

FACOLTÀ
DI LETTERE E FILOSOFIA



SAPIENZA
UNIVERSITÀ DI ROMA

REGULATIONS OF THE FACULTY OF ARTS AND HUMANITIES

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Art. 1 - The Faculty and its attributions

1. The Faculty of Arts and Humanities was established by means of Rector's Decree no. 599 of September 30, 2010 (subsequently amended by the resolution of the Academic Senate no. 428/12 of November 27, 2012 and the resolution of the Board of Governors no. 266/12 of December 4, 2012) is a cost centre provided with management and administrative autonomy with regard to all contractual and conventional activities directly pertaining to it, with both public and private entities, in compliance with the laws in force, or governed by specific regulations, for the purposes of pursuing its institutional and statutory tasks.
This autonomy excludes in any case the possibility of taking administrative measures of a general nature or relating to matters reserved to other bodies identified for this purpose by the Statute. The Faculty, when expressly delegated to do so by the Rector, is responsible for the agreements relating to the educational activities of the degree programmes and of the Specialisation Schools, the Advanced Professional Courses, the Training Courses and the Advanced Training Courses it coordinates.
2. The Faculty is a structure for the coordination, rationalisation and monitoring of the educational activities, as well as of the Departments' research, in compliance with art. 12, paragraph 1, of the Statute.
It is in charge of fostering cultural development, scientific integration and the organisation of educational activities, the promotion and coordination of the outreach activities as well as the management of services mutual to the Departments connected to it and, in particular, through its bodies, it performs the functions as per art. 12 of the Statute.
3. The Faculty moreover, through the Faculty Committee, draws up an annual report on the achievement of research and educational objectives by each Department connected to it, based on the findings of the Faculty Monitoring Committee, that it sends to the University Evaluation Committee for evaluation.
4. The Faculty manages the interdepartmental infrastructures which are functional to the educational activities and cooperates in the organisation of the interfaculty degree programmes.
5. The Faculty is allocated a budget appropriate for the operation of the structure, the pursuit of institutional activities and objectives, the maintenance of the spaces, including for security purposes, devoted to the running of laboratories, libraries, reading rooms and services.
6. The Faculty avails itself of the resources made available to it and is accountable for their proper management and the achievement of the planned objectives.



7. The Faculty in particular is responsible for:

- a) the delivery of information to students, teachers and staff also through the management and prompt updating of the Faculty website;
- b) the efficient functioning of the Educational Affairs Offices for its students according to Sapienza guidelines;
- c) the promotion and management of student services, with special regard to mobility, orientation, tutoring, services for students with disabilities and placement; the publication and dissemination of the Student Regulations, the calendar of lectures and exams.

Art. 2 – Faculty Departments

1. The Faculty of Art and Humanities is composed of the following Departments:

Philosophy

Literature and Modern Cultures

Italian Institute of Oriental Studies - ISO

Classics

History, Anthropology, Religion, Arts and Performing Arts

European, American and Intercultural Studies

Art. 3 – Faculty Bodies

1. The Faculty is composed of the following bodies:

- a) Dean,
- b) Faculty General Meeting,
- c) Faculty Committee,
- d) Monitoring Committee,
- e) Student Ombudsperson of the Faculty,
- f) Professor - Student Joint Committee.

2. The Dean and the Faculty Committee are assisted, in the management of the Faculty activities, by:

- Coordinator of the Faculty Office;
- Chief Administrative Officer;
- Didactic Manager;
- Head of the Student Affairs Office.

Their respective functions are governed by art. 11 of these Regulations and by the other rules of Sapienza internal organisation which govern them.



Art. 4 – Dean

1. The Dean is the Head of the Structure and exercises political and administrative functions as governed by the Statute and the regulations concerning the operation of Sapienza structures.
2. Among its policy-making powers, the Dean exercises planning functions, which include proposal for resource allocation and budgeting, within the framework of the organisational and administrative management aimed at the performance of educational and training, as well as outreach, activities and also at the monitoring of the research carried out by the connected Departments.
3. The Dean is responsible for the structure managed and must ensure consistency between its organisation and the strategic-operational objectives. They must also guarantee, by means of management guidelines, that the organisation of services and human, financial and instrumental resources pertaining to the Faculty meets the needs and objectives of research, educational and outreach activities falling within its statutory competence.
4. The Dean takes on decisions about the organisation of work with regard to the management and supervision of the technical and administrative staff assigned to the Faculty, who reports to the Dean and who has to abide by annual objectives assigned by the same. The Dean is identified as an "employer" for the purposes of security, pursuant to art. 18, paragraph 2, letter n), of the Statute, and is responsible for the security of the Faculty premises that they manage and maintain.
5. The Dean has decision-making powers about any expenditure to be made, within the budget allocated to the Faculty, in accordance with the regulations in force.
6. The Dean also adopts all actions relating to calls, contracts, agreements, collaboration agreements and any other actions relating to educational, research and outreach activities, as long as it falls within the competence of the Faculty pursuant to the Statute and the resolutions of the Faculty Committee, without prejudice to the competence of the Chief Administrative Officer (RAD, *Responsabile Amministrativo Delegato*).
7. The Dean, in accordance with the provisions of the Statute and of the Regulations, represents the Faculty, coordinates, calls and chairs the Faculty General Meeting and the Faculty Committee by ensuring, in so far as they are concerned, the implementation of the resolutions adopted. The Dean also liaises with the Academic Senate, though attending the meetings without voting rights, and ensures compliance with the laws, the Statute and the General Academic Regulations in relation to the tasks assigned to the Faculty.



8. The Dean is responsible for the correct and timely updating of the Faculty website, by paying special attention that all information on the provision of the educational activities and the calendar of exams is published in accordance with the timing and procedures provided for by the General Academic Regulations.
9. No more than three Deputy Deans may be appointed by the Dean, one of whom shall be a Vice Dean chosen from among the tenured professors. In case of impediment or temporary absence of the Dean, their functions shall be performed by the Vice Dean.
10. The Dean is paid an allowance, as established by the Academic Senate and by the Board of Governors according to their respective competence. Such allowance is linked both to the office and to the attainment of the objectives established by the Academic Senate and by the Board of Governors.
11. Failure to achieve the objectives may result in the Dean's forfeiture decided by the Rector, subject to a grounded resolution of the Academic Senate taken with the absolute majority of its members, and in the consequent referral to the reference structure for the election of a new Dean. Pending the completion of the voting procedure, the Dean's functions will be performed by the Vice Dean or, if not appointed, by the Senior Full Professor of the Faculty.
12. The Dean is appointed by the Rector among the full-time Full Professors, in agreement with the Faculty General Meeting, and holds office for three years.
13. The Senior Full Professor calls the consultations to appoint the new Dean:
 - a) between six and one month before the natural expiration of the mandate;
 - b) within one month of any early resignation;
 - c) within one month of the occurrence of an impediment lasting more than four months.
14. Consultations, which may also be carried out by means of IT supports, take place in a special session of the Faculty General Meeting, called and chaired by the Senior Full Professor, who sets up one or more polling stations for this purpose. Consultations are performed by secret ballot and the counting of the quorum will take place after closing the polling stations. The candidate who obtains the absolute majority of votes in the first election and the relative majority in the subsequent ones is proposed to the Rector for appointment as a Dean. Alternatively, elections may also be held remotely, in full respect of the freedom and secrecy of vote and of the certainty of the voter's identity.



15. The office of Dean is incompatible with that of Rector, Vice Rector and Department Director.

16. In compliance with art. 32 of the Statute, all the elective mandates shall consist of no more than two consecutive terms.

Ineligibility will last for the duration of the mandate following the end of term, increased by one year.

Art. 5 – Composition and operation of the Faculty General Meeting

1. The Faculty General Meeting is composed of all the Full Professors and all the researchers belonging to the Faculty Departments, unless otherwise resolved upon by the Academic Senate by qualified majority; the Coordinator of the Faculty Office and the Chief Administrative Officer, both with a casting vote; it is also composed of the representatives of the technical and administrative staff appointed on the Faculty General Meeting by their relating representatives of the Faculty, accounting for no less than 15% of the teaching staff and equivalent, and of an equal number of student representatives, in accordance with the procedures set forth by art. 6 of these Regulations.

The Faculty General Meeting normally meets every six months. Each component of the Meeting appoints its respective representatives on the Faculty Committee, in accordance with the Regulations approved by the Faculty General Meeting on the basis of the Standard Regulations approved by the Academic Senate and by the Board of Governors.

2. The Faculty General Meeting shall be called by the Dean by means of a notice sent electronically, including the items of the agenda, at least five days prior to the date set for the meeting; in case of urgency, the meeting may be called two days earlier. The Dean is bound to call the meeting if at least 25% of its members requests it. The Faculty General Meetings may also be held online.

3. The Faculty General Meeting shall be validly constituted if at least half plus one of its members entitled to vote is in attendance, except any justified absentees, who cannot exceed the number of the members in attendance. Those who have not submitted an advance written justification for their non-attendance will be considered as unjustified absentees.

4. To determine the quorum, if a component of the Faculty General Meeting represents the absolute majority of the members entitled to attend, the members of that component shall only be counted if they are in attendance.



5. The Faculty General Meetings will be chaired by the Dean who, after verifying that the meeting is validly constituted, introduces the items of the agenda. The Coordinator of the Faculty Office shall act as a Secretary and, in case of absence or temporary impediment, such function will be held by the Chief Administrative Officer. In case of absence or impediment of the Chief Administrative Officer, the aforementioned function of Secretary shall be entrusted, by order of the Director General, to another permanent technical and administrative staff member of the Faculty having a level not lower than D. The Dean regulates the order and duration of speeches.
6. The representatives of students and/or of the technical and administrative staff contribute to achieving the quorum only if they are in attendance.
7. Without prejudice to the quorum provided for by the law for resolutions on specific topics, the majority of the members in attendance will be valid to resolve. For issues of particular importance, the favourable vote of the qualified majority of the members may be required.
8. Online voting may also be performed.
9. The minutes of the meetings, duly approved, will be kept at the Dean's office and can be consulted by the members of the Faculty General Meeting also on the website. They may also be consulted by all those who have a direct, actual and real interest corresponding to a situation juridically protected and linked to the document to which access is requested, in compliance with the terms and procedures of Law no. 241/1990 and following amendments and integrations.



Art. 6 – Representation and election of the technical and administrative staff on the Faculty General Meeting

1. The representation of the technical and administrative staff on the Faculty General Meeting must account for no less than 15% of the teaching staff and equivalent, in accordance with the procedures established by the Faculty Regulations.
2. The technical staff of the Faculty has active and passive voting rights.
3. If the number of staff assigned to the Faculty is not sufficient to guarantee the provided 15% representation, it shall be supplemented by electing representatives of the technical and administrative staff of the Departments connected to the Faculty.
4. The elections for the representation of the technical and administrative staff on the Faculty General Meeting are called by order of the Dean at least thirty days prior to the date set for voting, and will be valid if at least 30% of the entitled members has voted. Otherwise, voting is repeated once; in case of further invalidity of voting, the representation of that component will be missing for the entire duration of the meeting. Voting may also take place electronically or, alternatively, remotely.
5. The mandate lasts three years and may be renewed only once consecutively, unless otherwise provided for by art. 32, paragraph 1 *bis*, of the Statute.

Art. 7 – Representation and election of students on the Faculty General Meeting

1. The election of the student representatives takes place on the basis of one or more lists.
2. The student representation on the Faculty General Meeting must account for no less than 15%, rounded up, of the teaching staff and equivalent.
3. The elections of the student component will result in the appointment of the required number of representatives if at least 10% of the entitled members has voted; otherwise, the number of students elected will decrease in proportion to the number of actual voters. To allow for greater student participation, the elections must be called while lectures are held in the Faculty. The simultaneous calling of elections for Sapienza central bodies and for student representatives on the Faculty General Meeting would be desirable. Voting may also take place electronically or, alternatively, remotely.
4. By decree of the Dean, within ten days after the election of the central bodies have been called by Rector's decree, the following will be determined:
 - a. the number of student representatives to be elected;
 - b. the number of signatures to be submitted with the list of candidates.



5. The decree shall set forth the procedures to hold the elections, in compliance with the provisions of art. 17 of the Regulations for the election of student representatives on the Board of Governors, the Academic Senate and the University Sports Committee of Sapienza University, as well as on the Faculty General Meetings University Sports Committee.

6. The list of students entitled to vote is prepared by Sapienza Central Administration upon the Dean's request on the basis of the list of the degree programmes coordinated by the Faculty which has been officially communicated by the same Dean, and is published on the Faculty website. Students who have not successfully passed at least one exam in the last three years are not entitled to vote.

7. Students enrolled in degree programmes coordinated by the Faculty will have passive voting rights, and each voter may express one preference only. The students elected will be appointed for a two-year term by order of the Dean, and their mandate can be renewed only once consecutively.

Fuoricorso students do not have passive voting rights.

8. In the event of a student's resignation or subsequent unavailability or forfeiture, as provided for by the following paragraph 9, the vacant place will be assigned to the next runner-up of the same ranking list; the relating mandate will expire upon conclusion of that of the remainder of students.

9. The student representative will automatically forfeit their mandate in the following cases:

a) upon termination of their student status, as far as the event of their enrolment in a PhD programme established at a Department connected to the Faculty without prejudice to the provisions of art. 16, paragraph 2, letters a), b) and d), of the Regulations for the election of student representatives on the Board of Governors, the Academic Senate and Sapienza University Sports Committee, as well as on the Faculty General Meetings; and

b) upon their transfer to other faculties or universities.



Art. 8 – Attributions of the Faculty General Meeting

1. In implementation of the provisions of art. 12 of the Statute, the Faculty General Meeting:
 - a) defines, in line with the decisions of the Academic Senate and the Board of Governors, the targets to be achieved over the three-year period and for each academic year, also on the basis of any proposals made by the Departments connected to the Faculty and in accordance with the powers vested upon it pursuant to the Statute;
 - a) designates the teachers constituting the Professor - Student Joint Committee, in representation of each level, among those who have officially carried out educational activities in the last three years and who have been received a positive evaluation pursuant to art. 6, paragraph 14, of Law 240/2010;
 - b) designates the members of the Monitoring Committee;
 - c) approves the Faculty Regulations and any amendments, upon proposal of the Faculty Committee;
 - d) approves the Regulations for the election of representatives on the Faculty Committee.

Art. 9 – Composition and operation of the Faculty Committee

1. The Faculty Committee is chaired by the Dean and is composed of the Directors of the Departments connected to the Faculty, of a number of elective student representatives not exceeding 15%, rounded up, of the members of the Department Boards, and of teachers appointed among the members of the Committees of the Departments connected to the Faculty, or among the Degree Programmes, Educational Area and PhD Coordinators, in compliance with art. 33, paragraph 3, of the Statute. The Faculty Committee resolves, in a restricted composition, upon certain issues whenever provided for by specific Sapienza internal regulations. The technical and administrative staff participates in the meetings of the Faculty Committee, without voting rights, as far as the issues concerning said staff. To this purpose, the representatives of the technical and administrative staff appointed on the Faculty General Meeting will participate in the meetings of the Faculty Committee rotatively, in a ratio that may ensure their presence in a number not exceeding that of the academic representatives.



2. The student representatives are appointed by their respective components in the Faculty General Meeting and hold their office for two years. Within 30 days from their appointment, the Dean shall convene the elections. The Dean's provisions concerning electoral arrangements will be published on the Faculty website and also sent to the institutional email address of the representatives appointed in the meeting, at least 15 days prior to the scheduled date. The students appointed in the Faculty General Meeting have active and passive voting rights. Elections result in the appointment of representatives on the Faculty Committee if at least 30% of the members entitled is in attendance. Otherwise, elections will be repeated twice with the same quorum and an additional time with a 10% quorum reduction of those entitled. In the event of termination, the first runner-up will replace the forfeiting member, provided that they have obtained half plus one of the votes of the last member elected. The mandate of the student representatives on the Faculty Committee will end upon appointment of the new ones.
3. In order to guarantee, where possible, the equality of the Departments connected to the Faculty, as well as of the different components of the teaching staff, each Department is represented on the Faculty Committee by an equal number of teachers per each of the three levels, including the Department Directors as per paragraph 1 above.
4. The Full Professors, Associate Professors and Researchers attending the Faculty General Meeting who have to appoint their respective components within each Department connected to the Faculty have active voting rights. The Full Professors, Associate Professors and Researchers representing their respective components and appointed among the members of the Committees of the Departments connected to the Faculty, or among the Degree Programme, Educational Area and PhD Coordinators, or else among the people in charge of the welfare specific to the structure, if provided, have passive voting rights.
5. The Director of each Department connected to the Faculty, within fifteen days from the call of the elections, both general and by-elections, by the Dean of Faculty, shall set up the polling station of the Department, supervise the voting operations and, upon conclusion of the elections, shall send the Dean the minutes with the results in order for them to announce the winners. The members elected will be those who obtained the highest number of votes, up to the number of representatives provided for each academic component. Votes being equal, the member with the highest seniority in the Department and, in the event of equal seniority in the Department, the eldest member of the Department will be elected.



6. The elections of students and teachers may also be held electronically or, alternatively, remotely.
7. The elected members cannot delegate other people to be represented on the Faculty Committee.
8. The activity of the Faculty Committee will be assisted by the Deputy Dean or the Deputy Deans, the Coordinator of the Faculty Office acting as a Secretary and by the Chief Administrative Officer. In case of temporary impediment or absence of the Coordinator of the Faculty Office, the provisions of art. 5, paragraph 5 above shall apply. Upon invitation of the Chairman, some experts in specific subjects may attend the meetings of the Faculty Committee as speakers.
9. The Faculty Committee usually meets monthly.
10. The Faculty Committee is called by the Dean or upon request of at least a third of its members. The agenda of the meeting must be communicated to the members at least five days prior to the meeting; in case of urgency, the meeting can be called two days earlier. The meetings of the Faculty Committee may also be held electronically.
11. In order for resolutions to be valid, half plus one of the members with voting rights must be in attendance.
12. Resolutions are adopted with the favourable vote of the majority of the members in attendance; in case of parity, the vote of the Dean will prevail.
13. If one of the elective members of the Faculty Committee forfeits the electability subjective requirement, thanks to which they were appointed, or resigns or ceases to be a member of the Committee for any reason whatsoever or has an impediment for more than four months, they will be replaced by the first runner-up of the relating category of the same Department, who has obtained half plus one of the votes of the last member elected.
14. Failing the above requirement, the Dean shall call a by-election within thirty days. The mandate of the new member will expire upon conclusion of that of the other elected members.
15. The Faculty Committee remains in office for 3 years, with the exception of fixed-term researchers and student representatives, who remain in office for 2 years.
16. The minutes of the meetings, duly approved, are kept at the Dean's office and can be also consulted by the members of the Faculty Committee on the Faculty website. They may also be consulted by all those who have a direct, actual and real interest corresponding to a situation juridically protected and linked to the document to which access is requested, in compliance with the terms and procedures of Law no. 241/1990 and following amendments and integrations.



17. Any member who fails to participate in the works of the Faculty Committee for three consecutive times, without a justified reason, forfeits their office.

Art. 10 – Attributions of the Faculty Committee

1. The Faculty Committee performs preliminary functions as regards the matters indicated in art. 8, paragraph 1, letters a) and b), and deliberative functions on all the other tasks of the Faculty, including the fund management and the co-ordination of the educational activities.

2. In particular, the Faculty Committee:

a) expresses its mandatory opinion on the proposals of the competent Departments, Educational Area Boards or Degree Programme Boards, with regard to the institution, suppression and change of the degree programmes, of the academic systems of the degree programmes, the Specialisation Schools and the pertaining Advanced Professional Courses, as well as on the training and advanced training activities; it submits the proposals for the institution, suppression and change of the degree programmes to the Academic Senate and the Board of Governors; it also interfaces with the competent organisational area, by implementing uniformly the relating provisions;

b) receives proposals from the connected Departments for the appointment of teachers and researchers of the scientific-disciplinary sectors in the event it was allocated the relating budget. Should the Faculty not resolve upon in agreement with the Department, the competence for appointments will be exercised by the Academic Senate, which resolves with the absolute majority of the members entitled;



- c) coordinates the general planning of the educational activities for each academic year in cooperation with the Departments and the Educational Area Boards or Degree Programme Boards and, with the mandatory opinion of the student representatives on the committee, schedules the exam dates, if they are not directly managed by the educational structures concerned;
- c-bis) approves the institution of the Educational Area Boards or of the Degree Programme Boards;
- d) identifies, with regard to all the premises assigned to the Faculty and the Departments connected to it, the spaces allocated to the Departments, on the basis of the twofold requirement to ensure the identity, also structural, of the individual Department with its scientific and educational activities and to rebalance the spaces among Departments according to the indicators already established by the Academic Senate;
- e) draws up an organic plan of proposals for the ordinary and extraordinary maintenance of premises and equipment on the basis of the resources that will be allocated to the Faculty in the budget for this purpose;
- f) draws up a plan on the Faculty's needs and relating requirements for technical and administrative staff;
- g) promotes collaborations and agreements pertaining to its activities with both public and private entities to create synergies and to obtain external funding;
- h) may resolve upon the creation of temporary and/or permanent committees or work groups, which carry out research and submit proposals, and delegate any specific functions or the adoption of any actions to the Dean;
- i) performs all the other duties provided for by the law, Statute, regulations or, at all events, relating to the achievement of the objectives set;
- l) resolves upon the agreements about the educational activities of the degree programmes and of the Specialisation Schools coordinated by the Faculty;
- m) resolves upon the number of members of the Professor - Student Joint Committee;
- n) approves the annual and three-year budget of the Faculty structure drawn up by the Chief Administrative Officer according to the Dean's directions;
- o) proposes the Faculty Regulations to the Faculty General Meeting;
- p) expresses its opinion on the appointment of the Student Ombudsperson of the Faculty by the student representatives;
- q) draws up the report on the achievement of research and educational objectives by each Department connected to the Faculty;
- r) approves the Regulations of the degree programmes or of the Educational Area;
- s) approves the Regulations governing the appointment of the student representatives in the Degree Programme Board or in the Educational Area Board.



Art. 11 – Faculty staff

1. The Faculty has a number of technical and administrative staff proportional to the number of teachers, researchers and equivalent of the Faculty Departments as well as to the number of students. Said staffing is subject to periodic review in connection with the results achieved and the increase in the student number.

2. In compliance with art. 2, paragraph 2, of the Standard Regulations, the Dean and the Faculty Committee are supported, in the management of the Faculty activities, by the following people:

a) Coordinator of the Faculty Office, who organises the office and coordinates the relating technical and administrative staff; participates in the Faculty General Meeting and in the Faculty Committee by acting as a Secretary and performs management control in accordance with Sapienza guidelines;

b) Chief Administrative Officer, who is appointed by the Director General and is delegated by the latter to carry out the administrative and accounting management of the Faculty, and is also subject to the Dean of Faculty. The Chief Administrative Officer performs all the administrative and accounting actions pertaining to the Faculty, including any and all actions implying Sapienza commitment vis-à-vis any third parties, by virtue of the delegated powers of expenditure and organisation of human resources.

The Chief Administrative Officer is delegated to perform all the administrative actions and negotiations falling within its scope pursuant to articles 4, 8, 14, 29, 31, 39, 40, 42, 43, 67, 68 and 71 of the Regulations for Administration, Finance and Accounting and to art. 39 of the General Organisation Regulations; in addition, they draw up the annual and three-year budget according to the directions of the Dean of Faculty;

c) Didactic Manager, who is the interface between the Faculty and the degree programmes, assists the Dean and the Educational Area Boards or the Degree Programme Boards in monitoring the sustainability of the courses and programmes in connection with Sapienza indicators. The Didactic Manager assists the educational services of the Faculty and of the degree programmes, including orientation, tutoring, services for students with disabilities, placement and information for students; coordinates the Educational Affairs Office and performs surveys on student opinion established by Sapienza, in coordination with General Didactic Manager, with the Department Educational Affairs Officers and with the Educational Area Boards;

d) Head of the Student Affairs Office, who reports to the organisational area in charge of the supervision and coordination of the administrative procedures relating to student careers and collaborates with the Dean for the attainment of the Faculty's objectives, within the scope of its office.



Art. 12 –Monitoring Committee

1. The Monitoring Committee supports the University Evaluation Committee, also to monitor the assessment of the Departments connected to the Faculty, and the University Quality Assurance Committee.
2. The Monitoring Committee is composed of no. 6 members appointed by the Faculty General Meeting every three years, so as to represent the major scientific-disciplinary sectors of reference of the Departments connected to the Faculty, as well as of no. 3 students chosen among the student representatives on the Faculty General Meeting. The members of the Monitoring Committee appoint in the first meeting their Chair, by choosing them among the member teachers. Membership of the Committee is incompatible with the office of Dean, Department Director, Programme Coordinator/Educational Area Coordinator, Chairman of the Professor – Student Joint Committee.

As to the student membership in the Monitoring Committee, it lasts two years.

3. The Monitoring Committee has the following tasks:
 - a) to monitor the processes of Quality Assurance (QA), self-assessment, review and improvement of the degree programmes of the Faculty and the Departments connected, with special regard to the issues centrally managed rather than delegated to each specific degree programme;
 - b) to ensure the proper flow of information from/to the University Quality Assurance Committee, the Evaluation Committee and the Professor - Student Joint Committees of the Faculty and the Departments connected;
 - c) to propose the adoption and implementation of mutual tools for QA and for the provision of training activities to the University Quality Assurance Committee;
 - d) to provide support for the degree programmes, to their coordinators to the QA Committees of the degree programmes and to the Department Directors connected to the Faculty for the activities typical of the Quality Assurance;
 - e) to strengthen in the Faculty the same model of Sapienza Quality Assurance;
 - f) to cooperate with the degree programmes and the Departments to ensure a stronger integration between the various educational planning systems: courses and programmes, lecture timetable, hall management, calendar of exams and so on.



Art. 13 – Professor - Student Joint Committee

1. The Professor - Student Joint Committee is competent to:
 - a) monitor courses and programmes as well as the quality of education and of the services provided to students by teachers and researchers;
 - b) identify any indicators to assess the results achieved in the above activities;
 - c) express opinions on the institution and suppression of degree programmes;
 - d) report any inefficiencies and submit proposal to this regard;
 - e) draw up an Annual Report which takes account of the overall courses and programmes, with special regard to the results of the surveys on student opinion, by indicating any criticalities of specific degree programme. Such report must be sent to the Evaluation Committee, the University Quality Assurance Committee, the Faculty, the Departments and the degree programmes which adopt it and develop proposals for improvements (in collaboration with the Professor - Student Joint Committee or any other student representation), each one with regard to its own role and the specific competence on the QA of educational activities.
2. The Professor - Student Joint Committee is composed by an equal number of teachers and students, minimum three teachers and three students, as resolved upon by the Faculty Committee.
3. Teachers, representing each level (Full Professors, Associate Professors and Researchers) are appointed by the Faculty General Meeting among those who have officially carried out educational activities in the last three years and who have been positively evaluated. In addition, teachers must be as much as possible representatives of the Faculty cultural areas and, where possible, of the degree programmes referring to the Faculty. The Programme Coordinators, the Coordinators of the Educational Area Boards, the members of the Faculty Monitoring Committee, the members of the reference QA group, the Deans of Faculty and the Department Directors are excluded.
4. Students are appointed by the student representatives of the Faculty governing bodies. Failing a representation and while waiting for the results of new elections, their representatives are drawn from a list of the students of the degree programmes who have declared their availability.



5. The Professor - Student Joint Committee remains in office for two years.
6. The members of the Professor - Student Joint Committee appoint in the first meeting their Chair, by choosing them among the member teachers.
7. The Chair calls the Committee at least every two months by means of an electronic notice, at least five days prior to the date set for the meeting. In case of urgency, the Professor - Student Joint Committee may be called two days earlier.
8. The Professor - Student Joint Committee shall be validly constituted if at least half plus one of its members in attendance. In order for decisions to be valid, the majority of the members in attendance is required.
9. The minutes of the meetings, duly approved, will be kept at the Dean's office.

Art. 14 –Student Ombudsperson of the Faculty

1. The Student Ombudsperson of the Faculty is appointed by the Dean for three years, upon designation of the student representatives, after hearing the Faculty Committee.
2. The Student Ombudsperson of the Faculty is available to students who wish to file any claims, remarks and proposals.
3. The Student Ombudsperson of the Faculty, on the basis of grounded reports, carries out any and all actions required to make some enquiries, is entitled to perform investigations and reports to the Dean who takes the necessary measures in connection to that specific case. The students who address the Student Ombudsperson of the Faculty are entitled, upon request, to remain anonymous and their name, as well as any other element which could help to identify them, will not fall within the right to access administrative documents.
4. The Student Ombudsperson of the Faculty may promote meetings with the student representatives on the Faculty General Meeting in order to share any criticalities emerged during their activity.



Art. 15 – Degree Programmes

1. The courses and programmes are divided in different degree programmes. In compliance of the regulations in force, there are Bachelor's and Master's Degree Programmes, coordinated in an Educational Area.
2. An Educational Area groups several degree programmes – belonging to a mutual scientific and cultural sector, to classes or groups of classes – organised sequentially (bachelor's degree programmes belonging to the same class or to related classes and master's degree programmes belonging to the same class or to related classes) and/or horizontally (bachelor's similar, master's similar).
3. The Educational Area or each degree programme is coordinated by a specific Board, in compliance with the provisions of art. 1, paragraph 2; the latter is composed of all the teachers relating to the coordinated degree programme or degree programmes and of a student representation accounting for 15% of teachers. For Health Professions bachelor's and master's degree programmes, the Board is also composed by the National Health Service personnel belonging to the national healthcare company with which there is an agreement, hosting the degree programme. The Board resolves upon the educational organisation of the degree programmes. The creation of the Educational Area Boards is approved by the Faculty. The organisation, composition and participation in the Degree Programme Boards and in the Educational Area Boards are governed by special Standard Regulations approved by the Academic Senate and the Board of Governors, which provide for the procedures for the election of the student representatives.
4. The teachers who are members of a Board appoint their Chair, whose office is to call the Board, establish the agenda, organise the educational activities and ensure the educational coverage of each course, in agreement with the Department/s involved.
5. The Boards operate in compliance with the General Academic Regulations, ensure the quality of the educational activities, make proposals about the academic system, identify teachers every year by taking account of the requirements for educational continuity.

~~Art. 16 – Istituzione per le attività assistenziali prestate dalle Facoltà di Area Medica~~



Art. 17 – Final and transitional provisions

1. The non-participation of one or more components in the elections or the failure to identify their representatives does not jeopardize the validity of the Bodies' constitution.
2. The Standard Regulations of the Faculty enter into force upon their issue by means of Rector's Decree and at the same time supersede the Standard Regulations of the Faculty issued by means of Rector's Decree no. 2340/2015, as well as the relating Regulations adopted by each Faculty.
3. Without prejudice to the immediate applicability of the Standard Regulations, the Faculties may, within six months of their issue, adopt their own Regulations which, without making material amendments to the Standard Regulations, meet any specific requirements of the Structure.
The Faculty Regulations adopted, if any, prior to their formalisation, must be sent to the competent Structure of the Central Administration for the necessary compliance checks. Should the Faculty fail to adopt its own Regulations, the provisions of the Standard Regulations shall apply.
4. Upon coming into effect of the Faculty Regulations adapted to this text, the elective offices and representatives shall continue their mandate until their natural expiration.
5. For all that is not provided for in the Standard Regulations, the provisions of the laws in force with express reference to universities, the rules of the Statute, of the General Organisation Regulations, of the General Academic Regulations for the administration, finance and accounting and of the current Sapienza electoral regulations, insofar as they are compatible, as well as the rules governing the activities of the university collegiate bodies, shall apply.