



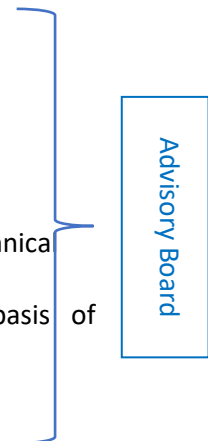
## Regulation of the Quality Assurance (QA) Committee<sup>1,2</sup>

### Article 1 - Aim and functions

- 1.1 This regulation governs the organization and operation of the QA Committee of the Veterinary Medicine Department (DIMEVET) and Degree Programme (VMDP).
- 1.2 The QA Committee is responsible for promoting and managing all the activities involving the quality of the DIMEVET and supporting a constant improvement of the educational offer, working jointly with CAI, JC and VMTC.
- 1.3 Among the activities of the QA Committee, the following could be mentioned:
  - activate any initiative useful to promote the culture of quality within the DIMEVET and VMDP;
  - draft the internal policy for the quality assurance in compliance with the University policy as well as the national and international rules and standards;
  - define the standard procedures for the implementation of: teaching, research and third mission quality assurance;
  - provide common tools for the application of an internal quality assurance;
  - monitor the QA processes and DIMEVET activities set in the strategic plan;
  - support the DIMEVET in monitoring EAEVE indicators.
- 1.4 The QA Committee acts in compliance and in agreement with the UNIMI QAsystem, as well as the relevant national laws.
- 1.5 The decisions issued by the QA Committee must be communicated to the interested parties to be adopted.

### Article 2 - Composition and appointment

- 2.1 The Committee is composed by a minimum of 13 up to a maximum of 17 members.
- 2.2 Members of the Committee are:
  - the Chairman of the QA committee, appointed by the head of the DIMEVET;
  - the vice-Chairman, appointed by the Chairman among teaching staff;
  - the QA manager, with the role of Secretary;
  - the QA delegate of the VMDC;
  - the QA delegate of the DIMEVET;
  - the QA DIMEVET responsible for third mission activities;
  - up to 2 members, appointed by the Chairman and chosen among teaching and technical staff of the Department;
  - one representative of students of the VMDC appointed by the Committee, on the basis of a *public call* for expressions of interest;
  - one representative of PhD students appointed by the Committee;
  - one representative of Post Doc students appointed by the Committee;
  - the head of the DIMEVET;
  - the coordinator of Veterinary Medicine degree programme;
  - the administrative officer.
- 2.3 The QA Committee works operationally through an Advisory Board composed of some of its members, namely the Chairman, the vice-Chairman, the QA manager, the QA delegate of the VMDC, the QA delegate of the DIMEVET research, the QA delegate of the DIMEVET third mission and 2 of the QA members,



<sup>1</sup> The regulation has been reviewed on March 2019.

<sup>2</sup> The regulation has been approved by DIMEVET board on 21st March 2019.



designed by the Chairman. The Advisory Board, has more frequent and operational meetings than the QA Committee and has the duty to provide the QA Committee with knowledge, understanding and strategic thinking as well as taking operational decision to fulfil the needed activities and draw proposals on the topics listed on article 1.

- 2.4 The QA Committee and/or the Advisory Board may, if needed, request opinions to independent experts with an advisory role either indirectly or by invitation to a session of the meetings. Experts are bound by confidentiality, as all information relating to the assessment process is strictly confidential. Independent experts have no voting right.
- 2.5 Members of the QA Committee serve three-year terms, usually coinciding with the Director's mandate. At the end of the Director's term, the President and up to 50% of the Commission can be replaced. In any case no member can keep his role more than 6 consecutive years.

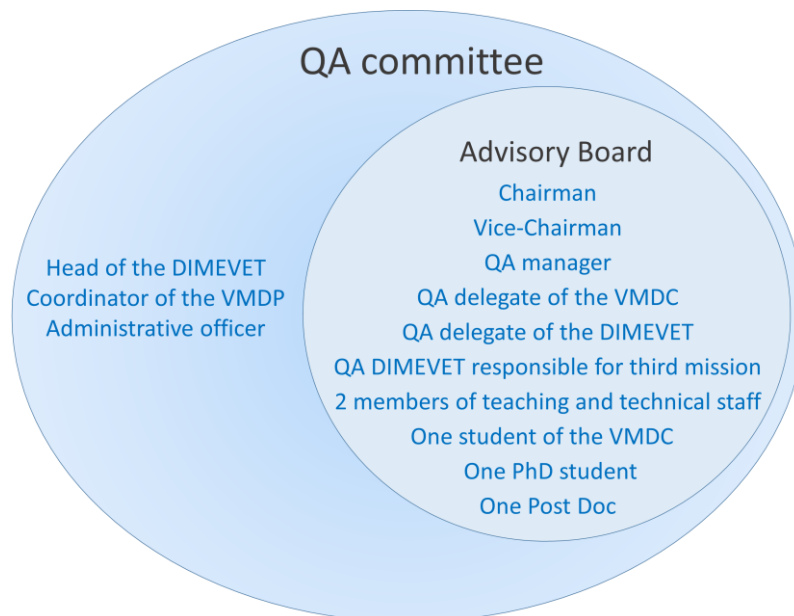


Figure 1. QA committee membership



### Article 3 - Operating rules

- 3.1 The QA Committee meets usually twice a year, while the Advisory Board meets on a monthly basis, both upon invitation of the Chairman. It can also be called upon the request of the majority of its members or by the head of the DIMEVET.
- 3.2 The invitation, electronically sent at least 3 days before, contains the agenda of the meeting. Moreover, all the useful material has to be anticipated either by email or by making it available on the shared server.
- 3.3 Extraordinary meetings may be summoned, by the Chairman or the majority of the members, for proven urgency reasons that have to be anticipated to the QA Committee in the invitation.
- 3.4 For each Advisory Board meeting to be valid, it is required the presence of the Chairman or the Vice Chairman and at least the 50% of the Advisory Board members.
- 3.5 For each QA Committee meeting to be valid, it is required the presence of the Chairman or the Vice Chairman and at least the 50% of the QA Committee members.
- 3.5 The meetings can also be held by teleconference or by compatible systems.
- 3.6 A report is drawn up, by the Secretary, after each meeting (both restricted or enlarged), validated by the Committee and published in the reserved area of the Department website.
- 3.7 Official approved documents issued by the QA Committee will be publicly disclosed through any kind of appropriate means.
- 3.8 To guarantee privacy, the Committee may keep some documents confidential. They can always be made available, upon request, to the relevant parties.
- 3.9 An annual report of the activities is released by the Committee and published on the website.
- 3.10 The Committee takes its decisions collectively, by majority vote.

### Article 4 - Members obligations

- 4.1 The Committee operates with the maximum transparency. Its members are bound by confidentiality, as all information relating to the Quality process is strictly confidential, and have to declare any conflicts of interest. When appropriate, members may not take part to the voting procedure or have limited access to the documents.
- 4.2 Each member has a duty to collaborate proactively to the works of the Committee, both during the meetings and on the assigned activities. The Chairman may initiate suspension or *revocation of a* member if the member fails to meet, conduct, or maintain the requirements of the engagement.
- 4.3 If a member doesn't attend 3 consecutive meetings, the Chairman may propose suspension or *revocation procedures*.

### Article 5 - Final provisions

- 5.1 The present Regulations will come into force the day after official approval from the DIMEVET.
- 5.2 Modification and/or update to the present Regulation are issued by the majority of the QA Committee and approved by DIMEVET.