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Università Vita-Salute
San Raffaele

Didactic Regulations

**Bachelor's Degree in Political Sciences and Global Strategies
offered jointly by the Faculty of Psychology of the Vita-Salute San Raffaele
University of Milan and the University of Bergamo**

Applicable for students who enrol in academic year 2022-2023

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Background

These Regulations govern the organisation and operation of the joint Bachelor's Degree in Political Sciences and Global Strategies, belonging to Bachelor's degree class L36 Political Science and International Relations, activated jointly by Vita-Salute San Raffaele University of Milan and the University of Bergamo.

In compliance with the provisions of Article 11(2), of Law no. 341 of 19 November 1990, Article 12 of Ministerial Decree no. 270 of 22 October 2004, and the Didactic Regulations of Vita-Salute San Raffaele University and those of the University of Bergamo, these Regulations specify, with due respect for the freedom of teaching and the rights and duties of teachers and students, the organisational and functional aspects of the Bachelor's Degree in Political Sciences and Global Strategies, in analogy with the relevant Didactic System, as defined in the Didactic Regulations of Vita-Salute San Raffaele University and those of the University of Bergamo, in compliance with the aforementioned class pursuant to Italian Ministerial Decree of 16 March 2007, to which the course belongs.

Art. 1 – Course Admission

1.1 Knowledge required for admission

In order to be admitted to the Bachelor's Degree, it is necessary to hold a secondary school diploma or other recognised foreign qualification.

Students require basic knowledge of the subjects taught in upper secondary schools specialising in the humanities and science, English language skills, logical and mathematical abilities, good general knowledge and a good command of Italian.

1.2 Admission procedure

The knowledge required for admission will be checked with an entry test.

If a student of the three-year Bachelor's Degree in Political Sciences and Global Strategies has not passed – or taken – the Entrance Test in one or more of the required areas of knowledge, he/she will be allocated educational deficits in the relevant subject areas.

These deficits result in Additional Learning Requirements (*Obblighi Formativi Aggiuntivi, OFA*), which must be satisfied within the first year of the course.

1.3 Definition of the Additional Learning Requirements (OFA) or three-year Bachelor's degree and single-cycle Master's degree courses

Students who fail to satisfy the OFAs within the above-mentioned period, pursuant to Article 16(2) of the University Didactic Regulations of the University that is the administrative venue of the course, may not be enrolled in the second year of the course, rather in the first year as repeating students.

For the satisfaction of the OFAs, the Bachelor's Degree organises specific courses during the first (October-December) and second (February-May) teaching periods. This information will be provided to students at the matriculation stage through institutional notices and publication in the restricted-access intranet area for students.

Students' successful satisfaction of the OFAs is certified by means of a test, the outcome of which will be communicated to the student by the relevant office.

The scope of the OFAs will cover logical-mathematical, linguistic, general knowledge and foreign language (English) skills.

In order to be able to take the English language examination included in the course curriculum, knowledge of English at B1 level of the Common European Framework of Reference for languages (CEFR) is required.

This level can be attested in the following ways:

- By submitting a language certificate awarded no more than 3 years prior to the date of submission of the application, of level B1 or higher. Certification must be uploaded at the time of matriculation
- By passing the English language OFA courses organised by the degree course.

Art. 2 – Course Curriculum

The teaching activities are structured in accordance with the Course Curriculum specified in the Single Annual Document.

Students are free to choose their curriculum at the end of the first year of the course.

2.1 Individual Course Curricula

Students may present an individual course curriculum which differs from that provided for by these Didactic Regulations. The course curriculum must in any case comply with the restrictions imposed by the Didactic System of the Bachelor's Degree in Political Sciences and Global Strategies.

To this end, students must submit a request to the Course Council for approval of their individual course curriculum or change of curriculum, which must take place no later than the start of the third year of the course.

The curricula proposed by students in compliance with the restrictions in terms of preparatory courses, are screened by a dedicated committee appointed by the President of the Course Council, and once approved, they are sent to the Registrar's Office of the University that is the administrative venue of the Course, which will archive them and check that they are followed by the students throughout the course of their studies.

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

The course curriculum 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 of the University that is the administrative venue of the Course.

2.2 Internships

The Faculty Council publishes the rules governing educational internships in cooperation with the University's Training and Internship Service, which is responsible for their management.

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

The Bachelor's Degree, on the basis of inter-institutional agreements or in the area of European and international programmes, supports, promotes and facilitates student exchanges with

foreign universities, both within and outside Europe, providing support and guidance through its administrative and academic structures.

The Bachelor's Degree 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 references.

Students are guaranteed the possibility to carry out part of their studies at foreign universities. Specifically, they may:

- attend learning activities and take the corresponding exams to be awarded credits;
- carry out research activities for the purposes of preparing their dissertation or final examination;
- carry out other learning activities including workshops or internships;
- participate in international programmes within the framework of conventions in order to receive, dual, multiple or jointly awarded qualifications.

It is the responsibility of the Course Council, in cooperation with the Academic Centre (specifically the Erasmus National and International Mobility Office), to coordinate and promote international mobility activities towards both European and non-European universities. The Course Council and the Erasmus National and International Mobility Office are responsible for negotiating, concluding and monitoring student mobility agreements, managing student selection and assessing the results achieved.

Students admitted to spend a period of study, internship or research abroad must establish their educational project or Learning Agreement with the Course Council, indicating the learning activities to be undertaken 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. 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 of the University Didactic Regulations of the University that is the administrative venue of the course.

It is the responsibility of the Course Council to identify 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 Course Council will recognise the activities performed without providing for additions.

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:

- the credits approved in the Learning Agreements;
- the credits acquired in the Transcripts of Records;
- 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

There are no 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.

However, students who fail to satisfy OFAs within the first year of the course, pursuant to Article 16(2) of the University Didactic Regulations of the administrative venue of the course, may not be enrolled in the second year of the course, rather in the first year as repeating students.

Art. 4 – Assessment

Students are awarded the credits provided for with each learning activity when a passing grade is achieved on the relative exam.

The exams consist of oral and/or written tests, at the discretion of the lecturer, who provides information on the same at the beginning of the course. In the event of written exams, these will be archived by the relevant degree course office. 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 of at least 2 members and are generally presided over by the course supervisor. For all other aspects relating to the formation of the exam committees, refer to the provisions of University Didactic Regulations of the University that is the administrative venue of the course.

The assessment of the students' progress is expressed as a mark out of 30 for all the exams and as a mark out of 110 for the final exam, with honours where applicable in both cases.

The passing score for the exam is 18/30. The Examination Committee may unanimously grant candidates the maximum score with honours.

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 dates of the examination sessions 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 sessions provided for by the Didactic Regulations of the University that is the administrative venue of the course, are divided into winter, summer and autumn sessions. The dates of each group are communicated to the students with appropriate notice. Only students who are up to date with their enrolment and course fees may be admitted to the exams and other assessments.

Art. 5 – Final Exam

The qualification is awarded following a final dissertation.

In order to take the final exam, students must have obtained all university credits for all other learning activities.

Three ECTS credits out of the total 180 are assigned to the final dissertation, corresponding to a total commitment of 75 hours.

The Examination Committees for the final dissertation will give a mark out of 110 and may unanimously assign the highest mark with honours.

A passing mark is equivalent to 66/110.

5.1 Definition of the roles associated with the Final Exam

Supervisors for the final dissertation can be full professors, associate professors, contract professors, researchers, permanent lecturers from other departments of the University and other Universities.

5.2 Preparation of the Final dissertation/Thesis

The final exam consists of a short written paper on a topic related to the subject areas covered by the course curriculum. The exam should make it possible to assess the acquired mastery of the methodological and theoretical tools obtained during the course, as well as the ability to carry out a literature search and critical appraisal of the sources collected. The written paper may consist of a final report on the internship/workshop activity. This report must link the activity carried out with the knowledge and skills acquired during the course. This paper must allow an overall judgement on the theoretical knowledge, methodological skills and technical abilities acquired by the candidate to be formulated.

The final exam is taken under the guidance of a Bachelor's Degree lecturer known as the "Supervisor".

It is the responsibility of the candidate to identify the Supervisor and define the subject-matter of the paper.

The dissertation is normally written in Italian; it may be written in English subject to a request made to the Course Council with reasoning, and this being approved by the same.

Each paper must contain a summary of the dissertation in Italian.

It will be assessed by a panel of teaching staff provided for in Article 5.6 of these Regulations.

5.3 The Degree Examination

The student books the award exam online in the periods indicated in the degree sessions calendar.

The Student Centre of the University that is the administrative venue of the course carries out checks on students' careers.

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

If the student intends, for any reason whatsoever, to forgo graduation in the examination session for which he/she is booked, he/she must cancel the application booking by submitting a written request to the Student Centre of the University that is the administrative venue of the course.

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

5.4 Calculation of Degree marks/GPA

The degree mark will result from:

- (a) arithmetic mean of the marks obtained in the assessment exams, including any additional examinations included in the personalised course curriculum;
- (b) scores awarded by the Examination Committee on an equivalence scale of 0 to 3
- (c) 2-point bonus awarded by the Examination Committee of which:
 - 1 point for obtaining at least 3 honour marks in assessment exams
 - 1 point for obtaining the current qualification

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

The committee's assessment of the student's overall advancement, including the final report, will be given a mark out of 110, possibly with honours.

5.5 Degree examination 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 of the University that is the administrative venue of the course.

The calendar can be viewed on the dedicated noticeboards in the Academic Secretariat of the University that is the administrative venue of the course and on the student intranet.

It is possible to take the exams for the courses present in the course curriculum within a timeframe compatible with the start date of the degree session; this term will be announced on an annual basis by the Student Centre of the University that is the administrative venue of the course.

For information on administrative requirements, the deadlines for presenting the required documents and the type thereof, see the provisions stated in the instructions from the Student Centre of the University that is the administrative venue of the course.

5.6 Degree Exam Committee

The Examination Committees for the final dissertation are nominated by the President of the Course Council, and are composed of at least five members, including the president of the committee, which shall include at least three full professors assigned as lecturers.

Full professors, associate professors, contract professors, University Researchers on a fixed-term contract, permanent lecturers also from other Faculties of the University or other universities and experts with proven experience on the topics discussed in the paper presented are eligible for participation in Examination Committees.

Art. 6 – University and course transfers

Transfer requests to the Degree Course from students enrolled at other universities in Italy and abroad, military academies or other similar institutes and Degree Course transfers are subject to approval by the Course Council, which delegates the suitably nominated Committee to:

- 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.
- c) In all cases of student transfers between 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.
- d) recognise the credits by evaluating the actual case on the basis of the didactic and cultural similarities.
- e) indicate the year of the course in which the student is enrolled in relation to the restrictions established by these Regulations.
- f) establish any educational deficit 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 on individual courses, take the corresponding exams and receive the certification including indication of the credits, according to the methods defined by the Course Council.
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.

The application must be made in accordance with the methods and deadlines published each year on the University website by the Registrar's Office of the University that is the administrative venue of the course.

For all other aspects not covered herein, refer to the University Didactic Regulations of the University that is the administrative venue of the course.

Art. 8 – 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. 9 – Modifications

Modifications to these Didactic Regulations are deliberated by the Course Council, the Faculty Council of Vita-Salute San Raffaele University and the Board of the Department of Economics of the University of Bergamo.

Art. 10 – Transitional Rules

Pending the establishment of the Course Council, Course management activities are entrusted to an Authorising Committee composed of an equal representation of lecturers from Vita-Salute San Raffaele University and the University of Bergamo who carry out teaching activities within the context of the Course, and within which a contact person is appointed for each University. The contact person of the University that is the administrative venue of the course will take on the role of chair of the Authorising Committee.

Annexes

Description of the training programme and learning methods

Annex

Description of the Training Programme and Learning Methods of the Course of Studies of the Bachelor's Degree in Political Sciences and Global Strategies Course

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.

These activities and forms of teaching are stated in the Single Annual Document in compliance with the University Didactic Regulations of Vita-Salute San Raffaele University and the Didactic Regulations of the University of Bergamo.

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 not compulsory.

Course Curriculum

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.