



UNICAMILLUS

REGULATION OF THE DEPARTMENTAL FACULTY OF MEDICINE

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Regulation of the Departmental Faculty of Medicine

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Preamble

1. This Regulation disciplines, in compliance with current legislation, the Statute and the University Didactic Regulations, the organization, activities and functioning of the Departmental Faculty of Medicine of UniCamillus - Saint Camillus International University of Health Sciences, hereinafter also referred to as "UniCamillus".
2. The approval and amendments of this Regulation are assumed by the Board of Directors with the absolute majority of its members. The Regulation is issued by Rector's decree subject to approval by the Board of Directors.

Article 1 Purpose of the Departmental Faculty

1. The Departmental Faculty of Medicine of UniCamillus, for brevity "Departmental Faculty", has as its main purpose the carrying out of teaching and training activities, scientific research, as well as externally related or accessory activities.
2. The Departmental Faculty ensures a balanced valorization of all the scientific-disciplinary sectors (SDS) to which the professors and researchers who compose it belong.
3. The Departmental Faculty contributes to the internationalization of the University by also encouraging the mobility of the teaching staff, and hosting in its facilities scholars and students from abroad.

Article 2 Functions of the Departmental Faculty

1. The Departmental Faculty organizes teaching and scientific research activities, coordinating the latter, and organizes external activities related to them or ancillary to them, taking into account the affinity of its Degree Courses.
2. The Departmental Faculty is responsible for implementing and/or updating the University's educational offer.

Article 3 Composition of the Departmental Faculty

1. The Departmental Faculty includes tenured teaching staff who work in homogeneous and/or similar disciplinary scientific areas, who share a common teaching perspective or the same research interests.
2. The Departmental Faculty Bodies are the Dean, the Council and the Board of the Departmental Faculty of Medicine, whose functions are governed by this Regulation, in compliance with the same Regulation and with the UniCamillus Statute.

Article 4 Bodies of the Departmental Faculty

1. The bodies of the Departmental Faculty are:
 - a) the Dean of the Departmental Faculty;
 - b) the Council of the Departmental Faculty;
 - c) the Board of the Departmental Faculty.

Article 5 Dean of the Departmental Faculty

1. The Dean is appointed by the Board of Directors, after consulting the Rector, choosing from among the Full Professors and, if not available, Associate Professors.
2. The Dean holds office for three academic years and can be reconfirmed only once.
3. The Dean represents the Departmental Faculty in its own academic acts, takes care of the implementation of the resolutions within their competence, and has the task of supervising the teaching activities, scientific activities and services that fall under the Departmental Faculty.

4. The Dean expresses their opinion to the Board of Directors for the possible appointment of the Vice-Dean, chosen from among the professors or researchers of the Departmental Faculty itself.

Article 6 The Council of the Departmental Faculty

1. The Council of the Departmental Faculty, hereinafter referred to as the "Council", is the collegial body that ensures the coordination and harmony of the educational objectives of all teaching, tutoring and orientation activities promoted by the Departmental Faculty itself and by all the teaching structures activated inside it.

2. The Council is made up of the Dean of the Departmental Faculty and all the University's tenured professors and researchers, as well as the Rector who chairs it.

Course convenors can participate in the Council, with a consultative vote, at the request of the Rector or the Dean of the Departmental Faculty. Limited to the subjects of primary interest to the students, the representatives of the students of the Degree Courses belonging to the Departmental Faculty are invited to the meetings of the Council, with the right to speak and make proposals. Students are not part of the calculation of the majorities required for the validity of the sessions and deliberations.

Article 7 Functions of the Council of the Departmental Faculty

1. The functions of the Council are:

- a) to take care of the planning of educational and scientific activities as well as the verification of their implementation and the evaluation of the results.
- b) to contribute to the organization of teaching and, in agreement with the Integrated Research Center, the research activities of the Departmental Faculty.
- c) to verify the fulfillment of the teaching and research commitments of the teaching staff.

Article 8 Operation of the Council of the Departmental Faculty

1. The Council normally meets every six months.

2. The Council is convened by the Dean by means of a notice sent to the institutional email address to each entitled person. The notice contains the matters to be discussed and is sent at least five days before the fixed date of the meeting; in urgent cases, the Council can be convened at least two days in advance.

Council meetings can also be held electronically.

3. The meeting of the Council is validly constituted with the presence of at least half plus one of the members entitled to vote. From this total number the justified absentees must be subtracted, but they cannot be greater in number than those present. Those who have not justified their non-participation in writing before the meeting of the Council will be considered unjustified absent.

4. The aforementioned meetings are chaired by the Rector who, after having checked the valid constitution of the Body, introduces the topics on the agenda. The minute-taking functions are carried out by the Dean of the Departmental Faculty or by their delegate.

The Dean regulates the order and duration of interventions.

5. Without prejudice to the quorum prescribed by law for resolutions having specific objects, the approval by the majority of those present is sufficient for resolutions to be valid. For matters of particular importance, the favorable vote of the qualified majority of the members of the Council may be required.

6. Online voting methods can also be implemented.

7. The minutes of the meetings, duly approved, are kept at the Rector's Office and can be consulted by the members of the Council. They can also be consulted by all those who have a direct, concrete and current interest, corresponding to a legally protected situation and connected to the document

to which access is requested, in the ways and within the terms set out in Law 241/1990 and subsequent modifications.

Article 9 Board of the Departmental Faculty

1. The Board of the Departmental Faculty is appointed by the Board of Directors.
The members are chosen from among the professors and/or researchers of the Departmental Faculty, hold office for three academic years and are re-eligible.
2. The Board of the Departmental Faculty is made up of:
 - a) the Dean, who chairs and convenes the sessions;
 - b) the Vice-Dean, called to replace the Dean in case of impediment or absence;
 - c) the Heads of the Degree Courses;
 - d) the Rector's Delegate for Research.

Article 10 Functions of the Board of the Departmental Faculty

1. The Board of the Departmental Faculty:
 - a) prepares and updates the educational offer of the various Degree Courses according to current regulations and the indications of the University's governing bodies;
 - b) approves the study plans;
 - c) approves and proposes to the Board of Directors the stipulation of contracts and agreements for the financing of the research activities of the Departmental Faculty by public and private entities;
 - d) upon proposal of the Dean, or upon mandate of the Council of the Departmental Faculty, takes care of any other matter relevant to the operation of the Departmental Faculty.

Article 11 Operation of the Board of the Departmental Faculty

1. The Board of the Departmental Faculty normally meets every two months.
2. The Board of the Departmental Faculty is convened by the Dean of the Departmental Faculty by means of a notice sent electronically to the institutional email address to each entitled person. The notice contains the matters to be discussed and is sent at least five days before the fixed date of the meeting. In urgent cases, the Board of the Departmental Faculty can be convened at least two days in advance. In the event of temporary impediment or absence of the Dean of the Departmental Faculty, the meetings may be chaired by the Vice-Dean if appointed.
The Dean of the Departmental Faculty is required to convene the Board when at least one third of its members request it.
The meetings of the Board of the Departmental Faculty can also take place electronically.
3. The Board of the Departmental Faculty is validly constituted with the presence of at least half plus one of the members entitled to vote. From this total number the justified absentees must be subtracted, but they cannot be greater in number than those present. Those who have not justified their non-participation in writing in advance before the meeting of the Board of the Departmental Faculty will be considered unjustified absent.
4. The aforementioned meetings are chaired by the Dean of the Departmental Faculty, who, after having checked the valid constitution of the Body, introduces the topics on the agenda. The minute-taking functions are entrusted to one of the Deans of the Degree Courses.
The President regulates the order and duration of interventions.
5. Without prejudice to the quorum prescribed by law for resolutions having specific objects, the approval by the majority of those present is sufficient for the validity of resolutions; in the event of a tie, the vote of the Dean prevails.

For matters of particular relevance, the favorable vote of the qualified majority of the members of the Board of the Departmental Faculty may be required.

6. Online voting methods can also be implemented.

7. The minutes of the meetings, duly approved, are kept at the Rector's Office and can be consulted by the members of the Board of the Departmental Faculty. They can also be consulted by all those who have a direct, concrete and current interest, corresponding to a legally protected situation and connected to the document to which access is requested, in the ways and within the terms set out in Law 241/1990 and subsequent modifications.

8. The member who does not participate in the work of the Board for three consecutive times, without justified reason, loses their office.

Article 12 Departmental Faculty Website

1. The Departmental Faculty uses a page on the University website containing all the information on the structure and operation of the Departmental Faculty.

2. In particular, the following must be reported:

- this Regulation;
- news relating to scientific and educational initiatives of the Departmental Faculty.

Article 13 Final provisions

1. For anything not explicitly provided for in this Regulation, please refer to the applicable laws, the Statute and the Regulations and, in particular, the University Didactic Regulations.