



# UNIVERSITY BYLAWS



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## MISSION

Two converging trends, along with the unmet needs of two groups lacking adequate training, prompted Domuni-Universitas to develop distance learning programs as early as 1998, at the dawn of the Internet era. Globalization has turned the world into a global village, while the growth of online learning has made education more accessible than ever, allowing individuals to study anytime, anywhere, on their own schedule. Two previously underserved groups can now access education: people living far from university campuses and working professionals with family commitments who cannot attend during working hours.

Domuni-Universitas was founded on 21 November 1998, under the impetus of the Bologna General Chapter (*ACG Bologna 1998*, 79), by a joint decision of the Dominican Provinces of France and Toulouse. The two Provinces joined forces to create an online Dominican university, open to the international community, true to the intellectual mission of the Dominican Order (Order of Preachers) and driving the search for truth. The *“Domuni and the Dominicans” Compendium* traces the history of the links between Domuni-Universitas, from its very creation, and the Dominican Order. It highlights the enduring institutional and spiritual continuity that binds Domuni-Universitas to the Order’s intellectual mission, in faithful adherence to its long-standing tradition of study, research, and preaching.

A new kind of university was needed to achieve this. Technological progress often drives disruptive innovation: the rise of the Internet has led to the design and implementation of new educational models, leveraging the full potential of constantly evolving digital learning platforms. To address these challenges, Domuni-Universitas is committed to delivering high added value in teaching and learning.

Teaching and research are conducted online using the Domuni-Universitas online learning platform. These collaborative digital environments form its own specific academic and research community. Like a virtual campus, they provide spaces for study, interaction, and collaboration between faculty and students, that can be accessed anytime and from anywhere.

Inspired by the spirit of the *Veritatis Gaudium* apostolic constitution, Domuni-Universitas promotes a model of theological and academic inquiry that is both transdisciplinary and transcultural, encouraging dialogue across fields of knowledge, cultures and traditions (*Veritatis Gaudium*, Apostolic Constitution, § 4).

Through its network-based structure, its use of digital technologies, and its multilingual courses (delivered in five languages), Domuni-Universitas fosters a form of intellectual and spiritual communion that transcends geographical and linguistic boundaries. In doing so, it responds to the Church’s call for open thinking, combining academic rigor with cultural attentiveness, and contributing, true to the Gospel, to a “bold cultural revolution” (*Veritatis Gaudium*, Apostolic Constitution, §3).

The technologies it employs, the resources it uses, and the diversity of its students all point to a distinctive method of operation: the network. The Internet naturally supports a structure built on interconnection and autonomy. Values such as freedom, participation, and shared responsibility are fully aligned with both the technologies used and the courses proposed.

For a truly transcultural and transdisciplinary education to thrive in a context of academic freedom, driving the search for the truth, an organizational model grounded in democratic governance is essential. These bylaws, designed to be flexible and evolving, set out the guiding principles and ensure their effective implementation.

Rooted in the Dominican tradition, Domuni reflects a model of shared governance and a strong commitment to intellectual excellence, in a manner true to the Church. The academic community exercises its responsibilities according to established scholarly standards, in the spirit of academic freedom (*Ex Corde Ecclesiae* Apostolic Constitution, § 12).

# 1. GENERAL PROVISIONS

## Section 1. Name and Legal Form

### Art. 1 Name

1. The institute is called “Domuni-Universitas”. “Domuni” can be used as the official institutional name.

### Art. 2 Status

1. Domuni-Universitas is a higher education and research institute, organized and existing under the laws of France, founded under the aegis and vigilance of the Dominican Order (Dominicans), in particular the French Dominican Provinces, further to the General Chapter of the Dominican Order meeting in Bologna in 1998 (*ACG* No. 79).
2. The institute has been registered in France since 2 February 1999, under UAI registered administrative unit number 0313102D, in accordance with the French legislation in force and the provisions of the French Education Code (*code de l'éducation*) governing private higher education (Article L. 731-1 *et seq.*).
3. Domuni-Universitas is a private-law legal entity, formed as an association and autonomous to the extent permitted by law.
4. Domuni-Universitas has its registered office in Toulouse. It may set up offices, local support centers and teaching platforms and develop academic training and research programs in suitable locations, to help it achieve its aims and reach its targets and in compliance with the law.
5. It is a non-profit institute with a charitable status and reinvests any financial surplus to both enhance its own development, thus strengthening its institutional mission and social role, and also to improve its material, technological, educational and scientific resources, promoting the well-being of the university community and fostering excellence across all areas of its work.
6. Domuni-Universitas is structured in accordance with the terms of these bylaws.

### Art. 3 Online University

1. Domuni-Universitas aims to provide high-quality university-level education online, delivered remotely to students worldwide, drawing on the intellectual network of the Dominican Order, while remaining open to collaborate with anyone who wishes to become involved.
2. Domuni-Universitas is structured democratically, guided by the values of academic freedom (teaching and research), rooted in the tradition of the Dominican Order and true to the Church.

## Section 2. Essential Roles

### Art. 4 Teaching

1. Domuni-Universitas delivers courses online and/or in person, to impart knowledge, develop methodological skills and foster critical and ethical thinking.
2. Domuni-Universitas delivers courses in a variety of languages and disciplines. This forms a coherent whole, actively promoting both interdisciplinary and intercultural approaches.

### Art. 5 Research

1. Domuni-Universitas conducts both basic and applied research. Through its network-based structure, it introduces students and researchers to partner institutions engaged in society, primarily to promote action research.
2. It disseminates research results through a variety of communication channels: teaching, scientific journals, databases, printed and digital publications, open-access resources and all other appropriate means. It organizes conferences and workshops.
3. Researchers are committed to the ethical aspects of their research.
4. Research is organized through the Domuni Research Institute (DRI). DRI is governed by its own specific bylaws.

### Art. 6 Lifelong Learning

1. Domuni-Universitas delivers a range of lifelong learning opportunities, with a particular emphasis on flexible teaching and research, both in terms of scheduling and location, to make them accessible to as many people as possible (including those balancing work and family commitments, people with disabilities, and individuals in vulnerable or disadvantaged situations).
2. This flexibility is complemented by a scholarship scheme that reinforces the institute's commitment to accessibility.

### Art. 7 Innovation

1. Domuni-Universitas inherently advances knowledge and technology transfers in the age of digital transformation. It develops innovative, tailored approaches to teaching and learning.
2. To this end, Domuni-Universitas may provide services, free of charge or against payment, to public or private institutions wishing to use its expertise in this field. All such services must benefit teaching or research.

**Art. 8 Promoting the Next Generation**

Domuni-Universitas prepares the next generation of scientists needed for research and teaching.

## 2. UNIVERSITY COMMUNITY

### Section 1. University Classes

#### Art. 9 - Definition

1. The university is split into various classes:
  - the academic class,
  - the student class, and
  - the support staff class.
2. The following persons do not belong to any of these classes: junior lecturers (*chargé de cours*), self-study students and anyone following Domuni-Universitas courses without being enrolled on the teaching platform.

#### Art. 10 Structure

1. The different university classes elect their representatives, sitting on the various university and faculty bodies, in accordance with the provisions of these bylaws.
2. No individual may be a member of more than one university class.
3. The academic class is comprised of tenured professors, assistant professors, partner professors and lecturers.
4. Students, including PhD candidates, are always members of the student class, even if they are appointed to teach or conduct research, or provide technical support.
5. Any support staff members who attend courses will be treated as members of the support staff class.

### Section 2. Academic Class

#### Art. 11 Composition and Mission

1. The academic class comprises professors, assistant professors, partner professors and lecturers. Junior lecturers are not treated as members of the academic class.
2. Professors and assistant professors are permanent academic class members.
3. Distance learning involves a redefinition of the role of those providing courses. All members of the Domuni-Universitas academic class contribute, at their own level, to the specific Domuni-Universitas educational program, in accordance with the provisions of the bylaws governing the academic class. Some members of the academic class perform mentoring and tutoring roles, within each Faculty.

## **Art. 12 Conditions for Teaching**

1. Professors must meet the following requirements:
  - hold a doctorate,
  - significant, recognized scientific publications,
  - proven, university-level teaching skills,
  - involved in the international scientific community, and
  - knowledge of two languages used at Domuni-Universitas.
2. Assistant professors must meet the following requirements:
  - hold a doctorate or be in the last year of a doctorate,
  - first scientific publications,
  - developing teaching skills, and
  - knowledge of two languages used at Domuni-Universitas.
3. Partner professors must meet the following requirement:
  - full professor at a partner university that has signed an agreement with Domuni-Universitas and is involved in a joint study program.
4. Lecturers must meet the following requirements:
  - hold a Master's degree,
  - good teaching skills,
  - lecture on one or more courses, and
  - knowledge of two languages used at Domuni-Universitas.

## **Art. 13 Approval of New Members**

1. At its Faculty Board meeting, each Faculty shall assess and vote on the approval of new members of the academic class, define their job description and submit a proposal to the Rector, by submitting the entire application. Such a decision is adopted by a simple majority.
2. The Rector appoints the members of the academic class, once the appointment has been approved by the Senate and the Faculty. This procedure ensures that the recruitment process complies with Domuni-Universitas' academic, ethical and institutional requirements.
3. Lecturers are initially approved for a minimum period of twelve (12) months. The candidate is referred to as a junior lecturer. This period may be renewed indefinitely.

Pursuant to a recommendation made by the Faculty Board, the Rector may decide to change the category of a member of the academic class.

## **Art. 14 Workload of Permanent Academic Class Members**

1. As a general rule, permanent academic class members must conduct at least five (5) courses per academic year, or have an equivalent teaching supervision or leadership role (such as mentoring), or equivalent.
2. Permanent academic class members must state their affiliation with Domuni-Universitas in their research work and academic presentations.
3. Permanent academic class members must publish the results of their research each year.

**Art. 15 Period of Work**

1. Members of the academic class are hired for an entire academic year.
2. Any voluntary interruption to their teaching work during this period must be authorized by the Dean.

**Art. 16 Junior Lecturers**

Junior lecturers are hired by the Rector, pursuant to a proposal submitted by the Faculty, for a specific number of courses.

**Section 3. Student Class****Art. 17 Regular Students and External Students**

1. Regular students are:
  - a. enrolled on the teaching platform for an academic course or a qualification-awarding course,
  - b. active in the technical sense of the term.
2. External students are:
  - a. enrolled for a self-study course, with no access to the teaching platform,
  - b. are not monitored, supervised or assessed.
3. Regular students are the only students treated as members of the student class.

**Section 4. Support Staff Class****Art. 18 Role**

1. Teaching, administrative and technical staff members perform the teaching, administrative and technical tasks required for the smooth operation of the Faculties.
2. They organize accreditations (assignments, written examinations and oral examinations) and archives, under the authority of the General Secretariat.
3. The teaching, administrative and technical staff members of the General Management Services perform their duties for the entire university community.
4. Teaching staff take part in teaching and research, and in the supervision of students.

## 3. GOVERNANCE

### Section 1. Grand Chancellor

#### Art. 19 Appointment

1. Pending the potential appointment of the Master of the Order of Preachers as Grand Chancellor, the Provincials of France and Toulouse jointly hold the office of Grand Chancellor of Domuni-Universitas.
2. The Grand Chancellor is entrusted with the ecclesial responsibility of the institute and ensures its communion with the Dominican Order and the Church.
3. The Grand Chancellor has a canonical and spiritual role, without any involvement in the academic, administrative or financial management of the institute.

#### Art. 20 Role and Mission

The Grand Chancellor ensures that Domuni-Universitas fulfills its mission in accordance with:

- the beliefs and discipline of the Catholic Church,
- the founding principles of the Dominican Order, and
- Domuni-Universitas' own identity as a Dominican higher education institute.

The Grand Chancellor represents the Order in its dealings with Domuni-Universitas.

#### Art. 21 Remit

The Grand Chancellor:

- approves the bylaws and any amendments made to the bylaws, before they are published,
- confirms the appointment of the Rector,
- promotes communion between Domuni-Universitas, other Dominican institutions and ecclesiastical authorities, and
- receives the annual report produced by the Rector on the academic and institutional aspects of Domuni-Universitas.

### Section 2. Senate

#### Art. 22 Composition

1. The Senate is the collegiate authority of Domuni-Universitas. One half of the members of the Senate are representatives elected by the university classes, and the other half of the members are representatives taken from the founding association.
2. The Rector and Vice-Rector for Academic Affairs are ex officio members of the Senate.
3. The elected representatives of the university classes are: the Faculty Deans and one representative elected for this purpose who must be a permanent academic class member, one representative of the student class and one representative of the support staff class.

4. Representatives appointed to the Senate by the association act on behalf of the founding Dominican Provinces, which are legally represented by the association. Each Province appoints three representatives.

#### **Art. 23 Executive Board**

The Senate is self-regulated. It elects its own chair, vice-chair and secretary for a renewable two-year term. The chair cannot be a student.

#### **Art. 24 Election of Academic Representatives**

1. Academic class representatives appointed to the Senate are elected for a four-year term by the general meeting of the members of the academic class.
2. The election procedures to be used are set out in the bylaws governing the academic class.

#### **Art. 25 Election of a Student Representative**

1. The student representative appointed to the Senate is elected for a four-year term by the student class.
2. The election procedures to be used are set out in the bylaws governing the student class.

#### **Art. 26 Election of a Support Staff Representative**

1. The support staff representative appointed to the Senate is elected for a four-year term by the support staff class.
2. The election procedures to be used are set out in the bylaws governing the support staff class.

#### **Art. 27 Notice of Meetings**

1. The chair calls a Senate meeting at least three times a year.
2. The chair shall also call a meeting at the request of three senators, stating the items of business to be transacted.

#### **Art. 28 Guests**

The chair may, at the request of the Senate or at the chair's own discretion, invite other persons to attend a meeting.

**Art. 29 Voting**

1. Resolutions are voted by a show of hands. Any member present at the meeting may require a secret ballot.
2. Resolutions are adopted by a majority of the votes; in the event of a tie, the chair has a casting vote.
3. Abstentions and blank votes are disregarded.

**Art. 30 Elections**

1. Elections are held by a vote by secret ballot, unless the Senate decides otherwise.
2. A separate vote is held for each position to be filled, unless the Senate decides to use a vote by list.
3. An absolute majority is required; however, a relative majority is sufficient if a third round of voting is reached.

**Art. 31 Powers of the Senate**

1. The Senate approves the bylaws of Domuni-Universitas, the Faculties, the various classes (academic class, student class, support staff class) - and all regulatory provisions - along with the Rector's annual and five-year reports.
2. The Senate elects the Rector, using the procedure appended to these bylaws. The election is confirmed by the Grand Chancellor and a vote by secret ballot of the Domuni Association's Board of Trustees (SIRET Entity No. 42247252200016).
3. The Senate approves the one or more Vice-Rectors pursuant to a proposal submitted by the Rector.
4. The Senate safeguards academic freedom.
5. It submits general recommendations to the Rector's Office.
6. The Senate regularly assesses the work and operation of Domuni-Universitas, in consultation with the Rector's Office. It decides general policies, academic and institutional development projects and issues relating to university life. It upholds the quality of courses, the relevance of research and the coherence of governing bodies. Following this work, it sends its opinions and recommendations to the Rector, in the interests of transparency and accountability.
7. The Senate sets up standing and temporary committees in line with the needs of the institute.

**Art. 32 Quality Assurance Committee**

1. The Quality Assurance Committee, as a standing committee of the Academic Senate, plays a central role in monitoring and evaluating academic and institutional policies.
2. It meets at least once a year to consider results, issue proposals for improvement and contribute to the ongoing strive for excellence at Domuni-Universitas. The Rector and the Vice-Rector for Academic Affairs are ex officio members of the Quality Assurance Committee.
3. Its members include five external academic members, to guarantee the independence and rigor of its work.

4. External academic members sitting on the Quality Assurance Committee are co-opted, with one member per Faculty and one member per founding Province.

#### **Art. 33 Honors**

1. Pursuant to a proposal submitted by three of its members, the Senate may designate honorary senators.
2. It may also designate honorary members of Domuni-Universitas, pursuant to a proposal submitted by the Rector's Office or at least ten members of the academic class.
3. Such decisions require a majority of two thirds of its members.

#### **Art. 34 Minutes**

1. Minutes must be drawn up for each meeting.
2. Minutes are signed by the person drafting them.

### **Section 3. The Rector's Office**

#### **Art. 35 The Rector**

1. The Rector is the executive, academic, administrative and financial authority of Domuni-Universitas, and is also its Legal Representative.
2. The Rector must hold a doctorate or PhD and have significant experience in teaching and research, and in the management and leadership of higher education and/or research institutes.
3. The Rector may not be temporarily absent for more than thirty calendar days. If the Rector is absent or resigns, the Vice-Rector for Academic Affairs shall replace the Rector for up to three months. The Academic Senate shall launch the process for a new election within thirty days of a permanent absence or resignation.

#### **Art. 36 Composition**

1. The Rector's Office comprises the Rector and the one or more Vice-Rectors chosen by the Rector and approved by the Senate.
2. The General Secretary attends its meetings in an advisory capacity only. The communications officer must be involved in the business transacted, to an appropriate extent.
3. The Rector's Office decides its own structure and rules of operation.

### **Art. 37 Election and Office**

1. The Rector is elected six months before the end of the term of office of the Rector in office and assumes office on 1 September.
2. The term of office of the one or more Vice-Rectors is the same as the term of office of the Rector.
3. The Rector is elected for a five-year term of office.

### **Art. 38 Additional Remit**

The Rector's Office:

1. adopts regulations and guidelines;
2. holds the powers assigned to Domuni-Universitas by the founding association, with the power to delegate them in writing to the Chair in the form of a general authorization (Article 1984 of the French Civil Code (*code civil*));
3. enters into agreements;
4. oversees all Domuni-Universitas organizational units;
5. creates, modifies and cuts jobs;
6. manages the organization of Domuni-Universitas;
7. calls meetings of the Conference of Deans;
8. prepares the Domuni-Universitas annual report;
9. organizes the Domuni-Universitas archives, with the support of the General Secretariat;
10. grants decision-making powers and signing authority.

## **Section 4. Dealings between the Faculties and the General Management Services**

### **Art. 39 Organizational Principles**

1. Under the authority of the Rector, Domuni-Universitas' general services include the General Secretariat and the services needed to implement the policies approved by the Rector.
2. Domuni-Universitas is split into Faculties. Faculties are created or dissolved by the Senate, pursuant to a proposal submitted by the Rector.
3. Faculties may comprise geographical or thematic-based departments. Some departments are shared between Faculties.
4. The Rector may assign special areas of competence to several Faculties.
5. The Rector decides how to structure the central management services and creates the services and bodies required to complete the relevant tasks.

### **Art. 40 Employees**

The Rector is the hiring authority within the meaning of the applicable legislation. The Rector manages employees at all levels. The details of this are set out in the Senate regulations.

### **Art. 41 Finances, Taxes and Fees**

The Rector is responsible for the funding and financial planning of Domuni-Universitas. The details of this are set out in the Senate regulations.

### **Art. 42 Contributions to Domuni-Universitas**

1. Domuni-Universitas and its members, along with the Faculties and sections, may solicit and accept financial contributions, contributions in kind and contributions in the form of services from public-law institutions, private-law persons, organizations and businesses, to help them complete their tasks and develop Domuni-Universitas.
2. Within this framework, they must uphold the principles set out in these bylaws and, in particular, safeguard the values of academic freedom (teaching and research).
3. No support may be accepted from public-law institutions, private-law persons, organizations or businesses if it could damage the good name or image of Domuni-Universitas.
4. Donations to the own funds of Domuni-Universitas, the Faculties or the sections are managed by Domuni-Universitas' financial department. In exceptional cases, the Rector's Office may delegate the power to manage donations to the Faculties or sections, after consulting the beneficiary association.
5. Whenever the purpose of a restricted donation has been fulfilled or has ceased to be achievable, the recipient shall determine, in accordance with the applicable law and in agreement with the Rector's Office and, where possible, with the donors, how any remaining sums are to be used, in the interests of Domuni-Universitas.
6. The details of this are set out in the guidelines issued by the Rector's Office.

### **Art. 43 Intellectual Property**

1. Inventions created by Domuni-Universitas staff as part of research conducted at Domuni-Universitas are owned by Domuni-Universitas; subject to any contractual obligations to the contrary.
2. Any Domuni-Universitas staff who use the infrastructure or employees of Domuni-Universitas to create copyrighted works in which they hold the copyright and earn significant income from their work must pay a royalty.
3. The details of this may be set out in guidelines issued by the Rector's Office.
4. Such guidelines may also provide that any Domuni-Universitas staff involved in the creation of a copyrighted work will be entitled to an appropriate share of the corresponding net income.

## **Section 5. General Management Services**

### **Art. 44 Governance and Structure**

1. The Rector oversees the general management of Domuni-Universitas.

2. The Rector is supported by a General Secretariat and general services. The Rector determines the structure and detailed organizational principles applicable thereto.

#### **Art. 45 Principles of Management**

1. The Rector determines the targets to be met by General Management Services and their units, along with their priorities.
2. The Rector evaluates performance and periodically monitors the targets set.
3. The Rector ensures that staff are selected carefully and receive continuing professional development training.

#### **Art. 46 Rules governing Meetings**

The rules governing meetings must comply with the following provisions:

1. one half of the members with voting rights must be present to constitute a quorum.
2. meetings may be held in person or remotely using remote communication technologies.
3. no decision may be taken on an item of business that is not listed on the agenda, unless the members present at the meeting unanimously agree to amend the agenda at the start of the meeting.
4. each member has one vote only and is not bound by any instructions.
5. absent members may be represented at a meeting by another member, referred to as a proxy, and authorize the other member to vote for them, to allow their vote to count for the business transacted. A member may only act as a proxy for one other member.
6. Each member may submit proposals.
7. Where personal interests are involved, the business transacted is confidential in terms of both the subject matter and the outcome.
8. Members may not take part in any business or vote on any business affecting their personal interests or those of their close family members. However, they must be given an opportunity to address the meeting beforehand.

### **Section 6. Conference of Deans**

#### **Art. 47 Notice of Meetings**

At least once every six months, the Rector shall invite the Deans of the Faculties to a joint conference with the members of the Rector's Office.

#### **Art. 48 Remit**

1. The Conference of Deans discusses important issues concerning the strategy and development of Domuni-Universitas, with a view to decisions being taken by the appropriate Domuni-Universitas bodies.
2. The Rector shall send a proposed agenda to the Dean no later than ten business days before the date of the conference. The Deans may propose items of business to be added to the agenda.

## 4. THE FACULTIES

### Section 1. Operation of the Faculties

#### Art. 49 Mission

The Faculties are responsible for teaching and research. They prepare the next generation of scientists and contribute to continuing professional development at university level.

#### Art. 50 Bylaws

1. The Faculties are structured in accordance with their own bylaws.
2. The bylaws of teaching and research units, including the Faculties and sections, are approved by the Rector's Office and ratified by the Senate.

#### Art. 51 Composition

1. The following are treated as members of a Faculty:
  - a. the academic class members assigned to the Faculty;
  - b. the junior lecturers assigned to the Faculty;
  - c. the students enrolled with the Faculty;
  - d. the teaching, administrative and technical staff assigned to the Faculty.
2. Regular and external students taking courses in more than one Faculty are members of the Faculty of their main course of study.

#### Art. 52 Governing Bodies

1. The governing bodies of a Faculty are:
  - a. the Faculty Board;
  - b. the Dean.
2. A person responsible for each of the following areas is designated in the bylaws of the Faculty: teaching, research, lifelong learning and the next generation of scientists.

#### Art. 53 Structure

1. The Faculties may be structured in sections or departments.
2. The Faculties may pool resources through shared sections, departments or research institutes.
3. All sections, departments and research institutes report to the Rector's Office for administrative matters.
4. The sections are placed under the responsibility of a section coordinator, who reports to the Rector's Office for administrative matters.

#### Art. 54 Budget

1. The Rector's Office prepares the budget for each Faculty each year in consultation with the Dean, in line with a dynamic approach to Faculty development.

2. The procedures for preparing and implementing the annual budget, along with the reporting procedures, are specified in the Faculty's bylaws.
3. The annual budget takes into account the number of enrolments during the year but, due to the extended duration of studies, each enrolment is only counted once. It further takes into account the development of teaching and research, publishing activities and any endowments.
4. It takes into account future courses and research targets (supervision of dissertations and theses, conferences, etc.) and publications (number of books).
5. The remuneration payable to the Dean may be index-linked to the number of students, books, master's degrees, doctorates and conferences, etc.
6. The General Secretariat, under the authority of the Rector's Office, handles the compensation payable to professors, all types of fees and services, and any agreements involving financial commitments with partner institutions.
7. The financial statements are prepared annually or half-yearly, showing the position as at 31 December and 30 June.

#### **Art. 55 Dealings of the Faculties with the Rector's Office and the Senate**

For any business falling within the remit of the Senate or the Rector's Office that specifically affects a Faculty, the Faculty is consulted and has the right to submit proposals.

## **Section 2. The Faculty Board**

#### **Art. 56 Structure**

Each Faculty is managed by an elected board, headed up by a Dean, elected by the Faculty Board.

#### **Art. 57 Composition**

1. The following are members of the Faculty Board (between 0 and 100 students):
  - a. three academic class members;
  - b. one representative of the student class;
  - c. one representative of the support staff class.
2. The following are members of the Faculty Board (between 100 and 800 students):
  - a. five academic class members;
  - b. one representative of the student class;
  - c. two representatives of the support staff class.
3. The following are members of the Faculty Board (800 students or more):
  - a. ten academic class members;
  - b. two representatives of the student class;

- c. two representatives of the support staff class.
4. Professors from other Faculties, sections, departments or inter-faculty institutes, and junior lecturers, may be invited to attend meetings for any items of business concerning them, in an advisory capacity only.
5. Partner professors and representatives of external partner institutions are invited to attend meetings for any items of business concerning them, in an advisory capacity only.

### **Art. 58 Notice of Meetings**

1. The Faculty Board meets at least twice a year at the initiative of and pursuant to notice given by the Dean. It may only transact business validly if one half of its members are present or represented. A member may only receive one delegation from an absent member.
2. Meetings may be held in person or remotely using remote communication technologies.
3. The Faculty Board meets at the request of at least one half of its members, stating the agenda.

### **Art. 59 Powers**

The Faculty Board transacts all Faculty business, including the following:

1. it adopts the bylaws of the Faculty and regulations applicable to the entire Faculty, subject to approval by the Rector's Office;
2. it proposes curricula to the Rector's Office and oversees the quality of teaching and research;
3. it determines the Faculty's main lines of action for teaching and research;
4. it proposes agreements between Domuni-Universitas and other universities, to the extent that they concern the life of the Faculty;
5. it proposes research contracts to the Rector's Office, to be signed with other public or private institutes;
6. it elects the Dean's Board and the Dean.

### **Art. 60 Exclusive Powers**

The academic class has sole authority to mark examinations and award degrees.

## **Section 3. The Dean**

### **Art. 61 Office of Dean**

1. The Dean heads up the Faculty.
2. The Dean may be assisted by Vice-Deans elected by the Faculty Board from among the academic class members. A member of the Rector's Office may not be elected as Dean.

**Art. 62 Election of the Dean**

1. The Dean is elected from among the professors and assistant professors. A member of the Rector's Office may not be elected as Dean.
2. The Rector and the Grand Chancellor confirm the election.
3. The Dean is elected for a term of at least four years and is always eligible for re-election.
4. The Dean assumes office on 1 July.

**Art. 63 Powers of the Dean**

1. The Dean heads up the Faculty.
2. The Dean chairs the Faculty Board and implements its decisions.
3. The Dean represents the Faculty, with a power of substitution.

**Section 4. Sections and Departments****Art. 64 Tasks and Structure**

1. A Faculty may be split into several sections or departments.
2. A new section or department can only be created by the Rector's Office. Likewise, a section or department can only be shut down by the Rector's Office.
3. Each section and each department is coordinated by a section coordinator, who is responsible for its development and smooth operation in accordance with predefined terms of reference.

**Art. 65 Composition**

The following are members of a section or department:

1. the academic class members who perform most of their teaching duties in the section or department; and
2. the junior lecturers assigned to the section or department.

**Section 5. The Academic Board****Art. 66**

1. Each half-year, the Faculty Boards meet with the Rector's Office (which chairs the meeting) and the General Secretariat, sitting as an "academic board". The academic board votes on annual study plans and approves new courses.
2. The academic board approves academic/educational projects to be held in person for all three Faculties (study sessions, workshops, etc.).
3. It pools research and editorial projects.
4. It meets as a disciplinary committee, where necessary.
5. It takes note of the work of the Quality Committee.

## 5. RESEARCH INSTITUTE

### **Art. 67 Name and Purpose**

The Domuni Research Institute (DRI) is the multilingual research institute at Domuni-Universitas. It aims to establish a center of scientific excellence within Domuni-Universitas by promoting, in a spirit of transdisciplinarity and transculturality, the collaborative development of the approaches pursued by the research teams making up the DRI.

### **Art. 68 Structure**

The DRI reports to the Rector and is governed by its own bylaws.

## 6. ACADEMIC LIFE

### Introduction

Studies are organized in cycles in accordance with the Bologna process (first cycle, second cycle, third cycle), corresponding to bachelor's, master's, and doctoral degrees. They are further detailed in the academic regulations.

### Section 1. Academic Regulations

#### Art. 69 Academic Regulations

Under the authority of the Vice-Rector for Studies and Research, the academic regulations set out the structure of the training courses leading to a qualification. They specify:

1. the overall structure of courses, the work to be performed and the evaluation of the work, subject to compliance with the general rules;
2. the normal duration of the course and the deadlines to be met;
3. the qualifications obtained at the end of the course.

#### Art. 70 Powers of the Faculties

1. The Faculties have authority for the following:
  - a. preparing the curriculum for courses;
  - b. updating the academic regulations;
  - c. proposing new courses;
  - d. the work of examination boards;
  - e. granting academic degrees and qualifications;
  - f. awarding honorary doctorates;
  - g. awarding continuing professional development diplomas and the corresponding qualifications.
2. The powers referred to in points 1.a. and 1.c. may be delegated to sections or departments.

#### Art. 71 Course Languages

1. Courses are taught in French, English, Spanish, Italian and Arabic.
2. Other languages may be introduced.

#### Art. 72 Examinations

The Examination Policy is a general document applicable to Domuni-Universitas as a whole. It sets out how examinations are to be organized for students and for all Domuni-Universitas employees tasked to organize them. It supplements the academic regulations for each course.

## Section 2. Degrees and Qualifications

### **Art. 73 Academic Degrees, Academic Qualifications, Diplomas and Continuing Professional Development Qualifications**

1. The academic degrees are Bachelor, Master of Arts and PhD.
2. Continuing professional development diplomas include the Certificate of Advanced Studies (CAS) (between 5 and 18 ECTSs), the Diploma of Advanced Studies (DAS) (25 to 35 ECTSs), for which a Bachelor's degree is required, and the Master of Advanced Studies (MAS) (60 to 70 ECTSs), for which a Master's degree is required.
3. The General Management Services keep a register of all graduates.

## Section 3. Ethical Principles

### **Art. 74 Academic Freedom (Teaching and Research)**

1. Academic freedom is safeguarded for both teaching and research.
2. This freedom is exercised within the framework of Domuni-Universitas' mission, study plans, multi-year planning, services agreements and strategic decisions.

### **Art. 75 Participation**

1. The members of the academic, student and support staff classes are entitled to participate in accordance with the provisions of these bylaws.
2. The Faculties participate in the decisions of Domuni-Universitas, in accordance with the provisions of these bylaws.

### **Art. 76 Non-Discrimination and Equality**

1. Non-discrimination is a mandatory principle.
2. Domuni-Universitas actively promotes gender equality through shared dialogue and targeted measures.
3. Domuni-Universitas guarantees an equal representation of women and men within the university community.

### **Art. 77 Sustainable Development**

1. Domuni-Universitas strives to achieve a balance between environmental and social-economic aspects in its operations, due to its digital nature.
2. It aims to promote sustainable development in society, through its teaching and research.

### **Art. 78 Cooperation**

1. Domuni-Universitas cooperates with third parties for its teaching and research.

2. It is at the heart of a network of international, multilingual and intercultural teaching and research institutes.
3. It promotes exchanges involving students, lecturers and researchers.

#### **Art. 79 Quality Assurance**

1. Domuni-Universitas is committed, in the fulfilment of its mission, to ensuring a high standard of quality in its services.
2. Quality is developed, assured and controlled at all levels and in all areas of its work, through a monitoring process.
3. Quality assurance is based on recognized criteria and international rules.
4. Domuni-Universitas allocates adequate resources to ensure that its quality targets are met.
5. Scientific ethical principles are binding on all members of the university community.
6. The Quality Assurance Committee is a standing committee set up by the Rector's Office, operating throughout its term of office. Governed by its own regulations, the Quality Assurance Committee develops the principles for steering Domuni-Universitas' quality assurance approach and oversees all tasks and missions associated with the roll-out of the institutional quality strategy. The Quality Assurance Committee is supported by the quality management department in its day-to-day work.

#### **Art. 80 Communications**

1. Domuni-Universitas ensures appropriate, timely, open, and transparent internal and external communications.
2. Meeting minutes and other documents are made available to all attendees.
3. In certain cases, the business transacted may need to be kept secret.

#### **Art. 81 Data Protection**

When performing their tasks, the members of the university community shall safeguard data protection, specifically with regards to personal data (RS35-1 law) and in accordance with the GDPR (EU Regulation No. 2016/679).

## **Section 4. Law and Order within the University**

#### **Art. 82 Respect for Law and Order within the University**

The members of the university community and all persons using Domuni-Universitas premises, facilities or computer programs shall uphold law and order within the university.

### **Art. 83 General Violations of Law and Order within the University**

Any person who engages in any of the following, whether intentionally or through gross negligence, will be deemed to violate law and order within the university:

- a) hindering academic freedom (teaching or research), freedom of expression or freedom of information;
- b) seriously or repeatedly disturbing or impeding the proper conduct of courses, scientific work, or teaching;
- c) seriously disrupting the governing or other bodies of Domuni-Universitas, members of the university community, or any other person acting on behalf of Domuni-Universitas in the performance of their duties or office;
- d) seriously insulting any member of the university community;
- e) disrupting or impeding work in university buildings;
- f) using the websites, more specifically the public website and the teaching platform, or the premises or facilities of Domuni-Universitas to perform activities or make statements that are unlawful, including those that infringe the personal rights or privacy of individuals or are discriminatory or sexist;
- g) endangering or injuring persons on university property;
- h) endangering or damaging university buildings, facilities or land, or trespassing on or breaking into university buildings, facilities or land;
- i) committing or preparing criminal offences on university property or against members of the university community.

### **Art. 84 Violation of the Principle of Scientific Integrity and Examination Fraud**

1. Any person who violates the principle of scientific integrity, intentionally or through gross negligence, or commits examination fraud, intentionally or through complicity, shall also be deemed to violate law and order within the university.
2. Any persons who breach generally accepted standards of good scientific practice, publish under their own name, in a written work, the work or ideas of another person or present them as their own, submit a work written in whole or in part by a third party, falsify research results through a deliberately misleading presentation of scientific methods or provide false information will be deemed, in particular, to violate scientific integrity.
3. Any persons who, during examinations and for personal purposes or for the benefit of a third party, use unlawful means or tools, unlawfully obtain examination questions, unlawfully answer them with the assistance of a third party, or copy from another person, will be deemed, in particular, to commit examination fraud.
4. The Rector's Office shall establish detailed implementing provisions governing the procedure to be followed in cases of suspected violations of the principle of scientific integrity or examination fraud.

**Art. 85 Restorative and Disciplinary Action**

1. The Rector, or in an emergency, the Vice-Rector, shall take such steps as are necessary to maintain or restore law and order within the university.
2. The Rector's Office is responsible for investigating violations of law and order within the university, either directly or by appointing a third-party investigator and, where necessary, for taking disciplinary action.
3. In the event of a violation of the principle of scientific integrity or examination fraud, the following disciplinary action may also be taken:
  - a. cancellation by the Faculty of the result of the examination or assignment in question;
  - b. withdrawal of the qualification by the Rector's Office.

## 7. LEGAL REMEDIES

### **Art. 86 Appeal Procedure**

1. Students may lodge a written appeal with the Academic Office (*secrétariat des études*), challenging an assessment or the result of an assignment or examination.
2. The procedure is identical for all Faculties and is managed by the General Secretariat.
3. If a dispute cannot be settled in a timely manner, the appeal shall be notified to the Dean of the Faculty, who may issue a decision on the matter with the Dean's Board.
4. For a dissertation or thesis, an *ad hoc* Appeals Board may be appointed by the Rector's Office.

### **Art. 87 Appeals from the Domuni-Universitas Appeals Board**

Decisions taken by the Domuni-Universitas Appeals Board, the Rector's Office, a Faculty or another teaching or research unit may be appealed to the Senate.

The Senate may, if the situation so requires, refer the parties to the designated Consumer Ombudsman.

*Adopted by the Academic Senate of Domuni-Universitas on the Solemnity of the Epiphany in 2026.*