

SCHOOL STATUTE

Article 1

Characteristics and mission of the School

1. IMT (Institutions, Markets, Technologies) Institute for Advanced Studies, located in Lucca, hereby called School, is a public institution of post-doctoral studies under special ordinance of the Italian university system, endowed with legal personality. The School is autonomous from the didactic, scientific, organisational, managerial, patrimonial, financial, administrative and accounting points of view. The School has been created through the joint effort of the following universities: Università LUISS "Guido Carli" (hence LUISS), Politecnico di Milano, Sant' Anna School of Advanced Studies (hence Sant'Anna), University of Pisa and the Fondazione Lucchese per l'Alta Formazione e la Ricerca (hence FLAFR).
2. The School focuses on fields related to social, institutional, economic and technological innovation, achieving the integrity between research and education.
3. The School supports conditions and services that guarantee the right to study in a meritocratic context.
4. The School adopts a managerial model which emphasizes management by objectives, assessment of results, individual responsibility.
5. The School's didactic and research activities are carried out both in autonomy and in steady collaboration with other Italian and foreign universities.
6. The School works in close collaboration with FLAFR, which supports the School's development and growth.
7. Due to both the geographical closeness and the greater opportunities of interaction, the School considers the University of Pisa, Sant'Anna and FLAFR its natural partners. The role played by the Pisan universities is regulated in article 5.

Article 2

National and international activities. Importance of the municipal and regional territory.

1. The School promotes both national and international cooperation within education and research, taking into account the ministerial indications, advocating the participation of professors and students in international research projects and groups.
2. In order to do so, the School:
 - a) promotes the mobility of students, researchers and professors;
 - b) attracts students and young professors from abroad through international selection procedures;
 - c) trains PhD students and researchers showing competitive skills both on national and international level, from which local institutions and firms can benefit;
 - d) guarantees study periods at national and international universities;
 - e) profits from the knowledge of renowned foreign scholars throughout the formative path;
 - f) submits its activities to constant assessment procedures, based on the most acknowledged standards, with the help of renowned experts and scholars in the international scientific community;
 - g) designs its formative paths based on similar international experiences;
 - h) advocates the diffusion and valorisation of research results and technology transfer.

Article 3

Educational activities and qualifications

1. In order to achieve its goals, the School holds PhD courses, postgraduate training courses of first and second level, and issues relevant qualifications.

Article 4

Research

1. Research is integral part of the School activity, which needs to be carried out by both students and professors.
2. Research results are public (reserve the intellectual property rights) and their public diffusion is guaranteed.
3. The School promotes the transfer of the research results.

Article 5

Relationship with Pisan universities

1. On the basis of specific agreements, the School can define forms and modalities of collaboration with the University of Pisa and Sant'Anna.
2. Collaborations take place through:
 - a) use of structures and laboratories already functioning in the Pisan institutions for the training of the School's students;
 - b) institution of new structures and laboratories in order to promote a better integration between the School activities and the local economic environment,
 - c) the chance to benefit from libraries, records and documents of the Pisan universities for training and research activities;
 - d) establishment of PhD courses in collaboration and interaction with Pisan institutions, on a complementary basis.

Article 6

Governing bodies

1. The governing bodies of the School are the following:
 - a) Executive Council;
 - b) Academic Council;
 - c) Director.

Article 7

Executive Council

1. The Executive Council is composed of:
 - a) the Director, who is also its Chairman;
 - b) six FLAFR representatives;
 - c) a representative of the University of Pisa;
 - d) a representative of Sant'Anna School of Advanced Studies;
 - e) a representative of Politecnico di Milano;
 - f) a representative of LUISS;
 - g) two members jointly appointed by the other universities with which the School collaborates under the article 1, paragraph 5;
 - h) the Administrative Director, in charge of the transcript, without voting right

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2. The Executive Council is in charge of all ordinary and extraordinary administration. It is primarily responsible for:
 - a) approving the triennial and yearly planning of activities, including the required number of teaching and technical/administrative staff, as well as the allocation of resources between the scientific- and didactic structures of the School;
 - b) verifying the correspondence of the administrative management results to the given general guidelines;
 - c) deliberating on the budget, including any relative variation, and on the final balance;
 - d) deliberating on the general regulations; approving the didactic regulations and the regulations on the functioning of structures;
 - e) appointing the Director, under the article 9;
 - f) appointing the Administrative Director;
 - g) appointing the members of the Assessment Group and the Audit Committee;
 - h) approving the establishment and the suppression of courses;
 - i) approving the establishment and the suppression of research laboratories and areas endowed with administrative and financial autonomy, defining the relevant responsibilities;
 - j) deliberating on the organizational structure (central offices and services) as well as defining the organizational chart of the staff;
 - k) deliberating on contracts under its own jurisdiction, on the participation in research centres and consortiums, and on proposals of onerous conventions;
 - l) deliberating on the payment of teachers and technical/administrative staff, in compliance with the current legislation;
 - m) defining the allowance of all members of the bodies provided by the Statute;
 - n) deliberating, with the absolute majority of all members having voting right, on any possible alteration to the Statute, acquiring the opinion of the Academic Council;
 - o) exercising all prerogatives assigned by the present Statute, together with the School regulations and general and special rules concerning universities.
3. Members of the Executive Council are nominated for a period of four years, which can be confirmed consecutively only once.

Article 8

Academic Council

1. The Academic Council is chaired by the Director, who can convocate meetings on his behalf, or upon request of one third of the members..
2. The Academic Council is composed of the tenured professors of the School, together with the representatives of the PhD students. The latter has a membership equal to 10% of the total number of the Council members, rounded up to the nearest integer.
3. The Administrative Director, or a staff member expressly delegated by him, is in charge of taking minutes.
4. The Academic Council:
 - a) deliberates on the call of tenured professors;
 - b) appoints the coordinators of the courses provided by article 3;
 - c) deliberates on educational and scientific regulations and on educational and scientific calls for application;
 - d) deliberates on teaching assignments, as provided by the regulations of the School;
 - e) submits the establishment and the suppression of the courses for the approval of the Executive Council under article 3;
 - f) submits the establishment and the suppression of research areas and laboratories, endowed with administrative and financial autonomy, for the approval of the Executive Council, and defining the relevant responsibilities;

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- g) expresses non-binding opinions, with the absolute majority of members having voting right, on any possible alteration to the present Statute.
5. Elective members of the Academic Council are nominated for a period of one year, which can be confirmed consecutively only once.

Article 9

Director

1. The Director is appointed by the Executive Council, and shall be an internal or external professor with international renowned scientific and academic qualifications. Having heard the non-binding opinion of the Academic Council, the Director is nominated with the absolute majority of Executive Council members. In case that the Director is an external professor, the consent of the university he/she comes from is necessary and his gross compensation is totally reimbursed to the mentioned university, as well as fiscal and welfare burdens.
2. The Director is appointed for a period of four years, which can be confirmed consecutively only once. Prematurely interrupted mandate is taken into consideration only in case it exceeded the first two years.
3. In the event of premature interruption of the mandate, a new appointment must be carried out in two months time. In such cases, the duration of the mandate includes the completion of the current academic year, and in addition, the full four-year period.
4. In the period between the ending of the mandate and the appointment of the new Director, the relevant functions are carried out by a full professor, member of the Academic Council, with the longest academic seniority, who is also a member of the Academic Council.
5. The Director:
 - a) is in charge of the legal representation of the School;
 - b) convocates and presides all meetings of the Executive Council, and sets its agenda;
 - c) convocates and presides all meetings of the Academic Council, and sets its agenda;
 - d) issues calls and regulations of educational and scientific nature;
 - e) issues calls and regulations of technical and administrative nature;
 - f) adopts necessary and urgent measures under the jurisdiction of the Executive Council, reporting them for ratification on the forthcoming Executive Council meeting;
 - g) bestows the qualifications issued by the School, even jointly with other universities;
 - h) stipulates conventions and contracts which are under his jurisdiction, according to the Regulation for the administration, finance and accounting;
 - i) ensures the compliance of the regulations on functions and duties of professors and researchers;
 - j) ensures the internal and external information on the School activities, through the most appropriate means;
 - k) monitors the execution of the decisions of the Executive Council and the Academic Council;
 - l) takes care of the relationships with national and international representative bodies, as well as with public and private organizations which could support the School and develop its formative supply;
 - m) carries out any other function assigned by the law, the School Statute and other regulations.
6. The Director can appoint a Vice Director with a substitute function.
7. Having heard the opinion of the Executive Council and of the Academic Council, the Director can appoint committees composed of renowned researchers and professors even from outside the School, for collaborations in research activities and innovation projects relevant to the territory.

Article 10

General regulation of the collegial bodies

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1. Except for statutory or legislative provisions deciding otherwise, the collegial bodies of the School shall comply with to the following guiding principles:
 - a) every mandate starts at the beginning of the academic year;
 - b) the collegial body can be formed even if not every member has been nominated; nevertheless, it can not be formed unless at least two thirds of its members have been elected or appointed. The Executive Council is regularly formed with the appointment of at least two thirds of its members, under the first paragraph of article 7; the oldest member is in charge of verifying the structural quorum and starting the procedure to appoint the Director.
 - c) The replacement procedure must be completed thirty days before the ending of the body's mandate; once the body's mandate expires, its extended functions are limited to urgent and undelayable acts for a duration of forty-five days; after this extension, the body lapses;
 - d) A member's resignation takes effect after the acceptance of the competent body; from that day on, the regulations under the point b) shall be applied;
 - e) In case of impediment or absence of the person charged with the chairmanship, the body is chaired by the vicar (if appointed); in case of impediment or missing nomination of the latter, its functions are carried out by the oldest member;
 - f) the agenda is set by the chairman of the body and is indicated at the convocation; the decisions which have to be taken with a qualified majority must be expressly indicated in the agenda; the request to add any additional points to the agenda is accepted subject to the approval of all members of the body present at the meeting;
 - g) meetings are considered valid only if the majority of members are present; deliberations are valid with at least the majority of the members present at the voting session; in case of parity, the chairman's vote prevails;
 - h) voting is generally with undisguised ballot ;
 - i) the access to the meetings of the collegial bodies is restricted only for members;
 - j) the meetings can only be made public by the decision of the chairman or the majority of members, excluding the points of the agenda where specific persons are concerned;
2. The decisions and the minutes of the meetings are public, unless otherwise regulated.

Article 11

Conduction of meetings

1. The meetings of the collegial bodies can be conducted through audio conference and videoconference. In these cases, the chairman or his substitute must verify the quorum requested to validate the meeting, identifying personally and without doubt all connected members, and ensuring that each participant is able to follow the meeting in real time, and can participate in the discussion. The meeting takes place where the chairman or his substitute and the minute-taker are contemporaneously present.
2. In order to make the decisions, the relevant documents shall be submitted prior to each meeting.

Article 12

Comitato di Indirizzo

1. The Comitato di Indirizzo, chaired in rotation by one of its members in the following order, is composed of:
 - a) the President of FLAFR;
 - b) the Rector of the University of Pisa;
 - c) the Director of Sant'Anna School of Advanced Studies;
 - d) the Rector of LUISS University;
 - e) the Rector of Politecnico di Milano.

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2. The Director is invited to the meetings.
3. The Comitato di Indirizzo is an advisory body that issues proposals on the general guidelines of didactics and research as well as on the pluriannual strategic plan, with particular reference to the establishment of new courses and the realization of innovative projects which can be of service to the territory.
4. The Comitato di Indirizzo meets at least once a year on the occasion of the preparation of the activity program.

Article 13 **Scientific Advisory Board**

1. The Scientific Advisory Board is an advisory body for the didactic and research activity and for the pluriannual strategic planning.
2. The Scientific Advisory Board is composed of five members appointed by the Executive Council among highly qualified members of the international scientific community specialized in one of the research fields of the School.
3. As a rule, the Scientific Advisory Board meets once a year, and is in charge of preparing a report on the researches that have been carried out, and on the organization and quality of the educational activity.

Article 14 **Pluriannual strategic planning**

1. The pluriannual strategic planning defines the development of the School in terms of scientific priorities, collaborations with public and private entities, specific needs regarding housing structures and equipment, financial needs, required academic and administrative human resources, and whatever else is necessary for the strategic development of resources and activities.
2. The pluriannual strategic planning is prepared by the Director and then submitted to the approval of the Executive Council, together with the non-binding opinion of the Academic Council.
3. The Assessment Group and the Scientific Advisory Board are in charge of monitoring the accomplishment of the goals set up in the pluriannual strategic planning, assessing the achieved objectives every year, and reporting it subsequently to the Executive Council.

Article 15 **Annual Planning**

1. The annual planning is the yearly operational and detailed version of the pluriannual strategic plan, which includes:
 - a) the estimated budget;
 - b) the allocation of resources between courses, research areas and laboratories;
 - c) the establishment and the definition of aims of courses, research areas and laboratories, and their suppression;
 - d) the appointments and responsibilities of the coordinators of courses, research areas and laboratories;
 - e) any alteration from the structure and the organization of the administration.
2. The annual planning is prepared by the Director and submitted to the approval of the Executive Council.
3. As far as sections a)b)c) of the comma 1 are concerned, the acquisition of the opinion of the Academic Council is mandatory.

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Article 16

The Administrative Director

1. The Administrative Director:
 - a) is responsible for the legitimacy, impartiality, transparency and good performance of the administrative activity of the School;
 - b) is responsible for the administrative structure, including services, offices, and service centres, even in collaboration with third parties;
 - c) is in charge of the direction, administration, guidance, coordination and control of the technical/administrative staff;
 - d) can delegate some of his functions to other managers working in the School, according to specific needs;
 - e) takes part (without voting right) in the meetings of the Executive Council and supervises the implementation of its deliberations concerning financial, technical and administrative aspects;
2. The Administrative Director is appointed by the Executive Council among a short list of candidates proposed by FLAFR. The Administrative Director stays in office until the end of the fourth academic year after the year of his nomination, and its nomination can be confirmed.
3. For severe reasons, the Administrative Director can be suspended or dismissed with the justified motivation of the Executive Council.
4. The Administrative Director may appoint a vicar among the School's managers and other employees with managerial functions. The vicar substitutes the Administrative Director in case of absence or temporary impediment.
5. In case of absence or impediment, the Administrative Director is substituted by another manager appointed by the Executive Council.

Article 17

Assessment Group

1. The Assessment Group is composed of five members chosen among scholars and experts in the field of assessment, from even outside the academic field, not forming part of the teaching and administrative staff of the School. It is assisted by a technical secretariat.
2. The members and the chairman of the Group are appointed by the Executive Council and their term of office corresponds to that of the Council. Their mandate may be confirmed consecutively only once.
3. Any other mandate of the School is incompatible with the mandate of member of the Group.
4. The Assessment Group evaluates the School management and the achievement of the programmatic aims, reporting them to the Executive Council and to the Academic Council.
5. The Group in particular:
 - a) assesses the achievement of the programmatic aims of the School, particularly that of the triennial planning;
 - b) assesses the correct use of resources, the productivity and the pursuit of quality of the research and didactics, as well as the impartiality and the good performance of the administration;
 - c) evaluates the impartiality, the transparency and the effectiveness of the quality assessment mechanisms;
 - d) carries out any other evaluation survey entrusted by the Executive Council.
6. The Group carries out any other task entrusted by the legislation in force.
7. The Group is guaranteed:
 - a) operational autonomy;
 - b) the necessary resources for its activities;
 - c) the right to access all necessary data and information, as well as the publicity of the acts in compliance with data protection laws.

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Article 18

Audit Committee

1. The administrative and financial audit of the School is carried out by an Audit Committee, composed of three permanent members, including the chairman and two substitutes enrolled in the Register of Auditors. Members of the Committee are appointed by the Executive Council.
2. Two permanent members are chosen among the managers in the corresponding roles of the Italian Ministry of University and Research and the Italian Ministry of Economics and Finance, enrolled as members of the Register of Auditors.
3. The members' term of office is four years, which can not be confirmed consecutively more than once. The Auditors stay in office until June 30 of the fourth year following the year of their appointment.
4. The Committee is in charge of the audit of the managerial acts, and ensures the regular bookkeeping, even from a fiscal point of view; examines the budget and any variations that might occur from it, as well as the final balance, writing specific reports on it; it is also in charge of carrying out cash control.
5. Specific rules of the Audit Committee are established in the Regulation for the administration, finance and accounting.

Article 19

Professors and researchers

1. The academic staff is composed of researchers and full or associate tenured professors, recruited in compliance with the legislation in force.
2. Moreover, for specific didactic or scientific activities, the School avails itself of Italian or foreign teachers and experts, in compliance with the legislation in force.

Article 20

Financial year

1. The administrative and accounting activity of the School refers to the calendar year;
2. By such term the Executive Council approves the budget, and by April 30, approves the economic and financial balance of the previous period.
3. The content, structure, establishment and approval of both the budget and the final balance is regulated in the Regulation for the administration, finance and accounting.

Article 21

Financial incomes and properties

1. The School incomes are composed of:
 - a) transfers from the State;
 - b) transfers from FLAFR;
 - c) other public and private grants and proceeds deriving from contracts and conventions;
 - d) other forms of financing, such as revenues from activities, annuities, asset profits and property transfers, donations;
 - e) any charge paid for PhD and other post-graduate training;
2. For its activities, the School uses and preserves:
 - a) its own premises as well as those granted by the State or by individuals;
 - b) Its own technical equipment, scientific collections, books, archive- and artistic heritage, as well as those granted by others, in compliance with the regulations.

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Article 22

Regulation for the administration , finance and accounting

1. The regulation for the administration, finance and accounting, in compliance with the legislation on university accounting, regulates, under the art.7 of law n.168 (May 9 1989), the criteria of the financial and accounting management, as well as the administrative procedures and the relevant responsibilities, together with the modalities of internal control and the administration of properties.
2. The Regulation for the administration , finance and accounting, approved by the Executive Council with the absolute majority of its members, is issued with a Director's decree, in accordance with the same law No. 168 (May 9 1989) under the article 7.

Article 24

Regulations

1. Regulations provided by the law or the Statute are issued within six months from the date the present Statute comes into force.

Article 25

Final and transitional rules

1. Until the formation of the Academic Council under art.8, its functions are carried out by the Executive Council.
2. Once the present Statute enters into force, the Academic Council is considered validly established only if five full-time professors are present.
3. Until the appointment of the two members of the Executive Council, under the article 7, comma 1, letter g, carried out jointly by the collaborating institutions under paragraph 5 of the article 1, the two members are appointed in agreement by the Rectors of the universities under the paragraph 1, article 1. These mandates end automatically, according to the order of appointment, once the joint appointment of one or both members, appointed under the article 7, comma 1, letter g, has been communicated.

Article 26

Entry into force

1. The Statute enters into force on the fifteenth day after the publication in the Italian Official Gazette.
2. Any alteration in the Statute enters into force at the beginning of the academic year following the date of publication in the Italian Official Gazette, unless the Executive Council deliberates otherwise.

ADDITIONAL NOTE

In order to guarantee a full representation of the Pisan university system, the Scuola Normale Superiore will be formally invited to participate in the scientific and organizational project defined by the present Statute. In case of adherence, the Statute will be modified as follows:

1. insertion of Scuola Normale Superiore in the article 1, paragraph 7 and in the article 5, paragraph 1.
2. insertion of a representative of Scuola Normale Superiore among the members of the Executive Council under article 7, paragraph 1, and thus a reduction to 1 member under letter g.
3. insertion of the Director of Scuola Normale Superiore among the members of the Steering Committee under article 12.

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