaluation Committee defines the calendar of meetings; the Committee's operating procedures are provided for in specific regulations.

Art. 60

(Administrative activities and operating expenses)

1. The School guarantees the necessary means for the Evaluation Committee's operations, as well as access to the data and information necessary for the Evaluation Committee to perform its tasks.

Section VI

MANAGING DIRECTOR

Art. 61

(The Managing Director)

1. The Managing Director performs the functions provided for in Art. 25 of the Statute.
2. The Managing Director is responsible for the legality of the resolutions approved by the governing bodies, unless the resolutions are adopted, with adequate substantiation, against his/her opinion. To this end, he/she is required to make observations regarding the legality of the resolutions which are shortly to be adopted and of which he/she is aware.
3. The Managing Director may delegate some of his/her powers included in his/her functions to employees holding the highest functional positions by means of a written and motivated statement.

HEADING II

CHAPTER I

ACADEMIC SENATE, FEDERATED BOARD OF GOVERNORS, FACULTY COMMITTEES: COMMON OPERATING RULES

Art. 62

(Calendar of meetings)

1. The Academic Senate and the Faculty Committees convene, in an ordinary meeting, according to a calendar established at the beginning of each calendar year, respectively, by the Rector and by the Deans acting as the Chairman of the governing body.
2. The federated Board of Governors meets in accordance with the requirements established by Art. 21, paragraph 6 of the Statute.
3. The Academic Senate and the Faculty Committees may be convened in an extraordinary meeting, when:
 - a) the Rector or the Deans consider that urgent circumstances require the Academic Senate or the Faculty Committee, respectively, to be convened without delay.
 - b) at least one third of the members have submitted a reasoned written request to the Chairman; in this latter case the governing body must be convened within ten days from the date the request was received.
4. The Academic Senate, the federated Board of Governors, the Faculty Committees are hereinafter referred to as the "governing body".



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 63

(Powers of the governing body Chairman)

1. The governing body Chairman:

- a) convenes and chairs the governing body, establishing the Agenda for the meeting; the Chairman of the federated Board of Governors prepares the Agenda together with the Rectors/Director of the federated Universities;
- b) acknowledges the validity of the meeting and declares the meeting open, otherwise the meeting is postponed;
- c) may withdraw items envisaged to be on the Agenda at the beginning of the meeting, with the consent of the members, and may propose to change the order of their discussion;
- d) may introduce new items on the Agenda provided the members of the governing body present at the time of the decision are in agreement;
- e) directs and moderates the proceedings and declares the discussion closed when the Chairman considers the subject has been adequately discussed, and however, once it has been verified that all the persons listed to speak have spoken on the subject;
- f) puts the resolution proposals to the vote and announces the outcome of the votes cast at the end of voting;
- g) signs the Minutes together with the secretary.

Art. 64

(Notice of Call and Agenda)

1. The notice of call indicates the day, the place and the time of the meeting, as well as the Agenda.
2. The proposal for one or more items to be included on the Agenda may be made by each member by means of a request submitted to the Chairman at least seven days before the date established for the meeting.
3. The notice of call must be sent electronically by e-mail to the members of the governing body, normally, at least five days before the date of the meeting; furthermore, the notice of call is published on the School's website in the intranet section dedicated to governing bodies. The notice of call of the federated Board of Governors indicating the date, place and time of the meeting, as well as the Agenda is sent by the Chairman, by e-mail, to the members of the Board, normally, at least seven days before the date of the meeting and is published in the intranet section of the School's institutional websites and on the institutional website of the federated Universities with regard to the federated Board of Governors.
4. In case of urgency, the notice of call may be transmitted electronically up to twenty-four hours before the meeting.
5. The resolution proposals relating to the items on the Agenda are disclosed to the members of the governing body at least two working days before the meeting by being published on the School's website and on the website of the federated Universities.

Art. 65

(Resolution proposal)

1. The resolution proposals are drawn up and sent to the Governing Bodies' Administration Office by the person in charge of the proceedings and who managed the investigation; the resolution proposals are endorsed by the Managing Director and must include the following details:
 - a) an indication of the legal, statutory and regulatory provisions, which are a precondition for the decision from a legality point of view;
 - b) considerations of merit and appropriateness in support of the decision;
 - c) the proposal of a suitably structured system, and the availability in the budget in the case of topics involving expenditure commitments, with an indication of the Responsibility Centre/Analytical unit/Project to which the expenditure will be charged.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 66

(Validity and Minutes of Meetings)

1. The meetings of the governing bodies may be held by audio conference, videoconference conference or using telematic means common to the federated Universities. In this case it is necessary to verify that the quorum required to constitute the meeting has been reached, identifying with certainty all the participants and ensuring that the audio-visual tools enable the participants to follow the discussion and to intervene in the negotiation of the items on the Agenda in real time. The meeting is deemed to be held in the place where the Chairman is located, or the place where the secretary is located, if the Chairman is absent from the location.
2. The governing body's meetings are confidential, unless the Chairman decides otherwise.
3. The governing body's meetings are valid if all the members have been duly convened, in accordance with the provisions of the Statute and these Regulations, and if at least one half plus one of the members are present; this quorum requirement must be maintained throughout the meeting.
4. The existence of the quorum may be verified at any time, even on request. If, following a verification the quorum fails to be reached, then the Chairman will suspend the meeting for no more than thirty minutes, at the end of which the Chairman will repeat the roll call, and if the quorum has still not been reached, the Chairman will adjourn the meeting.
5. Minutes are to be drawn up of every meeting, also with the aid of recordings; the Minutes shall contain the resolutions, and shall contain a list of the persons present in the case of discussions, and a summary of the significant presentations, for the purposes of the resolution in question. Any interested parties may provide the full text of their presentation to be attached to the Minutes. The procedures to prepare the Minutes of the meetings of the federated Board of Governors and the respective rules are the responsibility of the University where the recording secretary is employed.
6. The Minutes are normally submitted for approval at the next meeting. If necessary, extracts of the Minutes may be approved before the end of the session in progress. When the Minutes are approved only clarifications which do not alter the substance of the resolutions taken may be included.
7. Furthermore, the Minutes shall include the outcome of the votes cast and, where deemed appropriate, the procedures adopted to conduct the voting. At the request of the members of the governing body the names of the persons who voted against, those in favour and the persons who abstained may be indicated and the "explanations of the votes cast placed on record" are to be requested specifically.
8. The Minutes of the meetings are public, subject to the protection of confidentially provided for by current legislation, and are included on the School's website in the intranet section dedicated to the governing bodies. The contents of the resolutions are disclosed inside and outside the School. The originals of the Minutes are stored under the responsibility of the Directorate General.

Art. 67

(Resolutions)

1. Resolutions are passed by a majority of the persons present, except in the cases where the national legislation, the Statute and the School's regulations establish a qualified majority; the resolutions passed are enforceable immediately. In the event of a tie the vote cast by the Chairman of the governing body will prevail. Persons abstaining are considered for the purposes of the quorum, but are not considered when calculating the majority.
2. The quorum will not include persons who declare, before a vote, that they must abstain due to a private interest in the subjects under discussion.

Art. 68

(Adoption of an emergency Rector's decree regarding the responsibilities of the Senate and the Board of Governors)

1. In particularly urgent cases, where contingent circumstances do not allow an ordinary meeting to be held, not even using audio, videoconference or telematic means, then the Academic Senate and the



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

federated Board of Governors may exceptionally take a decision by e-mail, a decision that the Rector translates into a special urgent decree that will be submitted for ratification at the next ordinary meeting of the collective decision-making body, as provided for in Art. 19, paragraph 5, sub-section f) of the Statute.

2. The foregoing will also be considered applicable to the Institute Board when the same premise of particular urgency applies, and with the same procedure for the adoption of an urgent decision by the Institute Director, as provided for in Art. 19, paragraph 3, sub-section a) of these Regulations, and with submission for ratification in the next ordinary meeting of the collective decision-making body.

Art. 69

(Voting procedure)

1. Voting by the governing bodies are done by show of hands, by roll call or tacitly, unless one of the persons present requests that the express vote procedure is to be adopted.

2. Voting by secret ballot is conducted in respect of the elections of persons, and elections by ballot paper, as well as the other resolutions for which secrecy of the vote is requested by the Chairman or by the majority of the persons present.

Art. 70

(Communications, motions and amendments)

1. The Chairman of the governing body, according to the Agenda, makes the appropriate communications to members on which a discussion is not opened. The persons present, in turn, have the right to provide communications after the Chairman.

2. Each member may submit amendments, motions and alternative proposals to the resolution proposals submitted by the Chairman of the governing body. Each member may also request that statements on the subject under discussion are to be recorded in the Minutes.

3. If there are amendments to resolution proposals then the voting shall be conducted, in order, on the proposed amendments and then on the whole text. The Chairman shall arrange the order of the amendments.

Art. 71

(General referral rule)

1. Reference is to be made to the Statute and to the rules of the University organisation system and to national legislation regarding all aspects not expressly provided for in the above provisions.

2. The provisions contained in this Chapter are also applicable to the operation of other governing bodies which have not adopted independent regulations.

HEADING III

CHAPTER I - ELECTION RULES

Art. 72

(Scope of application)

1. The provisions of this Heading apply to all the election processes held within the School.

2. The categories indicated in the Articles below, which make up the body of voters are identified from time to time on the basis of specific regulatory and statutory provisions in relation to the representation to be elected in the various bodies.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

**Art. 73
(General principles)**

1. The elections are held in the School's premises for no less than eight consecutive hours. Elections for different categories and different bodies of the School or national University bodies may be held in the same round of elections for reasons of expediency and cost-effectiveness.
2. In the case of non-electronic elections, the School's staff who are on a mission in the interest of the administration has the right to reach the School's headquarters in order to vote, following an express and prior request, and is entitled to be reimbursed for travelling expenses.
3. The School ensures that all the members involved in their institutional and trade union expressions have equal conditions of participation and competition, including the right to hold meetings in suitable premises, compatibly with the proper performance of the institutional activities.
4. Voting takes place on weekdays and cannot be held during the holiday periods provided for in the academic calendar or during the holidays of religious denominations recognised by the State.

**Art. 74
(The electorate)**

1. The electorate is defined by law, by the Statute and by these Regulations. The electorate comprises the following:
 - a) full and associate professors, tenured assistant professors and assistant professors;
 - b) full and associate professors and assistant professors of another University who work entirely for the School on the basis of an agreement entered into, pursuant to Art. 6, paragraph 11 of Law No. 240/2010;
 - c) administration and technical staff with an open-ended contract and with a temporary contract, including staff in positions of control, secondment, temporary assignment or equivalent positions in other organisations;
 - d) collaborators and language experts;
 - e) I and II level Honours students and PhD programme students, exclusively during the legal duration period of the reference programme;
 - f) research fellows;
 - g) holders of scholarships or research grants and research contracts awarded in various capacities with regard to the election of the Ethics Committee.
2. The electorate also comprises the following:
 - a) full and associate professors, assistant professors and tenured assistant professors, administration and technical staff on leave or for whom another cause to suspend the employment relationship applies, pursuant to current legislation;
 - b) full and associate professors, assistant professors and tenured assistant professors and the administration and technical staff on leave for the circumstances provided for by current legislation.
3. The electorate does not include the Managing Director.
4. Collaborators and language experts are included in the lists of administration and technical staff for election purposes, also with reference to Art. 42.
5. The requirements indicated in the paragraphs above must be met from the date on which voting is held and maintained for the entire duration of the voting procedures.

**Art. 75
(Eligibility to stand for election)**

1. The eligibility to stand for election is defined by law and failing that, is defined by the Statute and by these Regulations. Eligibility to stand for election refers to the persons comprising the electorate with the following exclusions:
 - a) members of the teaching, research and administration and technical staff who have been suspended from service as a result of criminal proceedings, or who have been suspended as a precautionary measure pending criminal proceedings;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- b) administration and technical staff with an open-ended contract and with a temporary contract, in positions of control, secondment, temporary assignment or equivalent positions in other organisations;
 - c) research fellows, if there is a cause to suspend the relationship;
 - d) holders of scholarships or research grants and research contracts awarded in various capacities, with regard to the election of the Ethics Committee, if there is a cause to suspend the relationship;
 - e) persons included in the staff categories referred to in Art. 74, paragraph 2, sub-sections a) and b).
2. Persons eligible to stand for election include assistant professors and the administration and technical staff with a temporary contract, even if the duration of the contract is shorter than the duration of the representative mandate for the respective category. In this case the elected person will fall from office at the end of the contract and new elections will be held.
3. The requirements for persons eligible to be elected must be met on the date on which voting takes place and the requirements must be maintained for the entire duration of the mandate in the case of the persons elected.
4. The loss, even the temporary loss of eligibility to stand for election requires the electoral rolls to be updated, the elected person shall fall from office after the election and new elections will need to be held. The mandate is to be suspended until the end of the period of leave, in the case of parental leave (including the period of mandatory maternity leave).

**Art. 76
(Electoral rolls)**

1. The electoral rolls, with the lists of the electorate and the lists of persons eligible to be elected, are defined within 7 days from the date the elections are called, in accordance with the requirements established in Art. 74 and Art. 75 and are rendered public by publication in the School's online Register. The lists of electorate and the lists of persons eligible to be elected refer to the date on which the first ballot will be held.
2. The electoral rolls may be updated for reasons which occur no later than five days before the date the voting begins by means of the oldest member's decree, or by a Rector's decree or by an Institute Director's decree, when the latter has called the elections.
3. After the update referred to in the previous paragraph has been adopted:
- any increase in the body of voters (new recruitment, transfer, etc.) has no effect on the lists of the electorate;
 - any decrease in the body of voters (termination, transfer, resignation, etc.) as an effect on the lists of the electorate;
 - any change of category by a person included in a body of voters has no effect on the lists of the electorate
4. A possible correction of material errors in the lists is permitted until the voting has been concluded.
5. Any undue exclusions from or inclusions in the electoral rolls must be reported to the Election Committee by any member of the body of voters or by anyone who considers themselves to be unlawfully excluded no later than five days before the date the voting begins. Any undue exclusions or inclusions may be remedied by the oldest member, or by the Rector when the latter has called the elections, following a reasoned opinion of the Election Committee, as provided for in the regulations. The updated lists are to be published in the School's online Register.

**Art. 77
(Incompatibility and exercising option rights)**

1. The causes of incompatibility of the offices held are governed by the law and by Art. 55 of the Statute.
2. Students may not normally hold more than one representative office at the same time in the School's collective decision-making bodies.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

3. If the person elected finds himself/herself in one of the situations of incompatibility he/she is under an obligation to inform the Rector accordingly, or to inform the oldest member when the latter called the elections, in accordance with the regulations, and therefore, to eliminate the incompatibility within a reasonable period of time, and in any case, not more than five days, commencing from the notification of the results to the body of voters, and by opting to retain one of the offices. If the person concerned does not do so, the Rector or the oldest member will declare him/her disqualified from the office held previously.

4. The resignation of an elected person from a further incompatible office or the declaration of forfeiture of office due to incompatibility shall comply with the requirements set out in Art. 94.

Art. 78

(Voting and expressible preferences)

1. When the elections are called the date and place of voting are established (for the first and subsequent ballots), and if necessary, also for any run-off ballot. Elections for representatives of different categories in more than one of the School's collective decision-making bodies may be held during the same round of elections, and for which a single polling station may be assigned for reasons of expediency and cost-effectiveness.

2. Voting is free, personal and secret. Breaching the freedom, personal nature and secrecy of the vote constitutes a disciplinary offence.

3. It is forbidden to bring mobile 'phones or other equipment capable of photographing or recording the voting operations into the polling booth. Breaching this prohibition constitutes a disciplinary offence.

4. When a category of voters is required to elect more than two representatives in the same body, then each voter included in the category may express a number of preferences that is one less in relation to the number of representatives to be elected.

Art. 79

(A voter pertaining to several electoral categories)

1. No one can belong simultaneously to more than one category of voters entitled to elect their own representatives in the same body. If this circumstance occurs, then the voter shall belong to the most recently acquired category.

2. Even as an exception to the second sentence of the paragraph above, if a voter is simultaneously the holder of a research grant and a PhD student of the School, he/she may exercise the right to vote in the latter category.

3. If a given person holds more than one office at the same time to which the right to vote in the same election is associated, and if this circumstance is not the subject of incompatibility, then he/she may cast only one vote and declare the office by virtue of which he/she casts the vote. This declaration must be submitted to the attention of the Polling Station (hereinafter, also referred to simply as the Station), when the right to vote is exercised. If, following the declaration, a representative office remains without a vote then a special representative will be appointed to exercise the right to vote.

Art. 80

(Willingness to be elected and to stand as a candidate)

1. A person who wishes to be elected shall communicate his/her willingness to be elected, even during the category meetings, unless otherwise established by these Regulations or by other School Regulations; this does not prevent the voter from casting a valid vote also in favour of a person who has not decided to indicate, in advance, his/her willingness to be elected, without prejudice to the possibility of renouncing holding office if he/she is elected.

2 The willingness to be elected duly notified to the Office responsible for the election process within 2 days from the date of the elections is to be communicated by e-mail to the body of voters.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

3. In the event a person waives holding office, this decision is to be addressed to the Office responsible for the election process within the day after the results have been communicated to the body of voters.
4. The voter shall cast a valid vote in favour of the candidate and/or candidates, if candidates are expected to be present.

**Art. 81
(Election propaganda)**

1. Rallies, direct or indirect election propaganda meetings, the posting of new propaganda posters and sending propaganda communications to the electorate in any form are forbidden on the day before and on the days established for the elections. Breaching this prohibition constitutes a disciplinary offence and may result in the voting being cancelled.

**Art. 82
(Electronic vote)**

1. In order to encourage maximum participation the School normally conducts elections by means of electronic voting which enables the voter to vote through a web connected workstation via a special web interface. The possibility for the School to conduct elections without resorting to electronic voting procedures remains unchanged. The decree calling the elections or the notice of call for the collective decision-making body will indicate the voting procedures.
2. There are essentially three phases in which electronic voting takes place:
 1. the first step is to authenticate the voter by entering his/her access credentials (user ID and password);
 2. the second step is aimed at selecting the chosen name (pre-vote), or the "blank ballot paper" option;
 3. the third step is aimed at casting the vote.
3. The IT procedure ensures the secrecy of the vote, by keeping the voting information separate from the voter's information, so that the information cannot be reconnected, except by the voter using the "confirmation code".
4. The voter casts his/her vote personally, therefore he/she cannot transfer his/her credentials to others, nor can he/she allow others to become aware of his/her credentials. The improper use of one's personal credentials constitutes a disciplinary offence.
5. The electronic vote is managed by means of special software; the system administrator who is specifically identified by the Managing Director, can access the server by means of a password, manages the software and performs tests in order to verify its correct functioning. The system administrator exports the data to be submitted to the Polling Station at the end of each electronic voting operation.

**Art. 83
(Non-electronic vote)**

1. Elections may be held in a non-electronic form by means of electronic voting via special "voting stations", or by means of casting votes on paper support media.
2. The ballot papers must bear the School's stamp on the outside and the Chairman's signature or the signature of a member of the Polling Station, if the elections are held using paper support media. The voter will receive the ballot paper from the Chairman of the Polling Station on the date and time established for voting, after proving his/her identity, and after signing the list of voters next to his/her name.

**Art. 84
(Cases when votes are annulled)**

1. In the case of votes cast on paper support media, the ballot papers are declared null and void when they:
 - a) do not offer any possibility of identifying the selected candidate;



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

- b) are not the ballot papers provided by the School and have not been stamped by the Polling Station;
- c) bear signs or alterations which indicate the voter's willingness to have his/her vote recognised or annulled.

Art. 85

(Counting the votes and reporting)

1. Once the voting operations have been declared closed, the Polling Station then performs the following operations:

- a) returns the unused ballot papers to the office responsible for the election process in the case of votes cast on paper support media; the unused ballot papers are previously counted and enclosed in a sealed envelope or container;
- b) checks that the number of voters corresponds to the number of ballot papers used in the case of votes cast on paper support media;
- c) counts the number of votes cast, after verifying that the validity quorum for the elections has been reached.

2. The Minutes are drawn up after the voting operations have been completed; the Minutes are signed by all the members and contain the following information:

- a) the members of the Polling Station, the place where the Polling Station was located, the date and the time voting was opened and closed and the subsequent vote counting operations;
- b) the number of voters entitled to vote and the number of persons who voted;
- c) the number of ballot papers made available to the Polling Station, the number of ballot papers voted and the number of unused ballot papers, in the case of votes cast on paper support media;
- d) the number of valid votes for each name, the number of blank ballot papers and the ballot papers declared null and void;
- e) any events occurring during the course of the operations, as well as objections and remarks which the individual members of the Polling Station or individual voters have asked to be recorded in the Minutes.

The above material is then placed in a sealed envelope and the recording secretary's signature is affixed to the envelope at the time of sealing, the sealed envelope is then filed by the Office responsible for the election process.

Art. 86

(Quorum for the validity of elections in other collective decision-making bodies)

1. The elections to appoint elected representatives in the collective decision-making bodies provided for by the School Regulations are valid, if at least one third of those entitled to vote have participated, unless otherwise indicated in these Regulations or in other regulations.
2. The validity quorum referred to in paragraph 1 is to be considered valid for each elective category if representatives belonging to different categories are to be elected in the same round of elections, even if they belong to the same body.
3. If the validity quorum is not reached for two consecutive electoral rounds, then the Rector or the oldest member or the Institute Director, in the event the latter called the elections, by his/her own decree published in the School's online Register, may provide for a different quorum for the purposes of the validity of the elections in question when the elections are called.

Art. 87

(Polling Station)

1. A Polling Station is established by a decision of the Managing Director, as a rule, the members of the Polling Station are appointed so as to ensure the participation of at least one representative all the members involved in the vote. For the election of student representatives one student per category of representation is to be included. The Polling Station is established by a decision of the Managing



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Director, after consulting the Institute Director for the elections called within each Institute. The School establishes special lists, divided into categories, and the persons who have expressed their willingness to be members of the Polling Station are included in these lists. Therefore, the appointment will be made on the basis of a rotation scheme within these lists, subject to the availability of the interested party for the days on which voting takes place.

2. Each Polling Station, normally consists of three members, including the Chairman and the reporting secretary, plus one or more substitute members. The members of the Polling Station, which refer to both the full members and the substitute members, cannot be members of the Election Committee.

3. The Polling Station draws up Minutes of all the operations performed and the Minutes are signed by the members.

Art. 88

(Duties and responsibilities of the Polling Station)

1. The Polling Station is responsible for the orderliness and secrecy of the voting operations.
2. The Polling Station decides on any matter that may arise in relation to the elections in progress. The decisions are adopted by the absolute majority of the members, with the Chairman's vote prevailing in the event of a tie.
3. When the voting closes the Polling Station proceeds immediately to count the votes cast and to draw up the electoral rankings.
4. In the event of a tied vote the person with the greatest seniority in office and the oldest person in age in the case of the same seniority in office is elected when the rankings are drawn up for the representatives of members of the teaching staff and researchers, the administration and technical staff and any other category involved. When the rankings are drawn up for student representatives in the event of a tied vote, the person with the greatest enrolment seniority is elected, and in the event of a further tie, the person who is most senior in age is elected.
5. The Polling Station is responsible for the counting performed and the votes attributed.
6. The Chairman is required to record any statements, observations or reservations made by the members of the Polling Station or by individual voters in the Minutes relating to the operations carried out, provided they are objectively significant in relation to the operations in progress, also for the purpose of enabling the Election Committee to assess the complaints.

Art. 89

(Proclamation of the persons elected)

1. At the end of the counting operations the Polling Station notifies the results to the electorate through the office responsible for the election process, by means of a special communication, and at the same time, sends the Minutes to the Rector, or to the Dean, or to the Institute Director in the cases where the latter called the elections. Once the mandatory deadline to submit any complaints has elapsed, pursuant to Art. 91, the Rector, or the oldest member, or the Institute Director in the cases where the latter called the elections, by his/her own decree published in the School's online Register, duly approves the results, proclaims the elected candidates and appoints them to the representative office.

Art. 90

(Election Committee)

1. A single Election Committee is established for the elections governed by these Regulations; the Election Committee is composed of four members, including the Chairman, who is chosen from among the teaching staff, assistant professors, the administration and technical staff also with a temporary contract and the School's students, and is appointed by a Rector's decree published in the School's online Register, and remains in office for two years. The decree that appoints the Election Committee indicates one or more substitute members for each category. The members of the Committee are appointed to ensure, as a rule, the participation of at least one member of the teaching staff, an assistant



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

professor, one member of the administration and technical staff and one student. The respective substitute members takeover in the event of the resignation of a member or if the conditions to be included in the category concerned no longer apply.

2. The members of Election Committee, referred to both the actual members and the substitute members, cannot be part of the Polling Station.

3. The Election Committee receives reports regarding the undue inclusion or exclusion from the lists of the electorate and the persons eligible to stand for election, and is responsible for the electoral complaints, pursuant to Art. 92.

4. The Election Committee may express non-binding opinions addressed to the Polling Station, the oldest member, the Rector or the Institute Director with regard to any aspect of the election procedure.

**Art. 91
(Complaints)**

1. Complaints may be made to the School's Election Committee regarding:

- the voting and counting operations;

- the election results indicated in the Polling Station's Minutes.

2. Voters who participated in the voting are entitled to lodge a complaint within a mandatory period of three working days from the date of the communication addressed, at the Polling Station's initiative, to the electorate and referring to the results of the elections.

3. The Election Committee will assess the elements of the investigation, and will hear the applicants, any other parties to the proceedings, the Chairman and the members of the Polling Station, and whoever it deems necessary, if the Committee deems it appropriate.

4. The Election Committee makes a final decision within three working days from the date the complaint is registered, duly notifying the interested party and ordering any necessary measures, which are to be adopted by a Rector's decree, or by the oldest member's decree where provided for in the regulations to be issued within the following three working days. The measures are adopted on the basis of the oldest member's decree in the context of elections to appoint the Rector.

5. In the absence of any complaints the Rector, or the oldest member, or the Institute Director in cases where the latter calls the elections, then proclaims the elected members by means of a special decree.

**Art. 92
(Annulment of elections)**

1. The Rector may annul the election process, or the individual vote with his/her own decision published in the School's online Register, also further to a proposal, and however, after consulting the oldest member or the Institute Director and the Election Committee, in the case of serious and ascertained violations of electoral discipline, which have prevented the free and equal expression of the will of the body of voters.

2. In the case of elections of the Rector, the oldest member of the School, after consulting the Election Committee, may annul the election process or the individual vote by his/her own decision published in the School's online Register in the case of serious and ascertained violations of electoral discipline which have prevented the free and equal expression of the will of the body of voters.

3. The Rector or the oldest member, where applicable, calls for new elections or a new vote within seven days from the date of his/her decree in the cases referred to in the preceding paragraphs.



GENERAL REGULATIONS - APPROVED BY THE SCHOOL'S GOVERNING BODIES (SENT TO THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH FOR ITS REVIEW UNDER ART. 6 OF LAW NO. 168/1989)

Art. 93

(Elections of representatives in the National Council of University Students ("CNSU"), the National University Council ("CUN"), and the Joint Trade Union Representation ("RSU"))

1. Elections to identify the:

- representatives of the students of Master's Degree courses established by the School when entering into agreements with other Italian or foreign Universities and representatives of PhD students in the National Council of University Students – "CNSU";
 - representatives of the teaching and research staff and of the administration and technical staff in the National University Council – "CUN";
 - Joint Trade Union representation – "RSU" (for the administration and technical staff);
- are called by the competent Ministry and are called by the representative Trade Union Associations for the RSU, and therefore, are governed according to the regulations in force.

Art. 94

(Mandate and replacements)

1. Unless otherwise provided for, the elected members are appointed by a Rector's Decree, published in the School's online Register, and remain in office, in accordance with the provisions of the Statute and the regulations. The mandate runs from the date the decree of appointment is adopted, unless otherwise indicated therein, and remains in force until the ordinary term of office has elapsed.
2. The Rector is appointed by a decree of the Minister of Universities and Research, remains in office for six years and cannot be re-elected.
3. By-elections are called for the remainder of the mandate to be completed in the event the appointment is waived or in the event of resignation from office or from the service or the transfer to another location or any other cause for forfeiture.
4. The office will be held by scrolling down the ranking relating to the election of the person fallen from office during the period between the date of forfeiture of office and the date the new member is appointed. This rule will not apply to the offices of Rector, Dean and Institute Director.

Art. 94

(Time limits for election proceedings)

1. The time limits provided for in these Regulations may be reduced by a Rector's Decree in the event of extraordinary and objective reasons of urgency, with the exception of the time limits provided for regarding complaints.
2. All the time limits set out in these regulations represent governing time limits, except for the time limits expressly indicated as being mandatory.

Art. 95

(Approval and entry into force)

1. These Regulations, duly approved in accordance with Art. 15 of the Statute, enter into force on the day after their publication in the School's online Register. Subsequent amendments and additions are subject to the same rule.