



Regulation of the Quality Assurance Committee (QAC)^{1,2}

This Regulation governs the organization and operation of the Quality Assurance Committee (QAC) of the Veterinary Medicine Department (DIMEVET).

Article 1 – Aims and functions

- 1.1 The QAC is responsible for promoting the culture of quality and managing the activities relating to Quality Assurance (QA) of the DIMEVET.
- 1.2 The continuous improvement of the DIMEVET quality system is maintained through the activities of the QAC:
 - elaboration of the Departmental Quality Policy in accordance with the University Quality Policies, the University and Departmental Three-Year Plan, national and international standards and laws;
 - elaboration of standard procedures for the quality assurance of departmental activities. The QAC also monitors the implementation of the procedures and their possible updating;
 - development of commonly used tools for quality assurance (document models, operating instructions, etc.);
 - monitoring of QA processes, including indicators the European Association of Establishments for Veterinary Education (EAEVE) and the Three-Year Departmental Plan (TDP)), to verify the achievement of the objectives;
 - actively collaboration in the drafting and implementation of departmental documents relating to QA aspects.
- 1.3 The QAC proposes and monitors corrective actions related to the DIMEVET QA.
- 1.4 The QAC acts in compliance and in accordance with the University QA System, with ANVUR, as well as with the relevant national laws and the European System of Evaluation of Veterinary Training (ESEVT).

Article 2 – Composition and appointment

- 2.1 The QAC is composed by teachers, technical administrative staff, post doc fellows, PhD students and students of the VMDC.
Its composition is approved by the Department Council (DC) upon proposal of the Director.
The detailed composition of the QAC includes the following members:
 - the QA technical staff, with the role of Chairman;
 - the QA delegate of the DIMEVET;
 - the QA delegate of the VMDC;
 - the Third Mission delegate of DIMEVET;
 - up to 3 members, including professors and researchers from the Department;
 - a representative of the post doc fellows;

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² This regulation is subject to annual review.



- a representative of the PhD students;
- a representative of the VM DP students.

Every six months, and in any case when deemed appropriate, the Director of the Department, the Administrative Responsible of the Department and the Degree Study Programme Coordinator of Veterinary Medicine participate in the work of the QAC.

- 2.2 QAC 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 up to 50% of the QAC can be replaced. In any case no member can keep his role for more than two terms or six consecutive years.
- 2.3 The QAC 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

- 3.1 The QAC meets monthly upon invitation of the Chairman. It can also be convened upon the request of the majority of its members or the request of the Director of DIMEVET.
- 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 the Chairman or the Vice Chairman and at least 50% of the 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 Secretary sends the minutes by email to the other members giving 3 days to send any revisions. In the absence of revisions, the minute is approved by silent assent, otherwise it is discussed and approved at the next meeting. A shortened report, with the list of participants and the agenda, is published on the Department website. The full report is stored on the dedicated QAC cloud.
- 3.8 When required, the approved official documents issued by the QAC 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.