

Università
della
Svizzera
italiana

Facoltà
di scienze della
comunicazione

Faculty of Communication Sciences Statute¹

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The Faculty of Communication Sciences of the Università della Svizzera italiana (USI)

In view of the Cantonal Law of 3 October, 1995 concerning the Università della Svizzera italiana, the Statute of the Università della Svizzera italiana of 2 May 2003, hereby enacts the following Statute

I. General regulations

- Art. 1**
Area of applicability
- The Faculty of Communication Sciences in Lugano is part of the Università della Svizzera italiana, in accordance with Art. 4 of its Statute.
- Art. 2**
Mission
- The Faculty of Communication Sciences is an academic institution whose mission is to promote studies in various communication contexts; for research and higher professional education and training, from an interdisciplinary, multilingual and multicultural perspective.
- Art. 3**
Bodies
- The Faculty has the following bodies:
- a) the Faculty Council
 - b) the Council of Professors
 - c) the Dean's office
- Art. 4**
Research units and/or teaching units
1. The Faculty may create institute and laboratories (see appendix 1) as required and with the University Council's ratification (see Art. 6 of the University's Statute).
 2. The institutes and laboratories may pass internal regulations; these are subject to the approval of the Faculty Council
- Art. 5**
Affiliation
1. In both internal and external formal relations, each Faculty member has to specify his or her affiliation, unless otherwise decided by the Faculty Council.
 2. It is forbidden to usurp and/or misuse affiliation to the Faculty.

II. The Faculty Council

- Art. 6**
Composition
1. The Faculty Council consists of full, associate, assistant professors, and adjunct professors. The representatives of the intermediate body and of the student body are also members of the Faculty Council.
 2. The intermediate body and the student body each appoint two representatives. They serve for one year, which is not renewable. The conditions of appointment are defined in a directive from the Dean's office.
 3. The University's secretary general participates in Faculty meetings in a consultative role.

**Art. 7
Meetings**

1. The Council meets at least six times every academic year. The normal meeting schedule is established during the last session of the previous academic year.
2. The Dean formally convenes the members of the Council one week in advance. The agenda of the day and all the necessary documents are included with the meeting convocation.
3. The Dean may call additional meetings on his or her own initiative or by the request of at least six Council members.

**Art. 8
Agenda**

1. The Dean sets the agenda of Faculty meetings. In addition, the Dean brings up all the topics which have been proposed by the members of the Council at least ten days before the scheduled meeting.
2. Upon the proposal of a Faculty Council member, the Council can modify the agenda, if two thirds of those present agree.

**Art. 9
Chair**

1. The Faculty Council is chaired by the Dean or, in his or her absence, by the Vice-dean or another designated deputy.
2. The chair of the meeting ensures the proper functioning of the Council to guarantee that the broadest possible consensus is achieved. In view of this role, the chair does not vote, except in the case of Art. 11 paragraph 2.

**Art. 10
Quorum**

The Council is valid when, in addition to the president, half its members are present. If the quorum is not reached, the Dean summons the Council again within ten days. The second meeting of the Council deliberates with the participation of the attending members, without the need for a quorum.

**Art. 11
Resolutions**

1. The Council cannot decide on matters that are not on the agenda.
2. Unless otherwise indicated in this Statute, the decisions of the Council are taken by a majority of votes. In the case of a vote by a show of hands, abstentions are not counted. In the case of a secret ballot, the blank or void ballots are not counted. If the votes are tied, the chair has the casting vote.
3. If required, decisions can be taken by circulation of the documents, or by mail.
4. Board members must withdraw if resolutions, voting or elections affect their personal interests. They must nevertheless be able to express their views in advance.

**Art. 12
Minutes**

1. The minutes are taken by the secretary of the Faculty for each meeting of Faculty Council.
2. The Faculty Council approves the minutes at the beginning of the following session. This document must then be validated by the signature of the Dean and the secretary of the Faculty.

**Art. 13
Responsibilities**

1. The Faculty Council decides on all matters concerning the general interests of the Faculty, particularly on teaching and research.
2. In particular, it:
 - a) appoints the members of the Dean's office;
 - b) approves regulations governing the structures and functioning of the Faculty and its research and/or teaching units;
 - c) approves study plans and examination regulations;
 - d) approves the rules for doctoral studies and elects the members of the Doctoral Committee;
 - e) defines the criteria for academic positions (Chairs) before posting calls for open positions;
 - f) ratifies agreements made with institutions outside the Faculty;
 - g) elects representatives of the Faculty in the bodies inside and outside the University;
 - h) decides on complaints for which the responsibility has not been delegated;
 - i) exercises vigilance over the commissions to which it has delegated certain of its responsibilities.
3. The Faculty Council may delegate certain powers to permanent or temporary committees.

**Art. 14
Confidentiality**

1. Members of the Faculty Council are obliged to observe confidentiality in relation to any information or discussions involving evaluations of people.
2. The obligation to maintain confidentiality remains even after leaving the Council.
3. Any breach of confidentiality can lead to disciplinary and penal action.

III. The Council of Professors (Restricted Faculty Council)

**Art. 15
Composition**

The Council of Professors consists of full and associate professors, ordinary and extraordinary.

**Art. 16
Responsibilities**

- The Council of Professors:
- a) proposes to the University Council Faculty members that are called to sit on a commission for the nomination of the professors;
 - b) proposes to the University Council the hiring of Faculty members, the awarding of the title of Professor Emeritus and the conferment of honorary doctorates;
 - c) deliberates on the allocation of courses to teaching staff.

**Art. 17
Procedure**

1. Decisions regarding proposals to the University council for the position of professor or the promotion of a Faculty member, are held by secret ballot.
2. With exception of the above, Articles from 7 to 12 and Article 14 are applied by analogy.

IV. Dean's office

Art. 18 Composition

1. The Dean's office consists of:
 - a) The Dean
 - b) Two Vice-Deans
2. The Dean and the Vice-Deans are professors of the Faculty. As required, they are freed proportionately from teaching duties.
3. One of the two Vice-Deans has the function of Study Delegate, as set out in the Study Regulations.

Art. 19 Election

1. The Dean and the Vice-Deans are elected by the Faculty Council for two years; the mandate is renewable only once.
2. The election of the Dean and of the two Vice-Deans takes place by secret ballot, and is confirmed only with a majority of the votes cast.
3. The election of the Dean and of the two Vice-Deans takes place at least three months before their beginning of their term of office, or by 1 June.
4. If proposed by the Dean, one of two Vice-Deans may be appointed by the Faculty Council as Deputy Dean at the beginning of each academic year.

Art. 20 Meetings

1. The Dean's office summoned by the Dean, meets whenever necessary, in principle once a week.
2. The Faculty secretary participates in the Dean's meetings in a consultative role.

Art. 21 Resolutions

1. Decisions are made by the Dean after having consulted the Vice-Deans.
2. Minutes of the decisions made are taken during meetings of the Dean's office.

Art. 22 Responsabilites

1. The Dean's office directs and administers the Faculty. It watches over its cohesion and its successful image.
2. In particular, the Dean's office:
 - a) prepares and carries out the decisions of the Faculty Council and the Council of Professors;
 - b) represents the Faculty inside and outside the University;
 - c) prepares the proposed annual budget of the Faculty, in consultation with the Administrative Director and after consultation with the directors of the institutes;
 - d) ensures the proper conduct of examinations;
 - e) decides on students' applications for equivalence, and for exceptions to the planned study curriculum;
 - f) ensures good communication among the various bodies of the Faculty;
 - g) ensures compliance with the code of conduct and professional ethics among all faculty members and with Faculty partners inside and outside the University;
 - h) exercises all powers that are not attributed to another body.
3. The Dean's office can delegate some of its competences.

**Art. 23
Meetings with
students**

The Dean meets the representatives of doctoral students and/or students at least once every semester, to discuss issues that are relevant to them.

V. Institutes and Laboratories

**Art. 24
Responsibilities**

1. Institutes have responsibility for designing, promoting and coordinating the provision of education, and designing, promoting and conducting research projects.
2. Laboratories have the responsibility for designing, promoting and conducting focused research projects.
3. The Faculty decides the activation and closure of Institutes and laboratories as required, and defines their areas of competence

**Art. 25
Organisation**

1. The Faculty appoints the director (from among full and associate professors) and, if needed, a vice-director (from among all full , associate, assistant and adjunct professors) of each institute, and the director of each laboratory (from among all full, associate, assistant and adjunct professors).
2. The mandate of directors and vice-directors of the institutes and laboratories last four academic years, and is renewable.
3. The recruitment of assistants (post-docs, graduates or students) to support research and service is the competence of institutes and laboratories, with the obligation to submit to the Faculty the name, responsibilities and curricula vitae of the new assistants, as soon as they take up their positions.
4. Each institute or laboratory can appoint a scientific secretary with executive responsibilities from among its post-doc assistants.

**Art. 26
Institute Council**

1. In institutes that have at least three full, associate or assistant professors, an Institute Council is established, composed of all the professors in the Institute.
2. The Institute Council meets face-to-face at least once per semester and virtually whenever is necessary.
3. The Institute Council decides on the scientific and didactic strategies of the institute by simple majority; in the case of a tied vote, the director has the casting vote. Lecturers and assistants who are part of the institute can participate in the (face-to-face or virtual) meetings of the Institute Council, without voting rights.

**Art. 27
Financing of
laboratories**

1. Laboratories are self-financing for their research activity, raising the necessary funds from financed research projects or University mandates for the provision of specific services.
2. The allocation of available funds between the institute or laboratory's activities is decided by the management of the institute or laboratory.

Art. 28
Evaluation
meetings

1. At regular intervals, but at least once a year, the director meets every employee to discuss the progress of their activities and work.
2. The methods are specified in a directive from the Dean's office,

IV. Complaints procedures

Art. 29
Competences

Appeals from anyone who claims a personal interest related to a decision of another body in the Faculty or of a lecturer, as well as appeals for disciplinary measures according to Art. 50 of the USI Statute and Study regulations are decided by the complaints commission in the name of the Faculty.

Art. 30
Appeal term

The Faculty Council has jurisdiction to hear appeals from anyone who claims a personal interest related to a decision of another body in the Faculty or of a lecturer.

Art. 31
Procedure

1. The Dean's office may designate one or more professors for the preliminary phase of the appeal.
2. The investigating authority informs the interested party of the essential elements of the dossier, before the completion of the investigation, thus enabling them to document and justify their point of view.

Art. 32
Refusal

Any member of a decision-making body who is in a situation of conflict of interest or, more generally, whose impartiality is not totally certain, must be excused from service.

Art. 33
Subsidiary rights

Articles 51 and following of the Statute of the Università della Svizzera italiana, of 2 May 2003 are applicable in subsidiary form.

VI. Final provisions

Art. 34
Date Statue comes into effect

This Statute comes into effect on 1 September 2010 and replaces the previous one of 1 February 2001.

List of updates:

Art. 13 cpv. 2 let h and i changed by decision of UC from 13.07.2012

Art. 29 changed by decision of UC from 13.07.2012

Appendix 1 to the Statute of the Faculty of Communication Sciences **Institutes and Laboratories in the Faculty of Communication Sciences**

- Institute of Argumentation, Linguistics and Semiotics (IALS)
- Institute for Public Communication (ICP)
- Institute of Communication and Health (ICH)
- Institute of Marketing and Communication Management (IMCA)
- Institute for Media and Journalism (IMeG)
- Institute for Communication Technologies (ITC)

To which is added the

- Institute of Italian Studies (ISI).

The following laboratories and observatories are currently operating in the Faculty

- Epistemology of Communication Sciences (EpiCentre)
- Laboratorio di Studi Mediterranei (LSM)
- Laboratorio per l'Argomentazione nei Contesti della Pubblica Sfera (LACoPS)
- New Media in Education Laboratory (NewMinE Lab)
- The European Journalism Observatory (EJO)
- China Media Observatory (CMO)
- Swiss Corporate Communication and Public Relations Observatory (SCCPRO)
- Technology Enhanced Communication Laboratory (TEC-Lab)
- webatelier.net