



Rectoral Decree No. 351 of 10 October 2024

on changes to the Bylaws of the Luiss  
Guido Carli Quality Assurance Unit

THE RECTOR

- Having regard to Presidential Decree No. 382 of 11 July 1980 on “Reorganization of University Teaching, Relative Training Band and Organizational and Teaching Experiments”.
- Having regard to Law No. 168 of 9 May 1989 whereby the Ministry for Universities and Technological and Scientific Research was established.
- Having regard to Law No. 240 of 30 December 2010 on “Rules governing the organization of universities, academic personnel and recruitment as well as delegation of authority to the government to legislate to incentivize quality and efficiency in the university system”.
- Having regard to Legislative Decree No. 19 of 27 January 2012 on “Valuing efficiency in universities and ensuing introduction of reward mechanisms for the distribution of public resources on the basis of predetermined criteria, including via adoption of a system of periodic accreditation of universities and the valuing of permanent researchers not confirmed in the first year of activity, in accordance with article 5, paragraph 1, subparagraph a), of Law No. 240 of 30 December 2010”.
- Having regard to Ministerial Decree No. 47 of 30 January 2013 on “Self-assessment, initial and periodic accreditation of universities and degree programs”.
- Having regard to Ministerial Decree No. 987 of 12 December 2016 on “Self-assessment, evaluation, initial and periodic accreditation of universities and degree programs” as amended.
- Having regard to the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) Guidelines on “Periodic accreditation of universities and degree programs”.
- Having regard to the Independent Statutes of Luiss – Libera Università Internazionale degli Studi Sociali Guido Carli.
- Having regard to the University Academic Regulations of Luiss Guido Carli issued by Ministerial Decree No. 270 of 22 October 2004 and subsequent decrees.
- Having regard to the Bylaws of the University Quality Assurance Unit issued by Rectoral Decree No. 107 of 27 June 2018.
- Having regard to the Bylaws of the University Quality Assurance Unit issued by Rectoral Decree No. 221 of 5 december 2018.
- Having regard to the resolutions adopted by the Academic Senate at its sitting of 29 January 2020 and by the Executive Committee at its meeting of 6 February 2020 approving changes to the previous Bylaws of the Luiss Guido Carli Quality Assurance Unit.
- Having regard to the resolution adopted by the Board of Directors of Luiss Guido Carli at its sitting of 22 June 2022, which issued the new General Regulations of the University (on the proposal of the Executive Committee at its sitting of 15 June 2022, after hearing the Academic Senate at its sitting of 21 June 2022).
- the resolutions adopted by the Academic Senate at its sitting of 22 November 2022 and by the Executive Committee at its meeting of 13 December 2022 approving changes to the previous Bylaws of the Luiss Guido Carli Quality Assurance Unit.
- Having regard to the resolutions adopted by the Academic Senate at its sitting of 24 September 2024 and by the Executive Committee at its meeting of 25 September 2024 approving changes to the previous Bylaws of the Luiss Guido Carli Quality Assurance Unit.

DECREES AS FOLLOWS

The Bylaws of the Luiss Guido Carli Quality Assurance Unit are hereby amended, as per the text attached hereto and forming an integral part of this Decree.

Prof. Paolo Boccardelli

LUISS



# Luiss University Quality Assurance Unit Bylaws

(proposal resolved by the Academic Senate at its sitting of 26 September 2017 and approved by the Executive Committee at its meeting of 5 October 2017 – amendment resolved by the Academic Senate at its sitting of 22 May 2018 and approved by the Executive Committee at its meeting of 18 June 2018 – amendment resolved by the Academic Senate at its sitting of 23 October 2018 and approved by the Executive Committee at its meeting of 21 November 2018 – amendment resolved by the Academic Senate at its sitting of 29 January 2020 and approved by the Executive Committee at its meeting of 6 February 2020 – amendment resolved by the Academic Senate at its sitting of 29 November 2022 and approved by the Executive Committee at its meeting of 13 December 2022 – amendment resolved by the Academic Senate at its sitting of 24 September 2024 and approved by the Executive Committee at its meeting of 25 September 2024)

LUISS



### **Article 1 - Scope of Application of the Bylaws**

These Bylaws govern the composition, term and functioning of the University Quality Assurance Unit pursuant to Article 13 of the University Academic Regulations issued by Ministerial Decree of 22 October 2004 and subsequent decrees.

### **Article 2 - Duties and Functions**

The University Quality Assurance Unit plays a key role in the University's quality assurance (QA) and its main task is to implement the Quality Policy set out by the University's governing bodies.

In particular, the Luiss Quality Assurance Unit is responsible for:

- undertaking initiatives that are helpful in promoting the University's culture of quality within a single quality assurance process, which concerns aspects related to teaching, research and the third mission/social impact, establishing – in agreement with the relevant governing bodies of the University – the University's quality assurance policies and future lines of development;
- providing advice to relevant governing bodies of the University on quality assurance issues;
- preparing guidelines and documentation to support the processes of self-assessment, evaluation and review of academic programs, PhD programs, departments, joint faculty-student commissions and schools;
- supporting the University's various structures in building quality assurance processes and associated procedures;
- supervising and monitoring the implementation of quality assurance procedures, proposals for common tools for quality assurance, training in relation to quality assurance and support to academic programs, PhD programs and departments for quality assurance activities;
- supporting the University in monitoring quality assurance processes and in reviewing the governance system and quality assurance system;
- with reference to teaching, organizing the collection of the academic program annual single sheets (SUA-CdS) of each degree program and verifying the continuous updating of the information contained therein, monitoring the feedback questionnaires of students, graduating students and graduates, checking review activities and ensuring the correct flow of information to and from the Evaluation Unit and the joint faculty-student commissions, collecting data for both qualitative and quantitative monitoring indicators, overseeing the dissemination of the results, and directing and implementing quality policies in agreement with the University's governing bodies;
- with reference to research and third mission/social impact activities, monitoring and overseeing the smooth running of the quality assurance procedures for research consistent with what is declared and planned and ensuring the correct flow of information to and from the Evaluation Unit;
- spreading and promoting a culture of quality, organizing and carrying out training activities in support of academic programs, PhD programs, departments, joint faculty-student commissions and schools;

- monitoring the implementation of the measures taken following recommendations and/or conditions stated by panels of evaluation experts (PEV), commissions of evaluation experts (CEV) and the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) in general, during initial and periodic accreditation activities;
- verifying and ensuring the exchange of information with ANVUR, the University's governing bodies, the Evaluation Unit, joint faculty-student commissions, departments, schools and academic programs.

The Quality Assurance Unit is responsible for:

- undertaking initiatives that are helpful in promoting the University's culture of quality within a single quality assurance process, which concerns aspects related to teaching, research and the third mission/social impact;
- supporting the University's various structures in building quality assurance processes and associated procedures;
- supervising and monitoring the implementation of quality assurance procedures, proposals for common tools for quality assurance, training in relation to quality assurance and support to academic programs, PhD programs and departments for quality assurance activities;
- preparing guidelines and documentation to support the processes of self-assessment, evaluation and review of academic programs, PhD programs, departments and joint faculty-student commissions;
- supporting the University in monitoring quality assurance processes and in reviewing the governance system and quality assurance system;
- monitoring the implementation of the Policies for the Quality of Teaching and Research and Third Mission;
- verifying and ensuring the exchange of information with ANVUR, the University's governing bodies, the Evaluation Unit, the joint faculty-student commissions, departments, schools and academic programs;
- analyzing the results of the monitoring of quality indicators carried out by the Quality Team and overseeing the dissemination of the results;
- monitoring the implementation of measures taken following recommendations and/or conditions stated by commissions of evaluation experts during external visits.

Further to being so delegated by the Quality Assurance Unit, the relevant university offices are responsible for:

- organizing and verifying the compilation of the academic program annual single sheets (SUA-CdS) and research and third mission annual single sheets (SUA-R/TM);
- gathering and processing data for monitoring both qualitative and quantitative quality indicators and making them available to the offices and personnel involved in quality assurance matters;
- organizing and verifying the annual monitoring and cyclical review of academic programs;
- organizing, populating and updating a complete computerized archive of all of the documentation concerning the University's quality assurance process and furnishing a summary statement on the requisites for areas A, B and C of the periodic accreditation model in preparation for accreditation visits of commissions of evaluation experts;
- providing advice to the relevant governing bodies of the University on quality assurance issues;

- providing support to the offices and personnel involved in the management of quality assurance processes, spreading and promoting a culture of quality, organizing and implementing training activities in support of academic programs, PhD Programs, departments, joint faculty-student commissions and schools, including through organizing training and furnishing guidelines, operating instructions and any other tool of use in fostering comprehension and application.

The Quality Assurance Unit promotes a culture of quality inside a single quality assurance process concerning aspects relating to teaching, research and the third mission.

### **Article 3 - Composition and Term**

The University Quality Assurance Unit is a permanent collegial body consisting of:

- the Rector, who chairs it;
- the General Manager (or the latter's representative);
- the Deputy Rectors;
- the Deans of the Schools (Undergraduate and Graduate);
- two evaluation experts chosen from among persons of proven experience in the quality assessment field, including from outside the ranks of the University's academic and administrative staff;
- the Director of Academic Affairs;
- the Director of Research & Governance;
- the Head of Planning, Controlling and ESG;
- the Head of Quality Assurance;
- a student representative.

The Executive Committee, acting on a proposal from the Rector and after consulting with the Academic Senate, appoints two evaluation experts, members of the Quality Assurance Unit, who serve for a three-year term and may be reappointed. The two experts shall receive an attendance fee, the amount of which shall be set by the Executive Committee.

Should one of the members resign or for any other reason cease to exercise their functions and not complete their term of office, the Executive Committee, acting on a proposal from the Rector and after consulting with the Academic Senate, shall promptly replace that member. The incoming member shall remain in office until the expiry of the term of office of the outgoing member replaced.

### **Article 4 - Duties of the Chairperson**

The Quality Assurance Unit is chaired by the Rector.

The Chairperson represents the Quality Assurance Unit and directs its work, interacting with the University's governing bodies, ANVUR, the Ministry for Universities and Research (MUR) and the commissions of evaluation experts and other public and private bodies interested in the quality assurance system.

In the event of the Rector's absence or impediment, one of the Deputy Rectors shall act as chairperson.

### **Article 5 - Access to Information and Disclosure of Documents**

In the performance of its duties, the Quality Assurance Unit shall be afforded access by the University to all of the information relating to the management of the latter's teaching and research activities as well as to all of the databases associated therewith.

The University shall ensure that the documents produced by the Quality Assurance Unit are disseminated, subject to complying with data protection law.

### **Article 6 - Functioning**

The Quality Assurance Unit shall decide on a schedule of ordinary collegial meetings every year.

Meetings of the Quality Assurance Unit are called by the Chairperson, who sets the agenda therefor.

The notice of call, containing an indication of the items on the agenda, shall be sent by mail to the members at least five days before the date set for the meeting, except in the case of urgent meetings.

The presence of half of the members plus one is required to establish a quorum at meetings. Members may attend meetings by conference call subject to being suitably, personally and definitely identified by the Chairperson or, in the latter's absence by the delegated Deputy Rector.

Resolutions shall be passed by majority vote of those present. In the event of a tie, the Chairperson shall have the casting vote.

Minutes shall be drawn up for every meeting and sent to all members. As a rule the minutes are approved at the very next meeting.

With a view to mutual cooperation, the Chairperson of the Evaluation Unit is invited to the meetings of the Quality Assurance Unit.

For the attainment of its purposes, the Quality Assurance Unit may invite some administrative staff members to its meetings.

For any matters not expressly regulated in these Bylaws, reference is to be made to the applicable laws and regulations.