

## Regulation for VIU Programs



### 1) How to submit a proposal for a new VIU Program

The proposal to set up a VIU Program must be submitted for approval to the VIU Board of Directors, according to Art. 14 of the VIU Statute, after having consulted the Academic Council.

*Article 14: "VIU can promote post-graduate training and research centers and programs within its activities. The creation of such centers and programs, and the appointment of their Directors, is decided by the Board of Directors, having heard the Academic Council, which expresses an opinion on the scientific academic validity of the undertaking"*

### 2) Characteristic elements of a VIU Program

The submission of a new Program must include a full description containing: name, mission, objectives and aims, a three-year plan of activities, human resources involved and a budget describing the financial sustainability of the Program and its activities.

### 3) Organizational chart

The new Program shall include at least:

- a scientific director, who may or may not be part of the VIU personnel; he/she may receive an economic compensation, which must be covered by the financial resources of the Program;

- an executive director, who must be part of the VIU personnel;

These persons may be dedicated to the program either part-time or full-time, as needed.

Job description:

- Scientific Director: defines the strategic lines of the program from the scientific point of view, facilitating relationships with universities, scientific institutions and professors / researchers.

- Executive Director: supports the scientific director in the development and implementation of the program guidelines; acts as the hub between the program and VIU; coordinates the program and its activities; manages the budget of the Program and any technical administrative aspects in connection with the VIU administration offices.

### 4) Financial sustainability

Each activity/project developed by the Program will set out its own budget, from which the necessary resources for carrying out its activities must be obtained (the "Project Account"); the Program must guarantee that each single activity/project generates an overhead of 15% of the income from each activity/project. The yearly total of such overheads

must be at least equivalent to the administrative costs of a junior position staff HR, today evaluated as €30,000.00.

5) Appointment procedures and decisional chart



- the *Scientific and the Executive Directors* must be appointed by the Board of Directors, upon proposal of the Dean.
- The Board of Directors or the Dean may devolve some limited powers to the scientific and/or executive director such as: undersigning miscellaneous contracts, including those concerning services, purchasing of chattel and consultancies and authorizing missions
- the term of office of the Scientific and the Executive Directors is three years;
- the Scientific or the Executive Director must promptly inform the Dean and the President, in writing, of any new initiative of the program before its formal submission;  
the Executive Director reports to the Administrative Director any individual projects/activities, together with its financial implication, in order to regularly update the general VIU Budget; the Scientific Director reports at least every six months to the Dean on the fulfilment of the activities of the Program;
- each Scientific Director may propose to the Academic Council the appointment of "VIU Fellows" chosen from its scientific/expert network, in order to strengthen and further promote cooperation with the Program;

6) As a VIU Program, it will make use of VIU facilities and personnel.