

STATUTE

REGULATIONS FOR THE OPERATION OF THE HIGHER SCHOOL FOR LANGUAGE MEDIATORS GONZAGA

Approved by resolution of the Board of
Directors no. 22/14 of 15/07/2014

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TITLE I

GENERAL PRINCIPLES

Article 1

Establishment of the Higher School for Language Mediators

1.1 The Higher School for Language Mediators GONZAGA is established pursuant to Ministerial Decree of January 10, 2002, no. 38, and to Directorial Decree no. 1550 of 09/07/2015, published in the Official Gazette of 20/08/2015, no. 192.

1.2 The UniverMantova Foundation, in accordance with the Ministerial note of April 30, 2003, protocol no. 2253, activates the Higher School for Language Mediators GONZAGA. Pursuant to Article 2 of the aforementioned Ministerial Decree 38/2002, the Foundation will be the managing body of the newly established Higher School for Language Mediators GONZAGA.

1.3 Pursuant to Article 2, paragraph 2, and Article 3, paragraph 1, of the UniverMantova Foundation Statute, the Higher School for Language Mediators GONZAGA constitutes a coordinating organizational structure of the Foundation, responsible for scientific research activities, teaching and training activities, and related external activities.

1.4 The UniverMantova Foundation, pursuant to Article 2 of the current statute, promotes, through agreements with Italian and foreign university institutions or other public or private entities, the establishment in the Mantua area of an independent university system or one connected to other university locations. The Foundation may enter into agreements with a reference University to which professors possessing the necessary professional and academic qualifications are affiliated, and may initiate projects and activities in the field of language mediation. The

University undertakes to protect the characteristics of the higher education Degree Programme in Language Mediation Sciences at the Mantua location, guaranteeing its unique nature, as an exclusive center on the aforementioned topics, or as a center of excellence at an international level.

1.5 The Higher School for Language Mediators GONZAGA is located in Mantova (MN), via Scarsellini no. 2.

Article 2

Purposes and Aims of the School

2.1 The School aims to promote, nationally and internationally, the development of culture and scientific and technological research in the fields of Language Mediation, Translation, and Interpreting.

2.2 The School guarantees the pursuit of objectives aimed at safeguarding the quality of training and treats teaching and research activities as focused on building a basic culture and strong linguistic training, a fundamental support for any language mediation, interpretation, and translation activity. It conveys to all those with a strong interest in the study of foreign languages the specific knowledge and methodologies of control in the fields of language mediation, both oral (conference interpreting) and written (specialized translation), completed by cultural preparation related to the foreign languages studied, as well as to the deontological aspects of the profession, economics, law, history, and the dynamics of communication processes in the context of international relations.

2.3 The School sets as a strategic objective the implementation of its training project with a high qualitative standard of teaching, where the various professional figures trained are constantly compared with the needs of the growth of economic, social, and cultural integration between

different areas of the world, so that the knowledge conveyed is able to train professionals keeping up with the times. In this process, considering also the wide range of knowledge and disciplinary sectors involved, it assigns a fundamental role to the planning of the Degree Programme Council, which are recognized in this project, with respect to which the School acts as an open and constructive discussion table and coordinating and connecting body. In these projects, in line with the general policy expressed by the Foundation, it will encourage and support initiatives for innovation and improvement of teaching, aimed at a better and more current definition of the competences of the Language Mediator in the broadest sense, in the meaning referred to above.

2.4 The School pursues the objectives of quality in scientific research activity and the transfer of knowledge and innovation, in specific sectors as well as in broader interdisciplinary perspectives, both nationally and internationally. Within these contexts, it aims to enhance the relationship between training and research, interdisciplinarity, and interaction with the cultural, social, and economic world, while also experimenting with new training pathways and organizational and management models.

2.5 To achieve its objectives, the School promotes forms of collaboration with cultural and research institutions, both national and international, and with public and private institutions and businesses. The School also promotes appropriate agreements for scientific and educational collaboration with Italian and foreign universities and schools, for the implementation of cultural and training activities necessary for professional preparation.

2.6 The School promotes agreements with the University for the implementation of Master's degree courses belonging to the LM-94 class of Master's degrees in

"Specialized Translation and Interpreting", pursuant to Ministerial Decree of July 26, 2007, No. 386, Annex 2, following authorization provided by the Director General of the Ministry Service, after consultation with the technical-advisory committee referred to in Article 3 of Ministerial Decree No. 38 of January 10, 2002. The teaching responsibility for the courses and the issue of related qualifications remain reserved to the University with which the agreement is signed.

2.7 The School, as an expression of its international vocation, promotes cultural exchanges, the mobility of teachers and students, and the recognition by competent teaching bodies of their curricula, according to current regulations.

2.8 The School guarantees equal opportunities in access to studies and in the recruitment of teaching staff, which must be carried out according to selection procedures based on the criteria of comparison and publicity of evaluation, without distinction of sex, race, language, religion, political opinion, or personal and social status.

2.9 The School may be equipped with research and service centers aimed at strengthening one or more of the scientific sectors addressed. The Centers constitute the fundamental tools through which the School focuses its attention on problematic teaching scenarios and projects the academic community towards new cultural horizons. The Centers may be established in collaboration with external academic institutions, through specific agreements or private agreements, prioritizing the agreement with the reference university.

TITLE

II

GOVERNANCE AND OPERATION OF THE SCHOOL

Article 3

Organs of the School

3.1 The organs of the School are:

→ The Scientific Technical Committee; → The Director and the Deputy Director; → The Degree Programme Council

Article 4

Scientific Technical Committee (CTS)

4.1 The Scientific Technical Committee is composed of 3 (three) members. It is the executive and management body of the School, appointed by the Board of Directors of the Foundation. It serves for three years and is composed of:

a) The Director; b) The Deputy Director; c) The Administrative Director of the Foundation.

4.2 The reference University designates a member of the CTS with the qualification of a professor appointed in the scientific-disciplinary sectors of the Degree Programmes activated by the School.

4.3 The Director reserves the right to invite to the meetings of the CTS, without voting rights, anyone deemed useful for the discussion of the points on the agenda, including the teachers involved in teaching delivery.

4.4 The function of the recording secretary will be performed by the Administrative Director or by a person designated by the same, chosen from the technical and administrative staff working at the School.

4.5 In the case of particularly urgent matters, the meeting of the School CTS may be convened electronically, with full deliberative power, provided the legal quorum is reached."

4.6 In order to fulfill its functional role, the CTS of the School is responsible for:

→ Drafting annually, pursuant to Article 4 of DM 38/2002, a report on the functioning of the School and on the scientific and teaching activities carried out in the immediately preceding year, as well as on the program for the following year;

→ Coordinating and approving the Teaching Regulations of the School's Degree Programmes, including the teaching programs prepared by each Degree Programme, promoting transversality;

Article 5

School Director (DDS)

5.1 The School Director:

→ Presides over the CTS meetings;

→ Represents the School internally and externally to the Foundation, fulfilling the role of guarantor of the cultural, teaching, and scientific project and overseeing the quality of the teaching provided;

→ Promotes and coordinates the School's activities through the School's CTS, in particular those aimed at harmonizing the activities of the Degree Programme Councils that are part of the School;

→ Monitors the teaching activities that fall under the School and exercises, within the School, any other function provided for by current legislation, the Statute, and the Foundation's regulations, not expressly assigned to other School bodies;

→ Adopts, in extraordinary cases of need and urgency, measures within the competence of the School's CTS, with the obligation to submit them for ratification at the meeting immediately following the aforementioned adoption.

5.2 The School Director is appointed by the Board of Directors of the Foundation from among the university professors who are members of the CTS, external to the school, categorized in the scientific-disciplinary sectors referred to in Article 3, paragraph 2, letter a) of DM 38/2002, and has teaching duties in one of the School's Degree Programmes.

5.3 The School Director is reappointable. Should, for any reason, they not complete their term, the Board of Directors of the Foundation will proceed with the appointment of a replacement.

5.4 The Director designates the School's Deputy Director, appointed by the Board of Directors of the Foundation, chosen from among the university professors who are members of the CTS, who has teaching duties in one of the School's Degree Programmes. The Deputy Director substitutes the Director in cases of impediment or absence. They also perform ordinary administrative functions in any case of early termination of office by the Director, until the new appointee takes office. In case of absence or... (the sentence is incomplete in the original).

Degree Programme Council (CCS)

6.1 The Degree Programme (CS) is the fundamental organizational unit for the planning and management of individual institutional training programs; the CS establishes the educational guidelines through its governing bodies.

6.2 The governing bodies of the Degree Programme are:

- The Degree Programme Council;
- The Degree Programme Coordinator.

6.3 One Degree Programme Council may oversee one or more Degree Programmes within the same School. For necessary harmonization among the training programs offered and for coordination between different levels of training, a single CCS may be established for CSs with identical or significantly similar names. The affiliation of a CS with a CCS is decided by the School, taking into account the following criteria:

- A single CCS is established for similar Degree Programmes.
- Separate CCSs may be established for Degree Programmes with strong transversal characteristics.

Specific CCSs are only established when deemed essential to the development of the cultural and training project.

6.4 The Degree Programme Council includes faculty members teaching courses or modules within the Degree Programme and a number of elected student representatives, at least one per year of study. Degree Programmes belonging to the School with the same or similar names establish a single Degree Programme Council, unless otherwise determined by the School's CTS.

6.5 The Degree Programme Council is chaired by the Degree Programme Coordinator, appointed by the University among the faculty members of the Council. The term is three years, renewable once.

6.6 The function of the recording secretary will be carried out in accordance with the terms and methods established in Article 4.4.

6.7 Specifically, the Degree Programme Council:

- Prepares and proposes to the School the teaching regulations of the Degree Programmes under the jurisdiction of the Degree Programme Council.
- Proposes to the School any changes to the regulations of the Degree Programmes

under the jurisdiction of the Degree Programme Council.

- Analyzes the coherence of the training offered with the approved teaching regulations, the effectiveness of the courses taught, and undertakes any necessary corrective actions.

Article 7

Convening of School Bodies and Validity of Meetings

7.1 The convening of the meetings of the collegiate bodies, carried out exclusively electronically at least five days before the meeting, except in cases of urgency, and the setting of the agenda are determined respectively by the School Director and the Degree Programme Coordinator.

7.2 An extraordinary convening of the following bodies may be requested with justification:

- For the School's CTS, by at least two of its members.

→ For Course Councils, at least 1/5 of the members; Extraordinary meetings must be called at least 20 days in advance.

7.3 Members without voting rights lose their mandate if they are unjustifiedly absent from three meetings during the year. This does not include meetings called urgently or those in which they participate without voting rights. Absence is justified if communicated via email, written communication, or verbally to the administrative office.

7.4 A quorum of the majority of members with voting rights is required for a meeting to be valid. Members may also participate via audio or video conference. Those with justified absences are not counted in determining the quorum. This provision does not apply to the CTS (presumably a committee), where the quorum is an absolute majority of members. In any case, no meeting of a collegiate body is

valid unless the President or their proxy is present.

7.5 To pass a resolution, unless otherwise stated in article 7.4 or by law or statute, a favorable vote from the majority of those present is required. In case of a tie in open voting, the vote of the Director prevails in CTS meetings and the Coordinator in CCS meetings.

7.6 No topics already discussed and concluded in a meeting can be brought up again in the same meeting. Proposals to change previously passed resolutions can only be submitted after one year. This timeframe may be shortened by the CTS Director or CCS Coordinator with justification in the presence of new relevant facts.

7.7 The Secretary, or their delegate, is responsible for drafting meeting minutes including essential details of the discussion. Anyone wishing to have a statement recorded in the minutes must submit the text to the Secretary during the meeting. Minutes are recorded verbatim, including voting results, and are effective immediately. They are approved at the next meeting, provided that the members present have had reasonable time to review them. For administrative purposes, parts of the minutes may be approved during the same meeting.

Art. 8 Quality Management System

8.1 The strategic role of the School and the need to maintain quality standards over time require that the SSML have a documentation model for Quality Assurance (QA), providing services in accordance with the standards of "Self-assessment, Evaluation, and Accreditation" approved by ANVUR (National Agency for the Evaluation of Universities and Research Institutes), as applicable.

8.2 To this end, the School adopts the Quality Management System prepared and maintained by the Foundation in accordance with the UNI EN ISO 9001:2008 standard as a means of ensuring that its products and services are managed and controlled in order to continually improve their effectiveness and increase stakeholder satisfaction. The Foundation is RINA certified for the "Planning and delivery of higher education and continuing education" services.

TITLE III STUDY TITLES AND RIGHT TO STUDY

Art. 9 Study Titles

9.1 The Higher School for Language Mediators GONZAGA, pursuant to Ministerial Decree of January 10, 2002, no. 38, art. 1, paragraph 2 and Directorial Decree no. 1550 of 9/7/2015 of recognition, issues study titles, obtainable at the end of three-year higher education courses, equivalent in all respects to university degrees obtained at universities in the L-12 class of university degrees in "Language Mediation", as per Ministerial Decree of July 26, 2007, No. 386, Annex 2, published in the Ordinary Supplement No. 212 of the Official Gazette No. 246 of October 22,.

9.2 According to D.M. January 10, 2002, n. 38, art. 8, paragraph 1, the diploma issued by the School at the end of the study courses allows access to the master's degree course belonging to class LM-94 of master's degrees in "Specialized Translation and Interpreting", pursuant to Ministerial Decree of July 26, 2007, n. 386, Annex 2, published in the Supplement to Ordinary Gazette n. 212, Official Gazette n. 246 of October 22, 2007, according to the procedures provided for by Ministerial Decree of October 22, 2004 n. 270, articles 6, paragraphs 2 and 3, published in the Official Gazette n. 266 of November 12, 2004.

9.3 In the best interests of studies, the School ensures the continuation of all Degree Programmes and the issue of the related titles and qualifications, including those provided for in art. 2.6, until the completion of the full cycle.

9.4 The School also issues certificates and qualifications at the end of courses of advanced specialization, training, refresher courses and other equivalent activities.

Article 10 Right to education

10.1 The School adopts the necessary measures to ensure the full realization of the right to study. It also promotes and encourages all initiatives aimed at improving the conditions of students in the School, their cultural training and their integration into the job market, making use of all possibilities offered by current legislation. The regulations in force in the university field regarding the right to study, within the competence of the Lombardy Region, apply to those enrolled in the courses.

TITLE IV FINAL AND TRANSITIONAL RULES

Article 11 Final Rules

11.1 The funding sources of the School consist of the funds made available by the managing body based on the three-year plan and the coverage of teaching activities pursuant to the previous art. 4.6. The fees and contributions due by students are determined by the Board of Directors of the Foundation and announced with the annual course program.

11.2 This Statute is adopted by the CTS with immediate effect following approval by the Board of Directors of the Foundation, published on the School's website and sent to the Ministry of

Education, University and Research for the necessary actions.

SSML: Higher School for Language Mediators.

11.3 For the adaptation of this Statute to laws or mandatory regulations issued after its approval, a majority of those present at the meeting of the School Board and subsequent approval by the Board of Directors of the Foundation is required.

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11.4 For anything not expressly provided for and regulated by this Statute, the relevant laws, the Statute, the Code of Ethics and the Regulations of the Foundation shall apply.

Article 12 Transitional Rules and First Application

12.1 Until the entry into force of this Statute, the existing regulations and the Statute of the Foundation shall apply, except in cases of incompatibility.

12.2 The CTS of the School may ratify any acts and measures adopted by the Foundation in the period prior to the appointment of the CTS Director, as well as any other measures adopted and not yet ratified.

Article 13 Definitions and Acronyms

AQ: Quality Assurance;

CCS: Degree Programme Council;

CdA: Board of Directors;

CS: Degree Programme;

CTS: Scientific Technical Committee;

DDS: School Director;

DM: Ministerial Decree;

FUM: UniverMantova Foundation;

LM: Master's Degree;

SSD: Scientific-Disciplinary Sector;