

Title 1 – Definitions and Objectives

Article 1 - Definitions

For the purpose of these University Teaching Regulations:

- a) Ministry and Minister refer to the Ministry and Minister of Education;
- b) Ministerial Decree/s shall refer to one or more decrees issued in conformity with the legislative procedures specified at Article 17, paragraph 95, of the Italian Act published on May 15, 1997, nr. 127, and following amendments;
- c) Degree Program Regulations shall mean the regulations referred to in Article 11, paragraph 1 of the Italian Act published on November 19, 1990, nr. 341 and following amendments;
- d) University shall mean the University of Modena and Reggio Emilia;
- e) Degree Programs shall mean programs required to obtain a first or second degree, a specialization diploma, or a master;
- f) Academic qualifications shall refer to first cycle degree (bachelor degree), second cycle degree (master degree and short vocational master degree) and third cycle degree (specialization diploma and advanced master degree) obtained at the end of the Degree Program;
- g) Teaching Procedures shall mean the teaching procedures as approved by the Ministry and published on the database of the courses offered by the Italian Universities.
- h) Scientific-disciplinary fields shall mean the groupings of disciplines as published on the Official Journal nr. 249 of October 24, 2000, and following amendments;
- i) University Educational Credit, hereafter Credit, shall mean the overall learning workload, including the individual study, required of a student (equipped with adequate initial preparation) to acquire the knowledge and skills envisaged by the relevant degree program;

Article 2 - Teaching Autonomy and Regulations Objectives

1. These University Teaching Regulations, in conformity with the legislative procedures and Ministerial decrees regulating teaching autonomy, regulate teaching procedures and the criteria for the organization of degree programs that give entitlement to academic qualifications.
2. Teaching Procedures of the degree programs are reported in Part Two of these University Teaching Regulations.

3. These University Teaching Regulations define the general criteria of the Degree Programs' Teaching Regulations.

4. University teaching services aim at:

- promoting full integration of the Italian research and education structures with their European counterpart(s);
- increasing national and international universities collaboration through projects aimed at facilitating students, teachers and researchers' mobility and e-learning projects;
- facilitating graduates employability;
- promoting on-time completion of studies
- distributing study workload evenly.

Title 2 – Teaching Establishments and Degree Programs

Article 3 – Teaching Establishments

1. The teaching establishments of the University are:

MODENA CAMPUS

- Faculty of Bioscience and Biotechnologies;
- Faculty of Economics “Marco Biagi”;
- Faculty of Pharmacy;
- Faculty of Law;
- Faculty of Engineering “Enzo Ferrari”;
- Faculty of Humanities;
- Faculty of Medicine;
- Faculty of Mathematical, Physical and Natural Sciences

REGGIO EMILIA CAMPUS

- Faculty of Agriculture;
- Faculty of Engineering;
- Faculty of Economics and Communication Studies;
- Faculty of Education

2. Faculties are the main establishments in which professors and researchers operate.

3. Faculties offer students first, second and third cycle degree programs.

4. Faculties can establish control bodies aimed at providing services and supplementary teaching activities, in accordance with art. 14.

Article 4 - Degrees, Academic Qualifications and Higher Educational Programs.

1. The University of Modena and Reggio Emilia confers the three following types of degree:
- first cycle degrees (bachelor degrees)

- second cycle degrees (master degrees, short vocational master degrees)
- third cycle degrees, (specialization diplomas, doctoral research degrees, advanced master degrees)

2. The first cycle degree, the second cycle degree, the third cycle degree are awarded at the end of their respective programs.
3. First and second cycle degree certificates indicates the corresponding ministerial class. The University ensures that degree titles correspond to the set teaching objectives.
4. The type, duration, number of necessary credits and general criteria for the organization of the degree programs operate within the legislation in force and are regulated by the relevant provisions.
5. It is the Academic Senate's duty, in cooperation with the University's relevant teaching structures, to provide adequate programs, taking into consideration national and international scientific and technological development and considering the local job market demand for specific highly skilled graduates.
6. Degrees are awarded following procedures under art. 27 of these regulations.
7. Graduates of the first, second and third cycle degrees will respectively gain the title of : Dottore, Dottore Magistrale and Dottore di Ricerca.
8. The University can activate, following the legislation in force and under the norms of these regulations, foundation and/or supplementary courses aimed at ensuring excellent education to all levels.

Article 5 - Release of Joint, Double and Multiple Degrees

1. On the basis of specific agreements, joint degree programs can be activated by a group of Faculties or a group of Universities.
2. Joint degree program teaching regulations determine the organization of teaching activities and the Faculty or University to which students shall be enrolled. Administrative tasks and the issue of degree certificates will be managed by the chosen Faculty or University, unless specified otherwise.
3. Following agreement provisions, the University can award joint degrees with other Italian and international Universities. Agreements regulate degree issue procedures, in accordance with these regulations. In case of agreement with international institutions, under EU specific provisions, the duration of joint degree programs may be set without following the provisions in paragraph 4 of this article.
4. Joint Degree Program Teaching Regulations are enacted by the Rectors of the Universities involved following agreement provisions, in accordance with the provisions set in article 6 of these regulations.

Article 6 - Degree Program Teaching Procedures

1. Degree Program Teaching Procedures are approved by the Ministry in accordance with the legislation in force and are issued by the Rector, who determines the date of enactment. The same procedures are followed for the amendments.

2. Each Degree Program Teaching Procedure, in accordance with the Ministerial Decrees, shall:
 - a) determine the name and indicate both the class of studies and the specific features to which the program belongs;
 - b) indicate the class/classes and the Faculty/Faculties instituting the degree program in question;
 - c) determine the specific learning outcomes required by the degree program, as regards expected educational goals, by adopting the system of criteria promoted among European countries (knowledge and understanding, applying knowledge and understanding, making judgments, communication skills, learning skills). The Degree Program Teaching Procedures shall also identify career opportunities and prospects and make reference to professional activities as classified by ISTAT (Italian Institute of Statistics);
 - d) determine the general framework of the learning activities to be inserted in the curricula;
 - e) determine the number of credits to be assigned to each course and identify whether they refer to fundamental, core or degree related courses, in one or more scientific-disciplinary areas;
 - f) determine the knowledge and skills required for access to the degree programs, according to the indications in article 6, paragraphs 1 and 2, of the Ministerial Decree 270/04 and in article 14 of these regulations;
 - g) determine the number of credits that can be assigned following the legislation in force;
 - h) indicate the features and elements of the thesis required for awarding the degree or academic qualification and determine whether the thesis can be drafted in a foreign language as well as its defense before the academic commission.

- 3) A prospectus with a summary report of the Regional Committee for the University Coordination, a technical report of the University Evaluation Body and a instituting proposal are attached to the Degree Program Teaching Procedures.

- 4) Each Degree Program Teaching Procedures can determine that the degree course can be divided in more than one curriculum, but this will not appear on the degree certificate and title.
 Different curricula are foreseen above all for second cycle degrees in order to give first cycle graduates from various departments the opportunity to be admitted, ensuring educational goals.
 Curricula must have a certain amount of common courses in order to guarantee the general coherence of the degree program.

Article 7 – Degree Programs Teaching Activities

1. The teaching activities of each degree program are aimed at achieving the goals set in the related Degree Program Teaching Procedures and are divided as follows;
 - a) teaching activities of fundamental courses related to each degree class;
 - b) teaching activities of core courses related to the specific degree class;
 - c) teaching activities of one or more degree related courses;
 - d) elective teaching activities chosen by students;
 - e) teaching activities related to the thesis topic;
 - f) teaching activities of a foreign language;
 - g) other teaching activities, different from the previous ones, aimed at strengthening students knowledge of a foreign language, or of computer technology, and of other topics useful to

facilitate students' employability. Activities aimed at training students for possible future careers, i.e. internships as regulated by the Ministry of Labor and Welfare;

- h) other activities aimed at providing students with useful professional skills, i.e. traineeships at public and private institutions;
- 2. Degree Program Teaching Procedures ensure students an excellent education in fundamental and core courses, giving them the opportunity to critically deepen their knowledge while avoiding an excessive number of courses that might be unfavorable for their focus on main subjects.
- 3. As concerns paragraph 1, letter b, when the degree class indicates more than three scientific-disciplinary areas but there is no reference to the minimum number of credits to assign, Degree Program Teaching Procedures will define those areas, connected to the main subject areas, and assign them an adequate number of credits.
- 4. As concerns the activities mentioned in paragraph 1, letter c, the minimum number of credits is 18. For these activities the scientific-disciplinary areas can be different from fundamental and core areas. If the chosen areas correspond to fundamental and core ones, the choice has to be motivated.
- 5. As concerns activities mentioned in paragraph 1, letter d, the minimum number of credits is 12. Students can freely choose among all courses offered by the university, including further credits in fundamental and core courses.

Article 8 – Second-Cycle Degree Programs Teaching Activities

- 1. The teaching activities of each degree program are aimed at achieving the goals as set in the related degree program regulations, divided as follows;
 - a) teaching activities of fundamental courses related to each degree class for the single-cycle degrees;
 - b) teaching activities of core courses related to the specific degree class;
 - c) teaching activities of one or more degree related courses;
 - d) elective teaching activities chosen by students;
 - e) teaching activities related to the thesis topic. Second-cycle degrees requires students to write and defend an original thesis under the guidance of a supervisor;
 - f) teaching activities of a foreign language;
 - g) other teaching activities, different from the previous ones, aimed at strengthening students knowledge of a foreign language, or of computer technology, and of other topics useful to facilitate students' employability. Activities aimed at training students for possible future careers, i.e. internships as regulated by the Ministry of Labor and Welfare;
- 2. Second-cycle degree program regulations ensure students an excellent education in fundamental and core courses, for single-cycle degrees, giving them the opportunity to critically deepen their knowledge and avoid an excessive number of courses that might be unfavorable for their focus on main subjects.
- 3. As concerns paragraph 1, letter b, when the degree class indicates more than three scientific-disciplinary areas but there is no reference to the minimum number of credits to assign, Degree Program Teaching Procedures will define those areas, connected to the degree main subject areas, and assign them an adequate number of credits.

4. As concerns activities mentioned at paragraph 1, letter c, the minimum number of credits is 12. For these activities the scientific-disciplinary areas can be different from fundamental and core areas. If the chosen areas correspond to fundamental and core ones, the choice has to be motivated.
5. As concerns activities mentioned at paragraph 1, letter d, the minimum number of credits is 8. Students can freely choose among all courses activated by the university, including further credits in fundamental and core courses (for single-cycle degrees).

Article 9 - Degree Programs Teaching Regulations

1. Degree Program Teaching Regulations are approved by the relevant Faculties, upon Degree Program Councils' proposal.
2. Degree Program Teaching Regulations as in paragraph 1 are enacted by the Rector.
3. Degree Programs Teaching Regulations of a specific Faculty or of Interfaculty Degree Courses are published each year in the "Manifesto di Facoltà" or of the interested Faculties, within the time limits and according the criteria set under art. 15.
4. Each degree program teaching regulations specifically regulates:
 - a) a list of the courses and of the other teaching activities, indicating the scientific-disciplinary area and the course structure;
 - b) the teaching, examinations and evaluation format and the teaching goals for each degree program;
 - c) the specific teaching goals, and the supplementary foundation courses and other activities;
 - d) the allocation of credits to the different teaching activities, divided per year and per scientific-disciplinary area;
 - e) the number of curricula available and, where applicable, customizable study plans, including information on deadlines and submission procedures;
 - f) information on compulsory courses;
 - g) transfer and validation of credits obtained in other national or E.U. universities.
 - h) admission criteria and the foundation or integrative courses activated in order to discharge the educational debt;
 - i) information on the final thesis. Information on thesis writing in a foreign language for the degree programs in foreign languages;
 - j) individual study plans approval criteria.

Article 10 – Faculty Councils

1. Faculties are managed by the Faculty Council, headed by the Rector.
2. In conformity with paragraph 2 article 15, of the General Statute it is the duty of the Faculty Council duty to regulate:
 - a) the structures of degree programs, indicating courses and their subdivision throughout the years of study;
 - b) practicals, internships and laboratory activities related to the various courses;
 - c) foundation courses for each discipline;
 - d) teaching formats, including those for distance learning;

- e) study plans submission procedures, where available;
- f) course attendance, even for disabled and part-time students;
- g) the adequate distribution of the workload among professors and researchers, in accordance with the legislation in force, bearing in mind their competences and, where possible, their preferences;
- h) the academic calendar and the subdivision into terms, respecting the criteria and the terms set by the Academic Senate;
- i) the approval of the Faculty's "Manifesto degli Studi";
- j) the establishment of the Faculty Teaching Committee under art. 23 of the Statute;
- k) the proposal, enactment, and modification of degree programs;
- l) the activation of courses, under the proposal of either Degree program Councils or Class/Interclass Councils, to be assigned by contract, agreements or substitutions;
- m) approval of innovative teaching projects;
- n) the balance between credits and the set teaching goals, where approved by the Faculty Teaching Committee. If not approved, it is the Academic Senate's right to decide;
- o) the enactment of joint degrees,
- p) the establishment of academic paths, integrated with the degree programs offered by the other universities, and the related validation of credits, to be approved by their respective Academic Senates, under proposal of either Degree Program Councils or Class/Interclass Councils.

3. Within specific academic staff development plans, in compliance with the legislation in force, Faculty Councils may request for specific scientific-disciplinary fields' professors and researchers, either via comparative evaluation or via transfer, upon Degree Program Councils' proposal.

4. The Faculty Council regulates contracts and substitutions, after consultation with the Degree program Councils or Class/Interclass Councils and the involved Faculties, in accordance with the legislation in force.

5. The Dean supervises and ensures the conformity of the Faculty's teaching activities and controls and monitors professors and researchers teaching duties.

Article 11 – Common Rules for Degree program Councils or Class/Interclass Council

1. Faculties can establish Degree program Councils or Class/Interclass Councils in order to ensure the good functioning of one or more degree programs of the same ministerial class or more degree programs of different ministerial classes.
2. Under art. 22 of the General Statute, the request to belong primarily to a specific ministerial class is regulated by the following procedures: the request has to be made in the Degree program Council or Class/Interclass Council of the Faculty and is to be communicated to the Faculty's Dean once the course offering has been defined.

Article 12 - Establishment, Enactment, Modification and Deactivation of Degree Programs and Teaching Establishments

1. The establishment and enactment of a new degree program, the modification of existing teaching procedures and the deactivation of degree programs are decided, in accordance with the related legislation in force, by the Academic Senate, upon proposal of the Faculty Council, after the

University Evaluation Body's consent, having consulted the Board of Directors. In case of dissent among departments on the enactment of degree programs or other supplementary teaching activities, it is the Academic Senate's right to make a binding decision.

2. In case of deactivation of degree programs, the University ensures that enrolled students may complete their studies, it delegates the Faculty Councils to regulate transfer opportunities to other active degree programs with total or partial validation of the credits so far achieved.

Article 13 - University Credits

1. The unit of measure for the student's overall workload related to course units is the university credit.
2. Each university credit, for both first and second cycle degrees, corresponds to a workload of 25 hours. At least 13 credits has to be guaranteed for elective courses chosen by students, except for degree programs where practicals and laboratories are part of the teaching activity.
3. For every degree program, fractions of credit cannot be assigned.
4. Credits are assigned after successful completion of exams or other assessments aimed at evaluating students' knowledge and competences. Grades will be in any case expressed on a 30-point scale for the exams and on a 110-point scale for the final thesis (including honors).
5. As concerns student transfer, teaching regulations ensure the validation of as many credits as possible, following the criteria set by Degree Program Regulations and eventually assessing student's effective knowledge. Motivation has to be provided when credits cannot be validated.
6. In case of transfer from degree programs belonging to the same class, the number of credits of the same scientific-disciplinary area to be recognized cannot be lower than 50%.
7. Validation of credits acquired in other national or international universities is regulated by agreements set by the Academic Senate.
8. In case of transfer credit validation has to be approved by the Faculty Council or by either the Degree program Council or Class/Interclass Council, after recognition of achievement of set teaching goals.
9. Teaching regulations can indicate ongoing assessment in order to evaluate students' knowledge and to determine the number of credits that students have to acquire, taking into consideration whether they are full-time or part-time.
10. Departments or Degree program Council or Class/Interclass Council can assign credits, following regulations procedures, to students' proven professional experiences approved and co-organized by the University. The number of credits is set by the teaching regulations of each degree program and cannot be higher than 60 (first cycle degrees) and 40 (second cycle degrees). The University, in accordance with the teaching regulations, can validate credits for the study of an E.U. language, even through recognition of certificates issued by external institutions.

Article 14 - Admission to the Degree Programs

1. The required degree certificates and the international certificates recognized as equivalent in order to be admitted to a degree program are regulated by the legislation and the ministerial decrees in force.
2. An adequate knowledge of the main scientific-disciplinary fields is requested for all degree programs without limited access. Teaching procedures and regulations determine the method of

assessment to be used to evaluate students' knowledge.

Compulsory entrance tests aimed at ensuring students preparation follow the specific criteria indicated in the teaching procedures of each degree program.

These tests can be planned as final examinations of foundation courses, as regulated in the following paragraph. The inadequate preparation of students in a certain subject is indicated as university educational debt.

3. Departments or the Degree program Council or Class/Interclass Council, can enact foundation courses with the aim of helping students overcome their university educational debts. These courses can be organized when students are not overloaded with other activities, and may involve other educational institutions, through agreements approved by the Academic Senate, after consultation with the Executive Board. The teaching regulations of a degree program can also determine optional induction activities for prospective students.
4. If the outcome of the entrance test is not satisfactory, specific additional learning obligations are indicated and must be completed within the first academic year. The additional learning obligations are also assigned to students enrolling in limited-access degree programs and who are admitted with a grade inferior to the predetermined minimum grade. Students can fulfill their learning obligations by: - enrolment in the single course in question, even in other accredited Italian universities; - enactment of specific learning activities to be approved by the Degree program Council. Degree Program Teaching Regulations determine procedures in case of unsatisfactory completion of the obligations.
5. Admission to second cycle degree programs with no limited access is set by the teaching regulations which determine admission criteria, minimum standard of student preparation and the assessment method. Applicants must hold a first cycle degree in the relevant scientific-disciplinary area. Admission follows ministerial guidelines. Additional exams requested for the admission have to be taken before any entrance tests.
Admission application to second cycle degree programs can be submitted even after the beginning of the academic year, if this does not preclude class attendance, and requests are submitted within December, 31.
6. The legislation in force and active international agreements are applied in case of recognition of international certificates.

Article 15 – ‘Manifesto degli Studi’ and Study Plans

1. In accordance with the criteria set by the Academic Senate, every year Faculties have to approve, within the end of March, the ‘Manifesto degli Studi’ of every single degree program valid for the following year. The Manifesto indicates:
 - a) the official study plans, including activated courses, the number of credits for each course, the scientific-disciplinary areas, the teaching format and the supplementary foundation courses;
 - b) information on the submission procedures of individual study plans;
 - c) a draft of the academic calendar;
 - d) admission procedures and information on class attendance;
 - e) admission criteria and procedures, following teaching regulations and ministerial guidelines;
 - f) final examination session calendar
2. The main information of each Manifesto degli Studi is also published in the Orientation Guide.
3. Within June 30 of each year the Academic Senate approves and issues the University’s ‘Manifesto Generale’, which includes a list of all the activated degree programs and information on admission and enrolment procedures.

4. Where applicable, degree programs teaching regulations determine the submission and approval criteria for individual study plans. First year students cannot submit individual study plans.
5. Study plans must be submitted within June 30.
6. Degree Program Councils evaluate the conformity of individual study plans, in accordance with the criteria in paragraph 4, and make their decision before October 31. If the study plan is rejected, the student can file an official complaint before the Council, following the provisions of the degree program's teaching regulations.

Article 16 - Academic Guidance and Mentoring

1. The University manages the academic guidance and mentoring services for what concerns the choice of the Faculty and the degree program, from enrolment to the end of studies, as well as vocational guidance.
2. Academic guidance and mentoring services are organized by the Departments. Professor and researcher commitment is regulated in article 36. Appointed professors and researchers can be assisted by students, chosen through competition following article 13 of law no. 390, December 2 1991, and under University regulations.
3. Upon approval of the Academic Senate, Departments can offer orientation guidance to interested teaching institutions, on the basis of specific agreements. The services can include:
 - a) conferences for students in their last two years of high school;
 - b) courses on orientation issues addressed to high school teachers;
 - c) ad hoc consultancies where requested by high schools.
4. Departments ensure the adequate promotion of their degree programs and provide information on the services and benefits offered.
5. Departments can activate, within the supplementary services as regulated in article 36, job seeking orientation courses.

Article 17 - Professional Development Activities

1. The university can promote, even in collaboration with other institutions, professional development activities, under article 6 of law no. 341 of November 19 1990 and following amendments.
2. The University can especially enact:
 - a) preparatory courses for national qualification exams and national competitions
 - b) supplementary lifelong learning activities
 - c) professional development courses
3. The university will issue certificates at the end of these courses, which state the number of corresponding credits.

Article 18 – Faculty Teaching Committee

1. Each Faculty establishes a teaching committee regulated by article 23 of the Statute.

2. The Faculty teaching committee, following article 23 of the Statute, performs the following tasks. It:
- a) monitors and evaluates the various aspects of teaching activities, following University Evaluation Body indications;
 - b) presents its annual reports to the Faculty Council, the Teaching Monitoring Body and the University Evaluation Body;
 - c) makes proposals for teaching activities' improvement to the Faculty Council;
 - d) gives opinions to the Faculty Council on the degree program teaching regulations and on the right balance between credits and teaching goals.

Title 3 Degree Programs and Teaching Activities Typology and Regulations

Article 19 - First Cycle Degree Programs

1. The degree is obtained after completion of studies. Graduates will gain the academic title: 'dottore'.
2. First cycle degree programs, established following the provisions of the ministerial decree of 16th March 2007, ensure students adequate scientific and academic proficiency and competences even for job-oriented courses.
3. Knowledge and skills education aim at enhancing students' employability, by following the related national and EU legislation.
The duration of studies is 3 years.
4. All first cycle degree programs featuring the same educational goals and the same core teaching activities are part of the same class and have the same legal value.
Same class programs may be divided into various curricula but will share the same foundation courses for a minimum of 60 credits. Shared courses belong to the same scientific-disciplinary area.
Same class programs must distinguish themselves for a minimum of 40 credits. This number corresponds to the sum of credits, for each scientific-disciplinary area, of courses which are specific to a single program. In the case of programs divided into curricula, this distinction has to be respected for each curriculum.
5. The university can activate interclass first cycle degree programs when both classes criteria are followed and activities of both classes will be included in the degree program.
In case of interclass degree programs, it is student's choice to select which class they prefer to belong to. Changes in class are accepted until the end of the second year.
6. To obtain a first cycle degree, students must earn 180 credits, including credits for foreign language acquisition.

Article 20 - Second Cycle Degree Programs

1. Second cycle degree is obtained after completion of studies. Post-graduates will gain the academic title: 'dottore magistrale'.
2. Second cycle degree programs, established following the provisions of the ministerial decree of 16th March 2007, aim at providing advanced education for highly-skilled professional positions. The duration of studies is 2 years.

3. All second cycle degree programs featuring the same educational goals and the same core teaching activities are part of the same class and have the same legal value.
Same class programs must distinguish themselves for a minimum of 30 credits.
This number corresponds to the sum of the credits, for each scientific-disciplinary area, of courses which are specific to a single program. In case of programs divided into curricula, this distinction has to be respected for each curriculum.
4. The university can activate interclass second cycle degree programs when both classes criteria are followed and activities of both classes will be included in the degree program.
In case of interclass degree programs, it is the student's choice to select the class they prefer to belong to. Changes of class are accepted until the end of the first year.
5. To obtain a second cycle degree students must earn 120 credits. This is not valid for single cycle degree programs.
6. Single cycle degree programs are those degrees where, following EU legislation, there are no first cycle degree counterparts and the degrees of the Faculty of Law.
To be admitted to single cycle degree programs students must hold a high school diploma (diploma di maturità) or equivalent international certificate, recognized by the relevant authorities.
The duration of studies is 5 or 6 years.
To obtain a single cycle degree students must earn 300 or 360 credits, depending on the duration of studies.

Article 21 - Specialization Courses

1. Specialization degree is obtained at the end of the specialization course.
2. Specialization courses are activated following specific decrees or EU directives and are aimed at providing students specific professional knowledge and skills.
3. The admission requirement for the specialization course is a first cycle degree or a similar qualification earned abroad, recognized as equivalent by the relevant Italian authorities.
Specialization courses admission criteria are included in the teaching regulations.
4. In order to obtain a specialization degree students must earn the requested number of credits, as indicated in the relevant teaching regulations.

Article 22 - Doctoral Research Programs

1. Doctoral research programs follow ad hoc regulations.

Article 23 - Short Master Programs

1. The university organizes two types of short master programs: Master di I Livello (Short Vocational Master) and Master di II Livello (Advanced Master or Master of Advanced Studies).
The admission requirement for the Short Master Programs are respectively a first cycle degree and a second cycle degree or equivalent qualification.

2. To obtain a short master degree students must earn 60 credits. The duration of studies is one year.
3. Short master programs aim at providing specific skills depending on the national request for highly skilled graduates in relevant professional fields. Courses will be organized and structured taking into account the continuous changes of the job market.
4. Short master programs can be also organized in collaboration with other public or private institutions.
5. Short master programs organization and administration, which follow specific regulations, are approved by the Academic Senate and the Board of Directors.

Article 24 - Academic Calendar

1. Following the criteria included in paragraph 3 of this article and the procedures enacted by the Academic Senate and the relevant Faculty, lectures and exam calendars, as well as the graduation session calendar, are regulated by the Dean of Faculty or degree program coordinators, following professors and researchers' proposal. The Academic calendar will be issued in the relevant Faculty or Office of Students Affairs.
2. The Academic year is divided into two semesters and generally begins on or around October 1st, unless established otherwise by the Faculty.
3. There is a single examination period. Throughout the examination period, during class breaks, at least 6 exam dates will be set. 5 of these exam dates must be equally distributed respecting the following criteria:
 - two exam dates, with an interval of at least 15 days between one date and another, between the first and the second semester;
 - two exam dates, with an interval of at least 15 days between one date and another, between June and July;
 - one exam date in September.Other supplementary exam dates may be scheduled between March-May and October-December. This supplementary exam session begins on November 1st and ends by April 20th of the following Academic year. Students cannot take exams if the course has not yet been completed.
Examination dates shall be set sufficiently in advance to allow students to submit graduation request forms, within the terms established by the Academic Senate.

Article 25 - Teaching Modalities and Programming of Teaching

1. The Degree Program Teaching Regulations shall define course division into modules of different length, indicating the corresponding number of credits.
2. Following the Degree Program Teaching Regulations, supplementary courses, seminars, practicals, library and induction tutorials on IT resources and other course related activities may be enacted by the university. Each of these teaching activities should indicate:
 - a) to which scientific-disciplinary area they belong, in order to assign the activity to the appropriate professor or researcher;
 - b) the number of credits;
 - c) the assessment modalities.

3. Course units which require final examinations may be structured in one or more modules. In the latter case course units may be organized by more than one professor or researcher. The Faculty or Departments or the Degree Program Council will choose a course unit coordinator.
4. The University, under Degree Program Teaching Regulations, can establish distance learning activities.
5. Once approved by the Faculty, having consulted the teacher in charge, one or more course units may be replaced by other course units of the same or different Faculty.
6. Under the legislation in force, the Degree Program Council may request the Faculty Council divide students of the same course unit into different groups. Faculty Councils will divide the groups and will check each year whether the group division is still necessary.
7. In case of group division within the same course unit, it is the Faculty Teaching Committee which verifies that the course programs and assessment forms be equivalent for all groups.

Article 26 - Examinations and Other Forms of Assessment

1. The University ensures an even distribution between credits and course units and allows joint examinations of more than one subject matter and of coordinated modules. For each degree program no more than 20 examinations can be scheduled for first cycle degrees and 12 examinations for second cycle degrees. For single cycle degrees the maximum number of examinations is 30, for the 5-year degree programs, and 36, for the 6-year degree programs.
2. In case of course units organized into different modules the teachers involved shall participate in the joint or collective evaluation of the students' final grade or results.
3. Examination grades are expressed on a 30-point scale. To obtain a pass the student must obtain a minimum grade of 18/30. When the student obtains a maximum grade (30/30) the Board of Examiners may award a distinction (laude). Exams recorded with a positive outcome cannot be repeated.
4. The final grade may take into account other evaluations students have undergone in the course.
5. All oral examinations are public. The relevant Departments can decide modalities and access limit in order to guarantee the correctness of the examination. In case of written examinations the university guarantees student right to receive feedback on her/his work.
6. Unless differently specified in the Statute, the Board of Examiners is nominated by the Dean or the Degree Program Coordinator. It is formed by no fewer than 2 members, one has to be the course unit coordinator who will be considered the Board President, the other has to be a professor or a researcher of a similar disciplinary field, hence an expert on the subject matter.
7. In case of joint course units there will be at least one professor or researcher for each discipline.
8. Examination results are reported by the Board President in the student's exam book and eventually posted online. Marks will be added in the students' transcript of records and its online version.
9. It is the Board President's duty to notify results to the Office of Student Affairs within 15 days of the exam date.
10. Should the exam date be postponed, on account of illness or other unfortunate events, it has to be approved by the Dean or a delegate, in accordance with Faculty Regulations. Students must be promptly informed. Under no circumstances can exam dates be set before the previously established date.

11. Following the Degree Program Teaching Regulations, regularly enrolled students can sit all examinations, though respecting the year of studies and the examinations where access is restricted only to those who have attended classes.

Article 27 – Theses' Assessment

1. To obtain the first cycle degree (laurea), and the second cycle degree (laurea magistrale) students are required to pass the final assessment. Degree Program Teaching Regulations determine:
 - a) assessment modalities, as established in each degree program teaching regulations;
 - b) modalities and criteria for the final assessment, which will take into consideration the student's university career, their acquisition of credits, their previous education and their thesis, as well as other relevant features;
 - c) a professor or a researcher will be assigned to each student to supervise her/his work on the thesis and to report before the commission.
2. To be admitted to the final assessment, the student shall have obtained all the credits required for the degree program.
3. Final assessments are public, access to graduation rooms and auditoriums will be restricted exclusively for reasons of safety in accordance with their maximum capacity.
4. To obtain the first-cycle degree regulations may insist upon an oral assessment in place of the thesis.
5. To obtain the second-cycle degree students are required to write and present an original thesis, under a supervisor's guidance, and to submit a copy (in cd-rom) to the Office of Student Affairs within the deadlines set by the Academic Senate.
6. For administrative and monitoring purposes, students are requested to submit the thesis request form within fixed deadlines set by Degree Program Teaching Regulations, in which the topic and supervisor's name are indicated. This form has to be approved by the Degree Program Council or the Class/Interclass Council in order to:
 - a) check the even distribution of students among the supervisors;
 - b) check thesis writing within set time limits and check that topics cover current research studies.
7. Members of the Academic Board are appointed by the Dean and are formed, following degree program teaching regulations, of a minimum of 5 and a maximum of 11 members. The Dean or the Degree Program Coordinator act as president of the Academic Board; alternatively, it will be the professor with the highest length of service.
8. The Academic Board is formed of professors and researchers of the same department. At least one of the members has to be a professor. Professors from other departments or universities, adjunct professors working for the Faculty and experts on the topic may be appointed as members of the board, in accordance with Faculty or degree program teaching regulations.
9. The Academic Board for Interfaculty Degree Programs includes professors and researchers from the departments involved.
10. The Academic Board's evaluation shall be expressed as a fraction of 110; upon unanimous approval the board may also award the student with a distinction. The minimum grade to obtain a degree is 66/110. The Board's decision is indisputable.
11. The academic calendar must include three final assessment sessions that can be scheduled throughout the academic year.

12. Joint degrees, as described in art. 5, are awarded under the regulations of the set agreements.

Article 28 Promotion of the Degree Programs offered by the University

1. The degree programs offered by the University shall be promoted by all possible means. The university must also issue reports, drafted by the University Evaluation Center, on the teaching quality.
2. The University issues an Information guide for prospective students.

Title 4 - Students' Rights and Duties

Article 29 - Enrollment procedures

1. Enrollment procedures and criteria for academic years other than the first, as well as access restrictions, are available on the database of the Ministry of Education (OFF.F) and in the Degree Programs Teaching Regulations. Enrollment information is also available in the 'Manifesto degli Studi' and on the University website.
2. Limited access to degree programs is suggested by the relevant Faculty Council and approved by the Academic Senate, after having consulted the Board of Directors and the Students Council, under the relevant legislation in force.
3. Students cannot simultaneously be enrolled in more than one University or degree program. Should this condition be discovered, the enrollment to the second degree program or university will no longer be valid.

Article 30 - Courses and University Transfers, enrollment to single courses.

1. Transfer request forms must be submitted to the relevant offices within October 31, unless otherwise specified. The Faculty Council decides on student transfer requests or can delegate the Degree Program Council to do so. The Council will proceed with exam and credit validation, it will indicate to which academic year the student will be admitted and if there are supplementary exams the student is required to take.
2. Degree Programs Teaching Regulations may require an entrance test in case of transfer.
3. Students can enroll in single courses if they meet the requirements. They are allowed to take exams and to request certificates at the relevant Office of Student Affairs, after having paid the amount set by the relevant administration office.

Article 31 - Student Mobility and Exchange Programs

1. Following the legislation in force, the University of Modena and Reggio Emilia support all exchange programs certified by the universities of the European Union (Socrates/Erasmus Programs and other bilateral agreements).

2. The University supports student mobility and provides to all visiting students its teaching and guidance resources, as regulated by the programs mentioned in paragraph 1 of this article, and manages the necessary administrative support for the exchange programs.
3. Exchange Programs Regulations, as mentioned in paragraph 1 of this article, control the recognition of studies in a foreign institution, taking into account the Degree Program provisions, for what concerns class attendance, examinations and credits acquisition. It is the Faculty Council's duty, or the Degree Program Council, if delegated, to decide on studies validation.
4. Following agreements regulations, the University verifies that visiting students meet the admission requirements.

Article 32 - Full-time and Part-time Students, Repeating Students, Studies Withdrawal

1. The University organizes courses and other teaching activities for part-time and working students. It also organizes distance learning programs, the duration and teaching modalities of which follow the relevant regulations and the general principles set by this article.
2. Working students, due to personal, economic or social reasons, can opt for part-time studies (except for doctoral research programs and specialization schools). Their academic career and the amount of credits will be half of full-time students. Class attendance to certain courses are in any case compulsory for part-time students too. Part-time student status will be valid for two years.
3. Students will be enrolled as repeating student if:
 - a) they have not paid off their educational debt (single-cycle and second-cycle degree students).
 - b) they have not reached the minimum amount of course attendance.
 - c) they have not reached the necessary amount of credits.
4. Students are considered 'fuori corso' when despite course attendance they have not passed all their exams. In this case the activities attended and the credits earned may be considered insufficient to get their degree. The Degree Program Council will set the new educational plan to be followed for the student to finish her/his degree.
5. In case of study withdrawal for more than one academic year, students can repeat the years they have been absent for. The Faculty Council will decide on exams and credits recognition for withdrawal periods of more than three years.
6. Should a student not pass any exam within five years s/he will lose student status.
7. There are no fixed deadlines to withdraw from studies and students may decide to enroll a second time to the same or enter a different degree program.
8. The Faculty Council will decide on exams and credits recognition for those students who withdrew university or those who have lost their status as students.
9. Should the student be unable, for specific reasons, to attend courses for the entire academic year, s/he can request, before the beginning of courses, to suspend student status, hence exempting her/him from paying enrollment fees for the academic year. The suspension cannot be extended.

Article 33 - Certificates

1. The University issues, following the legislation in force, certificates and other forms related to student curricula, even in electronic format, with the due respect to personal details, under the related legislation on transparency.
2. The University issues, under student request, an attachment to the degree certificate, which meets the EU requirements, that reports the complete student curriculum. This certificate can also be issued in English.
3. The Offices of Student Affairs issues certificates on students' ongoing studies, which indicate all exams passed and credits acquired.

Article 34 - Protection of Students' Rights

1. It is the Rector's duty to protect students' rights.
2. The Rector decides on students' study careers, having consulted the relevant Faculty Councils.
3. The Rectors' decisions are undisputable.

Title 5 - Professors and Researchers' Rights and Duties

Article 35 - Professors and Researchers' Teaching Duties

1. Departments, having consulted Degree Program Councils and the interested professors and researchers, indicate in their Teaching Regulations the assignment procedures for teaching tasks, including supplementary, orientation and guidance activities, to be organized throughout the academic year.
2. Under the Academic Senate's general provisions, the Faculty Council regulates the division of teaching tasks among professors and researchers, taking into account the amount of hours to be distributed, following the legislation on teaching activities in force.
3. As concerns the amount of teaching hours, Faculty Regulations also indicate a compulsory weekly presence for professors and researchers to guarantee teaching and academic guidance.
4. The amount of hours to be dedicated to academic guidance must include the amount of time to be spent for office hours for both students attending classes and students assigned for tutorship. Office hours and academic guidance must cover the entire academic year. Calendars have to be promptly published following art. 28 of these regulations.

5. Professors and researchers will personally manage the course, giving lectures and running exams. Any absence or leave has to be motivated and be authorized by the Dean or the Degree Program Coordinator, who has to promptly inform students. In case of extended leave it is the Dean's duty, having consulted the Faculty Council, to find an adequate substitute, following Faculty Regulations, so as to avoid class or exam suspensions, except in cases as mentioned in paragraph 8.
6. Professors and researchers have to submit course programs and structures to the Faculty Council or the Degree Program Councils for their approval within the deadline set by the Faculty in order to publish them in the 'Manifesto di Facoltà'.
7. Professors and researchers, following the criteria set by the Faculty Regulations, will draft a daily report on the topics of lectures and other teaching activities. This report will be constantly checked by the Dean and has to be submitted to his/her office 15 days before the end of the academic year. The Dean will verify that the course has been taught respecting the amount of hours assigned so to approve the report and store it in the Faculty's archive. It is the Dean's duty to inform the Rector when a professor or a researcher is not fulfilling his/her tasks.
8. Professors and researchers can invite experts to give lectures on specific topics related to the course.
9. Researchers who do not teach courses will support professors' teaching activities and manage the academic guidance task assigned to them.
10. In case of degree programs where dissertation writing is part of the final examinations, professors and researchers, following the criteria set by Faculty Regulations, must accept to supervise a number of students.
11. Professors and researchers interested in supplementary paid or unpaid part-time teaching activities within the University or in external institutions must request a no-impediment form.
12. Following Faculty Regulations, Degree Program Coordinators can request to appoint professional figures with a first or second-cycle degree for at least two years to the Faculty Council.

Article 36 - Supplementary Teaching and Academic Guidance Activities

1. The University can fund resources, through specific regulations, for activities aimed at improving the quality of teaching and to promote professors and researchers' professional development, taking into account academic staff and student relations and the academic guidance provided, following the relevant regulations in force.

Article 37 - Assignment of Teaching Tasks to External Professionals

1. The University, following the legislation in force, can assign teaching tasks to external professionals and experts, through annual temporary contracts.
2. Faculty Councils, having consulted Degree Program Councils, decide on the courses that can be assigned to external professionals.

3. The Board of Directors, having consulted the Academic Senate, distributes the resources to be spent for temporary contracts among the Faculties. It will eventually decide on the external teachers' minimum and/or maximum wage.
4. The Faculty Council, having consulted the Degree Program Councils, decides on the external professional to whom the teaching task should be assigned. It also decides on the wage, having regard to the available funds set by the Board of Directors. Teaching tasks can be assigned to experts from the Italian Public Administration, or from National Research Centers or from foreign Universities. Tasks cannot be assigned to professionals who already teach in other Italian Universities.
5. In case of agreements with public or private institutions, teaching and training activities can be assigned to experts from these institutions, with the approval of the Faculty Councils, having consulted the Degree Program Councils. There may be a number of contracts exceeding the number determined by the University Regulations, unless the University has to finance them with extra funds.
6. The Faculty has to motivate the choice analyzing the external professional expertise, his/her scientific publications, his/her positions covered and his/her professional achievements.

Article 38 - Approval and Enactment of the University Teaching Regulations

1. Degree Program Teaching Procedures approved by the University are included in the Second Part of these regulations.
2. It is understood that provisions not included in these regulations can be applied following the legislation in force.

Article 39 – Transitional and Final Provisions

1. All students enrolled at the date of entry in force of the current degree programs are guaranteed the possibility of completing their Degree Program receiving the corresponding university qualification, in conformity with regulations in force.
2. The right to opt for enrolment in degree programs similar to pre-existing degree programs may be exercised under the conditions defined by the Academic Bodies under the new regulations. Degree programs Teaching Regulations will set the number of credits and career needed to complete the new degree program.
3. The provisions mentioned in the previous paragraph do not apply for new degree programs different from pre-existing ones. In this case the option will be considered as a transfer and is regulated by article 27 of these regulations.
4. Studies undertaken for the completion of a degree on the basis of the pre-existing regulations shall be evaluated in terms of university credits and validated for the enrolment in a degree program established in compliance with the new regulations.
5. Where applicable, pre-existing regulations will be applied to the students who do not opt for degree program transfers.