



## **CENTRO UNIVERSITARIO PER LA COOPERAZIONE INTERNAZIONALE CUCI**

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### **REGULATION OF THE INTERDEPARTMENTAL CENTRE FOR RESEARCH NAMED UNIVERSITY CENTRE FOR INTERNATIONAL COOPERATION (CUCI)**

#### **Art. 1 – Constitution of CUCI**

The “Centro universitario per la Cooperazione Internazionale CUCI” (University centre for international cooperation) belongs to at the University of Parma pursuant to article 29 of the University Statute and pursuant to Article 2 of the “Regolamento per l’istituzione ed il funzionamento dei Centri Universitari” (regulation for the institution and functioning of The University centres). CUCI is particularly configured as an interdepartmental centre for research which, according to the DPR 382/80, aims at engaging in any activities of relevant commitment on projects that are permanent or temporary. These projects involve many Departments of the University pursuant to article 2, paragraph 2.1 of the previously mentioned regulation. This regulation rules the organisational, management and financial aspects of the activities carried out by CUCI.

#### **Art. 2 - Areas and objectives of research**

CUCI recognises the strategic importance of the international cooperation for development, considered as the dominant form in the international relations in accordance with the ethical and political commitments carried out by the international community for the decrease of inequalities and for the prevention and conflict resolution. From this perspective the international cooperation promoted by CUCI is an opportunity to establish Win-win exchanges with partners who are disadvantaged in terms of resources and potentiality of development because of their historical and geopolitical conditions.

CUCI aims to:

2.1 identify, enhance, and coordinate technical and scientific resources which can be found at The University of Parma, available to act for the respect of human rights, the promotion for socio economic human development in the developing world, the fight against poverty;

2.2 promote the relations between the University and public or private entities which share the same purposes and which can contribute actively to conceiving concrete initiatives and to the activation of common projects both in the field of training and research;

2.3 participate and reinforce, using the most appropriate competence, the initiatives aiming at internationalising the University;

2.4 elaborate and carry out projects of interdisciplinary research and experimental projects aiming at ameliorating the knowledge about the conditions which promote social development in situations with a high rate of poverty;



- 2.5 work for reasons of complementarity of the competences and combination of the professional profiles both in the University and in the area to reach the objectives previously set;
- 2.6 promote research and interdisciplinary studies created to stimulate cooperation and international solidarity at the University of Parma;
- 2.7 give scientific and organisational support to activities from the different disciplinary areas, which are addressed to developing countries;
- 2.8 elaborate and experiment general models of intervention aimed at fighting poverty;
- 2.9 promote and manage programmes for initiatives aimed at technological assistance, education and training in countries whose access to education and knowledge is difficult;
- 2.10 reinforce projects of education and exchange of teachers and students within the universities in low income countries. promote and develop the direct relation with the universities of the beneficiary countries;
- 2.11 promote educational projects, training and information programmes about Cooperation and international solidarity;
- 2.12 edit the publication of studies and research about Cooperation and international solidarity;
- 2.13 provide performance for public bodies and private entities;
- 2.14 promote the Inter institutional dialogue (especially at a local level) to launch projects which represent the potentiality and commitment of the territory;
- 2.15 promote and participate to projects which coordinate the initiatives of international cooperation and solidarity expressed by the social entity of Parma;
- 2.16 explore the theme of knowledge about the main economic and socio-institutional phenomena related to international cooperation and solidarity realised in the territory.

CUCI is committed to reaching its institutional objectives with staff, financial resources and spaces given by the Departments that participate and by individual researchers that adhere to the organisation. Staff and financial resources deriving from the activities carried out by CUCI are also an important part. The Departments make available to CUCI instruments and labs at the request of its Components (part of the Departments which participate to CUCI) and after approval of the Department Council involved. The costs of the operation of the instruments and labs are incurred by CUCI and partly due to CUCI too. The equipment provided by the Departments would be transferred by CUCI, after the approval of the Department Council and the Council of CUCI. The operating expenditure is in charge of CUCI. The relations between the facilities and the institutions concerned in the activities of CUCI are normally regulated through a special agreement.

**Art. 3 -University Facilities participating to CUCI and members of CUCI Departments participating to CUCI:**

- Department of Humanities, Social sciences and cultural affairs;
- Department of Law, Political Studies and International Studies
- Department of Engineering and Architecture
- Department of Medicine and Surgery
- Department of Chemistry, Life Sciences and Environmental Science
- Department of Food Science and Pharmacy
- Department of Medical Science and Veterinary Medicine
- Department of Economic Science and Industrial Management



- 3.1 The single researchers in the Departments involved, who have asked to adhere, are members of CUCI. The researchers mentioned in Annex 1 of this regulation, an integral part of it, are members of CUCI;
- 3.2 Researchers and technical and administrative staff of the University of Parma related to facilities which are different from those adhering to CUCI are members of CUCI after having declared their will to participate to the activities of the organisation;
- 3.3 Experts in the scientific field involved in CUCI.

#### **Art. 4 – headquarters**

The headquarters of CUCI can be found in the University, P.le San Francesco, 3- PARMA.

#### **Art. 5 - duration of the project**

CUCI lasts three years and can be renovated for an equal period of time after a formal request to the council of administration. It must be approved by the council of CUCI according to the article n5 of the “Regolamento per l’istituzione ed il funzionamento dei Centri Universitari” (regulation for the institution and the functioning of the University Centres)

#### **Art. 6 - Financial and administrative autonomy**

The CUCI has administrative, contractual, accounting and financial autonomy according to the current legislation. It is therefore independent from the structures participating in it, from an economic-financial point of view. According to art. 6 of the University Regulation for the establishment and functioning of University Centres, once defined the purposes and skills, the CUCI can participate in competitive announcements for financing, promote contributions, carry out research commissioned by public and private authorities on contract and convention, carry out services on price-regulated tariffs, according to what the norms and the regulations in force establish.

In accordance to art. 8, paragraph A of the Regulations for the establishment and functioning of University Centres for administrative and accounting tasks, the CUCI hires an administrative coordinator elected by the University Central Administration with the supervision of the General Director, in agreement with the Director of the CUCI.

The Administrator in charge reports, from a hierarchical and functional point of view, to the Director of the CUCI.

Even temporarily, the CUCI may use technical and administrative staff already working in the participating Departments who may be assigned, even with part-time activities, to work at the CUCI by decision of the Department Councils involved and with the consent of the interested parties. Moreover, the CUCI can count on the part-time staff for the fulfilment of certain projects with financial commitment by the CUCI itself.



### **Art. 7 - Financial resources**

In accordance with the current financial norm the CUCI has the following financial resources available:

7.1 funds allocated by the Department involved in the CUCI

7.2 funds for research deriving from the participation to competitive projects which specifically refer to the industrial, applied or pre-competitive research

7.3 funds coming from public or private entities which are interested in supporting the activities of the CUCI

7.4 allocated shares of fee-for-services and of contracts and conventions with public or private entities related to research and advice activities.

### **Art. 8 - New acceptances and revocation**

The applications for new adhesions must be presented to the Director of the CUCI. The approval of applications will be decided by the Council of the CUCI with respect to their coherence with the purposes of the CUCI itself and with the research projects that the applicant intends to carry out at the CUCI.

Who can be part of the CUCI?

8.1 Professors and researchers from the University of Parma afferent to the structures that adhere to the CUCI, declaring their willingness to participate in the activities and in the research program of the CUCI;

8.2 Professors and researchers of the University of Parma also afferent to different structures from the participant ones, declaring their willingness to join the research program of the CUCI itself;

8.3 The experts in scientific fields of interest to the the CUCI, on the indication of one or more members of the Council.

Requests for revocation from the CUCI are communicated to the Director and they effectively start from the date of ratification of the first meeting after the request.

### **Art. 9 - Authorities of the CUCI**

The authorities of the CUCI are: the Council, the Director of the CUCI and the Scientific Committee.

### **Art. 10 - The Council of the CUCI**

All the members who join the CUCI are part of the Council.

It is managed by the Director of the CUCI.



The composition of the Council of the CUCI is defined in attachment 1, at the promulgation of the present regulation.

Also the administrative coordinator is part of the Council and he operates as a Secretary.

In case of hindrance or absence from the administrative support unit, his tasks of verbalising secretary will be carried out by a Council member of the CUCI, nominated by the Director.

In case of incompatibility for a specific matter in which the secretary is involved, he is replaced by a member of the Council of the CUCI, nominated by the Director, who will operate as verbalising secretary for this specific matter.

The Council:

- 10.1 elects the executive director;
- 10.2 indicates general lines regarding CUCI activities at the beginning of each year;
- 10.3 decides the program of the CUCI activities;
- 10.4 approves the report on the activities that have been carried out, arranged by the Director;
- 10.5 takes into account the degree of achievement of objectives predetermined on the basis of the previous report arranged by the Director;
- 10.6 identifies the possible corrective measures to be implemented;
- 10.7 approves contracts and agreements that have to be stipulated with public and/or private authorities, verifying the possibility of development and the adequacy with respect to the institutional purposes, limited to what has been established by the current University Regulation, in relation to the activities carried out by professors in the sphere of relations with third authorities;
- 10.8 deliberates on any other subject submitted to it by the Director of the CUCI or by other members of the Council;
- 10.9 deliberates in relation to any other possible modification of the Regulation;
- 10.10 deliberates on applications for joining the centre by a qualified majority, not less than two-thirds, justifying its reasons, in case of rejection.  
If the application is repeated and the Council of the CUCI preserves his negative position, the issue is transferred to the government authority of University, which has to deliberate definitively;
- 10.11 approves the proposals to esignate for professional service to individuals outside the CUCI;
- 10.12 approves the exceeding costs defined in the University Regulation for administration, finance and accounting;
- 10.13 deliberates the proposal to renew or dissolve CUCI itself. In this case the deliberation is achieved with the majority of two-thirds of those entitled;
- 10.14 exercises all the duties conferred by the rules in force and by the deliberation of the academic authority.

#### **Art 11 - CUCI Board meetings**

The Director convenes the Board at least twice a year as a rule: by March 31, to approve the annual report on the activities which have been carried out; by December 15, to approve the research annual plan. Besides,



the director can also convoke the Board whenever necessary. At a written and reasoned request of at least a fourth of the Board members, the Director will convene the Board exceptionally. For the meetings to be valid, the Board members must have been convened by written notice, via email. All the Board members have to be provided with information about time, date, place and order of the day of the meeting at least five days prior to the date in which the meeting is to take place. The absolute majority of the entitled, calculated net of the justified absent members, will be required, too. In case of urgency, convocation can be made via email at least 24 hours prior to the scheduled meeting date.

### **Art 12 – CUCI Board meetings minutes**

The Board Secretary draws up the interim minutes of the meetings. The sections of the minutes containing the resolutions that have to be passed prior to the next meeting will be shown immediately at the end of the meeting for the Board to pass them. The minutes will become definitive at the following meeting, after the Board has approved it.

### **Art 13 – CUCI Board Voting**

The motions, which have to be presented in writing and formulated in an alternative form, can be considered approved when the number of the votes in favour is higher of the sum of the votes against along with the votes of the ones who abstained from voting. With an equal number of votes, the vote of the Director will prevail over the others'. Voting generally takes place by a show of hands. The Board members will obligatorily have recourse to ballot if the topic they are dealing with has to do with matters concerning persons.

### **Art 14 – The Director of the CUCI**

The director of the CUCI carries out the supervision and coordination activities of the centre and oversees the decisions taken by the Board members. The director is responsible for the administrative management and organization of the CUCI. He/She is elected by the Board by the majority of votes, choosing among the entitled members of the Board itself. The director continues in office for around three years and can't be elected consecutively for more than once. The election of the Director takes place by ballot during the first meeting of the CUCI after its institution and after every possible renewal. If the election of a new Director becomes necessary, the senior Board member has to call a meeting with all the members entitled to vote for renewing the Director: it has to be done within sixty days from the date when the outgoing Director's office has been revoked. Meanwhile, the Vice-director will carry out the Director's office. Therefore, the Director nominates a member of the Board as Vice-director to sit for him/her in case of absence or temporary impossibility to be in charge. If the situation stretches for over four months, the Director loses his/her position. In case of Director's possible resignation or termination for any reason, a new Director will be elected. In case of Director's re-election during the five-year period, the brief term of office will be limited to the period of time between the appointment and the expiration of his/her mandate by the dissolution of the CUCI after three-years time. The Director, assisted by the Board, promotes the activities of the CUCI,



communicates with the academic body and the university administration, and makes sure that the laws, Statute and the regulations related to CUCI are observed. The Director has the following functions:

- 14.1 He /she heads the Board and deals with the decision that its members take;
- 14.2 He/she coordinates the activities of the CUCI;
- 14.3 He/she convenes and heads the Board of the CUCI;
- 14.4 If it is urgent and if a timely convocation of the Board has not been possible, by subscribing a decree he/she takes over the competences of the Board, submitting them to the Board at the first next meeting;
- 14.5 He/she approves contracts, agreements and ratifies funding applications and grants for research, checking if it is possible for each to effectively take place and if they are congruent with the institutional purposes as regards what the university regulation in force establishes in relations to the activities carried out by professors in the field of relations with third persons;
- 14.6 At the end of each year, he/she arranges a report on the activities carried out and a report in which evaluates the degree of achievement of the appointed goals.
- 14.7 He/she arranges the annual plan of projects research and funding applications; he/she makes available to the staff the means and equipment the CUCI is supplied with. He/she sees about the ordinary administration of the CUCI.

#### **Art 15 – The Scientific Committee**

The Scientific Committee is made up of the Director of CUCI, who heads it, and one or three more members proposed as candidates by the Board, chosen between the ones carrying out the office of project managers for the CUCI and appointed by the Rector with a specific Rectoral Decree. The Scientific Committee can invite scholars, specialists and national and international experts on the CUCI matters of interest, together with the ones already part of the CUCI, to take part in one or more Board meetings. The director convenes the Scientific Committee at least once a year and also when not less than a third of the members makes a reasoned request for convening it.

The Scientific Committee:

- 15.1 helps the Director frame the annual plan of activities and budget proposal, and in drawing up the activity annual report;
- 15.2 makes suggestions about the collaboration with other authorities and public or private national bodies which plan to take part in the CUCI activities;
- 15.3 has the right, at the Director request, to give opinions on urgent matters. The Scientific Committee decisions are taken by an absolute majority of its members.

#### **Art 16- Resources division at the dissolution of the CUCI**

16.1 In case of dissolution of the CUCI, all the instruments, structures and equipment made available for the CUCI by the attending Departments will be reassigned to the Department of origin. 16.2 All the instruments and resources directly acquired by the CUCI will be reassigned within the prescribed times and conditions agreed between the attending Departments and with subsequent actions and measures.



### **Art 17- Alteration to the articles**

Proposals of alteration or integration of the articles in force have to be approved by the absolute majority of the Board. The Director will have to communicate every alteration or variation of the articles in force and of the annex - already approved by the Board - to the University government bodies to approve it. Alterations or variations will become effective with a specific rectoral decree.

### **Art 18- Definitive and transitory norms**

For all the rest, the rules of the Regulation of CUCI, of the University General Regulations and of the Regulation for the institution and running of the University Centres of the University of Parma will be enforced.

## **ALLEGATO 1**

Membri del Consiglio del CUCI al 15/03/2019

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