



UniSR

Università Vita-Salute
San Raffaele

Academic Regulations

Bachelor's Degree in Psychological Sciences and Techniques

In force for students enrolling in the academic year 2026-2027

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Contents

General Part	3
ART 1 Admission to the Degree Programme	3
1.1. Knowledge required for admission	3
1.2. Admission procedures	3
1.3. Definition of Additional Educational Requirements (OFA) for Bachelor's and single-cycle Master's degrees	3
ART 2 Study Plan	4
2.1. Individual Study Plans	4
ART 3 Mobility	4
ART 4 Repeating student	4
ART 5 Final Examination	4
5.1. Calculation of the degree mark	5
5.2. Final examination committee	5
ART 6 Recognition of credits	6
6.1. University and course transfers	6
6.2. Extracurricular activities	6
6.3. International Mobility	6
ART 7 Attendance	7
ART 8 Tutoring model	7
Special Part	8
ART 9 Description of the Educational programme and of the educational activities	9
ART 10 Specific provisions relating to academic planning	10
Course Prospectus	Errore. Il segnalibro non è definito.

These Regulations use the masculine form in all circumstances, but this form should be understood as referring inclusively to all persons, irrespective of their gender.

General Part

ARTICLE 1 *Admission to the Degree Programme*

1.1 Knowledge required for admission

To be admitted to the Degree Programme, applicants must hold a five-year upper secondary school diploma or another qualification obtained abroad that is recognised as suitable under the laws in force, in compliance with Article 16 of the University Academic Regulations. For admission to the Degree Programme, basic knowledge is required in the subjects covered by Humanities and Science in upper secondary schools, logical and mathematical skills, good general knowledge and sound competence in written and spoken Italian.

1.2 Admission Procedures

The Bachelor's Degree in Psychological Sciences and Techniques has limited intake numbers based on a selection test, according to the procedures set out in the Call for Applications published annually.

1.3 Definition of Additional Educational Requirements (OFA) for Bachelor's degrees and single-cycle Master's degrees

If the test assessing the knowledge required for admission, conducted in line with the procedures indicated in the Call for Applications, has an unsuccessful outcome, the candidate will be assigned an additional educational requirement (OFA). The Additional Educational Requirement is assigned to candidates who do not answer correctly at least 5 questions in the basic knowledge section (general knowledge, logical, statistical and mathematical skills, language skills) of the admission test. If a candidate is in a qualifying position in the student ranking, they may enrol on the Programme, but they must pass an additional educational activity aimed at making up for the missing competences within the first year, otherwise they will not be able to enrol in the second year and will be enrolled as a first-year student with the status of "repeating student".

In order to fulfil the Additional Educational Requirements, the Degree Programme selects a person responsible for assigning materials and/or delivering lessons during the first semester. This information will be provided to students at the enrolment stage through specific communications and publication in the intranet area reserved for students.

Students' successful fulfilment of the Additional Educational Requirements is certified through a test, the outcome of which is communicated to the student by the relevant Student Services Office.

ARTICLE 2 Study Plan

Teaching activity is organised in accordance with the Study Plan set out in the following section “**Course Prospectus**”.

Students may attend and follow the student-option activities from the second year of the programme.

2.1 Individual Study Plans

Students may submit an personal Study Plan. In any case, the Study Plan must comply with the constraints imposed by the Programme Specifications of the Bachelor’s Degree in Psychological Sciences and Techniques.

For this purpose, students must submit requests for approval of their individual Study Plans to the Degree Programme Council.

Study plans submitted by students in compliance with prerequisite constraints are checked by a dedicated committee appointed by the Chair of the Degree Programme Council and, if approved, are forwarded to the Student Center, which will keep them on file and monitor the student’s compliance with them throughout the duration of their degree programme.

ARTICLE 3 Mobility

On the basis of inter-institutional agreements or within the framework of European and international programmes, the Bachelor’s Degree in Psychological Sciences and Techniques offers the possibility of carrying out learning activities at foreign Universities and Institutions, providing support and guidance through its Administrative Offices and Academic Contacts, as provided for by Article 20 of the University Academic Regulations.

ARTICLE 4 Repeating Student

If the Additional Educational Requirements are not passed by the end of the first year, under Article 16(2) of the University Academic Regulations, students will not be able to enrol in the second year, but in the first year with the status of “repeating student”. Similarly, as provided for by Article 14 of the University Academic Regulations, students who have not passed all the examinations of the degree programme, including those for the Professional Training Activities, and obtained the academic qualification by the last available session of the third year must enrol in the third year as students with the status of “repeating student”.

ARTICLE 5 Final Examination

The degree is awarded upon passing the Final Examination.

To sit the final examination, students must have obtained all the university credits relating to all the other educational activities.

The final examination consists of writing a scientific report on a topic included in the Degree Programme. The dissertation must make it possible to formulate an overall assessment of the theoretical knowledge, methodological skills and technical abilities acquired by the graduating student. The presentation and defence of the final dissertation is mandatory.

The dissertation is prepared under the guidance of a lecturer of the Degree Programme, known as the "Supervisor" and, where appropriate, of a second lecturer who supports the Supervisor, known as the "Assistant Supervisor". It is the graduating student's responsibility to select their Supervisor and agree the topic of the dissertation with them. The Supervisor is supported by a Co-examiner, appointed by the Dean of the Faculty or, on their behalf, by the Chair of the Degree Programme Council, whose role is to provide an external critical assessment and also to contribute to the discussion and final assessment at the degree examination.

The discussion may take place in the language in which the final examination has been written, subject to a request from the degree candidate, who must present at least part of the final dissertation and illustrate its contents in Italian.

Attendance and successful completion of teaching activities delivered in English, as well as the writing of the English version of the abstract of the final dissertation, contribute to the award of the 3 ECTS-credits relating to the acquisition of the required level of knowledge of foreign languages.

5.1 Calculation of the Degree mark

The degree mark results from the sum of two components.

The first component is derived from the weighted average of the marks obtained in all assessed examinations according to the formula: $\text{Average} \times 110/30$. In calculating the average, the marks for any additional examinations included in the personalised study plan are also taken into account in addition to the examination marks for the courses required to obtain the minimum number of credits to access the defence of the final examination. Any "honours" awarded to examinations are taken into account by assigning the value of one third of an additional point (30/30 with "honours" = 30.33). During the dissertation discussion, this average is rounded up or down by assessing the first decimal place: it is rounded up if the decimal is between 5 and 9, or rounded down if the decimal is between 0 and 4.

The second component is the mark obtained in the Degree examination and is in turn the average of the marks awarded by the individual examiners on a scale from 0 to 7.

The final mark is approved by the Examination Committee by an absolute majority of its members. -The dissertation examination is passed if the mark is at least 66/110.

By unanimous decision, the Examination Committee may award honours to candidates who obtain a final score of 110 and have been awarded at least 1 "honours" in their course examinations.

5.2 Final Examination Committee

The Committees are appointed by the Degree Programme Council, but it may delegate this power to the Degree Programme President or the Dean of The Faculty. They consist of least 5 members, including the Committee Chair, Supervisors, Assistant Supervisors and Co-examiners, of whom at least 3 are tenured lecturers and/or fixed-term or permanent researchers.

Those entitled to take part in the Final Examination Committees include full and associate Professors, contract Professors, permanent or fixed-term Researchers, permanent teaching staff also from other Faculties of the University or other universities and experts of proven competence in relation to the topics discussed in the submitted text.

ARTICLE 6 *Recognition of credits*

6.1 University and course transfers

The recognition of credits deriving from university or course transfers is the responsibility of the Degree Programme Council, which, in the case of university transfers, uses a specifically appointed Committee that conducts an assessment on the basis of criteria (established annually) and in accordance with the relevant Call for Applications.

The Committee:

- a) assesses the possibility of full or partial recognition of the study career followed up to that point, with validation of some or all of the examinations taken and any credits obtained;
- b) then recognises the ECTS-credits acquired up to the same number of credits for the same Academic Discipline(s) envisaged in the Academic Regulations of the Degree Programme. In all cases where the student transfers between Bachelor's Degree Programmes belonging to the same class, the number of ECTS-credits relating to the same Academic Discipline that has been directly recognised for the student may not be lower than the limit laid down by the University Academic Regulations and by the applicable legislation.
- c) recognises the credits by assessing the specific case on the basis of educational and cultural affinities;
- d) indicates the year of the degree programme in which the student is to be enrolled;
- e) determines any educational debt to be fulfilled.

Applications to transfer to the University from students from other Italian and foreign Universities, from Military Academies or other military higher-education institutions, as well as applications to transfer to a Bachelor's Degree Programme, assessed by the special Committee, are subject to approval by the Degree Programme Council.

6.2 Extracurricular activities

Recognition of credits resulting from the completion of extracurricular activities is the responsibility of the Degree Programme Council, which assesses their consistency with the educational objectives of the Programme and in line with the provisions of Italian Ministerial Decree no. 931 of 4 July 2024.

The maximum limit of recognisable credits is 48 ECTS-credits.

6.3 International Mobility

The degree programme uses a specific committee which, with the support of the University offices responsible for international mobility, assesses the student's individual pathway for the purpose of recognising the ECTS-credits earned, which is then proposed for approval to the Degree Programme Council in accordance with the procedures set out in Article 20 of the University Academic Regulations.

If the Degree Programme Council decides that part of the recognised credits cannot be validated for the purposes of the Study Plan, they may be included in the Diploma Supplement.

ARTICLE 7 Attendance

Attendance is compulsory unless the student submits a justified written request for an exemption (in relation to one or more courses) to the Chair of the Degree Programme, who forwards the request to the Degree Programme Council for approval. The minimum attendance threshold is set at 70%, which may be reduced, through an exemption, to 50%, solely and exclusively for Lecture-based and Interactive teaching activities.

Attendance is recorded through online systems and spot checks may be carried out to confirm the student's presence in the lecture room.

Unlike teaching activities, professional training activities (part of the practical training and assessment activities required for authorisation to practise as a psychologist, amounting to 10 ECTS-credits) require 100% attendance, with no possibility of exemptions. However, students are granted a maximum absence threshold of 10% for each module of professional training activities:

- For the 40-hour module in the first year, the maximum absence is 4 hours
- For the two 40-hour modules in the second year, the maximum absence is 4 hours each
- For the 80-hour module in the third year, the maximum absence is 8 hours

Students who have not reached the required 100% threshold but who fall within the 10% absence limit for justified reasons, and subject to assessment-by the Degree Programme Council, may make up for this absence by completing a written test.

The written tests to make up the individual absence will be designed by the lecturer responsible for the professional training activities and will involve a workload equivalent to the hours not attended.

One should note that absences exceeding 10% must be made up in the following year by repeating the entire module. It is the student's responsibility to contact the Teaching Planning and Programming Office to arrange the make-up required for the following year. The procedure is valid for all three years of the programme; students enrolled in the third year must make up the activity in the following year with the status of "repeating student".

ARTICLE 8 Tutoring Model

Students may benefit from the educational tutoring service that the Faculty of Psychology has set up and manages in relation to all degree programmes based in it.

For this purpose, the Faculty Council appoints annually, from among its teaching staff, a faculty contact person and several academic tutors, at least one for each Degree Programme.

The academic tutor for the Bachelor's Degree in Psychological Sciences and Techniques gathers information, through individual and group meetings, on the progress of the degree programme and on any issues that may arise in its management, and then shares this information with the Chair and the Degree Programme Council.

At the same time, the tutor monitors students' academic careers, paying particular attention to any problematic situations.

If necessary, academic tutors conduct ongoing guidance activities.

In order for the fulfilment of the Professional Training Activities (preparatory to the Practical Training and Assessment of the Master's degree programme), the Degree Programme also provides for the role of lecturer-tutor with tutoring duties. As provided for by the applicable

legislation, these lecturer-tutors must have been registered with the professional body of Psychologists for at least three years.

Special Part

ARTICLE 9 *Description of the Educational programme and of the educational activities*

- To obtain the qualification, a total of 180 ECTS-credits must be acquired.
- Each ECTS-credit corresponds to 25 hours of teaching activity, including the individual study required to complete the educational activity. For each type of educational activity, details are provided below of the ratio between hours of teaching activity and ECTS-credits.
 - **Basic educational activities:** each ECTS-credit corresponds to 7 hours of lecture-based and interactive teaching activity
 - **Core educational activities:** each ECTS-credit corresponds to 7 hours of lecture-based and interactive teaching activity
 - **Similar or supplementary educational activities:** each ECTS-credit corresponds to 8 hours of lecture-based and interactive teaching activity
 - **Student-option educational activities:** each ECTS-credit corresponds to 6 hours of lecture-based and interactive teaching activity
 - **Other educational activities:** each ECTS-credit corresponds to 7 hours of lecture-based teaching activity
 - **Practical Training and Assessment (TPV):** each ECTS-credit corresponds to 25 hours of professional training activity
 - **Final examination:** each ECTS-credit corresponds to 25 hours of individual study
- The portion dedicated to individual study is provided in order to complete the 25 hours allocated to each credit.

In accordance with the applicable regulations, lessons may be delivered online.

- As provided for by the Faculty Regulations, educational activities are delivered as follows:

Lecture-based teaching

Lecture

A lecture is a traditional teaching method in which the lecturer presents topics and content, guiding students' learning through explanations, examples and further insights. Lectures are mainly used to convey theoretical knowledge in a clear and organised way, making it possible to introduce new topics and provide students with a shared foundation.

Seminar

A seminar is a teaching activity delivered by one or more speakers, invited by the person responsible for the educational activity on the basis of specific expertise, which makes it possible to explore in greater depth aspects consistent with what is set out in the educational curriculum.

In line with the Faculty of Psychology Regulations (Article 4), the educational activities include Lecture-based Teaching, Interactive Teaching and Professional Teaching, as well as autonomous learning.

Interactive teaching

Practical session

Practical sessions are aimed at applying, analysing in greater depth and operationally verifying the theoretical contents covered in the teaching activities, using case analyses, problem-solving, guided activities or methodological discussions with the active involvement of students.

Professional teaching

Practical Training and Assessment (TPV)

In compliance with Italian Interministerial Decree no. 654 of 5 July 2022, the study plan includes Professional Teaching activities in the form of 10 ECTS-credits of professional training activities, distributed over the three years of the Degree Programme.

These activities, carried out individually and/or in small groups of students, are entrusted to professionals/lecturer-tutors who have been registered with the professional body for at least three years and are held through training methods such as practical sessions, role-plays, discussions and case-studies, observation of processes and contexts for the application of the discipline and psychological research, in the various areas of interest to the professional psychologist.

The professional training activities aim to provide graduates with the basic professional skills relating to the various areas of psychology. These skills concern, in particular, case assessments, the correct and appropriate use of psychological tools and techniques for collecting information useful for analysing a particular case and context, the ability to outline a theoretically grounded, evidence-based psychological intervention, the drafting of reports, providing feedback to patients/clients/service users/institutions/organisations, the ability to establish appropriate relationships with patients/clients/service users/institutions/organisations, the ability to establish appropriate relationships with colleagues and the ability to adequately understand the legal/ethical/deontological aspects of the profession.

The professional training activities (10 ECTS-credits) are organised as follows:

- Year 1: 40 hours – Academic Discipline PSIC-02/A (Developmental and Educational Psychology) – 2 ECTS-credits
- Year 2: 40 hours – Academic Discipline PSIC-01/B (Neuropsychology and Cognitive Neuroscience) – 2 ECTS-credits and 40 hours PSIC-03/A (Social Psychology) – 2 ECTS-credit
- Year 3: 80 hours Academic Discipline PSIC-04/B (Clinical Psychology) – 4 ECTS-credits

These activities complement the additional 20 ECTS-credits to be obtained during the Master's Degree Programme through the Practical Training and Assessment (TPV) required for admission to the Practical Training and Assessment test (PPV).

ARTICLE 10 *Specific provisions relating to academic planning*

The teaching activity planned for the academic year is divided into two semesters, each lasting about 14 weeks.

The examination sessions are set out in the academic calendar approved by the Faculty Council, on the proposal of the Degree Programme Council. The dates of the examination sittings are communicated by the Chair of the Degree Programme Council, by agreement with the teaching staff and in view of academic planning requirements. The six scheduled examination sittings under Article 21(10) of the University Academic Regulations are divided into winter, summer and autumn sittings, in groups of two for each subject. Dates of assessments are scheduled annually and communicated to students.

The final examinations calendar must provide for at least three sessions, suitably distributed throughout the academic year. The Calendar can be viewed online and in the designated student intranet area.

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.