



Regulation of the Committee for EAEVE Matters (CEM)^{1,2}

This Regulation governs the organization and operation of the Committee for EAEVE Matters (CEM) of the Veterinary Medicine Department (DIMEVET).

Article 1 – Aims and functions

- 1.1 The CEM coordinates all the activities related to the European System of Evaluation of Veterinary Training (ESEVT) evaluation of the VMDC as requested by the European Association of Establishments for Veterinary Education (EAEVE).
- 1.2 The CEM:
 - plans and organize the meetings about all the processes related to the ESEVT evaluation;
 - plans and organize the specific DIMEVET and VMDC meetings for the collection of data needed for writing documents requested by EAEVE;
 - plans and organize the meetings aimed to suggest corrections for the resolution of the deficiencies detected by EAEVE committee during visitations and to allow the maintenance of the standards for accreditation reported by the updated ESEVT SOPs;
 - plans and organize the periodic meetings with Stakeholder to assess the acquirement of the Day One Competences by the graduates, but also to engage them in the teaching revisions together with the Head of the VMDC;
 - periodically the CEM reports to the DIMEVET and to the Directive Committee on work progresses.
- 1.3 The CEM acts according to the UNIMI QA system, as well as with the national regulation.
- 1.4 The CEM represents the DIMEVET at the national and international meetings organized by EAEVE, or related to ESEVT accreditation, and reports to the DIMEVET, to VMDC, to Directive Committee and to all the members of the Faculty of Veterinary Medicine of Milan.

Article 2 – Composition and appointment

- 2.1 The CEM is composed by a maximum of 10 members, 7 full-time employed to the VMDC (chosen by the DIMEVET Director) and 3 students of the VMDC (chosen by the students among the current academic year's elected representatives). The Chairman is chosen by the DIMEVET Director, and the Vice-Chairman and the Secretary are chosen by CEM.
- 2.2 The CEM members have a three-years mandate, corresponding to the one of the DIMEVET Director. When the DIMEVET Director mandate is due, the CEM and the CEM Chairman also decayed. Chairman and full-time employed members can be re-chosen consecutively only one time. The student representatives are elected for two years.
- 2.3 The CEM can asks consultative opinions to external independent experts, also inviting them to the meetings. The experts must keep confidentiality obligation about received information. The independent experts do not have voting right.

¹ Rev. 3_ DC of DIMEVET (22nd June 2021)

² This regulation is subject to annual review.



Article 3 – Operating rules

- 3.1 The CEM meets 6 times-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.
- 3.3 For reasons of proven urgency, the Chairman 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 members.
- 3.5 The meetings can also be held by teleconference or by similar systems.
- 3.6 The CEM 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) and the minutes are approved by the CEM. A short report, with the list of participants and the Agenda, is published on the DIMEVET web page dedicated to the CEM, while the full report is saved on the dedicated CEM cloud (UniRe).
- 3.8 When required, the approved official documents issued by the CEM will be publicly disclosed through any kind of appropriate means.
- 3.9 To guarantee privacy, the CEM 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 CEM and published on the DIMEVET web page dedicated to the CEM.

Article 4 – Member's obligations

- 4.1 The CEM 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 CEM, 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 The present regulation is yearly reviewed. 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 CEM and the DIMEVET Department Council. The official approval resolution is issued by the DIMEVET Department Council.