



Regulation of the Scientific and Research Committee (SRC)^{1,2}

This Regulation governs the organization and operation of the Scientific and Research Committee (SRC) of the Veterinary Medicine Department (DIMEVET).

Article 1 – Aims and functions

- 1.1 The SRC is responsible for promoting, managing and coordinating the activities about research of DIMEVET. The SRC is an advisory organ of the Director and the Department Council.
- 1.2 Specific activities of the SRC are:
 - supporting the reaching of the objective of the Strategic Plan of the Department concerning with the research;
 - proposing evaluation criteria for assigning funds and recruiting;
 - organizing and managing internal applications and grants;
 - promoting actions to support young researchers of the Department.
- 1.3 The SRC acts in accordance with the University QA System, with ANVUR, as well as with the relevant national laws.
- 1.4 The assessments and proposals of the SRC are sent to the Director for subsequent ratification by the Department Council, when necessary.

Article 2 – Composition and appointment

- 2.1 The SRC is composed by a minimum of 9 to a maximum of 12 members:
 - Chairman (appointed by the Department Council upon Director's);
 - Vice-Chairman (QA DIMEVET Responsible);
 - Secretary (technical staff assigned by the Department);
 - five to eight members including professors and researchers from the Department (appointed by the Department Council upon Chairman's proposal);
 - a representative of the PhD students (appointed by the Department Council upon Chairman's proposal);
 - a representative of the post Doc fellows (appointed by the Department Council upon Chairman's proposal).
- 2.2 SRC members serve three-year terms, usually coinciding with the Director's term. At the end of the Director's term of office, the Chairman and the SRC decay. No member can keep his role for more than two terms or six consecutive years.
- 2.3 The SRC may, if necessary, request opinions to independent experts with an advisory role, indirectly or by inviting them to meetings. Experts are required to maintain confidentiality on the information received, if necessary. Independent experts have no voting rights.

Article 3 – Operating rules

¹ Rev. 2_ DC of DIMEVET (24th March 2020)

² This regulation is subject to annual review.



- 3.1 The SRC meets at least 6 times a year upon invitation of the Chairman.
- 3.2 The invitation, electronically sent at least 3 days before, contains the agenda of the meeting. All documents relating to the agenda items are sent in advance via e-mail or shared on a dedicated cloud.
- 3.3 For reasons of proven urgency, the Coordinator or the majority of the members or the Director of DIMEVET, can request extraordinary meetings without respecting the deadline of three days. Additional meetings may be held to discuss specific issues.
- 3.4 To be valid, each meeting needs to be attended by at least 50% of the SRC members.
- 3.5 The meetings can also be held by teleconference or by similar systems.
- 3.6 The Committee takes its decisions collectively, by majority vote.
- 3.7 After each meeting, the Secretary draws up a report (in accordance with Annex 3 of SOP QA001); the minutes are approved by the members of the SRC and published on dedicated SRC cloud, upon approval by the appropriate organ, if necessary.
- 3.8 When required, the approved official documents issued by the SRC will be publicly disclosed through any kind of appropriate means.
- 3.9 To guarantee privacy, the Committee may keep some documents confidential. They can always be made available, upon request, to the relevant parties.
- 3.10 An annual report of the activities is released by the Committee and published on the DIMEVET website.

Article 4 – Members obligations

- 4.1 The Committee operates with the maximum transparency. Its members are bound by confidentiality, 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 (even temporarily).
- 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 does not attend three consecutive meetings, the Chairman may propose suspension or revocation of the appointment.

Article 5 – Final provisions

- 5.1 The present Regulations will come into force the day after official approval from the DIMEVET Department Council.
- 5.2 Amendments and/or updates to the present Regulation may be proposed by the majority of the members of the Committee and must be approved by the QAC and the DIMEVET Department Council. The official approval resolution is issued by the DIMEVET Department Council.