



University of Gastronomic Sciences  
Università degli Studi  
di Scienze Gastronomiche

## UNIVERSITY ACADEMIC REGULATIONS

- Approved by Ministerial Decree of April 15, 2005 – Official Gazette (G.U.) No. 106 of 09/05/2005 - Ordinary Supplement No. 84 – Rectoral Decree No. 02/05 of 05/05/2005.
- Amendments to Article 27, paragraph 7 – Rectoral Decree No. 39/07 of September 20, 2007
- Amendments pursuant to Ministerial Decree No. 270 of October 22, 2004, approved by the Decree of the General Directorate for Universities on May 15, 2008 – Rectoral Decree No. 63/08 of May 20, 2008.
- Amendments pursuant to Ministerial Decree No. 96 of May 26, 2023, approved by Rectoral Decree No. 485 of October 11, 2023
- Amendments approved by the Academic Council on 10/07/2024 and by the Executive Committee on 18/07/2024, enacted with Rectoral Decree 541/24 - 24/07/2024

## *University academic regulations*

### INDEX

PREAMBLE.....	3
Article 1 - Definitions.....	3
Article 2 – Objectives.....	4
<i>TITLE I - ORGANIZATION OF EDUCATIONAL ACTIVITIES: STUDY PROGRAMS AND STRUCTURES</i> .....	4
Article - Degrees and Study Programs .....	4
Article 4 - Design and Management of Educational Activities .....	5
Article 5 – Undergraduate Degree Programs .....	5
Article 6 – Graduate Degree Programs.....	5
Article 7 – Research Doctorate.....	5
Article 8 – Master.....	6
Article 9 –Academic structures of Degree Courses and master’s Programs.....	6
Article. 10 – Quality control of university activities .....	6
Article 11 –Evaluation of University activities .....	7
<i>TITLE II – REGULATION OF EDUCATIONAL ACTIVITIES</i> .....	7
Article 12 – Institution and academic regulations of Undergraduate and Graduate Degree Programs	7
Article 13 –Activation and deactivation of study programs.....	8
Article 14 –Academic Regulations for Undergraduate and Graduate Programs .....	9
Article 16 - Educational Activities of Graduate Degree Programs .....	10
Article 17 – University educational credit .....	11
Article 18 - Admission to the courses.....	12
Article 19 - Planning of Academic Activities.....	12
Article 20 – Academic calendar .....	12
Article 21 - Curriculum.....	13
Article 22 – Orientation .....	13
Article 23 – Mentoring .....	14
Article 24 - Exams and assessments of academic performance .....	14
Article 25 – Final exam.....	15
Art. 26 - Promotion and advertisement of the educational offer and services. ....	15
<i>TITLE III - STUDENTS</i> .....	16
Article 27 - Students.....	16
Article 28 – Duties of Students.....	16
<i>TITLE IV - PROFESSORS</i> .....	16
Article 29 - Tasks and Responsibilities of Professors .....	16
<i>TITLE V - FINAL PROVISIONS</i> .....	17
Article 30 - Approval of the University Academic Regulations .....	17
Article 31 - Amendments to the University Academic Regulations.....	17

## PREAMBLE

### Article 1 - Definitions

1. According to the provisions of this Regulation, it is intended:
  - a. by "General Regulation on Autonomy," the Ministerial Decree (D.M.) No. 270 of October 22, 2004, which establishes "Amendments to the regulation containing rules regarding the academic autonomy of universities, approved by the decree of the Ministry of Universities and Scientific and Technological Research of November 3, 1999, No. 509";
  - b. by university's academic regulations, the regulation referred to in Article 11, paragraph 1, of Law No. 341 of November 19, 1990;"
  - c. by the academic regulations of the study programs, the regulations referred to in Article 11, paragraph 2, of Law No. 341 of November 19, 1990;
  - d. by study programs, undergraduate degrees, graduate degrees, doctoral programs, and university master's courses;
  - e. by educational qualifications, the undergraduate degree (L), the graduate degree (LM), the doctoral degree, and first- and second-level university master's degrees;
  - f. by Academic regulations of a study program, the set of rules that govern the related curriculum and determine the overall framework of educational activities, as specified in Article 11 of Ministerial Decree 270/2004
  - g. by scientific-disciplinary sectors, the groupings of disciplines as per Ministerial Decree of October 4, 2000, and subsequent modifications;
  - h. by disciplinary sector, a set of scientifically and professionally related sectors, as defined by ministerial decrees
  - i. by scientific-disciplinary groups, a set of scientific-disciplinary sectors having scientific, cultural, and educational relevance, defined by the Ministry of University and Research with Ministerial Decree 639 of May 2, 2024, pursuant to Article 6-bis of Law 79/2022, which converts Law Decree 36/2022;
  - j. by university credits (CFU), the measure of the volume of learning, including individual study, required from a student with adequate initial preparation to acquire knowledge and skills in the educational activities provided for by the academic regulations of the study programs;
  - k. by educational objectives, the set of knowledge and skills that define the cultural and professional profile, which the study program aims to achieve:
  - l. by educational activities, any organized or planned activity aimed at ensuring the cultural and professional training of students, with reference, among other things, to lectures, seminars, practical or laboratory exercises, small group teaching activities, tutoring, guidance, internships, projects, theses, and individual study and self-learning activities;
  - m. by curriculum, the set of university and extracurricular educational activities specified in the academic regulations of the study program, aimed at obtaining the corresponding qualification;
  - n. by ECTS (European Credit Transfer and Accumulation System), the set of rules for the transfer and accumulation of educational credits within Europe;

## *University academic regulations*

- o. by the ECTS scale, the tool adopted in Europe to facilitate the conversion and transfer of grades obtained by students during mobility periods;
- p. by Diploma Supplement, the certificate prepared in two languages and attached to the degree;
- q. by University or Ateneo, the University of Gastronomic Sciences;
- r. by Statute, the Statute of the University of Gastronomic Sciences;
- s. by SUA-CdS, the Annual Single Form for each undergraduate degree and graduate degree program activated by the University.

### **Article 2 – Objectives**

1. This academic regulation of the university, in accordance with the legislative and ministerial provisions that govern educational autonomy, regulates the educational systems and operational criteria of the study programs established at the university.
2. It also regulates the orientation activities and support services of the university.
3. The administrative procedures for managing students' careers are governed by specific regulations.

## *TITLE I - ORGANIZATION OF EDUCATIONAL ACTIVITIES: STUDY PROGRAMS AND STRUCTURES*

### **Article - Degrees and Study Programs**

1. The university awards the following degrees:
  - 1) Undergraduate degree (L)
  - 2) Graduate degree (LM)
  - 3) Research Doctorate (DR/Ph.D)
  - 4) First-level and second-level university master's degrees
2. The undergraduate degree, graduate degree, Research Doctorate, and university master's degree are obtained at the end of their respective study programs, namely the undergraduate programs, graduate degree programs, doctoral programs, and master's courses offered by the university, in compliance with the current regulations and ministerial decrees, within their identified classes.
3. The degrees awarded by the university at the end of study programs of the same level belonging to the same class have, in all legal aspects, the same legal value. They are designated by names that coincide with those of the corresponding study program, as well as by the numerical indication of the class of belonging.
4. The type, duration, number of credits required, and general criteria for the structural organization of the various study programs, as well as admission requirements, lists of courses and their corresponding scientific-disciplinary sectors, other educational activities, methods for acquiring credits within the different curricula, and forms of periodic verification of acquired credits are determined by the provisions of the laws and ministerial decrees in force, particularly Ministerial Decree 270/2004 and subsequent amendments, and are governed by the relevant academic regulations of the study programs, approved by the university in accordance with current regulations.
5. Based on appropriate agreements, the university may award the degrees mentioned in this article jointly with other Italian and foreign universities. These agreements must outline the training methods and structure agreed upon by the collaborating universities, as well as the methods for issuing the degree.

## *University academic regulations*

6. The university issues, as a supplement to each degree, a certificate, in Italian and English (Diploma Supplement), which provides information about the specific training structure followed by the student to obtain the degree.

### **Article 4 - Design and Management of Educational Activities**

1. The academic activities are entirely the responsibility of the university at the central level, and no departments are established. Therefore, there are no structures entrusted with education, research, and the third mission.
2. The design and management of educational activities are entrusted to the Academic Council, which operates in accordance with the resolutions and guidelines of the Board of Directors and the Executive Committee.

### **Article 5 – Undergraduate Degree Programs**

1. The degree is awarded at the end of the course of study as outlined by the relevant Study Program's guidelines. Those who obtain a undergraduate degree are granted the academic title of "doctor".
2. The Undergraduate Degree course aims to ensure the student acquires adequate mastery of general scientific methods and content, even when oriented toward the acquisition of specific knowledge, skills, and competencies.
3. The acquisition of the knowledge, skills, and competencies mentioned in the previous section is intended to prepare the graduate for entry into the job market and to carry out related professional activities in compliance with current regulations.
4. To obtain the degree, the student must have acquired 180 credits, including those related to the mandatory knowledge of, in addition to the Italian language, one of the languages of the European Union, as well as the final examination. The normal duration of the Undergraduate Degree course is three years.
5. Bachelor's Degree programs may also be conducted in collaboration between the University and other Italian or foreign universities, in accordance with the provisions of the previous Article 3.

### **Article 6 – Graduate Degree Programs**

1. The Graduate Degree is awarded at the end of the course of study as outlined by the relevant Study Program's guidelines. Those who obtain the Graduate Degree are granted the academic title of "graduate."
2. The Graduate Degree course aims to provide the student with advanced training for the practice of highly qualified activities in specific fields.
3. To obtain the Graduate Degree, the student must have acquired the 120 credits required by the specific regulation. The normal duration of the Graduate Degree course is two years.
4. The Graduate Degree course may also be conducted in collaboration between the University and other Italian or foreign universities, in accordance with the provisions of the previous Article 3.5.

### **Article 7 – Research Doctorate**

1. The PhD program aims to provide the necessary skills to conduct highly qualified research activities at universities, public institutions, or private organizations.
2. The institution of the PhD program, the admission procedures, the requirements for obtaining the degree, the educational objectives, the related study program, the duration, fees related to access and

## *University academic regulations*

attendance, provision of scholarships, and the amounts are regulated by current legislation and the PhD program regulations of the University.

3. Those who obtain a PhD are awarded the academic title of "Doctor of Research."

4. The institution of a PhD program is decided by the Executive Committee, upon the proposal of the Academic Senate, or, if this is not constituted, by the Academic Council.

### **Article 8 – Master**

1. Pursuant to Article 3, paragraph 9, of Ministerial Decree 270/2004, the University may offer advanced scientific courses and permanent, recurrent, and professional development programs, following the attainment of a Undergraduate or Graduate Degree, after which University Master's degrees are awarded.

2. University Master's degrees can be first- or second level. To enroll in a first-level Master's program, one must have obtained a Undergraduate degree or an equivalent foreign qualification. To enroll in a second-level Master's program, one must have obtained a Graduate degree or an equivalent foreign qualification.

3. To obtain the University Master's degree, the student must have earned at least 60 credits beyond those acquired for the Undergraduate or Graduate degree. The minimum duration of a University Master's program is normally one year.

4. The University may establish joint master's programs (i.e., inter-university), either first- or second level, based on national or international inter-university cooperation agreements.

5. University Master's programs can also be established by the University in collaboration with external entities, public or private, both Italian and international.

6. The institution of a University Master's program is decided by the Executive Committee, upon the proposal of the Academic Senate, or, if this is not constituted, by the Academic Council.

### **Article 9 –Academic structures of Degree Courses and master's Programs**

1. Course design and planning, organization, and management of Degree Courses and master's Programs are the responsibility of the Academic Council, which can rely on proposals and recommendations from the Course Councils, if they are established.

2. For each Degree Course and master's Program, a Coordinator is appointed by the Rector. The Rector communicates the coordinator's appointment to the Academic Council and the Executive Committee.

3. The coordinator is responsible for presenting the proposal for the course design, organizing it, monitoring and verifying its compliance with quality requirements established by current regulations and internal rules, as well as conducting periodic reviews.

4. The Coordinator of the Study program presides over the Course Council, whose responsibilities, operating rules, and composition are outlined in the General Regulations.

### **Article. 10 – Quality control of university activities**

1. The supervision and monitoring of Quality Assurance processes, as well as fostering its continuous improvement, are the responsibility of the Quality Assurance Office.

2. The Office oversees and monitors the regular and proper execution of Quality Assurance procedures for educational activities, with particular attention to gathering the opinions of students, graduating students, and graduates, the periodic updating of information contained in the SUA-CdS, periodic reviews of the study programs, and the effectiveness of corrective and improvement measures.

**Article 11 –Evaluation of University activities**

1. The overall results and the qualitative level of the activities carried out by the University are periodically analyzed by the University Evaluation Committee
2. The University Evaluation Committee collects and processes the information elements regarding the evaluation of the activities carried out by the University, based on the indications provided by the competent bodies, structures, and offices. The Evaluation Committee also uses the annual reports from the Joint Teacher-Student Committee, the annual monitoring form, and the cyclical review reports of the Study Programs. Based on the received documentation, it formulates suggestions and recommendations aimed at improving the quality of the University's academic and research activities.
3. For the evaluation of teaching and student services, data collected from students through specific questionnaires or other forms of consultation are also used.
4. The overall results of the evaluation activities are submitted, for the necessary actions, to the Quality Assurance Office and, subsequently, to the bodies and structures of the Quality Assurance System.
5. Within the Quality Assurance System, one or more Joint Teacher-Student Committees are established, composed of an equal number of teachers and students, tasked with monitoring the educational offer, academic quality, and student services.

**TITLE II – REGULATION OF EDUCATIONAL ACTIVITIES**

**Article 12 – Institution and academic regulations of Undergraduate and Graduate Degree Programs**

1. The Study Programs are instituted in compliance with the criteria and procedures of this regulation, ministerial provisions on the accreditation of Study Programs, and current provisions on the planning of the university system.
2. Study Programs may be established with a name formulated in a foreign language and may provide that the corresponding educational activities are conducted in the same language.
3. The institution of a Study Program with its related academic regulation is decided by the Executive Committee, upon the proposal of the Academic Senate, or, if this is not constituted, by the Academic Council.
4. In accordance with the accreditation procedures, the institution of new Study Programs requires the favorable opinion of the Joint Teacher-Student Committee, the opinion of the University Evaluation Committee, which prepares a specific technical report, and the favorable opinion of the Regional University Coordination Committee, where applicable.
5. Decisions concerning academic organization of the study programs are made after consultation with organizations and representatives of the professions, services, and production sectors, with particular reference to the evaluation of training needs and professional opportunities.
6. Upon receiving approval from the Ministry of Universities and Research in accordance with current regulations in force, the institution of the Study Program is decreed by the Rector.
7. For each Undergraduate Degree and Graduate Degree Program, the respective academic regulations, in compliance with the ministerial decrees of the Degree Classes, regulate:
  - a. The title of the Study Program, the relevant Degree Class, the language, and the methods of conducting the academic activities. In compliance with regulatory conditions, interclass courses may be activated;



## *University academic regulations*

- b. The specific educational objectives of the Study Program and the description of the course structure. The educational objectives are described in terms of expected learning outcomes, with reference to the system of descriptors adopted at the European level. The regulation also identifies the expected employment and professional opportunities, including those classified by ISTAT;
  - c. The general framework of the academic activities to be included in the curricula;
  - d. The credits assigned to each educational activity and each field, referring, in the case of those provided for in letters a) and b) of Article 10, paragraph 1, of DM 270/2004, to one or more scientific-disciplinary sectors;
  - e. The knowledge required for admission, pursuant to Article 6, paragraphs 1 and 2, of DM 270/2004;
  - f. The characteristics of the final examination for the attainment of the degree.
8. The academic regulation of the Study Programs may provide, in the areas related to core and/or specialized activities, teachings or other educational activities pertaining to scientific-disciplinary sectors other than those specified in the class definition tables, in compliance with the educational objectives of the class and within the limits set by current regulations. In any case, at least 40 percent or 30 percent, respectively, of the credits required to obtain the degree must be allocated to educational activities related to the scientific-disciplinary sectors specified in the tables (Article 10, paragraphs 2-bis and 4-bis of DM 270/2004, as amended by Article 2, paragraph 1 of Ministerial Decree No. 96/2023).
9. It is possible to obtain the degree according to an individual study plan that also includes educational activities different from those provided in the academic regulations, as long as they are consistent with the academic regulation of the study program for the academic year of enrollment (Article. 11, paragraph 4-bis of DM 270/2004, as amended by Article 2, paragraph 1 of Ministerial Decree No. 96/2023).
10. It is possible to acquire educational credits from other Italian universities based on agreements established between the interested institutions, in accordance with current regulations (Article 5, paragraph 5-bis, of DM 270/2004, as amended by Article 2, paragraph 1, of Ministerial Decree No. 96/2023).
11. The academic regulation also indicates the reasons for the possible institution of multiple courses within the same class, the maximum number of credits that can be recognized pursuant to Article 4 of Ministerial Decree March 16, 2007, any other universities involved in the agreement, and, for degree programs, any affinities with other courses within the same class. Courses for which a shared affinity assessment has been decided to share the same foundational and characteristic training activities for a minimum of 60 credits.

### **Article 13 –Activation and deactivation of study programs**

1. The activation of study programs occurs following the successful completion of accreditation procedures by ANVUR and their subsequent institution.
2. Activation is decided annually by the Academic Council and the Executive Committee, after verifying compliance with the structural, organizational, and qualitative-quantitative qualification requirements of the faculty for the programs, as determined by Ministerial Decree, in accordance with the objectives and criteria of the university system programming and the Strategic Plan of the university.



## *University academic regulations*

3. The following are considered necessary requirements for the activation of Undergraduate and Graduate degree programs:
  - a. transparency requirements and the necessary conditions for proper communication directed at students and all interested parties regarding the characteristics of the programs;
  - b. requirements for ensuring the quality of educational processes;
  - c. requirements for ensuring the quality of educational processes;
  - c. requirements for facilities and faculty positions that must be available to support the programs in at least the minimum amount required by current regulations, as well as the degree of coverage of the scientific-disciplinary sectors related to the foundational and characteristic educational activities in a percentage at least equal to what is established by current regulations;
  - d. dimensional rules regarding the number of students sustainable for each study program.
4. The activation of study programs is contingent upon their inclusion in the relevant database of the Ministry (SUA-CdS).
5. In the case of deactivation, decided by the Academic Council and the Executive Committee, the university nonetheless ensures that students already enrolled have the opportunity to complete their studies and obtain the relevant degree. It also delegates the competent academic structures to regulate the possibility for students to opt for enrollment in another active study program.

### **Article 14 –Academic Regulations for Undergraduate and Graduate Programs**

1. The Academic regulations of a study program, approved by the relevant educational structure, in accordance with the academic regulation of the program itself and the university's educational regulations while respecting academic freedom, as well as the rights and duties of faculty and students, specify the organizational aspects of the study program.
2. The academic regulations of each study program determine:
  - a. the list of courses, indicating the relevant scientific-disciplinary sectors and any breakdown into modules, as well as other educational activities, according to strict functionality with the specific educational objectives of the program;
  - b. the selected activities for students and the corresponding credits;
  - c. other educational activities and the corresponding credits;
  - d. the specific educational objectives, credits, and any prerequisites for each course and each other educational activity;
  - e. the types of teaching and learning methods, including distance learning, exams, and other assessments of student performance;
  - f. the faculty of the study program with specific indication of the reference instructors;
  - g. the structure of the curricula within the program and possibility for students to formulate a study plan corresponding to an individual curriculum, and the related submission procedures, if any;
  - h. attendance requirements, if any;
  - i. the curricular requirements for admission to the Master's program;
  - j. the type and formal procedures of the final examination for obtaining the degree.
3. The academic regulations of the study programs are approved annually by the Academic Council of the university.
4. Other information, provided to students and included in the SUA-CdS pertains to:
  - a. results achieved in terms of employability and the job market situation in the sector;

## *University academic regulations*

- b. the number of enrolled students for each year and forecasts on sustainable enrollment
- c. reports from the Evaluation Unit
- d. facilities and services available to the program and enrolled students;
- e. supports and services available for students with disabilities;
- f. organization of educational activities and orientation and tutoring services;
- g. programs for each course and schedules of activities.

### **Article 15 - Educational Activities of Undergraduate Degree Programs**

1. The educational activities of Bachelor's degree programs are grouped into the following categories:
  - a. Educational activities in one or more disciplinary areas related to foundational education;
  - b. Educational activities in one or more disciplinary areas characterizing the program;
  - c. Educational activities autonomously chosen by the student, provided they are consistent with the educational project;
  - d. Educational activities in one or more related or supplementary disciplinary areas that align with the educational objectives of the study program;
  - e. Educational activities related to the preparation for the final examination for obtaining the degree;
  - f. Educational activities related to verifying knowledge of at least one language of the European Union;
  - g. Educational activities not covered by the previous points aimed at acquiring additional language skills, as well as computer and online skills, interpersonal abilities, or otherwise useful for entering the job market, along with educational activities designed to facilitate professional choices through direct knowledge of the employment sector to which the degree may grant access. This includes, in particular, internships and orientation activities; unconventional educational activities that are culturally enriching and consistent with the educational objectives of the study program, approved by the relevant academic entities;
  - h. Educational activities related to internships and apprenticeships in companies, public administrations, public or private entities, including those in the third sector, professional orders, and associations, based on specific agreements.
2. The educational activities mentioned in the previous paragraph are defined in accordance with the provisions of the ministerial decrees related to the relevant degree program classification.

### **Article 16 - Educational Activities of Graduate Degree Programs**

1. The educational activities of Undergraduate degree programs and single-cycle Master's degree programs are grouped into the following categories:
  - a. Educational activities in one or more disciplinary areas related to foundational education, where applicable.
  - b. Educational activities in one or more disciplinary areas characterizing the program.
  - c. Educational activities autonomously chosen by the student, provided they are consistent with the educational project;
  - d. Educational activities in one or more related or supplementary disciplinary areas that align with the educational objectives of the study program;
  - e. Educational activities related to the preparation for the final examination for obtaining the degree;

## *University academic regulations*

- f. Educational activities not covered by the previous points aimed at acquiring additional language skills, as well as computer and online skills, interpersonal abilities, or otherwise useful for entering the job market, along with educational activities designed to facilitate professional choices through direct knowledge of the employment sector to which the degree may grant access. This includes, in particular, internships and orientation activities; unconventional educational activities that are culturally enriching and consistent with the educational objectives of the study program,
  - g. Educational activities related to internships and apprenticeships in companies, public administrations, public or private entities, including those in the third sector, professional orders, and associations, based on specific agreements
2. The educational activities mentioned in the previous paragraph are defined in accordance with the provisions of the ministerial decrees related to the relevant classification of Graduate degree program.

### **Article 17 – University educational credit**

1. The unit of measurement for the overall academic commitment of the student in completing educational activities is the university credit (CFU or credit).
2. Each credit corresponds to 25 hours of total commitment per student, including hours of lectures, exercises, laboratory work, seminars, and other educational activities, as well as hours of individual study. A different number of hours, either increased or decreased, is possible, in accordance with what is provided by the ministerial decrees, as long as it does not exceed the set limit of 20%.
3. The ratio between hours of classroom lecture and credits can range from 6-10 hours of classroom lecture for each credit; the academic load of the program must be strictly proportional to the number of credits assigned to the course in relation to the personal preparation of the students: obviously, this proportion must be inversely proportional to the amount of classroom lectures.
4. For each study program, the fraction of total time commitment reserved for personal study or other individual educational activities is normally set at 50% of the total time commitment. The regulations of the study program may determine a different fraction of time reserved for individual study, which cannot, however, be less than 50% of the total time commitment. Exceptions are made for cases where educational activities with a high experimental or practical content are planned.
5. The average amount of overall learning commitment undertaken in a year by a student engaged full-time in university studies is conventionally set at 60 credits.
6. The academic regulations of the study programs, as per Article 14 of this Regulation, determine the number of credits for each individual course and each other educational activity in accordance with the planned educational objectives.
7. In the academic regulations of the study programs, the allocation of credits to each educational activity must be consistent with the expected teaching load for the student, avoiding any type of fragmentation of educational activities, within the limits set by the regulations.
8. The credits corresponding to each educational activity are obtained by the student upon passing the exam or other forms of assessment, as established by this regulation and the regulations of the study program.
9. Students who earn the credits specified in the academic regulations of the study program are eligible to take the final examination and obtain their degree, regardless of the number of years they have been enrolled at the university.
10. The university credit system corresponds to the ECTS (European Credit Transfer and Accumulation System), meaning that one (1) CFU is equivalent to one (1) ECTS credit.

## *University academic regulations*

### **Article 18 - Admission to the courses**

1. To be admitted to an Undergraduate degree program, one must hold a secondary school diploma or another qualification obtained abroad that is recognized as valid under current regulations. To access a Undergraduate degree program, the student must possess or acquire an adequate initial preparation. The academic regulations of the courses define the knowledge required for admission and determine how it will be assessed. If the assessment outcome is not positive, specific Additional Educational Obligations may be assigned to be fulfilled during the first year of the program.
2. To be admitted to a Graduate degree program, one must hold an Undergraduate degree, or another qualification obtained abroad and recognized as valid. The academic regulations of the Graduate degree programs define the admission criteria, which must include the curricular requirements that the student must have completed in their previous learning program and the methods for verifying the adequacy of the student's personal preparation. The student must meet the curricular requirements before the personal preparation is assessed. These requirements may be expressed in terms of holding a degree in specific classifications or in terms of a minimum number of CFUs obtained in certain scientific-disciplinary areas, or a combination of both.
3. Each year, the university institutes, by resolution of its academic bodies, the procedures for conducting the admission tests for Undergraduate degree programs, where the required knowledge for admission is verified, and for Graduate degree programs, where the adequacy of the student's personal preparation is evaluated.
4. To be admitted to a PhD program, one must hold a Graduate degree, a single-cycle Master's degree, or another qualification obtained abroad and recognized as valid.

### **Article 19 - Planning of Academic Activities**

1. The Academic Council plans the academic activities for Undergraduate, Graduate, and Master's programs. For each of these programs, the Academic Council specifically determines the courses to be activated and the related teaching assignments. The Council handles, according to criteria of functionality, competence, and balanced distribution of responsibilities, and in compliance with legal, statutory, and regulatory provisions, the allocation of academic and organizational duties assigned to professors and researchers, including supplementary activities, learning assessments, orientation, and tutoring.
2. If there are no scientific competencies among the faculty to cover certain courses, professors are appointed by contract, in accordance with the forms and limits of current regulations and as established by university regulations.
3. The academic activities may last for a semester or a full year. Based on specific needs, the regulations of study programs may foresee the organization of courses into different periods (trimester, quarter) to suit the academic structure.
4. The number of weekly hours and their distribution are determined according to the planning of academic activities and the functional requirements of the academic calendar.

### **Article 20 – Academic calendar**

1. The academic calendar is approved annually by the Academic Council and defines the timelines and deadlines related to the university's educational activities, with particular reference to the division of teaching periods, the scheduling of educational trips, exam sessions, and final exams.

## *University academic regulations*

2. The academic calendar generally ensures that academic periods do not overlap with those reserved for exams and other assessments of student preparation; it may also provide for the division of the academic year into academic periods (semesters, quarters, or other schedules).
3. The regular period for holding lectures, exercises, seminars, laboratory activities, and supplementary activities is typically set for each academic year, running from September to June.
4. Orientation activities, preparatory, supplementary, and support activities for mandatory courses, as well as other educational activities, may take place at other times, as defined in the approval of the academic calendar.
5. Exams and any other type of assessment subject to result documentation, scheduled for degree programs and master's programs, can only be taken after the completion of the related courses
6. The number of exam sessions per year and their distribution throughout the year are set within the academic calendar. The number of sessions may be increased for students who are past their regular course duration.
7. The final exams for obtaining a Undergraduate or Graduate degree for each academic year typically take place by April 30th of the following academic year; students enrolled in the previous academic year can take these exams by this date without needing to re-enroll.

### **Article 21 - Curriculum**

1. The curriculum for each student includes mandatory activities, any optional educational activities provided, and activities chosen independently, in compliance with the constraints set by the Degree Program Classifications, the academic regulations, and the terms indicated by the regulations of the Degree Programs. All activities are measured according to the number of credits assigned to them in the relevant academic guideline.
2. The curriculum is valid and can only be approved if the set of activities it includes complies with the constraints established by the Degree Program Classifications and the academic regulations and results in the acquisition of a number of credits not less than that required for obtaining the degree.
3. Credits earned from exams taken successfully for additional courses, beyond those counted towards completing the degree, remain recorded in the student's academic record.

### **Article 22 – Orientation**

1. The purpose of orientation activities is to help students make a mature and informed choice of university studies and to provide enrolled students with support and assistance for an easy integration into the community life and active participation in university life, preventing dropout and delays in studies.
2. The activities, as provided by current laws, address the three fundamental phases of university life:
  - Choice of the study program.
  - Course of study.
  - Access to the job market and/or higher education.
3. The incoming orientation activities are managed by the designated offices, which make use of a network of teachers, graduates, and university students. These activities are aimed at high school students, their families, school principals, teachers responsible for orientation activities in institutions across the country, and university students. Their purpose is to provide information about the educational offerings, life within the university, and future professional opportunities

## *University academic regulations*

4. The university, through the outgoing orientation office, supports the professional growth prospects of its students and alumni. This office provides opportunities for students and recent graduates to undertake internships and placements with companies and organizations; it manages the connection between job offers from its network of companies and the applications of recent graduates; it provides graduating students with the information and training necessary to successfully navigate the job market; it guides graduates in choosing the professional path that best suits their personal characteristics and type of degree; it coordinates and manages relationships with organizations and businesses and organizes training activities specifically aimed at alumni.

### **Article 23 – Mentoring**

1. The university ensures that students have access to a mentoring service, similar to tutoring, consisting of a series of initiatives aimed at guiding and assisting students throughout their academic journey. The goal is to actively involve them in the learning process, removing obstacles that might hinder their effective attendance in courses. This is achieved through initiatives tailored to individual needs, aptitudes, and requirements.
2. Mentors serve as the student's point of reference during their academic journey. They accompany the student, monitoring their progress, to provide guidance and advice on choices, as well as support in organizing studies and managing relationships with university professors and offices.
3. The university periodically updates the Mentoring Guidelines, where the objectives of the service and its execution methods are detailed.

### **Article 24 - Exams and assessments of academic performance**

1. Depending on the type and duration of the courses offered, the types of assessment methods are determined by the academic regulations of the study programs that allow students to pass the course and earn the assigned credits. These assessments are designed to verify students' adequate preparation for continuing their academic career and acquiring the corresponding credits for the educational activities they have undertaken. These evaluations must be conducted under conditions that ensure thoroughness, objectivity, and fairness of evaluation in relation to the course or activity taken and to the explicit requirements for the exam. These tests may consist of exams (oral and/or written), with grades expressed out of 30, contributing to the final grade average. Alternatively, students may complete other types of assessments (oral or written tests, practical exercises, graphical work, papers, interviews, etc.), where only a record of suitability (pass/fail) is given without an assigned grade, and which are therefore excluded from the calculation of the final grade average (e.g., seminars, labs, internships, etc.).
2. In each undergraduate program, no more than 20 exams or final assessments of academic performance are allowed in total; in each Graduate program, no more than 12 exams or final assessments are allowed in total. In calculating the number of exams or final assessments of academic performance, the basic, core, related or supplementary, and independently chosen educational activities by the student are considered. The exams or assessments related to these latter activities may be counted as equivalent to one unit. Assessments related to the educational activities, as well as those related to the activities mentioned in letters e), f), g), and h) of Article 15 and letters e), f), and g) of Article 16 of this regulation, are not included in the count of exams.
3. The educational activity, which may be divided into modules, entails a single, unified assessment.
4. Only students who are properly enrolled and have paid their tuition fees are allowed to take exams and other forms of academic assessments.



## *University academic regulations*

5. Exams result in an evaluation expressed out of 30, recorded on an electronic report. The exam is passed if the grade is equal to or greater than 18/30. In the case of a maximum score (30/30), the committee may award honors ("laude"). The cases of exam failure and student withdrawal from the exam are regulated by specific provisions for academic assessments, available on the university's academic portal.
6. Academic credits are earned by passing the exam or other forms of academic assessment.
7. The assessment must be carried out by a designated committee, appointed according to the provisions mentioned above.

### **Article 25 – Final exam**

1. The Undergraduate and Graduate degrees are awarded following a final exam.
2. The characteristics of the final exam are determined by the Academic regulation of the degree programs. The academic regulations may include additional detailed provisions.
3. The final exam generally consists of writing a thesis, prepared and discussed according to specific provisions available on the university's academic portal.
4. To be eligible for the final exam, the student must have earned the number of credits required by the academic regulations of the degree program, excluding those assigned to the final thesis.
5. Once approved by the thesis advisor, the thesis will be evaluated by a committee appointed according to the provisions for writing and presenting the final thesis, available on the university's educational portal.
6. The final grade, expressed out of 110, with possible honors, is assigned by the committee, based on the proposal of the thesis advisor, considering the content and the student's academic record. Honors are proposed by the advisor and must be unanimously approved.
7. The final evaluation must consider the student's entire academic career within the degree program, the time and manner of credit acquisition, the grades from previous educational activities, the final exam, and any other relevant factors.
8. The number of credits and the score to be awarded for the final thesis will be established by the regulations of the degree program, which may introduce additional provisions to this regulation. The evaluation must consider the entire course of study, including criteria such as the coherence between educational and professional objectives, cultural maturity, and the ability to develop personal intellectual work. For Graduate degree candidates, scientific maturity and the time taken to obtain the degree are also considered.

### **Art. 26 - Promotion and advertisement of the educational offer and services.**

1. The university's educational offer is public.
2. The University promotes, through appropriate forms and tools, the dissemination of knowledge related to the educational offerings, organizational procedures, and university services.
3. Students are guaranteed the right to information through the promotion of the educational program, the training objectives and contents of the Study Programs, the syllabi of the courses, the academic calendar, including class schedules with any changes and make-up sessions, the dates of study trips and related training activities before and after each study trip, the dates of exam sessions and calls, the dates of graduation sessions, the office hours of professors, and the orientation and tutoring initiatives.
4. The University, to demonstrate maximum transparency, makes available on its website any information useful for guiding students in their studies.

### **TITLE III - STUDENTS**

#### **Article 27 - Students**

1. For the purposes of this regulation, students of the University are those who are regularly enrolled in Undergraduate degree Programs, Graduate Degree Programs, PhD Programs, and University Master's Programs.
2. For the provisions related to enrollment and registration of students, management of academic records, recognition of credits, any transfers to and from other universities, interruption, suspension, withdrawal from studies, and loss of student status, reference is made to what is established by the Student and Enrollment Regulation and what is decided by the University Bodies.
3. Disciplinary authority over students lies with the Rector, who exercises it in accordance with the provisions of the Student and Enrollment Regulation.

#### **Article 28 – Duties of Students**

1. All students enrolled at the University are required to fulfill the educational commitments made upon registration. They are also required to observe behaviors that respect the productive organization of teaching activities and the regular execution of assessments, personal integrity, the dignity of others, as well as the decorum of the places where teaching, research, and university life in general take place. Violations of the abovementioned duties of conduct will result in the student being held liable to the University, without prejudice to any further penalties provided by law.
2. Full-time students are required to attend educational activities as established by the Student and Enrollment Regulation. The registration and management of part-time students' careers are governed by a specific regulation.
3. A student enrolled in an Undergraduate and a Graduate Degree Program is required to complete the individual study plan according to the procedures and deadlines determined and published, according to the selected courses.
4. In order to be admitted to the exams, students must be in good standing with their registration and payment of fees, must have registered for the exam session, must have attended the educational activities outlined in their study plan (for full-time students), and must have passed any required exams.

### **TITLE IV - PROFESSORS**

#### **Article 29 - Tasks and Responsibilities of Professors**

1. Tenured professors, researchers, and contract professors (hereinafter referred to as professors) actively participate in the life of the university community.
2. Tenured professors and researchers engage in teaching, research, scientific updating, and third mission activities, in accordance with the provisions of ministerial regulations and university regulations.
3. Professors are required to annually carry out teaching duties and student service, guidance, and tutoring, as well as activities for assessing learning, based on criteria and methods defined in specific regulations.
4. The academic activities of the teachers are realized in:
  - a. face-to-face lectures (in-person and online);

## *University academic regulations*

- b. educational activities related to study trips;
  - c. guidance, mentoring, and assistance to students, including weekly office hours;
  - d. assessment of the learning process and final evaluation tests;
  - e. seminars;
  - f. assistance in the preparation of theses and final projects;
  - g. participation in exam committees and graduation committees;
  - h. experimental forms of alternative teaching;
  - i. other activities as provided by current regulations and the educational regulations of the study programs.
5. Professors are required to prepare the syllabus for each course/module assigned to them, according to the timelines and guidelines defined by the relevant academic structure, and to accurately complete the course register.

### *TITLE V - FINAL PROVISIONS*

#### **Article 30 - Approval of the University Academic Regulations**

1. This Regulation, proposed by the Academic Council and approved by the Executive Committee, is submitted to the Ministry of Universities and Research for approval.
2. For all matters not explicitly stated in this Regulation, the current legislative provisions shall apply.

#### **Article 31 - Amendments to the University Academic Regulations**

1. Amendments to this Academic Regulation are proposed by the Academic Council and decided by the Executive Committee.