

## DEPARTMENT OF BIOTECHNOLOGICAL AND APPLIED CLINICAL SCIENCES

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### **Art. 1 – General principles**

1. The Department of Biotechnological and Applied Clinical Sciences (DISCAB), herein referred to as the Department, legally recognized by rectoral decree n. 861/2011 of June 3<sup>rd</sup>, 2011, is a self-governing body with financial autonomy in accordance with the current regulations and administrative university norms. It promotes and coordinates the didactic and research activities carried out by its academic staff respectfully of the various academic fields and disciplines.
2. The Department originates from the integration of competences, scientific and didactic skills, and experiences of its teaching personnel, in part involved in medical activities. The technical and administrative personnel is attributed depending on the nature and volume of the departmental activities.
3. The purposes of the Department are:
  - To promote and coordinate research and experimental activities in the fields of biomedicine, biotechnology and medicine;
  - to contribute to the academic teaching programmes including first level, second level and single degree courses in the following areas: medicine, biology, biotechnology, psychology, motor and formation sciences;
  - to define and take care of the relations with the national healthcare system through departmental structures legally suited to the purpose; and
  - to offer scientific competences and skills to public and private external entities in terms of high qualification performances, which guarantee resources for departmental functioning.

4. In accordance with the decisions made by the governing organs (Academic Senate and Administrative Council), the Department defines the purposes to be attained in the three-year period as well as the possible self-evaluation criteria additional to the ones established by the Evaluation Group. Moreover, based on its scientific and didactic experiences, it plans acquisition and employment of human as well as material resources.

## **Art. 2 –Didactic Activities**

With reference to the didactic activities, the Department:

1. Performs didactic activities pursuant to the departmental and academic didactic Regulations;
2. suggests the activation of new degree programmes with possible involvement of other departments, through the creation of proper connecting structures;
3. where participating in one or more of the connecting structures, it autonomously decides the measure of its commitment according to the current Statute;
4. upon suggestion by the Academic Didactic Council, it makes decisions on Regulations, didactic norms, study programmes and possible amendments in the degree programmes autonomously proposed and/or created in cooperation with other departments;
5. plans the didactic activities of the degree programmes under its control, making use of the connecting structures in case of interdepartmental programmes;
6. sets up one or more Didactic Joint Committees to plan and organize the departmental degree programmes;
7. contributes to the creation of the Didactic Joint Committees within the connecting structure/s in which it participates for the functioning of the departmental degree programmes;
8. suggests the drawing up of agreements with other universities and /or public external research centers to create teaching programmes of common interest;
9. organizes I and II level Master degree courses and professional formation activities, in collaboration with other departments, external companies and/or entities, if appropriate;
10. organizes, in cooperation with the Academic Didactic Councils, training courses for student formation and orientation;
11. collaborates at academic level for the internationalization of the teaching programmes, through the organization, with European institutions, of integrated first, second and third level degree courses and the achievement of multiple, double, and joint diplomas;
12. promotes the international mobility of students, teaching staff, technical and administrative personnel, as well as graduated students, through participation in national and international programmes, granting full recognition of all activities performed abroad;
13. attracts foreign students, PhD students and researchers through the organization of courses offered in a foreign language, also to improve the linguistic skills of students, teaching, technical and administrative personnel; and
14. promotes, in accordance with the University and other institutions, the development of permanent learning, based on the European University Agreement and current laws on Education.

### **Art. 3 – Research**

With reference to research, the Department:

1. Defines a three-year research programme, to be updated annually, taking into account the main fields of interest of its affiliated groups or single researchers, and always granting freedom of choice and suggestions; moreover, it provides for facilities, services and equipment to carry out the research programmes;
2. plans research programmes based on the guidelines of the European Union and the national research programmes, taking into account the evaluations by the National Agency for the Evaluation of Universities and Research Institutes (ANVUR);
3. promotes agreements with external entities, aimed at funding research and didactic activities;
4. suggests, for approval by the governing bodies, activation and/or amendments of departmental research doctorates and the constitution of doctorate programmes, in agreement with other departments;
5. promotes and organizes seminars, conferences, meetings and congresses;
6. based on the available resources and taking into account the planned didactic and research activities, it periodically defines its necessities and communicates them to the academic governing bodies;
7. within the three-year programme, it promotes the creation of posts for teaching staff, researchers and technical and administrative personnel;
8. formulates the proposals for teaching staff and researcher call;
9. organizes and plans the activities to be carried out by the assigned technical and administrative personnel pursuant to the current Regulations and dispositions issued by the university governing bodies;
10. pursuant to the general academic Regulations and the academic Regulations of finance and accounting, it deliberates drawing up of contracts, agreements and conventions with private centers for joint research activities and/or in the interest of the third party;
11. deliberates and promotes acquisition of resources from public and private institutions, to carry out research activities; and
12. carries out any other activities in accordance with laws and regulations to ensure the achievement of the departmental purposes.

### **Art. 4 – Affiliation to the Department**

Affiliation to the Department is disciplined by the Regulations and Statute in force.

### **Art. 5 – Departmental Governing Bodies**

1. The departmental governing bodies include the Council of Department, the departmental Council of Governors, and the Director.

### **Art. 6 – The Council of Department**

1. The Council of Department is formed by:
  - a. Professors and researchers affiliated to the Department;
  - b. representatives of the technical and administrative personnel (in the size of 10% of all departmental teaching staff);
  - c. representatives of students (in the size of 15% of all Council members), including two PhD students, if applicable, who are entitled to vote for didactic issues alone;
  - d. one student awarded with research study grant, if applicable; and

- e. five representatives of medical residents.
- 2. The responsible of the administrative and accounting secretariat participates in the Council with advisory and minute-taking function and is not entitled to vote. The responsible of the administrative didactic secretariat participates in the Council, without right to vote, with advisory function and collaborates to minute-taking within their remit.

#### **Art. 7 - The Council of Department programme**

- 1. The Council of Department plans and organizes the didactic and research activities for which it is responsible.  
In particular, the Council of Department:
  - a. Approves the general criteria for the employment of funds allotted to the Department;
  - b. approves the criteria for employment of structures, facilities, and resources of the Department;
  - c. approves budgets and final balances upon suggestion of the Director;
  - d. requires activation, within the three-year programme, of administrative procedures for creation of positions for teaching staff, researchers and technical and administrative personnel;
  - e. deliberates unanimously on the request of announcements of competition and nomination of teaching staff and researchers. Appointment of tenured professors, employment and destination of regular teaching positions and activation of announcements of competition are deliberated by the teaching staff belonging to the corresponding and superior classes;
  - f. authorizes leaves for study or research reasons;
  - g. makes suggestions about academic development programmes;
  - h. assigns didactic tasks to tenured professors and researchers, after their approval;
  - i. makes decisions to cover vacancies in the taught programmes after consultation with the Academic Didactic Councils and, if necessary, the connecting structures;
  - j. for didactic purposes, it may yearly assign the teaching staff didactic tasks covering scientific disciplines for which they are not responsible, after their approval;
  - k. approves the three-year reports on didactic and scientific activities presented by the teaching staff;
  - l. elaborates and evaluates proposals of didactic and scientific interest in cooperation with public and private entities including activities on commission, upon agreements and conventions;
  - m. makes suggestions on amendments of university Statute and Regulations on matters within its remit; and
  - n. makes decisions on regulations, norms and study programmes. Deliberates amendments on taught programmes instituted autonomously and/or with other departments, taking into consideration the proposals made by the Academic Didactic Councils and the connecting structures.

#### **Art. 8 – Student representatives**

- 1. Election of student representatives are conducted in accordance with the Regulations, under the heading “student representatives”.

**Art. 9 – Representatives of the technical and administrative personnel**

1. All technical and administrative personnel of the Department are entitled to vote their representatives.
2. Ballot is secret. Each voter may express a number of preferences equal to 25% of the party entitled. The ones receiving the highest number of votes are elected. With an equal number of votes, length of service prevails; with equal length of service, juniors prevail.
3. In case of renunciation or loss, the first of non-elected takes the place.
4. Election is valid independently of the percentage of voters.
5. The representatives are appointed for a period of three years, the same as the Director's term. The elected representatives can be re-elected only once.

**Art. 10 – Representatives of the research study grant owners**

1. All departmental owners of study grant may vote their representatives.
2. Ballot is secret. Each voter may express one preference alone. The most voted candidates are elected. With an equal number of votes, length of grant prevails; with equal length of grant, juniors prevail.
3. In case of renunciation or loss, the first of non-elected takes the place.
4. Election is valid independently of the percentage of voters.
5. The representatives are in charge for a three-year period, the same as the Director's term. The elected representative can be immediately re-elected only once.

**Art. 11 – Representatives of medical residents**

1. Election of resident representatives is conducted in accordance with the Regulations, under the heading "student representatives".

**Art. 12 – Departmental functioning**

1. The Council of Department is convened at least once each trimester.
2. The Council of Department is called together by the Director. Convocation of the Council of Department is mandatory if required by at least one third of the Council members.
3. Upon invitation by the Director and after approval of the Council, departmental personnel, institutionally active in the Department, may participate without right to vote.
4. The convocation of the Council and the agenda are e-mailed to the Council members at least one week before the assembly. In case of urgency, the convocation may be sent within 24 hours.
5. The introduction in the agenda of additional, previously unscheduled items is allowed, where urgent and motivated, within 24 hours prior to the assembly and must be communicated to the Council members in a timely manner.
6. The Council is valid in presence of at least the half of the members plus one, unless differently decided. Justified absences do not invalidate the formation of the legal number.
7. The Council deliberations are achieved unanimously. In case of even votes, the President's vote prevails.

### **Art. 13 – The Director of the Department**

1. The Director is the Department representative. He/she is the head of the departmental Council and governing organs and decides the agenda of the assemblies.
2. The Director of the Department:
  - a. Controls that the decisions made by the Council and governing bodies be implemented and carries out all functions not openly assigned to the Department Council;
  - b. controls observance of norms, Statute and Regulations;
  - c. takes care of the relationships with the academic organs;
  - d. enforces the power assigned by norms, Statute and Regulations; and
  - e. controls that departmental personnel comply with assigned duties and tasks.  
He/she is obliged to communicate possible derelictions of duty to the Rector.
3. The Director of the Department may delegate tenured professors to carry out specific tasks. The delegates are not entitled to receive any remuneration.
4. The Director of the Department is entitled to remuneration in accordance with the current norms and depending on financial availability, upon deliberation of the Council of the academic administrative organs.
5. A Vice Director, appointed by the Director, is chosen among the full-time tenured professors, to adjuvate the Director during his/her functions and replace him/her in case of absence or impediment. The Vice-Director has the same incompatibilities as the Director. The Vice-Director is elected by rectoral decree.

### **Art. 14 - Election of the Director of the Department**

1. The Director is elected by the full-time tenured professors affiliated to the Department.
2. Absolute majority of the entitled party is required in the first ballots. In case of failure, a second ballots will be conducted, with participation of at least half the party entitled plus one. In case of failure, a third ballots will take place between the two candidates having received the highest number of votes in the second ballots. In case of parity, the length of service prevails, after which the junior candidate prevails. Communication of election must indicate site, day, and hour of all three possible conventions to take place in different days.
3. The Director is appointed by rectoral decree for a period of three years and may be reappointed only once. The appointment as Director of Department is not compatible with that of Rector, member of the Academic Administrative Council, Director of School, Director of Academic Didactic Council, and Pro-Rector.

### **Art. 15 – Council of Governors**

1. The Council of Governors is formed by:
  - a. The Director of the Department;
  - b. the Vice-Director of the Department;
  - c. departmental personnel elected by the Council of Department (10% of the total number of members);
  - d. coordinators of departmental sections;
  - e. student representatives (15% of all Council of Governors members);
  - f. two representatives of the technical and administrative personnel;
  - g. one representative of the residents; and
  - h. one representative of the PhD students.

2. The responsible of the administrative and didactic secretariats participate in the Council of the Governors with advisory function, without right to vote. The responsible of the administrative secretariat participates in the Council and collaborates to minute-taking.
3. Departmental personnel with academic appointments may participate in the Council of Governors assemblies.
4. The Council of Governors is appointed for a term lasting as long as the Director's.
5. The Council of Governors acts as preparatory organ and helps the Director in his/her departmental functions. The Council of the Department may delegate the Council of Governors to carry out specific functions on ordinary matters.

**Art. 16 – Organization of the Department**

1. The Department is divided into sections, without operational and financial autonomy, created based on scientific homogeneities or common didactic and research purposes.
2. Number, composition and functioning of the sections is decided by the departmental Regulations and approved by the Council with absolute majority of votes.
3. The sections with didactic competencies have student representatives in the measure of 15% of all members. One coordinator is elected within each section.

**Art. 17 – Admittance to departmental premises and equipment**

1. Admittance to departmental premises and equipment is allowed to the academic personnel and the following categories alone:
  - a. Visiting researchers from Italy and abroad;
  - b. students participating in the didactic activities, elaborating degree theses or owners of study grants;
  - c. trainees or residents;
  - d. PhD students, owners of research grants; and
  - e. anyone cooperating in the departmental activities.

**Art. 18 – Contracts, agreements, and conventions**

1. Contracts, agreements, and conventions in the interest of the third party are drawn up after approval of the Council of the Department or the Governors of the Department, where delegated on the purpose, to decide criteria and guidelines.
2. The proposals concerning didactic and research activities may be presented by professors and researchers.

**Art. 19 – Transitional and final provisions**

1. The present Regulations become effective 15 days after publication on the official academic bulletin.
2. The Statute of the University of L'Aquila and the laws currently in force apply to what is not provided for by the present Regulations.
3. Any amendments of the present Regulations are approved by the absolute majority of the entitled organs.