



REGULATIONS GOVERNING THE OPERATION OF THE QUALITY ENHANCEMENT COMMITTEE OF THE SANT'ANNA  
SCHOOL OF ADVANCED STUDIES

**REGULATIONS GOVERNING THE OPERATION OF THE QUALITY ENHANCEMENT  
COMMITTEE OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES.**

*Issued with Rector's Decree No. 675 dated 16/11/2020*

**Art. 1  
(Field of application)**

1. These Regulations govern the organisation, operating procedures and the duties of the Quality Enhancement Committee of the Sant'Anna School of Advanced Studies.

**Art. 2  
(Composition, appointment and duration)**

1. The Quality Enhancement Committee consists of

- a) a Full Professor, identified by the Academic Senate, at the proposal of the Rector, with the function of Coordinator;
- b) the Managing Director;
- c) the Head of the Statistics and Assessment Support Department;
- d) the Head of the Quality Department;
- e) an Honours Student and a PhD Student, designated by the Student representatives in the Academic Senate and on the Board of Governors.

2. The Quality Enhancement Committee members are appointed by a Rector's Decree and remain in office for two years.

3. The Quality Enhancement Committee is formally constituted with the appointment of all its members.

4. If, one or more members of the Quality Enhancement Committee falls/fall from office during the mandate, regardless of the reason, then the Rector shall replace them by his/her own Decree. The members who takeover remain in office until the natural expiry of their mandate.

5. The Coordinator

- represents the Quality Enhancement Committee in relations with the School's Governing Bodies and externally;



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- promotes and coordinates the Quality Enhancement Committee's activities, ensuring compliance with the provisions of these Regulations;
- convenes and chairs the meetings,
- defines the Agenda and signs the documents; the Coordinator reports periodically to the Rector.

**Art. 3  
(Functions)**

1. The Quality Enhancement Committee is an internal technical structure with the function of promoting a culture of Quality and continuous improvement, providing advice to the Governing Bodies on Quality Assurance, performs monitoring activities on the Quality Assurance processes, and supports the facilities in the management of the Quality Assurance processes. In particular, the Quality Enhancement Committee:

- supervises the adequate and consistent performance of the Quality Assurance procedures for training, research and Third mission activities, based on the guidelines prepared by the Governing Bodies;
- makes proposals for common methodologies, verifying their effectiveness and application and identifies tools for monitoring and for the self-assessment of the training and research activities;
- provides advisory services to the Governing Bodies for the purposes of defining and updating the Quality Policies and the Quality Assurance System;
- provides support to the facilities and staff involved in the Quality Assurance processes, also through training activities;
- organises and coordinates the monitoring activities of the Quality Assurance processes with a view to achieving continuous improvement;
- collects data to monitor both qualitative and quantitative indicators and manages their dissemination;
- organises and monitors the collection of Students' opinions;
- ensures the management of information flows externally and from and to the Evaluation Committee, the Joint Students and Teachers Board and all the stakeholders involved in the School's Quality Assurance System;
- assesses the effectiveness of the improvement measures proposed and implemented.



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**Art. 4  
(Annual report)**

1. The Quality Enhancement Committee prepares an annual report on the activities performed during the previous year; the annual report contains the information necessary to illustrate the actual implementation status of the Quality Assurance System.
2. The report is prepared by the Quality Enhancement Committee Coordinator, and is submitted for approval within January and is sent to Governing Bodies and to the Evaluation Committee.
3. A copy of the report is published on the School's institutional website.

**Art. 5  
(Operating rules and provisions)**

1. The Coordinator convenes the Quality Enhancement Committee at least twice a year for ordinary meetings, on the basis of a calendar defined during the first meeting of each calendar year.
2. The Committee may be convened for extraordinary meetings whenever deemed necessary, or for urgent matters, or when requested by at least one third of its members, upon the presentation of a reasoned communication to the Coordinator detailing the topics to be discussed. In this case the Coordinator is required to convene the meeting within 10 days from the date the request was received.
3. The ordinary and extraordinary meetings may also be held with its members in attendance by electronic means.
4. The notice of the meeting is to be sent by e-mail, at least one week before the scheduled date, indicating the place, date, time and Agenda. The documentation relating to the items on the Agenda will be attached to the notice of call. Each member may request the Coordinator to include items on the Agenda in order to discuss matters deemed to be urgent, and the Coordinator will assess the request.
5. The Coordinator may prepare the call giving less notice, in the case of particular necessity or urgency.
6. The Committee meetings are valid if at least one half plus one of its members are present, even if the Committee members are only present via electronic means.
7. The member of the Quality Enhancement Committee will fall from office in the event of his/her unjustified absence for 3 consecutive meetings.



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8. The Coordinator may designate a representative from among the members of the Quality Enhancement Committee in the event of his/her non-availability, the designated member will chair the meeting in the Coordinator's absence.
9. The Coordinator may invite other members or external persons to the meetings as experts on specific issues, the persons invited will be present in an advisory capacity and without voting rights.
10. Moreover, the Coordinator may establish Workgroups within the Quality Enhancement Committee, also with functions of Investigation Committees for certain specific topics, and in which members from outside the Quality Enhancement Committee may also participate as experts. The final reports of the activities performed by the Workgroups and by the Investigation Committees must be disclosed to all the members of the Quality Enhancement Committee at the first suitable meeting.
11. The members of the Quality Enhancement Committee are bound by an obligation of confidentiality.

**Art. 6  
(Resolutions)**

1. The Quality Enhancement Committee's resolutions are passed by a majority of the persons present at the meetings. The Coordinator's vote will prevail in the event of a tie.
2. An absolute majority of the members is required for a proposal to amend these Regulations.

**Art. 7  
( Minutes and disclosure)**

1. The Minutes of the meetings are prepared by one of the members of the Quality Enhancement Committee who was identified by the Coordinator at the beginning of the meeting. The draft Minutes are sent to the Coordinator who then forwards the Minutes to the members of the Quality Enhancement Committee at least three days before the meeting in which the Minutes are to be finally approved.
2. The Minutes will normally be approved at the next meeting, except for the parts approved immediately.
3. Any additions or amendments may also be submitted during the meeting in which the Minutes are approved; the additions or amendments are read and approved together with the Minutes.
4. The approved Minutes are signed by the Coordinator.
5. The Quality Enhancement Committee Coordinator forwards the Minutes of the meetings to the Governing Bodies and to the administrative departments concerned for any necessary formalities.



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6. A copy of the Minutes is published in the School's dedicated intranet area.

**Art. 8**

**(Approval of the Regulations and possible amendments)**

1. These Regulations are approved by the Academic Senate and are issued by a Rector's Decree.
2. The Regulations enter into force on the day of their publication in the School's online Register.
3. Any amendments to the Regulations proposed by the Academic Senate or at the Quality Enhancement Committee's initiative are submitted for approval to the Academic Senate during the first appropriate meeting. Such amendments enter into force from the date of their approval.