

**REGULATIONS  
OF BOARD OF EVALUATION OF THE UNIVERSITY  
(24.04.2013)**

**Art. 1 – Enforcement**

The present regulations, drawn up in conformity with what is provided by the law n. 370/99, by the General Regulations of the International Telematic University UNINETTUNO (GRU), dictate the detailed rules of the organisation of the activities of the Board of Evaluation of the University.

**Art. 2 – Appointment, duration and reappointment of the members**

1. The appointment of the members of the Board of Evaluation and of its President and the duration of the charges are regulated by art.12 of the GRU and by art. 11 of the Statute.
2. In the case where a member, for whatever reason, leaves office before the expiration of the mandate, the Board of Directors of the University shall arrange his replacement. The new member will hold office for the time that remains to the expiration of his predecessor's mandate.
3. 15 days at least before expiration of the mandate of the Board, the Board of Directors shall appoint the new members.

**Art. 3 – Organisation and functioning**

1. The President supervises the carrying out of the works of the Board, convenes the board and establishes the agenda of the sessions. In case of absence or hindrance of the President, another member that has been charged of this task or, if he is not available, the oldest member shall convene and chair the Board.
2. The convocation is made by means of a notice that is sent to each member at least five days before the meeting fixed date, unless urgent cases, where the convocation can be made by a minimum of 24-hour notice and by whatever means that is deemed appropriate to reach the involved people.
3. Each member can ask the President to include items into the agenda in due time to be communicated to the other members.
4. The Board can be convened for an extraordinary meeting if at least 1/3 of its members ask it to the President, on justified grounds and listing the items to be included into the agenda.
5. If the requests specified in paragraph 3 and 4 are not accepted, the President shall notify it during the following session, giving the reasons of non-acceptance.
6. The Board meets at least once a year in presence. Further meetings can be convened by videoconference or via computer-based procedures or via e-mail, according to the needs depending on the execution of specific obligations or individual evaluation actions.
7. The Board is validly established if the President, or his delegate, and at least a third of its members are present or participant in the videoconferences and computer-based consultations.
8. The deliberations and opinions taken by the majority of those present or participant in the videoconferences and computer-based consultations. In case of parity the vote of the President prevails.
9. At the end of each session the minutes, which are undersigned by the President and by the secretary are written down; they will include the deliberations adopted, the contents and essential terms of the discussion. A copy of the minutes will be transmitted to all the members of the Board. As specified in art. 6, paragraph 2 below, the person responsible for the back office carries out the functions of secretary.
10. At the beginning of each year, the Board fixed the calendar of the meetings and established the planning of the activities.

#### **Art. 4 Duties**

1. The Board of Evaluation of the University acts in a regime of independence, on its own initiative or on the initiative of the central governing bodies, carrying out propositions, advisory and assessment functions in the field of evaluation. It reports to the Board of Directors and to the Rector.
2. The adoption of the proposed measures and initiatives is a duty of the University governing bodies.
3. Taking into account the management and policy objectives and choices defined by the University governing bodies, the Board of Evaluation:
  - a. Carries on the functions of the guarantor of the evaluation system adopted by the University through the check of the methodologies used and the uniformity of the criteria applied;
  - b. Submits proposals as it regards measures, tools and parameters that are most suited and effective in order to evaluate didactics, research, services and any other activity that is managed by the University;
  - c. Collects the results of the evaluation initiatives that are developed, which it analyses and presents to the bodies that are directly involved, giving its suggestions for the enhancement of the levels of efficiency, effectiveness and quality of the academic activities;
  - d. Can promote or participate in research projects on issues related to evaluation matters, both at national and international level, and takes part in them;
  - e. Supplies, as well, to the people it reports to and the other governing bodies of the University, any advice it is asked for as it regards evaluation;
  - f. It carries on also all required obligations, within the prescribed deadlines, by the Ministry of Education and Scientific and Technological Research and by the National Committee for the Evaluation of the University System to the Boards of Evaluation, if and as required also to the telematic universities.
4. The Board of Evaluation submits to the Board of Directors and to the Rector, by the end of each academic year, a report on the activities carried on during the past solar year, whose dissemination is made in the most suitable modes.

#### **Art. 5– Access to information and dissemination of the acts**

1. As provided for by art. 1, paragraph 2 of the law n. 370/99, the University grants the Board of Evaluation the right to access to the data and information that are indispensable for carrying out its activities and that the University offices and any other organisational unity can dispose of and also the advertising and dissemination of the acts in conformity with the regulations on privacy.

#### **Art. 6 – Resources**

1. When fixing the annual budget, the University Board of Directors allocates to the Board of Evaluation the resources that are necessary to its working and to the carrying out of the activities that are planned on year basis.
2. For carrying out its tasks, the Board of Evaluation, relies on a specific back office established within the operational management system, which performs all operational activities connected to the evaluation of the university and sees to the keeping of all the Board deeds and official documents.
3. For carrying out its activities, the Board of Evaluation can rely also on the cooperation of external experts and specialised companies which can be entrusted the execution of specific initiatives of evaluation or studies and research work aimed at getting a deeper knowledge about specific processes, within the limits of the budget it is allocated.
4. The members of the Board of Evaluation receive an annual retribution, which is fixed by the Board of Directors; travel expenses are also covered.