



## Regulation of the Internationalization Committee <sup>1,2</sup>

This regulation governs the organization and operation of the Internationalization Committee (IC) of the Department of Veterinary Medicine (DIMEVET).

### Article 1 – Aims and functions

- 1.1 The IC has the assignment to support the international profile of the Department of Veterinary Medicine. The IC operates in full autonomy on the Department's mandate.
- 1.2 The IC suggests strategies for sustaining and strengthening the international profile of the Department. The IC promotes, supports and implements initiatives and events aimed to improve the students and staff international mobility and the participation of the Department in international cooperation programs.
- 1.3 The IC links with the International Committee of the Università degli Studi di Milano and with the related International Mobility Offices in order to cope with the internationalization strategies of the University and it acts in compliance and in agreement with UNIMI QA System, as well as the relevant National Laws.

### Article 2 – Composition and appointment

2.1 The IC is composed of 12 members:

- The Chairman
- Eight teachers
- One representative of technical administrative staff
- One representative of PhD student of Veterinary and Animal Science course
- One representative of student of Veterinary Medicine or Veterinary Biotechnology Science Degree Courses

The Chairman is appointed based on a proposal made by the Departmental Director.

The eight teachers' members will be included based on their background in the field of internationalization. They are appointed by the Head of the DIMEVET after consultation with the committee Chairman and based on one or more of the following skills:

- experience in consortia of international cooperation;
- experience in internationalization at Departmental institutional level;
- experience in International mobility tutoring;
- attitude in promotion and dissemination of international activities.

The students are appointed by the IC. The technical administrative member is appointed by the Committee after consultation with technical administrative staff.

The IC appoints a member as secretary and a member as vice-chair.

2.2 The IC serves three years terms, usually coinciding with the Director's mandate and two renewals are allowed.

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<sup>1</sup> Reviewed by DIMEVET on March 24<sup>th</sup> 2020

<sup>2</sup> The present regulation will be revised and updated annually.



- 2.3 The IC may, if needed, request opinions to independent experts with an advisory role either indirectly or by invitation to a session of the meetings. Experts are bound by confidentiality, as all information relating to the assessment process is strictly confidential. Independent experts have no voting right.

### **Article 3 – Operating rules**

- 3.1 The IC meets at least twice a year, upon invitation of the Chairman.
- 3.2 The invitation is communicated to members by e-mail at least 3 days before the meeting and contains the agenda. All documents related to the points of the agenda are anticipated by e-mail.
- 3.3 For proven urgency reasons, extraordinary meetings may be required by the President or by the majority of the members or by the Head of the DIMEVET without complying with the 3-days anticipation term. Additional meetings can be held to discuss specific issues.
- 3.4 In order for each meeting to be valid, it is required the presence of the Chairman or the Vice Chairman and 50% of the other members.
- 3.5 The meetings can also be held by teleconference or by compatible systems.
- 3.6 The Committee takes its decisions collectively by an absolute majority of those entitled to vote.
- 3.7 A report is drawn up by the Secretary (SOP QA001), after each meeting, validated by the IC and stored in the reserved area of the Department website (UnimiBox).
- 3.8 When expected, officially approved documents issued by the IC will be publicly disclosed through any kind of appropriate means.
- 3.9 To guarantee privacy, the IC 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 IC and published on the Department website.

### **Article 4 - Members obligations**

- 4.1 The IC operates with 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 and/or have limited access to the documents.
- 4.2 Each member has the duty to collaborate proactively to the works of the IC, both during the meetings and in the assigned activities. The Chairman may propose 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 3 consecutive meetings, the Chairman may propose suspension or revocation procedures.

### **Article 5 – Final provisions**

- 5.1 The present Regulation will be effective the day after official approval by DIMEVET.
- 5.2 Approval resolution of modifications and/or updates to the present Regulation is issued by the IC.