



UniSR

Università Vita-Salute
San Raffaele

Didactic regulations

Bachelor's Degree in Psychological Sciences and Techniques

Applicable for students who enrol in academic year 2025-2026

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Summary

Article 1 – Course Admission	3
1.1 Knowledge required for admission	3
1.2 Admission procedure	3
1.3 Definition of the Additional Learning Requirements (OFA) or three-year Bachelor's degree and single-cycle Master's degree courses	3
Art. 2 – Study Plan	3
2.1 Individual Study Plans	4
2.2 Internships	4
2.3 Placements	4
2.4 International mobility and recognition of study and training periods abroad	4
Art. 3 – Restrictions	4
Art. 4 – Assessment	5
Art. 5 – Final Exam	5
5.1 Definition of the Roles associated with the Final Exam	6
5.2 Preparation of the Final dissertation	6
5.3 The Degree Examination	6
5.4 Calculation of Degree marks/GPA	6
5.5 Degree examination sessions calendar / Time limits and obligations for candidates	7
5.6 Degree Exam Committee	8
Art. 6 – University and course transfers	8
Art. 7 – Admission to individual courses	8
Art. 8 – Recognition of degrees awarded by foreign universities	9
Art. 9 – Committees established within the Course Council	9
Art. 10 – Protection of health and safety	9
Art. 11 – Modifications	10
Annexes	10

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

Admission to the Degree Course requires a five-year secondary leaving certificate or other qualification obtained abroad and recognised as being suitable pursuant to applicable legislation, as per article 16 of the University Didactic Regulations. Entry to the Degree Course requires basic knowledge of the subjects taught in high schools with a focus on the humanities and sciences, logical and mathematical abilities, good general knowledge and good written and spoken Italian skills.

1.2 Admission procedure

The call for applications issued each year governs the procedures for admission to the degree course.

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

If the evaluation of the knowledge required for admission carried out as indicated in the call for applications does not have a positive outcome, an additional learning requirement (OFA) will be assigned. Additional learning requirements are assigned to candidates who do not answer correctly at least 5 questions in the basic knowledge sections (general knowledge, logical, statistical and mathematical skills, language skills) of the admission test. Candidates with an eligible position in the ranking list may then enrol for the Course, but will be required to pass an additional learning activity aimed at recovering the deficient skills within the first year of the course.

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.

In order to satisfy the OFAs, the Degree Course must identify a contact person tasked with assigning material and/or giving lessons during the first semester. This information will be provided to students at the enrolment 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.

Art. 2 – Study Plan

The teaching activity is structured according to the Study Plan specified in the attached Description of the training programme and learning methods.

Students are allowed to attend the learning activities of their choice starting from the second 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

2.1 Individual Study Plans

Pursuant to Article 11(4-bis) of Italian Ministerial Decree 270/2004, 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 System of the Bachelor's Degree in Psychological Sciences and Techniques.

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

The study plans proposed by a student in compliance with the restrictions in terms of preparatory courses, are screened by the Teaching Committee and approved by 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 his/her studies.

2.2 Internships

The internships provided for in the course are professional training activities or practical training and assessment useful for license qualification purposes and described in the dedicated part of the annex hereto.

2.3 Placements

No provision is made for placements in the educational programme.

2.4 International mobility and recognition of study and training periods 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, granting support and guidance through its administrative and academic facilities, as provided for by Article 20 of the University Didactic Regulations.

The University continues to encourage Erasmus+ mobility, but recommends that students plan their departure for a semester in which they do not have professional ECTS credit activities; when this is not possible, the ECTS credits must be made up during the following year.

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.

However, students who fail to satisfy the additional learning requirement (OFA) 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

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 possibility of progressive checks is also provided for in order to facilitate learning and effective student participation in the learning process. These interim tests do not count as a partial examination nor can they replace the examination to be taken during the official session.

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 syllabuses.

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

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.

Credits relating to foreign language skills may be recognised, on the basis of certifications issued by competent bodies internal or external to the University, for each of the languages for which an acknowledgement application is submitted, subject to confirmation of eligibility by the competent academic body.

As regards professional training activities, at the end of each module associated with the SDS, students must sit an exam to confirm their compliance.

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(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

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.

Six ECTS credits out of the total 180 are assigned to the final examination, corresponding to a total commitment of 150 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 examination can be full professors, associate professors, contract professors, researchers, permanent lecturers from other Faculties of the University and other Universities.

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

Co-examiners for the final examination can be full professors, associate professors, contract professors, researchers and permanent lecturers 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 Preparation of the Final dissertation

The final examination consists of drafting a scientific report on a topic contained in the course of studies. 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 examination consists of writing a dissertation under the guidance of a degree course lecturer known as the "Supervisor" and, where applicable, a second, or Assistant, Supervisor. It is the responsibility of the candidate to identify the Supervisor and define the subject-matter of the dissertation. 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.

Dissertations are normally written in Italian but may be written and presented in English if agreed on in advance with the supervisor. Each dissertation must contain an abstract in Italian and in English.

The related discussion may take place in the language in which the final examination was written, at the request of the candidate, who must write at least part of the final dissertation and illustrate its contents in Italian.

5.3 The Degree Examination

The Student Center performs the relevant checks on the student's academic career.

Subsequently, a message is sent by the Academic Secretariat via the online noticeboard confirming admission to the round containing the arithmetic mean and starting grade.

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

The presentation and discussion of the final dissertation is mandatory.

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 of the marks obtained in all assessment exams, using the formula: $\text{Average} \times 110/30$. When calculating this average, 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 included. For each assessment exam, honours are taken into account by adding an additional third of a point ($30/30 \text{ cum laude} = 30.33$). During the discussion, this average is rounded, considering the first decimal place, up, if the decimal number is between 5 and 9, or down, if the decimal number is between 0 and 4.

The second term is the grade awarded in the degree exam, and is in turn the average of the grades assigned by the individual committee members, on a scale of 0 to 5.

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 and have achieved a final mark of 110/110 may be considered for 'honours' by the unanimous decision of the Committee.

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, general section. The calendar can be viewed on the dedicated noticeboards in the Academic Secretariat and on the student intranet.

It contains the following information:

- Committee meeting dates
- Registration period for the examination session
- Last date for depositing the final work
- Date by which the last exam must be taken
- Date of the graduation ceremony

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

Students are also required to send a paper 4 standard pages long (1 standard page = 1,500 characters (excluding spaces)) on the subject of their final dissertation written in English to the attention of the Dean of the Faculty at least 10 working days from the first day of the graduation session, in order to be recognised as eligible in terms of Additional language skills.

The paper does not count as a language certificate nor is it awarded a mark and it serves solely for the purpose of meeting the requirements for admission to the graduation session.

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 Exam Committee

The Examination Committees for the final dissertation are nominated by the Dean of the Faculty or 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 permanent professors assigned as lecturers and/or fixed-term researchers.

Full professors, associate professors, contract professors, University Researchers (established and otherwise), 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 University 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 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 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.

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 secondary leaving certificate or other qualification obtained abroad and recognised as being suitable, may enrol in individual educational activities of the Courses and sit the relative examinations and obtain certification including the indication of the ECTS credits, according to the procedures defined by the Faculty, within the scope of the criteria established by the Academic Senate.
- 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, the provisions of Article 31 of the general section of the University Didactic Regulations shall apply.

Art. 8 – Recognition of degrees awarded by foreign universities

The Course Council decides on the recognition of academic qualifications obtained abroad; this task may be exercised in compliance with the legislation in force, without prejudice to the powers and any authorisations of Authorities foreseen 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 pursuant to Italian Legislative Decree 81/08 and, where applicable, Italian Legislative Decree 101/2020, 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.

The start of curricular and extracurricular activities involving exposure to a specific risk may therefore not be authorised until the provisions required to safeguard the health and safety of each student have been implemented and fulfilled.

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 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

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

The forms of teaching provided for may include lectures, seminars, workshops and/or library activities, internships and IT exercises. The study programme includes professional training activities aimed at giving graduates basic professional skills for all areas of psychology.

Lectures include a prevalent delivered teaching component focusing on the presentation and illustration of content by the lecturer, also with the aid of computer and/or multimedia material, on the basis of a predefined calendar. They can include an interactive teaching component in the form of tutor-led activities, revision, further exploration, exercises, presentations and assisted learning.

Further details on how the ECTS credits for delivered teaching and interactive teaching are distributed may be specified in the syllabuses.

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.

Professional training activities

In compliance with Italian Interministerial Decree no. 654 of 5-7-2022, 10 ECTS credits for professional training activities, distributed over the three years of the Degree Course, have been included in the study plan.

These activities, which must be carried out individually and/or in small groups, are entrusted to professionals/lecturer-tutors, who have been registered with the professional association for at least three years, and are carried out through teaching methods such as practical exercises, simulations, case studies and discussion, observation of the processes and applicational settings of psychology and psychological research, in the various areas of interest to professional psychologists.

The purpose of professional training activities is to give graduates basic professional skills for the different areas of psychology. These supervised activities are carried out individually or in small groups, involve practical, workshop and project-designing experiences and aim to foster the development of the knowledge required to operate in the settings in which psychologists work.

At the end of their studies, graduates must have acquired a set of skills that will be adequately expanded and consolidated by means of the practical training and assessment during the Master's Degree programme. These skills relate, in particular, to case assessment, the proper and appropriate use of psychological tools and techniques for gathering information useful for case and context analysis, the ability to propose a theoretically sound, evidence-based psychological intervention, report writing, providing feedback to patients/clients/users/institutions/organisations, the ability to establish appropriate relationships with patients/clients/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.

Professional training activities (10 ECTS credits) are organised as follows:

First year: 40 hours – M-PSI/04 SDS (Developmental Psychology and Educational Psychology) – 2 ECTS credits

Second year: 40 hours – M-PSI/02 SDS (Psychobiology and Physiological Psychology) – 2 ECTS credits and 40 hours M-PSI/05 (Social Psychology) – 2 ECTS

Third year: 80 hours – M-PSI/08 SDS (Clinical Psychology) – 4 ECTS

These activities are complementary to the further 20 ECTS credits to be acquired during the Master's Degree programme by means of the practical training and assessment required for admission to the practical assessment.

Psychological sciences and techniques graduates are eligible for registration in section B of the Association of Professional Psychologists provided they pass the State Licensing Examination.

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.

Pursuant to the provisions of Article 22(2) 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.

Unlike teaching activities, professional training activities (part of the practical training and assessment activities required for qualification to practice the profession of psychologist, amounting to 10 ECTS credits) require 100% attendance of the total number of hours prescribed for each year of delivery. Students are allowed a maximum absence threshold of 10% for each academic year: for the first year, the maximum absence is 4 hours; for the second year, the maximum absence is 4 hours per SDS; for the third year, the maximum absence permitted is 8 hours.

Students that do not achieve the required threshold of 100% attendance but fall within the 10% absence for justified reasons to be analysed by the Course Council, may make up for this absence. Students who receive notification that their justification has been accepted must make up the ECTS credits by sitting a written exam.

The individual remedial written exams will be devised by the supervising lecturer of the professional training activity and will involve a workload equal to the number of hours of physical attendance classroom teaching ~~missed~~ not attended.

Absences exceeding 10% must be made up for the following year by repeating the module from the beginning. Students are responsible for contacting the Course Secretariat in order to make arrangements to make up for their absence during the following year. This procedure applies to all three years of the course. Students enrolled in the third year will have to make up the activity the following year as repeating students.

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

Attendance is logged by electronic systems and spot checks may be carried out to confirm students' actual attendance.

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.