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STATUTE OF THE POLITECNICO DI MILANO

HEADING I – GENERAL PROVISIONS AND PRINCIPLES

- Article 1 Definitions
- Article 2 Institutional aims
- Article 3 Staff development
- Article 4 Research and education
- Article 5 Autonomy
- Article 6 Organisational and models principles
- Article 7 Regulatory autonomy
- Article 8 Control and assessment of performance

HEADING II – THE UNIVERSITY BODIES

- Article 9 University bodies
- Article 10 Rector
- Article 11 Academic Senate
- Article 12 Board of Governors
- Article 13 Board of Auditors
- Article 14 Assessment commission
- Article 15 Student Board
- Article 16 Disciplinary Board

HEADING III – ADMINISTRATIVE, FINANCIAL AND TECHNICAL ORGANISATION

- Article 17 Organisational Methods
- Article 18 General Director
- Article 19 Administrative Heads

HEADING IV – DEPARTMENTS, SCHOOLS, REGIONAL CAMPUSES AND OTHER STRUCTURES

- Article 20 Department
- Article 21 Head of Department
- Article 22 Department Board
- Article 23 Department Executive Committee
- Article 24 School
- Article 25 Dean of School
- Article 26 School Executive Committee
- Article 27 Joint Committee
- Article 28 Study Programme Board
- Article 29 Regional Campus
- Article 30 School of Doctoral Programmes
- Article 31 Specialised Schools, Masters and lifelong training work
- Article 32 Coordination structures or services for research and teaching

HEADING V – PARTICIPATION AND TRANSPARENCY

- Article 33 University conference
- Article 34 Defendants of students
- Article 35 Single guarantee committee
- Article 36 Transparency Guarantor

HEADING VI – DEFINITIVE AND TRANSITIONAL PROVISIONS

- Article 37 Incompatibility
- Article 38 Bodies coming into force and start of mandates
- Article 39 Amendment to the Statute
- Article 40 Abrogations
- Article 41 Coming into force

HEADING I – GENERAL PROVISIONS AND PRINCIPLES

Article 1 Definitions

For the purpose of the application of these Statute, the following meanings are valid:

- a) Politecnico, The Politecnico di Milano;
- b) University, The Politecnico di Milano;
- c) Minister, the Minister of university education and research;
- d) Ministry, the Ministry of university education and research;
- e) Full professors;
- f) Associate professors;
- g) Researchers, university researchers, including non-permanent researchers and fixed-term professors;
- h) Professors, full and associate professors and researchers;
- i) Students, those enrolled for study programmes and research doctoral programmes;
- j) Heads, senior officials and those tasked with managerial functions for a fixed term,
- k) staff, technical/administrative staff of the University, permanent or with fixed term contracts;
- l) structures, Departments, Schools, regional Campuses, School of doctoral programs, oversight structures or services to research and teaching, university administration.

Article 2 Institutional aims

1. The Politecnico is a public and autonomous academic institution of the Italian Republic, which works in the interest of society and respect for human dignity, ensuring the freedom of research and teaching guaranteed by the Constitution.
2. The Politecnico's main aim is the processing and transmission of scientific, technological, humanities and socio-economic knowledge, the promotion and organisation of research, training of students and professors in the fields of architecture, design, engineering and other sectors of the polytechnic culture promoted by the university.

3. The Politecnico considers the relationship with the region in which it operates as an integral part of its aims and, through its own institutional activities and through the dissemination of knowledge and innovations, it promotes development and international competitiveness. The skills of the Politecnico are at the service of the entire socio-economic system of the country.
4. The Politecnico aims at providing students with cultural and professional training at the level of the best international standards.
5. The internationalisation of research and teaching is a priority objective, which guides university programmes and managerial choices.
6. The Politecnico promotes initiatives aimed at developing the capacities of merit-worthy students and ensures the right of study through study scholarships, student loans, cultural and residential services and other supporting actions, also on the basis of agreements and conventions with the relevant regional bodies.

Article 3 Personal development

1. The development of the professional abilities of the professors and staff of the university is an essential condition for the Politecnico to carry out its institutional mission in the most efficient way.
2. Professors, staff and students, as members of the Politecnico, contribute to the achievement of the institutional aims of the university in accordance with their respective roles and responsibilities.
3. The university recognises the dignity of each person in work and study, guaranteeing equality of treatment, and it promotes initiatives aimed at removing discrimination in training, access to work as well as career orientations and progress.
4. Professors, staff and students participate actively, directly or through representatives, in the formation of decisions in the collective interest.
5. The Politecnico promotes wellbeing in study and work places and uses preventive strategies to increase safety and quality.

6. The Politecnico promotes continuous training of staff to develop professionalism and to improve the level of the quality of the services they provide. For this purpose the Politecnico prepares a training programme in line with the requirements of the individual structures and the strategic and operational objectives of the university.
7. The Politecnico promotes the quality of life of staff using methods aimed at solving the problems associated with working relationships giving support to the professors, staff at work and the relative family structures.
8. The Politecnico cares for its own historic memory bank by ensuring that archives are carefully conserved in paper and digital form. It also promotes the conservation and development of products of particular scientific, technological and cultural interest.

Article 4 Research and education

1. The Politecnico supervises freedom of research and teaching and establishes teaching aims by using its own governing bodies.
2. The Politecnico ensures coordination of research programmes and training activities through the rules and procedures which ensure interaction between Departments, Schools and study programmes.
3. The right to obtain a patent for any industrial inventions created using the infrastructure or financial means of the Politecnico, even if in cooperation with other entities or on behalf of third parties, is governed by special rules in observance of current laws.
4. The training programmes are prepared by the relevant scientific community, on the basis of positions and responsibilities, ensuring adequate methods for comparison and study of possible synergies between similar programmes, in accordance with the general aims of the university.
5. The Politecnico aligns its teaching and training profiles with the development of professional operators in the work market and the needs of society. For this purpose the university has adopted the instruments needed for gaining rapid knowledge of these changes, using also the cooperation of professional, business and trade union bodies and other public and private entities.

6. The Politecnico is developing its networking model in the region, establishing regional Campuses through its own Schools and Departments, research and training activities at a high level, in the interest of the university and local contexts.
7. The Politecnico encourages full and open access to knowledge, promoting free circulation and the widest dissemination of teaching, cultural and organisational content, including in digital form.
8. The university's code of ethics identifies the values and rules of conduct which guide the behaviour of professors, students, managers and staff.

Article 5 Autonomy

1. The Politecnico has scientific, teaching, administrative, financial and organisational autonomy which it exercises using the methods set out in this Statute and within the limits of current legislation.
2. For carrying out its institutional functions the Politecnico uses its own financial and infrastructural resources and staff, also obtained from or made available by public and private entities.
3. For achieving its institutional objectives, the Politecnico can:
 - a) engage in relationships with public and private entities also through holdings, contracts, agreements and consultancies;
 - b) establish centres and services, including inter-university, and engage in cooperation in the fields of research, teaching and other cultural activities;
 - c) establish bodies to promote the identification and the international recognition of specific academic disciplines or themes;
 - d) promote and participate in consortia with other universities and public and private organisations;
 - e) constitute or participate in companies, limited liability companies or other associations under private law with legal personalities and endowed with complete asset autonomy, for the planning and execution of educational and research programmes aimed at development and the transfer of scientific and technological knowledge, as well as performing other activities instrumental to teaching and research or required strictly for the achievement of its own institutional aims.

4. No financial charge or further obligation to pay, compared to what has been decided by the competent bodies in relation to the activities at paragraph 3 above, can be assumed or be chargeable to the university, including cases where it is necessary to make good any losses.
5. To carry out ancillary activities in support of teaching and research and in order to carry out the acquisition of goods and services on the best terms, the Politecnico can use, as a benchmark body, a university foundation under private law held by entities, associations and companies. By a decision of the Academic Senate and the Board of Governors, the Politecnico can grant assets and goods to such a Foundation, in observance of the criterion of ancillary usefulness regarding the institutional functions which remain the prerogative of the university. The Foundation is governed by a special statute, amendments or additions to which are decided by the Board of Governors of the university, acting on proposals from the Academic Senate.
6. The Politecnico works in the field of cultural and professional training by giving courses or seminars on advanced training, improvement, updating and general culture, also through cooperation with firms, institutions, regional bodies and service sector entities.
7. The Politecnico encourages, also through granting financial contributions as set out in the accounts, activities self-managed by the staff or students in the leisure and sport sectors, or with cultural relevance.
8. The University supports the alumni association (AlumniPolimi) of the Politecnico, which has the objective of maintaining relations with former students. Through the alumni association (AlumniPolimi), the Politecnico encourages initiatives compatible with its own institutional aims, promoted by associations, possibly consisting of students, aimed at supporting the professionalism of the university and the improvement of cultural and scientific relations.
9. The Politecnico, in the framework of appropriate agreements, encourages exchanges of professors with other Italian universities, whether public or private.

10. In order to encourage international cooperation, the Politecnico stipulates agreements and conventions with universities and cultural and scientific institutions in other countries, promoting and encouraging international exchanges of professors and students, also through the use of financial methods.

Article 6 Organisational and models principles

1. The Politecnico is organised into Departments, Schools and regional Campuses.
2. The institutional model and organisation of the University is aimed at ensuring the right balance between the powers, in guaranteeing a constructive dialogue between the various bodies and in ensuring adequate turnover for the more senior appointments.
3. To ensure the democracy, transparency and representativeness of the governing procedures, the responsibility for the guidance of the University, the Departments and the Schools is entrusted to elected members.
4. The organisational and functional arrangements of the University are characterised by the principle of distinguishing between the aims, programming and control functions on the one hand and the implementation and administrative management on the other. The Politecnico will ensure maximum publicity and transparency for its activities. The managerial choices of the University are oriented towards the improvement of services provided and the relative procedures.
5. The Politecnico promotes the quality of teaching and research through unified management of the teaching objectives of the Schools and the scientific projects of the Departments.
6. In its allocation of resources, the Politecnico takes account of the results achieved in terms of teaching, research, technological transfers as well as efficiency in the use of the resources previously allocated, using criteria and parameters established previously during the long-term programming. A share of the resources is reserved for transversal teaching and research programmes which involve several Schools or university Departments.
7. The organisation of the administration of the university and staff management criteria ensures identification of responsibilities and assessment of results. The means of managing the structures and their autonomy are set out in the General Regulations of the University and the Regulations for administration, finance and accounts.

Article 7 Regulatory autonomy

1. In the framework of its autonomy, the Politecnico adopts the regulations laid down by current laws and all other regulations needed for the organisation and the functioning of the university structures and services, as well as the correct exercising of institutional functions.
2. The General Regulations of the university contain the rules implementing legislative and statutory provisions and are issued by a Rector's decree. The rules enter into force on the fifteenth day after issue except when the regulation itself establishes a different period. Where set out in current regulations, the rules are sent to the Ministry which carries out checks on their legitimacy and merit.
3. General Regulations are:
 - a) The General Regulations of the University approved by the Academic Senate with an absolute majority of its members, which establishes the organisational, managerial and functional rules for the bodies and structures of the University, as well as the relative methods of election;
 - b) The Teaching Regulations of the University, approved by the Academic Senate with an absolute majority of members, after a favourable opinion from the Board of Governors which governs the educational systems in the study courses and the organisational aspects common to them
 - c) The Regulations for administration, finance and accounts, approved by the Board of Governors with an absolute majority of members and having heard the Academic Senate which governs managerial criteria, the administrative and financial procedures and the consequential responsibilities;
 - d) The Student Board Regulations, approved by the Academic Senate;
 - e) The other university regulations, adopted in implementation of current laws, for governing matters of general interest to the University.

4. The Regulations of the Departments, the Schools and the regional Campuses, drawn up in observance of the provisions of these Statute and the University's General Regulations, are decided upon by the respective bodies by an absolute majority of those entitled to vote, approved by the Academic Senate following a favourable opinion from the Board of Governors and issued as a Rector's decree.

Article 8 Control and assessment of performance

1. The performance of the University is subject to controls and assessments.
2. Assessment of the programmes and results of the University is carried out with the participation of external entities. At the end of the assessment procedures, guidance and suggestions can be formulated and put to the various structures to improve their performance.
3. In order to orientate the strategies of the University over the medium and long term, the activities and programmes of institutions of excellence in research and teaching at international level are subject to comparative monitoring and analysis.

HEADING II – THE UNIVERSITY BODIES

Article 9 The University Bodies

1. The Rector, the Academic Senate and the Board of Governors are the governing bodies of the University which are in charge of policies and administration, setting out the objectives and programmes, taking the necessary formal measures and checking the compliance of the results of the administrative and management activity against the guidance given.
2. The Board of Auditors is the internal control body checking the regular performance of administrative, financial and accounting management of the Politecnico.
3. The Assessment Commission is the internal assessment body for administrative management, teaching and research, and supporting the right to study.
4. The General Director is the entity responsible for the management and organisation of the services and staff of the University.

5. The Student Board is the entity which makes proposals and offers consultation to the governing bodies.
6. The Disciplinary Board is the body responsible for the investigative stage of disciplinary proceedings against professors.

Article 10 Rector

1. The Rector is the legal representative of the University and deals with the aims, initiatives and coordination of the scientific and teaching activity as well as being responsible for the pursuit of the University's mission in accordance with the criteria of quality and observance of the rules of effectiveness, efficiency, transparency and merit.
2. In particular the Rector:
 - a) proposes the strategic long term programme of the University to the Board of Governors, taking account of the proposals and views of the Academic Senate;
 - b) proposes the statement of the annual and triennial forecast and the final balance sheet to the Board of Governors, taking account of the proposals and views of the Academic Senate;
 - c) proposes the appointment of the General Director to the Board of Governors, taking account of the proposals and views of the Academic Senate;
 - d) appoints the external members of the Board of Governors on the basis of the skills profiles set out in current rules and any additional requirements identified by the Academic Senate;
 - e) takes the initiative in disciplinary proceedings relating to professors and adopts disciplinary measures which are not more severe than a reprimand;
 - f) issues the regulations of the University by means of a decree;
 - g) convenes and chairs the Academic Senate, coordinating its activities;
 - h) convenes and chairs the Board of Governors, coordinating its activities;
 - i) convenes and chairs any joint meetings of the Academic Senate and the Board of Governors, coordinating their activities;
 - l) calls the University Conference;
 - m) checks on observance of the Statute and the rules concerning university regulations.

3. The Rector exercises any other function set out in current regulations, in this Statute, in the regulations of the University and where not specifically assigned to other bodies.
4. The Rector's appointment is for six years, not renewable.
5. The Rector is elected amongst the full professors, also those serving with other Italian universities, for a full time appointment, or who opts for this regime if elected.
6. The active electorate consists of:
 - a) Full and associate professors, permanent researchers and fixed-term researchers pursuant to article 24, paragraph 3, letter b) of Law 240 of 30 December 2010;
 - b) Representatives of the students elected to the bodies and committees of the University, whose vote is weighed with a coefficient equal to fifteen per cent of the ratio between the electorate of professors and the electorate of students;
 - c) Managers and staff, whose vote is weighed with a coefficient equal to twelve per cent of the ratio between the electorate of professors and the electorate of managers and staff.
7. From amongst the full professors, the Rector appoints a Vice Rector, who replaces him in cases of non-availability, absence and early resignation or retirement, until the newly elected Rector takes office.
8. The Rector appoints, from amongst the professors:
 - a) A delegate Vice Rector of University;
 - b) A delegate Vice Rector of Campus for each regional Campus.
9. In order to improve implementation of University policies, the Rector can delegate the performance of some institutional tasks to professors, informing the Board of Governors and the Academic Senate.

Article 11 Academic Senate

1. The Academic Senate leads the scientific and teaching activities of the University, also proposing solutions for the best management of resources.
2. In particular, the Academic Senate prepares proposals and obligatory opinions concerning:
 - a) The triennial development Plan;
 - b) The annual and long term accounts forecasts for the University;

- c) The final version of the University's accounts statements;
 - d) The establishment, the amendment and the dissolving of Schools, Departments and regional Campuses and the relative projects instituting them;
 - e) The establishment, amendment and dropping of study programmes;
 - f) The coordination and the links between Departments and Schools, including the academic timetable and the programming and rules for access to the study programmes;
 - g) The institution of other coordination and services structures for research and teaching;
 - h) The General Director proposed by the Rector.
3. The Academic Senate approves:
- a) Requests for adherence of professors to Departments in a case of disagreements between the bodies in question;
 - b) The University's General Regulations;
 - c) New educational rules and changes to existing rules;
 - d) The regulations, including those governing Departments, Schools and regional Campuses in matters of teaching and research and the Code of Ethics, after receiving positive views from the Board of Governors;
 - e) The institution of doctoral programs, the establishment of Masters degrees and specialised Schools.
4. The Academic Senate identifies the competence profiles which characterise the external members of the Board of Governors, in addition to those required under current regulations.
5. The Academic Senate is validly constituted with the presence of the majority of its members. The decisions are adopted by an absolute majority of those present, unless otherwise specified by statutory or regulatory provisions.
6. The Academic Senate, in a decision adopted by a majority of at least two thirds of the members, can propose a vote of no confidence in the Rector, two years from the beginning of the Rector's mandate and at least one year after the previous vote.

7. The Academic Senate decides, on a proposal from the Rector, on matters regarding breaches of the Code of Ethics which do not fall within the competence of the Disciplinary Board.
8. The Academic Senate, constituted by a Rector's Decree, has a number of members not exceeding thirty five and is composed of:
 - a) The Rector, who chairs it;
 - b) A professor for each Department elected by the professors belonging to it, representative of the Department; four professors elected by universal suffrage, representing the University. At least a third of the representatives of Departments and the University consist of the Department Heads. The number of representatives of Department cannot be less than three and greater than twenty two, in line with what is set out in article 20 paragraph 10;
 - c) Two representatives elected by the staff;
 - d) Three representatives elected by the students if the number of Department representatives is less than eleven, four if the number of Department representatives is between eleven and fifteen, five if the number of Department representatives is between sixteen and twenty, and six if the number of Department representatives is greater than twenty.
9. The Department representatives are elected by the professors in the Department, in accordance with the methods set out in the General Regulations of the University. Departmental professors can be applicants; the Head of the Department is an applicant by right.
10. The University representatives are elected by the professors, in accordance with the methods set out in the University's General Regulations. University professors can be applicants, with the exception of Department Heads.
11. The staff representatives are elected by the staff of the University, in accordance with the methods set out in the University's General Regulations. Permanent University staff may apply.
12. The students' representatives are elected in accordance with the methods set out by the University's General Regulations.
13. The mandate for members of the Academic Senate is three years, renewable once, with the exception of the mandate of the students' representatives which is for two years, renewable once.

14. The Deans of the Schools are invited to take part in meetings as well as other persons, to discuss specific subjects in accordance to what is set out in the University's General Regulations.
15. The Academic Senate is convened by the Rector on his own initiative or by a request from at least one third of the members with voting rights.
16. Before convening the meeting it is possible for a request be made for insertion into the agenda of specific issues by at least one third of the members with voting rights or at least ten per cent of the professors or staff concerned, in accordance with the methods set out in the General Regulations of the University.

Article 12 Board of Governors

1. The Board of Governors sets out the long term programmes on the basis of proposals and views from the Academic Senate. It guides and controls administrative, financial, and asset management in observance of the prerogatives of the structures to which the Statute assign managerial autonomy. In the case of disagreement the Board of Governors sends the relevant proposals to the Academic Senate, setting out the reasoning.
2. In particular the Board of Governors:
 - a) approves the annual and long-term accounting forecasts, the final balances and the triennial development plan;
 - b) sends the annual and triennial accounts forecast and the final balances to the Ministry and to the Ministry of Economy and Finance;
 - c) supervises the economic/financial sustainability of the University's activities;
 - d) decides on proposals from the Academic Senate, checking on economic and financial compatibility;
 - e) approves the Regulations covering administration, finance and accounts;
 - f) determines the limits of expenditure which can be engaged directly by the heads of the University's structures;
 - g) decides on the provisions which cause the University's administration economic and financial effects greater than those approved in the financial forecasts and checks on how these are to be covered;
 - h) supervises the conservation of real estate;

- i) decides on the legal status and financial emoluments of staff, in observance of national regulations and the CCNL (national collective labour contract) where this is beyond local managerial responsibilities;
 - j) establishes the criteria and the amount of the emoluments to be paid to the Rector and the Vice Rectors, the Deans of the Schools, the Heads of Departments, the members of the Assessment Commission of the University and the Board of Auditors, within the limits laid down by law, to the Vice General Director, to members of the operational committees established in the interest of the University, as well as to members of the Board itself making them public in accordance with the current regulations;
 - k) approves contracts and agreements which, in relation to the content or the contractual clauses or to the excess compared to the expenditure limits established by the Board itself, cannot be stipulated by the Heads of the University's structures;
 - l) decides on the amounts of taxes and contributions to be paid by students and their destination;
 - m) appoints the General Director;
 - n) exercises disciplinary authority relating to professors, in compliance with the specific opinion of the Disciplinary Board;
 - o) approves the proposals appointing full and associate professors and researchers by the Departments
3. The Board of Governors, constituted by a Rector's Decree, has eleven members and consists of:
- a) The Rector, who chairs it;
 - b) Two representatives elected by the students;
 - c) Three members chosen by the Rector in observance of equal opportunities between men and women, between Italians or foreigners, having proven competence in the managerial field, or high level professional experience with special attention being paid to scientific/cultural qualifications and having any additional requirements established by the Academic Senate pursuant to article 11, paragraph 4, not belonging to positions within the University starting from the three years prior to the appointment and for the whole duration of the appointment;

- d) Four members chosen by the professors of the University, in accordance with the arrangements set out in the General Regulations of the University and in observance of equal opportunities for men and women, for Italians or foreigners, having proven competence in the managerial field or high level professional experience;
 - e) A member chosen by the staff of the University, in accordance with the arrangements set out in the General Regulations of the University, in observance of equal opportunities between men and women, between Italians or foreigners, having proven competence in the managerial field or high level professional experience.
4. The Board of Governors is validly constituted with the presence of the majority of its members. Decisions are adopted with an absolute majority of those present, unless otherwise specified by regulations or statute.
 5. The mandate of the members of the Board of Governors is three years, renewable once, with the exception of the mandate of the students' representatives which is for two years, renewable once.
 6. Those taking part in the meetings, without voting rights, are the General Director acting as Secretary, the University Vice Rector delegate, the Auditors and the Vice General Director.

Article 13 Board of Auditors

1. The Board of Auditors is the internal independent control body checking the correctness of the administrative, financial and accounts management of the Politecnico.
2. The tasks and the working methods of the Board are established by the Regulations governing administration, finance and accounts.
3. In particular the Board:
 - a) draws up a report on the draft balance sheets and the report showing the final statement;
 - b) checks the cash;
 - c) checks the correctness of administrative actions by the Administration of the University and the structures enjoying managerial autonomy.

4. The Board consists of three full time members and two alternate auditors, one of which is a full time member with the function of Chairman, chosen from amongst the administrative and accounting officers and government lawyers; one full time member and one alternate member, appointed by the Ministry of Economy and Finance; one full time member and one alternate chosen by the Minister from amongst the managers and officials of the Ministry itself. At least two members are registered in the Register of Accounts Auditors.
5. The members of the Board are appointed by the Rector. Their mandate is three years, renewable once.

Article 14 Assessment Commission

1. The Assessment Commission provides an internal assessment of the efficiency and effectiveness of the work carried out in the University.
2. In particular the Commission checks:
 - a) The quality and the effectiveness of the teaching product, also on the basis of the indicators used by the Schools' joint committees;
 - b) The quality, the intensity, the continuity of the research activity conducted by the Departments;
 - c) The relevance of the scientific or professional curriculum of those with teaching contracts;
 - d) The correct use of public resources;
 - e) The impartiality and good performance of administrative work.
3. The Assessment Commission consists of six members, of which:
 - a) Three appointed from academics and assessment experts, from outside the University
 - b) Two appointed from academics and experts in assessments, within the University;
 - c) One student chosen by the Board of Students from the elected representatives.The members are appointed by the Rector and their mandate coincides with the Rector's mandate.
4. The Commission operates autonomously and reports to the Rector on work effected.
5. The Assessment Commission has access to the data and information needed for the completion of its tasks and ensures publicity and dissemination of documents, in observance of rules in this matter and the protection of personal data.
6. The Assessment Commission performs the functions of an independent performance assessment body pursuant to Article 14 of Decree Law No. 150/2009 and later amendments.

Article 15 Student Board

1. The Student Board offers proposals and consultation to the governing bodies of the University on issues under discussion in the Academic Senate and the Board of Governors.
2. In particular the Student Board:
 - a) Can ask for the insertion of items in the agenda of the Academic Senate and the Board of Governors;
 - b) Provides opinions on the means of carrying out the teaching services for students;
 - c) Gives its opinion on actions to implement the right to study, on the variations of contributions by students and the granting of scholarships and subsidies to students;
 - d) Expresses an opinion regarding the formalities for access to study programmes;
 - e) Expresses an opinion regarding the subject of cooperation of students in support work for teaching, research, services and the right to study;
 - f) Suggests initiatives regarding training or information activities and services for the students.
3. The Academic Senate and the Board of Governors take account of the proposals and views of the Student Board and must justify any decisions contrary to those views. These bodies can proceed if decisions are not given within thirty days of the request.
4. The Student Board consists of representatives of the students in the Academic Senate, in the Board of Governors and the joint committees. The Board is validly constituted in the presence of the majority of its members.
5. The mandate of members of the Student Board is two years.
6. Within the Student Board there is an executive committee, consisting of the Chairman, the Deputy Chairman of the Student Board and representatives of the students in the Academic Senate and in the Board of Governors. The Board, with a qualified majority, can delegate specific tasks to the executive committee.

7. The Chairman, in that capacity, has access to the documents which form the subject of the decisions of the Academic Senate and the Board of Governors, in observance of the regulations relating to personal data protection.

Article 16 Disciplinary Board

1. The disciplinary Board starts disciplinary proceedings against professors and works in accordance with the methods established by current regulations.
2. The Disciplinary Board consists of three full professors; one of whom is Chairman, two associate professors and two researchers with full time appointments. The Chairman and the members are appointed by the Rector working on suggestions made by the Academic Senate in observance of equal opportunities between men and women. Their mandate is three years, renewable once.
3. The Board operates in accordance with the principle of “judgment by one’s peers”, using the cross-examination system and limited to the Chairman and to the person at a level corresponding to that of the professor subject to disciplinary action.
4. The Board expresses a binding opinion regarding the disciplinary proceedings started at the proposal of the Rector for any action which could give rise to the application of a more serious sanction than a reprimand. The disciplinary proceedings conclude with a decision by the Board of Governors.

HEADING III – ADMINISTRATIVE, FINANCIAL AND TECHNICAL ORGANISATION

Article 17 Method of organisation

1. The administrative, financial and technical organisation of the Politecnico is governed by this heading and by the implementing regulations, in observance of the regulations and the current CCNL contract.
2. The organisation of the University is based on the distinction between policy matters, which means carrying out general programming functions and checking on achievement of the results compared to guidance given, and administrative matters, dealing with administrative, financial and technical management.

3. The governing bodies of the University are responsible for policy decisions. The General Director is responsible for administrative matters.
4. All the structures of the University apply the rules and management methods established by the General Director and deploy staff in observance of the principles and criteria shared with the General Director.

Article 18 General Director

1. The General Director is responsible for the administrative, financial and technical management and the overall organisation of resources and staff of the University, as well as the legitimacy, impartiality, transparency and good performance of the administrative work of the University.
2. The General Director coordinates the activities of senior managers in order to achieve the objectives established by the bodies responsible for policy, in accordance with the criteria of efficiency, effectiveness and economy.
3. In particular the General Director:
 - a) carries out the general work of guidance, leadership, coordination and control of the staff of the University and exercises disciplinary powers;
 - b) deals with implementation of the programmes established by the governing bodies on the basis of specific projects and does all the necessary managerial work;
 - c) presents annually to the Academic Senate and to the Board of Governors a report on the activity carried out and the results achieved, in the framework of the objectives established by the governing bodies;
 - d) prepares the forecast accounts statements, the final statement and the relative technical reports on the basis of the financial programming and the division of resources, also in the longer term;
 - e) can delegate the performance of specific functions to managers working in the University.
4. For achievement of the objectives established by the governing bodies the General Director has independent spending powers, within the limits of budget allocations.
5. The appointment of the General Director is for three years, renewable, and is effected by the Board of Governors at the suggestion of the Rector and having heard the Academic Senate pursuant to current regulations. The appointment can be revoked, if there is good reason, before its natural expiry date.

6. The General Director can appoint a deputy, chosen from amongst the senior managers working in the Politecnico, who would replace him in all functions in the case of inability, absence and early resignation or retirement, until the new Director takes over.

Article 19 Administrative managers

1. These managers provide administrative, financial and technical management, including actions which commit the administration outside the University, through independent spending powers and the organisation of human resources as well as mechanisms for control and other purposes.
2. These managers are solely responsible for administrative and managerial activity and for the results achieved.
3. The Politecnico can give individual managerial appointments to experts of proven competence, in observance of what is set out by law and the CCNL contract, setting out in advance the duration, object and emoluments.

HEADING IV - DEPARTMENTS, SCHOOLS, REGIONAL CAMPUSES AND OTHER STRUCTURES

Article 20 Department

1. The Department is the University structure in which human resources for research and teaching activities are developed and coordinated. The Department is responsible for research activities in sectors which are consistent with each other in terms of content and methods or objectives, as well as the development of skills for the corresponding teaching activities.
2. The Department is instituted on the basis of an independent scientific and cultural project. The proposal for such an institution is advanced by a group of professors. The institution of the Department is decided by the Board of Governors which approves the project, after having heard the views of the Academic Senate.
3. The Department is endowed with organisational and managerial independence, within the limits fixed by Statute and current regulations.

4. The Department supports the Academic Senate in the preparation of the triennial development plan of the University.
5. The Department carries out research and consultancy on the basis of contracts and agreements, as well as the transfer of technology, tests and certification.
6. Each professor belongs to a single Department. The General Regulations of the University set out the methods concerning any changes of Department requested by professors.
7. The Department has a number of staff at least equal to the minimum number set out in current regulation. If the number of staff falls below the minimum, and in order to maintain the structure, the Department presents an annual adjustment plan to the Academic Senate, which expresses its view on the matter. The structure is dissolved if the plan is not approved or observed within one year of its approval.
8. The following are the bodies of the Department:
 - a) The Head;
 - b) The Board;
 - c) The Executive Committee;
9. The Department uses support staff assigned by the General Director, having heard the Department Head, and has a fund for this allocated by the Board of Governors.
10. The number of Departments cannot be less than three or greater than twenty two.

Article 21 Head of Department

1. The Head represents the Department and maintains relations with the governing bodies of the University. He promotes the activities of the Department and ensures observance of current laws, Statute and regulations of the University.
2. In particular, the Department Head:
 - a) convenes and chairs the Board and the Executive Committee of the Department, executing the relative decisions;
 - b) supervises the teaching and research activity under the responsibility of the Department and checks that the professors carry out the tasks established by current rules;

- c) has representational powers versus third parties and signs agreements and contracts, in line with the guidelines expressed by the Academic Senate and in compliance with the provisions of the Board of Governors, in accordance with the procedures set out in the Regulation for administration, finance and accounts;
 - d) approves actions relating to the participation in tenders for the granting of finance and contributions for research and technological development;
 - e) is responsible, in observance of what is set out in article 17, paragraph 4, for the organisation and management of the Department, as well as the conservation of archives and official documents;
 - f) in agreement with the General Director, identifies a suitable organisation within the Department targeting efficiency and effectiveness of services, having consulted the Department Board;
 - g) formulates requests for finance to submit to the Board of Governors;
 - h) is the recipient of all the assets available to the Department.
3. Within the Department, the Head exercises any other function set out in current regulations, in this Statute and in the University regulations if not otherwise assigned to other bodies in the Department.
 4. The Head is elected by the Department Board from amongst the full time professors, or who opt in this sense in the case of selection; they belong to the Department and are appointed by a Rector's Decree.
 5. The Head's mandate is for three years, renewable once.
 6. The Head appoints a Deputy Head, communicating this information to the Department Board. The Deputy Head, chosen from the full time professors and appointed by the Head, replaces the Head in all his functions in the case of inability, absence and early cessation of work until the newly elected Head takes up office. The Head can delegate the performance of specific functions to other professors or members of the staff.

Article 22 Department Board

1. The Board, consisting of all the professors who are part of the Department, programmes and coordinates the research and teaching activities carried out by the Department, in compliance with the general guidelines set out by the governing bodies of the University and compatible with available resources.
2. Two elected representatives of staff assigned to the Department are part of the Board. There are three representatives if staff numbers exceed twenty.
3. At least one representative elected from amongst the students registered in each of the doctoral programmes launched by the Department becomes a member of the Board, in accordance with the arrangements set out in the Department Regulation.
4. Also forming part of the Board are two representatives elected from amongst the temporary research fellows within the Department, in accordance with the arrangements set out in the Department Regulations.
5. In order to encourage inter-disciplinary cooperation, the Board can invite professors belonging to other Departments to be members without voting rights.
6. The Board is convened by the Head, or following a request made by at least a third of members.
7. The Board of the Department:
 - a) approves amendments to the project instituting the Department;
 - b) activates, on the basis of allocated resources, the procedures calling for full and associate professors and the adoption of calls for researchers, obtaining firstly the opinion of the Schools in which the institutional teaching tasks are carried out;
 - c) makes proposals for a call for professors to the Board of Governors;
 - d) agrees to arrangements with the Schools for carrying out the activities set out in the institutional training programmes, guaranteeing a fair division of teaching tasks between the professors who belong to the Department;
 - e) proposes to the Academic Senate, in line with its own project, the institution of research doctoral programs, Masters at first and second level and specialised Schools, also in agreement with other Departments;

- f) proposes coordination structures to the Academic Senate for research in specific areas, using appropriate organisational methods involving several Departments;
- g) in cooperation with external entities, deals with initiatives of scientific interest and prepares any proposals in this regard for submission to the governing bodies of the University;
- h) decides on stipulation of research, consultancy and teaching contracts and agreements;
- i) indicates the general criteria for the coordinated use of the resources allocated to the Department;
- j) gives prior approval for the use of funds for expenses which must be authorised by the Board of Governors in accordance with the Regulations for administration, finance and accounts;
- k) regulates access to the Department, the individual laboratories, the workshops and other departmental services, for security purposes;
- l) at the initiative of the Head, adopts the Departmental Regulation which sets out, inter alia, the organisational system of the Department.

Article 23 Department Executive Committee

1. The Executive Committee has the task of assisting the Head and the Board in managing the Department and also carries out preparatory work. If set out in the Regulation, the Department Board can delegate to the Executive Committee the performance of some decision-making functions such as those set out in article 22, paragraph 7, with the exception of letters a), b), c) and l). The Head informs the Board of the decisions made by the Executive Committee.
2. The Executive Committee consists of associate and ordinary professors, permanent researchers and at least one member of the staff. The Regulation of the Department governs further modalities for the composition and the functioning of the Executive Committee.

Article 24 School

1. The School is the University structure which supervises teaching activity and which links several Departments.

2. The School is established on the basis of an independent cultural and teaching project, divided into study programmes. The proposal for its establishment is advanced by a group of professors, following advice from the Programme Boards which constitute the School, if already active, and the associated Departments. The institution of the School is decided by the Board of Governors which approves the project following advice from the Academic Senate.
3. The Study programmes which constitute the School can be at one or several levels, active in one or several regional campuses. If a Study programme is based on cooperation between several Schools, the Academic Senate identifies the School to be used as the benchmark solely for administrative purposes.
4. The School uses support staff allocated by the General Director after having consulted the Dean, and has funds allocated by the Board of Governors.
5. The School's bodies are:
 - a) The Dean;
 - b) The Executive Committee;
 - c) The Joint Committee;
 - d) The study programmes Boards.
6. Taking account of the size and the scientific discipline arrangements of the University, the number of Schools cannot exceed twelve.

Article 25 Dean of School

1. The Dean represents the School inside and outside the Politecnico, has the role of guarantor of the educational projects and supervises the quality of the teaching given.
2. The Dean promotes and coordinates the activities of the School through the Executive Committee of the School, in particular those aimed at harmonising the activities of the School's Programme Boards with the activities of the other Schools.
3. The Dean supervises the teaching activity in the School and in this capacity exercises all other functions as set out in the current regulations, this Statute, the University regulations and matters not otherwise assigned to other School bodies.

4. For discussion of subjects of substantive interest to the School, such as those set out in article 26, paragraph 1 letters e), f) and g), the Dean convenes the professors who carry out teaching activity in the study programmes which form the School, the students in the Joint Committee and the student representatives in the study programme Boards which belong to the School. The minimum annual number of such meetings is established by the General Regulations of the University.
5. The Dean is elected by the School Executive Committee from full time professors or those who opt for this when elected, who have teaching duties in one of the study programmes of the School. The applications are presented and discussed in a joint meeting of the School's study programme Board in accordance with what is set out in the General Regulations of the University.
6. The Dean is appointed for three years, renewable once.
7. The Dean appoints a Deputy Dean, chosen from amongst the full time professors appointed by the Rector, who replaces him in all functions in case of inability, absence and early resignation, until the newly elected Dean takes office. The Dean can delegate the performance of specific functions to other professors or staff members.

Article 26 School Executive Committee

8. The School Executive Committee:
 - a) coordinates and approves the teaching Regulations established in the study programmes;
 - b) harmonises and coordinates teaching activity;
 - c) agrees on the framework for teaching activity with the Departments, consistent with the cultural and teaching project of the School;
 - d) expresses its views on the procedures for the recruitment of full and associate professors and on calls for researchers;
 - e) proposes to the Academic Senate amendments to the initiating plan for the School, including the institution and dropping of study programmes;
 - f) proposes the School Regulations, or changes to it, to the Academic Senate;
 - g) proposes to the Academic Senate changes to the arrangements for existing study programmes;

- h) proposes to the Academic Senate the establishment of university masters programmes at first and second level and specialised Schools as part of its own cultural and teaching plan, making the most suitable organisational arrangements;
 - i) examines the problems revealed by the Assessment Commission, by the Joint Committee and by the Defendant of the Students and takes any actions which become necessary;
 - j) expresses its views on arrangements for access to the study programmes run by the School;
 - k) coordinates the arrangements for the final degree examinations;
 - l) approves proposals for the granting of *ad honorem* master's degrees.
2. The Executive Committee consists of the Dean, who chairs it, the Department Heads associated with the School or their proxies, an elected representative of the student members of the Joint Committee in accordance with what is established by current regulations and professors numbering not more than 10% of the members of the Department Boards themselves, chosen from amongst the members of the Department Executive Committees, or from the Coordinators of the study or doctoral programmes based on the criteria set out in the Regulations of the School.

Article 27 Joint Committee

1. The Joint Committee:
 - a) monitors the educational offer, the quality of the teaching and services to students;
 - b) identifies indicators for the assessment of results as covered by letter a);
 - c) expresses opinions on the institution and cancellation of study programmes and preparing proposals for their improvement.
2. The Committee consists of five professors and five student representatives. The functions of Chairman and Deputy Chairman are carried out respectively by a professor and by a student.
3. The professors are appointed by the Dean of the School on a proposal from the Executive Committee of the School and their mandates are three years renewable. The student body is represented by students elected using the methods established by the General Regulation of the University. The mandate of the students who are members of the Joint Committee is two years, renewable once.

4. The Joint Committee draws up a regular report on teaching activity and on all the teaching services provided for students, which is transmitted to the Executive Committee of the School and the Assessment Commission.
5. The activities of the Joint Committee are governed by the General Regulations of the School.

Article 28 Study Programme Board

1. The Study Programme Board brings together professors holders of courses or teaching modules given in the study programme, and a number of representatives elected by the students, equal to the minimum set out in current regulations. The study programmes belonging to the same School and with the same or similar name, institute a single Study Programme Board, unless otherwise decided by the Academic Senate.
2. The Study Programme Board is headed by a President, called study programme coordinator, elected by the Board from professors who are members of the Board itself. The mandate is three years, renewable once.
3. In particular, the Study Programme Board:
 - a) Prepares and proposes to its School the educational rules for the study programmes headed by the Study Programme Board;
 - b) Proposes to its School the changes in the study programmes system headed by the Study Programme Board;
 - c) Analyses the compliance of the training offer with the approved educational rules and the effectiveness of the teaching carried out and also undertakes any corrective measures needed.
4. The Study Programme Board decides by a majority of those with voting rights, as determined by the methods established by the General Regulations of the University.

Article 29 Regional Campus

1. The Politecnico can establish one or several Campuses outside the Province of Milan in order to promote and sustain the activities performed by the Schools and by the Departments of the University.
2. A regional Campus is established on the basis of a long term development project which integrates teaching activity, research and links with the region. The proposal for such an establishment is put forward by the Rector or by one or more Departments or Schools and is approved by the Board of Governors, following advice from the Academic Senate.
3. The management of the activities of the regional Campus is subject to regular checks. In the case of a negative assessment, the Academic Senate, having heard the views of the Campus bodies, the Departments and the Schools involved in the project, can propose its closure to the Board of Governors.
4. The bodies of the regional Campus are:
 - a) The Vice Rector delegate of the Campus;
 - b) The Board of reference.
5. The Vice Rector delegate of the Campus, appointed by the Rector:
 - a) convenes and chairs the Board of reference and executes the respective decisions;
 - b) submits the Development Plan and the Campus Regulations for the approval of the Academic Senate;
 - c) exercises all the other assignments requested by the Rector.
6. The Board of reference, the body dealing with the guidance, programming and management of the Campus:
 - a) prepares the development plan and submits it for the approval of the Board of Governors, after receiving the views of the Academic Senate ;
 - b) prepares requests for financial resources, office space and staff;
 - c) allocates the financial resources assigned to the Campus, in line with the development Plan;
 - d) supervises guidance for students, promotions, logistics and management of the study programmes existing in the Campus in accordance with the Schools;
 - e) cooperates with the Departments to facilitate and strengthen research work;

- f) promotes and develops technology transfer work, also in cooperation with various entities and productive units in the region.
7. The Board concerned consists of:
 - a) The Vice Rector of the Campus, who chairs it;
 - b) The Heads of Departments involved in the activity of the Campus, or their proxies;
 - c) The Presidents or their proxies from the study programme Boards active in the Campus;
 - d) A number of the elected representatives of the students equal to the minimum set out in current regulations;
 - e) A staff representative appointed by the Vice Rector of the Campus;
 - f) Representatives of the local community appointed by the Rector.
 8. The Campus Regulations establish the criteria for participation in the Board of reference for the representation from the local community.
 9. The regional Campus uses support staff assigned by the General Director, after having consulted the Vice Rector, and has funds available assigned by the Board of Governors.

Article 30 School of Doctoral Programmes

1. The Politecnico, with the support of the Departments, is engaged in training for research through the institution of the School of Doctoral Programmes, in accordance with the arrangements set out in the General Regulations of the University.
2. In particular, the Doctoral School:
 - a) establishes the guidelines for the doctoral programmes of the University;
 - b) promotes mutual and representational activities;
 - c) sets out the criteria and parameters for quality and assessment, common to and shared by the University.
3. The organisation and the functioning of the Doctoral School as well as the administrative work entrusted to the Departments and the Administration of the University are governed by the appropriate regulation approved by the Academic Senate.

Article 31 Specializing schools, Masters, continuous training

1. The specializing schools, the Masters and continuous training are established in the framework of the Departments and the Schools.
2. Depending on their features and type, the work of administration, organisation, promotion and logistics can be assigned to the Departments, to a coordination or service structure or to external entities with interests in the University, on the basis of specific regulations decided by the Board of Governors based on proposals from the Academic Senate.

Article 32 Coordination structure or research and teaching services

1. The Politecnico can institute suitable structures for the coordinated management and development of support measures for teaching and research and for organisational and managerial activities.
2. The operating methods are established by the General Regulations of the University and the Regulations for administration, finance and accounts.

HEADING V – PARTICIPATION AND TRANSPARENCY

Article 33 University Conference

1. The Rector can summon university conferences on specific subjects or those of particular importance, also at the request of the Academic Senate.
2. The summoning of a university conference can be requested by a minimum of ten per cent of the professors or the staff involved, in accordance with the arrangements set out in the General Regulations of the University.
3. The Rector informs the Academic Senate and the Board of Governors regarding the issues presented at the University Conference.

Article 34 Student Defendant

1. The Politecnico institutes a Defendant of the Students.
2. The Defendant of the students checks the correct application of the regulations covering the rights and duties of students and the student representatives present in the university.
3. The Defendant of the Students can be assisted by a proxy in each School.
4. The Defendant of the Students conducts investigations ex officio or into specific cases which are submitted for his attention and refers to the Deans and to the Joint Committees of the Schools as well as the Rector for suitable measures to be taken.
5. In exercising these functions, the Defendant of the Students cooperates with student representatives who are members of the Executive Committee of the students and informs them regarding the investigations started. He has access to the data and documents available in the University, within the limits of the rules in terms of the protection of personal data.
6. The Defendant of the students is appointed by the Rector, following a proposal from the majority of the Student Board. The mandate is three years, renewable once.

Article 35 Consolidated guarantee committee

1. The Politecnico establishes the consolidated guarantee committee for equal opportunities, improvement of the wellbeing of those who work and against discrimination and for the distribution and monitoring of the Code of Ethics, in accordance with the law No. 183 of 4 November 2010.

2. The Committee promotes equal opportunities for everyone in work and studying, by means of measures aimed at preventing and combating any form of discrimination based on sex or sexual orientation, race, ethnic origin, religion, personal and political opinions, disabilities, age.
3. In particular, the Committee promotes initiatives aimed at:
 - a) disseminating the culture of equal opportunities amongst professors, staff and students of the Politecnico;
 - b) promoting conditions of real equality;
 - c) preventing and removing direct and indirect discrimination in professional training, in access and working conditions, in career progression and emoluments;
 - d) disseminating knowledge of the Code of Ethics of the University and monitoring for observance.
4. In observance of equal opportunities for men and women, the Committee is composed of:
 - a) A member appointed by each of the major union organisations active at University level;
 - b) A number of representatives elected under universal suffrage from professors and staff, equal to the number of members mentioned under letter a);
 - c) Three elected representatives of the students, one of which being a PhD student.
5. The decisions concerning wellbeing in the workplace and management of working relationships are adopted by representatives of the union organisations, the professors and the staff.
6. The mandate for members of the Committee is three years, renewable once, with the exception of the mandate of the representatives of the students which is two years, renewable once.
7. The organisation and the functioning of the Committee are governed by a special regulation, in observance of current regulations.
8. The Equal Opportunities Committee is dissolved following the institution of the Consolidated Guarantee Committee.

Article 36 Transparency guarantor

1. In implementation of the principles of publicity and transparency, the Politecnico is appointing a Transparency Guarantor.
2. The Transparency Guarantor checks the circulation of information, publicity and the transparency of the decision-making processes of the University and makes any proposal for improvement.
3. The professors, the staff and the students who are concerned can turn to the Guarantor and present petitions for verification that the principles of publicity and transparency are being observed. Having investigated the cases, the Guarantor confidentially informs the appellants and also informs the governing bodies regarding the adoption of suitable measures.
4. The Transparency Guarantor, at the request of interested parties, delivers opinions and suggestions regarding the application of the University's code of ethics and the appropriate conduct in cases covered by it; it receives notifications of behaviour not in line with the Code of Ethics.
5. The Guarantor accesses documents and data available in the University and can consult professors, staff and students. The Transparency Guarantor acts in observance of the rules covering the protection of personal data and uses the information collected solely for the purposes set out in this article.
6. Excluded from the remit of the Transparency Guarantor are decisions for which current regulations set out the arguments and forms of publicity for the investigative measures.
7. The Transparency Guarantor is appointed by the Rector, at the suggestion of the Academic Senate, from amongst the university professors. The mandate is three years, renewable once.

HEADING VI – FINAL AND TRANSITIONAL PROVISIONS

Article 37 Incompatibility

1. The duties of the Rector and the Vice Rector are incompatible with any elected role in the Politecnico and its “Fondazione” and with that of a member of the Assessment Commission.

2. The positions of Dean of School, of Head of Department, of Presidents of Study Programme Boards are incompatible with each other.
3. Also incompatible with each other are the positions of Dean of School, President or Director of the “Fondazione”, Transparency Guarantor, Defendant of the students, member of the Academic Senate, of the Board of Governors and the Assessment Commission.
4. Members of the Academic Senate, even in the integrated arrangement set out by article 39, cannot be members of the Board of Governors.
5. The internal members of the Board of Governors cannot be directors of companies which have financial relationships of any kind with the Politecnico.
6. The task of coordinator or member of the Assessment Commission, the Transparency Guarantor and the Defendant of the Students are incompatible with each other and with the positions of Rector, Vice Rector, member of the Board of Auditors, Head or deputy head of Department, Dean or vice Dean of a School, President of study programmes, head of a coordination or services structure or administrative manager.
7. The appointment of Accounts Auditor cannot be assigned to staff of the Politecnico.
8. In a case of incompatibility, one must resign from the position previously held when accepting the new appointment.

Article 38 Bodies coming into force and start of mandates

1. On the first occasion, the mandate of the members of the Academic Senate, the external members of the Board of Governors and the Heads of Department is for four years.
2. The doctoral school and its bodies are extended to 31 December 2012.
3. Those bodies existing on the date these Statute enter into force will perform their functions until the institution of the new bodies.

Article 39 Amendment to the Statute

1. Amending the Statute is the responsibility of the Academic Senate plus ten professors elected in accordance with the methods set out in the General regulations of the University, without any distinction as to what area they come from, plus two students proposed by the Student Board.
2. The decision to amend is adopted by an absolute majority of members, following a favourable opinion from the Board of Governors, and issued as a Rector's Decree.

Article 40 Abrogations

1. With the entry into force of these Statute, the Statute issued under Rector's Decree No. 1816/AG of 2 July 2010 are abrogated.
2. With the entry into force of these Statute the provisions of the University incompatible with them are abrogated.

Article 41 Entry into force

1. The Statute enter into force on the fifteenth day after the publication of the Rector's Decree in the Official Gazette of the Italian Republic.