

**Scuola IMT Alti Studi Lucca (IMT School for Advanced Studies Lucca)
Regulations for the operation of the Joint Teachers and Students Committee**

Contents

Article 1 – Purpose and object	2
Article 2 – Composition and appointment	2
Article 3 – Term of office	2
Article 4 – Incompatibility	2
Article 5 – Tasks of the CPDS	2
Article 6 – Operation of the CPDS	3
Article 7 – Transparency and confidentiality	4
Article 8 – Final Rules	4

Article 1 – Purpose and object

1. These regulations govern the organisation and operation of the Joint Teachers and Students Committee (the "CPDS") of the Scuola IMT Alti Studi Lucca (the "School") in line with the provisions of national and internal regulations and the AVA (Self-Assessment, Assessment and Accreditation) system.

Article 2 – Composition and appointment

1. The CPDS is appointed by Decree of the Rector and is made up, with due regard for gender representation, of
 - a. three tenured Professors from the School, from among whom the Rector designates the President;
 - b. three PhD students from the School, whose names are proposed by the student community.
2. CPDS members do not receive any payment or attendance fees. Participation in the CPDS does not give rise to the payment of fees, emoluments or allowances or reimbursement of expenses.
3. CPDS members make their CVs public on the institutional website.

Article 3 – Term of office

1. The CPDS remains in office for three years starting on 1 January immediately following the beginning of the Rector's term of office.
2. The term of office of faculty members may only be renewed once consecutively.
3. The term of office of student members is two years and is not renewable.
4. All members who cease to serve before the end of the term of office of the CPDS will be replaced, by Decree of the Rector, only for the period necessary for the completion of the term of office.

Article 4 – Incompatibility

1. PhD Program Coordinators, members of the Quality Enhancement Committee, and members of the Assessment Board cannot be members of the CPDS.

Article 5 – Tasks of the CPDS

1. The President represents the CPDS and promotes and coordinates its activities.
2. The CPDS has the task of:
 - a. monitoring the provision and quality of teaching provided by academic staff;
 - b. proposing indicators for the evaluation of the quality of the educational offer;

- c. formulating comments and proposals on the educational offer as part of the annual review process;
 - d. monitoring the quality of services offered to students.
3. The CPDS cooperates with all relevant quality assurance bodies, in particular the Quality Enhancement Committee and the Assessment Board.
4. By 31 December of each year, the CPDS draws up and approves a report analysing the educational offer and the services provided to the student community, with particular reference to the results of the surveys of the opinions of students and makes proposals aimed at improving the quality and effectiveness of services and facilities. Once approved, the report is forwarded by the President to the Quality Enhancement Committee and the Assessment Board. The report is also brought to the attention of the Academic Senate and the Board of Governors at the first appropriate meeting and made public on the institutional website. Finally, the CPDS organises the discussion of the annual report with the PhD Programs spokespersons.

Article 6 – Operation of the CPDS

1. The President appoints the secretary from among the student members of the CPDS.
2. The President convenes and chairs the meetings of the CPDS and sets the agenda. If the President is absent or unable to attend, the meeting is chaired by the oldest member.
3. To ensure that it is able to fulfil its tasks, the CPDS meets, as a rule, once a month. The calendar of meetings is made public on the institutional website.
4. The presence of at least four members is required for the meeting to be valid.
5. Meetings may take place online. In such a case, the President, or whoever is acting in his/her stead, must verify the presence of the majority of the members required by paragraph 4, identifying, in person and with certainty, all the participants connected, and must ensure that the systems used allow the participants to follow the discussion in real time and intervene in the discussion of the points on the agenda.
6. Resolutions are adopted by a majority of those present. In the event of a tie, the vote of the President will prevail.
7. CPDS meetings are not public. For the discussion of particular topics, the PhD Programs spokespersons, other internal members of the School or external parties may participate at the invitation of the President, without voting rights.
8. Minutes are taken for each meeting of the CPDS and are signed by the President and the secretary taking the minutes. Once approved, the minutes are forwarded to the relevant office, the Quality Enhancement Committee, and the Assessment Board. If necessary, the minutes, or an extract thereof, may be sent to the Rector and the General Director.
9. The resolutions passed are made available on the School's internal network within seven days of their formal approval and timely information is given to the community.

Article 7 – Transparency and confidentiality

1. In order to allow the CPDS full operational autonomy in the performance of its tasks, the School grants access to data relating to the student community opinion surveys and other data necessary for the performance of its tasks.
2. CPDS members are bound by an obligation of confidentiality in relation to facts and documents of which they become aware by reason of their role. The members of the CPDS are required to observe scrupulously the duty of confidentiality until the publication of the documents and/or until the possible disclosure of the information in question by the Administration, except in cases in which a member of the CPDS deems it necessary to discuss specific aspects of the matter with colleagues, whether teachers or students, of the School and only as strictly necessary. Violation of this duty constitutes an infringement of the rules of the School's Code of Conduct.

Article 8 – Final Rules

1. For anything not expressly regulated in these Rules, please refer to the relevant legislation in force and the School's regulations.