



REGULATIONS

on the transfer of Luiss University tenured professors and researchers to another academic discipline field

(pursuant to Articles 3(2) and 3(3) of Ministerial Decree No 639 of 2 May 2024)

(further to a proposal adopted by the Academic Senate at its sitting on 25 November 2024
and approved by the Executive Committee at its meeting on 26 November 2024)



Article 1

Subject Matter

These Regulations govern the procedure for the transfer from one academic discipline field (*settore scientifico-disciplinare*) to another, pursuant to Ministerial Decree No 639 of 2 May 2024, of tenured professors (full and associate professors, with the exception of fixed-term full professors under Article 1(12) of Law No 230/2005 and professors under Article 6(11) of Law No 240/2010) and researchers under Article 24 of Law 240/2010 at Luiss University.

Article 2

Scope of Application

Changing one's academic discipline field is permitted for first-level and second-level professors and for fixed-term researchers. The latter may request a transfer from one academic discipline field to another "only if it occurs within the academic discipline group for which their position was advertised and, even in this case, a change is not permissible if the call for applications explicitly sought a profile defined through indicating a specific academic discipline field" (CUN, 10 September 2014).

Article 4

Method of Submission of Applications

The application to change academic discipline field must state the new academic discipline field to which the applicant wishes to be transferred and the academic discipline group to which that field belongs. The application must also be copied for information purposes to the applicant's department and to the HR Academic Office, using the appropriate template made available on the faculty intranet.

The applicant must attach the following to the application:

- curriculum vitae;
- list of qualifications and publications as at the date of the application.

Article 5

Application Assessment Criteria and Decision-Making Process

In order for an application to change academic discipline field to proceed, it must first obtain the consent of the Rector, who in deciding will verify inter alia the objectives and resource planning set out in the University's strategic plan. In the event that consent is denied for the application to change academic discipline field, the Rector will formally notify the applicant of the denial of consent and give reasons therefor.

Upon receipt of the Rector's prior consent where given, the Council of the Department to which the faculty member applying to change academic discipline field belongs shall assess the application also taking into account the academic, teaching and organisational implications that the change would entail as well as its consistency with the objectives and resource planning set out in the Department's own strategic plan. The Department Council also evaluates the consistency of the applicant's academic discipline field with its own teaching and research activities.

The Department Council may, on foot of a resolution stating adequate reasons therefor, accept or reject the application to change academic discipline field.

If the application in question is rejected, the Rector will formally notify the applicant and give adequate reasons therefor.

If the application in question is accepted, the Executive Committee – acting on a proposal from the Department Council and after consultation with the Academic Senate – will decide on the application to change academic discipline field and transmit the file (through the University's administration) to the National University Council (CUN) to obtain its opinion.

The National University Council will issue a mandatory and non-binding opinion within 45 days if the application entails a transfer to an academic discipline field included in the same academic discipline group as the original academic discipline field (pursuant to Article 3(2) of Ministerial Decree No 639 of 2 May 2024).

On the other hand, the National University Council will issue a mandatory and binding opinion within 60 days if the application entails a transfer to an academic discipline field not included in the same academic discipline group as the original academic discipline field (pursuant to Article 3(3) of Ministerial Decree No 639 of 2 May 2024).

Should the National University Council issue a positive opinion, once that opinion is received the Rector shall issue a decree formalising the change of academic discipline field.

Should the National University Council issue a non-binding negative opinion, the Rector shall forward that opinion to the Department to which the faculty member concerned belongs. The Department may either accept the negative opinion and notify the faculty member of the outcome or it may nonetheless resolve to approve the change of academic discipline field subject to stating the reasons for its decision to override the negative opinion. On receipt of the resolution embodying the reasons therefor, the Rector shall issue a decree formalising the change of academic discipline field.

Article 8

Final Provisions

The change of academic discipline field normally takes effect on 1 September or 1 February following receipt of clearance from the National University Council, compatible with the academic, teaching and organisational implications of the change unless stated reasons dictate otherwise.

These Regulations shall enter into force on the day following the date of the Rectoral Decree issuing them.

LUISS



To the Rector

To the Head of the Department of _____

To the HR Academic Office

I, the undersigned _____

- Full Professor
- Associate Professor
- Fixed-Term Researcher

in service at the Department of _____

in the academic discipline field (**SSD**) _____

and in the academic discipline group (**GSD**) _____

(please indicate both the acronym and the name of the academic discipline field and the academic discipline group)

REQUEST

in accordance with the laws and regulations in force, a transfer to the _____ academic discipline field and the simultaneous transfer to the _____ academic discipline group, which, pursuant to Ministerial Decree No 639 of 2 May 2024, includes the aforementioned academic discipline field, for the following reasons.

I attach:

- my curriculum vitae;
- a list of titles and publications as at the date of this application.

Rome,

Respectfully yours

Prior **clearance** from the Rector



Rome,
The Rector

Denial by the Rector

Reasons

Rome,
The Rector
