

Routes towards Sustainability International University Network

RULES AND REGULATIONS

ARTICLE 1. - CONSTITUTION

1.1. *Routes towards Sustainability* is an International University Network founded at the University of Ferrara on the basis of:

- the strategic plan for the years 2012-2014, as per the official document produced by the Administrative Council on the 31st of January 2012;
- the approval of the project by the Committee for International Affairs on the 7th of March and 2nd of May 2012;
- the approval of the project by the Academic Senate on the 24th of October 2012;
- the formal act of foundation of the Network through a Memorandum of Understanding signed by each Partner University on the 29th and 30th of October 2012.

1.2 *Routes towards Sustainability* is formed by:

The University of Ferrara (IT),
The An-Najah National University (PNA),
The Humboldt-University of Berlin (D),
The Pontificia Universidad Católica de Chile (RCH),
The Pontificia Universidade Católica do Paraná (BR),
The South China University of Technology (PRC),
The Universidad Católica de Córdoba (AR),
The University Gaston Berger (SN),
The University of Warsaw (PL),
The Waseda University (J),
The École d'Architecture de la ville e des Territoires à Marne-la-Vallée (FR),
The Pontificia Universidad Javeriana de Cali (COL),
The Université Bourgogne Franche Comté (FR),
The University of Calabria (IT),
The ITESO - Universidad Jesuita de Guadalajara (MEX),
The Universidade Estadual de Campinas (BR),
The University of Hanoi (VN),
The Universiteit Leiden (NL),
The Universidad Piloto de Colombia (COL).
The Universidad Pontificia Bolivariana, Seccional Medellín (COL),
The Universidade do Porto (PT),
The Western Sydney University (AU),
The Univerzity Karlovy v Praze (CH).

1.3. The above-mentioned universities, having recognized the importance of sustainability as a powerful paradigm for the development of human and social cohesion, the preservation of the natural environment, urban growth, cultural memory and heritage, and wishing to promote the development of scientific knowledge through internationalization and academic exchange, agree to be partners of *Routes towards Sustainability* (hereinafter *Routes*).

1.4. *Routes* is supported by the Partner Universities as well as other Parties such as local, national or international companies, public, private or non-profit agencies, supra-national institutions, research centres and foundations, etc.

ARTICLE 2. - GOALS AND ACTIVITIES

2.1. The main goal of *Routes* is to disseminate sustainability through conceptual frameworks, methodologies, academic initiatives, good practices. Where appropriate, it will collaborate with other national and international organizations.

2.2. *Routes* shall:

- a) develop international research projects with a transdisciplinary focus on sustainable development;
- b) coordinate and organize seminars, workshops and symposiums;
- c) publish the outcome of scientific research;
- d) disseminate results and best practices through a dedicated website;
- e) design advanced teaching projects aimed at launching BA, MA, and PhD courses.

2.3. Specific joint activities and arrangements for mobility, visits and other forms of collaboration shall be detailed in specific operational agreements.

ARTICLE 3. - FUNDING

3.1. Each Partner University shall fund the participation of its members to the activities organized by *Routes*.

3.2. Other financial arrangements will have to be negotiated depending on the availability of funds.

ARTICLE 4. - PARTNER UNIVERSITIES

4.1. Each Partner University has equal rights and duties in compliance with the Rules and Regulations and commits itself to sharing the goals pursued by *Routes*.

4.2. Each Partner University has the right to:

- a) participate in the General Meeting with the right to speak and vote;
- b) choose members who will form the Steering Committee;
- c) be informed about the plans and programmes through which *Routes* shall pursue and achieve its goals;
- d) participate in all activities and benefit from all opportunities for international collaboration offered by *Routes*;
- e) submit projects and initiatives to be evaluated by the Steering Committee;
- f) be constantly updated about plans and activities.

4.3. Each Partner University has the duty to:

- a) comply with the Rules and Regulations and every action deriving from them;
- b) participate in research activities promoted by *Routes*;

c) guarantee that forms of collaboration provided by each Partner University are voluntary, non-profit and based on individual choice.

4.4. In order to become a Partner of *Routes* a university, department or institute must submit to the Steering Committee a formal application signed by the Rector or Director.

4.5. In order to become a Partner of *Routes* a university, department or institute must declare the will to share its goals, participate in its activities, and comply with its Rules and Regulations.

4.6. Acceptance of a new University or Institute as partner of *Routes* is subject to the decision of the Steering Committee.

4.7. Applications will be rejected if evidence can be found that activities conducted by the applicant:

- a) are in contrast with the goals of *Routes*;
- b) have caused moral or material damage to *Routes*.

5. - CESSATION OF PARTNERSHIP

5.1. Cessation of partnership will occur when a Partner University or Institute:

- a) has been silent and absent from the activities of *Routes* for a period of at least 9 months;
- b) has submitted a formal request of cessation of partnership to the Steering Committee;
- c) has been deemed unfit by the Steering Committee owing to incompatibility with the goals of *Routes*, disregard for its Rules and Regulations, or inappropriate actions;
- d) has caused moral or material damage to *Routes*.

5.2. Cessation will be determined after the members of the Steering Committee have assessed the clarification provided by the Partner University and reached the majority of votes in a secret ballot.

6. - ORGANS AND POSITIONS

6.1. The main organ is the Steering Committee, formed by the Coordinators of each Partner University.

6.2. Organs and positions do not imply any honoraria.

7. - STEERING COMMITTEE

7.1. The Steering Committee is formed by a maximum of 2 Coordinators per Partner University.

7.2. The mandate of the Steering Committee lasts 3 years. After the deadline the Steering Committee stays in charge until the next General Meeting takes place, during which the new Steering Committee is formed. The members of the Steering Committee can be renewed up to three times.

7.3. The members of the Steering Committee shall summon a General Meeting once a year and an Ordinary Meeting via Skype every three months. Upon duly motivated request the Steering Committee can summon an Extraordinary Meeting via Skype.

The annual General Meeting is summoned via e-mail at least 90 days in advance. The aim of the General Meeting is to discuss and deliberate upon the planning of the activities. The majority of votes must be reached; in case of a draw, the vote of the University of Ferrara, Founder, counts double.

The Ordinary Meeting via Skype is summoned via e-mail at least 1 month in advance. The aim of the Ordinary Meeting is to discuss and deliberate upon specific agendas. If the minimum legal number is not reached, the Meeting shall be summoned again within ten days and will be valid regardless of the number of participants. The majority of votes must be reached; in case of a draw, the vote of the University of Ferrara, Founder, counts double.

The Extraordinary Meeting via Skype shall be summoned upon duly motivated request by at least one fifth of the members of the Steering Committee and must take place within 15 days of receipt of the request. The aim of the Extraordinary Meeting is to discuss and deliberate upon urgent issues which cannot be postponed till the next Ordinary Meeting. It is valid if it is attended by half plus one the members. The majority of votes must be reached; in case of a draw, the vote of the University of Ferrara, Founder, counts double.

7.4. The Steering Committee shall:

- a) define the agenda for the annual General Meeting as well as for the Ordinary and Extraordinary Meetings;
- b) participate in the annual General Meeting as well as in the Ordinary and Extraordinary Meetings;
- c) manage ordinary and extraordinary administration;
- d) define, manage and achieve the programmes and activities of *Routes*;
- e) foster active participation of all the members;
- f) contribute to the organization of the annual Symposium by supporting the members of the Scientific Committee;
- g) deliberate upon applications for new partnerships;
- h) approve of and revise the Rules and Regulations;
- i) deliberate upon the cessation of *Routes*.

7.5. The Steering Committee must be disbanded if it loses the majority of its members. Any extant member of the Steering Committee shall summon a Skype meeting aimed to form a new Steering Committee.

8. - COORDINATOR

8.1. Every 3 years the members of each Partner University shall select a maximum of 2 Coordinators per University. Any academic member of *Routes* can be a candidate for the position of Coordinator.

8.2. The mandate of each Coordinator lasts 3 years as does the mandate of the Steering Committee, unless otherwise established by the Partner University to which s/he belongs.

8.3. The Coordinators selected by the University of Ferrara, Founder, are also the General Coordinators of *Routes*.

8.4. The General Coordinators shall summon, in accordance with the other Coordinators, the annual General Meeting and the Ordinary and Extraordinary Meetings.

8.5. Every Coordinator shall plan, manage and coordinate the activities of *Routes*.

8.6. Withdrawal from the position of Coordinator must be formally submitted.

8.7. Following the withdrawal or expiry of his/her position, the Coordinator will continue to be the contact person until a new Coordinator is selected.

9. - GENERAL MEETING

9.1. The General Meeting is held once a year and hosted by a Partner University. It is summoned and coordinated by the Steering Committee. Up to 5 members of the academic staff selected within each Partner University can take part in the General Meeting. Each participant has equal rights and duties.

9.2. The aim of the General Meeting is to summon members of all Partner Universities in order to launch scientific projects, define research methods, and investigate topics on sustainability in specific sectors as well as in an interdisciplinary perspective.

10. - SCIENTIFIC COMMITTEE

10.1. The Scientific Committee changes every year and is formed by a maximum of 5 members selected within the academic staff of the University that hosts the Symposium and by a maximum of 2 members selected within the academic staff of each Partner University participating in the Symposium. All members have the same rights and duties.

10.2. The aim of the Scientific Committee is to coordinate and organize the annual Symposium. In particular it shall:

- a) select the topic, choose the title and plan the sessions of the Symposium;
- b) prepare and circulate the call for papers within and outside *Routes*;
- c) select the abstracts and define the programme;
- d) constantly interact with the speakers and participants to the Symposium;
- d) take care of publishing the outcomes of the Symposium.

11. - SYMPOSIUM

11.1. The Symposium shall be held once a year and hosted by a Partner University. The members of *Routes* can participate as speakers, chairs and audience.

11.2. The aim of the Symposium is to allow all the members of the Partner Universities to share and develop research on sustainability in specific sectors as well as in an interdisciplinary perspective.

12. - ARCHIVE

12.1 Each Partner University has the duty to create an archive for the documents related to *Routes*.

12.2. The Partner University holding the position of webmaster has the duty to disseminate all the public documents related to *Routes*.

Ferrara, 2016

Gianfranco Franz

Paola Spinozzi

Coordinators of *Routes towards Sustainability*, University of Ferrara

U.....(name of the university in the original language)

Prof.

CHANCELLOR

SIGNATURE

DATE

STAMP

