



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

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Regulations of the cultural activities at the University of Brescia

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Art. 1 – Scope of application and definitions

1. These regulations apply to the cultural and social activities proposed annually by students enrolled at the University of Brescia.

2. For the purposes of these Regulations,

C.D.A. refers to the Board of Directors of the University of Brescia;

COMMITTEE FOR CULTURAL ACTIVITIES (or simply the COMMITTEE)

refers to the committee referred to in Article 3 of these Regulations;

REGULARLY ENROLLED STUDENTS refers to students who are actively enrolled and up to date with the payment of fees for previous academic years and who, within the deadlines set annually, have renewed their enrolment for the academic year by paying the first instalment;

PICA, refers to the online application system for applying to take part in public selection processes, also used for submitting applications for cultural activities;

APPROVED ACTIVITIES refers to the activities identified annually by a rector's decree, following the Commission's assessment, as eligible for funding.

Art. 2 – Legal Basis

1. In accordance with Law No. 429 of 3 August 1985, laying down rules for the management of fees paid by students at universities and higher education institutions, as well as Law No. 341 of 19 November 1990, in particular Article 6(1)(c), and Legislative Decree No. 68 of 29 March 2012, in particular Article 3, paragraph 4, points (d) and (g), the University of Brescia promotes, supports and publicises cultural and recreational activities organised by students.

Article 3 – University Commission for Cultural and Social Activities Promoted by Students

1. In accordance with Law No. 429 of 3 August 1985, as amended, and the relevant implementing regulations, the Ministerial Decree of the Ministry of Education of 15 October 1986, the Board of Trustees, by its own resolution, appoints the Committee composed of student representatives on the Board of Trustees and an equal number of academic staff representatives chosen by the Board of Trustees from among its own members. Should there be no teaching staff amongst the members of the Board of Directors, the Board may appoint one or more members of the Academic Senate as its representatives on the Committee.
2. The provisions of the Code of Ethics and the general rules on conflicts of interest shall apply to the members of the Commission.

Art. 4 – Funding

1. As a general rule, by the end of September, the Board of Trustees authorises the publication of a call for applications for the allocation of funds for cultural and social activities organised by students for the following calendar year, undertaking by resolution to include in the University's Single Budget – the annual authorising budget for the following year – the resources necessary to fund such activities.

Art. 5 – Call for applications for cultural and social activities

1. The Committee for Cultural Activities shall define the content of the call for applications for the allocation of funds intended for students' cultural and social activities.
2. The organisational unit responsible for managing the administrative process relating to student-led cultural activities, in consultation with the Commission for Cultural Activities, draws up the call for proposals for cultural and social activities for the following calendar year on an annual basis.
3. By December of each year, the call for applications for the allocation of funds for students' cultural and social activities is issued by Rector's Decree and published on the University's website.
4. A main contact person, representing one of the proposers referred to in Article 6, submits the application to participate in the call for proposals electronically, in accordance with the deadlines and procedures set out in the call itself. The application must also include the details of an alternate contact person for the activity.

Article 6 – Proposing Entities

1. The following may submit proposals for cultural activities by participating in the relevant call for proposals:
 - a) Student representatives on the University's governing bodies, with the exception of the Board of Trustees.
 - b) Associations registered in the Register of Student Associations recognised by the University of Brescia.

- c) Groups of university students, whose applications must be accompanied by the signatures of at least 50 students duly enrolled at the University of Brescia.
- 2. Proposing students must be duly enrolled on Bachelor's degree programmes, Master's degree programmes, single-cycle Master's degree programmes, PhD programmes and postgraduate specialisation programmes.
- 3. For proposers referred to in point (c) of paragraph 1, where multiple applications are submitted by the same group, each application must be accompanied by a separate and distinct collection of original signatures.
- 4. Student representatives on the Board of Directors may not submit an application under Article 5; failure to comply will result in the application being deemed inadmissible. Such students may not act as either the main contact or the alternate contact for an activity.

Article 7 – Approval of activities

- 1. The Commission, supported by the organisational unit responsible for managing the administrative process of student-led cultural activities, assesses the applications and determines their suitability for implementation on the basis of the criteria set out in the Call for Applications and the funds available, drawing up a list of activities eligible for funding and the amount to be allocated to each activity.
- 2. The amount funded for each cultural activity, or for several cultural activities which, although proposed in separate applications, are in fact a single initiative, may not exceed the maximum amount per cultural activity specified in the call for applications.
- 3. When assessing applications, the Commission may reserve the right to set aside an amount equal to or less than 3 per cent of the total allocated for cultural activities, in order to cover any unforeseeable and/or exceptional expenses arising from the organisation of the activities themselves.
- 4. When assessing the proposals, the Commission may request further information.
- 5. The Rector, by decree and having regard to the Commission's assessment of the applications received, approves funding for cultural and social activities for the calendar year.
- 6. The list of applications approved for funding is published on the University's website and on the online Public Notice Board.
- 7. Should any changes of a financial and/or substantive nature be necessary following the approval of the initiative, these will be assessed by the Commission, which may delegate the Chair to carry out the review.

Art. 8 – Criteria for the evaluation of cultural activities

- 1. In order to define the funding priorities for activities, the Commission shall determine annually the assessment criteria for the proposed cultural activities, which shall be set out in the call for applications. In any case, eligible cultural activities must comply with the requirements set out in the following paragraphs.
- 2. Cultural activities must be free of charge for participants and must primarily involve the university community.
- 3. University staff and students who, in various capacities, contribute to the implementation of the proposed initiative do not receive any remuneration.
- 4. When submitting a proposal for a cultural activity, any forms and amounts of co-funding must be specified.
Any sources of co-funding will be assessed by the Committee to determine the eligibility of the application.

5. Proposals intended to provide direct or indirect funding to the applicant organisations, associations or groups are not eligible.
6. The proposed cultural activities must not contain content that replaces an institutional teaching activity.
7. The Commission may decide to exclude one or more activities if more than one cultural activity has been proposed by the same applicant, in order to ensure a fair distribution of funding amongst the various applicants.
8. Proposed activities involving the presentation of books, films and seminars on social and cultural themes, which involve the participation of an external speaker, must, where possible, include a moderator from within the University. Where this is not provided for, the Commission reserves the right to request such a moderator when approving the proposed cultural activity.

Art. 9 – Implementation procedures

1. Cultural activities must be carried out by the end of the calendar year in which they were funded.
2. The organisation of an activity may involve carrying out preliminary formalities prior to the event, including applying for authorisation to use University premises, requesting the purchase of goods or services, obtaining approval for promotional material, as well as any other formalities required by law for the organisation of an event.
3. Instructions and forms that organisers must follow when organising an activity and fulfilling the requirements set out in the previous paragraph are published on the University's website, on the page relating to cultural and social activities promoted by students.

Art. 10 – Venues

1. Activities should preferably take place on University premises, which are made available free of charge for the purpose of cultural activities.
2. For details on the use of University premises, please refer to the Regulations for the Allocation of University Premises, which organisers must comply with.
3. The instructions and forms that organisers must follow when applying for the use of these spaces are published on the University website, on the page relating to cultural and social activities organised by students.
4. Organisers must comply with workplace safety regulations. To this end, the organisational unit responsible for the administrative management of student-led cultural activities must notify the organisational unit responsible for Health and Safety of any event taking place on campus.
5. Organisers must comply with any conditions set by department heads regarding the use of the venues.
6. In the event of any restrictions imposed by law or due to unforeseen and unforeseeable circumstances that prevent the activity from being organised safely, the University may suspend and/or cancel the activities eligible for funding.

Art. 11 – Conclusion of activities

1. Student representatives of cultural activities approved and carried out during the calendar year must, upon completion of the activity, submit a final report detailing the activity carried out to the organisational unit responsible for the administrative management of student-led cultural activities, and are entitled to complete the customer satisfaction questionnaire.

2. The report referred to in paragraph 1 serves as a tool for assessing whether the activity was carried out properly and effectively.
3. The organisational unit responsible for finance and assets and the organisational unit responsible for ancillary remuneration, scholarships and business trips shall make the relevant payments.

Art. 12 – Issuance, entry into force and final provisions

1. These regulations are issued by rectorial decree, published on the University's online notice board, and come into force on the day following their publication. Procedures and activities already underway under the previous regulations shall continue until their natural expiry.
2. All regulatory provisions and resolutions of the governing bodies, prior to the entry into force of these Regulations, are repealed if they are incompatible.
3. In matters not explicitly covered by these regulations, reference shall be made to the annual call for applications for the allocation of funds for students' cultural and social activities, and the relevant legislation in force shall apply.