

# UNIVERSITY TEACHING REGULATIONS

## *Part 1*

### GENERAL RULES

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Adapted to the new University Statute

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Department of research, teaching, and external relations

Teaching division

Provision of courses Area

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## **Art. 1**

### ***Definitions***

In accordance with the present University Teaching Regulations (RAD):

- a) General Regulation of Autonomy means the regulations of Ministerial Decree no. 270/2004 relating to “Modifications to the regulation concerning teaching autonomy in Universities”, approved by Decree no. 509 of 3 November 1999 of the Ministry of University and Scientific and Technological Research;
- b) study programme (‘corsi di studio’) means a first cycle degree programme, second cycle degree programme, single cycle degree programme, specialisation programme, PhD

programme, programme for scientific specialisation, permanent and repeated advanced level programmes ('Corsi di perfezionamento'), following a first cycle or second cycle degree;

c) focused learning programmes means refresher courses for the University's technical and administrative staff, preparation courses for State examinations for entering the professions and for competitive examinations, external education and cultural activity courses, including cultural refresher courses for adults, as well as permanent, repeated and on-the-job vocational training courses, specialised and refresher courses in the professional field;

d) university qualification means: first cycle degree, second cycle degree, single cycle degree, Specialisation Diploma, PhD, University Masters levels I and II;

e) ministerial decrees means decrees passed in accordance with the procedures laid down in art. 17, para. 95, of law no. 127 of 15 May 1997, and subsequent modifications;

f) class means the class the study programme belongs to as specified in the ministerial decrees;

g) scientific subject sectors (SSD) means groups of subjects as outlined in the Ministerial Decree of 4 October 2000 published in the *Gazzetta Ufficiale* no. 249 of 24 October 2000 and subsequent modifications;

h) subject field means a group of subjects which are culturally and professionally connected, each defined by their relative ministerial decrees;

i) university credit (ECTS) is the unit by which the learning process is quantified, including individual study; it is required of students who have a sufficient preliminary preparation to acquire knowledge and skills in the learning activities laid down in the rules governing the curricula of study programmes;

j) learning aims means the set of knowledge, expertise, and skills in terms of expected learning results, which characterise the cultural and professional profile of a study programme;

k) rules governing the curricula of study programmes ('ordinamento didattico di un corso di studio') means the set of provisions regulating the curricula of study programmes, as specified in art. 14 of the present teaching regulations;

l) learning activities means activities organised or planned by the University with the aim of ensuring the students' cultural and professional education; these include lectures, seminars, practical or laboratory exercises, small-group teaching activities, projects, theses, and any support provided for individual study and self-learning;

m) supplementary teaching services means services aimed at promoting and/or supporting the full development of the students' individual and social personality, their education, also from a professional perspective, equal opportunities for studying and living within the academic community especially through orientation and tutoring activities, support and counselling for self-employment, theme-focused study programmes for non-Italian students to facilitate

integration and collaboration, services supporting international mobility, services for disabled students;

n) curriculum means a set of university and extra-university learning activities specified in the teaching regulations for the study programme and aimed at ensuring that students attain their qualification;

o) study programme council ('Consiglio di corso di studio') means the council that has competence for one or more study programmes (class, interclass, etc.) as laid down by the University Statute;

p) teaching regulations for the study programme means the regulations governing the organisation and management of the study programmes in all their various guises, in accordance with art. 21 of the present University teaching regulations;

q) general prospectus of studies means the university document illustrating available courses in accordance with art. 26 of the present regulations;

r) syllabus ('piano di studio') means the entirety of the subjects and activities which characterise the learning and training required to obtain the desired qualification;

s) individual course means each individual subject taught in the University's study programme catalogue for which someone who is not a university student enrolls;

t) additional course means a learning activity in one's own or in another course, excluding courses with a nationally set maximal number, freely chosen by the student and not part of his/her curriculum of studies; it is supplementary with respect to the student's learning requirements to obtain the qualification;

u) teaching, research, and service facilities means the Departments and/or Schools/Faculties, PhD and Specialisation Schools, and all the facilities employed for supplementary teaching and learning activities;

v) University means the University of Bari Aldo Moro;

w) Statute means the University Statute, passed by Rectoral Decree no. 2959 on 14 June 2012 and published in the *Gazzetta Ufficiale, Serie Generale*, no. 157 of 07.07.2012;

x) Joint Committee means the committee made up in equal number of teaching staff and students in accordance with law no. 240/2010 and the University Statute.

## **ART. 2**

### ***Teaching autonomy***

1. The present Regulation, in accordance with the regulations currently in force, the General Regulation on Autonomy, ministerial provisions, the Statute, the Statute of students' rights and duties, the rules governing the curricula of study programmes set up by the University

which, attached to the Regulation itself, constitute an integral part of it. It also regulates organisational aspects of teaching activities common to the same study programmes, and the general criteria for the activation of focused learning programmes, the criteria and organisation of supplementary teaching and tutoring activities, the procedure for issuing a certificate in addition to the standard degree or diploma, in accordance with the models adopted in other European countries, with information relating to the specific curriculum the student followed in order to obtain his/her qualification.

2. The underlying values, professional behaviour, and rules of conduct of all those involved in the activities outlined in the present Regulation that are functional to the institutional objectives of the University, are documented in the University's Code of Conduct to which every member of the University community must adhere and conform. In particular, the University stresses the importance of the recognition of commitment and merit as essential values in the learning process.

3. Each Department adopts its own regulations, approved in accordance with the provisions laid down in art. 16 of the Statute. They govern the teaching organisation plan of the study programmes and supplementary teaching services, as well as define the objectives, duration, and ways of programming, coordinating, and verifying the results. The other bodies responsible for teaching adopt their own regulations in those areas for which they have competence. These regulations define the organisational body and operational procedures of the bodies managing the programmes of study in their various possible configurations as the first cycle degree programme council, the second cycle degree programme council, the single cycle degree programme council – which may be organised in accordance with class and interclass councils – PhD scientific boards and doctoral school boards, and all other bodies appointed to provide learning activities, according to their needs and circumstances.

4. The rules governing the curricula of each first cycle degree programme, second cycle degree programme, single cycle degree programme and specialisation programme activated by the University, defined following the proposal of the Departments and competent bodies responsible for teaching, form a supplementary part of the University teaching regulations in accordance with the regulations currently in force and are attached to the present regulation.

5. The teaching regulations for each first cycle degree programme, second cycle degree programme, and single cycle degree programme are laid down in accordance with the following art. 21.

6. The provisions delegated to the University in relation to PhD programmes, in accordance with the regulations currently in force, have a dedicated regulation adopted in accordance with art. 16 of the Statute.

7. The University governs with a dedicated regulation the re-organisation and administrative procedures relating to a student's individual learning path, in accordance with the provisions of the General Framework Regulation, of subsequent ministerial decrees, and of the present regulation. The essential data which must be present in the information systems on the student's individual educational path are specified by the Ministry by means of decrees aimed at ensuring homogenous statistical assessments on the student's individual learning path.

8. The University guarantees that there is sufficient notification concerning the procedures and decisions on the subject of teaching. Whenever the procedures require the intervention of more than one collegiate body, the person responsible for each one ensures that the proposals are sufficiently well publicised, also through the University's website, in accordance with art. 37 of the present regulation.

9. The opinions on the subjects which, in accordance with the regulations currently in force, require the pronouncement of a body represented in equal numbers by teaching staff and students are expressed by the Joint Committees constituted in accordance with law no. 240/2010.

### **ART. 3**

#### ***Qualifications***

1. In accordance with art. 3 of Ministerial Decree 270/2004, the University provides the following certificates:

- First cycle degree (L)
- Second cycle degree (LM)
- Single cycle degree (LMCU)
- Doctoral degree (PhD)
- Specialisation diploma
- University Masters, levels I and II.

2. The certificates provided by the University at the end of the study programmes belonging to the same class are equivalent, except in cases explicitly provided for. The qualifications include specification of the name of the study programme and the class it belongs to.

3. The University also provides certificates relating to study programmes as laid down in art. 6 of law no. 341/90, and other learning activities also in collaboration with public and/or private institutions, in accordance with the regulations in force and allowing for the possibility of awarding university credits.

4. The certificates referred to in the present article may also be provided jointly with other Italian or foreign universities. The issuing of qualifications is regulated by the agreements stipulated with the universities in question, formulated in full respect of the national provisions of the partner universities. The agreements must regulate teaching programmes in terms of the recognition and manner of provision of the certificate, which may be joint, double, or multiple. The agreements for the provision of joint certificates, when these are stipulated with foreign universities, must include an attribution system and/or a system of conversion of the final mark.

5. In accordance with the regulations currently in force, in addition to the diploma of each qualification, the University may provide a certificate which includes the main information concerning the curriculum chosen in order to obtain the qualification; this may also be in English, and in accordance with standards adopted by other European countries.

## ART. 4

### *First cycle degree programmes*

1. The first cycle degree is obtained at the end of the first cycle degree programme. Those who obtain the degree receive the academic qualification of *Dottore*.
2. In order to gain admission to a first cycle degree programme it is necessary to possess a high school diploma, or equivalent qualification obtained abroad and which is recognised as being equivalent, and the possession or acquisition of adequate preliminary learning skills, outlined in more detail in art. 27 of the present regulation.
3. First cycle degree programmes are set up according to the classes recognised in accordance with the regulations in force. Their aim is to ensure students acquire a good mastery of the general methods and academic contents, also when they are focused on the acquisition of specific professional knowledge and skills.
4. The acquisition of professional knowledge and skills referred to in the previous article has been designed to facilitate students' entry into the working world, and also to enable them to carry out professional activities as regulated by national and EU provisions.
5. The normal duration of a first cycle degree programme is three years.
6. The University may set up first cycle degree programmes belonging to two different classes, as long as each proposed set of rules governing the curricula of study programmes fulfils the requisites of both classes. In such cases, upon matriculation students must indicate the class in which they want to graduate; they may change their initial choice any time before enrolment in the third year.
7. Degree programmes set up in the same class have the same qualifying learning objectives and consequently the same indispensable learning activities. These programmes have the same legal value.

Degree programmes belonging to the same class, that is to say, degree programmes belonging to groups defined by a specific set of rules governing the curricula of study programmes according to the criteria of affinity, share the same 'core and foundation' learning activities for a total of at least 60 university credits, before the possible differentiation of learning paths into curricula. These learning activities share the same denomination, or denominations declared as being equivalent and which come within the same scientific-disciplinary sector for the same amount of credits.

First cycle degree programmes belonging to the same class must be differentiated by at least 40 credits. In the case of degree programmes being split into curricula, the differentiation between each curriculum of a given programme and all the curricula of the other must be made explicit in presentation of the provision of courses (*Off-F pubblica*).

8. To complete the first cycle degree programme, the student must have acquired 180 credits including those related to the compulsory knowledge of an EU language besides Italian; this is in line with the European Framework for Higher Education, regardless of the number of years a student has been enrolled on the course.

9. For students attending first cycle degree programmes in English, knowledge of a further EU language is compulsory.

## **ART. 5**

### ***Second cycle degree programmes and single cycle degree programmes***

1. A second cycle degree is obtained at the end of a second cycle degree programme. Those who complete a second cycle degree programme receive the qualification of *Dottore Magistrale*.

2. Second cycle degree programmes are set up according to the classes recognised in accordance with the regulations in force, and their aim is to provide students with advanced education for highly qualified activities in specific fields.

3. The normal duration of a second cycle degree programme is two further years after the first cycle degree programme.

4. The University may set up second cycle degree programmes belonging to two different classes, as long as each proposed set of rules governing the curricula of study programmes fulfils the requisites of both classes. In such cases, upon matriculation students must indicate the class in which they want to graduate; they may change their initial choice any time before enrolment in the second year.

5. Second cycle degree programmes set up in the same class have the same qualifying learning objectives and consequently the same indispensable learning activities. These programmes have the same legal value.

Second cycle degree programmes belonging to the same class must be differentiated by at least 30 credits.

6. With the exception of single cycle degree programmes which have their own specific provisions, in order to obtain a second cycle degree students in possession of a first cycle degree must acquire 120 credits, in accordance with the rules governing the curricula of study programmes and the regulation of the degree programme on which they are enrolled, regardless of the number of years they have been enrolled at University.

7. Single cycle degree programmes are aimed at access to the professions as governed by EU regulations, and for which ministerial decrees do not accept holders of first cycle degree certificates, e.g. courses aimed at access to the legal professions, or teaching in nursery school or primary School.

8. In order to gain admission to a single cycle degree programme it is necessary to possess a high school diploma, or equivalent qualification obtained abroad and which is recognised as being equivalent.

9. The normal duration of the single cycle degree programme is five or six years.

10. To complete a single cycle degree programme the student must have acquired 300 or 360 credits, according to the duration of the degree programme, regardless of the number of years they have been enrolled on the course.

## **Art. 6**

### ***Specialisation programmes***

1. A specialisation diploma is obtained at the end of a specialisation programme.

2. A specialisation programme may be set up exclusively when applying specific national or EU provisions. Its aim is to provide students with the required skills and knowledge for specific professional activities, after consultation with the Board for Specialising Students and the Board for Professional Associations, where this applies, in accordance with articles 35 and 65 of the Statute.

3. To gain admission to a specialisation programme students must possess at least a university degree, or a foreign qualification recognised as equivalent and valid.

The specific entry requirements for the specialisation programme set up and activated by the University are laid down by ministerial decrees, which establish the number of university course credits in addition to the qualification already obtained.

4. To complete a specialisation diploma students must have acquired the number of credits required by the class to which the programme belongs, as is explicitly laid down in the relative set of rules governing the curricula of study programmes.

## **ART. 7**

### ***PhD programmes***

1. The certificate of *Dottore di Ricerca* is provided at the end of the student's learning path, in accordance with the regulations currently in force, and in particular art. 43 of the Statute. Students who complete a Research Doctorate receive the academic qualification of *Dottore di Ricerca* (PhD).

2. The activities undertaken in order to complete the Doctorate provide the necessary skills in order to engage in highly specialised research activities in universities, public bodies or private Institution.
3. To gain admission to a PhD programme the student must be in possession of a second cycle degree, a single cycle degree, or a foreign qualification recognised as equivalent and valid in accordance with art. 6, paragraphs 5 and 6, of Ministerial Decree 270/2004.
4. The University may activate Doctoral Schools with the aim of rationalising and coordinating learning and organisational activities of related PhD programmes, including those based in other universities.
5. PhD programmes and Doctoral Schools are established by the University and, where applicable, by other institutions coordinating the universities involved.

## **ART. 8**

### ***University Masters programmes***

1. In accordance with the regulations currently in force, after a first cycle or second cycle degree the University may activate specialisation programmes and advanced level permanent and repeated learning programmes, at the end of which the certificate of University Masters (level I and II) is issued.
2. To be awarded a certificate for successfully completing a University Masters programme, students must have acquired at least 60 credits over and above those acquired for the first cycle degree, the second cycle degree, and the single cycle degree. The minimum duration of a University Masters programme is one year.
3. By explicit statutory disposition, the curriculum of the Masters programmes must be specifically set up as a response to real learning needs as observed at a local, national, and international level, also with the contribution of the Board of Professional Associations and the Monitoring Unit for the vocational outlets of graduates and bearers of diplomas. To this end, the rules governing the curricula of study programmes must take into account the needs of flexibility and periodic adaptation in line with the changes in the job market.
4. Masters programmes are activated according to procedures governed by specific regulations that are approved and published in accordance with art. 45 of the Statute. Level I and II Master Programmes may be activated also in collaboration with other Italian and/or foreign universities, on the basis of agreements which establish mutual contributions and may entail the provision of double, multiple, or joint certificates. They may also be activated in collaboration with public or private institutions responding to specific qualification needs and high professional skills in the partner's fields of interest.

## **ART. 9**

### *Focused learning programmes*

1. As part of its institutional objectives, or compatibly in carrying out such objectives, the University may activate or contribute to the activation of focused learning programmes.
2. In particular, the University may activate the following programmes (the list is by no means exhaustive and merely provides examples):
  - a) preparation courses for State examinations for entering the professions and for public competitive examinations, after consultation with or under the initiative of the Board of Professional Associations, and possibly also in collaboration with the professional association in question;
  - b) post-graduate professional training courses;
  - c) adult cultural education and development courses;
  - d) lifelong and repeated vocational training courses for workers;
  - e) professional refresher courses;
  - f) summer/winter schools;
  - g) theme-based courses and seminars.
3. For the learning activities referred to in the previous article, the University provides all attendees with a certificate specifying the university credits acquired, on the basis of the provisions established upon deliberation of the individual initiatives, in accordance with the rules drawn up in the specific Regulation.
4. The activities referred to in this article may be undertaken in collaboration with other public or private institutions operating on a local, national, or international level; they may be set up through contracts or agreements and may involve funding.
5. The competent bodies involved in proposing and organising the activities of the focused learning programme, the procedures for its activation, and the criteria for running the programme are defined in the specific Regulation as laid down in para. 2 of the present article. Deliberations regarding activation are the competence of the Board of Directors following the proposal of or subject to the opinion of the Academic Senate.
6. The University may participate in the planning, setting up, and activation of non-university study programmes in accordance with the law, such as higher technical training and education courses (IFTS) and higher technical education courses (ITS), or projects which are headed by some other public or private institution. In such cases, the attestation and/or certification is provided by the institution in charge, which is also authorised to request the University's collaboration as well as an attestation for the credits acquired by each attendee.

### *Supplementary teaching services*

1. The University may activate supplementary teaching services, also in collaboration with other public or private institutions.
2. The specific regulation of every supplementary service outlined in the following paragraphs is established by the deliberation authorising activation, in compliance with the provisions specifically referring to the type of course to be set up, and with the principles laid down in the Statute and in the present regulation, and with the general provisions referred to in the specific regulations described below, approved and published in accordance with art. 16 of the Statute.
3. In particular, the University may activate the following programmes (the list is by no means exhaustive and merely provides examples):
  - a) orientation courses for students, a service aimed at coordinating orientation and tutoring activities which are regulated in art. 12 below;
  - b) refresher courses for the University's technical and administrative staff on the basis of an annual training programme aimed at pursuing higher productivity and efficiency standards, the guidelines and planning of which are established after previously informing and consulting staff representatives;
  - c) learning activities managed autonomously by students in the fields of culture and cultural exchange, sport, and leisure time, to be undertaken in accordance with the criteria and procedures established in a specific regulation approved by the Academic Senate after approval by the student council on issues falling within its competence;
  - d) services aimed at removing conditions of disadvantage for disabled students, in order to make effective their right to study and to give equal opportunities for study and everyday life within the academic community; interventions of this kind may be undertaken with the support of public and private bodies;
  - e) any other activity and supplementary teaching service aimed at promoting and/or supporting the full integration of students who do not have Italian citizenship, as well as international mobility, also by accepting proposals coming from public and private bodies.
4. The activities illustrated in the present article may be carried out in collaboration with other private or public bodies on a local, national, EU, or international level, and may therefore be set up through contracts or agreements.
5. The competent bodies involved in proposing and organising the activities of supplementary teaching services, the procedures for their activation, and the criteria for running the programme are defined in the specific regulation as laid down in art. 16 of the Statute. Deliberations regarding activation are the competence of the Board of Directors under the proposal of or following the opinion of the Academic Senate.

## **ART. 11**

### ***University credits***

1. The credits corresponding to each learning activity and/or competence and/or professional skill are established in the teaching regulations for the study programmes, and are acquired by the students by passing examinations or by other forms of ascertainment of learning, or by some other form of certification in the cases laid down by law and/or by the present regulation, and by the teaching regulations for the study programmes.
2. The average overall learning commitment in a year for a full-time university student is normally set at 60 course credits.
3. Each course credit corresponds to 25 hours of overall commitment, comprehensive of lectures, exercises, laboratory work, seminars, and other learning activities including individual study. A different overall number of hours per credit, either greater or smaller by no more than 20%, is allowed for specific learning paths, but only if this is established by ministerial decree, and approved by the University's academic bodies.
4. The number of hours dedicated to individual study or other individual learning activities must not be less than 50%, except in cases when the prescribed activity entails a high degree of experimental and practical work.
5. The course credits corresponding to each activity are acquired by the student by passing examinations that ascertain learning, or on the basis of some other form of verification of the preparation and/or skills acquired as established in the teaching regulations for the study programme; the assessment of proficiency, where expressed in terms of a mark, is regulated in accordance with art. 30 below.
6. The teaching regulations for the study programme may allow for periodic assessments of the acquired course credits, with the aim of evaluating whether or not their cognitive contents have become obsolete. Students must be informed of the assessments at least six months in advance, and such information must be sufficiently publicised. Until the time of the examination, the credits acquired do not count towards the attainment of the qualification.
7. The teaching regulations for each study programme may also establish the minimum number of credits to be acquired within a given time, also as a condition for enrolling for the following academic year; such conditions may differ for part-time students with respect to full-time students.
8. The procedures of enrolment for part-time students on a study programme are established below in art. 15.

## **ART. 12**

### ***Orientation and tutoring services***

1. The University guarantees, by means of a specific regulation, an integrated system of educational services aimed at orienting and tutoring students, making them welcome and supporting them at every stage.

2. Orientation activities are both informational and educational, and they are aimed at helping students from the period prior to matriculation right through to the end of their university studies, including transition phases such as university-working world-university.

3. In particular, the University:

- promotes, in collaboration with upper secondary schools, and in liaison with the Regional School Education Authority, services for teachers and students of those schools, with the aim of acquiring skills and knowledge focused on a well-informed choice for the students' educational and professional future, and of combatting early school leaving and reducing drop-out rates;

- working together with upper secondary schools, educational organisations, representatives of the working world and of the professional associations, and other university institutions, encourages merit by focusing on enrolling at university, promoting access to all levels, and the integration of graduates into the working world;

- takes part in events aimed at divulging information on learning paths, how services work, and how student can benefit from them;

- compatibly with the financial resources available and taking advantage of possible external funding, organises seminars aimed at developing an awareness and appreciation of acquired entrepreneurial know-how and/or the results of any research undertaken, guaranteeing help in counselling services for self-employment and for the creation of innovative enterprises in the form of academic spin-offs; courses aimed at the acquisition of transversal skills such as time-management, method of study, how to write a CV etc.;

- promotes and manages internships and practical training courses.

4. The University also guarantees a tutoring service aimed at:

- assisting and orienting students throughout their studies, particularly when choosing their study programme and selecting their syllabus, when organising study periods abroad or internships in public or private institutions, and when selecting the topic for their thesis;

- removing all obstacles thus ensuring effective participation;

- making the students actively take part in the learning process.

All the above-mentioned initiatives may be promoted and carried out in collaboration with the bodies that support the right to study and with student representatives.

5. Orientation and tutoring are carried out by the University's central services and bodies responsible for teaching (Departments and Schools/Faculties), in accordance with the procedures outlined in the specific regulation. Compatibly with the financial resources

available, the University promotes the involvement of senior and doctoral students in orientation and tutoring activities.

6. Each student is normally attended to by the same tutor for the whole course.

### **ART. 13**

#### ***The setting up and modification of study programmes***

1. The University sets up, activates, and adapts its study programmes bearing in mind scientific and technological developments and economic, and social needs, thus ensuring the highest quality, efficiency, and effectiveness of the provision of courses, with the aim of achieving the standards in certification and accrediting required by the regulations currently in force. In planning the provision of courses, the University tends towards a rationalisation of its study programmes and promotes collaboration with university institutions on a federative basis within the areas outlined by the Regional University Coordination Committee.
2. The study programmes are set up, activated, and modified in compliance with the criteria and procedures of the regulations currently in force, of the present regulation, and of the regulations in force relating to the university programming system. The study programmes are regulated by their respective rules governing the curricula of study programmes and teaching regulations.
3. The study programme may be organised to be delivered in a foreign language; in this case their denomination and the teaching activities will be in the same language. The University may also organise through distance-learning and e-learning other activities necessary to attain the qualification.
4. The setting up/modification of a study programme, complete with its rules governing the curricula of the study programme, is proposed by the Department in question or its equivalent, evaluating also other proposals coming from other teaching or liaising bodies established in accordance with the present regulation and in compliance with the Statute. The Board of Directors decides on the proposal, after hearing the council of specialising students for the specific course (where available), and after hearing the opinion of the Joint Committee and the compulsory opinion and/or proposal of the Academic Senate.
5. Proposals concerning the setting up/activation of a study programme must first receive an opinion of competence from the University's Evaluation Group, which publishes a specific technical report, and a favourable opinion from the University's Regional Coordination Committee and the student council.
6. The decisions on the rules governing the curricula of study programmes, outlined in art. 14 below, are made after consultation with organisations and representatives of the professions, services, and production, the Board of Profession Associations (where available), the Monitoring Unit for the vocational outlets of graduates and bearers of diplomas (where

available), and after the favourable opinion of the student council and the council of specialising students (where available) for each course of specific interest.

## **ART. 14**

### ***The rules governing the curricula of study programmes***

The rules governing the curricula of study programmes, endorsed in accordance with the procedures laid down in art. 13 above, are approved by the Minister of Education, University and Research in accordance with the regulations currently in force, and issued by rectoral decree modifying the University's teaching regulations (see attachments). They enter into force as established in the above-mentioned decree of issuance.

2. The rules governing the curricula of study programmes are accompanied with an informative dossier explaining the reasons behind the proposal to set up or modify the study programme, together with a brief summary from the University's Regional Coordination Committee and a technical report from the Evaluation Group.
3. The rules governing the curriculum of each study programme, in compliance with the class or classes to which each study programme belongs, establishes:
  - a) the denomination, identified coherently with the class or classes of each study programme and with the specific characteristics of the proposed curriculum;
  - b) the competent bodies responsible for teaching;
  - c) the learning objectives and intended learning outcomes, formulated during the set-up/activation phase, the relative learning path and specific objectives articulated in terms of: learning outcomes indicated according to the system of descriptors for qualifications attained in Europe (knowledge and ability to comprehend, ability to apply knowledge and understanding, critical thinking, communication skills, learning skills); characteristics of the professional profile and of the expected career outlets also with reference to Italian National Statistics Institute (ISTAT) classifications;
  - d) the general framework of the learning activities to be added to the curricula;
  - e) the course credits assigned for learning activities for each area, allotting them, in the case of core, foundation, related or supplementary activities ('formazione di base, caratterizzante, affine o integrativa'), to one or more scientific-disciplinary sectors as a whole;
  - f) the amount of time devoted to individual study or other individual activity for each category of learning activity, in accordance with the provisions in para. 4 of art. 11 of the present regulation;
  - g) the knowledge required to be admitted to the study programme, in accordance with art. 6, paragraphs 1 and 2, of Ministerial Decree 270/2004, and art. 27 of the present regulation;

h) the maximum number of credits allowed in accordance with art. 5, para. 7, of Ministerial Decree no. 270/2004, art. 14, para. 1, of law no. 240 of 30 December 2010, and art. 31 of the present regulation;

i) the characteristics of the final examination to obtain the qualification, providing for the possibility that the examination may be carried out in a foreign language; in any case, in order to complete a second cycle degree programme and a single cycle degree programme, it is compulsory to present a thesis written by the student under the guidance of a supervisor.

4. The specifications outlined in para. 3 are approved by the University after consulting the organisations representing the world of industry, services, and the professions, with particular reference to evaluating learning needs and professional careers, and especially taking into account the contributions of Joint Committees, the Board of Professional Associations, and the Monitoring Unit for the vocational outlets of graduates and bearers of diplomas, where available.

5. Each set of rules governing the curricula of study programmes may lay down that the study programme is organised into different curricula, though this does not affect the denomination of the study programme or the certificate issued. Several curricula may be planned, particularly for second cycle degree programmes, with the aim of facilitating the admission of graduates coming from other degree courses, even from other classes, but always guaranteeing the attainment of the degree programme's intended learning outcomes. The division into curricula must, in any case, correspond to a wide common ground so as to guarantee the homogeneity and cultural uniformity of graduates and second cycle graduates belonging to the same class.

6. In the case of an inter-departmental, or inter-university programme, the relative set of rules governing the curricula of study programmes establishes the organisational and operational procedures, as outlined in para. 3 of the present article.

7. For each study programme set up/activated, the competent body responsible for teaching activates a dedicated web page, and is responsible for updating it. The page is included in the University's portal, and complies with the University's visual identity system.

## **ART. 15**

### ***Joint Committee***

1. Each body responsible for teaching has a Joint Committee, in accordance with the regulations currently in force.

2. The Joint Committee, in accordance with para. 8 of art. 53 of the Statute, is required to:

a) monitor the provision of courses and the ways in which teaching and all connected activities are carried out, including the quality of the student services;

b) formulate opinions to identify assessment indicators for the results of teaching activities and student services;

c) formulate opinions to the competent bodies responsible for teaching about setting up, activating, deactivating, withdrawing and modifying a study programme, and about reviewing the rules governing the curricula of study programmes and the regulations for each single study programme;

d) formulate opinions about the evaluation of the efficiency of the teaching programmes, on the basis of general criteria defined by the University's Evaluation Group, taking into account also the learning results for each taught subject, the percentage of student success, and the percentage of students finding employment after completing their study programme. For these purposes the results recorded in the questionnaires prepared by the Evaluation Group and filled in by course attendees, and by those nearing completion of their study programme, may be useful.

e) formulate opinions on the yearly evaluation of the efficacy of study programmes on the basis of the general criteria defined by the Academic Senate, taking into account the average yearly commitment per teacher in terms of hours, the average number of credits acquired per student, the number of enrolled students and of those attending courses, the learning process quality control system, the drop-out rates between the first and second year, and the yearly percentage of students who graduate within the time allocated for each degree programme;

f) formulate, in accordance with art. 12, para. 3, of Ministerial Decree no. 270/2004, a positive opinion concerning the consistency between credits allocated for each learning activity and the specific intended learning outcomes.

3. Joint Committees write a yearly report which is sent to the Academic Senate, the Evaluation Group, and the student council, with the aim of improving the quality and efficiency of the bodies responsible for teaching, also in relation to the results obtained through learning, in relation to employment prospects and personal and professional development, as well as the needs of the economic and productive system.

4. A Department which does not merge into a School/Faculty constitutes a Joint Committee for the study programme for which it is the Department of reference, taking into account also the associated Departments.

5. The preparation of proposals takes place after monitoring the relevant indicators, defined/identified by the regulations currently in force also on the basis of surveys carried out on samples of the student population; the surveys must be preceded by activities aimed at publicising the University's quality policies so as to ensure that students are informed and aware of the quality system adopted by the University;

6. The Joint Committee of teaching staff and students is made up of the Head of Department or a delegate, or by the Head of the School/Faculty and an even number of teaching staff and student representatives designated by the competent study programme/class/interclass councils, in accordance with the procedures established in the University's General

Regulation, so as to guarantee the presence of at least one member of the teaching staff and one student representative for each study programme/class/interclass in question.

7. The Joint Committee remains in force for two years, and its members may be immediately re-elected only once.

## **ART. 16**

### ***Learning activities of the study programmes***

1. The learning path of each study programme is aimed at attaining objectives defined in the rules governing the curricula of study programmes; they include, with reference to the class or classes to which they belong, the following activities:

- a) learning activities in one or more core ('di base') subjects;
- b) learning activities in one or more foundation ('caratterizzanti') subjects;
- c) learning activities in one or more related ('affini') or supplementary ('integrative') subjects over and above the core and foundation subjects, also in relation to the cultural framework and interdisciplinary education;
- d) learning activities autonomously chosen by the student, as long as they are coherent with the study programme;
- e) learning activities aimed at preparing for the final examination to attain the qualification;
- f) learning activities aimed at learning at least one other EU language besides Italian;
- g) learning activities not listed above, aimed at acquiring further knowledge of a foreign language, IT skills, communication skills, or other skills relating to entry into the working world, as well as activities aimed at facilitating a student's choice of profession through direct knowledge of the working field that the qualification gives access to, including, in particular, training and orientation courses regulated by the Ministry of Employment and Social Security;
- h) courses aimed at acquiring specific professional knowledge functional to the introduction of graduates into the working world, learning activities relating to internships and short training courses in firms, public administration, public or private institutions including the third sector, professional orders and associations, on the basis of specific agreements.

2. The rules governing the curricula of degree study programmes must ensure students receive a solid preparation in the core and foundation subjects, guaranteeing the possibility of developing critical thinking and ensuring their efforts are not dispersed by having to study an excessive number of topic areas, teachings, or modules.

3. As regards foundation learning activities, should the relative classes to which the study programme belongs indicate more than three areas of study with an unspecified minimum

number of credits, the rules governing the curricula of study programmes identify the subject areas pertinent to at least three fields which are functional to the specificity of the course, to which they may award a sufficient number of credits.

4. As regards the learning activities of one or more related or complementary areas of study, the minimum number of credits which may be allocated is 18 (art. 3, para. 4, of the Ministerial Decree of 16 March 2007). For these learning activities, the subject areas not deemed as core and/or foundation activities may be considered. The utilisation of related or supplementary subject areas already included in the classes must be adequately motivated.

5. As regards the learning activities autonomously chosen by the student, the minimum number of attributable credits is 12 (art. 3, para. 4, of the Ministerial Decree of 16 March 2007). Students have the right to choose freely across all the subjects in the University, allowing for the acquisition of extra credits in the core and foundation subjects as long as they are coherent with the intended learning outcomes.

#### **ART. 17**

##### ***Learning activities in second cycle degree programmes and single cycle degree programmes***

1. The learning paths of second cycle degree programmes and single cycle degree programmes are aimed at achieving the outcomes defined in the rules governing the curricula of study programmes; they include, with reference to the class/classes to which the programme belongs, the following activities:

a) learning activities in the foundation subject areas;

b) learning activities in one or more related or supplementary subject areas with respect to the core and foundation subject areas, also as regards the cultural framework and interdisciplinary education;

c) learning activities autonomously chosen by the student, as long as they are coherent with the learning programme;

d) learning activities aimed at preparing the final examination to attain the qualification. To complete a second cycle or single cycle degree programme it is compulsory to write and present an original thesis under the guidance of a supervisor;

e) learning activities not mentioned in the letters above, aimed at acquiring further knowledge of a foreign language, as well as IT expertise, communication skills, and other skills useful for the student's entry into the working world; as well as activities to facilitate the choice of profession by means of direct knowledge of the sector of employment to which the chosen qualification may provide access, including, in particular, internships and orientation activities organised by the Ministry of Employment and Social Security.

2. The learning paths of second cycle degree programmes and single cycle degree programmes aim at attaining the intended learning outcomes outlined in the rules governing the curricula of study programmes; they include, with reference to the class/classes of the programme they belong to, the activities mentioned above in points a-e of para. 1 of the present article, as well as the activities outlined below:

- learning activities in one or more core subject areas;
- learning activities relating to the knowledge of at least one other EU language besides Italian.

3. The rules governing the curricula of second cycle degree programmes must ensure that students receive a solid education in the foundation subjects; the same applies to core and foundation subjects in single cycle degree programmes. guaranteeing the possibility of developing critical thinking and ensuring their efforts are not dispersed by having to study an excessive number of topic areas, teachings, or modules.

4. As regards foundation learning activities, should the relative classes to which the study programme belongs indicate more than three areas of study with an unspecified minimum number of credits, the rules governing the curricula of study programmes identify the subject areas pertinent to at least three fields which are functional to the specificity of the course, to which they may award a sufficient number of credits.

5. As regards the learning activities of one or more related or complementary areas of study, the minimum number of credits which may be allocated is 18 (art. 3, para. 4, of the Ministerial Decree of 16 March 2007). For these learning activities, the subject areas not deemed in the classes as foundation and for core and/or foundation activities in classes included in the single cycle degree programme may be considered. The utilisation of related or supplementary subject areas already included in the classes must be adequately motivated.

6. As regards the learning activities autonomously chosen by the student, the minimum number of attributable credits is 8 (art. 3, para. 4, Ministerial Decree of 16 March 2007). Students should be free to choose across all the University's subjects, allowing for the acquisition of extra credits in the foundation subjects for second cycle degree programmes, and core and foundation subjects for single cycle degree programmes.

## **ART. 18**

### ***Bodies responsible for teaching***

1. Each study programme, with the exception of the Medical Faculty/School, belongs to a Department which is identified on the basis of the prevalence of subjects taught in the programme, in terms of the number of credits attributable to core and foundation subjects, as laid down in para. 2, art. 52, of the Statute; specifically, when considering the Department's contribution to a study programme, the Department is configured with respect to each study programme as:

a) 'autonomous' when it fulfils the necessary teaching requisites in accordance with the regulations in force, and therefore it organises and manages autonomously the teaching activities of the course;

b) 'reference' when it does not fulfil the requisites outlined in point a) above, but it has a prevalent teaching load in terms of core and foundation credits;

The study programme may also belong to more than one Department, from which the reference Department must be identified as defined in point b) above; associated Departments, in order to qualify as such, must provide in terms of core and foundation credits no less than 20% for first cycle and second cycle degree programmes, and 15% for single cycle degree programmes, or they must provide at least 50% of the contribution expressed by the reference Department in terms of core and foundation credits.

2. For the qualification of the Department as laid down in para. 1, the overall calculation of core and foundation credits applies only to subjects taught by tenured teaching staff belonging to that Department.

3. In the case of a reference Department and one or more associated Departments, without prejudice to the prerogatives of the School/Faculty (where applicable), the reference Department assumes the formal and institutional responsibility for the study programme as regards inserting the data required into the Database of the Provision of Courses, the management of the procedure for course quality accreditation, teaching management and secretarial administration of the course, and publicising information about the courses, including the teaching regulations, also by setting up dedicated websites. The reference Department is also responsible for communicating this information, for those aspects of specific competence, to the study programme/class/interclass councils, to the Joint Committee, and the University's Evaluation Group. The ways in which reference and associated Departments collaborate and interact are specified in the relative document, and are agreed upon at the time of the set-up/activation of the study programme.

4. Each Department involved allocates the subjects to be taught to its teaching staff on the basis of their availability and in accordance with the procedures laid down by the regulations currently in force.

5. Departments may form a School/Faculty for the purpose of rationalising, managing, and supporting the relevant provision of courses, as established in para. 1, art. 53, of the Statute. The procedures for activating and adhering to the School and the relative requisites are laid down in the aforementioned article of the Statute, as well as in art. 20 of the present regulation.

6. The Academic Senate, after evaluating the requests of the Departments, and the overall organisation of the University's provision of courses, establishes the distribution of study programmes to Departments in accordance with the procedures laid down in para. 1, and proposes this distribution to the Board of Directors which then deliberates on the matter.

A given study programme belongs to a Department in an autonomous/reference/associated form for as long as the course itself lasts, and may be renewed for the following cycle. In the

case of changes in the teaching staff in a Department, or in its organisational capacities, its state of belonging to the Department may be modified by using the same procedures to deliberate on the matter, after hearing the opinions of the Joint Committee, the Evaluation Group, and the Panel of Heads of Department and Presidents of the School/Faculty.

## **ART. 19**

### ***Study programme/class/interclass council***

1. In accordance with art. 52, para. 5, of the Statute, the study programme/class/interclass council is set up. A study programme council is set up when there is no possibility of constituting a class council, and a class council is set up only if there is no possibility of constituting an interclass council.

The University, in proposing an efficient and coordinated provision of courses, favours the aggregation of study programmes of the same class by constituting class councils. In the case of study programmes in different classes but with clear subject affinities, the University favours the constitution of interclass councils. These aggregations are deliberated on by the Academic Senate, following the proposal of at least one of the study programme councils involved, after hearing the opinion of the other aggregated study programme councils, the Joint Committees of the bodies responsible for teaching involved, and the Evaluation Group.

2. The study programme/class/interclass council is, according to para. 6, art. 52, of the Statute, made up of teaching staff who have teaching roles within the study programme, contract professors with responsibility for an official course, student representatives constituting no less than 15% of the members of the council.

3. Teaching staff who teach in more than one study programme contribute to the establishment of a quorum, and hold voting rights to elect the course coordinator and the members of the council only for his/her study programme. The General University Regulation establishes the procedure for the abovementioned teaching staff to participate in other study programme councils. The same procedures are applied to contract professors and students.

4. The study programme/class/interclass council formulates proposals to the relative bodies responsible for teaching regarding teaching organisation and planning, class timetables, schedules for examinations and final examinations, the preparation of teaching regulations and the prospectus by sending it to the Department responsible for its diffusion, also through dedicated websites. The competent bodies guarantee that the study programme has full teaching coverage, the availability of rooms and other facilities, laboratories, libraries, and the resources necessary for supplementary teaching services that are a support for learning activities.

## **ART. 20**

### ***School/Faculty***

1. Schools/Faculties are bodies which conjoin and rationalise teaching activities and the management of services that are common to two or more Departments. Schools/Faculties have the functions outlined in art. 53 of the Statute, without prejudice to the provisions in art. 54 of the Statute for the Medical School/Faculty.
2. Departments may request to adhere to a School/Faculty if they contribute with their own teaching staff to at least 10% of the foundation and core credits of the entire study programmes of the School/Faculty.

## **ART. 21**

### ***Study programme teaching regulations***

1. The teaching regulations for the study programme are formulated following the proposal of the relative study programme/class/interclass council, by the Department responsible (autonomous or reference), after hearing the opinion of any other associated Departments.
2. The teaching regulations for the study programme are approved by the Academic Senate (which oversees its legitimacy and merit, which may take the form of a possible request for revision), after the favourable opinion of the Board of Directors; the regulations are issued by rectoral decree.
3. In accordance with the regulations currently in force, the teaching regulations for the study programme specify the organisational and management aspects that are consistent with the respective rules governing the curricula of study programmes, as defined in art. 14 of the present Regulation, in full respect of teaching freedom and the duties/rights of teaching staff and students; in particular, it decides on the following:
  - a) the specific learning objectives, including a framework of the knowledge and skills to be acquired, and indicating professional career possibilities;
  - b) the curricula offered to the students, and the rules for presenting, where allowed, individual syllabi;
  - c) the requisites for access, and procedures for assessing students' preliminary preparation;
  - d) the organisation of any learning activity which is focused on evaluating the initial education of the student at his/her first approach with the degree programmes, and any possible provisions concerning extra learning requirements;
  - e) the list of subjects with the indication of their subject areas, and possible subdivision into modules;
  - f) the credits assigned for each subject, whether or not the subject is propaedeutic, and the number of hours required for every credit;

- g) how the subject is to be taught, including distance learning, and assessment and verification procedures;
- h) the procedures for recognising the students' individually chosen activities, and their related credits;
- i) other learning activities provided for, and their related credits;
- j) the ways of evaluating a student's knowledge of a foreign language, and related credits;
- k) the ways of evaluating a student's competences regarding other required skills, and related credits;
- l) the ways of evaluating the results of internship experiences, practical training courses, and periods of study abroad, and related credits;
- m) the credits allocated for the preparation of the final examination, the characteristics of the examination, and related personal learning activities;
- n) other provisions relating to a student's obligations;
- o) the criteria and procedures for guaranteeing student mobility, in accordance with the Ministerial Decree of 16 March 2007;
- p) the criteria and assessment techniques for acquired credits where the professional and cultural contents of the subject have become obsolete;
- q) the teachers involved in the study programme in accordance with the provisions of art. 1, para. 9, of the Ministerial Decree of 16 March 2007;
- r) the research activities supporting the learning activities which characterise the profile of the study programme;
- s) possible organisational procedures for part-time students;
- t) the procedures for ascertaining the recognition of previous knowledge, skills, and professional abilities or learning experiences, in accordance with the Ministerial Decree of 16 March 2007 and law no. 240/2010;
- u) the procedures for examinations and other forms of assessment, as well as the final examination for the completion of the qualification;
- v) the ways of assessing a student's achievements, which must be expressed by means of a mark out of 30 for examinations and out of 110 for the final examination, with the possibility for awarding a *laude* in accordance with the present regulation;
- w) the procedures for students wishing to undertake a different study programme.

4. As regards the coherence between the number of credits attributed to the learning activities and the specific learning objectives, the approval of the competent Joint Committee is required and must be made within 30 days after the request was made. If no decision is taken

within 30 days, the deliberation is adopted in any case. Should the Joint Committee's opinion not be favourable, the deliberation is sent to the Academic Senate.

5. Any modification of the teaching regulations for the teaching regulations for study programmes follows the procedure laid down in paragraphs 1 and 2, taking into account the provisions laid down in para. 4.

6. The teaching regulations of the study programme are revised at least every three years, particularly with regard to the number of credits attributed for each learning activity.

## **ART. 22**

### ***Study programme activation and deactivation***

1. The Board of Directors, after hearing the opinion of the Academic Senate on the basis of the proposal made by the reference Department in question, and after receiving a positive report from the Evaluation Group and a favourable opinion from the competent Joint Committee, decides on the study programmes to be activated for the following academic year, in accordance with the time schedules and requisites of the regulations in force and in accordance with the objectives and criteria relating to the planning of the university system.

2. The requisites necessary for activating the study programmes are those defined in the regulations currently in force, and in particular:

a. the requisites of transparency, and the conditions necessary for providing students and all those involved with correct information about the characteristics of the study programme;

b. the requisites ensuring the quality of the learning processes;

c. the requisites of sustainability regarding the Departments and the number of teachers available.

3. Once the requisites outlined in the paragraph above are ascertained for each study programme to be activated, and after the Evaluation Group has given its approval, the data requested by the Italian Ministry of Education, University and Research (MIUR) in order to activate study programmes are inserted into the database of the Ministry's provision of courses.

4. If a study programme is deactivated, the University guarantees the students enrolled the possibility to complete their studies and attain the relative qualification, while at the same time regulating the possibility for students to choose to enrol on other activated study programmes.

## **ART. 23**

### ***Planning of teaching and attribution of subjects to be taught***

1. With a view to organising the provision of courses relating to the study programmes over which a Department has autonomous responsibility, at least 45 days before the deadline for the definitive adoption of the programme, the Department in question must notify the study programme/class/interclass council of its proposal concerning the subjects to be taught by the teaching staff belonging to the Department, and the procedures for completing the provision of courses.
2. The study programme/class/interclass council expresses its opinion on the overall proposal of the provision of courses for the given study programme, and sends it at least 15 days before the deadline specified above in para. 1 to the relevant Department, which proceeds to giving its final approval.
3. With a view to organising the provision of courses relating to the study programmes belonging to more than one Department, the reference Department asks the associated Department(s) at least 60 days before the deadline for the definitive adoption of the programme, and on the basis of the agreed document (para. 3, art. 18, of the present regulation) to formulate its proposals concerning the subjects to be taught by the teaching staff belonging to each of the Departments involved.
4. The proposals, collected by the reference Department, are sent to the competent study programme/class/interclass council, who will proceed to examine them and, if necessary, to formulate requests for the Department to re-examine them.
5. The study programme/class/interclass council expresses its opinion on the overall proposal of the provision of courses, and sends it at least 15 days before the deadline specified in para. 3 to the relevant Department which then proceeds to approve the final programme.
6. In the case of a study programme belonging to a reference Department based in a School/Faculty, the latter coordinates the yearly teaching plan and ensures there is the necessary teaching staff to teach the activated subjects; in particular, it confirms the attribution of the subjects to be taught by professors and researchers on the basis of decisions adopted by the reference Departments and, if necessary, with a motivated decision, requests its re-examination. Any subjects which remain uncovered after the decisions adopted by the reference Department and other associated Departments, before starting the procedures to find a teacher to cover the subject in question, in accordance with the specific Regulation on the awarding of teaching and supply teaching posts, whether by conferral ('affidamento') or by contract, the reference Department requests coverage from other Departments belonging to the School/Faculty.
7. The teaching regulations for the study programmes, according to criteria of functionality, provide for competence and a balanced subdivision of teaching duties, and in accordance with the regulations currently in force, the attribution of the teaching and organisational roles for professors and researchers, including all activities connected with supplementary teaching services. The teaching regulations for the study programme, in relation to the specificity of the subjects and the respective competences of native foreign language teachers, indicate the support and supplementary teaching roles for native foreign language teachers within the field of the respective subjects taught.

Hiring teaching staff from outside the University and/or external collaboration is subject to the procedures laid down by the regulations currently in force, and must be limited to cases in which it is absolutely necessary in terms of implementing the rules governing the curricula of study programmes.

8. The subjects are normally taught in one semester, or across two semesters. In cases of specific needs, the teaching regulation for the study programme may include the teaching of a subject across different periods (bimestrial, trimestrial, quadrimestrial) if this is functional to a better organisation of teaching.

The weekly number of teaching hours and their distribution are determined in relation to the overall teaching plan and to the necessities dictated by the academic timetable.

9. The teaching of a subject of the study programme may be split into two if so required by the conditions established by the regulations in force.

Staff teaching split subjects must coordinate their respective programmes, and agree on the text books to be recommended, as they refer to the same subject planned in the syllabus, and they must also respect the same learning objectives during examinations.

The criteria for student distribution across the split subjects are defined in the teaching regulations for the study programme, so as to ensure a balanced and functional subdivision.

10. In the case of course subjects or modules laid down in the rules governing the curricula of study programmes which cannot be activated because of the temporary absence or lack of teaching staff, the relevant Department Council, also following the proposal of the study programme/class/interclass council, may arrange for the students to follow the same subject taught elsewhere if the subject is activated in other study programmes at an equivalent level, and after ascertaining their functionality in terms of the teaching syllabi.

For the approval of such an arrangement, if the two study programmes in question are organised by the same body responsible for teaching, the arrangement is agreed between the study programmes involved and is approved by the competent body responsible for teaching; if, on the other hand, the arrangement concerns a subject or module organised by another body responsible for teaching, the latter must give its approval together with an indication of the conditions for the students involved. Such arrangements may also be decided in the case of subjects or modules activated in other universities, as long as they come within the interuniversity agreements.

## **ART. 24**

***Ensuring coverage of institutional teaching requirements: institutional teaching, teaching through conferral, supply teaching, teaching programmes assimilated by other Departments, contracts under private law***

1. The subjects in study programmes may be taught:

a) as part of the institutional teaching duties of associate and full professors working for the University;

b) by conferral ('affidamento') by associate and full professors and researchers working for the University;

c) by teaching assignment ('incarichi di insegnamento');

d) by contract under private law.

2. Institutional teaching duties are decided annually by the competent bodies responsible for teaching in relation to their specific subject areas, after hearing the opinion of the Joint Committee.

3. Institutional teaching duties are entrusted to a member of the teaching staff whose expertise is officially recognised in a given subject area or closely related field. A teacher specialised in a given subject area must cover the subject(s) of the subject area in accordance with the teaching programme deliberated by the competent body responsible for teaching. In entrusting institutional teaching duties, the competent bodies give priority to the programme necessary for the accreditation and sustainability of the study programmes.

4. A teacher of one or more subjects in institutional teaching may, with the teacher's consent, cover a subject not covered in another subject area, after verifying that the teacher in question possesses the necessary teaching skills also through an evaluation of the consistency of his/her academic production by his/her teaching body, and/or by the institution offering the subject, in accordance with the teaching regulations for the study programme.

5. The teaching of a subject may be entrusted to a researcher or professor, with their prior consent, as an extra teaching duty, by the reference Department responsible for the study programme to which the subject belongs as part of the provision of courses.

6. The Department guarantees cover for the subjects of its own pertinence in compliance with the regulations for assigning the teaching of a subject and supply teaching duties through conferral or by contract.

## **ART. 25**

### ***Teachers' duties and obligations***

1. The teaching regulations for study programmes lay down the attribution of teaching duties which are organised according to the annual academic timetable, including activities connected with supplementary teaching services supporting learning activities.

2. Professors are required to devote yearly teaching duties and services to students, including orientation and tutoring, and examination and other assessment activities, for no less than 350 hours for full-time professors and no less than 250 hours for professors who opt for reduced hours ('in regime di tempo definito'), in accordance with art. 6, para. 2, of law no. 240/2010.

As regards the overall distribution of hours, the University requires:

- full-time professors to dedicate at least 120 hours to lectures, of which at least 90 hours overall are to be dedicated to first cycle or second cycle or single cycle study programmes;

- professors on reduced hours to dedicate **90** hours to lectures, of which at least 60 hours overall are to be dedicated to first cycle or second cycle or single cycle study programmes.

3. Researchers on open-ended contracts must dedicate each year up to 350 hours if full-time, and up to 200 hours if on reduced hours, to supplementary teaching activities and student services, including orientation and tutoring, as well as examination and other assessment activities (art. 6, para. 3, of law no. 240/2010).

4. For researchers on fixed-term contracts, in accordance with art. 24, letters a) and b), of law no. 240/2010, the activities in which they must distribute their yearly commitments for teaching, supplementary teaching, and student services, are established as follows:

- researchers on fixed-term contracts, in accordance with art. 24, letter a), of law no. 240/2010, working full-time must dedicate at least 60 hours to teaching including lectures; the remaining time must be distributed among other activities up to a total of 350 hours;

- researchers on fixed-term contracts, in accordance with art. 24, letter a), of law no. 240/2010, working on reduced hours must dedicate at least 40 hours of teaching including lectures; the remaining time must be distributed among other activities up to a total of 200 hours;

- researchers on fixed-term contracts, in accordance with art. 24, letter a), of law no. 240/2010, working full-time must dedicate at least 60 hours of teaching including lectures; the remaining time must be distributed among other activities up to a total of 350 hours.

5. The teaching regulations of the competent bodies responsible for teaching provide for organising the presence of teaching staff throughout the year, in relation to the teaching and tutoring commitments which derive from the organisation of the academic timetable proposed by the study programmes.

6. Within the hours dedicated to tutoring activities, teaching staff must also provide for office hours for students who take part in their learning activities; this commitment must be systematic and be carried out regularly following a timetable which the teaching secretariat will make public on the website of the study programme.

7. Each teacher must carry out the teaching activities of the study programmes personally assigned to him/her. Any absence must be justified on the grounds of serious and exceptional reasons, and must be communicated to the secretariat of the competent body responsible for teaching which will give widespread and immediate notice of the absence. In all other cases the absence must, in any case, be justified and explained.

8. Each teacher must fill in a register of the teaching activities carried out; this may also be done electronically. The register must contain references to all lecturing, tutoring, and student support activities, and anything else relating to teaching activities. The register must

be made available for any possible verification, and must be handed in to the head of the competent body responsible for teaching within 15 days of the end of the academic year. It is the duty of the head of the body responsible for teaching to notify the Rector immediately with the names of the teaching staff who fail to complete this task.

9. In compliance with the teaching regulations for the study programme, and on the basis of the planning of their relative teaching activities, researchers must carry out supplementary teaching activities as mentioned above, and may also supervise theses as well as presenting them at graduation sessions.

For researchers who have been assigned the teaching of a subject in accordance with the regulations currently in force, the competent body responsible for teaching will take into account the supplementary teaching activities undertaken.

10. Native foreign language teachers are required to carry out supplementary and support teaching activities, also in the form of lessons in class, to teach the correct use of the language, as well as tutoring activities as established in the teaching regulations for the study programme.

11. In cases where the final part of a study programme is the writing of a thesis, the members of the teaching staff belonging to the council in question must accept, on the basis of criteria established by the teaching regulations for the study programme, a minimum number of theses to be written by students under their personal supervision and which they will present at graduation sessions.

12. Teaching staff who wish to provide teaching services, whether paid or unpaid, for other Universities, within the limits and in accordance with the procedures laid down in the specific regulation approved by the Academic Senate, must request authorisation from the Academic Senate after the relevant Department Council has given its approval.

## **ART. 26**

### ***Annual prospectus***

1. By the deadline established by the regulations currently in force, the competent bodies responsible for teaching prepare their annual prospectus for the following academic year, coordinating the relative prospectuses proposed by the study programme/class/interclass councils. The bodies responsible for teaching in question include in their respective regulations all the general provisions to which the prospectuses of each study programme must adhere. The annual prospectus is approved by the Academic Senate.

2. The annual prospectus, based on the principle of maximum transparency, informs the students and all those who may be interested of the specific procedures contained in the teaching regulations. In particular, the annual prospectus indicates the entry requirements for each study programme, as laid down in paragraphs 1 and 2 of art. 27 below; the entry requirements for study programmes in a particular field in accordance with law no. 264 of 2

August 1999; the official syllabi of the study programmes with their relative subjects and names of teaching staff; indications of possible prerequisites required; the rules concerning enrolment and attendance; the starting date and timetable of teaching activities; the deadlines for presenting proposals for individual syllabi, where permitted, and any other indication deemed useful in order to provide exhaustive information. The prospectus must be published on the study programme website at least 60 days before the start of lectures.

3. The University also publishes the general regulations concerning the conditions, procedures, terms, and amount of fees and contributions, together with the necessary documentation and any other indication concerning the requirements in order to enrol on a study programme. The prospectus also indicates the necessary requirements for renewing enrolment, including the amount of fees to be paid and how to establish the contributions due.

4. Any possible addition to the information regarding examination dates, or variations in lecture and office hour timetables must be promptly communicated to the students via publication on the study programme website.

## **ART. 27**

### ***First cycle degree and second cycle degree enrolment and suspension of studies***

1. To gain admission to a first cycle degree programme students must possess a high school diploma, as required by the regulations in force, or of some other qualification attained abroad and recognised as equivalent by the competent authorities, in compliance with international agreements currently in force.

To enrol on a first cycle degree programme students are required to have an adequate preliminary education. The rules governing the curricula of study programmes define the required knowledge and skills to accede to the study programme, and specify the procedures for assessment, also at the end of preparatory learning activities as outlined in para. 4 below.

2. In the case of a negative outcome of the test, the competent study programme/class/interclass councils indicate the additional learning obligations to be fulfilled during the first year of the course. The teaching regulations for the study programmes specify the assessment procedures and indicate how this may condition enrolment to the second year on the basis of the results.

3. The competent bodies responsible for teaching promote and organise the learning activities to verify the preliminary preparation of the students acceding to a study programme, the assessment activities aimed at verifying the initial preparation and the supplementary learning activities organised to allow for the fulfilment of the additional learning commitments in accordance with paragraphs 2-3, also working in collaboration with upper secondary schools on the basis of specific agreements approved by the competent governing body as provided for in the Regulations relating to Administration, Finance, and Accounting.

4. To gain admission to a second cycle or single cycle study programme students must possess a degree, or a three-year university diploma, or some other qualification deemed as equivalent by the competent bodies, in compliance with the international agreements currently in force.

For second cycle or single cycle study programmes the rules governing the curricula of study programmes indicate specific entry requirements which involve the possession of specific requisites and adequate preparation.

Such requisites include possession of a degree in a specific class, the knowledge and skills acquired during the student's learning path to date which are expressed in the form of credits for each subject area regardless of the denomination of the subjects. The adequacy of the preparation is verified by means of procedures outlined in the teaching regulations for each study programme.

5. To gain admission to a single cycle degree programme students must possess a high school diploma, as required by the regulations currently in force, or some other qualification deemed as equivalent by the competent bodies, in compliance with the international agreements in force.

6. Access to first cycle and second cycle degree programmes in healthcare, as well as single cycle degree programmes in Medicine, Dentistry, and Veterinary Science, is limited on a national level in accordance with art. 1 of law no. 264/1999.

7. The University, taking into account the provisions of the Ministry for study programmes with limited enrolment on a national level, must specify by 1<sup>st</sup> July of each year the procedures and dates of the entry tests, together with the entry requirements.

First cycle, second cycle, and single cycle courses with limited enrolment on a national level are subject to the provisions laid down yearly by the Ministry of Education, University and Research.

8. Until the definition by the Ministry of Education, University, and Research of the requisites relating to the quantity and characteristics of the bodies where the learning activities are to take place, in accordance with para. 1, art. 1, of Ministerial Decree no. 544/2007, the Academic Senate, following the proposal of the competent bodies responsible for teaching, may decide on the limitation of access to study programmes identified in accordance with art. 2, para. 1, letters a) and b), of the abovementioned law no. 264/99. The motivated decision concerning limited enrolment, indicating the number of places available for the whole academic year, together with the report of the Evaluation Group, is sent to the Ministry of Education, University, and Research, to receive authorisation as prescribed. Authorisation is prepared by ministerial decree, subject to the prior ascertainment of the conditions established in law no. 264/1999.

9. Contemporaneous enrolment on more than one course is not permitted. Any breach of this rule entails the automatic cancellation of any enrolment coming after the first.

10. Temporary suspension of studies for one or more academic years may be requested by:

- a) students intending to enrol on study programmes based in other universities in collaboration with the Armed or Security Forces, because of the learning objectives proposed by the latter;
- b) students wishing to enrol on study programmes abroad;
- c) students who already have a degree and are enrolled on some other study programme, and who wish to enrol on a Specialisation School, PhD, University Master, or advanced level course ('Corso di Perfezionamento') with over 30 credits. Where the number of recognised credits is less than 30, it is necessary to receive the approval of the study programme council on the matter of contemporaneous enrolment. Those wishing to enrol on an advanced level course of the duration of less than a year, the competent body responsible for teaching, after examining the duration of the course and the attendance required of the students, may decide whether or not contemporaneous enrolment is compatible;
- d) students wishing to enrol on teacher training courses.

During the period of suspension of studies, the student is not required to pay fees or contributions; the amount to be paid, once studies have been resumed, is established by the Board of Directors.

11. It is possible to be simultaneously enrolled on study programmes in Higher Education Musical and Choral Institutions, in accordance with the Ministerial Decree of 28 September 2011.

12. In accordance with the regulations currently in force, enrolment in second cycle degree programmes is allowed also when the academic year has already commenced, as long as it is still possible to attend the course. Thus, students who complete their first cycle degree in the extraordinary session ('sessione straordinaria'), and in any case before 31 March, may enrol on a second cycle degree programme, attend the lectures of the relevant subjects in the first semester, and sit the examinations starting from the examination session following the graduation session, by presenting to the competent student secretariat a special pre-enrolment request to enrol on the second cycle degree programme starting from November; the request must be completed by 31 March.

## **ART. 28**

### ***Teaching timetable***

1. The normal duration of the lectures, seminars, laboratory and supplementary activities is established for each academic year between 1<sup>st</sup> October and 30 June of the following year.

Any orientation, preparatory, supplementary, preliminary, support activities with respect to the official teaching of subjects, as well as intensive courses and special activities, may take place also in other periods, as long as this is approved by the competent bodies responsible for teaching and after approval by the Board of Directors following the proposal of the Academic Senate.

2. The annual prospectus indicates the times and periods for the relevant courses, respecting the University's academic timetable.

The study programme junta ('Giunta del Corso di Studio'), after consultation with the members of teaching staff involved, and bearing in mind the necessities relating to the learning paths, formulates the organisational proposals to the body responsible for teaching concerning the timetables of lectures and other learning activities.

3. Examinations and all other type of assessment that are officially registered may be undertaken only after the conclusion of the lectures on the subject.

Students whose enrolment and payment of fees and contributions are fully in order may sit, without any numerical limitation, all the examinations and assessments for which they possess attestation of attendance (where necessary), and which refer to subjects for which lectures have come to an end and in compliance with the principle of propaedeuticity where applicable.

The examinations sat before 30 April of the following academic year belong to the previous academic year, and do not entail re-enrolment.

The study programme regulations establish the procedures for deciding on the timetable for the teaching activities; before classes commence the study programme junta suggests possible times and days, taking into account the specific teaching necessities and propaedeuticity, where required, and notifies the competent body responsible for teaching which ensures their publication on the study programme website.

The yearly number of examination sessions is in any case no less than 8, and their distribution is established by the junta of the study programme council in the relative regulations starting 5 days after the end of teaching activities; there must be at least 15 days between each examination session, in principle avoiding an overlap of different examinations for subjects taught in the same semester. The number of examination sessions may be increased for students who are behind with their studies, or for students in special circumstances.

Normally, apart from exceptional cases, the core examination sessions for the same teaching period and for the same year must not overlap.

4. The final examinations for attaining the qualification for each academic year must take place by 30 April of the following academic year; students enrolled in the previous academic year who sit their examinations by that date do not need to re-enrol.

The final examinations take place over at least three sessions distributed as follows: from May to July, from October to December, from February to April.

## **ART. 29**

### ***Curricula and syllabi***

1. The teaching regulations for the study programme subdivide study paths into one or more curricula, which constitute the set of university and, where available, extra-university learning activities, and any possible propaedeutic activities students are required to do in order to successfully complete their qualification.

The syllabus for each student is comprehensive of compulsory activities in accordance with the above paragraph, and of any optional learning and autonomously chosen activity in compliance with the restrictions outlined in the classes of study programmes and the rules governing the curricula of study programmes. All the activities are commensurate to the credits outlined in the relative rules governing the curricula of study programmes.

The syllabus is valid and may be approved only if its set of activities corresponds to the restrictions established by the classes of study programmes and the rules governing the curricula of study programmes, and entails the acquisition of no less than the credits required to attain the qualification.

2. The credits acquired by means of passing examinations for extra courses compared with those necessary to complete the path of studies are registered as part of the student's career, and may be subsequently recognised in accordance with the regulations currently in force. After presenting a request to the relevant student secretariat, the student who is fully enrolled on a study programme may accede to any subject, in his/her own study programme or in others, over and above those required to attain the qualification for the desired study programme. The marks from these examinations, however, do not contribute to the overall total for the student's study programme.

## **ART. 30**

### ***Verification of learning and skills***

1. The teaching regulations for the study programme regulate the procedures concerning the examination and assessment techniques aimed at verifying the adequate preparation of the students enrolled, so that students may continue with their studies and acquire credits for the learning activities undertaken. These examinations and assessments are always individual, and must take place in such conditions as to guarantee an in-depth, objective, and fair evaluation in relation to the subject or activity they have learnt and to what is explicitly requested for the purposes of the test or examination.

2. The examinations and assessments of learning may be oral and/or written, and/or practical tests in accordance with the provisions of the teaching regulations for the study programme and the deliberations of the study programme council; ascertainment of the knowledge and skills may be evaluated in terms of a mark or a pass.

3. In accordance with the provisions of Ministerial Decree no. 386/2007, for each first cycle study programme there may be no more than 20 examinations; for each second cycle study programme there may be no more than 12 examinations; for each single cycle degree

programme there may be no more than 30 examinations; while for six-year degree programmes there may be no more than 36 examinations.

Included in the examinations and assessments are the core, foundation, related, supplementary, and autonomously-chosen learning activities. The examinations and assessments for the latter may be considered as one unit. Examinations and assessments for learning activities outlined in letters e), f), g), and h) of art. 16, as well as those related to activities outlined in letters d) and e) of art. 17 of the present regulation, are not considered as part of the overall total.

4. The teaching regulations for study programmes may provide for integrated examinations and assessments for more than one coordinated subject or module; in these cases, the teachers for the coordinated subjects or modules participate together in the overall assessment of the student's proficiency which may not be split into evaluations or separate assessments for individual subjects or modules.

5. It is not possible to repeat a test or examination which has already been passed in order to improve the mark. Cases in which it is possible to attend the same subject more than once, with related separate and distinct examinations, are regulated by the teaching regulations for the study programme.

6. Examination commissions are nominated by the Director of the competent body responsible for teaching, following the proposal of the teacher in charge of the subject; they are made up of at least two members; the first must always be the teacher in charge of the subject, and he/she has the role of President of the commission, while the other member(s) are other professors or researchers of the same or similar subject area, or experts in the field. The teacher in charge of the subject may split the commissions into sub-commissions. All sub-commissions remain under the president of the commission as teacher in charge of the subject, and they must be made up of no less than two members, one of whom is a professor or researcher, while the other may be a professor, researcher, or expert in the field.

In the case of integrated courses, the commission is made up of all the official professors on the courses; should they be more than three, the commission may be split into sub-commissions, each made up of at least two members. In any case, the President of the commission is selected among the professors of either this or another University, and he/she must be the teacher in charge of the subject or of one of the modules with the highest number of credits, or alternatively the professor who contributes with the highest number of credits.

Experts in the field ('cultori della materia') must possess the requisites specified in the regulation, and are designated as members of the examination commissions by the competent body responsible for teaching. Native foreign language experts are part of the examination commissions of the foreign language subjects for which they have expertise, in accordance with the criteria specified in the present paragraph.

Experts in the field, like the rest of the university staff, must exercise the functions connected to their role, and adhere to the University's code of conduct.

The name and qualification of the examiners must be made public as soon as the commission is formed.

7. To pass an examination with a mark it is necessary to obtain a minimum of 18 out of 30. The attribution of a *laude* in addition to the maximum mark of 30 must be unanimously decided by the commission.

An evaluation of less than 18 is insufficient and no mark is awarded.

In the case of written examinations, the student may withdraw at any time throughout the examination.

In the case of oral examinations, the student may withdraw at any time up to the moment of registering the mark.

If the student withdraws, or receives a mark of less than 18, this is noted in the register for statistical purposes but it is not written down in the student's university booklet, and it is not reported as part of his/her career as a student.

The examination must be based on the course programme, the contents of which must be present in full in the teaching material indicated by the teacher, and opportunely divulged and published in the University guide.

Students have the right to know the reasons for the mark expressed by the examination commission, and the right to see their written examination.

The evaluation of the individual examination must not be influenced by the results of previous examinations. To this end, the commission may view the results of the examinations only at the time the final mark is given. The commission is not allowed to verify the student's possession of the teaching material during the examination.

8. The President of the commission is responsible for the examination registers. It is his/her role to specify on the register the time the examination session ended, and to send the documentation to the relevant student secretariat so that the latter may proceed promptly to prepare the relative registrations and certifications where required.

9. The dates of examinations and the composition of the examination commission for each subject must be made public, in accordance with the procedures laid down in para. 3 of art. 28 of the present regulation, before the start of the course.

While the overall number of examination sessions remains the same, when providing the list of examination dates it is possible to reserve access to certain examination sessions for students experiencing special circumstances.

Any change in date must be communicated immediately to the students, and an explanation of the reasons must be given to the Head of Department or to the study programme coordinator.

Once fixed, the date for the beginning of the examination session may not be brought forward.

10. For assessment methods which are different from examinations, the teaching regulations for the study programmes indicate the procedures and persons involved.

11. Provided that a student has completed attendance of a split course, the student may request to change course in accordance with the procedures laid down in the teaching regulations for individual study programmes. A student is free to revoke the change of course at any time up to the moment of registering a booking to sit the relative examination.

12. The Head of Department must supervise and monitor the proper running of examination activities.

## **ART. 31**

### ***Recognition of credits***

1. The junta of the study programme deliberates on the recognition of credits in the case of students changing university, study programme, and carrying out part of the learning activities in another university, whether in Italy or abroad, also by adopting an individual syllabus. The junta of the study programme also deliberates on the recognition of the studies carried out by students who have already attained the qualification at the University, or at some other Italian university, and who upon matriculation request an abbreviation of their studies. Enrolment to years subsequent to the first may be granted after the evaluation and validation of the credits that may be recognised in relation to the chosen study programme.

In cases of a student's transfer from one study programme to another, or from one university to another, the teaching regulations for the study programme ensure that as many acquired credits as possible will be recognised, in accordance with the criteria and procedures laid down, also by verifying skills and knowledge through oral interviews if deemed necessary. If credits are not recognised, the decision must be adequately explained.

Only in cases where the student transfers from one study programme to another belonging to the same class may the number of recognised credits related to the same subject area be no less than 50%. If the original course is carried out via distance learning, the minimum of 50% is recognised only if the original course is accredited in accordance with the relative regulations.

Any acquired credits which are not recognised to attain the qualification remain on record as part of the student's university career.

2. Certified professional knowledge and skills may be recognised as credits in accordance with the rules governing the curricula of study programmes and on the basis of criteria established by the teaching regulations for the study programme, as may other skills and competences acquired in learning activities at post-secondary level in cases where the

University has been involved in the planning and execution stages, within the limitations laid down by the regulations currently in force.

## **ART. 32**

### ***Final examination and qualifications***

1. The qualification is attained after passing the final examination on a subject which is consistent with the study programme. The procedure, which is normally that of the student presenting the thesis he/she has written, is established in the teaching regulations for the study programme. In the case of an oral discussion, the student must in any case present a written summary of the topic.

The final graduation session must be an important occasion of individual learning to complete the study programme. The number of credits attributed must be commensurate to the time actually required to complete the thesis.

To complete a second cycle or single cycle degree programme it is necessary to present an original thesis written by the student under the guidance of a supervisor.

If the rules governing the curricula of study programmes so allow, the final examination may be in a foreign language, both the essay(s) (where required) and the thesis. The student may request the thesis in any of the subjects or fields of his/her chosen syllabus.

The study programme regulations lay down the procedures for assigning, organising, and evaluating the final examinations.

The study programme regulations guarantee recourse to the highest competences available in the competent bodies responsible for teaching, and a balanced subdivision of responsibilities.

2. The examination commission for the final examination entitled to award the qualification is nominated by the competent Head of Department.

The examination commission for the final examination, in accordance with the regulations laid down in the teaching regulations, is made up of associate professors, full professors, and researchers who have officially been granted the teaching of a subject, totalling a number between seven and eleven. At least one member of the commission must be a full professor.

3. In the case of a graduation session with a large number of students, the session may be split into more than one examination commission nominated by the Head of Department in accordance with the abovementioned regulations.

4. For study programmes spread across more than one Department, the examination commission for the final examination must normally be made up of teaching staff from the different Departments in question, in accordance with the regulations outlined in the teaching regulations for the study programmes.

5. The examination commission for the final examination may also include teachers from Departments not involved in the study programmes on which the candidates are enrolled, as well as contract lecturers working in the academic year in question, in accordance with the specific regulations on contract teaching posts and supplementary teaching, within the numerical limits established in the respective teaching regulations.
6. The final examination takes place in a public session, and ends with a proclamation. The examination commission expresses its mark out of 110, and it may also unanimously grant the top mark *cum laude*. The minimum mark for passing the final examination is 66.
7. The schedule for the final examinations must include at least three sessions, except in special cases proposed by the study programme council and approved by the competent body responsible for teaching; the graduation sessions must be opportunely distributed throughout the academic year, as laid down by the individual teaching regulations. The course coordinator must give sufficient notification of the dates on the website at the beginning of the academic year.

### **ART. 33**

#### ***International mobility and recognition of study periods abroad***

1. In accordance with the regulations currently in force, the University adheres to international mobility programmes with universities and legally recognised institutions for all types of study programmes and for all levels.

In the field of international collaboration, the University promotes and encourages periods of study abroad in universities and legally recognised institutions, also by sufficiently publicising the exchange programmes that have been approved, tutor support, the activation of dedicated foreign language courses, and with the support of the University Language Centre (CLA), as well as through the establishment of a dedicated Internationalisation Service.

2. The University favours international mobility on the basis of the principle of reciprocity, in accordance with the provisions laid down in international agreements and provides:

- a) teaching, organisation, and tutoring resources for guest students in accordance with para. 1;
- b) organisational and logistic support for guest university personnel.

3. The recognition of the learning activities undertaken abroad and the assignment of relative credits to incoming and outgoing students is carried out in accordance with the procedures established in the regulations for international mobility, and is the responsibility of the junta of the study programme. The recognition of learning activities undertaken abroad, in the field of other approved international mobility programmes, is the responsibility of the junta of the study programme, in accordance with the procedures laid down in the relevant bilateral agreements.

4. The junta of the study programme deliberates on the recognition of the learning activities undertaken abroad, and proposes to the Academic Senate the equivalence of the academic qualifications attained, if this is not already established by the regulations currently in force.

If the competent bodies responsible for teaching recognise the examinations taken abroad, enrolment to the following year may be granted.

The academic qualifications attained abroad may be declared as equivalent to the ones issued by the University; if equivalence is not granted, the student in question may be allowed to take the final examination to attain the qualification with a partial or total exemption of the examinations as provided for by the rules governing the curricula of study programmes .

5. As regards student mobility services in Universities and institutions recognised by the EU and third countries, students may be awarded scholarships to study abroad. These scholarships do not exempt the students from paying fees to the University of Bari Aldo Moro. The Board of Directors may deliberate on an extra contribution to the scholarship and, on the basis of proposals of distributive criteria formulated by the Academic Senate, assign the scholarships available to the competent bodies responsible for teaching. Essential requisites for the assignment of a scholarship are: consistency of the syllabus formulated with the study programme carried out at the University; knowledge of the language spoken in the host institution, or of another language accepted by the latter. The scholarships are assigned on the basis of a specific call for applications issued by rectoral decree. At the end of the study time abroad, the student must hand in a certification issued by the host institution indicating the learning activities attended, their value in terms of credits, and the mark received, as well as the commencement and finishing dates of the study period spent abroad.

6. The junta of the study programme, after hearing the specially appointed commission (in cases where the latter has been set up), approves *ex ante* the syllabus in accordance with the previous paragraph, and *ex post* confers recognition. Once the student has returned, no content integration of the activities undertaken abroad is accepted by means of supplementary examinations of the individual subject, or other activities and their evaluation. The overall credits attained abroad must correspond to or exceed the number of credits recognised by the study programme. The examinations recognised must be registered in their original language and/or in English by the Information System ESSE3 of the University as part of the student's syllabus.

7. The recognition of qualifications attained abroad with a view to admittance to study programmes activated at the University is approved by the Academic Senate, after hearing the opinion of the competent bodies responsible for teaching.

8. Authorised, documented, and certified teaching activities abroad may be recognised in terms of the nature of the subject, also for individual modules; any assessments may be undertaken also online. Any teaching activities carried out by guest lecturers may also be deemed as being supplementary with respect to the official courses, and may be subject to attestation and/or certification in accordance with the provisions laid down in their respective regulations.

9. Through its institutional portal, the University must highlight the activities of the International Relations Office as regards the mobility of students, professors, researchers, and technical-administrative staff.

#### **ART. 34**

##### ***Admission to individual subjects***

1. Anyone interested in personal cultural development and in supplementing professional competences, even if already in possession of a first cycle, second cycle or single cycle degree, and students enrolled in universities abroad, may request to enrol on individual subjects offered by the University, in accordance with the regulations on international student mobility. The junta of the study programme approves the request. Enrolment allows students to attend courses, sit the relative examinations, and receive an attestation for the purposes provided for by law.
2. Admission to individual courses is regulated by the teaching regulations for the study programme which define the knowledge required to attend the course and which may establish the maximum number of students to be admitted, on the basis of organisational and/or structural considerations, particularly if the subject is activated in a study programme where student admission is restricted. In any case, enrolment is limited each academic year to subjects which allow for the acquisition of up to 30 credits.
3. The examinations must be taken by the extraordinary session of the year of enrolment. Those who do not sit the examinations by the deadline must re-enrol after payment of the relative fee.
4. In the case of a subsequent enrolment on a course, the recognition of the credits acquired through attending the course of an individual subject are subject to the approval of the junta of the study programme in accordance with the relative teaching regulation.
5. The fee to be paid in the case of enrolment in one or more subjects is established annually by the Board of Directors.

#### **ART. 35**

##### ***Full-time and part-time students***

1. The teaching regulations for study programmes may allow for specific learning paths characterised by different time schedules in acquiring credits for worker students or students who, for proven personal, economic, or social reasons, are unable to attend the teaching activities full-time. In such cases, the person in question may be granted the status of part-time student, which will be registered by the student secretariat in his/her personal university booklet.

2. The competent study programme councils must provide for specific learning paths for these part-time students organised in compliance with the teaching contents laid down in the rules governing the study programmes while distributing the activities and the credits to be acquired over a number of years that may be double the years of the standard study programme. The junta of the study programme must furthermore ensure that learning, tutoring, and support activities may be provided at different times and in different ways from the conventional ones, as well as providing other measures such as using IT technologies and distance learning.

3. Upon enrolling, each student is given the possibility to choose his/her status. It is possible to change status when registering for the following years.

It is not possible to enrol in a year subsequent to the first until attendance in all subjects of the standard syllabus for the previous years has been completed.

## **ART. 36**

### ***Students' rights***

1. Without in any way interfering with the prerogatives of the student ombudsman in accordance with art. 37 of the Statute, students' rights in their personal study careers are guaranteed by the Rector who, in collaboration with the Academic Senate and the Board of Directors, defines the procedures for activating adequate measures to pursue the aim in question.

2. The protection of students' collective rights in relation to teaching quality and organisation is guaranteed by a specific Students' Rights Statute, and must take into account the contribution of student representatives. To this aim, the Joint Committees each year write a report on the state of teaching, and send it to the relative bodies responsible for teaching who discuss it during the following Board meeting so that it may take note of any issues and indicate strategies for the solution of any problem.

3. In pursuing its institutional aims and objectives, the University is committed to guaranteeing the rights and promoting the full potential of all disabled students, and/or students belonging to minorities or in situations of disadvantage, and to supporting the commitment of teachers so as to achieve their complete integration.

## **ART. 37**

### ***Promoting and publicising university activities***

1. The University periodically updates the forms and means of promoting and spreading information relating to learning activities, organisational procedures and the decisions taken on such matters, lecture timetables, examination schedules, office hours, and teaching programmes. Thus each Administrative Department, study programme, Department, and

School/Faculty is responsible for and updates the relevant information on its relative websites.

2. The contents, timetables, and deadlines of all the teaching activities organised by the study programmes, such as teachers' office hours, teaching and examination timetables and schedules for other forms of assessment, and graduation sessions (with relative deadlines) are made public by the coordinators by means of notice boards, or through publication on the study programme website, allowing sufficient time to meet the needs of the student population.

## **ART. 38**

### ***Teaching evaluation and quality control***

The Praesidium for the Quality of the University is set up the organisation and functioning of which is regulated by means of a specific Regulation.

## **ART. 39**

### ***Transitory and final provisions***

1. The present regulation, comprehensive of all its attachments, is approved by the Academic Senate by means of the procedures laid down in art. 18 of the Statute, and is approved by the Italian Ministry of Education, University and Research (MIUR) after hearing the opinion of the National University Council (CUN) within 180 days of its acquisition, after which, even without the need for the Ministry's approval, the regulation is deemed to be approved.

2. After the Ministry's approval the University teaching regulation is issued by rectoral decree, and enters into force at the start of the following academic year.

3. When the present University teaching regulation enters into force, all regulatory provisions in contrast with it are repealed.

4. For any matter not expressed in the present University teaching regulation, reference should be made to the legislation currently in force.

5. Any changes in the present University teaching regulation are deliberated by the Academic Senate, and issued by rectoral decree in accordance with the procedures outlined in para. 2 above.

6. The changes in para. 5 above are valid starting from the beginning of the academic year after the rectoral decree has been issued.

7. In accordance with the pre-existing rules governing the curricula of study programmes, the University guarantees the conclusion of study programmes and the issuance of the relative

qualifications to all students already enrolled at the time the present University teaching regulation enters in force.

8. The teaching regulations of the study programmes guarantee and regulate the possibility for students who find themselves in the situation expressed in para. 7 above to enrol on newly created first cycle, second cycle or single cycle study programmes governed by the rules of the present University teaching regulation, which directly replace the pre-existing study programmes on which they are enrolled. To this end, following the proposal of the first cycle, second cycle and single cycle study programme teaching councils, the class council reformulates the pre-existing study programmes and the enrolled students' careers in terms of the credits that may be recognised for the new study programme.

9. The options outlined in para. 8 above regarding the enrolment on first cycle, second cycle and single cycle study programmes not considered to be direct replacements for the pre-existing study programmes are to be considered as requests to change study programme.

10. The University teaching regulation applies, insofar as it has competence, in every possible way to the study programmes that have been instituted or transformed and activated and regulated in accordance with Ministerial Decree 270/2004 and subsequent ministerial provisions on the subject of study programme classes.

11. Students enrolled on study programmes which are already activated when the present University Teaching Regulation enters into force, and who have not opted for a study programme regulated by the new rules, are still subject to the regulations of the pre-existing University teaching regulation, insofar as they are compatible.

12. The provisions of the present Teaching Regulation are widely publicised within the University, with specific communication on the website and on the official University bulletin in accordance with art. 22 of the Statute.