



UniSR

Università Vita-Salute  
San Raffaele

## **Didactic Regulations**

### **Master's Degree in Theory and History of the Arts and the Image**

Applicable for students who enrol in academic year 2022-2023

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## **Article 1 – Course Admission**

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

Candidates for admission to the Master's Degree Course must hold a three-year Bachelor's Degree, Master's Degree or a Degree obtained under the old system, or three-year university diploma or another academic qualification obtained abroad that is recognised in Italy pursuant to applicable legislation.

More specifically, admission is conditional to the possession of the curricular requirements, i.e. a three-year degree (or equivalent foreign qualification) in one of the following Classes (or equivalent): L-1 Cultural heritage; L-3 Disciplines of the visual arts, music, performing arts and fashion; L-5 Philosophy; L-10 Humanities; L-11 Modern languages and cultures; L-15 Tourism sciences; L-17 Architectural sciences; L-19 Education and training sciences; L-20 Communication sciences; L-40 Sociology; L-42 History; L-43 Technologies for the conservation and restoration of cultural heritage.

For students with a different degree, the adequacy of their academic background will be assessed by reviewing their educational programme, including the programmes of the courses taken and of the final examination for the award of a bachelor's degree.

The assessment will consist in verifying the presence of at least 12 credits obtained in the scientific disciplinary sectors covered under L-ART; M-FIL; M-STO; L-LIN; L-ANT; L-FIL-LET; L-OR; ICAR; SPS and the possible congruence of the subject of the final exam for the award of the bachelor's degree with the topics of the course.

For international students or those in possession of a qualification obtained abroad, the assessment of the admission requirements (compatibility of the qualification with the degree classes indicated, assessment of the curriculum, credits and learning outcomes with respect to the skills, final mark achieved) is carried out by means of a similar review of the candidate's curriculum by the committee appointed by the Course Council, which assesses the need for the student to have an interview to verify his/her academic background. Interviews can also take place electronically. The requirements, including those relating to any additional curricular activities in terms of ECTS credits, must in any case be fulfilled before the interview.

Candidates in possession of a Level I Diploma issued by the Institutions of higher learning authorised to issue AFAM academic qualifications (State or legally recognised Fine Arts Academies; National Academy of Dance; National Academy of Dramatic Art; International Theatre Academy; Higher Institutes for the Arts Industries; Music Conservatories and equivalent Institutes of musics; other institutions authorised to issue AFAM qualifications (Article 11, Italian Presidential Decree no. 212 of 08.07.2005)) are also eligible for admission to 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 matriculation on the Master's Degree course.

### **1.2 Admission procedure**

The assessment will be carried out by a dedicated examination committee, consisting of at least three permanent lecturers of the Faculty appointed by the Course Council. The committee may avail itself of an aptitude interview with the candidate.

Knowledge, at least at B2 level (CEFR, Common European Framework of Reference for knowledge of languages), of a European Union language other than Italian will be verified within the first year

of the course, or documented at registration for students with internationally recognised certifications.

## **Article 2 Course Curriculum**

The teaching activity is structured in accordance with the Course Curriculum specified in the appended Description of the educational programme. Once a year, the Course Council submits its proposals for the planned teaching offering to the Faculty, taking into account in particular the indications provided by the Joint Committee. The Faculty takes all necessary measures, including those relating to the possible assignment and appointment of contract professors. Requests for assignments and contracts must be justified by precise teaching requirements, to be described in detail by the Course Council for each individual course and activity.

### **2.1 Individual course curricula (where applicable)**

Students must submit a request for the approval of their individual course curriculum, which must comply with the constraints imposed by the System and the annual educational offering of the Master's Degree in Theory and History of the Arts and the Image (Class LM-89), as set out in the Description of the educational programme in the Single Annual Document.

The course curricula, proposed by students in compliance with the restrictions in terms of preparatory courses as per the appended Description of the Educational Programme, are screened by a dedicated committee appointed by the President of the Course Council and known as the Individual Course Curriculum Approval Committee and, once approved, are sent to the Student Centre, which will archive them and check that they are followed by the student throughout the course of his/her studies.

Within two weeks of matriculation, students enrolled in the first year of the course must submit their first course curriculum.

Changes to course curricula may only be submitted by 31 October of the second year of the course.

When preparing their course curriculum, students may choose whether to attend courses in the first or second year of the course, anticipating or postponing their attendance with respect to the year proposed by the Faculty.

Repeating students are not permitted to submit a course curriculum, nor may they change the previously submitted curriculum.

For the learning activities of the student's choice, courses of the Master's Degree Course not taken, courses of the Master's Degree in Philosophy of the Contemporary World, courses of the Bachelor's Degree in Philosophy, and courses offered by the University's other Faculties may be chosen.

With a view to preparing the Master's Degree Dissertation, it is possible to do a second year's course for only one examination, choosing it from any course already taken.

### **2.2 Placements**

The Faculty Council publishes the rules governing placements with public bodies and companies, in cooperation with the University's Training and Internship Service, which is responsible for managing them.

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

The University, on the basis of inter-institutional agreements or within the context 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 facilities. 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 references (EU Erasmus Plus programme, undertakings signed by the Universities with the “Erasmus Charter for Higher Education” (ECHE) application, “ECTS Users Guide”).

Students are guaranteed the possibility to carry out part of their studies at foreign universities. More specifically, they may attend learning activities and take the corresponding assessment exams for the awarding of credits; carry out other learning activities including internships/placements; prepare their Master’s Degree dissertation; participate in international pathways within the framework of agreements for the award of double, multiple or joint degrees.

For the purposes of approval of the learning activities to be performed abroad, the Course Council appoints an academic supervisor for international mobility.

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.

At the end of the period spent abroad, the 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 validation, recorded in the minutes of the Course Council, will be forwarded to the Student Centre so that the recognised learning activities can be recorded. The Student Centre will attend to the timely recording of learning activities carried out abroad in the University’s career monitoring system, thereby ensuring their visibility.

Students who intend to write their Master’s dissertation abroad, during their Erasmus+ Study or Traineeship stay, or during other international mobility projects, are required, in addition to the above, to submit a formal request for authorisation to the Course Council, containing explicit assumption of responsibility by the Faculty lecturer who is the dissertation supervisor and indicating the name of the foreign lecturer who will supervise the preparation of the dissertation (the foreign lecturer normally takes on the role of assistant supervisor). The Course Council will decide whether the request can be accepted.

At the end of their period abroad, in addition to the required documentation, students must produce a specific certificate from the foreign lecturer giving a detailed description of the work carried out and proposing the number of credits to be awarded for the preparation of the dissertation. The Degree Course Council decides whether to recognise the full or partial credits allocated to the preparation of the Master's Degree dissertation, specifying that these credits were obtained abroad. The maximum number of ECTS credits that may be awarded by the Course Council is set at 15 credits.

The resolution will be sent to the Student Centre so that the recognised learning activities can be recorded.

### **Article 3 Restrictions**

With reference to the provisions of articles 14 and 15 of the University Didactic Regulations, 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.

### **Article 4 Assessment**

Students are awarded the credits provided for each learning activity when a passing grade is achieved on the relative exam. Assessment exams consist of oral and/or written examinations. 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 two members and are always presided over by the course supervisor. For all other aspects relating to the formation of the exam committees, refer to the provisions of article 24 of the University Didactic Regulations.

The assessment of the students' progress is expressed as a mark out of thirty for 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 committee is always presided over by the course coordinator.

The dates of the examination calls 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 calls provided for by the University Didactic Regulations article 21(10), 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.

### **Article 5 Final Exam**

The qualification is awarded following a final exam.

In order to be admitted to the final exam, students must have obtained all the credits for all the learning activities.

Twenty-one ECTS credits out of the total 120 are assigned to the final exam, equivalent to a total commitment of 525 hours.

### **5.1 Definition of the Roles associated with the Final Exam**

All permanent, adjunct or contract professors of the Faculty, as well as researchers who hold a teaching post, may be **supervisors** for the final examination.

Professors and researchers of the Faculty, adjunct and contract professors, lecturers and researchers from other Faculties of the University or other Universities and experts of proven expertise in relation to the topics discussed in the submitted dissertation may be **assistant supervisors**.

Professors and researchers of the Faculty of or the University and adjunct and contract professors serving in the academic year concerned, in the Faculty or the University may be **examiners**.

### **5.2 Preparation of the Final dissertation/Thesis**

The final exam consists in the presentation and public discussion before an examination committee of an original dissertation prepared by the student under the guidance of a lecturer of the Master's Degree Course known as the "supervisor" and possibly also a second supervisor known as the "assistant supervisor", within one of the scientific disciplinary sectors for which courses are required in the Master's Degree Regulations and in which the student has earned credits.

The dissertation must demonstrate originality, completeness and informative clarity, and the Master's Degree candidate's ability to analyse, reflect and develop a single-subject study in an autonomous and critical manner, as well as knowledge of the relevant literature on the contemporary debate concerning the theory and history of the arts and the image.

Candidates must identify their supervisor and agree with him/her on the topic of their dissertation.

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.

### **5.3 The Degree Examination**

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

Alongside the Supervisor is the "examiner" nominated by President of the Course Council, whose job is to perform a critical assessment of the dissertation during the degree examination.

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

The final assessment will take into account the student's entire career in the Master's Degree Course, the time and method of credit acquisition, the assessment exams passed and the final examination, as well as any other element deemed relevant.

More specifically, the proposed final mark is determined by: a) the weighted average of the marks obtained in the assessment exams, including any supernumerary examinations included in the customised course curriculum; b) the mark obtained in the degree examination, determined as the average of the marks of the individual committee members on a scale of 0 to 5.

If honours are awarded for assessment exams, this has no effect on the weighted average for the degree mark.

The examination committee award a mark out of 110 and may, unanimously, award 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 pass mark for the exam is 66/110.

The final mark is in any case decided by the examination committee with an absolute majority of its members.

### **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.

It is possible to take the assessment exams for the courses in the course curriculum by a deadline compatible with the start date of the graduation session in which the student intends to take the final exam. The Student Centre announces this deadline on a session-by-session basis..

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 Centre.

### **5.6 Degree Exam Committee**

The examination committees are appointed by the President of the Course Council and are composed of at least seven members, at least 5 of whom must be permanent lecturers and/or researchers on fixed-term contracts, as provided for in article 31 of the University Didactic Regulations, and at least one of whom must be a full professor. The committee is chaired by the longest-serving permanent full professor. Contract professors, professors and researchers also from other degree courses at the University or other universities are entitled to participate in the examination committees.

## **Article 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, in compliance with the University Didactic Regulations and applicable legislation;
- b) indicate the year of the course in which the student shall be enrolled;
- c) establish any educational deficit to be made up;
- d) formulate the minimum course curriculum in order to complete the curriculum required for the award of the degree.

Depending on the number of credits awarded, the Course Council may admit students to years subsequent to the first. The Course Council will assess this on a case-by-case basis.



### **Article 7 Admission to individual courses**

With regard to admission to individual courses as observers, please refer to the specific Regulations adopted by the Council of the Faculty of Philosophy.

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 learning activities within the study courses, take the corresponding exams and receive the certification including indication of the credits subject to the approval of the Course Council.

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

### **Article 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.

### **Article 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. It contributes to assessing the achievement of the educational objectives of the course, supervises the smooth running of the learning activities, intervenes where individual courses deviate from the educational objectives set out in the course curriculum, evaluates the educational curricula, and monitors the ministerial provisions on teaching qualifications in institutions of higher education. With regard to these actions, the Teaching Committee proposes possible corrective actions and is responsible for monitoring their effectiveness, also taking into account the observations of the student representatives and the Lecturer-Student Joint Committee.

The Teaching Committee consists of the Dean of the Faculty, the Course Chair and at least three lecturers. The committee may also meet as sub-committees for the management and monitoring of specific activities.

The Lecturer-Student Joint Committee is also established within the Course Council, and carries out the tasks entrusted to it by current legislation.

### **Article 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.

### **Article 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 of the Master's Degree in Theory and History of the Arts and the Image***

The course activities provided for over the course of the academic year are divided into two semesters of approximately 14 weeks each. The didactic formats provided for may include lectures, seminars, workshops and/or library activities, internships and IT exercises and the use of video material, images and visual material.

Teaching is delivered in a “blended” manner, i.e. it involves the use of electronic and digital instruments, in synchronous and asynchronous mode.

As a rule, for each course provided in blended learning programmes, there are 18 hours (equivalent to 3 credits) of computer-based seminars for those courses for which a total of 9 credits are awarded, and 12 hours (equivalent to 2 credits) of computer-based seminars for those courses for which a total of 6 credits are awarded.

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 be held in European Community languages other than Italian; this will be indicated in the annual course programmes.

As regards the “additional” learning activities, defined in accordance with the requirements of article 10 (5) (a) of the Italian Ministerial Decree 270/2004, the 6 credits can be acquired by carrying out a placement with public institutions and companies with which the University has agreements in place. Students who do not undertake a placement may obtain ECTS credits through the acquisition of basic computer skills (3 credits) and attendance of advanced cultural courses organised from year to year by the Faculty or by other scientific bodies of national importance, as assessed by the Faculty (3 or 6 credits). Students may also obtain the recognition of ECTS credits by participating in conferences and direct professional learning initiatives (3 or 6 credits). In this case, students are required to ask the Course Council for a prior judgement of conformity between the nature of the activity in which they intend to participate and the job opportunities of the Master's Degree Course, submitting adequate documentation on the activities that will be carried out. The Course Council will assess these requests on a case-by-case basis.

Students can also earn 3 credits for additional learning activities by participating in individual seminars or cycles of seminars organised by the Faculty.

Participation in each seminar makes it possible to obtain 0.10 credits, subject to certification by the Chair. Three credits are awarded for a cycle of seminars.

Possession of the European Computer Driving Licence (ECDL) is considered equivalent to the attainment of the 3 credits foreseen under the item additional activities for the acquisition of basic computer skills.

Possession of certificates attesting knowledge of languages other than English is considered recognisable with the award of 3 credits for additional activities if these certificates are issued by the following institutes: Alliance Française Centre Pilote Delf-Dalf; Chambre de Commerce et de l'Industrie de Paris; Goethe-Institut; Österreichisches Sprachdiplom Deutsch; Weiterbildung-Testsysteme; Ministerio de Educacion, Cultura y Deporte; ТРКИ–Torfl; Istituto A.S. Pushkin in Moscow; TELC (The European Language Certificates) for German, French, Spanish, Russian, Dutch,

Portuguese, Danish, Czech and Turkish. Certificates of knowledge of the Hebrew language issued by Faculties of Theology and the Italian Zionist Federation may also be recognised.

### **Preparatory courses**

The preparatory courses constraint applies to any course in which a student intends to take a second year's course. The examination committee is responsible for ascertaining compliance with the preparatory course requirements.

### **Attendance**

The compulsory attendance is set by the individual lecturer at the beginning of the teaching activity and is specified in the Student's Guide.

If the lecturer imposes compulsory attendance for his or her course, students who are unable to comply with this requirement must submit a reasoned written request for exemption to the Chair of the Course, who will forward the case to the Course Council for approval.

Again if the lecturer imposes compulsory attendance, in compliance with the provisions of Article 22(4) of the University Didactic Regulations, students may only take the assessment exams once they have obtained a certificate of attendance for the learning activity being assessed. 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 Centre a list of those who have not met the attendance criteria and may not therefore sit the assessment exam.

### **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 teaching 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.*