



# **Statute of Politecnico di Torino**

approved by the Academic Senate on 23<sup>rd</sup> May 2019,  
upon favourable opinion of the Board of Governors in its meeting of 22<sup>nd</sup> May  
2019

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## **Title I – General principles**

### **Art. 1 – Mission**

1. Politecnico di Torino, hereinafter referred to as Politecnico, is a public university which is independent from any religious, ideological and political orientation.
2. Politecnico is a legal entity governed by public law; its main campus is located in Torino and it has the right to open other campuses in Italy and abroad.
3. Politecnico has academic and scientific independence as well as administrative, organizational, financial and accounting autonomy.

### **Art. 2 - Institutional aims**

1. Politecnico is a research-led university whose primary objectives are the enhancement of technological and scientific research capabilities and their integration into a higher education framework. Its activities are rooted in the production, attraction, conservation, development and transfer of knowledge in the fields of architecture, engineering and other polytechnic sciences. Its role extends to enhancing the development of society through the transfer of technology and services to the community.
2. Politecnico undertakes fundamental and applied research; it co-ordinates and develops research projects, both at an international and national level; it encourages the acquisition of the most advanced scientific and technical knowledge and enhances the expertise existing within Politecnico itself and the specific research skills required in different scientific fields; it actively searches for and supports strategic research sectors and the development of interdisciplinary activities.
3. Politecnico provides courses at all university levels; it defines the characteristics, delivery and contents of its degree programmes; it aims to consolidate and enhance its education system through innovative teaching models; it also develops and implements programs and projects at advanced levels, as well as for lifelong learning and professional development; it rewards students on the basis of merit criteria.
4. Politecnico provides career guidance for students, a service which aims to facilitate their integration into the professional workplace and it also monitors students' specific career progress; it promotes initiatives which create professional employment; it creates opportunities to maintain cultural and individual links among Alumni.
5. Politecnico considers the expertise of its personnel to be an asset and invests in human resources by promoting staff development, reward and quality. Politecnico values the abilities, professional experience, skills and effort of its personnel and it promotes initiatives which encourage the commitment and empowerment of staff.
6. Politecnico di Torino places great importance on its international dimension and supports this with joint actions with other foreign universities, research institutions and enterprises; it promotes and supports the international mobility of students, professors and researchers; it promotes alliances with other actors aimed at participation in international projects in education and research, by activating, when necessary, specific structures and joint degree programmes.
7. Politecnico is committed to technology transfer of innovations and

knowledge to the economic and productive system, as well as to practitioners in specific sectors.

8. Politecnico contributes, through its teaching and research, to a development process based on the principles of social cohesion and sustainability, also from an environmental perspective. In particular, it promotes cooperation among institutions in order to encourage growth in the cultural, scientific and professional community.

### **Art. 3 - Guiding principles**

1. Politecnico, as a community, works in mutual agreement with students and personnel. It considers the respect for fundamental human rights and freedom of thought, research and teaching to be of primary importance.
2. Politecnico promotes quality in research, teaching and administrative activities.
3. Politecnico encourages discussion and debate on topics related to the achievement of its institutional goals. It guarantees participation in the University Bodies to all personnel and students; it assures transparency and communication within the University as well as with the general public.
4. Politecnico promotes the effectiveness and efficiency of technical and administrative activities toward the achievement of its institutional goals and it utilizes the appropriate means for management, evaluation and rewarding.
5. Politecnico assures equal opportunities, including gender equal opportunity, in every aspects of the academic life and it operates to sensitize the academic community to a common awareness of the issue.
6. Politecnico adopts the Code of Ethical Conduct of the University Community, shared with the other Universities in Piemonte. The penalties for violations of the Code of Ethical Conduct are established by Title V of the present Statute.
7. Politecnico protects its own bibliographic, documentary and museum heritage. It ensures proper storage of documents and supplies the instruments which guarantee consultation and reliability in both a traditional and a digital environment.

### **Art. 4 - Research and education**

1. Politecnico acknowledges that teaching is inextricably linked with research.
2. Politecnico acknowledges the principles of the European Charter for Researchers by ensuring its personnel the right to use the facilities and all that is necessary to carry out research.
3. Politecnico periodically draws up a strategic plan for the University. This is the basis for the adoption of any programming acts established by applicable law.
4. Politecnico evaluates its research outcomes on the basis of internationally recognized parameters, in order to verify the positioning of its research groups and of the University itself at national and international level and to provide appropriate policies for rewarding, improving and promoting the quality of research.
5. Politecnico defines its educational objectives and pursues them systematically using specific tools for management, evaluation and rewarding, also on the basis of best practice at national and international level.
6. Politecnico interacts with the socio-economic environment, prevalently with

- those public and private, international, national, regional actors who hold specific interest in research and education. This interaction may include the application of private law.
7. Politecnico provides services aimed at technology, innovation and knowledge transfer, and encourages the development and testing of new forms of entrepreneurship in high-tech sectors.
  8. Politecnico adopts the principles of full and open access to scientific and technical literature and promotes the free online dissemination of its research results.
  9. Politecnico protects the right to achieve patents for industrial inventions realized using the facilities, instruments and financial resources of the University.
  10. On a regular basis, Politecnico calls a general conference open to all staff and to the social and cultural actors interested on its current and future programmes.

#### **Art. 5 – “The right to education”**

1. In the framework of its prerogatives, Politecnico pursues the objective of safeguarding the people’s right to get a university education in order to ensure accessibility, fairness, improvement of efficiency and promotion of student international mobility.
2. Politecnico provides services and performs interventions to support the people’s right to study, including the management of university residences and canteens, also on the basis of agreements and conventions with the territorial organization in charge. It also provides services and interventions for student assistance and support for cultural and recreational activities, which can include agreements with public and private entities.
3. Politecnico performs orientation and mentoring activities for students at entry and exit, as well as through the course of study. It provides a personalized support and consultancy to its students.
4. Politecnico adopts the measures necessary to safeguard the right of students with disabilities to undertake their educational path and to participate in research activities and cultural events.
5. Services and interventions for the right to education are primarily intended, on a selective basis, for high-achieving and talented students, with special regards to students from low-income families.
6. Politecnico encourages the activities organized and managed independently by students in the fields of research, culture, cultural exchange, sports and leisure time, also by providing financial support.
7. Politecnico can offer scholarships, fellowships and financial aid in order to support: its graduates, internships in Italy and abroad, off-site periods of study and final project activities. The foregoing interventions are governed by specific rules.
8. Politecnico fosters initiatives proposed by non-profit student societies that promote cultural, sports, entertainment and service activities, which can be at international level. For this purpose, a register of Politecnico student societies has been established.
9. On the basis of specific regulations, Politecnico encourages forms of student collaboration in services provided to support educational programmes and the right to education.
10. Tuition fees are determined by taking into account the economic situation

of students and promoting merit criteria.

#### **Art. 6 – Organizational principles**

1. The organization at Politecnico guarantees the right conditions to achieve its scientific and educational goals and full development of staff potential.
2. The structural and functional organization of the University is based on the principle of the separation of functions, on one hand of policy making, planning and control, and on the other hand of administrative and implementation functions.
3. The University Bodies and the Departments, in accordance with their respective responsibilities, define the objectives and programmes to be implemented and verify the correspondence of the results to the directives given.
4. The Director-General and the heads of organizational units are responsible for the financial, technical and administrative management of the University in accordance with their respective responsibilities.
5. Administrative work ensures the administrative and technical services necessary to implement the institutional mission. This administrative work is based on the principles of openness, transparency and public accessibility to documents; it has simple and streamlined procedures; it follows the principles of equality, effectiveness, efficiency and economy in its activities, with particular attention to the connections among its organizational units.
6. The university organization ensures the delivery of services that conform to international standards of quality and recognition of merit, which includes staff appraisal and the introduction of reward mechanisms for individual and organizational performance in the distribution of resources.

#### **Art. 7 – Human resources recruitment and management**

1. Politecnico, in accordance with current regulations, recruits professors and researchers on the basis of priority requirements for research and teaching. It ensures that benchmarking is adequately publicized and guarantees the adoption of objective and transparent methods of comparison in line with those internationally recognized; it aims to improve the speed and efficiency of procedures.
2. Politecnico recruits its technical and administrative staff, including managers, in accordance with current regulations. It ensures that all notices of selection are adequately and timely publicized. It endeavours to ensure that procedures are impartial and speedy and adopts methods of selection which are objective and transparent. Selection committees are composed by experts of proven expertise in the areas of selection.
3. In compliance with current regulations, Politecnico can enter into contracts with independent experts to obtain specific skills not available within the institution, or to meet organizational requirements of a temporary nature. The length and duration of these contracts are defined by the General Regulations of the University.
4. In the management of human resources, Politecnico guarantees equal rights and duties in a framework of transparency of results and of the resources used to achieve them. It provides training and refresher courses for its personnel and it promotes the establishment and operation of associations for the promotion of cultural, recreational and sports activities for its staff, also

- through agreements and contracts.
5. Regular evaluation is given to staff and facilities to enhance and reward individual and collective performance. This guarantees total transparency of information concerning evaluation criteria, also through the use of appropriate means of communication.

#### **Art. 8 – Sources of funding**

1. Sources of funding include assignments, transfers or payments of funds from government and other public and private bodies, which can be national or international. They also include funds received for participation in projects and programmes, tuition fees, income and proceeds from services provided in the pursuit of institutional goals, and from the sale of goods and services, as well as investment income, bequests and donations.
2. The methods of acquisition and management of sources of funding are governed by the Administration and Accounting Regulations.

### **Title II – University Bodies**

#### **Art 9 - University Bodies**

1. The University Bodies are the Rector, the Academic Senate, the Board of Governors, the Evaluation Board, the Board of Auditors and the Director-General.
2. Other University Bodies are the Equality Committee, the Transparency Ombudsman, the University Student Ombudsman, the Student Board and the Academic Staff Disciplinary Committee.

#### **Art. 10 – The Rector**

1. The Rector represents the University for all legal purposes and is the guarantor of the freedom of teaching and research, freedom of study and the rights of all employees and students of Politecnico.
2. The Rector has the power to address, activate and coordinate teaching and research. He is responsible for the achievement of institutional goals on the basis of criteria of quality and in compliance with the principles of effectiveness, efficiency, transparency and rewarding of merit.
3. In detail, the Rector:
  - a) is the representative of Politecnico in all legal matters, including trials;
  - b) summons and chairs the meetings of the Academic Senate and the Board of Governors, defining the agenda of the meetings and ensuring that their resolutions are put into effect;
  - c) proposes the name of the Chair of the Board of Auditors to the Academic Senate;
  - d) proposes the name of the Director-General to the Board of Governors;
  - e) proposes the three-year planning document to the Board of Governors, according to current law and taking into account proposals and opinions expressed by the Academic Senate;
  - f) proposes the annual and the three-year budget and the financial statement to the Board of Governors;
  - g) opens disciplinary procedures against academic staff, according to art. 10 of Law no. 240/2010;
  - h) imposes disciplinary measures up to and including official reprimand;

- i) proposes penalties for the infringements of the Code of Ethical Conduct to the Academic Senate;
  - j) periodically summons a general University Conference to discuss current programs and future perspectives;
  - k) issues the Statute and the Regulations of the University;
  - l) stipulates contracts for teaching upon proposal of the university bodies;
  - m) stipulates contracts and agreements upon proposal of the relevant bodies;
  - n) in the event of an urgent, non-deferrable need, adopts the necessary administrative measures that normally are within the power of the Board of Governors and Academic Senate. These measures are submitted to the Board or to the Senate for approval in the course of the next meeting;
  - o) exercises all the powers not explicitly assigned to other bodies by the Statute.
4. The Rector holds office for a single mandate of six year, which is not renewable.
  5. The Rector is elected from among full professors of Italian Universities, upon the presentation of official candidatures, according to the rules defined in the General Regulations of the University.
  6. The Rector is appointed by the Ministry for Education, University and Research.
  7. The electorate is composed of:
    - a) tenured full and associate professors, permanent researchers and temporary researchers as defined by law no. 240/2010, art. 24, paragraph 3.b;
    - b) temporary researchers as defined by law no. 240/2010, art. 24, paragraph 3.a;
    - c) technical and administrative staff;
    - d) representatives of students, doctoral candidates and research fellows elected in the University Bodies and in other university bodies.
  8. The votes cast by the voters mentioned in letters b), c) and d) are weighted using a coefficient obtained by dividing the number of professors and researchers mentioned in letter a) by the number of the other voters, and multiplying the result by 0.2; this coefficient cannot be greater than one.
  9. The Rector is elected with an absolute majority of equivalent votes that can be cast during the first two voting rounds. The vote is valid if participation exceeds 50% of the equivalent votes that can be cast. If the required majority is not reached, a third voting round is carried out with the two candidates that have obtained the highest number of votes during the first two rounds, or on a single initial candidate.
  10. In a run-off vote between two candidates, the candidate who obtains the majority of votes is elected, and the vote is valid if participation exceeds 50% of the equivalent votes that can be cast. In the event of a tie, the candidate elected is the one with greater seniority as a tenured professor.
  11. The vote of the third voting round is always valid and the candidate elected is the one who obtains the majority of votes in the run-off vote or the only initial candidate who obtains preferences exceeding 30% of the equivalent votes that can be cast



12. In the event of two invalid voting rounds, the procedure for presenting the candidatures must start again from the beginning according to the modalities specified in the General Regulations of the University.
13. The Rector appoints a Deputy Rector, selected from among permanent full professors. The Deputy Rector replaces the Rector in all functions in the event of an impediment or absence of the latter. The Deputy Rector is appointed by decree of the Rector.
14. The Deputy Rector exercises the functions delegated to him/her by the Rector and participates to the meetings of the Board of Governors without the right to vote.
15. Within the framework of a coordinated programme of activities, the Rector can delegate his/her functions to the Vice-Rectors, selected from among tenured professors and permanent researchers, and to the Rector's Delegates, selected from among permanent staff members. The Vice-Rectors and the Rector's Delegates are appointed by decree of the Rector where delegated powers and tasks are specified. The maximum overall number of Vice-Rectors and Rector's Delegates is 15. The Rector can delegate the powers mentioned in paragraphs 2 and 3 of this article, but only on the matters specified at letters l) and m) of this article.
16. The Rector appoints a Vice Rector for Teaching, a Vice-Rector for Research, a Vice-Rector for International Affairs and a Vice-Rector for Quality, among others.
17. The Vice-Rectors and Delegates report directly to the Rector on their work. Upon the Rector's proposal they can become members of the sub-commissions of the University Bodies.

#### **Art. 11 – The Academic Senate**

1. The Academic Senate represents the community of personnel and students of Politecnico. It proposes the strategic guidelines for teaching and research at the University. It makes proposals for managing university financial resources. It promotes cultural and scientific discussion and debate.
2. In particular the Academic Senate:
  - a) approves the Statute, with an absolute majority of its members. Before voting, it acquires the positive absolute majority of the Board of Governors. The same procedure applies to any further amendments to the Statute, according to Title V of the present Statute;
  - b) approves the General Regulations of the University, with an absolute majority of its members. The Board of Governors is consulted beforehand;
  - c) upon favourable opinion of the Board of Governors, approves the University Regulations for Teaching and Research, including those that apply to Departments;
  - d) upon favourable opinion of the Board of Governors, approves the University Code of Ethical Conduct. Upon proposal of the Rector it decides on those infringements that are not a matter of the Academic Staff Disciplinary Committee, according to Law no. 240/2010, art. 10;
  - e) coordinates and connects the teaching and research entities referred to in Title III of the present Statute. It coordinates the teaching and research entities in the case that the connecting framework referred to in art. 21, paragraph 2 of the present Statute is not established;
  - f) makes proposals and expresses mandatory opinions on matters of

- teaching, research and student services;
  - g) makes proposals and expresses mandatory opinions about the three-year planning document of the University (which is regulated by current law), and about the University strategic plan;
  - h) makes proposals and expresses mandatory opinions about the creation, modification and cancellation of degree programmes, campuses, departments and other teaching and research entities;
  - i) expresses mandatory opinions on the annual and three-year budget and on the financial statement that are proposed by the Rector to the Board of Governors for approval;
  - j) appoints the Chair of the Board of Auditors among its incumbent members, upon proposal of the Rector;
  - k) appoints the external members of the Boards of Governors;
  - l) expresses a mandatory opinion on the proposal for the appointment of the Director-General;
  - m) identifies some research themes of University specific interest and expresses proposals on these matters to the relevant bodies;
  - n) express opinions on any other matters proposed by the Rector;
  - o) exercises all the powers conferred to it based on the general provisions and the General Regulations of the University.
3. The Academic Senate is summoned ordinarily by the Rector at least four times a year and, if necessary, on an extraordinary basis. The Academic Senate is convened by the Rector upon receiving a motivated request for a meeting from at least one third of its members. The regulations governing the workings of the Academic Senate are set forth in the General Regulations of the University.
  4. The Academic Senate is composed of:
    - a) the Rector, who acts as Chair;
    - b) from 15 to 24 tenured faculty members (full professors and permanent researchers), elected taking in consideration the various scientific discipline areas of the University, of which:
      - i. nine representatives of professors and permanent researchers;
      - ii. the representatives of each Department, including the Heads of Departments who must be one third of the overall number of tenured faculty members;
    - c) two representatives of technical and administrative staff;
    - d) a representative of temporary researchers;
    - e) a representative of research fellows who holds a doctoral degree;
    - f) a number of student representatives, including a doctoral candidate, equivalent to 15% (rounded up to the nearest whole number) of the overall number of members of the Academic Senate, including the Rector.
  5. The representatives of professors and of permanent researchers (referred to in paragraph 4.b) are elected by category of academic appointment. The right to vote and the right to be elected for the representatives of each category is given to all professors or permanent researchers belonging to the group itself. The number of representatives for each group is proportional to the weight that the group has on the overall number of professors and permanent researchers of the University. The number of representatives is recalculated every time the Academic Senate is renewed. Places are assigned firstly according to a full quotient, then the remainder is assigned starting from the greatest quotient.
  6. For the election of the Department representatives (regulated by paragraph

- 4.b.i) the right to vote is given to all professors and permanent researchers of the Department. The right to be elected to the position of Department representative (regulated by paragraph 4.b.i) is given to all tenured professors and to all researchers of the Department. The elections of the Department representatives are governed by the University General Regulations. If the number of Departments is less than six or more than fifteen, the composition of the Academic Senate is redefined on the basis of current regulations.
7. The representatives referred to in paragraph 4.c are elected by the technical and administrative staff. Candidatures should be presented along with a number of signatures of colleagues belonging to the same category, together with a curriculum vitae which will be published on a dedicated website of the University, in accordance with the rules defined by the General Regulations of the University.
  8. The representative referred to in paragraph 4.d is elected by all temporary researchers. He/she holds office until the cessation of his/her work contract, should this happen before the expiration of the Academic Senate mandate.
  9. The representative referred to in paragraph 4.e is elected by all research fellows who hold a doctoral degree. He/she holds office until the cessation of his/her work contract, should this happen before the expiration of the Academic Senate mandate.
  10. Student representatives are elected in accordance with the rules defined by the General Regulations of the University.
  11. For the representatives of professors and permanent researchers referred to in paragraph 4.b.i, the candidatures for each group must necessarily include no less than half of each gender compared to the total number of the representatives. The candidatures of the representatives referred to in paragraph 4.d and 4.e and the candidatures of the representatives of the Departments referred to in paragraph 4.b.ii must necessarily include at least one representative of each gender. The candidatures of the representatives referred to in paragraph 4.c must necessarily include at least two representatives of each gender. If, at the expiration of the date for candidacy, the candidatures do not meet the above-mentioned requirements, the terms of candidacy will be reopened once, only for the group in question.
  12. The following people attend the meetings of the Academic Senate, without the right to vote. Their presence does not contribute to forming a quorum:
    - the Director-General;
    - the Deputy Rector;
    - the Vice Rectors for Teaching and Research.
    - other Vice Rectors specifically appointed by the Rector after consultation with the Academic Senate.
  13. The Academic Senate holds office for four years and its members can be re-elected only once.
  14. The Academic Senate is chaired by the Rector.
  15. The Academic Senate is mandatory summoned by its most senior member (with the exclusion of the Rector) whenever at least one third of its voting members present a written request to propose a motion of no-confidence against the Rector to be submitted to the electorate. This motion cannot be proposed before two years have passed from the start of the Rector's office. The summon of the Academic Senate should happen within 30 days from the moment when the request has been received. The meeting is chaired by the most senior member. The motion is approved by a favourable vote of two-

thirds of the members of the Academic Senate. The Rector's vote is not counted.

16. For the structural and functional quorum reference is made to the provisions of art. 31 of the present Statute.

### **Art. 12 - The Board of Governors**

1. The Board of Governors is in charge of strategic direction after consideration of the proposals of the Academic Senate. It operates in accordance with the principle of financial sustainability of the activities of the University and ensures the integrity of its assets.
2. In particular, the Board of Governors:
  - a) approves the annual and three-year budget, upon proposal of the Rector and with a favourable opinion of the Academic Senate on matters within its competence. It also approves the financial statement and the three-year planning document of the University;
  - b) approves the annual and three-year financial plan for personnel;
  - c) decides on the creation, modification and cancellation of degree programmes, campuses, departments and other teaching and research entities, upon a mandatory opinion of the Academic Senate;
  - d) adopts the Administration and Accounting Regulations, upon advice of the Academic Senate;
  - e) sends the annual and three-year budget and the financial statement to the Ministry of Education, University and Research and to the Ministry of Economy and Finance;
  - f) appoints the Director-General, upon the mandatory opinion of the Academic Senate;
  - g) takes disciplinary measures against professors and researchers, or decides on their rejection within 30 days of the receipt of a binding opinion from the Academic Staff Disciplinary Committee and in accordance with it, without prejudice to the power of the Rector referred to in Article 10, paragraph 3.g) of the present Statute;
  - h) approves the proposals to appoint full and associate professors and researchers made by the Departments;
  - i) assigns the budgetary financial resources to the centres of responsibility;
  - j) decides on management matters that are not assigned to other bodies by the law or by the Statute;
3. The Board of Governors is composed of eleven members, as follows:
  - a) the Rector, mandatory member;
  - b) five members from the University personnel (professors, permanent researchers, permanent technical and administrative staff);
  - c) three members who cannot belong to the University personnel for the duration of the office and who have not been employed by the University for a period of at least three years prior to election;
  - d) two student representatives.
4. The members referred to in letter b) and c) of the preceding paragraph should have proven expertise in the field of management, or high level professional experience with particular attention to scientific and cultural qualification. They are chosen as a result of a public selection notice in accordance with the following procedure:

- a) candidates should respond to the notices published on the website of the University and properly brought to the attention of the public. The notices are approved by the Academic Senate and issued by the Rector. They must explicitly refer to art. 2, paragraph 1 of Law no. 240/2010 in terms of expertise and experience of the candidates and must contain the relevant criteria for verification;
  - b) the applications for both internal and external members must be presented along with a curriculum vitae showing that the requirements of the notice are met. The curriculum of all those who submit their application are published on the University website;
  - c) the Academic Senate, making use of a special Committee, ensures that the applications fulfil the requirements published in the notices and composes the list of internal candidates and the list of external candidates. All the candidates who satisfy the above-mentioned requirements are included in the list. The Committee is chosen in accordance with specific regulations approved by the Academic Senate; at least one third of the Committee members should be from outside the University;
  - d) if, after verification of the fulfilment of the requirements, the number of internal candidates is less than ten names, the notice is reopened once. If, after verification of the fulfilment of the requirements, the number of internal candidates for each gender is less than 30% of the names, the notice is reopened once;
  - e) if, after verification of the fulfilment of the requirements, the number of external candidates is less than six names, the notice is reopened once. If, after verification of the fulfilment of the requirements, the number of external candidates for each gender is less than 30% of the names, the notice is reopened once;
5. The five members from the University personnel must be elected by permanent professors, researchers and technical and administrative staff, as part of the list referred to in letter c) of paragraph 4. The election has a one common electorate and there is a separate vote by the electorate made up of professors and permanent researchers on one hand, and by the electorate made up of the permanent technical and administrative staff. The members elected will be the four candidates with the most votes from professors and permanent researchers and the one candidate who has the most votes from permanent technical and administrative staff. The election mechanism intends to ensure that there are at least two representatives of each gender.
  6. The three members who are not from the University personnel must be appointed by the Academic Senate and must be included in the list referred to in letter c) of paragraph 4. At least one member of each gender must be designated. The designation will be carried out by a vote of the Senate with the majority of the members of the Senate itself. If the number of the external candidates is not reached, the Academic Senate reopens the procedure for the constitution of the list, as described in paragraph 4.
  7. Two student representatives are elected in accordance with the rules defined by the General Regulations of the University.
  8. The following people attend the Board of Governors meetings without the right to vote and their presence does not contribute to forming the quorum:
    - the Director-General;
    - the Deputy Rector;

- the Vice Rector for Teaching and the Vice Rector for Research;
  - other Vice Rectors specifically appointed by the Rector, after consultation with the Board of Governors.
9. The term of office of the Board is four years; student representatives are appointed for a period of two years; the term of office of members of the Board may be renewed only once.
  10. The General Regulations of the University defines the functional rules of the Board of Governors.
  11. The structural and functional quorum is defined in accordance with to the provisions of art.31 of the present Statute.

### **Art. 13 - The Director-General**

1. On the basis of the guidelines provided by the Board of Governors, the Director-General has the responsibility of the overall management and organization of services, facilities and technical and administrative staff of the University. He/she is responsible also for the tasks referred to in art. 16 of Legislative Decree no. 165/01 and subsequent amendments, where applicable.
2. In particular, the Director-General:
  - a) handles the administrative implementation of programmes and objectives defined by the University Bodies. He/she delegates the management of these activities to managers and officers;
  - b) adopts administrative duties for managing technical and administrative staff including assignments or transfers to the organizational units, taking into account specific organizational needs;
  - c) coordinates, monitors and controls the activities of managers and officers and takes over their duties in cases of inaction;
  - d) takes administrative measures and exercises the powers of spending and acquisition of revenues within the competence of his/her offices, except when these powers are delegated;
  - e) for the sole purpose of ensuring the organization and operation of the services where he/she is responsible, he/she may enter into and sign contracts and agreements, according to a specific set of rules defined by the Administration and Accounting Regulations.
3. Within the meaning of article 15, paragraph 2 of Legislative Decree no. 165/01, the Director-General cannot have any power regarding the management of research and teaching.
4. Upon evaluation of curricula, the Director-General is chosen from among highly qualified candidates with many years of professional experience and proven managerial expertise carried out within complex organizations. The position is assigned by the Board of Governors, with a motivated decision approved with an absolute majority, on proposal of the Rector, after consultation with the Academic Senate.
5. The position is temporary and lasts for three years, it is renewable and it is governed by a private law contract of employment.
6. Every year the Director-General must submit a report on his/her activities to the Board of Governors.
7. The remuneration payable to the Director-General must be based on the criteria and parameters established by a decree of the Minister of Education, University and Research, in accordance with the Minister of Economy and

Finance.

8. In the case of appointment of a public employee, he/she is placed on unpaid leave for the whole duration of the contract.
9. The Director-General appoints a Deputy Director, chosen from among the managers employed at Politecnico. The Deputy Director replaces the Director-General in all functions in case of absence, unavailability and early termination of contract, until a new Director- General is appointed.

#### **Art. 14 – The Evaluation Board**

1. The Evaluation Board has the function of evaluating research and teaching matters, “the right to education” and administrative management.
2. The Evaluation Board is composed of five members, one of which is elected by the students. The non-elected members are chosen from among highly qualified professionals with experience in the fields of university education, research and evaluation. At least three members come from outside Politecnico. At least two members are experts in the field of evaluation, including non-academic areas.
3. The Evaluation Board is appointed for three years by the Rector upon nomination of the Academic Senate, after consultation with the Board of Governors. Its members can be renewed only once. The Academic Senate makes the selection criteria and the curricula of the candidates public.
4. The Evaluation Board carries out its activities on the basis of criteria independently determined and in connection with the activities of the ANVUR (National Agency for the University System and Research Evaluation), taking into account the requirements set by the Ministry of Education, University and Research and by international or supranational bodies as well as the indicators identified by Joint Committee on Teaching.
5. The criteria that the University must adopt in order to ensure the monitoring of quality and the continuous improvement of teaching and research are proposed by the Evaluation Board to the Academic Senate that deliberates them.
6. The Evaluation Board supervises the effectiveness of quality monitoring in the University, the institutional strategies and the way in which these strategies are implemented, monitored and reviewed by the Departments and the other organizational units.
7. The Evaluation Board is given all the functions provided by the law, the Statute and the regulations of the University.
8. In order to fulfil its mission, the Evaluation Board is given unrestricted access to all data regarding teaching, research, facilities and staff. It must ensure that approved documents are brought to the attention of the public, within the limits of the law to protect confidentiality of personal data.

#### **Art. 15 – The Board of Auditors**

1. The Board of Auditors is responsible for ensuring the regularity of administrative and accounting management, in accordance with applicable laws.
2. The Board is composed of:
  - a) an incumbent member, as Chair, selected from among the administrative judges and State Lawyers (*avvocati dello Stato*);
  - b) an incumbent and a substitute member appointed by the Ministry of Economy and Finance;

- c) an incumbent and a substitute member appointed by the Ministry of Education, University and Research from among its managers and officials.
- 3. The member referred to in letter a) of the previous paragraph is chosen by the Academic Senate upon proposal of the Rector.
- 4. At least two members of the Board must be enrolled in the register of accounting auditors.
- 5. University staff cannot hold the office of member of the Board.
- 6. The members of the Board of Auditors are appointed by the Rector; they hold office for four years and can be renewed only once.

#### **Art. 16 - The Academic Staff Disciplinary Committee**

- 1. Within the meaning of art. 10 of Law no. 240/2010, the Academic Staff Disciplinary Committee is the body entitled to open proceedings for disciplinary action against full and associate professors and researchers.
- 2. The Committee operates in accordance with the principle of peer review and debate. To this end, the Committee is divided into three sections, each consisting of permanent, full-time professors and researchers; of these, three members are incumbents and two are substitutes. The first section is composed of full professors and only handles proceedings against professors of the same group; the second section is composed of associate professors and only handles proceedings against professors of the same group; the third section is composed of permanent researchers and only handles proceedings against researchers. A substitute member shall replace an incumbent member:
  - in the event that an incumbent member pertains to the same Department, or scientific-disciplinary sector, of the professor or researcher subject to disciplinary proceedings;
  - in the event that an incumbent member has ties of kinship up to the fourth grade with the professor or researcher subject to disciplinary proceedings;
  - in any case of absence or impediment of an incumbent member.
- 3. In order to compose the Committee, each Department proposes a list of three names (a full professor, an associate professor and a permanent researcher) chosen by secret ballot from among its members. The Academic Senate expresses itself on the names proposed; it chooses both incumbent and substitute members. The incumbent members of the Academic Staff Disciplinary Committee must not pertain to the same Department.
- 4. The resolutions of the Committee are adopted with an absolute majority of its members and, in the event of an equal number of votes, the cast most favourable to the professor or researcher subject to disciplinary proceedings is the one that counts.
- 5. The members of the Academic Staff Disciplinary Committee hold office for six years.

#### **Art. 17 - The Equality Committee**

- 1. The Equality Committee has been established for equal opportunities, non-discrimination and the promotion of staff well-being. The Committee has proactive, consultative and verification tasks. It contributes to improve the overall quality of work, providing an environment characterized by respect for the principles of equal opportunities and organizational well-being; it



goes against all forms of discrimination, in particular those related to gender and violence - either moral or psychological - towards female and male workers, and all members of the university community.

2. The Committee has a joint composition, as determined by special Regulations of the University. It is composed of one member chosen by each of the trade unions present at Politecnico and by the same number of representatives from Politecnico, chosen by the Board of Governors. The same number of substitute members is also chosen. The Committee is constituted in such a way as to ensure an overall equal representation of both genders. Two student representatives also sit on the Committee, one of which is a doctoral candidate. They are elected in accordance with the "Regulations for the election of student representatives to the University Bodies and to other bodies". Due to the complexity and importance of the duties assigned to the Committee, the representatives must possess professional qualifications, experience and attitude. The Board of Governors chooses the representatives from Politecnico through a transparent selection process of candidates.
3. The Committee is appointed by the Rector and holds office for six years.
4. Experts and people not pertaining to the University can participate in the work of the Committee without the right to vote. The rules for their participation are defined in the regulations referred to in the next paragraph.
5. The Committee adopts special regulations governing its operation.
6. Upon proposal of the Committee, the Rector appoints a Confidential Counsellor, who does not belong to the University. He/she has the task of providing advice and assistance to staff and students in any case of sexual or moral harassment or discriminatory behaviour.

#### **Art. 18 – The University Student Ombudsman**

1. The Student Ombudsman is appointed by the Joint Committee on Teaching. He/she has the function of safeguarding students and is selected from among full professors who do not belong to the Committee itself.
2. On the basis of reports received by the students and having undertaken the necessary inquiries, the Ombudsman proposes appropriate action to the competent bodies and reports to the Committee.
3. On matters involving issues of personal privacy the Ombudsman reports directly to the Rector.

#### **Art. 19 – The Transparency Ombudsman**

1. The Transparency Ombudsman has been established to ensure the application of the principles of publicity and transparency. The Transparency Ombudsman verifies the circulation of information, the publicity and transparency of the university decision-making process and makes proposals for improvement.
2. The Ombudsman makes proposals to improve the publicity and transparency of the university decision-making process in compliance with the regulations in force. It also promotes the culture of transparency within the University, with a specific focus on transparency in the academic environment.
3. Professors, staff and students can refer to the Ombudsman to request a verification of compliance with the principles of publicity and transparency. After receiving the inquiries, the Ombudsman informs the requesting party and proposes appropriate actions to the Rector, the Academic Senate and the

Board of Governors.

4. Behaviours that go against the Code of Ethical Conduct and the Code of Behaviour of the University may be reported to the Ombudsman who provides advisory opinions and suggestions on the application of both Codes. The Ombudsman promptly informs the responsible bodies and sets up the procedure in accordance with the regulations in force.
5. The Ombudsman sets up the procedure in cooperation with the Transparency Officer and with the offices responsible, depending on the case that must be handled. The Ombudsman has access to the documents and data available within the University and can meet professors, staff members and students to hear their opinions. The Ombudsman operates in compliance with the regulations on personal data protection and makes use of collected data exclusively for the purposes of this article.
6. The Transparency Ombudsman is appointed by the Rector and is chosen from among professors and permanent researchers on the staff of the University upon proposal of the Academic Senate. The Ombudsman holds office for four years and may be re-elected only once.

#### **Art. 20 – The Student Board**

1. The Student Board has consultative tasks and makes proposals to the Academic Senate and to the Board of Governors. It also liaises with Politecnico student representatives in the main campus and in other campuses. It has competencies in the fields of teaching, student services, tuition fees, course admissions policy and right to education.
2. The Student Board operates in the general interest of students and liaises with the Academic Senate and with the Board of Governors on matters in its fields of competence. In particular:
  - a) It makes proposals and motions and it expresses non-binding opinions on matters discussed in the Academic Senate and in the Board of Governors. It can request that specific items be included in the agenda of these bodies for discussion.
  - b) It votes for the election of the University positions for which it has been delegated by the University Regulations.
  - c) It proposes projects and may sponsor cultural activities.The Student Board expresses opinions on matters in its fields of competence when requested by the University bodies.
3. The members of the Student Board are the student representatives of Politecnico. The Student Board appoints a Chair and a Council that have preparatory and coordination tasks. The Student Board needs to reach a qualified majority in order to delegate specific responsibilities to the Council.
4. The University bodies take into consideration the proposals, motions and opinions of the Student Board and provide justification for decisions that are not in line with the suggestions of the Student Board. After requesting the opinions of the Student Board, the University bodies can proceed with their own decisions if the Student Board fails to provide its opinions within twenty days of the request.
5. The University provides the Student Board with the necessary resources and spaces for carrying out its tasks.

## **Title III – Internal organization**

### **Art. 21 - General principles**

1. The Departments are the main organizational units for the implementation of institutional activities in the field of teaching and training, scientific research, technology transfer and services to the community. Some Departments may be constituted jointly with another University.
2. The Departments are responsible for teaching, through structures defined by the University Teaching Regulations. Sometimes the Departments work together to this end.
3. The Committee for Research, Technology Transfer and Services to the Community has been established for the interdisciplinary coordination of related activities.
4. The Joint Committee on Teaching has been established with the aim to cooperate to improve the services provided to students by the teaching entities and by the offices for the “right to education” (*diritto allo studio*).

### **Art. 22 – The Departments**

1. The Departments, sometimes working jointly:
  - a) promote and coordinate institutional research in one or more areas which have comparable aims or methods, respecting the autonomy of each professor and researcher;
  - b) organize and carry out research activities, consultancy and services to the community through contracts and agreements;
  - c) organize and manage doctoral research programmes and specialization programmes that are based in the Department, in collaboration with the Doctoral School;
  - d) organize and carry out the courses of the various degree programmes, within the resources of their competence, and can:
    - propose the activation or cessation of degree programmes to the competent bodies;
    - propose candidates for the role of Academic Advisor who do not necessarily have to pertain to the Department itself;
    - assign teaching duties for the disciplines of their competence;
    - propose certain courses to be taught by external teaching staff on contract and ensure their financial sustainability. Contracts are publicized by a notice of selection.
  - e) collaborate on the management of Specializing Master’s programmes and continuing education courses with the Specializing Master’s Programmes and Lifelong Learning School;
  - f) prepare periodic self-assessment documents to be submitted to the University Bodies;
  - g) propose the activation of selection procedures for tenured professors and researchers to the Board of Governors, within the resources available and after hearing the needs expressed by the Collegi of the various degree programmes;
  - h) present proposals to appoint full and associate professors and researchers to the Board of Governors.
2. The Departments are centres of responsibility and are autonomous in the management of their budget; they draft their financial statement in accordance with current accounting principles, including cases where the university

unified financial statement is applicable according to Law no. 240/2010.

3. All professors and researchers pertain to a Department; they can be granted an option to change Department according to the General Regulations of the University. Research fellows and external teaching staff on contract are also attached to a Department, where their research and teaching activities are relevant. The minimum number of professors and researchers in each Department is set by the Academic Senate; in any case it cannot be less than thirty-five, according to current law.
4. The Director-General assigns human and infrastructural resources to the Departments to provide administrative, managerial and technical support for the achievement of institutional goals. After consulting the Head of Department, he/she appoints the Department Service Centre Manager.
5. The Department Council, the Head of Department and the Department Board are bodies of the Department.
6. The Department Council is the body that guides and plans the activities of the Department, approves the budget in order to achieve the goals identified by the departmental mission, using the funds, human resources and facilities available to it. It approves the financial statement and the self- assessment documents to be submitted to University Bodies.
7. The Department Council is composed of: tenured professors and researchers pertaining to the Department, representatives from administrative and technical staff assigned to the Department (these components should not exceed professors and researchers by more than 20%), one research fellow representative, one student representative enrolled in doctoral research programmes and specialization programmes of the Department, and some representatives of students enrolled in the degree programmes associated with the Department. The Department Service Centre Manager attends the meetings without the right to vote. The Council operation and the appointment of the representatives follow the Department Regulations; the Council may delegate specific responsibilities to the Board.
8. The Head of Department represents the Department and is responsible, within the limits of his/her position, for all institutional activities that are assigned to the Department in accordance with regulatory provisions. In particular, he/she liaises with the University Bodies and exercises any other duties that may be assigned to him/her by the law, the Statute and the Regulations; he/she chairs the Department Council and Board, sets the agenda of meetings and implements the decisions approved by these bodies, within the limits of his/her responsibilities. In collaboration with the Department Service Centre Manager and in accordance with the Director-General, he/she identifies the actions necessary for an adequate internal organization which aims to ensure efficiency and effectiveness of services and their implementation; he/she also ensures the application of the principles of quality and transparency that should permeate all institutional activities.
9. The Head of Department is elected by the members of the Department Council from among tenured professors. The Head of Department is appointed by decree of the Rector; he/she holds office for four years and may be re-elected only once. The Head of Department is elected with an absolute majority in the first two voting rounds. The votes are valid if participation exceeds 50%. In the case of two invalid voting rounds, the procedure for the submission of candidatures start again from the beginning in accordance with the General Regulations of the University. In the event that no candidate achieves the

absolute majority in the first two valid voting rounds, there will be a third round open only either to the two candidates who received the largest number of votes, or to a single candidate. In a run-off vote between two candidates, the vote is valid if participation is greater than 50% and the candidate who gets the majority of votes is elected. At the third voting round, the vote is always valid and the run-off candidate who gets the majority of votes or the single candidate who obtains preferences greater than 30% is elected.

10. The Head of Department appoints a Deputy Head of Department from among tenured professors; the Deputy Head of Department replaces him/her in all his duties in case of absence or impediment.
11. The Department Board is the executive body which assists the Head of Department. It includes tenured professors, researchers and representatives of technical and administrative staff pertaining to the Department; the Department Service Centre Manager also participates without the right to vote. The composition of the Board, the term of office and the rules regarding election procedures and operation are defined in the Department Regulations.

### **Art 23 - Teaching coordination**

1. Teaching coordination is entrusted to the Academic Senate, which can appoint a special Committee. The Senate decides on the name, tasks, composition and possible mandates of this Committee.
2. Where necessary, the Academic Senate proposes the constitution of a single framework connecting all Departments to the Board of Governors, in accordance with art. 2, paragraph 2, letter c) of Law no. 240/2010.
3. The decision-making body of the framework referred to in paragraph 2 of this article, whenever established, is composed of:
  - the Vice-Rector for Teaching, as Chair;
  - the Heads of Departments;
  - the Coordinators of the various *Collegi* of the degree programmes, referred to in art. 22;
  - a student representative elected for each *Collegio* of the various degree programmes.
4. The Chair holds office for three years and this mandate can be renewed only once; the student representatives hold office for two years and their mandate can be renewed only once.
5. The Coordinators of each Collegio cannot exceed 10% of the total number of Politecnico professors and researchers in the decision-making body.
6. If activated, the single connecting framework:
  - a) makes proposals about the development of the course catalogue to the Academic Senate and to the Board of Governors;
  - b) coordinates and streamlines the design of the degree programmes of the various *Collegi* according to criteria of quality assurance and sustainability;
  - c) coordinate and streamlines teaching in the Departments, taking into account the needs of the degree programmes which include teaching across Departments, high-level training and innovative activities;
  - d) promotes and facilitates the internationalization initiatives of the degree programmes;
  - e) coordinates the orientation activities at entry and exit;
  - f) identifies criteria for the overall management of teaching.

#### **Art. 24 – Teaching organization**

1. For each Bachelor's and Master's degree programme, the Academic Senate identifies a Department of reference, which is responsible for the delivery of teaching.
2. The various *Collegi* of the degree programmes organize and manage Bachelor's and Master's degree programmes. A *Collegio* is composed of the professors involved in one or more Bachelor's and/or Master's degree programmes which have close similarities. A number of elected student representatives also sit on each *Collegio*.
3. Each *Collegio* is identified by the Academic Senate and operates according to the guidelines given by the Senate itself or by the connecting framework referred to in article 21, paragraph 2.
4. Upon proposal of the competent Department, the tenured professors and researchers of the *Collegio* elect an Academic Advisor for each Bachelor's and Master's degree programme. The tenured professors and researchers of the *Collegio* elect a Coordinator, who chairs the *Collegio* and is chosen from among the tenured professors and permanent researchers of the *Collegio* itself.
5. The Academic Advisors and the Coordinators are appointed for three years and cannot hold office for more than two consecutive terms.
6. The election and operation procedures are defined by special regulations.

#### **Art. 25 – The Joint Committee on Teaching**

1. A Joint Committee on Teaching has been established to cooperate for the improvement of the services provided to students.
2. The Joint Committee on Teaching monitors: the course catalogue, teaching quality, teaching organization, services for students and support activities for the right to education. It also identifies the indicators for evaluating the results of the above-mentioned activities.
3. The Joint Committee on Teaching draws up an annual report on teaching and on the overall services provided to students; it presents opinions and proposals for the improvement of teaching to the Academic Senate. These opinions and proposals are also presented to the Heads of Departments and to the Academic Advisors and Coordinators, for any matters within their competence.
4. The Joint Committee on Teaching is composed of a number of tenured professors - one for each Department - and of the same number of students. Its members are elected in accordance with the General Regulations of the University. The professors hold office for three years and can be renewed; the students hold office for two years.
5. The Joint Committee on Teaching appoints its Chair from among the professors and its Vice Chair from among the students.
6. The Joint Committee on Teaching appoints the University Student Ombudsman.

#### **Art. 26 - The Doctoral School**

1. The Doctoral School has been established to promote, organize and manage teaching related to doctoral research programmes and to the Postgraduate School. It is governed by special regulations.
2. The Board, the Director and the Executive Committee are bodies of the Doctoral School.

- a) The Board has the following responsibilities:
  - to identify the candidates for the office of Director of the School;
  - to appoint the members of the Executive Committee;
  - to define the guidelines for the activities of doctoral research programmes and of the Postgraduate School, including those impacting over several years;
  - to coordinate teaching related to doctoral research and specialization programmes.
- b) The Board of the School is composed of:
  - five university professors or permanent researchers, not necessarily from within Politecnico, appointed by the Rector upon nomination by the Academic Senate. They must be highly qualified and their scientific activity must be well known;
  - the Coordinators of the Academic Boards of professors of doctoral research programmes, based in the Departments, including those constituted jointly with another University, and the Director of the Postgraduate School;
  - three student representatives enrolled on a doctoral research programme or specialization programme at Politecnico. Their election is governed by special regulations.
- c) The Director of the Doctoral School is appointed by the Rector upon nomination by the Board of the School. The term of office is three years, renewable only once.
- d) The Director represents the Doctoral School within the University Committee for Research, Technology Transfer and Services to the Community.
- e) The Executive Committee is composed of the Director of the School and of five members of the Board including at least one doctoral candidate or student of a specialization programme, identified in accordance with the criteria established in special regulations. The Executive Committee decides on all matters to which it has been assigned by the Board.

**Art. 27 – The Specializing Master’s Programmes and Lifelong Learning School**

1. The Specializing Master’s Programmes and Lifelong Learning School has been established to promote, organize and manage lifelong learning and professional development education. It is governed by special regulations.
2. The Council and the Director are bodies of the School.
3. The Council has the following responsibilities:
  - to suggest a Director of the School to the Rector;
  - to define the guidelines for the activities for lifelong learning and professional development education, including those impacting over several years;
  - to propose the creation and activation of Specializing Master’s programmes and lifelong learning courses to the Academic Senate and Board of Governors;
  - to organize teaching related to the courses activated in their field, including those run in collaboration with public authorities and private corporations.
4. The Council of the School is composed of a representative from each

Department.

5. The Director of the School is appointed by the Rector upon recommendation of the Council. The term of office is three years, renewable only once.
6. The Director represents the School within the University Committee for Research, Technology Transfer and Services to the Community.

#### **Art. 28 – The University Committee for Research, Technology Transfer and Services to the Community**

1. The University Committee for Research, Technology Transfer and Services to the Community is the body that coordinates and streamlines the activities of research, technology transfer and services to the community among the Departments. In particular:
  - a) it coordinates the Departments in the implementation of the guidelines identified by the Academic Senate and the Board of Governors in the fields of research, technology transfer and services to the community;
  - b) it coordinates the activities of research, technology transfer and services to the community which involve several Departments;
  - c) it promotes and encourages initiatives aimed at the dissemination of scientific and technical knowledge, technology transfer and business creation.
  - d) it makes proposals and expresses opinions to the Academic Senate and the Board of Governors on the creation, renewal or cessation of any temporary interdepartmental research laboratories; it also exercises control over their operation;
  - e) it promotes and organizes initiatives for the dissemination, preservation and development of the cultural and technological heritage of the University, including its museum, libraries and archives;
  - f) it prepares summary reports for the Evaluation Board on research, technology transfer and services to the community and on the activities of the Doctoral School and the Specializing Master's Programmes and Lifelong Learning School.
2. The University Committee for Research, Technology Transfer and Services to the Community is composed of:
  - the Vice Rector for Research, as Chair;
  - the Vice Rector for Quality;
  - the Director of the Doctoral School;
  - the Director of the Specializing Master's Programmes and Lifelong Learning School;
  - the Heads of Departments or their delegates.

### **Title IV –Management and organization of services**

#### **Art. 29 – Organization of technical and administrative activity**

1. The technical and administrative activity of Politecnico is carried out through administrative and technical bodies, with organizational units at different levels, which provide administrative management and technical support to research and teaching.
2. The organizational units operate according to management methods established by the Director-General, in accordance with the strategic



guidelines of the Academic Senate, the Board of Governors and the Departments.

3. All University bodies apply the rules and procedures for administrative management identified by the Director-General and manage technical and administrative staff in compliance with the principles and criteria shared with the Director-General.

#### **Art. 30 - Managerial functions**

1. Managers and executives implement the programmes approved by the university bodies, within their competence and according to the directives of the Director-General.
2. They manage the resources and the technical and administrative staff allocated to them and exercise autonomous spending power within the limits assigned to them by the Director-General. They carry out the tasks referred to in art. 16 of Legislative Decree no. 165/2001 and subsequent amendments.
3. They hold their own areas of jurisdiction and delegated powers, including those acts which have effects beyond the University.
4. They are accountable for the results obtained in terms of efficiency, use of resources and effectiveness in management, in relation to the objectives given. They report periodically to the Director-General.
5. In cases of necessity or urgency, the functions delegated to managers can be taken over by the Director-General with an official justified decision.

#### **Art. 31 - Economical and financial management of resources and budget**

1. The Administration and Accounting Regulations establish the criteria and methods for financial management and accounting at Politecnico. These Regulations are approved by the Board of Governors, upon proposal of the Director-General, after consultation with the Academic Senate, in accordance with the provisions in force.
2. Each year by 31<sup>st</sup> December, the Board of Governors approves the unified annual budget for the following year and the three-year budget of the University, upon proposal of the Rector and after consultation with the Academic Senate.
3. The Departments and the other organizational units which have a budget are defined as Centres for Economic and Financial Management. These Centres manage their budget and investments within the unified budget of the University.
4. Each year by 30<sup>th</sup> April, the Board of Governors approves the unified financial statement for the previous year, upon proposal of the Rector and after consultation with the Academic Senate. The financial statement is accompanied by a report by the Board of Auditors attesting that the document is coherent with the account records and contains comments and proposals on management.
5. Politecnico adopts the management control system in order to gain in-depth knowledge of the cost structure, the revenues and the patterns of use of economic, financial and asset resources of the University. Management control is carried out under the responsibility of the Director-General, who periodically submits the results of this activity to the Board.
6. Politecnico adopts certain criteria for the allocation of financial resources among the Centres for Economic and Financial Management consistent with the development guidelines of the University. Reward is given for

performance of institutional responsibilities and capacity for self-financing is recognized, while preserving the need to promote opportunities equally distributed in different sectors. Use of resources and their distribution within the University is allocated on the basis of several-year programmes, in order to ensure its effectiveness and efficiency.

## **Title V - Common provisions**

### **Art. 32 – Regulations**

1. The General Regulations of the University contain the rules for the general organization of Politecnico, the procedures for the election of the University Bodies and other units and the rules for their operation. The General Regulations of the University are approved by the Academic Senate, with an absolute majority of its members, after consultation with the Board of Governors, which must also have the same absolute majority.
2. The University Teaching Regulations govern the organization of Bachelor's and Master's degree programmes. The University Teaching Regulations are approved by the Academic Senate, with an absolute majority of its members, after consultation with the Board of Governors, which must also have the same absolute majority. Other teaching regulations are approved by the Academic Senate, upon favourable opinion of the Board of Governors.
3. All regulations in the field of research and those related to academic staff are approved by the Academic Senate, upon favourable opinion of the Board of Governors. This procedure also applies to regulations concerning academic staff recruitment or selection.
4. The Regulations of the Departments are drawn up in accordance with criteria established by the Academic Senate. They are first approved with an absolute majority of the members of the respective Department Councils. They are then approved by the Academic Senate, upon favourable opinion of the Board of Governors, and are issued by a decree of the Rector. The Regulations for those Departments jointly constituted with other Universities will be agreed between the relevant universities subject to compatibility with the rules and regulations of Politecnico.
5. The Administration and Accounting Regulations are approved by the Board of Governors with an absolute majority of its members, after consultation with the Academic Senate, which must also have the same absolute majority.
6. All regulations concerning administration, accounting and finance are approved by the Board of Governors.
7. The Code of Ethical Conduct is approved by the Academic Senate upon approval of the Board of Governors.
8. Politecnico adopts a Charter of Environmental Sustainability intended to limit the impact of the University on the environment and natural resources and to promote the sustainable development of the community.
9. Politecnico adopts regulations concerning assets of historical and cultural value owned by the University, with the aim of establishing a system of museums and archives.

### **Art. 33 - Validity of resolutions**

1. The meetings of the University Bodies are valid in the presence of the majority of members entitled to vote.
2. Resolutions are approved with an absolute majority of votes (i.e. one more than half the total votes of all members present at the meeting), unless otherwise provided. In the event of an equal number of votes, the vote of the Chair prevails. No one can take part in the vote on the issues that concern him/her personally, as regulated by the Code of Ethical Conduct.

### **Art. 34 - Disclosure of the minutes**

1. The minutes of the meetings of Politecnico University Bodies are public and posted on the website of the University, but the protection of personal data is safeguarded in accordance with the law. The contents of the resolutions are always made public inside and outside the University.

### **Art. 35- Incompatibility and forfeiture**

1. The mandate of the Rector is exclusive. If the Rector undertakes a remunerated work outside the University which is not related to his/her institutional role, this is subject to the authorization of the Academic Senate.
2. The members of the Academic Senate and the Board of Governors cannot:
  - hold other university positions, with the following exceptions: the Rector can serve on both the Academic Senate and the Board of Governors; the Heads of Departments can serve on the Academic Senate, if they are elected to it;
  - be a component of other bodies of the University except for their Department Councils;
  - hold any office of a political nature for the term of their office; hold the office of Rector, member of the Board of Governors, Academic Senate, Evaluation Board, Board of Auditors of any other Italian public, private or distance learning University;
  - carry out functions related to planning, financing and evaluation of university activities at the Ministry of Education, Universities and Research (MIUR) and within ANVUR.
3. Failure to participate continuously in the work of the Academic Senate or the Board of Governors will result in forfeiture of the member, according to the terms and conditions established in the General Regulations of the University.

### **Art. 36 - Penalties for violations of the Code of Ethical Conduct**

1. The Academic Senate decides on violations of the Code of Ethical Conduct, upon proposal of the Rector.
2. Penalties become progressively more severe. They are:
  - written warning;
  - suspension from academic office or position of responsibility, for up to a year;
  - permanent removal from academic office or position of responsibility;
  - ban from academic office or positions of responsibility, for a period not exceeding five years.

### **Art. 37 - Election provisions**

1. The selection of candidates to elective offices provided for by the present Statute takes place through a limited vote. Each eligible voter can vote for

- only up to one third (rounded up to the next higher whole number) of the candidates to be appointed.
2. Unless otherwise provided by law or by the present Statute, candidates for the elective offices are eligible if they still have a number of years of service which is at least equal to the term of office before the date of their retirement.
  3. Four months before the expiration of the term of office of the Rector or of the Heads of Departments, the elections are called by the most senior among full professors of the University or of the Department, respectively. The most senior professor establishes the polling station and appoints its presiding officer from among full or associate professors.
  4. The following offices can be renewed only once: Head of Department, member of the Academic Senate, Board of Governors, Academic Staff Disciplinary Committee, Director of the Doctoral School, Coordinator of a doctoral programme, Director of the Specializing Master's Programmes and Lifelong Learning School, Academic Advisor of a degree programme, Coordinator of a *Collegio* and any elective academic office.
  5. Full and associate professors and permanent researchers who have opted for a part-time duty cannot hold any academic office.
  6. The professors who take on the office of Rector, Deputy Rector, member of the Academic Senate or Board of Governors, Head of Department, member of the Academic Staff Disciplinary Committee, Director of the Doctoral School, Coordinator of a doctoral programme, Director of the Specializing Master's Programmes and Lifelong Learning School, Coordinator of the *Collegio* of a degree programme, must have opted for full-time duty or must have submitted a declaration attesting their intention to opt for full-time duty if they are elected.
  7. For assistants holding permanent positions which are being phased out, the provisions governing their eligibility to vote and be voted for are the same as those specified for temporary researchers referred to in letter a) paragraph 3, art. 24 of Law no. 240/2010.
  8. Temporary staff members with a contract of at least three years participate in elections according to the terms specified in the General Regulations of the University.
  9. Where requested, the General Regulations of the University specifies the minimum and maximum number of signatures necessary to support candidatures.
  10. Newly-constituted university bodies can be formed at various times in the academic year, not necessarily at the beginning.

#### **Art. 38 - Election of student representatives**

1. The students elected to the University Bodies of the University hold office for two years and they can be renewed only once.
2. The following people can vote for the student representatives: all students enrolled in Bachelor's and Master's degree programmes, doctoral research programmes and specializing programmes.
3. To be eligible to be elected as student representative, the candidate must be enrolled for a number of years not exceeding the normal duration of the programme, plus one.
4. If students fail to appoint their representatives, this must not undermine the validity of the composition of the University Bodies.
5. The regulations governing student elections and the provisions designed to

ensure the freedom and confidentiality of vote are deliberated by the Academic Senate, upon consultation with the student representatives who sit in the Board of Governors of Politecnico.

6. In compliance with current legislation, student representatives must be able to access the data required for carrying out the tasks assigned to them.

#### **Art. 39 - Academic Year**

1. The academic year of Politecnico begins on October 1st unless otherwise decided in order to comply with national provisions.
2. The General Regulations of the University determine the length of the term of office of the university bodies.

#### **Art. 40 - Amendments to the Statute**

1. Amendments to the Statute are approved by the Academic Senate, with an absolute majority of its members, after consultation with the Departments and upon a favourable opinion expressed by the Board of Governors with an absolute majority.
2. Amendments may be proposed by the Rector or by at least one third of the members of the Academic Senate or the Board of Governors. Proposals to amend the Statute may also be submitted to the Academic Senate and signed by at least 15% of the permanent staff of the University. The Academic Senate should be convened to decide on the matter within ninety days.
3. The Statute is issued by the Rector in accordance with current regulations.

#### **Art. 41 – Substantial reforms to the Statute**

1. Substantial reforms of the Statute and amendments regarding the composition and duties of the following University Bodies: Rector, Academic Senate and Board of Governors referred to in Title II of the present Statute, are approved by the Academic Senate with an absolute majority of its members upon a favourable opinion of the Board of Governors, also expressed with an absolute majority, and after a university-wide referendum, which involves:
  - tenured professors and permanent researchers, as well as temporary researchers referred to in letter b), paragraph 3, art. 24 of Law no. 240/2010;
  - representatives of students, doctoral candidates and research fellows who are members of the University Bodies.
  - temporary researchers referred to in letter a), paragraph 3, art. 24 of Law no. 240/2010;
  - technical and administrative staff.Votes cast by the last three categories are weighted with the same procedures used for the election of the Rector. Assistants holding permanent positions which are being phased out are treated in the same way as permanent researchers. Permanent Researchers who are not confirmed are treated in the same way as temporary research referred to in letter a), paragraph 3, art. 24 of Law no. 240/2010. The referendum is preceded by a University Conference open to all personnel, where the amendments proposed to be voted in the referendum are illustrated.
2. The referendum is valid if it reaches a percentage greater than 50% of the equivalent votes that can be cast.
3. The proposed amendments may be rejected by a qualified majority of over

40% of the equivalent votes that can be cast. After two invalid voting rounds, the amendments of the Statute referred to in this article return to the responsibility of the Academic Senate and the Board of Governors with the procedure defined in art. 38.

#### **Art. 42 - Transitional provisions**

1. Within thirty days of the date of publication of the present Statute in the Official Gazette of the Italian Republic, procedures are started for the establishment of new university bodies.
2. The Academic Senate in office continues to carry out its mandate when the present Statute comes into force. If the Senate has been in office for less than half the duration of its mandate, its composition is modified in accordance with the present Statute.