



UniSR

Università Vita-Salute  
San Raffaele

## **Didactic Regulations**

### **Master's Degree Course in Psychology**

*Applicable for students who enrol in academic year 2024-2025*

*Issued with Rector's Decree no. 8975 dated 11 June 2024*

<b>Summary</b>	
<b>Article 1 – Course Admission</b>	<b>3</b>
1.1. Knowledge required for admission	3
1.2 Admission procedure	4
<b>Art. 2 – Study Plan</b>	<b>4</b>
2.1 Individual Study Plans (where applicable)	4
2.2 Practical Training and Assessment	5
2.3 International mobility and recognition of periods of study and learning spent abroad	5
<b>Art. 3 – Restrictions</b>	<b>6</b>
<b>Art. 4 – Assessment</b>	<b>6</b>
<b>Art. 5 – Final Exam</b>	<b>7</b>
5.1 Definition of the roles associated with the Dissertation	8
5.2 Dissertation drafting	8
5.3 The Degree Examination	8
5.4 Calculation of Degree marks/GPA	9
5.5 Graduation sessions calendar/ Time limits and obligations for candidates	9
5.6 Degree Dissertation Committee	10
<b>Art. 6 – University and course transfers</b>	<b>10</b>
<b>Art. 7 – Admission to individual courses</b>	<b>10</b>
<b>Art. 8 – Recognition of degrees awarded by foreign universities</b>	<b>11</b>
<b>Art. 9 – Committees established within the Course Council</b>	<b>11</b>
<b>Art. 10 – Protection of health and safety</b>	<b>11</b>
<b>Art. 11 – Modifications</b>	<b>12</b>
<b>Annexes</b>	<b>12</b>

Where these Regulations use the masculine form in an over-extended manner, it is intended to refer inclusively to all persons, irrespective of their gender.

## **Article 1 – Course Admission**

### **1.1. Knowledge required for admission**

In order to be admitted to the Master's Degree candidates must have attained:

a) a degree in class L-24 Psychological sciences and techniques, pursuant to the Italian Ministerial Decree of 16 March 2007, as amended by Ministerial Decree no. 654/2022, including the 10 ECTS credits for professional training activities;

b)

b1) a degree in class L-24 Psychological sciences and techniques (Italian Ministerial Decree of 16 March 2007, regulations in force prior to the amendment introduced by Ministerial Decree 654/2022). For the purpose of enrolment in the qualifying Master's Degree in Psychology - class LM-51, those who have attained the Bachelor's Degree in Psychological sciences and techniques - class L-24 under the previous regulations and who have not completed the professional training activities amounting to 10 ECTS credits pursuant to Italian Ministerial Decree 654/2022, may apply for the acknowledgement of the activities carried out and certified during the Bachelor's Degree course, relating to:

i) activities carried out individually or in small groups aimed at acquiring knowledge of the methods, approaches and procedures of relevance to the applicational settings of psychology;

ii) practical, workshop, simulation, role-playing and project-designing experiences, carried out individually or in small groups, regarding approaches, methods and procedures aimed at developing the knowledge required to operate in the settings in which psychologists work.

In the absence of all or some of the 10 ECTS credits referred to in Italian Ministerial Decree 654/2022, Bachelor's Degree graduates must acquire the lacking internship ECTS credits in addition to the 120 ECTS credits of the Master's Degree, before the final exam for the Master's Degree and in accordance with the Didactic Regulations of the course,

b2) a degree in Class 34 Psychological sciences and techniques under Italian Ministerial Decree 509/99, and previous systems governing the Master's Degree in Psychology, or other qualification awarded abroad recognised as being adequate. As provided for in point b) above, those who have not completed the professional training activities amounting to 10 ECTS credits pursuant to Italian Ministerial Decree 654/2022 may apply for the acknowledgement of the activities carried out and certified during the Bachelor's Degree course, relating to:

i) activities carried out individually or in small groups aimed at acquiring knowledge of the methods, approaches and procedures of relevance to the applicational settings of psychology;

ii) practical, workshop, simulation, role-playing and project-designing experiences, carried out individually or in small groups, regarding approaches, methods and procedures aimed at developing the knowledge required to operate in the settings in which psychologists work.

In the absence of all or some of the 10 ECTS credits referred to in Italian Ministerial Decree 654/2022, graduates must acquire the lacking internship ECTS credits in addition to the 120 ECTS credits of the Master's Degree, before the final exam for the Master's Degree and in accordance with the Didactic Regulations of the course,

c) at least 88 ECTS credits in M-PSI scientific disciplinary sectors. It shall be understood that those who find themselves in this last condition will be required to acquire the ECTS credits for the internship in addition to the 120 ECTS credits of the Master's Degree, before the final exam for the award of the Master's Degree and in the manner provided for in the Didactic Regulations of the course.

In accordance with article 6 of Italian Ministerial Decree 270/2004, which requires verification of the abilities and academic records of students admitted to courses, the personal careers of students will be assessed on enrolment on the Master's Degree Course.

Students will be required to submit relevant documentation with their applications.

## **1.2 Admission procedure**

The admission ranking is established on the basis of the arithmetic mean (as per University standards) of the marks of the examinations taken by the candidate during the Bachelor's degree course, as stated in the degree certificate or other appropriate certificate to be submitted by the candidates at the time of application. When calculating the arithmetic mean for assessment purposes, 30/30 and Honours is considered equivalent to 30/30. For candidates who obtained their Bachelor's degree at UniSR, the relevant Offices will provide the marks acquired in the degree course. For the candidates referred to in section 1.1 point 2 above, the arithmetic mean will be calculated on the marks acquired throughout the entire Bachelor's degree course and not only the marks referring to the M-PSI scientific disciplinary sectors.

For candidates who obtained their degree in a foreign country, the conversion of marks will be carried out on the basis of the database published by CIMEA.

## **Art. 2 – Study Plan**

The teaching activity is structured in accordance with the Study Plan specified in the appended Description of the training programme.

### **2.1 Individual Study Plans (where applicable)**

Students may present an individual study plan which differs from that provided for by these Didactic Regulations. This study plan must in any case comply with the restrictions imposed by the Didactic Regulations of the Master's Degree in Psychology.

To this end, students must present the Course Council with a request for approval of their individual study plan.

The study plans, proposed by the students in compliance with the restrictions in terms of preparatory courses, are screened by a dedicated committee nominated by the President of the Course Council, and once approved are sent to the Student Center, which will archive them and check that they are followed by the student throughout the course of their studies.

Students are allowed to attend the learning activities of their choice starting from the first year of the course.

The study plan may be modified multiple times during the course of the studies, subject to approval by the Course Council, in accordance with the timeframes provided for by the University Didactic Regulations.

## **2.2 Practical Training and Assessment**

The Practical Training and Assessment is carried out in OSR/ OSR Turro settings or in qualified external institutions affiliated with the University. These activities are carried out in affiliated public and private healthcare facilities under contract with the NHS. If these facilities cannot ensure the adequate and effective internal availability of psychology services and the corresponding tutors, the Practical Training and Assessment must be entirely carried out in external institutions affiliated with the University.

During the Master's Degree, the Practical Training and Assessment must be carried out in the above-mentioned external institutions affiliated with the University for a total of 20 ECTS credits, equivalent to 500 hours. The time windows and conditions for the Practical Training and Assessment are non-negotiable and scheduled by the Training and Internship Service of the University, in compliance with the applicable regulations. Students are required to fill out the internship record book in which the tutor assigned to them will certify attendance. The attendance rate required for Practical Training and Assessment activities is 100%.

The specific activities of the Practical Training and Assessment are defined in the study plan of the Didactic System, considering the specialistic area of the psychological activities the Master's Degree refers to.

The procedures for Practical Training and Assessment activities and the selection and contracting of external institutions and tutors are planned by the Training and Internship Service of the University, in accordance with the procedures referred to in the applicable regulations.

The Practical Training and Assessment is passed by means of a *pass mark*, upon attainment of the 20 ECTS credits required to participate in the Practical Assessment, as provided for in article 5 of these Regulations.

Students who do not attain a pass must repeat all or part of the Practical Training and Assessment.

## **2.3 International mobility and recognition of periods of study and learning spent abroad**

The University, on the basis of inter-institutional agreements or in the area of European and international programmes, supports, promotes and facilitates cycle one, two and three student exchanges with foreign Universities, both within and outside Europe, providing support and guidance through its administrative and academic structures.

The University is committed to respecting the regulations relating to the principles and procedures for recognition of periods of study spent abroad, in accordance with the main European guidelines. Students are guaranteed the possibility to carry out part of their studies at foreign universities or institutions. Specifically, they may:

- attend learning activities and take the corresponding assessment exams to be awarded credits;
- carry out research activities for the purposes of preparing their dissertation;
- carry out professional training activities (that do not constitute the Practical Training and Assessment);
- participate in international programmes within the framework of agreements in order to receive, dual, multiple or jointly awarded qualifications.

The Faculties, in collaboration with the Internationalisation Department, are responsible for co-ordinating and promoting international mobility activities both for European and extra-European

universities. In compliance with the University Regulations, the Faculty Council or Course Council and the Internationalisation Department are responsible for negotiating, drawing up and monitoring student mobility agreements, managing student selection and assessing the results obtained. The Faculties designate one or more academic co-ordinators and ensure sufficient administrative support for international mobility, working in close contact with the offices responsible for internationalisation.

The Erasmus+ and Internationalisation Committee validates the approval of the training activities to be carried out abroad.

Students permitted to spend a period of study, internship or research abroad shall draw up a Learning Agreement with their academic Supervisor using the format approved by the European Commission for mobility within the Erasmus+ programme, indicating the learning activities to be taken at the host university. The recognition of credits awarded following the teaching activities performed must replace the credits provided for in the student's curriculum proportionally to the learning activities completed successfully abroad. Credits inserted as "additional" with respect to those provided for by the student's curriculum for the purposes of obtaining the qualification shall not be counted for the purposes of the resources. There is maximum flexibility in choosing the learning activities to be inserted in the Learning Agreement, while pursuing full agreement with the educational objectives of the relative course.

For approval of the Learning Agreement, refer to the provisions in the University Didactic Regulations.

In compliance with the University Regulations, the Faculty Council or Course Council is responsible for identifying a window of mobility in the training path within which spending periods of study abroad will be incentivised and their recognition facilitated.

At the end of the period spent abroad, the Faculty or Course Councils will recognise the activities performed without making provision for supplementary learning.

Students spending a period of time abroad are guaranteed recognition of attendance (also obligatory) and the learning activities provided for during the same period at their home university.

The recognition of periods of study spent abroad will be constantly monitored by the offices responsible in order to assess data on:

- a) the credits approved in the Learning Agreements;
- b) the credits acquired in the Transcripts of Records;
- c) the credits recognised and awarded.

These data are necessary in order to assess the effectiveness of selection of students and the validity of the training paths, as well as the effectiveness of the recognition process.

### **Art. 3 – Restrictions**

With reference to the provisions of Articles 14 and 15 of the University Didactic Regulations, General Section, the Course Council has not identified mandatory exams required on an annual basis, or courses for which an annual certificate of attendance is necessary, or a minimum number of credits which students must acquire, as a requirement for passing to the next year of the course.

### **Art. 4 – Assessment**

Assessments may take the form of examinations or any other form of assessment, such as an aptitude test, the nature of which will be defined once a year by the Course Supervisor/Coordinator in accordance with the Didactic System and the Dublin Descriptors it contains.

The Course Supervisor/Coordinator is under obligation to provide students with detailed information on the assessment processes when lessons start. These processes will also be published in the course teaching activity schedules.

Students will acquire the corresponding ECTS credits when they pass an assessment.

The possibility of progressive checks is also provided for in order to facilitate learning and effective student participation in the learning process.

The exam committees are composed in accordance with Article 24 of the University Didactic Regulations.

Assessment of the individual learning activities of the student's choice is not expressed as a numerical grade, but as pass/fail.

In the event that a course is divided into multiple modules, the exam commission is always presided over by the course coordinator.

Credits relating to language skills may be recognised, on the basis of certifications issued by bodies internal or external to the University for each of the languages subject to confirmation of suitability by the competent academic body.

The exam dates are communicated by the President of the Course Council, subject to agreement with the lecturers and given the need for didactic scheduling. The six examination rounds provided for by the University Didactic Regulations, general section article 21 para. 10, are divided into winter, summer and autumn sessions in groups of two for each discipline. The dates of the assessment exams are scheduled once a year and disclosed to the students.

## **Art. 5 – Final Exam**

For admission to the Final Exam for the Master's Degree in Psychology constituting the qualification required to practice the profession, students must acquire at least 30 ECTS for professional internship activities, including the 10 ECTS credits provided for Class L-24 pursuant to Italian Ministerial Decree 654/2022.

Students not in possession of the above-mentioned 10 ECTS credits for professional training activities or who have obtained only partial recognition of the 10 ECTS credits, will be required to obtain the lacking internship ECTS credits, before they can be admitted to the Final Exam. These ECTS credits are in addition to the 120 ECTS credits of the Master's Degree.

In order to be admitted to the Final Exam, students must have obtained a *pass mark* for the Practical Training and Assessment (pursuant to article 2.2), and have acquired all the ECTS credits other than those for the Practical Training and Assessment (20 ECTS credits) and defence of the degree dissertation (18 ECTS credits), including the possible 10 ECTS credits for professional training activities provided for class L-24 (pursuant to Italian Ministerial Decree 654/2022).

The Final Exam includes the successful completion of the Practical Assessment and the subsequent defence of the degree dissertation.

The Practical Assessment is evaluated by a joint assessment committee (pursuant to Italian Ministerial Decree 654/2022) that, by means of a *pass mark*, certifies the professional skills acquired

through the internship within the course, and certifies the candidate's level of technical preparation for qualification to practice the profession. This *pass mark* allows the student to be admitted to defend his/her degree dissertation.

The joint examination committee for the Practical Assessment consists of at least four members; half of the members must be university lecturers, of whom one acts as the President, appointed by the UniSR Faculty of Psychology and the other half must have been registered with the relevant Association of Psychologists for at least 5 years and are designated by the Lombardy Association of Psychologists.

The Degree Dissertation Committee expresses its mark out of one hundred and ten and may, unanimously, award the candidate the highest mark with honours. The dissertation pass mark is 66/110.

The qualifying degree is awarded when the Final Exam is passed.

### **5.1 Definition of the roles associated with the Dissertation**

Dissertation Supervisors can be full professors, associate professors, contract professors, researchers, or permanent lecturers, including those from other Faculties of the University and other Universities.

Dissertation Assistant Supervisors can be full professors, associate professors, contract professors, researchers, or permanent lecturers, including those from other Faculties of the university and other universities, as well as experts with proven experience on the topics discussed in the text presented.

Dissertation Co-examiners can be full professors, associate professors, contract professors, researchers and permanent lecturers, including those from other Faculties of the University and other universities.

At least one of the persons listed above: Supervisor, Assistant Supervisor, Co-examiner, must be a permanent professor of the University, full and associate professor and university researcher.

### **5.2 Dissertation drafting**

Dissertations are normally written in Italian but may be written and presented in English if agreed on in advance with the supervisor. In this case, at least one part of the dissertation must set out and illustrate its contents, albeit concisely, in Italian. Each dissertation must in any case contain an abstract in both Italian and English. Dissertations must consist of between 25 and 100 pages of original experimental work.

In order for the Master's Degree to be awarded, the student is required in all cases to develop an original dissertation under the guidance of a Supervisor and, where applicable, a second, or Assistant, Supervisor.

It is the responsibility of the candidate to identify the supervisor for their dissertation and decide on its topic. Dissertations are assigned with the assistance of the Academic Secretariat during the 2<sup>nd</sup> semester of the first year of the course. Alongside the Supervisor is the Co-examiner nominated by the Dean of the Faculty or on their delegation by the President of the Course Council, whose job is to perform a critical assessment of the dissertation.

### **5.3 The Degree Examination**

The Student Center performs the relevant checks on the student's academic career. Subsequently, a message is sent via the online noticeboard confirming admission to the round containing the GPA and starting grade.



Only if all conditions have been followed will the dissertation be subjected to assessment by the Degree Committee.

The dissertation must be publicly discussed during the sitting of a dedicated Committee.

#### **5.4 Calculation of Degree marks/GPA**

The degree mark/GPA is calculated by adding together three terms. The first is obtained from the arithmetic mean (as per University standards) of the marks obtained in all assessment exams, using the formula:  $\text{Average} \times 110/30$ . When calculating this arithmetic mean, as well as the grades for exams for courses required to obtain the minimum number of credits for admission to the final examination, those for any additional exams over and above the required total and included in the personal study plan are also taken into consideration. For each assessment exam, honours are taken into account by adding an additional third of a point (*30/30 cum laude* = 30.33). The second term is the grade awarded in the degree exam, and is in turn the arithmetic mean of the grades assigned by the individual committee members, on a scale of 0 to 7. The third item (Motivato Giudizio di Eccellenza, MGE (justified excellence award)) has a maximum value of 3 points. This is added, on the proposal of at least one committee member, for which reasons must be provided and the proposal accepted unanimously, in order to take into account any original and educational contributions which would otherwise not be quantifiable, or of the particular scientific quality of the work.

Students who have obtained at least three honours marks in the assessment exams shall be eligible for consideration for "honours", when defending their degree dissertation. In order to award "honours", the examination committee, when expressing its mark out of 110 and may, unanimously, grant the candidate full marks with honours if the Master's Degree dissertation shows particular originality, completeness and critical capacity, as well as full knowledge of the relevant literature on the subject.

The final grade is decided by the Examination Committee with an absolute majority of its members.

#### **5.5 Graduation sessions calendar/ Time limits and obligations for candidates**

The final exams calendar must include at least three sessions, appropriately distributed across the academic year according to the provisions of the University Didactic Regulations. The calendar can be viewed on the dedicated noticeboards in the Academic Secretariat and on the student intranet.

Using the student intranet, students must submit an online qualification award application for the round in the periods indicated in the graduation sessions calendar.

If the student intends, for any reason whatsoever, to forgo graduation in the round for which he/she is booked, he/she must cancel the application booking by submitting a written request to the Student Center.

In order to graduate in a subsequent degree award round, they must make a new booking within the deadlines provided for by the degree sessions calendar.

For administrative requirements and the deadlines for presenting the required documents and the type thereof, see the provisions stated in the instructions from the Student Center.

It is possible to take the examination tests for the courses in the study plan by a deadline compatible with the start date of the graduation session; this deadline is communicated annually by the Student Center..

## **5.6 Degree Dissertation Committee**

The Examination Committees for the defence of the degree dissertation are nominated by the Dean of the Faculty or the President of the Course Council, and are composed of at least 7 members, including the president of the committee, which shall include at least 5 permanent lecturers and/or researchers on fixed-term contracts.

Members of the Examination Committee can be full professors, associate professors, contract professors, researchers (established and otherwise), permanent lecturers from other Faculties of the University and other universities.

## **Art. 6 – University and course transfers**

Transfer requests to the University from students enrolled at other universities in Italy and abroad, military academies or other similar institutes and Master's Degree course transfers are subject to approval by the Course Council, which will:

- a) Assess the possibility of partially or fully recognising the student's academic career up to that point in time, approving some or all the exams taken and any credits awarded.
- b) Recognise the credits acquired up to the same number of credits of the same scientific disciplinary sector (or group of the same) provided for by the didactic regulations of the course.

In all cases of student transfers between Master's Degree Courses belonging to the same class, the number of credits for the same scientific disciplinary sector directly awarded to the student may not be below the limit provided for by applicable legislation.

- c) Recognise the credits by evaluating the actual case on the basis of the didactic and cultural similarities.
- d) indicate the year of the course in which the student shall be enrolled.
- e) Establish any educational debt to make up.

In relation to the number of credits recognised, the duration of the degree course may be abbreviated by the Course Council. Any such shortening shall be decided on a case-by-case basis.

## **Art. 7 – Admission to individual courses**

The possibility to sign up to individual courses is governed as indicated below.

1. Students in possession of a five-year high-school diploma/secondary leaving certificate or other qualification issued abroad and considered acceptable, a university diploma, a bachelor's or master's degree, as well as holders of academic qualifications issued abroad, can enrol in individual courses, take the corresponding exams and receive the certification including indication of the credits, according to the methods defined by the Faculty.
2. Whenever these activities are within limited-admission courses, enrolment must be approved in advance by the competent Course Council, on the basis of criteria previously identified by the same.

Applications must be made according to the conditions and deadlines published on an annual basis by the Student Center on the University website.

For all other aspects not covered herein, refer to the provisions of Article 32 of the University Didactic Regulations, general section.

### **Art. 8 – Recognition of degrees awarded by foreign universities**

The Course Council decides on the recognition of academic qualifications obtained abroad; this competence may be exercised in accordance with the legislation in force, without prejudice to the powers and any authorisations by bodies provided for by the regulations in force.

### **Art. 9 – Committees established within the Course Council**

The Course Council may avail itself of the assistance of a Teaching Committee, which has an advisory role aimed at better coordinating activities. The Teaching Committee consists of the Dean of the Faculty, President and a minimum of 3 lecturers. The Course Council may also avail itself of the assistance of the same committee with an advisory role aimed at coordinating and supervising the smooth running of teaching activities, and carrying out the preliminary assessment of students' previous training curricula. The committee may also meet as sub-committees for the management and monitoring of specific activities.

### **Art. 10 – Protection of health and safety**

When carrying out internship or practical activities, with regard to health and safety regulations, students are considered equivalent to workers. Consequently, they are subject to the same protective measures and responsibilities and are therefore required to comply with the relevant legal requirements, with the restrictions and prohibitions enforced by occupational health and safety, radioprotection and accident prevention laws, and with any other regulations enforced by the Host Organisation with the same purposes.

The University has formalised and centralised a series of activities strictly related to the risk exposure profile of the individual study programme, with a view to implementing the applicable legal provisions.

In short, depending on the specific indications for each Course of study, students are under obligation to:

- participate in the initial information and educational initiatives and those included in the teaching activities calendar organised to ensure compliance with the provisions set forth in articles 36 and 37 of Legislative Decree 81/08 "Information and training of workers and their representatives" and in Legislative Decree no. 101/2020 on radioprotection;
- take part in the initial and periodic health monitoring activities for issuance of the compliance certification required before starting practical activities involving exposure to risks;
- use the collective and individual protective equipment provided in compliance with the instructions and training imparted;
- comply with the general safety measures and the safety specifications drawn up and made available from time to time.

Curricular and extracurricular activities involving exposure to a specific risk may therefore not be authorised to commence until the preliminary activities required to safeguard the health and safety

of each student have been implemented.

Repeated failure to comply with the above obligations shall result in the suspension of the activities involving exposure to a specific risk until such time as the legal obligations have been fulfilled.

### **Art. 11 – Modifications**

Modifications to these Didactic Regulations are decided on by the Faculty Council, subject to a proposal from the Degree Course Council and an opinion issued by the Lecturer-Student Joint Committee for those aspects for which it is responsible.

### **Annexes**

Description of the training programme and learning methods

## **Annex**

### ***Description of the training programme and learning methods***

The course activities provided for over the course of the academic year are divided into two semesters of around 14 weeks.

The didactic formats provided for may include lectures, seminars, workshops and/or library activities, internships and IT exercises.

A course may also be divided into multiple modules of different lengths, with the assignment of a different number of corresponding credits.

Courses of any type and duration may be single-subject or modular; in the latter case they will be held by multiple lecturers, under the responsibility of a course coordinator.

For particular requirements, some lessons or seminars inside the course programme may also be held in EU languages other than Italian; this will be indicated in the annual course programmes.

### ***Preparatory courses***

When specific preparatory courses are required for each teaching activity, they are indicated in the list of teaching activities appended to these Regulations.

### ***Attendance***

Attendance is mandatory except in the event of a written request for dispensation including a suitable reason (relating to one or more courses) being presented by the student to the President, who will forward the case to the Course Council for approval. The abovementioned attendance requirement may not exceed the threshold of 50% and may be required for educational activities only. Practical training and assessment is not covered by this requirement and requires 100% attendance.

Pursuant to the provisions of Article 22 Para. 4 of the University Didactic Regulations, students may take an exam only after receiving a certificate of attendance for the learning activity being examined.

At the beginning of the learning activity, the lecturer will notify students of the methods for determining the frequency of attendance and the minimum attendance of 70% required to obtain a certificate of attendance.

At the end of the learning activity, the lecturer will send the Student Center a list of those who have not met the attendance criteria.

For details regarding the attendance of Practical Training and Assessment activities, see article 2.2 of these Regulations.

### ***Study Plan***

During the annual teaching planning phase, a different fraction of the total commitment may be assigned to individual study, which shall not, in any case, be less than 50% of the total hourly commitment. An exception is made for cases in which the educational activities have a high experimental or practical content.

*The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.*