



UniSR

Università Vita-Salute
San Raffaele

Didactic regulations

Bachelor's Degree in Psychological Sciences and Techniques

Applicable for students who enrol in academic year 2022-2023

Issued with Rector's Decree No. 7644 dated 1 June 2022

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Article 1 – Course Admission

1.1 Knowledge required for admission

Admission to the Degree Course requires a five-year high-school diploma or foreign qualification recognised as 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 knowledge required for admission will be verified through an entry test.

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

An Additional Learning Requirement (OFA) will be assigned to candidates who do not answer correctly at least 5 out of 15 questions in the basic mathematical skills area of the admission test. Candidates with an eligible position in the ranking list may then register 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. The details and procedures of this activity will be announced when the ranking list is published.

Article 2 Course Curriculum

The teaching activity is structured in accordance with the Course Curriculum specified in the appended Description of the training programme and learning methods.

2.1 Individual course curricula (where applicable)

Students may present an individual course curriculum which differs from that provided for by these Didactic Regulations. This curriculum 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 course curriculum.

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

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

2.2 Internships

Internships for qualification to the professions of:

- a) Graduate in practical psychology for social, organisational and work contexts
- b) Graduate in practical psychology for personal and community services

will be governed by specific regulations issued by the academic authorities in compliance with current legislation.

The internship will in any case take place after graduation.

2.3 Placements

No provision is made for placements in the learning activity type F educational programme of the Didactic System.

2.4 International mobility and recognition of study and training periods abroad

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

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;
- take part in other learning activities, including internships;
- participate in international programmes within the framework of agreements in order to receive, dual, multiple or jointly awarded qualifications.

The Faculties, in collaboration with the Internationalisation Department, are responsible for co-ordinating and promoting international mobility activities both for European and extra-European universities. The Faculties, the Course Councils and the Internationalisation Department are responsible for negotiating, drawing up and monitoring student mobility agreements, managing student selection and assessing the results obtained. The Faculties designate one or more academic co-ordinators and ensure sufficient administrative support for international mobility, working in close contact with the offices responsible for internationalisation.

For the purposes of approval of the learning activities to be performed abroad, the Course Council or Doctoral College or the Graduate School Council nominates 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 hosting university. The recognition of credits awarded following the teaching activities performed must replace the credits provided for in the student's curriculum proportionally to the

learning activities completed successfully abroad. Credits inserted as “additional” with respect to those provided for by the student’s curriculum for the purposes of obtaining the qualification shall not be counted for the purposes of the resources.-There is maximum flexibility in choosing the learning activities to be inserted in the Learning Agreement, while pursuing full agreement with the educational objectives of the relative course.

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

It is the responsibility of the faculty councils or the course councils 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 Faculty or Course Councils will recognise the activities performed without making provision for supplementary learning.

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

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

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

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

Article 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.

Article 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. These interim tests do not count as a partial examination nor can they replace the examination to be taken during the official session.

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 Article 24 of the University Didactic Regulations, general section.

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.

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

In the event that a course is divided into multiple modules, the exam committee 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 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, general section article 21 para.10, are divided into winter, summer and autumn calls in groups of two for each discipline. 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 examination.

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 award a mark out of 110 and may unanimously award full marks with honours.

The pass mark is 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.

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, Examiner, must be a permanent professor of the University, full and associate professor and university researcher.

5.2 Preparation of the Final dissertation/Thesis

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 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.

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

Each dissertation must contain an abstract of the dissertation in Italian and in English.

5.3 The Degree Examination

The Student Centre 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 degree award exam 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 defence 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 average mark obtained in all assessment exams, according to the following 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 course curriculum are also included. For each exam, honours are taken into account by adding an additional third of a point (30/30 with honours = 30.33). 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 7. The third item (Motivato Giudizio di Eccellenza, MGE (justified excellence award)) has a maximum value of 3 points. This is added, on the proposal of at least one committee member, for which reasons must be provided and the proposal accepted

unanimously, in order to take into account any original and educational contributions which would otherwise not be quantifiable, or of the particular scientific quality of the work.

The final grade is 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 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 online in the periods indicated in the degree sessions calendar.

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

In order to graduate in a subsequent exam call, 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 Centre.

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 dissertation written in English to the attention of the Dean 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 curriculum by a deadline compatible with the start date of the graduation session; this deadline is communicated annually by the Student Centre.

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 tenured 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.

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 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 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.

Article 7 Admission to individual courses

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

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

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

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

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. The Teaching Committee consists of the Dean, 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.

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 Bachelor's Degree in Psychological Sciences and Techniques

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

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

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

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

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

Preparatory courses

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

Attendance

Attendance is mandatory except in the event of a written request for dispensation including a suitable reason (relating to one or more courses) being presented by the student to the President, who will forward the case to the Course Council for approval.

Pursuant to the provisions of Article 22 Para. 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.

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.

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.