



UNICAMILLUS

Regulation on Attribution, self-certification and verification of educational and service activities provided to students by professors, researchers and adjunct professors

Approved by the Organizing Committee on June 20th, 2019

**Regulation on attribution, self-certification and verification of educational and service activities
provided to students by professors, researchers and adjunct professors
SAINT CAMILLUS INTERNATIONAL UNIVERSITY OF HEALTH SCIENCES (UniCamillus)**

Premise

This Regulation applies to professors, researchers and to adjunct professors and it has been drawn up pursuant to Law n. 240/2010, inspired by criteria of transparency, impartiality and good administration, respecting the autonomy and freedom of teaching of each teacher

Art. 1. Object

This Regulation governs the methods of attribution, self-certification and verification of the actual performance of teaching and service activities provided to students by professors, faculty researchers, temporary researchers and adjunct professors.

This regulation has, as its object:

- classroom based teaching activities;
- supplementary teaching activities;
- other educational activities;
- student service activity.

Art. 2. Type of educational activities

As far as this regulation is concerned, the teaching and service tasks provided by teachers to students include the following:

1. Lectures, namely, a lesson in the presence of students, including in a clinical laboratory, or out of campus, explicitly foreseen, also in CFU in ordinances and educational manifestos of degree, master's degree, and single-cycle master's degree.
2. Integrative teaching, namely, practice, laboratory activities, professionally oriented activities;
3. Other educational activities, such as, for example:
 - non-curricular catch-up pre-courses and courses;
 - lessons in third level study courses, seminars;
 - activity of supervisor or tutor for the final exam;
 - verification of learning;

- other activities approved by the Academic Staff members.

4. Student service activities, such as, for example:

- student reception;
- orientation, also at external locations;
- tutoring;
- traineeships;
- educational experimentation projects;
- other activities approved by members of the Academic Staff.

Art. 3. Teaching duties of teachers.

Teachers are required to personally carry out the teaching activities assigned to them.

The teacher has the duty to adapt his teaching commitment to the general planning of the teaching activities, including the class schedule, resolved upon for each academic year of the University.

In particular, the teacher must respect classrooms and times established for the lessons and for the reception of the students and cannot modify them without the prior authorization of the Course Director.

If, due to exceptional and contingent situations of legitimate impediment and force majeure (health reasons, scientific or institutional commitments) he or she cannot perform his or her tasks, the teacher has the duty to timely notify the students and the Course Director, as well as to strive in order to make up for the activities on another date, or to collaborate to assign them to another teacher.

Teachers entrusted with teaching or service tasks are also required to:

- Define and make public the contents of the courses and the ways in which learning check-ups are carried out, according to the timetable defined by the University;
- Keep the respective section of the University's teaching platform up to date by publishing, among other things, the course program, the respective curriculum vitae, complete with photos and the timetable for reception of the students;
- Respect the dates established by the teaching structures for exam sessions;
- Verify the students' attendance for purposes of admission to the exams;
- Enter the results of student exams on the platform used by the University;
- Use, in the course of teaching activities, methods and technological tools adopted by the teaching structures and by the University;
- Report the respective activity in the manner provided for in this Regulation;

- Comply with the Code of Ethics.

Art. 4. Self-certification of teaching activities and service to students.

Teachers are required to declare, in a special register prepared by the University, also in digital format, all the teaching and service activities to the students carried out, indicating the contents and duration, as well as the day, time and place of the event.

The same are also required to sign, at the end of each academic year, also in digital form, the declarations referred to in the previous paragraph, in the manner established by the University. The declaration assumes the value of a declaration in lieu of an affidavit pursuant to art. 47 of the D.P.R. n. 445/2000. Each teacher is personally responsible for what is declared, according to the provisions of the legislation on self-certification and false declaration (art. 76 D.P.R. n. 445/2000)

Art. 5. Verification of the actual and regular conduct of teaching and service activities provided to students.

The Dean, the Director of the Course, the General Manager each have, for the respective part of the competence, the possibility of carrying out checks, during the performance of the teaching and service activities of the teachers, aimed at verifying their actual and personal performance in compliance with the tasks assigned, with the general planning, with the provisions of the laws and manifestos and the regulations in force, also upon requests from the students. The aforementioned checks cannot, in any way, interfere with the autonomy and freedom of teaching of each teacher.

Art. 6. Control of teaching and service activities provided to students.

The Director of the Course, the General Manager or their delegate carries out, at least once a year, the functional verification of the activities certified by the teachers, in particular as regards the compliance with the general planning of the teaching activities and the completion of the tasks of assigned service. The contents of the declarations signed by the professors, referred to in the previous article, are validated by the Director of the Course to which they belong, who ascertains the conformity of the activities carried out with the tasks assigned to the teacher.

Art. 7. Assessment of teachers by students

The University respects the indications established by the Ministry of Education and Research regarding the need to allow students to express an evaluation of the teachers' performances. To this end, the methods most adopted by Italian universities are adopted, which, to a large extent, consist of statistical surveys and questionnaires. The Teacher is aware that such evaluation is considered essential by the academic bodies that set the planning from year to year, also and according to the results of the surveys.