

Regulation of the University Language Center

Article 1 - ESTABLISHMENT

- a) The University Language Center (CLA), established at the American Western University, is configured as a University Service Center, as provided for in Article 14, paragraphs 2 and 3 of the Statute.
- b) The Educational Structures can make use of the services offered by the CLA for the provision of language training activities.
- c) The CLA is headquartered in premises designated by the Board of Directors.
- d) This Regulation specifies the functions of the CLA and defines its organs, regulating their composition, competences, and operating procedures.

Article 2 - PURPOSES

- a) The Center has the following purposes:
 - 1. To coordinate and organize the teaching of foreign languages taught at the University and of Italian as a foreign language;
 - 2. To promote, coordinate, and organize applied research in the field;
 - 3. To organize courses, auxiliary teaching activities, forms of self-learning, and assessments of language proficiency of all types and levels;

4. The Center, compatible with the fulfillment of its primary tasks, may organize similar activities for external users;
5. To foster relationships and develop collaborations with university institutions and other bodies at the regional, national, and international levels.

Article 3 - ACTIVITIES

a) The CLA, with reference to the purposes outlined in Article 2, carries out the following activities:

1. Prepares and manages integrated University programs for language teaching;
2. Collects and coordinates the teaching needs of the University structures;
3. Prepares and makes available to users tools for self-learning;
4. Manages the teaching and learning of languages within the framework of EU and non-EU student mobility programs;
5. Develops and manages certification programs;
6. Promotes and organizes, upon request, language training and refresher courses for internal staff (teaching and technical-administrative) and for external parties to the University;
7. Provides, where possible, a translation and interpretation service;
8. Develops and carries out research and experimentation projects in its areas of competence in collaboration with structures and institutions dedicated to research;
9. Collaborates with schools, public and private entities, both national and international;
10. Prepares and maintains the equipment assigned to it and ensures their operation;
11. Prepares and manages a collection of works and programs related to the activities of the Center;
12. Provides training and professional development for the staff assigned to the Center;
13. Ensures the best coordination of the Center's structures and services with those available at various University sites, with the aim of optimizing the use of equipment and human resources.

Article 4 - ORGANS

a) The Organs of the Center are:

1. The Director;
2. The Technical-Scientific Committee.

Article 5 - DIRECTOR

a) The Director of the University Language Center is appointed by the Board of Directors.

b) The Director convenes and chairs the Committee, represents the CLA in relations with Academic Bodies, and, by delegation of the Rector, with external parties.

c) The Director implements the decisions of the Committee, manages the administrative and accounting aspects of the Center, and is responsible for the movable and immovable assets of the Center.

Article 6 - TECHNICAL-SCIENTIFIC COMMITTEE

a) The Technical-Scientific Committee consists of:

1. The Rector or his/her delegate;
2. The Director of the Center;
3. A representative for each Faculty, designated by the Dean of Faculty from the entire faculty body.

b) The Technical-Scientific Committee:

1. Plans the use of resources assigned by the Board of Directors and makes motivated requests for additional resources;
2. Supervises the teaching activities related to language learning and the distribution of the teaching load;
3. Establishes rules and procedures for access to the services provided by the CLA;
4. Approves agreements and contracts to be submitted to the University's decision-making bodies;
5. Approves internal regulations and organizational acts;
6. Approves research programs.