

By-laws of the Interuniversity Centre of Bioengineering of the Human Neuromusculoskeletal System

Article 1

Communications

Communications will be carried out in English and will include the “BoHNeS” acronym and the logo



Article 2

Membership

The requests for membership of the Centre on behalf of other academic institutions must be addressed to the Director of the Centre, who will immediately disclose them to the Executive Committee (EC). If the requests are accepted by the EC, in accordance with the Statute, the applicant institutions will be asked to sign a supplementary agreement with the Centre, identical to the original agreement establishing the Centre, and to pay the membership fee. The applicant institution will immediately become provisional member, and will become effective member upon ratification of the General Assembly (GA). It is the Director's duty to put the ratification of the provisional members' request for effective membership in the agenda of the first GA.

The requests for membership of the Centre on behalf of academic institutions must contain the following information:

- 1) full legal name of the academic institution (University or Department), digital image of the logo, name and surname, degree and position of the legal representative, postal address, e-mail address, telephone number, fax number, URL of the institutional website

a text in English, not exceeding 500 words, that presents the scientific and educational mission of the institution and the relevance of the institution in the context of the Centre's project,

designation of the representative fellow;

- 2) for each fellow and junior fellow: name and surname, degree, position, short (200 words) and extended curriculum, digital photograph (optional), postal address, e-mail address, Skype address, telephone number, fax number.

The requests for membership of the Centre on behalf of non-academic institutions (public or private), in order to become associate members, must be addressed to the Director of the Centre together with the following information:

- 1) full legal name of the non-academic institution (public or private), digital image of the logo, name and surname, degree and position of the legal representative, postal address, e-mail address, telephone number, fax number, URL of the institutional website,

a text in English, not exceeding 1000 words, that states the commitment of the institution to actively take part with its competences and/or instrumentation and/or financially in the activities of the Centre and the relevance of the collaboration in the context of the Centre's project;

- 2) only for the representative fellow: name and surname, degree, position, short (200 words) and extended curriculum, digital photograph (optional), postal address, e-mail address, Skype address, telephone number, fax number.

It is the Director's duty to inform the EC, also electronically, of the received requests for membership. If the EC accepts the requests of membership of the Centre on behalf on the non-academic institutions, they will be asked to pay the membership fee, in accordance with the Statute. The applicant institution will immediately become provisional member, and will become effective member upon ratification of the General Assembly (GA). It is the Director's duty to put the ratification of the provisional members' request for effective membership in the agenda of the first GA.

Article 3

Election of the junior fellows' representatives in GA and EC

By the end of January of each year, the junior fellows of the Centre elect by electronic ballots their representatives for the General Assembly (GA) and for the Executive Committee (EC). The elections will be carried out upon the initiative and under the responsibility of the Deputy Director.

The term of office for all junior fellows' representatives is one year.

The right to vote and to stand as candidates are granted to all the junior fellows who will remain junior fellows for the whole year for which the elections are carried out.

Before the ballot, the Deputy Director will prepare a list of candidates for each position based on the eligible applications to stand as candidates.

The ballot is secret and will be carried out through an appropriate application within the Centre's website.

In detail, for the election of the junior fellows' representatives for the General Assembly (GA) and the Executive Committee (EC) of the Centre, the Deputy Director sends by email to each junior fellow by the end of January of each year a ballot for the GA and one for the EC with the names of all eligible representatives. In the case of a first election, all the junior fellows of the Centre are eligible. During subsequent elections, the representatives can be chosen only among those who have sent their application to the Deputy Director.

Each junior fellow can check up to three names on each ballot, and must then generate anonymous PDF versions of the ballots and upload them to the specifically prepared repository of the Centre's website (*).

Forty-eight hours after the ballots are sent, the polls are closed. The Deputy Director counts the votes for each eligible junior fellow. The most voted junior fellow becomes representative for the GA and/or the EC of the Centre. In case of a tie, the election is repeated with new ballots containing only the names of the most voted junior fellows. In case of a further tie, the oldest candidate is elected.

*(using, for instance, www.copy.com)

Article 4

Composition of the GA

In accordance with the Statute, the composition of the GA must in every moment grant to the academic component the qualified majority (2/3) of the members. To this aim, if the need arises, the GA will increase the number of the academic representatives.

This increase will be accomplished by an additional representative designated by each university starting from those with a greater number of fellows until the desired number of representatives is reached. This will be carried out under the responsibility of the Director.

Article 5

Monitoring and evaluation procedures

The Centre will undergo continuous evaluation and quality control. The procedures for the follow-up and the quality control are stated and quantified by the Centre's by-laws.

Before the end of December of each year, the fellows will send the Director a report on their annual scientific activities. Specifically, each fellow will have to update their curriculum vitae, which will be published on the Centre's website. In addition to the publications, the most relevant scientific and organisational activities carried out during the year must be included, as well as all the research activities carried out with other members of the Centre. It will be the Director's duty to verify the quality of the work performed by each fellow. In case of a negative opinion, the Director will get in touch, also by email, with the members of the EC, who will assess the adequacy of the quality of the scientific work under evaluation. In case of a negative opinion on behalf of 2/3 of the EC members, the fellow will receive a warning from the Director. After two consecutive warnings the fellow will be expelled as it is considered a severe infringement of the regulation that damages mutual trust.

For what concerns all the scientific initiatives of the Centre that entail the registration of external participants (conferences, workshops, seminars) it will be the duty of the Organising Committee to provide the external participants with a questionnaire concerning the quality of the event:

- general satisfaction level ① ② ③ ④ ⑤
- level of interest generated by the presentations ① ② ③ ④ ⑤
- clarity of the speakers' presentation ① ② ③ ④ ⑤
- quality of the distributed material (if applicable) ① ② ③ ④ ⑤

For what concerns the training activities to which the junior fellows will participate, the Director will get in touch, also by email, with each junior fellow and provide them with a questionnaire concerning:

- general satisfaction level ① ② ③ ④ ⑤
- level of usefulness for their specific research field ① ② ③ ④ ⑤
- level of usefulness for their own scientific knowledge ① ② ③ ④ ⑤
- level of difficulty according to their preparation ① ② ③ ④ ⑤

- how well the activities were organized ① ② ③ ④ ⑤
- assessment of the relationship with the tutor in terms of availability, openness, dialogue (if applicable) ① ② ③ ④ ⑤
- evaluation of the relationship with the research group within which the fellow was included (if applicable) ① ② ③ ④ ⑤

For what concerns the training activities to which the fellows participate as teachers, the Director will get in touch, also by email, with each fellow and provide them with a questionnaire concerning:

- level of organisation of the event ① ② ③ ④ ⑤
- scientific relevance of the event ① ② ③ ④ ⑤

Zero corresponds to the worst evaluation and five to the best.

Each year the Director will provide EC with an evaluation report that summarises the evaluations obtained anonymously through the above-described questionnaires.

Article 6

Amendments to the regulation

The Centre's regulation can be amended only if 2/3 of the GA members, both present and represented, including all the members of all the Italian universities, are in favour. The amendment proposals must be sent to the Director that will ensure an EC meeting, also through a video/audio conference, to discuss whether to approve the amendments. The amendments to the regulation will be effective only after GA's ratification.