**APPLICATION TO SIGN THE MAGNA CHARTA UNIVERSITATUM**

You are asked to complete the form below and email it with the following documents to the Magna Charta Observatory Administrator at [magnacharta@unibo.it](mailto:magnacharta@unibo.it)

You are asked to complete the form with reference to MCU 2020 which can be found at <https://www.magna-charta.org/magna-charta-universitatum/mcu2020> and the Living Values project which can be found at https://www.magna-charta.org/activities-and-projects/living-values

You are asked to note that signing the MCU represents a point on a journey towards successful implementation of the values set out in the MCU and adopted by your institution rather than a terminal point on that journey. Applicants are therefore invited to be reflective in their responses to the questions.

**Documents to be attached:**

1. A formal request to become a signatory signed by the senior academic post holder (Rector, President or Vice-Chancellor)
2. Evidence in the form of certified minutes from the senior academic body *and* the ultimate governing body that the application has their full support
3. Independent statements of support from 3 universities, at least two of which should be outside their own country, which are already signatories of the Magna Charta Universitatum, which refer to specific aspects of your university relevant to MCU 2020. Letters should be on headed paper and signed by the head of the signatory university.

**Application form**

1. Introductory information about your institution
   1. Name
   2. Year of formation/foundation
   3. Country of origin/registration
   4. Name of Rector/Head of institution
   5. Postal address
   6. Telephone number
   7. Email address
   8. Website
   9. Press officer’s name
   10. Press officer’s email address
2. Legal status of your institution
   1. (Public/Private/Other)
   2. Instrument of establishment (Act of Parliament/Charter/Decree/Other)
   3. Issuing authority and date of issue
3. Size of your university
   1. Number of students
      1. undergraduate
      2. postgraduate
   2. Number of Academic staff
   3. Annual income from all sources (in €)
4. Sources of funding
   1. % from state/government
   2. % from student fees
   3. % from other national bodies (please give details)
   4. % from private sources
5. Please state the mission and the vision of your institution.
6. What are the values of your institution? (You are invited to include both general values which relate to the MCU and values which are specific to your institution.)
7. Briefly describe the motivation of your institution for applying to sign the MCU at this time.
8. Briefly describe how the practices of your institution align with the responsibilities set out in MCU 2020.
9. Briefly describe your institution’s teaching, research and other activities (E.g. degrees offered).

1. Briefly describe how teaching and research are linked in practice, i.e. how is the inseparability of teaching and research ensured.
2. What policies and structures, standards and guidelines exist in your institution to ensure quality of teaching, learning and research?
3. Please list international networks and organisations which your institution takes part in.
4. Governing structures
   1. Ultimate governing body (Council/Board of Trustees/Regents etc., which makes strategic and status related decisions)
      1. Name
      2. Number of members
      3. Proportion of members who are internal (employed by the university)  
          and external
      4. Proportion of members who are academics
      5. Proportion of members who are students
   2. Highest academic body (Senate/Academic Board etc., which makes decisions concerning curricula, staff promotions etc.)
      1. Name
      2. Number of members
      3. Proportion of members who are internal (employed by the university)  
          and external
      4. Proportion of members who are students

1. Please describe how students are involved in institutional governance and decision making.
2. Please describe how academic staff are involved in institutional governance and decision making.
3. How is it ensured that academic staff are able to exercise academic freedom? What procedures and structures are in place for reviewing or regulating these issues?
4. What kind of policies and structures, standards and guidelines exist in your institution in order to ensure adequate respect of academic freedom?
5. Does your university have institutional autonomy vis-à-vis national and/or founding authorities? (legal, academic (staff appointments, student admissions, curriculum, quality assurance), organisational, financial, human resources, etc)? What is the basis of the autonomy? What kind of accountability measures exist? Are there any limits on that autonomy? If so, please describe them.
6. Have there been any occasions when the principles of academic freedom and/or of institutional autonomy were not fully respected in your institution? Are you aware of any emerging difficulties? If so, please describe and reflect on the learning from the experience and any changes which have been made as a consequence.
7. What policies and structures, standards and guidelines exist in your institution to ensure academic integrity?

Adopted by the Governing Council

24 March 2022