

Guidelines for the functioning of the Quality Control Unit

1. Composition

In the Scuola's QA system, the Quality Control Unit (hereinafter "PQ") is an internal operative structure that is responsible for quality in all the Areas (Education, Research, Third Mission and Services) and works in synergy with the governing bodies of the Scuola.

The PQ is appointed by Decree of the Director and is made up, overall, of representatives from the teaching staff and technical-administrative personnel who can guarantee the necessary technical skills to meet the required quality assurance processes. The representatives remain in office for three years and may be reappointed. Experts with proven experience and qualifications external to the Scuola may be invited to join the Unit.

The Chairperson is a full professor of the Scuola and, should he/she be absent, the most senior professor takes over.

2. Competences and functions

The PQ monitors the correct and consistent implementation of the Scuola's QA procedures, based on the guidelines of the Governance.

The PQ plays a technical-operational role and serves as a link between the Scuola's Governance, the Evaluation Team (NdV), the Joint lecturer-student Commissions (CPDS) and the academic structures, ensuring the implementation of Quality Policies.

More specifically, the PQ has the following tasks:

- a) to organise, monitor and supervise the correct and consistent implementation of Quality Assurance (QA) procedures in order to ensure the quality and improvement of educational, research and third mission activities and related services;
- b) to promote the culture of quality and support the carrying out of information and educational initiatives in collaboration with the administrative reference structures;
- c) to propose methods, tools and procedures for the achievement of quality assurance objectives. More specifically:
 - education wise, activities related to the planning and management processes of the courses (undergraduate, advanced and PhD);
 - with regard to research and the third mission, activities related to the monitoring and self-assessment processes of the academic and administrative structures involved;
 - as regards services, the quality levels of the services provided in relation to the needs expressed by the Scuola's community.
- d) to support the contact persons of the courses and of the educational, research and third mission structures in their respective fields of activity;
- e) to ensure interaction with the Evaluation Team and the Joint Commissions by managing information flows in a cost-effective manner;

f) to monitor the efficiency of Quality improvement interventions;

g) to report on the University's quality assurance procedures and on the results of the work carried out through the annual report to the Governance.

3. Operational modes and technical and administrative support

PQ activities are supported by an administrative support structure (Organisation and Evaluation Service - staff.presidio@sns.it).

The PQ can access useful data for the processing of its own documents through the PQ Support Office that acts as a liaison with the other services of the Scuola, as well as for further research/surveys requested.

The PQ has its own webpage on the Scuola's website where various documents (reports, analyses, etc.), information material, reference standards, etc. are available.

Access to the page is free.

The PQ meets at least three times a year to discuss ongoing activities, monitor the activities of the previous year and to plan the following year's activities.

The PQ may also organise, through some of its delegated members, meetings with the Evaluation Team and the Joint Student-Lecturer Committees and may invite professors or senior management/administrative staff to report on specific issues.

The PQ promotes dissemination initiatives and quality culture through meetings addressing the different members of the Scuola's community or by sharing materials.

The Scuola does not pay the members of the Quality Control Unit any compensation for their duties, or any attendance fees for their participation in the activities related to their tasks.

The Chairperson reports to the Director on the activities carried out, informing him/her from time to time on the matters that require action or decisions of the Scuola's Bodies involved, always through the annual report.

The annual report on the activities and interventions carried out is forwarded to the Governance, the Evaluation Team and the CPDS.