



UNICAMILLUS

REGULATION
for the functioning of the Steering Committee
and for the consulting of the Interested parties

Departmental Faculty of Medicine



Approved by the Organizing Technical Committee on March the 25th, 2021

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1. Introduction

The establishment of Steering Committees comes from the Universities' need to design Study Courses consistent with the educational demand identified in the external interested parties with the purpose of promoting the meeting between supply and educational demand, by measuring and adjusting curricula to concrete cultural and productive of the territory requirements. *The ANVUR guide lines show that the planning of study courses has to involve internal and external interlocutors most appropriate to the nature and the aims of the course. The external interlocutors of the Study Course include all players and organizations and institutions potentially interested in the cultural and professional profile designed from the Study Course.*

In the original planning stage and subsequent updating, the Study Course has to ensure a thorough analysis of the needs and the development potentials (humanistic, scientific, technological, health and socio-economic) of the reference sectors, by systematically consulting the principal interested parties both directly and by using sector studies. In particular, the Study Course has to ensure the creation of a place for reflection (Steering Committee), consistent with the outgoing cultural profiles, which reflects, deepens and provides for elements regarding the real work-related potential of grad students. The Steering Committee, assumes a fundamental role both in the planning stage and in the uploading stage of educational paths, by ensuring a constant link with the entrepreneurial and job world, in order to evaluate the Study Course trend, to develop establishing and planning proposals of educational offer and learning aims, by promoting contacts for any educational internships of the students at companies and institutions.

UniCamillus University has provided for the establishment of at least one Steering Committee for each departmental Faculty.

2. Composition and term

The Steering Committee members cover a two-year period, they are renewable and are appointed by a Rector's Decree.

The Steering Committee is composed of the Rector or his delegate, professors of the departmental Faculty, exponents of workplace, of culture and of research on behalf of the interested parties of one or more Study Courses and Professors from other Universities.

The Steering Committee members coming from the workplace, cultural and research world are identified in a manner consistent with the professional reference figures of the departmental Faculty and it is important that they have a significant profile at territorial, national and, depending on the contexts, also at international level.

The composition of the Steering Committee can also be modified or updated during the first two years, in order to reflect in the best way the representation of the parties interested in the Study Course. Regarding the topics covered, it is possible to temporarily invite further members who have skills on specific topics.

3. Convening of meetings

Meetings are normally convened by the Rector or by a Coordinator (identified among the professors) appointed by the Rector who provides for the predisposition of the notice of meeting and the related order of the day, by attaching all necessary documents for the evaluation of the educational offer, as well as of any other topics.

In the case of inability to participate to the meeting, the Steering Committee members can delegate to a colleague of his/her Institution to be replaced or can remotely comment on one or more topics of the day or by sending an email to the Coordinator who will show it to the Committee.

The Steering Committee, if deemed appropriate or useful for the purposes of a larger and more complex comparison, may from time to time extend the participation to meetings to territorial, national and international experts representative of research and cultural world and workplace.

4. Organization of activities

In case of new activation of a Course it is mandatory the consulting of the organizations representative at the local level of production, services and occupations with particular reference to the evaluation of training requirements and of career opportunities. The Steering Committee must necessarily give preventive advice in order to allow an adequate compilation of framework A1.a or A1.b of SUA-CdS.

In any case, the consulting can not take place one-off, but it must be continuous, particularly in light of the need of keeping updated the relationship with the workplace constantly evolving and with the professionalism associated with it. It is necessary that the consulting of the Steering Committee is at least annual.

The Steering Committee has to predict the comparison on the educational project topics of the Study Course; the meetings will have to start with a presentation of the Study Course and its educational purposes by the Coordinator. On the occasion of the meeting, the University will

provide the participants the documentation necessary for a Committee's wide and exhaustive evaluation with reference to the points of attention of the ANVUR guide lines.

A special minutes of the meetings must be drawn up.

The minutes must contain:

- indication of the participants (name, surname, structure and role);
- result of the discussion that have took place based on the presentation of the Coordinator and on the analysis of the received documents;
- eventual integrations to the educational project of the Study Course suggested during the discussion.

Should be discuss the results of these meetings in the field of the Review Group and/or in the Study Course Committee.

The Minutes of the Steering Committee are among the documentary sources used by Experts of Evaluation Committees during the periodic accreditation of the Headquarter and the Study Courses.

5. Range of activities for the consulting of parties

In support of the definition of professionals (and the related functions, skills and job opportunities) and of the expected learning outcomes of the Study Course it is also recommended to consult:

- studies about the integration and the employment conditions in certain sectors;
- ministerial rules (e.g., regarding the training of professions of public sphere);
- documents prepared by professional associations or by trade associations;
- repertoires of professions (in this regard it can be useful to consult the information contained on the website of Ministry of Labour and of Social Politics);
- results of consultation in progress maintained by the Study Course (e.g., any feedback from company tutors about internship activities);
- results and conclusions of seminars and conferences;
- investigations into job situations of grad students;
- reference portals specialized on job offers in certain sectors;
- training plans of other countries' programmes, at international level reference.

6. Final disposition

The Regulation approved by the Organizing Technical Committee on March the 25th, 2021 deposited and available at the Didactic Office, drawn up in Italian of which is possible to ask for a certified copy, is authentic for legal and interpretative purposes. For all the things not provided for this document reference should be made to the Regulations that govern the functioning of the University's activities.