

Regulations of the Centre for Studies on Europe-China Cultural Heritage (ECCH)

Preamble:

The purposes and activities of the Centre for Studies on “Europe-China Cultural Heritage” (hereinafter ECCH) are:

- a) to promote studies on Cultural Heritage from an anthropological, sinological, religious-historical perspective, focusing on Intangible and Tangible cultural Heritage in China and Europe;
- b) to promote interdisciplinary collaboration to encourage the exchange of theoretical and practical skills and scientific debate on cultural heritage;
- c) to promote scientific exchange between researchers of each Research Unit, also in the perspective of collaboration with other University and Inter-university Centres, Departments, cultural foundations, public and private research centres;
- d) to create “Research workshops” on specific subjects;
- e) to use the means of dissemination of the Centre, such as its website, international journals papers, books including co-authored books, and a journal series, if possible, in order to disseminate the scientific results obtained;
- f) to promote the exchange of students, researchers, and professors from China to Europe and from Europe to China, especially between the universities involved in the Centre and their international partners;
- g) to organize international conferences, seminars, training courses for young researchers and teachers, summer schools for PhD students and students enrolled in a specialization course.

Art. 1 ECCH Organization

As per Art. 1 of the Cooperation Agreement (hereinafter CA), the ECCH was established thanks to the collaboration between the University of Perugia and the Chongqing University of Arts and Sciences (China). The two universities have a pre-existing Framework Agreement for International Co-operation (signed on 15 September 2012 and renewed in September 2017). The two universities host the two Units of the Centre.

Each Unit has at least two Members and a Coordinator. The Coordinator is chosen by the Members of the Unit and the Director of the Centre through a majority voting system. The Coordinator of each ECCH Unit is a Professor or Researcher permanently attached to the University to which the Unit belongs.

One of the two Units of the Centre belongs to the Department of Philosophy, Social Sciences and Education of the University of Perugia; the other Unit of the Centre belongs to the “Research Centre of Intangible Cultural Heritage” and to the “China-Europe Cultural Heritage Centre” of the Chongqing University of Arts and Sciences.

The Bodies of the Centre are:

- a) the Units of the Centre;
- b) the Scientific Committee;
- c) the Board of the Centre;
- d) the Director of the Centre.

Art. 2 Registered office of the Centre and branch offices

The registered office of ECCH performs administration and accounting tasks, and is located at the Department of Philosophy, Social Sciences and Education of the University of Perugia, Palazzo Florenzi, Piazza Ermini, 06123 Perugia.

The Centre may create branch-offices according to its needs and opportunities.

Art. 3 Composition and Units of the Centre, and admission of new members

The initial membership of the Centre is specified in Art. 1 of the CA.

Each Member is part of a Unit (which is a work-group made of at least two members of the Centre). The Units belonging to the Centre are the two Units specified in Art. 1 of the CA, and in Art. 1 of these Regulations.

Other public or private bodies can join the Centre, provided that they sign specific agreements or MoUs with it, as set under Art. 8 of CA.

The ECCH can include professors, researchers, and fixed-term researchers of the universities involved in the agreement, whose research focuses on the subjects relevant to the Centre, and who shall apply to the Board of the Centre which is required to give its opinion.

Professors from other universities, researchers from public or private cultural institutes, as well as prominent scholars can all submit their application to enter a single Unit (and therefore the Centre itself): if the relevant Unit gives a positive response, then the Board of the Centre is to decide whether accept or not the application.

Each Unit appoints one Coordinator within one month from the establishment of the Unit. The Coordinator has the right to become a member of the Board of the Centre (see Art. 6 of CA). The initial coordinator of each Unit is specified in Art. 1 of the CA, and they serve a 4-year term starting the approval of these Regulations. After the first four years, each Unit elects its own Coordinator, who holds office for 4 years and cannot be nominated for more than two consecutive terms.

Application for admission to the Centre must be sent to the Board of the Centre. Candidates can submit application on fiscal-stamp free paper, or by using the application form (see Model A annexed to the Regulation) and indicating the Unit of the Centre for which they intend to apply. The list of members of the Centre is periodically updated by the Board of the Centre. The Board has the right to publish the list of the members on the ECCH official website.

The Members of the Centre may establish research laboratories (including disciplinary and interdisciplinary laboratories) on specific subjects, and each laboratory will be coordinated by one Member of the Centre who may make use of members of other Units or experts that are not part of the Centre.

Art. 4 Registered Office of the Units

Each Unit undertakes to choose the address of their registered office and inform the Board of the Centre on their choice by e-mail or regular mail within three months after these Regulations enter into force. Likewise, the Units under Agreement or Convention indicate the address of their registered office. They inform the Board of the Centre on their choice within three months after the acceptance of the Agreement or Convention.

Art. 5 Agreements and Conventions

In order to carry on its purposes, the Centre, through specific agreements, can collaborate with private, public, Italian or foreign bodies that are interested in the purposes as they are described in Art. 3 of CA.

The Centre is entitled to submit a request to enter a convention to private and public bodies, not necessarily academic ones, that may be based either in Italy or abroad. When so, the ECCH is provided (see Model B annexed to the Regulations) with the following:

- a) the name of the Unit for which the agreement or convention with the Centre is proposed;
- b) the name of at least two Members of the Unit that is entering the agreement or convention;
- c) the name of the Coordinator of the Unit under agreement or convention with ECCH;
- d) a national/international Cooperation Agreement either with the University of Perugia, or specifically with the Department of Philosophy, Social Sciences and Education at the University of Perugia, which is the registered office of the Centre.

Other universities can join the Centre provided that they submit a formal request to the Director of the Centre: their request will be examined and eventually approved by the Board. The body having an interest to enter the agreement or convention submits the relevant Board of the Centre a written request on a fiscal-stamp free paper indicating the following:

- a) the name of the Unit with which the body is willing to enter an agreement or convention;
- b) the name of at least two Members belonging to the Unit that is entering the agreement or convention;
- c) the name of the Coordinator of the Unit under agreement or convention with ECCH;
- d) a national/international Cooperation Agreement either with the University of Perugia, or specifically with the Department of Philosophy, Social Sciences and Education at the University of Perugia, which is the registered office of the Centre.

The Units so created under agreement or convention with the Centre are entitled to (see Model B annexed to the Regulations):

- a) promoting or leading studies, research activities, activities of various kinds (such as conferences, data collection, or any related activities), publications on subjects that are relevant to the Centre and that complies with Art. 3 of the CA; relevant proposals are submitted to the Board of the Centre which authorises, if case be, to carry out the activity in the name of the ECCH;
- b) promoting "Research laboratories" as well as research groups on specific topics and that involve more Units or entities that are under an agreement or convention with the Centre;
- c) organizing international conferences, seminars, training courses for young researchers and teachers, summer schools; proposals are submitted to the Board of the Centre which authorises, if case be, to carry out the laboratory or research group sponsored by and/or on behalf of the ECCH;

Each unit under an agreement/convention with the Centre has one coordinator; the Coordinator is appointed upon submission of the request for an agreement/convention, and holds the office for 4 years starting from the day the agreement/convention is approved by the Board of the Centre. Afterwards, every Unit under agreement/convention with the Centre votes its Coordinator who holds office for 4 years and cannot be nominated for more than two consecutive terms.

The Units under agreement/convention with the Centre are not part of the Board of the Centre. The Board of the Centre can invite the Coordinators of such Units to participate but they do not have the right to vote.

Art. 6 Scientific Committee

The Scientific Committee is formed by all the Members of the universities that are part of the Centre as per Art. 1 of CA. The Scientific Committee can be convened by the Director of the Centre, who is the president of the Scientific Committee, or upon request of at least one third of the Members of the Centre. The Scientific Committee can also be convened via internet and the meeting can be held online.

The Scientific Committee:

- a) proposes the guidelines for the scientific activities of the Centre to the Board, deciding them through majority voting system;

- b) proposes the activities of scientific co-ordination and dissemination to the Board, deciding them through majority voting system;
- c) upon request of the Board, the Scientific Committee can draft technical scientific reviews of projects or researches.

The Scientific Committee is convened and chaired by the Director of the Centre by email and can be held virtually (via email and/or Skype).

The Board of the Centre may convene the Scientific Committee meeting to seek its opinion on specific activities or matters relating to the life of the Centre.

The Minutes of the Meeting is drafted by a secretary who is appointed directly by the Director of the Centre. The Minutes is kept in the Registered Office of the Centre and is sent by email to the Coordinators of the Units of the Centre and to the Coordinators of the Units under agreement or convention with the Centre, so that the Members of the Centre at every registered office of the Units can access it.

Art. 7 Board of the Centre

The Board is initially composed by: Ester Bianchi (Unit Responsible and Director of the Centre), Liu Zhuang (Unit Responsible), Massimiliano Minelli (Responsible of the CLIPRA). The first Board of the Centre is in charge for four years, drafts the first Regulations of the Centre, and its duties are as follows. After the first four years, the Board will be composed by the Coordinators of each Units and a third Member chosen within the Scientific Committee.

The Board is valid for four years and shall be convened at least once a year, via internet if need be.

The duties of the ECCH Board are:

- a) to elect the Director;

The Director is elected by the Board of the Centre through a majority voting system (online voting is accepted); the Director serve a 4-year term and cannot serve more than two consecutive terms. Being the University of Perugia the Registered Office of the Centre, for administrative reasons, the Director of the Centre is appointed among the Professors of the Unit of Perugia working at the University of Perugia.

- b) to issue the Regulations of the Centre;

The Board issues a draft of the Regulations of the Centre in compliance with the CA so to regulate the activities of the ECCH. The Regulations of the Centre can be amended upon request of at least one Member of the Board of the Centre if the majority of the Board approves.

- c) to help the Director to implement the guidelines for the activities of the Centre;

- d) to approve the initial and final balance, within the limits of its powers;

Should the Centre have economic resources to use, in compliance with Art. 2 of the CA, the Board of the Centre allocates it through the Administrative Office of the Registered Office of the Centre (i.e. Department of Philosophy, Social Sciences and Education of the University of Perugia).

- e) to decide through a qualified majority voting system of two-thirds of the members to amend these Articles and propose any amendment to the competent bodies of each University involved in the agreement;

- f) to resolve who can join the centre according to the provisions under Art. 4 and the duration of their involvement according to the Regulations of the Centre of each member;

As per Art. 3 of these Regulations, the Board of the Centre resolves on any entity's request to become a

member to any Unit of the Centre. Such requests are approved by the Board of the Centre (through a qualified majority voting system of two-thirds of the members).

The Board of the Centre resolves (through a qualified majority voting system of two-thirds of the members) on the dismissal of those Members of the Units who have not been producing works or do not meet the Centre's purposes. After having resolved on acceptance or dismissal of members, the Board of the Centre updates the list of the Members of the Units, keeping a copy in the database (and/or updating the Centre's website, if any).

g) to resolve who can join the agreement according to the provisions under Art. 8 next in case other Universities wish to join the Centre;

The Board of the Centre approves the agreements and conventions through a majority voting system.

h) to accept or reject any requests from the Scientific Committee;

The Board of the Centre approves the proposals of the Scientific Committee through a majority voting system.

i) to propose and approve the scientific activities of the Centre;

The Board of the Centre approves through a majority voting system the scientific activities of the Centre, including creation of laboratories and research groups on specific subjects.

l) to control the initiatives and the publications of the Centre;

The Board of the Centre can express its opinion on the initiatives and publications of the Centre checking if they meet its purposes.

Art. 8 Creation of Laboratories and Research Groups

Any member of the Centre can propose to create a Laboratory or Research Group on subjects relating to the ECCH's purposes (see Art. 1 and 3 of CA).

A Laboratory is a place with a registered office where research is conducted and ideas shared. When a request for creation of a laboratory is filed, this shall include the address, otherwise the Board of the Centre will ask for it at a later stage. A Laboratory can be proposed by any Unit of the Centre or by any Member of different Units of the ECCH and can involve more Units. In pursuing its objectives, the Unit can be helped by Professors permanently attached to the University of Perugia, or by employees of other bodies that are under an agreement/convention with the ECCH.

In order to optimize the research activity of as many professors as possible, it may happen that, due to small space available, two or more Laboratories of the same Unit have the same registered office.

Each Laboratory has a name that speaks the laboratory's purposes. As provided for by the ECCH, in the evaluation of the creation of Research Laboratories, being interdisciplinary is an asset.

Since the activities carried out in such Laboratories are similar to office work, they follow the rules of the place they are in.

Each Laboratory has one Responsible/Coordinator who informs the Board of the Centre of the activities that the Laboratory has done within the time frame set by the Board. The relevant report is written on fiscal-stamp free paper, and it includes the main results obtained by the Laboratory. It shall be sent once a year to the Board of the Centre, which shall retain a copy.

The proposal to start a Laboratory shall include (see Model C):

- the name of the Member or the Unity of the Centre who is proposing the creation of the Laboratory;
- the name of the Laboratory that is to be created (the name shall be informative of the Laboratory's purposes);
- a short description of the objectives;

- the name of the Responsible/Coordinator of the Laboratory;

When the Laboratory is created, the Responsible/Coordinator appoints the Members who can belong to different Units of the ECCH and also to any other Units under agreement/convention with the Centre. External members of the ECCH like professors, experts in specific fields, can be Members of the Research Laboratories but not their Coordinators.

The list can be modified by submitting an updated list containing the name of the new members to the Board of the Centre and applying for its approval. The Responsible/Coordinator of the Laboratory explains to the interested persons the name and the objectives of the Laboratory. S/he then collects the letters of participation to the Laboratory (Model D), and finally prepares the above mentioned list.

Once its creation is approved, a Research Laboratory of the ECCH has an unlimited validity and can be terminated either by its Coordinator or by the Board of the Centre only for serious reasons, or if its activities do not meet the ECCH's purposes.

Art. 9 The Director

The Director is elected by the Board through a majority voting system (online voting is accepted): the Director holds office for 4 years and cannot be nominated for more than two consecutive terms.

The Director represents the Centre, promotes and coordinates its activities. More specifically, s/he:

- a) convenes and presides over the Board meeting;
- b) convenes and presides over the Scientific Committee and promotes its activities;
- c) submits to the Board any matters falling within its competency to seek its opinion and approval;
- d) at the end of every year the Director provides the Board with a report on the activities of the Centre;

In case the Director is not able to attend the meeting, s/he can appoint a Member of the Board as her/his proxy for no more than six months.

Art. 10 Validity and publicity

These Regulations has an unlimited validity and can be amended as per Art. 7 Par. b herein. These Regulations of the ECCH are sent to the Coordinators of the Units of the Centre (and those under agreement/convention) so that they keep them in their registered offices and made them available to the Members.

These Regulations and CA can be posted on the website of the Department of Philosophy, Social Sciences and Education of the University of Perugia or in any other website specifically proposed by the Board of the Centre.

**Approved on
2 May 2018**