

**INTERNATIONAL TELEMATIC UNIVERSITY  
“UNINETTUNO”**

**GENERAL REGULATIONS OF THE UNIVERSITY**

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## **CHAPTER I**

### **GENERAL PRINCIPLES**

#### **Article 1**

##### *Aims*

1. The present General Regulations of the university dictate the rules by which the Statute is realized and controls the functioning of the University's organs and structures.

#### **Article 2**

##### *Activities of the University*

1. The University carries out training and research activities through the use of telematic and satellite (television and the Internet) technologies in order to implement distance teaching and learning processes, as stipulated by the Statute, the Didactic Regulations and the present Regulations.
2. The University releases academic qualifications according to article 3 of the Ministerial Decree of 22<sup>nd</sup> October 2004, n. 270.
3. The University contributes to the development of scientific research and technological innovation; it supports and encourages the utilization of research results produced inside its own structures and organizes and promotes direct activities to promote the widest relations between the University itself and other universities, research bodies and businesses, whether Italian or foreign.

#### **Article 3**

##### *International relations*

1. The University promotes the development of international relations with particular regard to those other universities and cultural and scientific institutions through agreements of collaboration and conventions.
2. The Board of Directors approves collaboration agreements and conventions upon the President or Rector or Faculties' proposition.

#### **Article 4**

##### *Qualifications issued jointly with other Universities by joint enrolments*

1. The University will promote conventions with other universities for the realization of joint courses, at national and international level, so as to be able to issue joint academic qualifications.

## **CHAPTER II**

### **ORGANS**

**Article 5**  
*Organs of government*

1. The Organs of Government of the University are:

- a) The Board of Directors;
- b) The President;
- c) The Rector;
- d) The Academic Senate
- e) The Faculty Council
- f) The Board of Evaluation
- g) The College of Auditors

**Article 6:**  
*Board of Directors*

1. The Board of Directors is composed as provided for by article 4 of the Statute. In addition, the two members nominated by the Academic Senate can be selected among the teaching body as provided for by article 15 of the Statute.

2. As provided for by article 4, paragraph 2 of the Statute the non-nomination of one or more representatives is not prejudicial to the validity of establishment of the Board.

3. The Board of Directors is the governing body as it regards the organization, administrative, financial and economic-property management of the University, by the powers established in article 5, paragraph 2 of the Statute and by those provided for by the present Regulations.

4. The Board of Directors appoints the Rector.

5. Upon proposal of the Faculty Councils the Board of Directors appoints the Professors of each Area and establishes their remuneration.

6. Upon proposal of the Faculty Councils, the Board of Directors appoints the Professors who will author the contents and establishes their remuneration.

7. Upon proposal of the Faculty Councils, the Board of Directors appoints the Tutors and establishes their remuneration.

8. The Board of Directors can establish committees on specific topics or subjects.

9. The Board of Directors establishes the amounts of the fees and any exemptions as it regards matriculations and enrolments to the subsequent years.

10. The Board of Directors fixes the periods of matriculation and enrolment to the subsequent years. In addition, upon Faculties' proposition, it fixes the educational activities periods of delivery and the exams calendars for each study course.

11. The Board of Directors sees to the three-year planning of the personnel requirements in order to meet the operational needs and maximize the resources to enhance the operation of the structures, depending on the financial resources and budget funds available.

## **Article 7**

### *Board of Directors operating procedures*

1. The Board of Directors is convened and chaired by the President and it deliberates on the subjects included in the agenda upon the President's proposal.

2. The Board of Directors is convened twice a year at least and any time the President deems it necessary or upon request of at least one third of its members. The convocation of the Board of Directors can be made by e-mail, fax or ordinary mail.

3. The meetings of the Board of Directors can take place also by videoconferencing or through the support of the best-suited technologies. In this case, the President has to personally and irrefutably establish the identity of all the participants that are connected and be sure that the technological tools used allow them to follow the debate in real time and participate in the discussion of the various issues.

4. The agenda of each session is fixed by the President, after consulting the Rector, also having taken into account the proposals made by individual members of the Board of Directors.

5. In any case, the President shall include into the agenda the items for which at least 1/3 of the members of the Council has made request in writing at least 15 days before the session.

6. A session is valid if the majority of the convened members with right to vote are present.

7. The Council's deliberations are adopted by the majority of the members who have right to vote. In case of equal votes the President's vote prevails.

8. After checking the existence of the quorum, which remains alleged during the session entire duration, the President appoints a Secretary chosen among the attending members. For deliberations to be valid, except for issues for which laws or Statute rules establish otherwise, it is required the approval by the majority of the attending members. Any point of order takes priority over the order of the speeches and shall be put to the vote immediately.

9. Generally the expression of vote is open and is made by show of hands. In any case it is assured the secrecy of the vote in case of assessments made as it regards people.

10. A Secretary takes the minutes of the Board of Directors sessions. Upon request of the interested people, the minutes can explicitly mention the vote in favour or contrary or abstentions expressed by each member.

11. The approved deliberations have immediate effect. The related anticipated abstracts of the minutes are immediately transmitted, after having been signed and checked by the President, to the competent offices to initiate the consequent procedures.

12. The full minutes of the Board of Directors are submitted for approval to the subsequent session, after having made available in due time to be checked by those who attended.

13. The minutes of the sessions are signed by the President (or by the person who acted for him) and by the Secretary and are kept on the records by the President who transmits a copy of them to the Rector and to the Administrative Director. According to the laws in force the Board of Directors' deliberations are public. The Board's sessions all the members of the Board who, anyway, must not disclose the progress of the activities and the relative discussions can consult minutes. It is up to the President to answer any requests for additional copies provided that the relative laws in force are observed.

## **Article 8**

### *President of the University*

1. The President the University is the President of UNINETTUNO S.r.l..

2. The President has the legal representation of the University and has the following functions as established by article 6 of the Statute:

- He assures the achievement of the aims established by the Statute;
- He convenes and chairs the meetings of the Board of Directors and assures the execution of the Board's deliberations;
- He proposes the policies of development and international relationships to be approved by the Board of Directors;
- He assures the execution of the deliberations and measures decided by the Board of Directors.

3. The President appoints, at the beginning of every academic year, a vice President with the task of substituting him in case of absence or illness and of undersigning, when necessary, the acts of his own sphere of duty. In cases of default, the Vice-president previously appointed remains in charge.

3. Upon deliberation of the Board of Directors, the President can carry on the functions of the Rector if the requirements specified in article 7, paragraph of the Statute are applicable.

## **Article 9**

### *Rector*

1. The Rector is appointed by the Board of Directors from among university full professors of recognized scientific qualification and exercises the following functions as established by article 7 of the Statute:

- He submits to the Board of Directors a annual report on the scientific and didactic activity;
- He supervises the carrying out of the scientific and didactic activity;
- He chairs the Academic Senate and sees to the execution of its deliberations.

2. The Rector appoints among the teaching body, as established by article 15 of the Statute one or more pro-Rectors who are called to replace him in case of illness or absence.

## **Article 10**

### *Academic Senate*

1. The Academic Senate is composed as provided for by article 8 of the Statute and carries out the functions there envisaged.

2. The Academic Senate also provides for the certification of teaching material as stipulated by article 9 of the University's Didactic Regulations.

3. The Academic Senate is convened and chaired by the Rector, and deliberates on the items on the agenda as proposed by the Rector, also taking into account the indications of the Presidents of the Faculties.

4. The regulations, which control the functioning of the sessions of the Academic Senate, are established by the appropriate Regulations that will be approved by the majority of the members.

## **Article 11**

### *Faculty Council*

1. The Faculty Council is composed, as provided for by article 14 of the Statute, and by the teaching body envisaged in article 15 of the Statute.

2. In the meetings of the Faculty Council the didactic manager of the Faculty will participate, but without the right to vote.

3. The Faculty Council performs the functions established by article 14 of the Statute.

## **Article 12**

### *The Faculty Council's Operating Procedures*

1. The operating procedures of Faculty Council are established by the Faculty regulations, as decided by the same Council in respect to what is stipulated by the present Regulations.
2. The items on the agenda for each session are fixed by the Dean, also taking into account possible proposals by single members of the Faculty Council.
3. The Dean is, however, bound to include in the items on the agenda the subjects transmitted to him at least 15 days before the session upon the request of at least 1/3 of the Council members.
4. For the sessions to be valid a majority of convened members with right to vote shall be present.
5. The Dean opens the sessions after checking the existence of the quorum, which remains alleged during the session entire duration and he nominates a secretary from among those present. For the deliberations to be valid, except for subjects that are covered differently by the legislative and statutory rules, the approval of a majority of those present is required. Any points of order have precedence over interventions orders and must be immediately put to the vote.
6. As a rule, the expression of vote must be clear and is performed by the show of hands. The faculty regulations stipulate the cases in which voting is done through roll call or secret ballot. In any case the voter's secrecy in voting is assured.
7. The participation at the sessions of the Council of the various members is established by the Faculty Regulations. When matters are discussed which imply a direct interest of a council member, the related resolution must be taken in the absence or previous temporary withdrawal of the interested member, this being duly reported in the minutes.
8. The Secretary has to take the minutes of the sessions of the Faculty Council. Upon request of interested parties, the minutes must make specific mention of the vote in favour or contrary or abstentions expressed by the individual members.
9. The approved deliberations have immediate effect. The related anticipated abstracts of the minutes are immediately transmitted, after having been signed and checked by the Dean, to the competent offices to initiate the consequent procedures
10. The minutes of the Faculty Councils are submitted for approval to the opening of subsequent session, after having made available in due time to be checked by those who attended, according to the modes established by the Faculty Regulations.
11. The minutes of the sessions are signed by the Dean (or by the person who acted for him) and by the Secretary and are kept on the records by the President who transmits a copy of them to the Rector and to the Administrative Director. The minutes of the sessions where the Dean was appointed, signed by the Senior Member and by the Secretary, are approved on the spot. According to the laws in force the Faculty Council's deliberations are public.



### **Article 13**

#### *Board of Evaluation*

1. The composition, duration and functions of the Board of Evaluation are determined in conformity with what is established by article 11 of the Statute. The Board controls its own operations with specific Regulations, approved by the Board of Directors.
2. The Administrative Council appoints the President and the members of the Board of Evaluation.
3. The University guarantees the Board of Evaluation operative autonomy, as well as the right of access to data and necessary information and the publicity and diffusion of their acts observing the laws in force and privacy protection.

### **Article 14**

#### *College of Auditors*

1. The composition, duration and functions of the College of Auditors are determined in conformity with what is established in article 12 of the Statute, as well as what has been provided for by the regulations for administration, finance and accounting.
2. The Board of Directors appoints the President and the members of the College of Auditors.
3. The Auditors have the right of access to the acts and documents of the University.
4. The Auditors must fulfil their duties and are responsible for their actions according to the laws of the Civil Code.
5. In case resignation or impediment of one or more of the designated members, the Board of Directors shall appoint a replacement for the remaining period of the mandate or for the as long as the impediment lasts, if it is temporary.

## **Article 15**

### *Teaching-learning modes*

1. The teaching and learning modes are carried out on the Internet on the learning environment that represents the didactic portal realised according to the characteristics indicated in the technical annex to the Decree-Law of the 17<sup>th</sup> April 2003 establishing Telematic Universities. In particular, in the learning environment all the videolessons related to the various disciplines that are included into the implemented university degree courses are digitised; these include also exercises, texts, books, virtual laboratories, bibliographical references and lists of websites that refer to the digitised videolessons.
2. The didactic portal of the University is realised in four languages: Italian, English, Arabic and French. Other languages can be added.
3. A Professor - Tutor checks the students' learning progress daily both in a synchronic mode (videoconferencing, chat, video chat) and also in diachronic mode (forum and wiki).

## **Article 16**

### *Teaching Body and Researchers*

1. As provided for by article 15 of the Statute, the subjects of the study courses envisaged by the Didactic Regulations of the University are delivered by first-level and second-level university professors, by researchers and also by experts suitably qualified according to the rules in force by the conclusion of specific contract regulated by private law.
2. As it regards engagement, legal status and economic treatment of the full professors and researchers and also as it regards the qualifications required to be appointed, see what is specified in article 15 of the Statute, at points 2,3,4,5,6,7,8,9,10.
3. The teaching staff, referred to in article 15 of the Statute, who carries on didactic and research functions in accordance with the course delivery models of the Telematic Universities through telematic and satellite networks (Internet, television and videoconferencing systems) is divided according to the following typologies:
  - a) Area Professors who coordinate the didactic activities for each subject Area
  - b) Professors authors of the contents who realise the videolessons and design contents and the materials to be included into the learning environments of the didactic portal;
  - c) Tutors who check the students' learning progress using the technologies.
4. The Area Professor:
  - Coordinates the research work and the didactic activities of the disciplines related to the subject area linked to the university degree classes identified by MIUR (Italian Ministry of Education, University and Research).
  - Identifies and proposes to the Faculty Council the Professors who author the video contents and the contents to be included into the web-based portal

- Identifies and proposes the Tutors who shall follow the students along their learning paths; seen the significant role they play within the University's teaching – learning model, the tutors chair, with the Area Professor, the exams commissions
- Structures the study programme of the Area in cooperation with the Tutors
- Sees to the didactic planning of the study courses of the Area
- Coordinates the Tutors' work.

5. The Professors authoring the contents:

- Realises the videolessons
- Prepares the didactic materials to be linked to all the topics treated in the videolessons to be included into the special didactic portal

6. The Tutor guides the Students' learning processes through synchronic teaching modes (videoconferencing, chat, video chat) and diachronic modes (forum e wiki).

7. According to the laws in force, permanent and temporary researchers, beside carrying out research activities linked to the Scientific-Disciplinary Sector they refer to and that are supervised by the Area Professors, carry on, in the Scientific-Disciplinary Sector they refer to, tutoring activities which consist in checking the students' learning progress.

## **CHAPTER IV TEACHING AND RESEARCH STRUCTURE**

### **Article 17** *The Faculties*

1. The Faculties carry out the functions and conform to the general provisions of article 13 of the Statute. The Faculties coordinate the teaching and research activities concerning to the disciplinary areas related to the Faculty also in agreement with other Faculties of other Universities or public or private, Italian or foreign Research Agencies.

2. The organization of the activities and possible structuring of the general services applying to the Faculty are controlled by the Faculty Regulations in respect to the provisions contained in the present Regulations and in the Regulations for administration, finance and accounting.

3. The Dean of the Faculty is appointed by the Board of Directors and is selected among the tenured and untenured professors, also among those working both in public and private and in Italian or foreign Universities or at another Telematic University, among contract professors that carry on training and research activities at the University.

4. Councils of Degree Course can be established at any Faculties.

### **Article 18**

#### *Councils of the degree course*

1. The Degree Course Councils are composed of all the teachers and tutors of the degree course, and by the didactic manager of the Faculty.
2. The Degree Course Council elects, from the full and associated professors of the course, the President of the degree course who also chairs the Council.

### **Article 19**

#### *Technological Poles*

1. The Technological Poles are didactic structures located in the national territory or abroad, that put at the Students' disposal all the technologies needed to attend distance study courses, to take part in didactic activities by videoconferencing and to take the exams face to face and perform the tasks mentioned in article 10 of the Statute.
2. The administrative structure provides the necessary equipment for the administrative management of the poles.

### **Article 20**

#### *Research structures*

1. For the realization of specific research programs the Faculties can set up appropriate structures, also jointly with other Faculties of UNINETTUNO and of other universities, or with public or private research centres, whether Italian or foreign.
2. The Board of Directors, once the Senate have been heard, provides for the setting up of a research and development Centre for the development of technologies and methods related to the distance teaching and learning processes.

## **CHAPTER V STUDENTS**

### **Article 21**

#### *Enrolment on courses and contract with the students*

1. The Board of Directors fixes the enrolment fees. The first instalment is to be paid upon matriculation, the second one within the subsequent 6 months. Enrolment to the second or third year shall be made always every 6 months. The students who did not paid their fees are not entitled to take the exams and cannot benefit from the training services supplied by the University.

2. The University, at the moment of enrolment, draws up with the student a contract which lays down the didactic and administrative services, the procedures of access to the same, fees, the cancellation procedure of the contractual relationship and the guarantee, for the student, of the completion of his own period of training

#### **Article 22**

##### *Services Charter*

1. In accordance with article 3, paragraph 1, lett. A) of the Ministerial Decree of the 17<sup>th</sup> April 2003, published in the “Gazzetta Ufficiale” nr. 98 of the 29<sup>th</sup> April 2003, and in order to grant the widest information on its own activity the University adopts the Services Charter which, in particular, includes the requirements of the technological solutions and the overview of the services supplied.

#### **Article 23**

##### *Right to Study*

1 As regards its own autonomy and sphere of jurisdiction, the University adopts the provisions necessary to guarantee the right to study. It is committed specifically to advancing what best allows the cultural training of the students and their entrance into the labour world, while also availing itself of external structures, albeit related to the University and under its control, or through conventions with other institutions.

### **CHAPTER VI PROVISIONAL REGULATIONS**

#### **Article 24**

##### *Temporary and final regulations*

1. Until the establishment of the Academic Senate and the Faculty Council the Board of Directors shall carry out their functions.

#### **Article 25**

##### *Coming into effect*

1. The present Regulations come into effect as of the date of publication on the Internet site of the University. To this end the Ministry's advice is acquired in advance as provided for by article 6, paragraphs 9 and 10 of the law of the 9th May 1968, nr. 189.