



Regulations Governing the Duties and Functions of Degree Program Directors, Heads of Quality Assurance and PhD Program Coordinators

(Approved by the Academic Senate at its sitting of 26 March 2019 and by the Executive Committee at its meeting of 2 April 2019)



Article 1 – Scope of Application of the Regulations

These Regulations govern the duties and functions of (i) Degree Program Directors, (ii) Heads of Quality Assurance for Degree Programs, Research and the Third Mission and (iii) PhD Program Coordinators, consistent with applicable laws and regulations and with LUISS Guidelines and in furtherance of the resolutions adopted by the Academic Senate on 4 December 2018.

Article 2 – Duties and Functions of Degree Program Directors

Degree Program Directors shall call – normally once every semester – a meeting of the their own Degree Program’s tenured and adjunct professors to discuss the academic offering and issues related to teaching.

Degree Program Directors shall monitor their Degree Programs and ensure that they meet the prescribed quality required by both applicable laws, rules and regulations and by the University’s Guidelines.

To that end a Degree Program Director’s work shall mainly consist of the following:

- a. periodic meetings with classes in order to detect any critical issues and decide on the ensuing action to be taken;
- b. analysis of the performance of classes through canvassing the opinions of the students and analyzing trends in exams results with a view to reporting to the Dean of the Department and devising whatever corrective action may be required;
- c. analysis of course syllabi and verification of the information therein contained;
- d. coordination with employers through periodic meetings in order to ensure continuity between the academic offering and likely job opportunities in line with labor market developments, such to be done in accordance to the guidelines provided by the Vice Rector for Teaching;
- e. meetings and coordination with those in charge of the individual academic discipline areas;
- f. meetings and coordination with adjunct professors;
- g. coordination – in conjunction with the Dean of the Department – of teaching and learning activities aimed at obtaining degrees;
- h. verification that changes to the academic offering are consistent with the relevant ministerial rules and regulations;
- i. examination of study plans and student practices to be submitted for approval by the Department Board.

In carrying out their functions and in order to comply with applicable laws, rules and regulations as well as the University’s own needs, Degree Program Directors are therefore responsible for coordinating – in conjunction with the University’s relevant offices – the drafting of specific documentation aimed at monitoring the performance of their Degree Programs and suggesting the improvements that can be made.

That documentation includes but is not limited to:

- a. document on the design or redesign of the Degree Program, subject to liaising with the parties concerned, in accordance with the University’s Guidelines;
- b. single annual chart describing the Degree Program (SUA-CdS), in accordance with the University’s Guidelines;
- c. annual form for the monitoring of the Degree Program (SMA-CdS), in accordance with the University’s Guidelines;
- d. cyclical review report on the Degree Program (RRC-CdS), in accordance with the University’s Guidelines;



- e. final annual report on the Degree Program (FAR-CdS), incorporating the following sheets/reports:
 - f. summary sheet on majors;
 - g. summary sheets on meetings with students (focus group);
 - h. summary sheets on the evaluation of teaching and trends in exam results;
 - i. summary sheet on syllabi;
 - j. summary sheet on meetings with those in charge of the individual academic discipline areas;
 - k. summary sheet on meetings with the Dean of the Department;
 - l. summary sheet on meetings with adjunct professors;
 - m. summary sheet on meetings with Career Advisory Boards (CAB);
 - n. report of the Joint Faculty-Student Commission (CPDS).

Degree Program Directors may avail of the system for monitoring the KPI of the Strategic Plan (institutional dashboard), the Valmon system for canvassing the opinion of students, the system that monitors enrollments and the indicators published by the **National Agency for the Evaluation of Universities and Research Institutes (ANVUR)**.

Article 3 – Duties and Functions of the Heads of Quality Assurance for Degree Programs, Research and the Third Mission

The Heads of Quality for Degree Programs shall regularly participate in meetings of the Joint Faculty-Student Commission of their own Department.

Should there be more than one Head of Quality for Degree Programs at the same Department, the Dean of the Department will decide which one of them is to be appointed as the Chair of the Joint Faculty-Student Commission. The latter will be responsible for convening meetings of the Joint Faculty-Student Commission and drawing up the minutes thereof, in accordance with the University's Guidelines.

For Joint Faculty-Student Commission purposes the Head of Quality for Degree Programs is tasked with the following:

- a. engaging in analysis and making proposals regarding:
 - I. management and use of questionnaires relating to student satisfaction;
 - II. educational materials and aids, laboratories, classrooms, equipment, and in relation to the achievement of the learning objectives at the desired level;
 - III. validity of the methods for assessing the knowledge and skills acquired by the students in relation to the attainment of the expected learning outcomes;
 - IV. completeness and effectiveness of annual monitoring and cyclical review;
 - V. actual availability and correctness of the information provided in the public parts of the SUA-CdS;
- b. presiding over the monitoring – availing of the systems made available by ANVUR and the University – of the academic offering, quality of teaching and student services provided by the professors and researchers of their Degree Programs;
- c. identifying indicators for assessing the results thereof;
- d. providing – in conjunction with the other members of the Joint Faculty-Student Commission – opinions on the setting up and termination of bachelor's degree and master's degree programs;
- e. drawing up – in conjunction with the other members of the Joint Faculty-Student Commission – an annual report incorporating the above results, in accordance with the University's Guidelines;
- f. making proposals, if any, for improvement.

Moreover, as members of the group in charge of overseeing Quality Assurance, Heads of Quality for Degree Programs shall work together with the relevant Dean of the Department and their Degree Program Directors to address matters in connection with quality assurance, in particular:



- a. checking the implementation of the improvements highlighted in the SMA-CdS and FAR-CdS and approved by the Department Board and/or Department Council;
- b. monitoring students' university progress, students' opinion on teaching, student satisfaction at the end of degree programs and graduate employment;
- c. providing the Department Council with the results of monitoring.

Heads of Quality for Research and the Third Mission shall supervise and coordinate their Department's Research and Third Mission activities.

Heads of Quality for Research and the Third Mission shall work together with their Dean of the Department to draw up the single annual chart describing the Department's research (SUA-RD) and the single annual chart describing the Department's Third Mission, in particular, taking into account for the SUA-RD:

- a. the objectives set at university-wide level and possibly also at departmental level and the room for improvement therein envisaged;
- b. the analysis of the results obtained, highlighting critical issues, room for improvement and the associated steps that it is proposed to take.

In carrying out those duties special attention shall be paid to the quantity and quality of the academic output achieved by the personnel in their own Department in the year concerned.

As regards preparation of the SUA-TM, Heads of Quality for Research and the Third Mission shall set out the main goals pursued by their Department's Third Mission, including any additional information that there may be concerning general aspects of the Third Mission such as resources, organization and monitoring of activities, and shall state the level of priority afforded to such activities.

Article 4 – Duties and Functions of PhD Program Coordinators

PhD Program Coordinators shall regularly convene meetings of the Academic Board of their PhD Program in order to resolve on matters in connection therewith ranging from the issuing of calls for applications to the organization of teaching as well as the monitoring and evaluation of the research carried out.

To that end a PhD Program Coordinator's work shall mainly consist of the following:

- a. institutionally representing the PhD Program both in interaction with the University's own internal bodies and in relations with other Universities, institutions and bodies;
- b. ensuring adequate dissemination on a national and international scale of the PhD Program, including through the creation and development of networks, especially in order to attract candidates and increase the selection rate and, consequently, the quality of the selected doctoral students;
- c. maintaining constant relations with the relevant Department and with the office responsible for administrative matters pertaining to the PhD Programs, for the purposes of coordination and management of the PhD Program;
- d. submitting proposals to the Department regarding the membership of the Academic Board for the PhD Program as well as regarding possible modifications to its structure, devising parameters that respect and possibly even supersede those dictated by the Guidelines for the accreditation of the PhD Programs established;
- e. collaborating with the Evaluation Unit in connection with the ministerial accreditation procedure for the PhD Program;
- f. monitoring the ministerial indicators concerning the PhD Program, in particular those linked to the University's annual grant funding model for PhD Programs and post-graduate programs;
- g. coordinating the management of ministerial databases;
- h. convening and chairing meetings of the Academic Board and overseeing the implementation of its resolutions;



- i. planning and coordinating the annual teaching program of the PhD Program;
- j. ensuring the quality of the teaching and learning activities of the PhD Program, including through periodic meetings with all the faculty involved in the PhD Program;
- k. cooperating with the Coordinators of the other PhD Programs to structure inter-doctoral training activities under the supervision and coordination of the Vice Rector for Research;
- l. periodically verifying, together with the Academic Board, the work of supervisors of doctoral students;
- m. periodically checking, together with the Academic Board, the research undertaken by doctoral students;
- n. meeting the doctoral students enrolled in each current cycle at least once a semester;
- o. structuring an action plan aimed at presenting the PhD Program and its educational goals to potential external partners in order to obtain funding for scholarships;
- p. expanding the national and international network of the PhD Program, including in order to increase co-supervision agreements with other universities.

Article 5 – Transitional Provisions

For matters not expressly addressed in these Regulations, reference is to be made to the provisions of the laws and regulations in force.