



University of Gastronomic Sciences
Università degli Studi
di Scienze Gastronomiche

GENERAL UNIVERSITY REGULATIONS

Approved by the Board of Directors on 22/11/2023

TITLE I: GENERAL PROVISIONS

Article 1 – The General University Regulations of the University of Gastronomic Sciences (hereinafter University or UNISG) are adopted pursuant to Article 6 of Law no. 168, 9 May 1989.

Article 2 – The General University Regulations are a regulatory act subordinate to the Statute and constitute the University's regulatory source for the matters governed therein. It regulates, in compliance with the law, the procedures of application of the Statute, as well as the procedures and methods of operation of the bodies and other structures of the University, except in cases where the law or the Statute expressly refers to another source.

Article 3 – Regulations passed by the Board of Directors or by the Executive Committee are subject to monitoring referred to in Law 168/89, when required, and may be issued by Rectoral Decree. They come into effect as determined by the enactment of the resolution.

Article 4 – The Regulations are given adequate publicity within the University through publication on the University's website.

TITLE II: UNIVERSITY COLLEGIAL BODIES

CHAPTER I – Constitution and Functioning of the Board of Directors

Article 5 –The Board of Directors is the governing and general planning body of the University. It has powers of ordinary and extraordinary administration for the governance of the University, pursuant to Articles 9.1, 9.2, and 9.4 of the Statute.

Article 6 –The Board of Directors is made up of a minimum number of 7 members, which can be increased to 21, designated in accordance with the provisions of Article 7.1 of the Statute. If an appointment of a member of the Board of Directors is determined by a specific position held, the loss of that position shall result in the removal of that member from the Board itself.

Article 7 –For the provisions that govern:

- a) methods of convoking the Board of Directors,
- b) procedures of holding meetings,
- c) duration of meetings,
- d) majorities required for resolutions,

reference is made to the provisions of the Article 8 of the Statute.

Article 8 – The Student representatives of the Academic Council are invited to the meetings of the Board of Directors, as per Article 16.1.f) of the Statute, whenever academic issues and student services issues are discussed.

Article 9 – For every Board of Directors meeting, a meeting minutes shall be drawn up which contains the report of the resolutions adopted, the contents, and the essential terms of the discussion.

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The speeches of individual members are recorded in the minutes whenever they materialize a proposal to be examined or a declaration of disagreement, negative vote, or abstention. At the request of interested parties, the speeches produced in written form during the session shall also be recorded in the minutes after reading them in the meeting.

The resolutions are reported in full in the minutes with the results of the relevant votes and shall be enforceable from the moment of approval of the minutes.

The minutes must be signed by the President and the Secretary; the latter is appointed by the President and can also be chosen from people outside the board; in the latter case, he/she shall not have the right to vote. The President is the guarantor of the legitimacy of the resolutions and the Secretary is responsible for the authenticity and accuracy of what is recorded. If the appointed Secretary is found to have a vested interest in a specific topic addressed during the meeting and cannot be present for this reason, he/she must be replaced by the person authorized for substitution or, in their absence, by a member of the board itself. The substitution must be recorded in the minutes.

The General Director is responsible for the custody of the minutes.

Article 10 – As provided by article 7.2 of the Statute, the members of the Board of Directors, except for the Rector, remain in office for three years, or until the approval of the final balance sheet for the fiscal year in which the three-year term expires, and they may be reappointed.

Within the expiration of the term of the members of the board, those entitled proceed to new appointments.

In the event that the renewal does not take place by the expiration of the term of the current members, they remain in office until the appointment of the new Board members. In this case, the Board of Directors can only carry out deeds of ordinary administration, as well as urgent and non-deferrable deeds, with specific indication of the reasons for urgency and deferrability.

Article 11 – For the rules governing the replacement of members of the Board of Directors who have ceased during their term, reference is made to the provisions of Article 7.4 of the Statute.

Article 12 – Pursuant to Article 8.1 of the Statute, in the event of the President's absence or incapacity, the functions related to convening the board, preparing the agenda, and presiding over meetings are carried out by the Vice President. In the absence of both the President and the Vice President, these duties are undertaken by the most senior Board member.

Article 13 – Pursuant to Article 8.4 of the Statute, if the President or his/her representative deems it necessary, meetings can be validly held through videoconference, teleconference, or audioconference, provided that all participants can be identified by the President and all other attendees. Participants must be allowed to follow the discussion and intervene in real-time in the discussion of the topics.

The University adopts all technical and telematic tools suitable for providing members with materials to support the discussion of agenda items. Additionally, members must be ensured access to view documents, exchange documents, and exercise voting rights. The President may decide to share the draft resolution with the members of the body, allowing Board members to vote on it. The exchange of documents and deeds mentioned in this article can occur either prior to or concurrently with the videoconference, teleconference, or audioconference session using email or other sharing tools. The expression of votes by those participating in the session via videoconference, teleconference, or audioconference must be done openly, by a show of hands, by name, or, when requested by the President, via email.

CHAPTER II – Constitution and Functioning of the Executive Committee

Article 14 – For the provisions that govern:

- a) composition of the Executive Committee,
- b) procedures of holding meetings,
- c) appointment of the Secretary,
- d) duration of meetings,
- e) majorities required for resolutions,

reference is made to the provisions of Article 10 of the Statute.

Article 15 – With reference to the provisions of Article 10.11 of the Statute regarding the notice of the Board meeting and the indication of topics to be discussed, in cases of urgency, additional issues can be added to the agenda, after communicating through any means deemed suitable to inform the concerned parties. During the meeting, the President may submit further points for discussion that are not included in the agenda, only if all members of the Executive Committee are present at the meeting - in person or by videoconference, teleconference, or audioconference.

Article 16 –The meetings of the Executive Committee can take place by videoconference, teleconference, or audioconference, applying the same provisions of the Article 13 of this Regulation.

Article 17 – Following the provisions of Article 9 of this Regulation, a formal meeting minutes must be drawn up for each meeting of the Executive Committee.

Article 18 – The Executive Committee makes its decisions based on the powers delegated to it by the Board of Directors, in accordance with Article 9.4.h) of the Statute.

Article 19 – In the absence of both the President and Vice President, the meeting is chaired by the most senior Board member.

Article 20 – If, during the sitting, not all the items on the agenda are addressed, the President sets the date and time for the meeting to continue their discussion. The communication of this information to the committee members is arranged by the President, in accordance with the methods specified for meeting convocation in Article 8.2 of the Statute.

CHAPTER III – The Rector

Article 21 – For the provisions that govern:

- a) appointment,
- b) tenure,
- c) functions,

of the Rector, reference is made to Article 13 of the Statute.

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Article 22 – The Rector, unless otherwise decided, is granted the authority to sign agreements and conventions related to academic and research activities, and the third mission with other universities, institutions, and associations, both public and private. These agreements are deliberated by the Board of Directors or the Executive Committee, upon the proposal of the Academic Council.

Article 23 – In accordance with the provisions of Article 13.4 of the Statute, the Rector appoints a Prorector. The Prorector is assigned the function of replacing the Rector in case of his/her absence or incapacity. At the time of the appointment, carried out by the Rector's Decree, the Rector may grant additional specific delegations to the Prorector.

Article 24 – In accordance with the provisions of Article 13.5 of the Statute, the Rector has the authority to assign, to one or more professors, responsibilities related to the management of broad areas of the University, such as, for example, but not limited to, education, training, research, and the third mission. The Rector may assign the title of Prorector to one or more of these appointees. The Rector, in agreement with these delegates, can assign specific coordination and management tasks related to particular aspects of the University. These tasks may include, for example, but are not limited to, coordinating one or more study programs or Graduate programs, coordinating specific academic, research, or third mission activities, managing relationships with Italian or international entities and institutions, or coordinating other academic activities. The Rector specifies and defines the scope and objectives of the delegations and assignments, aligning them with strategic goals. Delegations and assignments are granted for the entire duration of the rectoral mandate. However, the Rector retains the authority to revoke or modify them, including their scope and objectives.

CHAPTER IV – Constitution and Functioning of the Academic Senate

Article 25 – The Academic Senate is established only when the total number of professors and researchers in the university reaches 30, including at least 15 full professors. In the event that the Academic Senate is not established, its functions, as outlined in Article 15.6 of the Statute, are delegated to the Academic Council.

Article 26 – For the provisions that govern:

- a) composition,
- b) presidency,
- c) authority,

of the Academic Senate, reference is made to Article 15 of the Statute.

Article 27 – The Rector presides over the convocation of the Academic Senate, and it shall be carried out whenever necessary and, in any case, at least once every six months. The notice is transmitted to the members through any written means, including email, at least seven days before the scheduled meeting date. In cases of urgency, the convocation can be made with a one-day notice.

Meetings of the Academic Senate can take place via video conference, teleconference, or audio conference, applying the same provisions as outlined in Article 13 of this Regulation.

Article 28 – The convocation must specify the day, time, and location of the meeting, as well as the agenda, which includes the list of issues to be addressed during the assembly. In cases of urgency,

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additional items may be added to the agenda, after communicating through any means deemed suitable to inform the interested parties.

Article 29 – Before the convocation of the meeting, and in any case, in a timely manner for communication to the interested parties, each member of the Academic Senate can request the President to include topics on the agenda. If the request is not accepted, the President must inform about it in the next scheduled meeting and provide reasons for the non-acceptance of such requests.

Article 30 – If, during the sitting, not all the items on the agenda are addressed, the President sets the date and time for the meeting to continue their discussion and communicates this information to the members of the Senate, following the procedures specified for meeting convocation in Article 8.2 of the Statute.

Article 31 – Meetings of the Academic Senate are validly held when the majority of the current members are present. No delegation is allowed.

Article 32 – Decisions are validly adopted with the favorable vote of the majority of those present. If the number of favorable votes is equal to the number of opposing votes, the vote of the President prevails.

Article 33 – A formal meeting minutes must be prepared for each meeting of the Academic Senate, following the provisions outlined in Article 9.

CHAPTER V - Constitution and Functioning of the Disciplinary Committee

Article 34 – In accordance with the provisions of Article 13.3.i) of the Statute, disciplinary authority over students is exercised by the Rector. To carry out this disciplinary authority, the Rector has the right to appoint a Disciplinary Committee, which is responsible for presenting any charges to the students and imposing any sanctions, in accordance with the regulations outlined in the Student and Enrollment Regulations.

Article 35 – The Disciplinary Committee consists of 3 members:

- Rector or his/her delegate, who presides over it,
- The Director General or his/her delegate
- Students' representative, designated by the Student Council or the Students' Association

Article 36 – The convocation of the Disciplinary Committee is carried out by its President at least three days before the scheduled meeting date; a one-day notice is sufficient for urgent convocations. The notice of convocation, with the agenda, must be transmitted to each member of the Committee through any written means, including email. Whenever the Disciplinary Committee receives written reports or verbal communications regarding actions or behaviors of students contrary to regulatory or legislative norms, it can call for a meeting to evaluate the possibility of applying disciplinary sanctions as outlined in the Student and Enrollment Regulations.

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Article 37 – Meetings of the Disciplinary Committee can take place via video conference, teleconference, or audio conference, applying the same provisions as outlined in Article 13 of this Regulation.

Article 38 – Meeting minutes are drawn up for each meeting of the Disciplinary Committee, following the provisions outlined in Article 9 of this Regulation.

TITLE II – ACADEMIC AND RESEARCH FACILITIES

CHAPTER I – Constitution and Functioning of the Academic Council

Art. 39 – For the provisions that govern:

- a) composition,
- b) presidency,
- c) authority,

of the Academic Council, reference is made to Article 16 of the Statute.

Article 40 – The Academic Council, in addition to the competencies assigned by Article 16.6 of the Statute, is entrusted with the functions of the Academic Senate when the latter is not established, in accordance with Article 15.7 of the Statute. In such cases, the President and, with his/her consultative vote, the General Director of the University shall participate in the meetings of the Academic Council.

Article 41 – Members of the Academic Council remain in office for the entire duration of the Rector's term. Upon the appointment of a new Rector or in the event of their reconfirmation for a second term, the new Academic Council is established.

The representatives referred to in Article 16.1, letters c), d), and e) of the Statute, who end their term during the three-year term, are reconstituted by drawing from the list of elected members at the time of the formation of the Academic Council at the beginning of the Rector's term. If the Academic Council is unable to find replacement nominations for outgoing representatives from the list of elected members, the Rector proceeds to call for new elections.

Members of the Academic Council appointed to replace others who leave office during the term shall serve the office for the remaining tenure of their predecessors.

The student representation is renewed annually. After the start of the academic year, the Student Council designates the student representatives in office for the current academic year.

Article 42 – The Rector presides over the convocation of the Academic Council, and it shall be carried out whenever necessary and, in any case, at least once every 60 days. The notice is transmitted to the members through any written means, including email, at least seven days before the scheduled meeting date. In urgent situations, the convocation can be made with a one-day notice.

Article 43 – The convocation must specify the day, time, and location of the meeting, as well as the agenda, which includes the list of issues to be addressed during the assembly. In cases of urgency, additional items may be added to the agenda, after communicating through any means deemed suitable

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to inform the interested parties. During the meeting, the President may submit further points for discussion that are not included in the agenda, only if all members of the Academic Council are present at the meeting - in person or by videoconference, teleconference, or audioconference.

Article 44 – The agenda of the Academic Council is divided into a general session and reserved sessions. It is the prerogative of the Rector to assign the topics of discussion between the general session and the reserved sessions, according to the following criteria:

➤ General session

Attended by all members of the Academic Council and any auditors invited by the Rector. In this part of the meeting,

- The Rector provides communications of interest to the academic community and opens discussions on topics deemed appropriate to be addressed by all members of the Council.
- the student representatives present their requests, forwarded to the Rector prior to the convocation of the meeting.

➤ Reserved session

- Session reserved for full professors and associate professors, the representatives of researchers, and any auditors invited by the Rector.
 - Topics related to the selection and activation of contracts for temporary researchers, research fellows, and research grant holders are mainly addressed in this session.
- Session reserved for full professors associate professors and any auditors invited by the Rector.
 - Topics related to the selection and appointment to the role of full professors and associate professors are mainly discussed in this session.
- Session reserved for full professors and any auditors invited by the Rector.
 - Topics related to the selection and appointment to the role of full professors are mainly discussed in this session.

Article 45 – Before the convocation of the meeting, and in any case, in a timely manner for communication to the interested parties, each member of the Academic Council can request the President to include topics on the agenda. If the request is not accepted, the President (Rector) must inform about it in the next scheduled meeting and provide reasons for the non-acceptance of such requests.

Article 46 – If, during the sitting, not all the items on the agenda are addressed, the President sets the date and time for the meeting to continue their discussion and communicates this information to the members of the Council, following the procedures specified for meeting convocation as outlined in the previous Article 44.

Article 47 – Meetings of the Academic Council are validly held when the majority of the current members are present. No delegation is allowed.

Art. 48 – Resolutions are validly adopted with the favorable vote of the majority of those present. If the number of favorable votes is equal to the number of opposing votes, the vote of the President prevails.

Article 49 – A formal meeting minutes must be prepared for each meeting of the Academic Council, following the provisions outlined in Article 9.

CHAPTER II – Constitution and Functioning of the Course Committee

Article 50 – For each Study Program (or for multiple Study Programs together), the Course Committee may be established. For Undergraduate and related Graduate Programs activated at the same location, a single Course Committee may be established.

Article 51 – The Course Committee is composed of:

- Permanent full professors and associate professors who carry out academic activities in the Study Program,
- researchers who carry out academic activities in the study program,
- contract professors who carry out teaching activities in the Study Program (with a consultative vote),
- One student representative, chosen by the Student Council or the Student Association from among the student representatives of different academic years within the same Study Program

Article 52 – The Coordinator of the Study Program convokes and presides over the Course Committee.

Article 53 – When established, the Course Committee meets at least twice a year to carry out the following tasks:

- a. to coordinate, plan, organize, and evaluate the academic activities of the Study Program, consulting with the Academic Council;
- b. to develop and propose the study plan to the Academic Council;
- c. to manage the academic careers of students, including student mobility programs;
- d. to appoint an examination committee for academic performance and graduation;
- e. to formulate and propose to the Academic Council any regulations and guidelines for the organization of the Study Program;
- f. to coordinate the activated teaching programs.

For academic activities common to multiple Study Programs, the respective Course Committees may convene to coordinate and collectively agree on their interventions.

Article 54 – The Course Committee is convoked by the President of the committee or upon the request of a minimum of 3 members, at least seven days before the scheduled meeting date; the committee can be convoked urgently with a notice of just one day. The notice of convocation, with the agenda, must be communicated to the members of the committee by any written means, including email.

Article 55 – The meetings of the Course Committee are validly held with the presence of the majority of its members.

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Article 56 – Resolutions are validly adopted with the favorable vote of the majority of those present. If the number of favorable votes is equal to the number of opposing votes, the vote of the President prevails.

Article 57 – Participation of external individuals is allowed in the meeting of the Course Committee, upon invitation by the President.

Article 58 – The Course Committee appoints a secretary, who may also be chosen from individuals external to the Committee; in the latter case, the Secretary will not have the right to vote.

Article 59 – From each session of the Course Committee, the Secretary draws up a formal meeting minutes, following the provisions of Article 9.

Article. 60 – For the authority of the Course Committee, reference is made to the Academic Regulations

TITLE III – ADVISORY AND VERIFICATION BODIES

CHAPTER I – Student Council

Article 61 – The Student Council is composed of representatives of students from Study Programs, collegiate bodies of the University, and structures of the Quality Assurance System.

Article 62 – The Council elects its President and Secretary from among its members, who remain in office for one year.

Article 63 – Pursuant to Article 20.1 of the Statute, the Student Council is an advisory body of the University and performs the coordinating function of student representation activities.

Article 64 – The Student Council exercises the functions specifically attributed in Article 20.2 of the Statute.

CHAPTER II – University Evaluation Committee

Article 65 – The University Evaluation Committee is established by resolution of the Board of Directors, with the input of the Academic Council of the professors at the University.

Article 66 – In accordance with Article 17.2 of the Statute, while constituting the University Evaluation Committee, the Board of Directors has the authority to appoint a student representative as a committee member. This student must be enrolled in the Study Programs activated by the University and be designated by the Student Council or the Student Association.

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Article 67 – The Board of Directors, upon proposal of its President, appoints the President of the University Evaluation Committee.

Article 68 – The members of the University Evaluation Committee serve for 3 academic years and, in any case, until the appointment of the new Evaluation Committee. At the end of their term, the members of the Evaluation Committee may be reappointed.

Article 69 – The President:

- a) represents the Evaluation Committee,
- b) oversees the progress of the operations,
- c) establishes their organization,
- d) proceeds with the convocation of the committee,
- e) signs the deeds and documents,
- f) ensures the execution of the resolutions.

Article 70 – The Evaluation Committee is convoked and chaired by the President, who sets the agenda for the meetings. The convocation is notified to individual members at least seven days before the scheduled meeting, except in cases of urgency, for which the convocation may be made with a notice of just one day. The notice of the meeting, containing the topics to be discussed, must be sent to the members of the committee by any written means, including email.

In case of the President's absence, the meeting is chaired by the most senior member among those present.

Article 71 – The presence of the majority of the members is required for the validity of the meetings.

Article 72 – The University Evaluation Committee appoints the Secretary, who may also be chosen from individuals external to the Committee. In this case, the Secretary does not have the right to vote. The Secretary is responsible for drafting the minutes of each meeting of the Evaluation Committee and signs it along with the President.

Article 73 – The President may invite external individuals to the Evaluation Committee meetings.

Article 74 – The resolutions of the Evaluation Committee are valid if they receive the favorable votes of the majority of the members of the Committee present at the meeting. In case there is no majority in votes, the President's vote shall prevail.

Article 75 – The University Evaluation Committee is a body that fulfills the functions of evaluation and guidance within the framework of the quality policy implemented by the university's governing bodies. The Evaluation Committee has the President of the Board of Directors and the Rector as its points of reference.

Article 76 – The Evaluation Committee annually prepares a report, which it submits to the President of the Board of Directors, the Rector, and the Director General.

Article 77 – In relation to its authority, the Evaluation Committee has access to information held by the central and peripheral offices and facilities of the University. The Evaluation Unit can request orally or in writing any information and can conduct direct checks and investigations.

Anyone within the University is required to provide the utmost collaboration to facilitate the activities of the Evaluation Committee. Requests from the Evaluation Committee must be processed without delay, and, in urgent cases, this must be done within the timeframe set by the Evaluation Committee.

Article 78 – The Evaluation Committee gives maximum publicity to the results of its activities in the most appropriate ways suitable to disseminate the awareness of outcomes achieved.

Article 79 – The Evaluation Committee works in tandem with the support office provided by the University.

CHAPTER III –The Board of Auditors

Article 80 – For the provisions that govern:

- a) composition,
- b) term of office and the members
- c) functions,

of the Board of Auditors, reference is made to the provisions of Article 18 of the Statute.

Article 81 – The functions of the Auditors are carried out collectively. The decisions of the Board are made by a majority of those present; if there is no majority of votes, the President's vote prevails.

Article 82 – Individual members can also independently carry out inspection and verification operations within the framework of the activity programs determined by the Board.

Article 83 – Inspections, checks, verifications, and controls are carried out at the Administration offices of the university.

Article 84 – The meetings of the Board are held at the initiative of the President who convokes the meetings. The Board meets whenever the President deems it appropriate in relation to the needs of the activities to be carried out.

Article 85 – The meetings of the Board must be recorded in a dedicated register. The findings of individual inspections, checks, and verifications must be documented in specific reports or minutes.

Article 86 – In the effort to perform the functions of the Board, each auditor has the right to examine all administrative and accounting documents of the University for which the Board is performing such operations. They also have the right to access, through the competent operators, the information systems in which these documents may be created, stored and managed.