



OPERATING REGULATIONS FOR THE JOINT BOARD OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

**OPERATING REGULATIONS FOR THE JOINT BOARD  
OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES  
Pursuant to art. 34 of the Statute**

*Issued with Rector's Decree No. 305 dated 16/07/2012;  
amended with Rector's Decree No. 147 dated 21/05/2013.*

**Art. 1  
(Establishment)**

1. The Joint Board of the Sant'Anna School of Advanced Studies was established, pursuant to art. 34 of the Statute of the Sant'Anna School of Advanced Studies, hereafter referred to as the "Board".

**Art. 2  
(Functions)**

1. The Joint Board:

a) monitors the offered programmes and the quality of the teaching provided: to this end the Board liaises with the Faculty Councils with regard to the final educational offer programme for first and second level Honours students; liaises with the Institutes, with regard to the final educational offer programme for students of the PhD programmes and manages the offered programmes relating to the Master's Degree courses, the Master courses, the Advanced Education Courses and the "Graduate Programmes";

b) monitors all the service activities offered to the School's students by the professors and researchers: to this end the Board collects any reports from students, where the services intended for them do not meet their expectations as end-users.

For the purposes of the activities referred to in the previous points, the Board:

- 1) identifies indicators to assess the quality of the teaching activities and services;
- 2) prepares and approves an annual report on the teaching activities and all the services provided to the students and forwards the report to the School's governing bodies, to the Deans and to the Institute Directors;
- 3) expresses an opinion, on the Rector's initiative, regarding any changes to the University's Academic Regulations and changes to the Training Activities Regulations;
- 4) examines the Regulations of the individual study courses, at the time of their review and subject to the request of the faculty concerned;
- 5) expresses opinions to the Institutes regarding the establishment and suppression of the PhD programmes, the Master's Degree courses, the Master courses and regarding the establishment of "Graduate Programme" type training courses;
- 6) makes proposals to carry out cultural, sports and recreational activities for the School's students;
- 7) makes proposals to promote the School's image as a centre of highly qualified teaching activities, setting up the appropriate initiatives and the necessary links.
- 8) expresses an opinion on any other subject submitted to its attention.

**Art. 3  
(Composition and duration)**

1. The Board is chaired by the Rector or by the Rector's delegate and is composed of at least six members of the teaching staff and researchers and six students, including:



## OPERATING REGULATIONS FOR THE JOINT BOARD OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

- three representatives of tenured professors and assistant professors identified within the scientific areas of the Faculty of Social Sciences;
  - three representatives of tenured professors and assistant professors identified within the scientific areas of the Faculty of Experimental Sciences;
  - two representatives of the first and second level Honours students;
  - two representatives of the students of PhD programmes;
  - two representatives of the students of Master's Degree courses;
2. The Board members are appointed by the Rector, having been designated:
- by the Faculty Councils with regard to the representatives of the professors and assistant professors;
  - by the student representatives in the Academic Senate with regard to the student representatives.
- Representatives of undergraduate students in the Faculty Councils and representatives of the students in the governing bodies of Institutes cannot be designated as student representatives.
3. The Board elects a Deputy Chairman and a Recording Secretary from among its members.
4. Where necessary, the Board may be divided into two sub-boards composed, respectively, of members of the teaching staff and students from the scientific areas of the Faculty of Social Sciences and the Faculty of Experimental Sciences in order to ensure the best performance of its functions. The sub-boards are chaired, respectively, by the Chairman and by the Deputy Chairman.
5. The Board remains in office for two years. Membership of the Board may only be renewed once.
6. Participation on the Board does not entail the payment of remuneration, fees, indemnities or the reimbursement of expenses.

### **Art. 4**

#### **(Chairman and Deputy Chairman)**

1. The Chairman represents the Board, convenes the Board's meetings and defines the Agenda, coordinates the work and ensures that the Minutes of the meetings are signed and sent to the School's Governing Bodies, to the Deans of the Faculties and to the Institute Directors.
2. The Deputy Chairman assists the Chairman in the performance of his functions and replaces the Chairman if he is temporarily unable to chair the meetings.

### **Art. 5**

#### **(Operating rules)**

1. The Board is convened by the Chairman for ordinary sessions at least three times a year on the basis of a calendar established during the first meeting of each calendar year and for extraordinary sessions, on the Chairman's initiative, if deemed necessary or urgent.
2. At least one third of the members may request an extraordinary session of the Board to be convened subject to the presentation of an Agenda. In this case the Chairman is required to convene the Board within 20 days from the date the request is received.
3. The call is to be sent at least one week before the date of the meeting, by letter sent by e-mail or by fax, and indicating the place, date, time and Agenda of the meeting. Documentation relating to the items on the Agenda may be attached to the call. The call may be arranged by the Chairman at least forty-eight hours before the date of the meeting in the case of particular necessity or urgency.
4. The Board meetings are valid, if at least half plus one of the students (4) and half plus one of the members of the teaching staff (4), including the Chairman are in attendance. A Board member shall fall from office in the case of unjustified absence for three consecutive meetings.
5. The Board meetings may be attended, at the Chairman's invitation, by the teaching staff or the administration and technical staff, the student representative bodies provided for by the Statute,



## OPERATING REGULATIONS FOR THE JOINT BOARD OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

competent for the matters under discussion and other experts or representatives of Organisations and Institutions, if deemed appropriate, and in a purely advisory capacity.

### **Art. 6 (Resolutions)**

1. The Board's resolutions are approved by the majority of the persons present at the meeting. Whereas, a majority of members (4 members of the teaching staff and 4 students) is required for the proposal to amend these Regulations.
2. No voting proxies are allowed.

### **Art. 7 (Minutes of meeting)**

1. The Minutes of the meetings are signed by the Chairman and by the Recording Secretary; the Minutes are prepared by the Recording Secretary and are submitted for approval by the Board in the next meeting, except the parts which are approved immediately.
2. In general, the Minutes are sent to the Board members at least three days before the meeting in which the Minutes will be approved.
3. When approving the Minutes, the Board members may take the floor to request a correction that does not involve a review of the substance of the proposals already approved or rejected.
4. The Minutes contain:
  - a) an indication of the day, time and place of the meeting;
  - b) an indication of the identity of the Chairman, the Deputy Chairman and the person who acts as the Recording Secretary;
  - c) the list of names of the members present and the members who are absent, indicating among the latter those who justified their absence;
  - d) a summary of the presentations made during the discussion, as well as those reproduced in writing and given to the Recording Secretary, with a request to be included in the Minutes;
  - e) an indication of the number of votes against, the votes in favour and the abstentions;
  - f) explanations of the votes cast, when expressly requested.
  - g) the parts approved immediately;
  - h) the signature of the Chairman and the Recording Secretary.
5. The Chairman of the Board promptly forwards the Minutes of the meetings to the School's Governing Bodies, to the Faculty Deans and to the Institute Directors, so they may take them into due account and prepare the necessary resolutions.

### **Art. 8 (Approval of the Regulations and possible amendments)**

1. These Regulations are approved by the Academic Senate and issued by the Rector.
2. The Regulations enter into force on the day of their publication in the School's online Register.
3. Any amendments to the Regulations proposed by the Board, at the Chairman's request, or at the request of one of the Board members, are to be submitted to the Academic Senate for approval during the first suitable session. Such amendments will enter into force from the date of their approval.