

UNIVERSITY TEACHING REGULATIONS

DEFINITIONS AND PURPOSES
TITLE I

ARTICLE 1
DEFINITION
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1. For the purposes of these Regulations:

- a) 'Minister', or 'Ministry' means the Minister or Ministry responsible for Universities;
- b) 'Ministerial Decrees' means Decrees issued pursuant to and in accordance with the procedures set forth in Article 17(95) of Law No. 127 of 15 May 1997, as amended and supplemented;
- c) 'University Teaching Regulations' means these regulations issued pursuant to Article 11(1) of Law No. 341 of 19 November 1990, as amended and supplemented;
- d) 'University' (or Athenaeum) means the University of Modena and Reggio Emilia;
- e) 'Degree Programmes' means Bachelor's Degree Programmes, Master's Degree Programmes, Postgraduate Courses, PhD Programmes;
- f) 'Qualifications' means the Bachelor's Degree, Master's Degree, Specialist Diploma, PhD and First and Second Level University Master's Programme awarded at the end of the corresponding Degree Programmes;
- g) 'Teaching Systems' of the Degree Programmes means the teaching systems approved by the Ministry and published on the Ministerial Database;
- h) 'Scientific Disciplinary Sectors' (hereinafter SDS) means the groupings of disciplines referred to in the Ministerial Decree of 4 October 2000, published in the Official Gazette no. 249 of 24 October 2000, as amended and supplemented;
- i) 'University Training Credit' (hereafter referred to as ECTS credit) means the measure of learning work, including individual study, required of a student in possession of adequate academic background for the acquisition of knowledge and skills in the training activities envisaged by the teaching systems of the Degree Programmes;
- j) 'Curriculum' means the set of university and extra-university training activities specified in the teaching regulations of the degree programme for the purpose of obtaining the relevant qualification. Each address or guideline should be considered a curriculum and should therefore be entered as such in the ministerial database;
- k) 'educational activity', 'training activity', or 'learning activity' means any activity organised or envisaged by universities in order to ensure the cultural and professional training of students, with reference, inter alia, to teaching courses, seminars, practical or laboratory exercises, small-group teaching activities, tutoring, guidance, internships, projects, theses, individual study and self-study activities;

- l) 'Module' means the minimum breakdown of the training activity to which a single lecturer and a single SDS correspond;
- m) 'Accreditation' means the system by which the Ministry authorises the activation of campuses and degree programmes and verifies the possession of the requirements of quality, efficiency and effectiveness of the activities carried out by the University, provided for by Article 5(1), letter a) of Law no. 240 of 30 December 2010 and governed by Legislative Decree no. 19 of 2 January 2012 as subsequently amended and supplemented;
- n) 'ANVUR' means the National Agency for the Evaluation of the University System and Research envisaged by Presidential Decree No. 76 of 1 February 2010;
- o) 'planned teaching offering' means the relevant ECTS credits and SDSs planned for the entire study programme of the reference cohort;
- p) 'teaching provided' means all the teachings provided during the academic year in question, complete with the relevant teaching coverage and the type and number of hours of teaching assistance to be provided.

ARTICLE 2

TEACHING AUTONOMY AND OBJECTIVES OF THE REGULATIONS

1. These Regulations, in accordance with current legislation on the teaching autonomy of universities, regulate the teaching systems and operating criteria of degree programmes and other educational initiatives, at the end of which the corresponding qualifications and certificates are awarded.
2. The curricula of the degree programmes established at the University are set out in Part Two of these Regulations.
3. These Regulations define the general criteria for the formulation of the teaching regulations of the degree programmes.
4. The University's offer of educational services aims at:
 - the full integration of the educational, training and scientific research structures of Italian society into the European reality;
 - the increasing collaboration between different universities at regional, national and international level in the realisation of an educational project that must foster effective access to the services of the various universities by students, in particular through the ECTS credit system, exchanges of students and full and associate professors and researchers, as well as the use of distance teaching and learning;
 - the integration into the labour market with appropriate qualifications of those who have obtained the qualifications issued by the university;

- the full coincidence between the normal and actual duration of degree programmes;
- the realisation of a balanced distribution of teaching loads.

TITLE II TEACHING STRUCTURES AND DEGREE PROGRAMMES

ARTICLE 3 TEACHING STRUCTURES

1. The teaching structures of the University are as follows:

MODENA CAMPUS

- Surgical, Medical, Dental and Morphological Sciences Department with Transplantology, Oncology and Regenerative Medicine Interest
- “Marco Biagi” Department of Economics;
- Law Department;
- “Enzo Ferrari” Department of Engineering;
- Department of Biomedical, Metabolic and Neural Science;
- Department of Chemical and Geological Sciences;
- Department of Life Sciences;
- Department of Physical, Computer and Mathematical Sciences;
- Department of Medical and Surgical Sciences of the Mother, Children, and Adults;
- Department of Studies on Language and

Culture. REGGIO EMILIA CAMPUS

- Department of Communication and Economics;
- Department of Education and Human Sciences;
- Department of Sciences and Methods for Engineering.

2. The Departments are the basic organisational facilities of the University, responsible for scientific research, teaching and training activities, as well as external activities related to or ancillary to them.

The Departments are stable facilities, hinged in one of the two University campuses.

3. Two or more Departments, grouped together on the basis of criteria of disciplinary affinity, may set up liaison structures, known as ‘Schools’, in the field of teaching and services, with the functions of coordinating and rationalising teaching activities, including the proposal to activate or discontinue degree programmes, and of managing common services. The University Schools do not have a specific territorial connotation and cannot be established in a number greater than six.

4. The School, known as the 'Faculty', of Medicine and Surgery is established, bringing together the Departments of Biomedical, Metabolic and Neuroscience, Medical and Surgical Sciences of the Mother, Children, and Adults, and the Department of Surgery, Medicine, Dentistry and Morphological Sciences with an interest in transplantology, oncology and regenerative medicine.
5. The School of Engineering is established, bringing together the "Enzo Ferrari" Department of Engineering, the Department Physical, Computer and Mathematical Sciences, and the Department of Sciences and Methods for Engineering.
6. The degree programmes belong to the University Departments as specified in Part Two, Annex 1 to these Regulations.

ARTICLE 4
QUALIFICATIONS AND
DEGREE PROGRAMMES

1. The University awards the following study qualifications: Bachelor's Degree (L), Master's Degree (LM), Specialist Diploma (DS), PhD (DR), First Level and Second Level University Master's Programme qualification.
2. The bachelor's degree, master's degree, specialist diploma, PhD and university master's programme qualification are awarded at the end of the respective training curricula set up by the university.
3. Degrees and master's degrees are awarded by the university with an indication of the ministerial class to which they belong, ensuring that the name of the degree programmes corresponds to their educational objectives.
4. The type, duration, number of ECTS credits required and general criteria for the organisation of the various degree programmes are determined by the relevant statutory provisions and are governed by the relevant teaching regulations and systems, in accordance with those provisions.
5. Degrees are awarded, in compliance with the provisions of the laws and ministerial decrees in force, according to the procedures set out in Article 25 of these Regulations.
6. Those who have obtained a bachelor's degree, a master's degree, a specialist diploma and a PhD are awarded the academic titles of doctor, master's qualification, specialist and PhD respectively. The qualification of master's degree is also awarded to those who obtained their degree according to the teaching systems prior to Ministerial Decree No. 509 of 3 November 1999.
7. Pursuant to current legislation and in accordance with the provisions of these Regulations, the University may activate preparatory or supplementary teaching services aimed at completing training.

ARTICLE 5
INTER-DEPARTMENTAL AND INTER-UNIVERSITY DEGREE PROGRAMMES

1. Degree programmes can be activated by means of agreements between several departments of the university (inter-departmental degree programmes) or by means of agreements between several Italian and foreign universities (inter-university degree programmes).
2. The Teaching Regulations of inter-departmental and inter-university degree programmes lay down the special organisational rules governing their operation in terms of teaching.
3. The agreements with other universities referred to in paragraph 1 regulate the modalities for the award of joint, double or multiple degrees in terms consistent with the provisions of these Regulations for the award of degrees of the corresponding level by the University.
4. The Teaching Regulations of inter-university degree programmes are issued jointly, on the basis of established agreements, by the Rectors of the universities concerned, in accordance with the procedures set out in Article 9 of these Regulations.

ARTICLE 6
TEACHING SYSTEMS OF BACHELOR'S AND
MASTER'S DEGREE PROGRAMMES

1. The teaching systems of bachelor's and master's degree programmes are approved by the Ministry in accordance with the relevant regulations and are issued by decree of the Rector, who establishes the date of institution. Amendments to the teaching systems are approved through the same procedures.
2. The teaching system of each course of study in accordance with the Ministerial Decrees determines:
 - a) the name, identified consistently with both the class to which the programme belongs and the specific characteristics of the proposed course;
 - b) the class or classes to which it belongs and the department or departments to which the programme will belong;
 - c) the training objectives and the expected learning outcomes, formulated by describing the degree programme, the relative training pathway and the actual specific objectives; by indicating the student learning outcomes according to the system of descriptors of qualifications adopted at European level (knowledge and ability to understand, ability to apply knowledge and understanding, autonomy of judgement, communicative activities, learning ability); by indicating the relevance of the course of study from the employment point of view and identifying the professional outlets also with reference to the activities classified by ISTAT;
 - d) the general framework of training activities to be included in the curricula;
 - e) the ECTS credits assigned to the training activities and to each field, referring them, in the case of activities relating to basic, characterising, related or supplementary training, to one or more SDSs;
 - f) the knowledge required for access, pursuant to Article 6(1) and (2) of Ministerial Decree 270/04 and Article 14 of these Regulations;

- g) the maximum number of ECTS credits recognisable under the relevant provisions;
 - h) the characteristics of the final examination for the degree, establishing whether it may be held in a foreign language and whether any written work required for the degree and the thesis may be written in the same foreign language.
3. In the areas of basic and/or characterising activities, the teaching programmes of the degree programmes may provide for teaching or other educational activities relating to scientific-disciplinary sectors in addition to those provided for in the tables defining the class to which they belong, in compliance with the training objectives of the class and to the extent provided for by the regulations in force, reserving in any case at least 40 per cent or 30 per cent, respectively, of the credits required to obtain the degree to educational activities relating to scientific-disciplinary sectors provided for in the tables.
4. The decisions referred to in points a-e and h above are taken by the University after consultation with the organisations representing the world of production, services and professions with particular reference to the assessment of training needs and job opportunities.
5. In the event of a proposal to establish or amend the teaching system, it shall be accompanied by the opinion of the Regional University Coordination Committee and the technical report of the Evaluation Board, where required by the relevant legislation.

ARTICLE 7

TRAINING ACTIVITIES OF BACHELOR'S DEGREE PROGRAMMES

1. The training courses of each degree programme are aimed at achieving the objectives defined in the relevant teaching system and include:
- a) training activities in the basic subject areas foreseen for the class to which the course belongs;
 - b) training activities in the basic subject areas foreseen for the class to which the programme belongs;
 - c) training activities in one or more related or supplementary subject areas to the basic and characterising ones, also with regard to context cultures and interdisciplinary training;
 - d) training activities chosen independently by the student, provided they are consistent with the training project;
 - e) activities related to the preparation of the final examination for the degree;
 - f) activities related to the knowledge of at least one foreign language in addition to Italian;
 - g) training activities not envisaged in the preceding points, aimed at acquiring further language knowledge, as well as IT and telematic skills, relational skills, or in any case useful for integration in the world of work; training activities aimed at facilitating professional choices by means of direct knowledge of the labour sectors to which the qualification may give access, including, in particular, training and guidance traineeships regulated by the Ministry of Labour and Social Security;

h) in the case of courses geared to the acquisition of specific professional knowledge and, therefore, to the insertion of graduates in the world of work, training activities relating to internships and apprenticeships in companies, public administrations, public or private bodies, including those of the third sector, studies and professional colleges, on the basis of specific agreements.

2. The degree programmes ensure that students have a solid preparation in both the basic and the characterising disciplines, guaranteeing them the possibility of a critical in-depth study of the topics, also by avoiding the dispersion of their commitment over an excessive number of disciplines, subjects or related modules.

3. With regard to the activities referred to in subparagraph b) of the first paragraph, if the reference classes of degree courses indicate more than three subject areas for each of which the minimum number of the relevant ECTS credits is not specified, the teaching regulations identify the SDSs pertaining to at least three subject areas, functional to the specificity of the degree programme itself, for which an adequate number of ECTS credits is reserved.

4. As regards the activities referred to in point (c) of the first paragraph, the minimum number of ECTS credits attributable is 18. SDSs not included in the classes for basic and/or characterising activities may be used for these activities. If it is decided to use SDSs envisaged for related or supplementary activities as related or core activities, adequate justification must be given.

5. With reference to all the activities referred to in point (d) of the first paragraph, the minimum number of ECTS credits assignable is 12. Students must be guaranteed freedom of choice among all the courses offered at the university, also allowing the acquisition of additional ECTS credits in basic and core disciplines.

ARTICLE 8

TRAINING ACTIVITIES OF THE MASTER'S DEGREE PROGRAMMES

1. The training courses of each Master's degree programme are aimed at achieving the training objectives defined in the relevant teaching system and include:

a) training activities in the basic subject areas envisaged for the class to which the single-cycle degree programme belongs;

b) training activities in the basic subject areas foreseen for the class to which the programme belongs;

c) training activities in one or more related or supplementary subject areas with respect to the core ones, and to the basic and core ones for single-cycle degree programme, also with regard to contextual cultures and interdisciplinary training;

d) training activities chosen independently by the student, provided they are consistent with the training project;

e) activities related to the preparation of the final examination for the degree; A master's degree requires the preparation and presentation of an original thesis under the guidance of a supervisor;

f) activities related to the knowledge of at least one foreign language in addition to Italian for single-cycle degree programmes;

g) training activities not envisaged in the preceding points, aimed at acquiring further language knowledge, as well as IT and telematic skills, relational skills, or in any case useful for integration in the world of work; training activities aimed at facilitating professional choices by means of direct knowledge of the labour sector to which the qualification may give access, including, in particular, training and guidance traineeships regulated by the Ministry of Labour and Social Security;

2 The curricula of the Master's degree programmes ensure that students receive a solid preparation in the core subjects, and in the basic and core subjects for single-cycle degree programmes, guaranteeing them the possibility of a critical in-depth study of the topics, also avoiding the dispersion of their commitment over an excessive number of subjects, teachings or related modules.

3 With regard to the activities referred to in subparagraph b) of the first paragraph, if the reference classes of master's degree programmes indicate more than three subject areas for each of which the minimum number of the relevant ECTS credits is not specified, the teaching regulations identify the SDSs pertaining to at least three subject areas, functional to the specificity of the degree programme itself, for which an adequate number of ECTS credits is reserved.

4 As regards the activities referred to in point c) of the first paragraph, the minimum number of ECTS credits assignable is 12. SDSs not provided for in the classes for core activities, and for basic and/or core activities in the case of classes referring to single-cycle degree programmes, may be used for these activities. The use as related or supplementary of fields already included in classes must be adequately justified.

5 As regards all the activities referred to in point d) of the first paragraph, the minimum number of ECTS credits assignable is 8. Students must be guaranteed freedom of choice among all the courses offered at the university, also allowing the acquisition of additional ECTS credits in basic and core disciplines (in single-cycle degree programmes).

ARTICLE 9

TEACHING REGULATIONS OF DEGREE PROGRAMMES

1. Teaching regulations for degree programmes and amendments thereto are proposed by the Departments or, on their delegation, by the University Schools, where established, on the initiative of the competent Degree Programme Boards, where established.

2. Teaching regulations for degree programmes and amendments thereto are approved by the Academic Senate, subject to the favourable opinion of the Board of Directors, and issued by the Rector.

3. Each degree programme's teaching regulations govern in particular:

- a) the list of teachings, with the indication of the SDSs of reference and the possible breakdown into modules, as well as the other training activities;
- b) the type of teaching methods, examinations and other checks on students' performance and the specific educational objectives of the degree programme;
- c) the specific training objectives, any preparatory tasks of each teaching and any other training activity;
- d) the allocation of ECTS credits to the various training activities broken down by course year and by SDS and subject areas, together with the corresponding hourly commitment of the student;
- e) the breakdown of the curricula that can be pursued as part of the course and the possible possibility for the student to formulate an individual study plan and the relevant submission and deadline procedures;
- f) any compulsory attendance requirements;
- g) the procedures and criteria for the recognition of ECTS credits provided by other national and EU higher education institutions;
- h) degree programme admission requirements and any provisions relating to preparatory and supplementary educational activities established in order to enable the fulfilment of additional learning requirements (hereinafter ALRs) in degree programmes;
- i) the characteristics of the final examination for the degree. For degree programmes in the language classes, the cases in which the final examination is taken in a foreign language are stipulated;
- l) the approval criteria for individual study plans.

ARTICLE 10

DEPARTMENT COUNCILS

1. The decision-making body of the Department is the Department Council, chaired by the Director.

2. Within the scope of its functions aimed at carrying out the teaching and training activities falling within its competence and in accordance with Article 29(3) of the Statute, the Department Council is responsible in particular for:

organising and co-ordinating the teaching activities of study and training courses, those of tutoring and guidance, as well as cultural and other activities directed externally that by law or by Statute are the responsibility of the Departments;

- b) deciding on any affiliation to a University School;
 - c) formulating strategic plans and allowing the related personnel requests;
 - d) in accordance with the procedures laid down in the Statute, calling upon and utilising the posts of professor and researcher assigned to the Department, ensuring that the teaching activities activated are covered and supervising the smooth running of the teaching activities, having consulted the Joint Teacher-Student Committee;
 - e) To approve the annual report on teaching activities presented by the Department Director;
 - f) to exercise any powers delegated by national and university regulations on the accreditation of degree programmes and campuses;
 - g) exercise any other powers delegated by law, the Statute and the regulations.
3. Pursuant to Article 29(5) of the Statute, in the event that the Department is affiliated to a University School, the Department Council, depending on the complexity of the courses on offer, resolves or delegates to the relevant School the possible establishment of teaching coordination bodies for degree programmes and training, including the Degree Programme Boards referred to in Article 34 of the Statute.
4. The Director of the Department promotes the Department's activities, ensures compliance with the law, the Statute and the regulations, maintains relations with the academic bodies and exercises any other powers delegated to him/her by the law, the Statute and the regulations. Within the scope of these functions, the Department Director supervises the regular performance of all the teaching and organisational activities that are the responsibility of the Department, exercising all forms of control and supervision, with particular regard to the teaching duties, provided for in Article 34, of the first and second level professors and researchers.

ARTICLE 11 DEGREE PROGRAMME BOARDS

1. The Council of the Department, depending on the complexity of the training offer, resolves or delegates to the relevant School the possible establishment of teaching coordination bodies for the degree programmes and training, including the Degree Programme Boards referred to in Article 34 of the Statute.
2. The Degree Programme Boards must be established for the Master's Degrees in Medicine and Surgery and in Dentistry and Dental Prosthetics, and for the Bachelor's and Master's Degree Programmes in Health Professions.
3. The bodies referred to in paragraph 1 are entrusted with the functions of organising, coordinating and evaluating teaching activities.

ARTICLE 12

ESTABLISHMENT, ACTIVATION, MODIFICATION AND DEACTIVATION OF DEGREE PROGRAMMES, CAMPUSES AND TEACHING FACILITIES

1. Proposals for the institution and activation of a new degree programme, for the modification of the existing teaching regulations and for the deactivation and/or termination of existing programmes are formulated, in compliance with the relevant regulations in force, by the Council of the Department or the Departments concerned (in the case of inter-departmental degree programmes), or of the School, where established, in accordance with the provisions of the respective Regulations.
2. It is up to the Board of Directors, in compliance with the applicable regulations, to resolve, subject to the opinion of the Academic Senate, on the establishment and activation, modification or suppression of campuses, degree programmes and higher education, also in foreign languages, Departments and Schools of the University and courses aimed at obtaining a teaching qualification.
3. The Joint Teacher-Student Committee of the Department or School, where established, the University Evaluation Board and the Regional Coordination Committee shall express their opinion on the proposals referred to in this Article, within the limits of what is provided for by the regulations in force and by the Statute.

ARTICLE 12 BIS

ACCREDITATION OF THE UNIVERSITY AND DEGREE PROGRAMMES

1. The university and its degree programmes are subject to accreditation, both initial and periodic, which is carried out in accordance with the criteria and requirements set out in the regulations in force.

ARTICLE 12 TER

EVALUATION OF THE QUALITY OF THE ACTIVITIES CARRIED OUT IN DEGREE PROGRAMMES AND THEIR ACCREDITATION

1. A Joint Teacher-Student Committee, governed pursuant to Article 32 of the Statute, is established in each Department or School of the University.
Each Joint Teacher-Student Committee draws up an annual report in which it formulates observations and proposals for improving the quality of training activities, assessing:
 - a) students' satisfaction with the various aspects of the courses on offer, including on the basis of the results of the teaching evaluation questionnaires, completed online and made available in disaggregated form for each individual teaching;
 - b) whether the design of the degree programme pays due attention to the functions required by the occupational expectations, whether the expected learning outcomes are effective and whether the examination methods consist of ascertaining the results obtained;

c) whether the review process is followed by corrective action, formulated by also examining data on the careers of attending students.

2. Those responsible for the design and management of each degree programme prepare the review report annually for all managed degree programmes.

3. The heads of each degree programme draw up, at intervals of several years, and in any case in preparation for the periodic accreditation visit, the cyclical review report in order to highlight the continuing validity of the educational objectives and the management system used by the degree programme to achieve them.

4. The Evaluation Board provides annual opinions for the improvement of the quality of activities by assessing:

a) the effectiveness of the quality assurance processes of the training provision, including by verifying that the review reports are drafted in a congruent and adequate manner;

b) the ways in which the proposals contained in the reports of the Joint Teacher-Student Committees are taken into account in the University;

c) the presence in the university of the qualitative and quantitative requirements for accreditation;

d) the organisation and activities documented by the University's Quality Assurance Presidium for Teaching and Research, referred to in the following paragraph.

5. The University establishes the University's Quality Assurance Presidium for Teaching and Research, which:

a) supervise the conduct of quality assurance procedures;

b) proposes the adoption of common tools and training for quality assurance, supporting the Academic Structures in the implementation of the process aimed at the accreditation of degree programmes.

6. The University establishes Departmental Quality Managers.

The Departmental Quality Manager ensures the link between the University's Quality Assurance Presidium for Teaching and Research and peripheral structures (Department, degree programme, Joint Teacher-Student Committee). It provides support and advice in the field of teaching as well as research. In the event that degree programmes belong to a supra-departmental structure (e.g. Faculty), a Faculty Quality Manager (responsible for teaching) may be established. The Departmental Quality Manager may be supported by collaborators if necessary.

They are in charge of:

a) monitor the teaching activities of degree programmes with particular regard to incoming guidance, tutoring and actions to solve problems raised by students;

b) advise and support degree programmes in the drafting of the Single Annual report-DP, the annual review report and the cyclical review report;

- c) offer advice and support to the Joint Teacher-Student Committees in the drafting of the annual report;
- d) offer advice and support for teaching organisation (e.g. coverage of reference lecturers, distribution of teaching load).

ARTICLE 13

UNIVERSITY ECTS CREDITS (CFUS)

1. The ECTS credit is the unit of measurement of work required from the student for the completion of any training activity prescribed by the teaching regulations of the study programmes to achieve a university degree.
2. Each ECTS credit of the bachelor's and master's degree programmes corresponds to 25 hours of average commitment per student, ensuring that at least 13 of them are available to the student for personal study or for other individual training activities, except where highly experimental or practical training activities are envisaged, as indicated in the course's teaching programme.
3. For each bachelor's and master's degree programme, the ECTS credits allocated to each programme activity and individual module, if any, must be determined in whole numbers.
4. The ECTS credits corresponding to each training activity are acquired by the student by passing an examination or other form of profit assessment aimed at the acquisition of the knowledge and skills that characterise the activity forming part of the curriculum. With the exception of the acquisition of proficiency, the quantification in thirtieths for the grade for the examinations and in hundredths for the final examination, with possible honours, remains unchanged.
5. With regard to the transfer of students from one bachelor's degree programme or master's degree programme to another, or to the transfer from one university to another, teaching regulations ensure the recognition of the greatest possible number of ECTS credits already accrued by the student, in accordance with the criteria and procedures set out in the teaching regulations of the destination bachelor's degree programme or master's degree programme, also resorting to interviews to verify the knowledge actually possessed. The non-recognition of ECTS credits must be adequately justified.
6. Exclusively in the event that the student's transfer is made between bachelor's or master's degree programmes belonging to the same class, the proportion of ECTS credits relating to the same SDS directly recognised to the student may not be less than 50% of those already accrued.
7. It is possible to acquire training credits at other Italian universities on the basis of agreements concluded between the institutions concerned, in accordance with the regulations in force. Recognition by the University of ECTS credits acquired at other Italian or foreign universities (or their equivalents) may be determined automatically on the basis of specific agreements and in accordance with the provisions of the University regulations and the relevant legislation in force.

8. In the case of course transfers or transitions, the recognition of ECTS credits acquired by the student in the course of origin is the responsibility of the Council of the Department or School, where established, or by delegation of the latter, of the competent Degree Programme Board or of the appropriate body provided for by the Department or by the School in accordance with the respective Regulations; the latter must assess the effective achievement of the qualifying educational objectives indicated in the relevant teaching system.

9. The teaching regulations of the degree programmes may provide for forms of periodic verification of the ECTS credits acquired, in order to assess the possible obsolescence of the cognitive content, and the minimum number of ECTS credits to be acquired by the student in a given time, possibly differentiated for students engaged full-time in university studies or engaged part-time.

10. The Department or School Council, where established, or by delegation of the latter, the competent Degree Programme Board or the appropriate body provided for by the Department or School according to the respective Regulations may provide for the recognition, according to predetermined criteria and procedures defined in the appropriate Regulations, of ECTS credits acquired by the student in the event that the latter is able to document, in compliance with the regulations in force, the acquisition of particular professional skills and abilities, or of skills and abilities acquired in post-secondary-level training activities in the design and implementation of which the University has contributed. The number of recognisable ECTS credits is set for each undergraduate and master's degree programme in its educational regulations and may in no case exceed 12.

11. The ECTS credits relating to the knowledge of a language of the European Union may also be recognised, again on the basis of the didactic regulations of the degree programme, on the basis of certificates issued by structures, internal or external to the University, specifically competent for each of the languages.

ARTICLE 14

ADMISSION REQUIREMENTS OF BACHELOR'S AND MASTER'S DEGREE PROGRAMMES

1. The qualifications required for admission to bachelor's degree and master's degree courses and the recognition of any equivalence of qualifications obtained abroad are determined by current legislation.

2. The curricula and teaching regulations of bachelor's and master's degree programmes, including single-cycle degree programmes, for which the number of places is not provided for by the regulations in force, require the possession or acquisition of an adequate initial preparation, defining the knowledge required for access and determining the relative methods of verification.

In order to ensure the quality of the degree programmes, the assessment, which is in any case compulsory, of the adequacy of the students' academic background is carried out in the manner (qualifications and/or examinations) indicated in the teaching regulations of the degree programmes in relation to their specific requirements and characteristics.

For bachelor's, master's, and single-cycle degree programmes, this verification may also take place at the end of preparatory training activities referred to in the following paragraph. Failure to meet the cultural requirements determined by the curricula and teaching regulations of the degree programmes entails the assignment to the student of an additional learning requirement for one or more disciplines by the Council of the Department or School, where established, or by delegation of the latter, the DP Board of the bachelor's, master's and single-cycle degree programme or the appropriate body provided for by the Department or School in accordance with their respective Regulations. ALRs may be assigned also to students of limited access degree programmes who have been admitted with a score lower than the one set.

3. The bodies referred to in the preceding paragraph may provide for the organisation of training activities preparatory to the assessment of students' academic background. These preparatory activities may also be carried out, in periods favourable to the type of commitment of the student, in cooperation with higher secondary education institutions or other public or private bodies, on the basis of special agreements. The teaching regulations of the degree programme may also provide for optional educational activities for the student in view of access to the first year.

4. Any additional learning requirements, relating to the assessment of the academic background, must be fulfilled by the student within the first year of the programme by attending training activities offered by the University and passing the relevant assessment test.

The teaching regulations of bachelor's, master's and single-cycle degree programmes regulate the consequences of failing to meet the ALRs awarded to students for the purposes of continuing their education.

5. For admission to master's degree programmes for which the number of places on the degree programme is not envisaged by the regulations in force, the teaching regulations indicate the access criteria that envisage, in any case, the possession of specific curricular requirements and the adequacy of the student's academic background, together with the relevant assessment methods. Curricular requirements are the possession of a degree obtained in certain classes and the skills and knowledge acquired in previous training, expressed in the form of ECTS credits related to specific SDSs. Curricular requirements must be determined in accordance with the recommendations of the relevant ministerial guidelines. Any curricular integrations in terms of ECTS credits must be acquired before the assessment of the individual academic background.

Enrolment in master's degrees may be permitted, subject to obtaining the required degree, even during the academic year that has begun, in time for participation in the teachings and in any case no later than 31 December.

6. Existing regulations and international agreements apply to the recognition of the suitability of qualifications obtained abroad for the sole purpose of admission to degree programmes.

ARTICLE 15
PLANNED AND DELIVERED TEACHING OFFER AND STUDY PLANS

1. Within the deadlines set annually by the Ministry and the University, the Council of the Department or School, where established, in accordance with the respective Regulations, in compliance with the general criteria established by the competent academic bodies, approves for each course of study the planned and delivered teaching offer together with any other rules for the attendance of the educational pathway, in accordance with what is entered in the Ministerial database.
2. The Council of the Department or School, where established, in accordance with their respective Regulations, approves the calendar of lessons, the indications concerning enrolment, the procedures for access to the degree programmes as set out in their respective teaching regulations and in the relevant ministerial databases, the calendar of final examinations for the awarding of qualifications.
3. The teaching regulations of the degree programmes determine, inter alia, any rules for the submission, deadlines and approval criteria for individual study plans, which cannot, however, disregard compliance with the teaching regulations. The submission of individual study plans is normally excluded for students enrolled in the first year of bachelor's and master's degree programmes, and single-cycle degree programmes.

It is possible to obtain the degree on the basis of an individual study plan that also includes educational activities other than those provided for in the teaching regulations, provided that they are consistent with the teaching system of the degree programme in the academic year of enrolment.

**ARTICLE 16 GUIDANCE,
TUTORING AND PLACEMENT**

1. The University ensures guidance and tutoring activities for students as provided for by the regulations in force, with reference to the choice of degree programme, the course of studies from enrolment to the award of the degree, and activities to facilitate students' access to the world of work (placement).
2. Guidance, tutoring and placement activities are planned and organised by the Departmental Council or the School, where established, in accordance with the respective Regulations, within the scope of its own competences, within the framework of educational planning with the possible collaboration and coordination of the relevant University offices. The involvement of tenured professors and researchers in the actual implementation of these activities may be governed by specific regulations approved by the University.

3. In terms of guidance for university choice, the Department or the School, where established, in accordance with their respective Regulations, may offer, on the basis of specific agreements with the bodies and institutes concerned:

- a) educational-oriented activities for students in the last two years of high school;
- b) training courses for high school teachers on guidance-related topics;
- c) advice on guidance-related topics according to requests from schools.

4. With regard to tutoring, the Department or School, where established, in accordance with their respective Regulations, ensures the dissemination of adequate information on the degree programmes, the functioning of the services and the benefits for students.

5. In terms of placement, the Department or the School, where established, in accordance with their respective Regulations, may activate, within the framework of the supplementary teaching services, courses for guidance on placement in the world of work and the professions.

ARTICLE 17 PROFESSIONAL TRAINING

1. The University may promote, if necessary in cooperation with other bodies and institutions, on the proposal of the Department or School Councils concerned, where established, activities aimed at professional and cultural training and refresher courses, also by organising supplementary teaching services or other teaching activities as referred to in Article 6 of Law no. 341 of 19 November 1990 and subsequent amendments and additions.

2. In particular, the University may activate:

- A) preparation courses for state examinations to qualify for professions and public competitions;
- B) courses and external cultural and training activities, including those for the cultural updating of adults, as well as those for lifelong, recurrent and workers' training;
- C) post-graduate and refresher courses.
- D) Active Training Internships (TFA) and other qualifying courses for teaching in schools.

3. At the end of the courses referred to in this Article, the University issues qualifications and/or certificates of attendance possibly accompanied by the corresponding ECTS credits.

TITLE III TYPOLOGY AND REGULATION OF DEGREE PROGRAMMES AND TEACHING ACTIVITIES

ARTICLE 18 DEGREE PROGRAMMES

1. The degree is awarded at the end of the degree programme. Graduates are awarded the academic title of “dottore”.

2. Degree programmes are established within the framework of the classes identified by the Ministerial Decree of 16 March 2007 and the Ministerial Decree of 19 February 2009 and subsequent amendments and additions, and are aimed at ensuring that students have an adequate mastery of general scientific methods and content, even if they are oriented towards the acquisition of specific professional knowledge and skills.

3. The acquisition of professional knowledge and skills, as referred to in the preceding paragraph, is prearranged for the graduates' entry into the world of work also for the purpose of exercising regulated professional activities in compliance with national and European Union provisions.

The normal duration of degree programmes is three years.

4. Degree programmes with the same qualifying educational objectives and the resulting essential educational activities are established in the same class. These programmes have identical legal value.

Degree programmes in the same class must share the same basic and core training activities for at least 60 ECTS credits and differ for at least 40 ECTS credits, according to the criteria established by the relevant regulations. Where degree programmes are divided into curricula, the aforementioned differentiation must be ensured between each curriculum of one degree programme and all curricula of the other.

5. The university may establish a degree programme within two different classes, if the relevant system meets the requirements of both classes. The interclass degree programmes share at least 120 ECTS credits of the basic, core, related and supplementary activities offered in the two classes in which the student may choose to enrol. In the case of interclass programmes, students indicate at the time of enrolment the class in which they intend to pursue their degree, it being understood that they may change their choices, provided that these become final at the time of enrolment in the third year.

6. To obtain a degree, students must have acquired 180 CFUs, including those relating to the compulsory knowledge of a foreign language in addition to Italian, regardless of the number of years they have been enrolled at the university.

ARTICLE 19

MASTER'S DEGREE PROGRAMMES

1. The master's degree is awarded at the end of the master's degree programme. Graduates of the master's degree are awarded the academic title of “dottore magistrale”.

2. Master's degree programmes are established within the classes identified by ministerial decrees no. 249 of 16 March

2007, 8 January 2009 and 10 September 2010, as amended and supplemented, and are aimed at

the master's degree offers advanced level training for the exercise of highly qualified activities in specific areas.

The normal duration of master's degree programmes is two years.

3. Master's degree programmes with the same qualifying educational objectives and the corresponding indispensable educational activities are established in the same class. These programmes have identical legal value.

Master's degree programmes in the same class must differ by at least 30 ECTS credits, according to the criteria laid down in the relevant regulations. Where degree programmes are divided into curricula, the aforementioned differentiation must be ensured between each curriculum of one degree programme and all curricula of the other.

4. The university may establish a master's degree programme within two different classes, if the relevant system meets the requirements of both classes. The interclass master's degree programmes share at least 60 ECTS credits of the core, related and supplementary activities offered in the two classes in which the student may choose to enrol. In the case of interclass programmes, students indicate at the time of enrolment the class in which they intend to pursue their degree, it being understood that they may change their choices, provided that these become final at the time of enrolment in the second year.

5. In order to obtain a master's degree, the student, who in any case already has a degree, must have accrued 120 ECTS credits in accordance with the regulations and teaching regulations of the degree programme in which he or she is enrolled, regardless of the number of years of enrolment at the university.

6. Single-cycle master's degree programmes are defined as degree programmes for which no university degree is envisaged within the European Union, as well as degree programmes aimed at access to the legal professions and teaching in pre-school and primary schools.

Single-cycle degree programmes can be accessed with an upper secondary school diploma. Their normal duration is five or six years.

To obtain a master's degree in single-cycle programmes, the student must have accrued 300 or 360 ECTS credits, depending on the duration of the programme, regardless of the number of years of university enrolment.

ARTICLE 20 SPECIALISATION COURSES

1. The specialisation course may only be established pursuant to specific legal provisions or European Union directives and is intended to provide students with knowledge and skills for functions required in the exercise of particular professional activities.

2. Admission to a specialisation course requires at least a university degree,

or another recognised foreign qualification. The specific admission requirements for specialisation courses established and activated by the university are set out in the relevant teaching regulations, which are formulated in accordance with the classes to which the individual courses relate.

3. The training activities for the attainment of the degree are defined in compliance with the provisions of the teaching system of the specialisation course and, in the case of schools in the health area, of the compulsory and indispensable SDSs established by the ministerial decree of 29 March 2006 and subsequent amendments and supplements.

4. In order to obtain the specialist diploma, the student must have accrued the number of ECTS credits stipulated by the class to which the specialist course belongs, as specified in the relevant teaching system.

5. At the end of the specialisation course, the student obtains the specialist diploma and the academic qualification of specialist.

ARTICLE 21 PHD PROGRAMMES

1. PhD programmes are governed by specific University regulations, in accordance with the relevant legislation and the guidelines shared at European level within the Bologna Process.

2. At the end of the PhD programme, the student is awarded the PhD diploma and the academic title of Doctor of Philosophy, which may be abbreviated to Ph.D.

ARTICLE 22 TEACHING CALENDAR

1. The timetable of teaching activities and the calendar of examinations, both of profit and for the awarding of degrees, in compliance with the general criteria governed by these Regulations and in particular by paragraph 3 below, and in accordance with any implementing provisions of the Board of Directors and the Council of the Department or School concerned, where established, are established by the Head of Department or President of the School or, by delegation of one or the other, by the Presidents of the degree programme, after consulting the teachers concerned, so as to take into account the deadlines for obtaining the benefits for the right to study. The Department or School concerned, in accordance with their respective Regulations, ensures the widest possible publicity of the teaching calendar.

2. The teaching activity is divided into two teaching periods (semesters), except in cases where proven teaching requirements do not allow it, and starts on 1 October, unless otherwise determined by the Department or the School concerned, where established, in accordance with the respective Regulations.

3. The examination session is a single one, beginning on 1 November and ending no later than 20 April of the following academic year.

At least six exam dates are scheduled per calendar year, during break periods.

The exam date calendar must be announced well in advance, i.e. at least 30 days before the end of classes.

Of these exam dates, five are to be distributed as follows:

- two exam dates at least 15 days apart in the period between the first and second semester;
- two exam dates at least 15 days apart between June and July;
- an exam date in September.

The teaching regulations of the degree programmes may regulate the possible limitation of students' enrolment in exam dates of individual teachings. For repeating students, extraordinary calls may be scheduled in the period between March-May and October-December, without prejudice to the possibility of attending all other exam dates without restrictions. Teaching regulations of degree programmes may also extend this possibility to other categories of students.

ARTICLE 23 TYPE AND BREAKDOWN OF TEACHINGS

1. The Teaching Regulations of the degree programmes may provide for the subdivision of the courses into teaching modules of different durations, with the assignment of the corresponding ECTS credits to the latter, in compliance with the regulations in force on the limits on the compartmentalisation of training activities. For each course consisting of several modules there is a coordinator in charge, appointed by the Council of the Department or School, where established, or, by delegation of the latter, by the Degree Programme Board or by the appropriate body provided for by the Department or the School in accordance with their respective Regulations.

2. The Teaching Regulations of degree programmes may provide for the activation of support courses, seminars, laboratory and/or library exercises, textual practice exercises, computer practice exercises and other types of teaching deemed appropriate for the achievement of the degree programme's educational objectives. For each of these types of teaching, the following must be indicated:

- a) its affiliation to a SDS or to a defined disciplinary field or its disciplinary content, also with a view to ensuring its appropriate assignment to one of the first and second level professors or researchers of the Department Council or of the Departments concerned, or of the Degree Programme Board or of the special body provided for by the Department in its Regulations, where established;
- b) the allocation of an appropriate amount of ECTS credits;

c) the type of performance assessment enabling the achievement of the relevant ECTS credits in the various cases.

3. Teaching Regulations of the degree programmes may provide for forms of teaching that use distance learning (ODL) services and technologies.

4. The competent teaching structures may stipulate that one or more courses, of any type and duration, be borrowed from another degree programme of the same or another Department or School of the University.

5. In the cases envisaged by the regulations in force, the Degree Programme Board or the appropriate body envisaged by the Department or School in their respective Regulations, where established, may propose to the Council of the Department or School, where established, to resolve on the splitting of teaching courses. The Council of the Department or School activates the split courses, determines how the students are to be split and annually verifies that the prerequisites that led to the split remain in place.

6. In the case of dual subjects within the same degree programme, it is the task of the Joint Teacher-Student Committee to ensure that the syllabuses and examinations are comparable for teaching purposes and do not create inequalities in the study commitment and in the achievement of the educational objectives by the students concerned.

7. The Council of the Department or School, where established, or by delegation of the latter, the Degree Programme Board or the appropriate body provided for by the Department or School according to their respective Regulations, defines the attendance requirements, where required, for each teaching module, in percentages set out in the Teaching Regulations.

ARTICLE 24

EXAMINATIONS AND PERFORMANCE ASSESSMENTS

1. For the purposes of counting the maximum number of examinations or final performance assessments, the following training activities must be taken into account:

- 1) basic;
- 2) core;
- 3) related or supplementary;
- 4) elective, collectively considered as one examination. Assessments relating to the training

activities referred to in letters c), d) and e) of Article 10, paragraph 5 of

M.D. 270/04, owing to their nature and modalities and unless otherwise decided by the competent academic bodies and Councils of the Departments or Schools, where established, in relation to specific needs, may not be taken into account for the purposes of counting.

2. In the event of teaching divided into multiple modules, the assessment of the student's performance determines a single mark on the basis of a collective, contextual and overall assessment of performance, taking into account the weight of the individual modules.

3. In the case of teachings with compulsory attendance, the student may only sit the relevant examination after having fulfilled this obligation.
4. The exam mark is always expressed in thirtieths. The minimum mark for passing the examination is eighteen thirtieths. The Board may, by unanimous decision, award the candidate the highest mark with honour. Passed examinations may not be repeated.
5. The assessment of performance in examinations may take into account the results achieved in any tests or interviews taken during the course of the corresponding teaching course.
6. All oral examinations and performance tests are public. The competent teaching structures may regulate the modalities and limits of access to the sessions in order to allow an orderly conduct of the tests. If written tests are scheduled, the candidate has the right to view his or her papers after correction.
7. The Boards of Examiners for examinations and other profit assessment tests are appointed by the President of the Degree Programme Board or the appropriate body provided for by the Department or School or by the Director of the Department or the President of the School, where established, in accordance with their respective Regulations and are composed of at least two members, the first of whom is always the head of the teaching course, who acts as Chairman of the Board; the second is another lecturer or researcher in the same or related SDS, or an expert in the subject. In the case of supplementary courses divided into modules with different SDSs, the members are the lecturers or researchers of the modules that make up the teaching; the President of the Board is the coordinator responsible for the teaching.
8. In the case of supplementary teachings, at least one lecturer from each module shall be present on the Board of Examiners.
9. The result of the examination is certified by the President of the Board by signing the digital report; it is recorded in the student's career.
10. Exam dates and other performance assessments must begin on the date set and must be completed continuously. Any exceptions for serious and exceptional reasons must be authorised by the President of the Degree Programme Board or the appropriate body provided for by the Department or School or by the Department Director or the President of the School, where established, in accordance with their respective Regulations, who must ensure that students are informed in good time. Under no circumstances may the first exam date be brought forward.
11. A student in good administrative standing may sit all the permitted examinations, taking into account any limitations referred to in Article 22(3) above, subject to compliance with

propaedeutic requirements and any attendance obligations, in accordance with the Teaching Regulations of the degree programme.

ARTICLE 25
FINAL EXAMINATIONS AND ATTAINMENT OF
BACHELOR'S AND MASTER'S DEGREES

1. The bachelor's and master's degrees are awarded, together with the relative academic qualification, after passing the final exam. The Teaching Regulations of the degree programmes govern:
 - a) the manner in which the test is to be conducted, as laid down in the teaching regulations of the individual degree programmes;
 - b) the modes and criteria for the final evaluation, that in any case shall take into account the entire student's career within the DP, the times and means for obtaining the credits, the previous training activities and the Final Examination, as well as any other relevant element.
 - c) for each student, a lecturer/professor or researcher is appointed, in charge of supervising the preparation of the final examination and report on the subject to the Board.
2. Students are entitled to access the Final Examination after passing all the training activities provided for in the Degree Programme.
3. The conduct of the final examinations is always public, within the limits of the security and capacity of the classrooms.
4. In addition to or instead of tests consisting in the submission of a written paper or a written or graphical test of varying degrees, the Regulations may provide for an oral test aimed at ascertaining the achievement of the course's qualifying educational objectives.
5. For the award of the Master's degree, the Regulations must provide for the submission of a thesis prepared in an original manner by the student under the guidance of a supervisor, to be filed in the University's thesis archive.
6. The Teaching Regulations of the degree programme establish the times and procedures for the assignment of thesis topics and for the identification of the thesis supervisor. Students submit the assignment of the thesis topic and the name of the thesis advisor to the President of the Degree Programme Board or to the appropriate body provided for by the Department or School or to the Director of the Department or the Chairman of the School, where established, in accordance with their respective Regulations, or to the appropriate Board, for approval:
 - a) the verification of the fair distribution of the teaching commitment among the teachers of the same Board;
 - b) the possible excessively long lead times and obsolescence of certain assignments.
7. The Boards of Examiners of the final examination qualified to award the degree are

appointed by the Director of the Department or by the President of the School, where established, and are composed in accordance with the rules laid down by the legislation in force and in the Teaching Regulations of the degree programmes, and in any case of no fewer than five and no more than eleven members.

The functions of President of the Board are performed, where present, by the Director of the Department or President of the School, where established, or by the President of the Degree Programme Board or of the appropriate body provided for by the Department or by the School in accordance with their respective Regulations, or by the most senior full professor in the role, or in the absence of full professors, by the most senior associate professor in the role.

8 The Board is usually composed of full professors and associate professors, and researchers belonging to the Department. At least one member of the Board shall be a full professor or associate professor. Professors from Departments other than those of the degree programme in which the candidates are enrolled, professors on contract at the Department in the academic year in question and scholars of the subject within the maximum limits set by the relevant Regulations may also be members of the Board of Examiners for the final examination;

9. In inter-departmental degree programmes, the Board of Examiners for the final examination must consist of lecturers and professors from the departments concerned.

10. The Boards of Examiners for the final exam express their marks in 100ths and may, by unanimous decision, award the candidate the highest mark with honour. The minimum mark for passing the test is sixty-six hundredths. The Board's judgement is final.

11. The calendar of final examinations must provide for at least three exam dates, suitably distributed throughout the academic year.

12. The procedures for issuing joint, double or multiple degrees referred to in Article 5 are governed by the agreements determining them.

ARTICLE 26

PROMOTION AND ADVERTISING OF THE TEACHING OFFER

1. The University's teaching offer is public and the University ensures its maximum promotion and information, also through the use of IT and telematic tools; the reports on the state of teaching prepared by the University Evaluation Board are also made public. In particular, the Academic Senate may decide on the publication, subject to the definition of the relevant modalities, of students' judgements on the delivery of teaching by lecturers and researchers.

2. The University publishes an Orientation Guide designed to facilitate students' initial entry and guidance into the university world.

ARTICLE 27
UNIVERSITY MASTER'S
PROGRAMMES

1. University master's programmes can be of first and second level.

Admission requirements are the possession of a university degree and/or a three-year university diploma and a master's degree, respectively, or an equivalent qualification.

2. To obtain a university master's degree qualification, the student must have acquired at least 60 ECTS credits in addition to those acquired to obtain a bachelor's or master's degree. The normal duration of university master's programmes is one year.

3. The teaching offer of university master's programmes, in accordance with the current regulations, must be specifically aimed at responding to training demands that have been identified as actually existing in the country. To this end, the relevant regulations must be inspired by the need for flexibility and periodic adjustment to changing labour market conditions.

4. University master's programmes may also be offered by the university in cooperation with non-university, public or private bodies.

5. The administrative and organisational discipline of university master's programmes is delegated to special regulations approved by the Academic Senate after consultation with the Board of Directors.

TITLE IV
STUDENTS' RIGHTS AND DUTIES

ARTICLE 28
ENROLMENT AND REGISTRATION

1. The general rules and procedures for enrolment and registration in the subsequent years of degree programmes, as well as any restrictions on access, are indicated in the Ministerial Data Bank, in the Degree Programme Regulations and in the calls for application of Student Benefits; this information is disseminated in the calls for applications for admission to degree programmes and in the General Study Manifesto as well as in the other information and publicity tools adopted by the University.

2. Any quantitative and qualitative limitations on access to bachelor's and master's degree programmes are decided by the Board of Directors, on the proposal of the competent Councils of Departments or Schools, where established, after consulting the Academic Senate and the Student Conference.

3. As from the academic year 2022/2023, simultaneous enrolment of students in two degree programmes is allowed in accordance with the provisions of Law no. 33 of 12 April 2022 and the relevant implementing decrees; the teaching regulations of the degree programmes may define the detailed discipline, where necessary and/or appropriate in relation to the particularities of the individual degree programmes in terms of specific training objectives, expected learning outcomes and teaching methods.

4. Within the limits of the provisions of the teaching regulations of the degree programmes, interested parties in possession of the qualification required for access to the programme in which the course is taught or an equivalent qualification may enrol in individual teachings offered by the University, taking the relative examinations and obtaining regular certification from the competent Registrar's Office upon payment of the fees established by the competent academic bodies. Enrolment in individual teachings is compatible with enrolment in another degree programme at this or another university.

5. In accordance with current legislation, simultaneous enrolment in degree programmes at universities and at higher institutes of music and dance studies is possible. Interested students must declare, at the time of enrolment, their intention to avail themselves of concurrent enrolment at these institutions by submitting the study plans provided for in their respective curricula.

ARTICLE 29

TRANSFERS FROM OTHER UNIVERSITIES AND STUDENTS FROM OTHER UNIMORE PROGRAMMES

1. Applications for the transfer of students coming from another university and applications to change the degree programme must be submitted to the competent offices by 31 October, unless otherwise provided for by the Council of the Department or School, where established, or by delegation of the latter, to the competent Degree Programme Board or to the appropriate body provided for by the Department or the School in accordance with their respective Regulations. The resolution must contain the possible total or partial recognition of the study career followed up to that moment, with the validation of the examinations taken and the ECTS credits acquired, and the indication of the programme year in which the student is enrolled and, for master's and single-cycle degrees, any additional learning requirement to be fulfilled.

2. The teaching regulations of degree programmes may provide in which cases acceptance of a transfer application is conditional on passing an admission test.

ARTICLE 30

STUDENT MOBILITY AND RECOGNITION OF TRAINING ACTIVITIES AND STUDIES ABROAD

1. In compliance with the relevant regulations in force, the University adheres to international student mobility programmes recognised by the universities of the European Union and to other programmes resulting from agreements and conventions, at any level of study.

2. The University encourages student mobility according to a principle of reciprocity, making its own teaching resources and the tutoring assistance provided for by the regulations of the programmes referred to in paragraph 1 available to visiting students, and also providing organisational and logistical

support

for exchanges.

3. The recognition of training activities and studies carried out abroad with regard to their consistency with the educational project of the degree programme in terms of the required attendance, the passing of the examinations and other foreseen tests and the achievement of the relevant ECTS credits by students of the university is governed by the regulations of the programmes referred to in paragraph 1 or by agreements with other foreign institutions. This recognition is the responsibility of the Council of the Department or School, where established, or by delegation of the latter, of the competent Degree Programme Board or of the appropriate body provided for by the Department or the School in accordance with their respective Regulations.

4. Recognition of the suitability of qualifications obtained abroad for the purposes of admission to degree programmes offered at the University is provided for in accordance with current legislation and international agreements.

ARTICLE 31
FULL-TIME AND PART-TIME STUDENTS, NON-ATTENDERS, WORKERS,
REPEATING STUDENTS,
INTERRUPTION OF STUDIES,
TEMPORARY TERMINATION OF STUDIES

1. The university may promote courses or other forms of teaching for disadvantaged students or working students, as well as distance learning courses, the duration and modalities of which are governed by the regulations of the educational establishments concerned in accordance with the general principles set out in this Article.

2. If the individual degree programme regulations provide for special arrangements for the organisation of training activities for students not working full time, students who work or who are otherwise unable, for proven personal, economic or social reasons, to attend teaching activities may opt for part-time enrolment at the beginning of the academic year, with the exception of PhDs and specialisation schools. Students must opt for part-time registration before the start of the academic year and no later than the start of classes. They carry out the teaching activities and obtain the relevant ECTS credits for a commitment equal to half of what is envisaged for the reference course year, without prejudice to any attendance obligations and in accordance with the procedures set out in the degree programme regulations. The option remains for two academic years. At the end of the two years, students may apply to return full-time or confirm part-time enrolment by handing in the relevant study plan.

3. Therefore, they are enrolled as repeating student:

a) if, having enrolled in an bachelor's or single-cycle master's degree programme with an additional learning requirement, they did not complete it within the first year. The students must re-enrol in the first year until

they have fulfilled the additional learning requirement;

b) if they did not obtain the required number of certificates of attendance in the previous academic year;

c) if they have not obtained the minimum number of ECTS credits required for admission to the following year.

4. Students are enrolled as repeating students if they have not passed all the examinations corresponding to the teachings attended and required for obtaining the degree. The educational activities they have benefited from may be considered no longer current and the ECTS credits acquired no longer appropriate to the qualification required by the degree programme attended. The Degree Programme Board or the appropriate body provided for by the Department or the School, where established, in accordance with their respective Regulations shall in such cases determine the new additional learning requirements for obtaining the degree.

5. Students who do not renew their registration for one or more academic years may resume studies as repeating students by paying the registration fee for the years of interruption. If the period of interruption is longer than three years, the recognition of the studies carried out and the ECTS credits acquired is subject to a prior assessment by the Council of the Department or School, where established, or by delegation of the latter, to the competent Degree Programme Board or to the appropriate body provided for by the Department or the School in accordance with their respective Regulations.

6. Students' enrolment expires if they do not pass any examinations for five consecutive academic years. In the event that students have taken all the examinations and only fails the final examination, they do not incur forfeiture of studies.

7. Students may, at any time during their educational career, renounce the studies undertaken and request re-enrolment in the same or another degree programme.

8. Students who have forfeited or renounced the studies undertaken pursuant to paragraphs 6 and 7, and who request re-registration in the same or another degree programme, the recognition of the studies undertaken and the ECTS credits acquired are subject to a prior assessment by the Council of the Department or School, where established, or by delegation of the latter, to the competent Degree Programme Board or to the appropriate body provided for by the Department or the School in accordance with their respective Regulations.

9. Students who, for proven reasons, are unable to attend a year of the degree programme may be granted, at their request to be made before the start of the academic year, temporary termination of studies, with consequent exemption from the obligation to enrol. This temporary termination is valid for one academic year only and may not be repeated.

ARTICLE 32 CERTIFICATION

1. The University issues, also in telematic form, in compliance with the legislation in force, certificates, attestations, copies, extracts and other documents relating to the educational career of students, without prejudice to the right to safeguard personal data as provided for by the laws in force on certification and administrative transparency. In any case, certificates cannot be submitted to bodies of the public administration or private providers of public services
2. The university issues, as a supplement to the certificate for each qualification awarded, an information report containing, in accordance with models conforming to those adopted by European countries, the main details of the specific curriculum followed by the student to obtain the qualification. The report is drawn in Italian and English.
3. The offices of the Registrar's Offices issue certifications regarding the student's documented partial career in progress, in accordance with the examinations so far successfully taken and the ECTS credits corresponding to them.

ARTICLE 33
PROTECTION OF STUDENTS' RIGHTS AND CAREERS

1. The protection of students' rights in the conduct of their personal study careers is the responsibility of the Rector.
2. Instances concerning the study career of any student are dealt with by the Rector, after consulting the Council of the Department or School, where established, or by delegation of the latter, the competent Degree Programme Board or the appropriate body provided for by the Department or the School in accordance with their respective Regulations.
3. Rectoral decisions on the applications referred to in the preceding paragraph are final.

TITLE V
TEACHING DUTIES OF PROFESSORS AND RESEARCHERS

ARTICLE 34
TEACHING DUTIES OF FULL AND ASSOCIATE PROFESSORS, AND RESEARCHERS

1. The University Departments or Schools, where established, having consulted with the individual DP Boards or special bodies envisaged by the Department or School in accordance with their respective Regulations, assign teaching duties to full and associate professors and researchers in accordance with the rules laid down in the relevant regulations.
2. The regulations in force on the subject provide, within the overall time commitment for teaching activities, for the mandatory minimum weekly presence of full and associate professors and researchers during the year, in relation both to teaching and tutoring obligations and to the possible subdivision of the teaching calendar into teaching periods.

3. Within the framework of the hours devoted to tutoring activities, full and associate professors and researchers must include both the hours of reception of students participating in their teaching activities and the hours of reception of students assigned to them by the Department Regulations on Tutoring. Both these activities shall be carried out continuously throughout the academic year, possibly with different compulsory attendance during the various teaching periods, according to timetables agreed upon with the lecturers and researchers themselves and previously made public in accordance with Article 26 of these Regulations.

4. Each full and associate professor and researcher in charge of teaching is required to personally conduct the lectures for the courses assigned to him/her. Any absence must be justified by serious and exceptional reasons and authorised by the Director of the Department or the President of the Degree Programme or of the appropriate body provided for by the Department or the School, where established, in accordance with their respective Regulations, who shall ensure that students are promptly informed. In the event of prolonged absences, the Director of the Department, having consulted the Board, shall, within the terms provided for in the Departmental Regulations, provide for the replacement of the lecturer/professor or researcher in the most appropriate manner to ensure the continuity of his or her teaching course and the conduct of the examinations, without prejudice to the provisions of paragraph 7.

5. Full and associate professors and researchers must submit for approval by the President of the Degree Programme Board or the appropriate body provided for by the Department or School or the Director of the Department or the President of the School, where established, in accordance with the respective Regulations, within the time limits established by the competent teaching structure, the contents of the various types of teaching they are responsible for in any capacity and the syllabus of the examinations envisaged.

6. Each full and associate professor and researcher fills in the register of lectures and other teaching activities on a daily basis, noting therein, in accordance with the criteria laid down in the Departmental Regulations, the topics covered in the course of the various types of teaching assigned to him. The register is kept permanently available for periodic inspection by the Director (or his delegate), who will identify the most suitable forms and places for this purpose, and must be delivered to the Director within 15 days of the end of the academic year. The Director then verifies that the number of hours of teaching activities carried out was equal to the number of hours entrusted, endorses the register and keeps it in the Department's archives. It is the Director's duty to report annually to the Rector the names of full and associate professors and researchers who fail to fulfil these obligations.

7. Any full and associate professor or researcher in charge of teaching may invite

experts of recognised scientific expertise to lecture in his place on specific topics forming part of his teaching course.

8. In cases where the final examination of a degree programme provides for the preparation of a thesis, the full and associate professors and researchers who are members of the Degree Programme Board must accept, on the basis of criteria laid down in the Departmental Regulations, a minimum number of theses to be performed by students under their personal scientific tutorship, as supervisors.

9. Full and associate professors and researchers who intend to carry out part-time paid or unpaid teaching activities, inside or outside the University, but outside the duties assigned to them on the basis of the Regulations of the Department to which they belong, must request prior authorisation in accordance with the relevant legislation in force.

10. The President of the Degree Programme Board or of the appropriate body provided for by the Department or the School or the Director of the Department or the President of the School, where established, in accordance with their respective Regulations, may appoint subject-matter experts who have been in possession of a degree, a specialised degree or a master's degree for at least two years, or a degree prior to Ministerial Decree 509/99.

11. The Academic Bodies will issue the Guidelines on the training offer in order to better organise its teaching activities.

TITLE VI DISCIPLINARY SANCTIONS

ARTICLE 35 DISCIPLINARY SANCTIONS

1. The detailed rules on sanctions and disciplinary proceedings against teaching, research and technical-administrative staff are set out in the relevant legislation in force, whereas for students, reference is made to the Student Regulations to be issued, pursuant to Article 24(9) of the University Statute, in compliance with the relevant national legislation in force.

TITLE VII TRANSITIONAL AND FINAL RULES

ARTICLE 36 APPROVAL AND ENTRY INTO FORCE OF THE UNIVERSITY TEACHING REGULATIONS

1. The teaching systems of the bachelor's and master's degree programmes and specialisation courses approved by the University are reported in the Second Part, Annex 2 of these Regulations.

2. For all matters not provided for in these Regulations, the legal provisions in force apply.

ARTICLE 37
TRANSITIONAL AND FINAL RULES

1. The University ensures the completion of the degree programmes and the award of the relevant degrees, according to the previous teaching regulations, to students already enrolled. After three academic years have elapsed from the year in which the degree programmes were first activated, the Academic Senate may set a deadline by which students still enrolled under the previous system are obliged to transfer to the new system.