



Regulation of the Student-Professor Joint Committee (JC)

Article 1 – Aim and functions

1.1 This regulation governs the organization and operation of the JC of the Veterinary Medicine Department (DIMEVET) and Veterinary Medicine Degree Course (VMDC).

1.2 The JC sets out to monitor the training offering and the quality of the teaching and student services, as well as to identify indicators for evaluating results. Moreover, draws up proposals for programs improvement.

The JC activity is regulated by article 14 of the University General Regulation, and consists mainly of:

- Monitoring the educational offer, teaching quality and student's support by teaching staff
- Give an opinion on the compatibility of awarded credits with programming objectives
- Establish indicators for the evaluation of the educational offer
- Evaluate learning outcomes
- Verify levels of satisfaction among students in relation to all courses

1.3 The JC acts in compliance and in agreement with the Committee of Internal Quality Assurance (CIQA) and QA University board, as well as the relevant national laws.

1.4 The JC is an advisory body of the DIMEVET. Work and proposals of JC shall be presented to DIMEVET, Degree Program Board (DPB) and Committee of Internal Quality Assurance (CIQA).

Article 2 – Composition and appointment

2.1 The JC is made up of 10 members: 5 faculty and 5 student representatives. Chairmanship and Vice-Chairmanship are held respectively by a professor and a student. The J is composed by a minimum of 8 members (4 students and 4 professors).

2.2 Members of the JC are:

- The faculty members and Chairman, designated by of the DPB.
- The Vice-Chairman, designated by the JC Chairman among JC student representatives
- Student representatives, designated among members of the Department Board (DB).
- A member of the CIQA shall participate to JC work as observer
- When necessary for the JC activities, selected students or other people take part to JC work bound by the duty of confidentiality.
- The Teaching Office (TO), with the role of Secretary

2.3 Faculty members of the JC shall be appointed for a renewable term of three years. Term of office of such position shall require to a total period not exceeding 6 years. Student's members shall remain in office for two years renewable if elected following student's representative elections



Article 3 – Operating rules

- 3.1 On the basis of need, the JC meets every 1-3 months upon invitation of the Chairman. It can also be called upon the request of the majority of its members or of the Head of the DIMEVET.
- 3.2 The invitation, electronically sent at least 3 days before the meeting, contains the agenda. Moreover, all the useful material has to be anticipated either by email or by making it available on the shared server.
- 3.3 For proven urgency reasons that have to be anticipate to the JC in the invitation, extraordinary meetings may be summoned by the Chairman or the majority of the members,
- 3.4 For each meeting to be valid, it is required the presence of the Chairman or the Vice Chairman and at least other two members.
- 3.5 The meetings can also be held by teleconference or by similar systems.
- 3.6 A report is drawn up, by the secretary, after each meeting, validated by the JC and published in the reserved area of the DIMEVET website.
- 3.7 To guarantee privacy, the JC may keep some documents confidential. They can always be made available, upon request, to the relevant parties.
- 3.8 An annual report of the JC activities is released. The annual report is emailed to: Quality Assurance University Board, DPC, CIQA, head of DIMEVET, and published in the reserved area of the DIMEVET website.
- 3.9 The JC takes its decisions collectively, by majority vote.

Article 4 - Members obligations

- 4.1 The Commission operates with the maximum transparency. Its members are bound by confidentiality, and have to declare any conflicts of interest.
- 4.2 Each member has a duty to collaborate proactively to the works of the JC, 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 does not attend 3 consecutive meetings, the Chairman may initiate suspension or revocation procedure.

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 is proposed by members and must be approved by the JC. Approval resolution is issued by the DIMEVET.