

*The following English translation is provided as a mere courtesy. For all legal effects and purposes, please refer to the official Italian version*

## **Regulations Governing the Organisation and Operation of the University Centre 'Spazio Studenti'**

### **Article 1 – Purpose of the Regulations**

1. These Regulations govern the organisation and operation of the University's 'Spazio Studenti' Centre (hereinafter also referred to as the Centre).
2. 'Spazio Studenti' is a University Service Centre whose purpose is to promote and manage initiatives aimed at:
  - a) foster inclusion, wellbeing and equal opportunities throughout the academic journey of all students;
  - b) support students in achieving their academic goals by enhancing their ability to plan the development of their professional identity and career;
  - c) provide assistance with issues relating to choices and changes to be made at critical moments of personal and social transition, which can be addressed through the reorganisation of personal resources, greater self-awareness and self-determination;
  - d) contribute to promoting the overall quality of university life and the wellbeing of all members of the academic community.

### **Article 2 – Functions and Activities**

1. The Centre pursues its objectives by carrying out the following functions and activities:
  - a) it provides appropriate services and the necessary tools to remove the causes that may prevent students from participating regularly in academic activities;
  - b) it promotes and supports measures aimed at preventing and combating drop-out, academic stagnation or delays in the course of study;
  - c) it promotes and carries out research, prevention and intervention activities with a view to improving the wellbeing of the student population;
  - d) initiates and supports awareness-raising programmes, as well as scientific and cultural projects;
  - e) collaborates with the University's departments to ensure that facilities, services and support are accessible in accordance with students' specific needs;
  - f) participates in the establishment of national and international research networks with institutional bodies (academic and non-academic) and associations, with a view to implementing intervention methodologies and supporting local services relating to students' wellbeing at their specific stage of study;
2. In line with the University's areas of interest, the Centre may collaborate with other University departments and – on the basis of specific agreements and/or arrangements – with other Italian and foreign universities, as well as with external public or private bodies and associations, including through the establishment of specific inter-university structures, in order to carry out its projects and/or services.
3. The Centre may provide services to third parties in accordance with the provisions of the University Regulations governing the provision of services to third parties.

### **Article 3 – Staff**

The Centre may make use of:

- a) administrative and accounting staff from the University Administration
- b) research fellows
- c) contract staff (in accordance with the relevant Regulations on the award of contracts);

- d) student assistants, interns, scholarship holders, trainees, graduate students, civil service volunteers and volunteers recruited in other capacities as part of specific projects and/or through memoranda of understanding;
- e) postgraduate students, PhD students and post-doctoral researchers.

#### **Article 4 – Premises and equipment**

1. The Centre is based in the premises allocated to it by the University.
2. The premises and equipment are used exclusively for the Centre's institutional activities.

#### **Article 5 – Governing Bodies**

1. The governing bodies of the Centre are:
  - the Governing Board;
  - the Director;
  - the Technical and Scientific Committee.

#### **Article 6 – Executive Board**

1. The Executive Board is appointed by the Rector, after consultation with the Academic Senate. It meets at least twice a year and, in any event, whenever the Director, or at least one third of its members, deems it appropriate or necessary. Meetings of the Executive Board are valid if half plus one of its members are present, and decisions are adopted by an absolute majority of those present. In the event of a tie, the Director has the casting vote. If members of the Executive Board fail, without justification, to attend three consecutive meetings of the Board, they shall be removed from office and shall not be immediately eligible for re-election. In the event of the removal or resignation of a member of the Executive Board, the new term of office shall commence immediately and shall last until the expiry of the Board's term.
2. The Executive Board consists of five members selected from among the University's professors and research fellows with expertise relevant to the Centre's objectives;
3. The Executive Board also includes:
  - the Chair of the Student Participation Committee or their delegate;
  - the Student Ombudsman
  - the University's Student Guidance Officer
  - the Chair of the C.U.G. or their delegate
4. The Executive Board elects the Director of the Centre from amongst its own members, chosen from those listed in point 2.
5. With the exception of the Chair of the Student Participation Committee or their delegate, the Student Ombudsman, the University Guidance Officer and the Chair of the C.U.G. or their delegate – whose term of office is limited to the duration of the aforementioned position – the members of the Executive Board shall hold office for four years and may be reappointed.
5. Where circumstances of expediency and/or necessity make it appropriate, the Director may invite external experts and/or advisers to attend meetings of the Executive Board – without the right to vote.
6. The Executive Board performs the following functions:

- a) it approves the Centre's policies, strategic direction and development plans, and determines the general criteria for the use of the financial, material and human resources available for the performance of the Centre's institutional activities;
- b) approves the Annual Activity Plan and the Plan for the use of funds allocated in accordance with Article 9, including any amendments that may become necessary during the course of the year;
- c) approves the Annual Report on the Centre's activities together with the Financial Statement on the use of resources allocated to the University by the Ministry of University and Research (M.U.R.);
- d) approves the draft budget to be submitted as part of the Consolidated Accounts for approval by the Board of Directors, and the statement of the Centre's income and expenditure;
- e) puts forward proposals on the development of the activities carried out;
- f) proposes the conclusion of contracts, collaboration agreements with external staff, memoranda of understanding and any other contractual arrangements, and authorises the expenditure provided for in the operating, investment and cash budgets within the limits and in accordance with the procedures laid down in the current Administration, Finance and Accounting Regulations;
- g) co-operates with the University's governing bodies and formulates opinions and proposals to the University's bodies regarding the pursuit of its objectives;
- h) approves and proposes to the Board of Directors and the Academic Senate any amendments to the Centre's Regulations;
- i) The Governing Board may set up working groups and study committees, which may also include staff from other University departments.

#### **Article 7 – Director of the Centre**

- 1. The Director of the Centre is elected from among the Professors and Research Fellows sitting on the Executive Board and is appointed by the Rector. The Director's term of office is four years and may be renewed.
- 2. The Director chairs the Governing Board and the Technical and Scientific Committee;
- 3. The Director performs the following functions:
  - a) implements the resolutions of the Governing Council;
  - b) draws up the draft budget as part of the University's provisional consolidated budget, which must be approved by the Board of Trustees;
  - c) drafts the annual report on the Centre's activities together with an annual statement of the Centre's income and expenditure;
  - d) decides, after consulting the Executive Board, on the use of the Centre's premises and equipment;
  - e) in cases of necessity and urgency, the Director shall take the appropriate measures and submit them to the Executive Board for ratification at its next meeting;
  - f) maintains relations with academic bodies, the University Administration and external institutions;
  - g) proposes amendments to these Regulations to the Executive Board;
  - h) designates the member of the Executive Board responsible for acting as his or her substitute in the event of absence or temporary incapacity;
  - i) exercises any other powers conferred upon him or her by law, the Statutes and the regulations.

#### **Article 8 – The Technical and Scientific Committee**

1. In pursuit of its aims and activities, the Centre may call upon experts, including those from outside the University, who possess specific expertise and proven qualifications in the subjects of interest to the Centre.
2. The members of the Committee are identified by the Governing Council and appointed by the Director; they shall hold office for no more than four years, unless their term is terminated early following the expiry of the terms of office of the institutional governing bodies.
3. If it is deemed more effective for its activities, the Committee may appoint a coordinator from among its members
4. The Technical and Scientific Committee may:
  - in agreement with the Director, represent the Centre at events and in institutional contexts (participation in conferences, presentation of projects, publications, etc.) where the contribution of its qualified experts is required;
  - propose scientific and cultural initiatives;
  - express opinions on projects and initiatives of the Governing Board;
  - draw up development projects and contribute to the guidelines for the Centre's activities, to be submitted to the Governing Board for approval.
5. The position carries no remuneration or allowance, but expenses incurred in the course of the institutional duties entrusted to the holder may be reimbursed, within the limits and in accordance with the procedures laid down in the University's Regulations on Business Trips.

#### **Article 9 – Administrative and accounting management and financial resources**

1. The University's Consolidated Budget allocates resources to the Centre.
2. The resources available to the Centre may come from:
  - a) financial resources allocated by law to the University by the Ministry of Universities for student support and the promotion of students' physical and mental wellbeing;
  - b) the annual ordinary budget allocated by the University Board of Directors;
  - c) funds from any projects referred to in Article 2 of these Regulations;
  - d) grants awarded by other public or private bodies;
  - e) funds arising from contracts and agreements;
  - f) funds arising from participation in national and international studies and projects.
3. The procedures for the procurement of works, services (including those relating to self-employment contracts) and supplies are implemented by the relevant offices of the Central Administration.

#### **Article 10 – Transitional and Final Provisions**

1. The Centre's governing bodies shall remain in office until they are reconstituted or renewed in accordance with the provisions of these Regulations.
2. Dissolution and transformation. Should the Executive Board resolve that the Centre's founding purposes have been fulfilled, the proposal for the dissolution or transformation of the Centre must be submitted for approval to the Board of Directors, after consulting the Academic Senate.