

REGULATIONS OF THE COMMITTEES OF THE DEPARTMENT OF DEVELOPMENTAL AND SOCIAL PSYCHOLOGY

This document compiles the Regulations of the Committees of the Department of Developmental and Social Psychology, first defining their common regulatory and organizational principles and subsequently detailing the provisions relating to their respective areas of activity. In this document, “Director” refers to the Head of the Department (Direttore del Dipartimento), “Department” refers to the Department Management (Direzione del Dipartimento), “Executive Board” refers to the Department Board (Giunta del Dipartimento), “Council” refers to the Department Council (Consiglio di Dipartimento), and “SSD” stands for Scientific Disciplinary Sector (Settore Scientifico Disciplinare).

SECTION I

GENERAL PRINCIPLES

Art. 1 – Establishment of the Committees

The Committees are established by the Council. The Committees operate in compliance with the Statute of the University of Padua, the University Regulations, and in accordance with the Department Strategic Plan.

Art. 2 – Functions of the Committees

The Committees perform advisory, preparatory and consultative functions in support of the activities of the Executive and the Executive Board, contributing to the preparation of the Council’s resolutions within their respective areas of competence.

Art. 3 – Areas of activity

The Committees operate in distinct areas of the Department’s activities, orienting their actions towards the implementation of policies identified by the University as strategic for the development of the Department in the areas of research, teaching,

internationalization, public engagement, and the management of departmental spaces and laboratories.

Art. 4 – Coordination of the Committees

Each Committee is chaired by a Coordinator appointed by decree of the Director. The Coordinator is responsible for organizing the work of the Committee and ensuring that information shared among Committee members is kept up to date, both through regular interaction with the Executive and through participation in activities organized by the University that are relevant to the Committee's remit. The Coordinator provides the Executive, the Executive Board and the Council with the minutes of the Committee's work on matters within its competence in written form. In cases of replacement of the Coordinator, precedence is given to the highest academic rank and, in the event of equal rank, to seniority within that rank.

Art. 5 – Coordination among Committees

In order to ensure coordination and coherence among the activities of the Committees, a Committee Coordinators' Board is established, chaired by the Director, who convenes it on a bimonthly basis. The Coordinators' Board operates in compliance with Articles 1, 2 and 4 of this Section I and carries out the actions provided for in the Department Quality Assurance Plan.

SECTION II

DURATION AND FUNCTIONING OF THE COMMITTEES

Art. 1 – Term of office

The term of office of the Committees coincides with the term of the Executive. Upon expiry of the Executive's term, the Committees remain in office until the appointment of subsequent Committees and for no more than three months from the establishment of the subsequent Executive, performing only tasks related to ordinary administration. Members of the Committees may serve for no more than two consecutive terms.

Art. 2 – Meetings

The Committees meet in person, remotely (either synchronously or asynchronously), or in hybrid mode, ensuring that each Committee's proposal is properly recorded in the minutes so as to allow verification by the Executive Board and the Council.

Art. 3 – Operating principles

The Committees operate in accordance with the principles of transparency and collegiality. Decisions concerning proposals to be submitted to the Executive, the Executive Board and the Council are adopted by a majority of those present. In the event of a tie, the Coordinator has the casting vote.

Art. 4 – Convening

The Committees are convened by the Coordinator by means of a written and traceable notice containing an agenda, sent at least five days prior to the date of the meeting. The Coordinator also prepares a schedule of meetings, agreed with the members of the Committee. In cases of proven necessity, the Coordinator may convene a meeting with shorter notice, subject to verification of the availability of the majority of members.

Art. 5 – Validity of meetings

Meetings are valid if attended by the majority of members. Members with justified absence are excluded from the count, provided that their number does not exceed that of those present.

Art. 6 – Entry into force and amendments

These Regulations enter into force on the date of approval by the Council. Any amendments or additions, including the establishment or abolition of Committees, must be approved by the Council.

Art. 7 – Derogation clauses

Any derogations from the provisions set out in Articles 1–5 of Section I – “General principles” and Articles 1–6 of Section II – “Duration and functioning of the Committees” must be explicitly provided for in the corresponding Committee Regulations.

SECTION III

REGULATIONS OF THE SCIENTIFIC COMMITTEE

Art. 1 – Scope

The Committee performs its duties in relation to the Department’s research activities, which include proposals for the allocation of resources dedicated to research and the three-year planning of the Department’s research activities, including the three-year faculty recruitment plan. More specifically, the Committee plans project activities funded with departmental resources, coordinates activities aimed at creating fundraising opportunities, identifies potential developments in specific research areas, monitors the Department’s scientific output, informs the Department about potential research initiatives and funding calls, and proposes evaluations regarding requests for patronage for scientific activities in which the Department’s academic staff are involved.

Art. 2 – Composition and term

2.1 – The Committee consists of a Coordinator, one representative from each SSD within the Department, one representative of the entry-level faculty members, and the Department Secretary or their delegate. The academic staff members of the Committee are selected through election. The election of the Committee is called by the Senior Member of the Department concurrently with the election of the Coordinator. In the elections referred to in paragraphs 2.2, 2.3 and 2.4, each eligible voter may express only one preference. In the event of a justified impediment to attending a Committee meeting, a member may delegate, after consulting their SSD, a faculty member belonging to the same SSD. In the event of absence or impediment

of the Coordinator at a meeting, the functions are carried out by a faculty member of the Committee in accordance with Article 4 of Section I.

2.2 – Election of the Coordinator

Eligibility for election as Coordinator is granted to first- and second-tier academic staff, excluding candidates standing as representatives of individual SSDs within the Committee. Voting rights are granted to first- and second-tier academic staff and to entry-level faculty members. The candidate who obtains the majority of votes is elected. In the event of a tie, precedence is given to the candidate with the longer service within the Department. In the event of a further tie, precedence is given to the older candidate.

2.3 – Election of SSD representatives

Eligibility for election as representatives of each SSD is granted to first- and second-tier academic staff and to entry-level faculty members belonging to the relevant SSD. Voting rights are granted to first- and second-tier academic staff.

The candidate who obtains the majority of votes within the SSD is elected. In the event of a tie, precedence is given to the candidate with the longer service within the Department. In the event of a further tie, precedence is given to the older candidate.

2.4 – Election of the entry-level faculty members' representative

Eligibility and voting rights for the election of the entry-level faculty members' representative are granted to entry-level faculty members belonging to the Department. The candidate who obtains the majority of votes is elected. In the event of a tie, precedence is given to the candidate with the longer service within the Department. In the event of a further tie, precedence is given to the older candidate.

Art. 3 – Functions and duties

3.1 – The Committee annually proposes the allocation of the Integrated Departmental Research Budget (BIRD), aimed at funding research assignments,

research contracts, postdoctoral positions, research projects, and the co-financing of additional research activities of departmental interest, as provided for in the Department Strategic Plan. The Committee also formulates proposals regarding research activities supported by departmental resources and aimed at the development of new knowledge within the Department's disciplinary areas.

3.2 – The Committee proposes and drafts the three-year research objectives to be included in the Department Strategic Plan. To this end, it identifies the objectives and actions that the Department intends to implement in order to improve its scientific output and its ability to attract funding through national and international competitive calls. It carries out annual monitoring activities, completes the SCRI research forms, and ensures that the planned activities for achieving the objectives are effectively carried out.

3.3 – The Committee identifies potential developments in specific research sectors and oversees the drafting and monitoring of projects related to research calls (by way of example, excellence projects, departmental development projects, and large equipment projects).

3.4 – The Committee proposes evaluations regarding funding requests to be submitted to the University (by way of example, University Projects and equipment requests) in cases where Departmental approval is required.

3.5 – The Committee collects and disseminates within the Department information relating to research proposals and their deadlines, funding opportunities from the University and from public and private bodies, and, more generally, national and international projects. For this purpose, the Committee monitors the communication channels of the University, as well as those of foundations and national and international institutions.

3.6 – The Committee proposes evaluations regarding requests for patronage and support from the Department for conferences, congresses, seminars, and other

scientific activities in which the Department's academic staff participate as members of the organizing committee.

3.7 – Where required, the Committee expresses an opinion on the research activity of individual faculty members and research groups for the purposes of resource allocation, possible career advancement, the assignment and renewal of pre-tenure contracts, and for any other purpose deemed necessary (by way of example, applications for funding to public and private bodies).

Art. 4 – Reference to general provisions

For matters not expressly provided for in these Regulations, the provisions of Chapters I and II of this document shall apply.

SECTION IV

REGULATIONS OF THE TEACHING COMMITTEE

Art. 1 – Scope

The Committee performs its duties in relation to the planning, organization, coordination and monitoring of the teaching activities of the degree programmes delivered by the Department, coordinating with the School of Psychology in compliance with their respective competences.

Art. 2 – Composition and term

2.1 – The Committee consists of the Presidents of the degree programmes belonging to the Department, one faculty member representing postgraduate training activities in which the Department is involved, and the Department Secretary or their delegate. The Presidents serving as members of the Committee remain in office for the entire duration of their mandate as Presidents of degree programmes. In the event of a justified impediment to attending a meeting, a President may be replaced by the Vice-President of the same degree programme.

2.2 – The Committee appoints a Coordinator from among the Presidents, who remains in office for the duration of the Executive's term. In the event of absence or impediment of the Coordinator at a meeting, the functions are carried out by the President identified in accordance with Article 4 of Section I.

Art. 3 – Functions and duties

3.1 – The Committee develops proposals aimed at coordinating and improving the delivery of first- and second-cycle teaching activities and teaching services, the management of funds allocated to the improvement of teaching, and the optimization of administrative procedures related to teaching, to be submitted to the Council, the Council of the School of Psychology, and the Councils of the degree programmes.

3.2 – The Committee provides opinions on the organization of institutional teaching activities of academic staff and on teaching mobility activities, to be submitted to the Councils of the degree programmes and to the Council.

3.3 – The Committee provides opinions on the scientific and educational characteristics of undergraduate and postgraduate training activities delivered by the Department, with particular reference to proposals for the activation of new initiatives, to be submitted to the Council.

3.4 – The Committee provides opinions on the quality and needs of departmental teaching, also in relation to the implementation of academic staff recruitment policies.

3.5 – The Committee formulates proposals of an institutional and organizational nature concerning first-, second- and third-cycle education and the interconnection among these levels, in line with the objectives established by the Department and in compliance with University policies in this area.

3.6 – Oversight of the ordinary administration of the Department's teaching activities is entrusted to the Coordinator.

Art. 4 – Reference to general provisions

For matters not expressly provided for in these Regulations, the provisions of Chapters I and II of this document shall apply.

SECTION V

REGULATIONS OF THE PUBLIC ENGAGEMENT COMMITTEE

Art. 1 – Scope

The Committee performs its duties in relation to the Department's Public Engagement activities, which include non-profit activities with educational, cultural and societal development value addressed to citizens and institutions (public engagement); dissemination and enhancement of research (scientific dissemination, open science, citizen science); development of entrepreneurial culture and technology transfer (spin-offs, patents, business incubators); third-party activities; museum activities and the enhancement of artistic and cultural heritage; continuing education activities addressed to citizens, enterprises and organizations (MOOCs, open badges, catalogue courses or advanced training courses); and health-related activities (services, continuing medical education – ECM, research and clinical trials).

Art. 2 – Composition and term

The Committee consists of a Coordinator, one representative from each SSD within the Department, one representative of the entry-level faculty members, and the Department Secretary or their delegate. In the event of a justified impediment to attending a meeting, a member may delegate, after consulting their SSD, a faculty member belonging to the same SSD. In the event of absence or impediment of the Coordinator at a meeting, the functions are carried out by a faculty member in accordance with Article 4 of Section I.

Art. 3 – Functions and duties

3.1 – The Committee proposes objectives and actions consistent with the strategic guidelines of the Department and the University.

3.2 – The Committee supports the Executive, the Executive Board and the Council in defining strategic projects and development initiatives related to Public Engagement, managing the preparatory administrative and drafting processes for project proposals and funding applications for calls that allow for a limited number of submissions. The Committee proposes methods for disseminating information on calls, collects expressions of interest, provides guidance on the framing of proposals, and supports project drafting and, where applicable, reporting activities.

3.3 – SSD representatives contribute to the Committee's activities by bringing forward needs and expertise relevant to Public Engagement themes. Members report to the Committee the requests and proposals coming from SSD representatives in the field of Public Engagement and inform the faculty members belonging to their SSD about issues and opportunities related to Public Engagement activities.

3.4 – The Committee supports the Council in defining the procedures for the allocation and distribution of funds within the budgets annually allocated by the Department and the University for Public Engagement activities. It proposes to the Council the procedures for requesting funding and the criteria for selection and allocation. It prepares an annual report on the activities carried out and on funded actions, to be presented at the Council meeting dedicated to the annual financial statement.

3.5 – The Committee examines and provides opinions on funding requests, assessing their typological coherence, expenditure constraints, and consistency with departmental projects. For this purpose, it may rely on the opinion of external experts appointed for this purpose.

3.6 – The Committee supports the Executive, technical-administrative staff, and academic staff of the Department in administrative reporting activities prepared by the Department and the University on Public Engagement matters, also providing guidance in the preparation of data collection procedures useful for enhancing the Department's Public Engagement activities.

3.7 – The Committee examines and provides opinions on requests for patronage related to Public Engagement activities in which the Department's academic staff participate as members of the organizing committee.

3.8 – The Committee provides opinions on projects and agreements concerning Public Engagement themes, continuing education initiatives addressed to professionals, services to the public, and technology transfer proposals.

3.9 – The Committee collaborates in the preparation and updating of documentation relating to the Public Engagement for the Department website and social media channels, also in coordination with other Committees where necessary for joint initiatives.

Art. 4 – Reference to general provisions

For matters not expressly provided for in these Regulations, the provisions of Chapters I and II of this document shall apply.

SECTION VI

REGULATIONS OF THE SPACES AND LABORATORIES COMMITTEE

Art. 1 – Scope

The Committee performs its duties in relation to the management and organization of the Department's spaces, laboratories and instrumental resources. In particular, it supports planning, management, use and maintenance activities relating to spaces, scientific equipment, experimental software, and departmental laboratories.

Art. 2 – Composition and term

The Committee consists of a Coordinator, one representative from each SSD within the Department, one representative of the entry-level faculty members, and the Head of Technical Management or their delegate. In the event of a justified impediment to attending a meeting, a member may delegate, after consulting their SSD, a faculty member belonging to the same SSD. In the event of absence or impediment of the Coordinator at a meeting, the functions are carried out by a faculty member in accordance with Article 4 of Section I.

Art. 3 – Functions and duties

3.1 – The Committee annually proposes the allocation of resources assigned for the acquisition, renewal and maintenance of laboratory equipment and software, as well as for supporting and developing departmental research activities. These proposals are formulated taking into account the needs of the different SSDs and the specific requirements of high-technology laboratories, in line with strategic priorities and with the Department's research and teaching activities. The allocated resources include both funds for the ordinary functioning of the Committee and budgets relating to departmental projects dedicated to equipment and laboratories.

3.2 – The Committee examines requests for funding for the acquisition, replacement or upgrading of research equipment and software of interest to the Department.

3.3 – The Committee collaborates with administrative offices and technical-administrative staff in managing procurement procedures relating to the resources assigned to the Committee, including the collection of quotations for preliminary assessment of the most appropriate technical solutions regarding the selection of equipment and software.

3.4 – The Committee monitors the proper use of departmental laboratories, with particular attention to safety aspects, compliance with access rules, appropriate use of equipment, and adherence to existing procedures.

3.5 – The Committee formulates proposals concerning the use of laboratory spaces and other departmental spaces in order to ensure efficient, coherent and functional use in relation to scientific activities. It may also propose reorganization, reconfiguration and adaptation of laboratory spaces in relation to the development of new research lines, as well as the conversion of underutilized spaces into new laboratories or research-support facilities.

3.6 – The Committee drafts and updates regulations governing access to and use of departmental laboratories. Such regulations define, in particular: a) the duties, obligations and designation of Laboratory Teaching or Research Activity Managers (RDRL); b) the duties, obligations and designation of laboratory safety officers; c) the requirements, procedures and authorizations for user access to laboratories. The Committee supervises and monitors the activities of RDRLs and safety officers and, in the event of non-compliance, agrees with the competent bodies on appropriate measures.

3.7 – The Committee promotes and facilitates communication and coordination between technical staff responsible for laboratory management and users of spaces and equipment, in order to ensure effective and shared operation of departmental infrastructures.

3.8 – The Committee periodically assesses technical support needs for research activities conducted both within and outside laboratories, contributing to the development of organizational solutions aimed at maximizing support and development of the Department's research areas.

Art. 4 – Reference to general provisions

For matters not expressly provided for in these Regulations, the provisions of Chapters I and II of this document shall apply.

SECTION VII

REGULATIONS OF THE INTERNATIONALISATION COMMITTEE

Art. 1 – Scope

The Committee performs its duties in relation to the Department's internationalization activities, promoting, implementing and monitoring such activities in line with departmental and University strategic guidelines. Where appropriate, it collaborates with other Committees in the drafting of proposals.

Art. 2 – Composition and term

The Committee consists of a Coordinator, one representative from each SSD within the Department, one representative of the entry-level faculty members, and the Department Secretary or their delegate. In the event of a justified impediment to attending a meeting, a member may delegate, after consulting their SSD, a faculty member belonging to the same SSD. In the event of absence or impediment of the Coordinator at a meeting, the functions are carried out by a faculty member in accordance with Article 4 of Section I.

Art. 3 – Functions and duties

3.1 – The Committee proposes objectives and actions aimed at improving the level of internationalization of all Department activities, in line with the Department Strategic Plan and University guidelines.

3.2 – The Committee proposes initiatives supporting the internationalization of research, teaching and Public Engagement activities through the preparation of competitive calls and dissemination of information on funding opportunities and initiatives.

3.3 – The Committee analyses and proposes the establishment of bilateral agreements with foreign academic and research institutions in order to strengthen and expand international collaborations of the Department's academic staff.

3.4 – The Committee evaluates and selects applications from students, academic staff and technical-administrative staff for participation in incoming and outgoing mobility programmes within initiatives promoted by the Department and the University.

Art. 4 – Reference to general provisions

For matters not expressly provided for in these Regulations, the provisions of Chapters I and II of this document shall apply.