

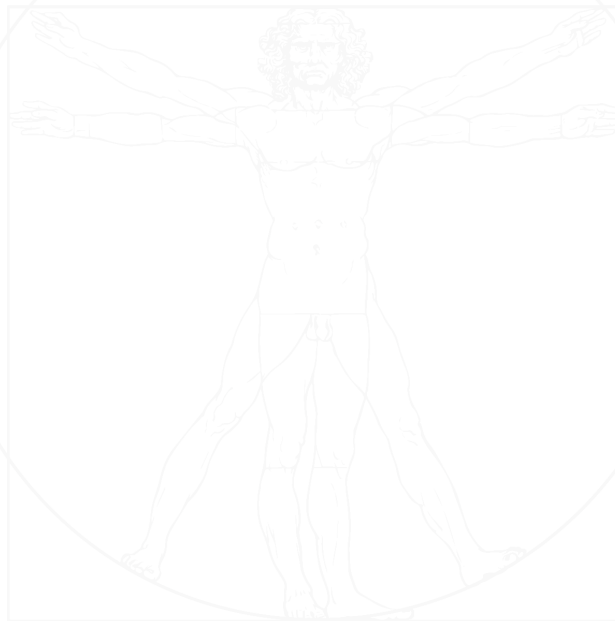


UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

UNIVERSITY DIDACTIC REGULATIONS



ISSUED BY RECTOR'S DECREE NO. 9036 OF 16/07/2024

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1 Purpose and Scope

ART.1 Purpose and scope

Pursuant to Ministerial Decree no. 270 of 22 October 2004 and in compliance with the University Statute and in accordance with the regulations in force, these Regulations govern the organisational aspects of the teaching activities of the courses established at Vita-Salute S. Raffaele University.

With these Regulations, the University governs its educational organisation according to criteria concerning the quality of the educational offering, the satisfaction of students' learning and training needs, and the efficiency and effectiveness of the educational and student support services.

2 Provisions of the Regulations

ART.2 Definitions

For the purposes of this Regulation, the following definitions shall apply:

- 1) 'Framework Regulation' means the regulation setting out the rules regarding the didactic independence of Universities, in accordance with Italian Ministerial Decree no. 270 of 22/10/2004;
- 2) 'Decree(s)' or 'Ministerial Decree(s)' means one or more Italian decrees issued pursuant to and in accordance with the procedures set forth in Article 17(95) of Italian Law No. 127 of 15 May 1997, as amended;
- 3) 'Course Didactic Regulations' means the regulations referred to in Article 12 of the Framework Regulation;
- 4) 'Courses' means courses leading to a Bachelor's Degree, Master's Degree or Specialist Diploma: as identified in Article 3 of the Framework Regulation;
- 5) 'Inter-university courses' means courses leading to the award of double, multiple or joint degrees with other Italian universities;
- 6) 'International courses' means courses leading to the award of double, multiple or joint degrees with foreign universities, courses in which all the educational activities, the assessment exams and the final exam are conducted in a foreign language and courses that are part of experimental projects approved by the Academic Bodies on internationalisation;
- 7) 'qualifications' means Bachelor's Degrees, Master's degrees, Single-Cycle Degrees, Specialist Diplomas, PhDs, level 1 or level 2 Master's Programmes, as identified in Article 3 of the Framework Regulation;
- 8) 'classes' means the classes categorising the courses, however named, identified in the Italian Ministerial Decrees;
- 9) 'scientific disciplinary sectors' means the groupings of disciplines with similar contents in accordance with Italian Ministerial Decree of 04/10/00 as amended;
- 10) 'disciplinary field' means a set of culturally and professionally related scientific disciplinary sectors, defined by Italian Ministerial Decrees;
- 11) 'ECTS credit' means the measure of the total learning effort, including individual study, required of a student in possession of adequate initial preparation for the acquisition of knowledge and skills in the teaching activities provided for by the didactic systems of the Courses;
- 12) 'educational objectives' means the set of knowledge and skills that characterise the cultural and professional profile that the course aims to achieve;
- 13) 'didactic system of a Course' means the set of rules that govern the relevant curriculum and determine the general framework of the teaching activities;
- 14) 'educational activity' means any activity organised or envisaged by universities in order to ensure the cultural and professional training of students, and refers (as non-limiting examples) to: course lectures,

seminars, practical or laboratory exercises, small group teaching activities, tutoring, guidance, internships, projects, dissertations and individual study and self-educational activities;

15) 'curriculum' means the set of university and extra-university educational activities specified in the didactic regulations of the Course for the purpose of achieving the qualification in question;

16) 'learning agreement' means the agreement between the student, the home university and the host university that sets out the educational activities to be carried out abroad;

17) 'ECTS' (European Credit Transfer and Accumulation System) means the set of rules established at European level, for the transfer and accumulation of ECTS credits within Europe;

18) 'ECTS scale' means the instrument adopted at European level to facilitate the conversion and transfer of grades obtained by students during mobility periods;

19) 'Diploma Supplement' means the certificate drawn up in two languages and attached to the diploma of each qualification.

ART.3 Didactic independence

1) In accordance with the Italian Law and the ministerial provisions governing didactic independence, these Regulations govern the didactic system and the operating criteria of the courses established at Vita-Salute San Raffaele University of Milan.

2) The Didactic Regulations of the courses of study are reported in the attachments, which are an integral part of this Regulation.

3) The previous Didactic Systems are governed in accordance with the provisions of Article 33 of these Regulations.

4) The administrative procedures pertaining to students' careers are reorganised and governed by a specific Regulation.

ART.4 Qualifications and Courses

1) Vita-Salute San Raffaele University of Milan awards the following qualifications:

- 1) Degree,
- 2) Master's Degree,
- 3) Single-Cycle Master's Degrees,
- 4) Specialist Diplomas,
- 5) PhD Programmes,
- 6) Level 1 and level 2 Master's Programmes.

2) A Bachelor's Degree, Master's Degree, Single-Cycle Degree, Specialist Diploma, PhD and Master's Programme qualification is awarded respectively at the end of a Bachelor's Degree, Master's Degree, Single-Cycle Master's Degree, Specialist Diploma, PhD, Advanced Training or Higher Education course/programme established by the University, respectively.

3) The aim of a Bachelor's Degree course is to ensure students have an adequate mastery of general scientific methods and content, as well as the acquisition of specific professional knowledge.

4) The aim of a Master's Degree or Single-Cycle Degree course is to provide students with an advanced level of training enabling them to carry out highly qualified activities in specific settings.

5) The aim of a Specialist Diploma course is to provide students with knowledge and skills for the functions required to exercise particular professional activities; this type of course can only be established to implement specific European Union laws or directives.

- 6) Qualifications awarded by the University at the end of Courses belonging to the same class are, in all legal aspects, equivalent, unless provided for otherwise in the laws in force. They are distinguished by particular names that coincide with the corresponding course of study, as well as the name of their class.
- 7) Vita-Salute San Raffaele University of Milan periodically ensures the revision of the courses' didactic regulations, in particular with regard to the number of credits assigned to each course or other educational activity.
- 8) Courses may be established with a name in a foreign language and make provision for the related educational activities to take place in the same language. Within the Courses, even when they are named in Italian, curricula with a foreign name may be activated and provision may be made for educational activities in the same language, where provided for by the didactic system.
- 9) PhD programmes provide the skills required to carry out highly qualified research activities at universities, public institutions or private organisations.
- 10) Vita-Salute San Raffaele University of Milan may also activate continuing and recurrent scientific proficiency and higher education courses, following the award of a Bachelor's Degree or a Master's Degree, at the end of which, after having acquired at least 60 ECTS credits, level 1 and level 2 Master's Programme qualifications are awarded.
- 11) The targeted training courses and integrative teaching services referred to in Article 6 of Italian Law 341/90 may also be activated. The University, also in cooperation with public and private organisations, develops training initiatives aimed at lifelong education, in particular by activating:
 - a) proficiency courses, access to which requires a university qualification;
 - b) professional refresher courses;
 - c) continuing and recurrent education courses and cultural activities for adults;
 - d) courses in preparation for public competitive examinations and state examinations for professional qualification;
 - e) refresher courses for university staff.

The procedures for the activation of the proficiency courses referred to in point a) of this paragraph, activities that, due to their different characteristics, do not result in the activation of the Master's Programmes referred to in paragraph 10 of this Article, nevertheless provide for the development and training of higher level expertise and skills, shall be established by specific regulations that are approved by a resolution adopted by the Academic Senate with a majority of its members and are issued by the Rector.

The organisation of the educational activities provided for under points b), c), d) and e) above is governed by the Academic Senate.

- 12) As of the academic year 2022-2023, students may be simultaneously enrolled in two courses, in accordance with Italian Law No. 33 of 12 April 2022 and its implementing decrees.

ART.5 Award of joint, double and multiple degrees

- 1) Pursuant to Article 3(10) of the Framework Regulation, Vita-Salute San Raffaele University of Milan may award qualifications jointly with other Italian or foreign universities on the basis of specific agreements. Agreements with foreign universities may also provide for the award of degrees from the partner universities to students who have followed the integrated study programme agreed between them, in accordance with the rules set forth in the agreement.
- 2) The aforementioned agreements must contain the educational paths agreed upon by the partner Universities, in compliance with their respective national regulations and the principles and guidelines developed within the international convergence processes.

3) Assessments must be documented by an evaluation or a pass/fail mark in order to safeguard the homogeneity of the assessment system. Marks for educational activities carried out at foreign universities will be converted in accordance with Article 20 below.

In the case of double degrees, the agreement with the foreign universities must cover the system used for conversion or to allocate the final mark.

4) The agreement must cover the way qualifications are awarded. A single qualification stating the partner universities may be awarded.

ART.6 Diploma Supplement

1) Pursuant to Article 11(8) of the Framework Regulation, Vita-Salute San Raffaele University of Milan issues, as a supplement to the diploma of each qualification, a certificate in Italian and English that contains, according to models conforming to those adopted by European countries, information on the specific curriculum followed by the student to obtain the qualification.

2) The aforementioned certificate is issued on the basis of attestations from the teaching facility or teachers.

ART.7 Course system

1) For each course instated at the Vita-Salute San Raffaele University of Milan, the specific general didactic system is reported in these Regulations as an attachment.

2) The Didactic System of the course in accordance with the Ministerial Decrees:

- a) determines the name and indicates the class in which the course is categorised, unless specified otherwise by specific ministerial provisions;
- b) indicates the Faculty and, if applicable, the Faculties activating the course;
- c) determines the qualifying and specific educational objectives of the course in terms of expected learning outcomes, referring to the descriptor system adopted at European level. The educational objectives are identified after consulting with representatives of the professional groups, focusing on the specific nature of the educational offering. The system also identifies the expected professional opportunities, referring also to the activities classified by ISTAT;
- d) determines the general framework of the educational activities to be included in the curricula and the credits assigned to each type of educational activity, referring them, in relation to the activities envisaged in letters a) and b) of Article 10(1) of the Framework Regulation (basic activities and specialist activities of the class) to one or more scientific disciplinary sectors as a whole (Article 11(3) c);
- e) identifies, in accordance with Article 16 of these regulations, the knowledge required for access to courses;
- f) determine the characteristics of the final tests for awarding the qualification.

2bis) Pursuant to Article 10(2-bis) and (4-bis) of Italian Ministerial Decree No. 270/2004 (flexibility of the educational offering), the didactic systems of courses may provide for, as part of the basic and/or characterising activities, teaching or other educational activities pertaining to scientific disciplinary sectors other than those provided for by the tables defining the class to which they belong, in compliance with the educational objectives of the class and to the extent provided for by the regulations in force, reserving in any case at least 40% (for Bachelor's Degrees) or 30% (for Master's Degrees) of the credits required to obtain the degree to educational activities pertaining to the scientific disciplinary sectors provided for in the tables. The flexibility of the educational offering for Single-Cycle Degrees is governed by Article 3(6) of Ministerial Decree No. 1649 of 19-12-2023.

3) Degree courses instituted in the same class, or those belonging to groups defined by the specific didactic systems on the basis of affinity criteria, share common basic and characterising educational activities for a minimum of 60 credits before the possible differentiation of the educational courses into curricula. The University, by resolution of the Academic Senate on the proposal of the Faculties, may decide to divide the courses of the class into several affinity groups, each consisting of one or more courses; the 60 common credits requirement applies only within each group. This resolution must state the reasons for instituting these groups. The criteria for continuing studies in the different tracks will be set forth didactic regulations of the course.

ART.8 Faculty Didactic Regulations

The Didactic Regulations of the Faculty defines the rules common to all courses in the Faculty and governs the subjects assigned to it by law and by the University Statute, as well as by the General University Regulations.

ART.9 Didactic Regulations of the courses

1) For each course, the corresponding didactic regulations are approved by the Faculty concerned upon the proposal of the Course Council and are issued by Rector's decree, subject to the approval of the Academic Senate, the Board of Directors or other body delegated by the latter, according to their respective duties pursuant to the provisions of the University Statute and the General University Regulations.

2) The Programme Didactic Regulations for the course of study, in accordance with the general rules and the general didactic system contained in this Regulation:

- a) specify the educational activities foreseen in the general framework established by the didactic system and list the courses, indicating the scientific-disciplinary sectors of reference, their possible organisation in modules, as well as the number of hours reserved for lectures;
- b) determine the specific educational objectives, the credits and the introductory nature (if applicable) of each course and each other educational activity;
- c) identify the curricula offered to students and the rules for the presentation, where necessary, of individual study plans, as well as the provisions on any attendance obligations;
- d) determine the type of didactic forms, including remote, of the exams and other forms of student grading;
- e) the provisions concerning the consistency between the credits assigned to the educational activities and the specific planned educational objectives are deliberated by the competent educational facilities after obtaining the favourable opinion of the joint teaching committees pursuant to Article 12.3 of the Framework Regulation, as well as the specific provisions of the General University Regulations.

3) The Didactic Regulations for each Master's Degree course also state the curricular requirements for access.

ART.10 Master's Programmes

The identification and, if necessary, the regulation of the reference facilities for the activation of courses that award level 1 and level 2 Master's Programmes is established by resolution of the Academic Senate, after consultation with the Faculties concerned and the Board of Directors or other body delegated by it.

ART.11 Activation and deactivation of courses

- 1) Pursuant to the regulations and ministerial and statutory provisions in force, the University shall activate the courses by means of specific resolutions.
- 2) If a Bachelor's Degree course or Master's Degree course or Single-Cycle Degree course is to be deactivated, the University shall guarantee students already enrolled the possibility to complete their studies and obtain the relevant qualification, while also making provision for the same students to opt to enrol in other activated courses.

ART.12 Tasks of the Course Councils

- 1) The tasks attributed to the Course Councils, in addition to those provided for by the law, by the University Statute and by the General University Regulations and those delegated by the Faculty, include:
 - a) proposals for the regulation of the course of study;
 - b) pronouncements on:
 - equivalence of academic qualifications achieved abroad on the basis of cultural agreements and recognition of academic qualifications achieved abroad, as well as recognition of studies carried out abroad; this task may be exercised in compliance with the legislation in force, without prejudice to the powers and eventual authorisations of Authorities foreseen by the regulations in force.
 - enrolment of students with intermediate qualifications obtained abroad.
 - the evaluation of the study plan of those students who express a wish to enrol simultaneously in two higher education courses, pursuant to Article 4(12) above;
 - c) authorisations to carry out educational activities abroad and the related confirmation of recognition within the international learning agreements;
 - d) The tasks referred to in point c) may be delegated to the President of the Course Council.
- 2) If a course is activated by more than one Faculty, the Interfaculty Course Council shall be assigned teaching and organisational duties as defined in the agreements approved by the Faculties and ratified by the Academic Senate.

ART.13 ECTS credits

- 1) The unit of measurement of the student's overall commitment for the completion of the educational activities is the ECTS credit.
- 2) Unless otherwise provided for by Ministerial Decree, one credits corresponds to 25 hours' total commitment, including time for lectures, practical exercises, workshops, seminars and other educational activities, including individual study time.
- 3) For each course, the fraction of the total time commitment to be reserved for personal study or other individual educational activity activities is normally set at 50% of the total time commitment. The Course Regulations may establish a different fraction of the total commitment 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.
- 4) Pursuant to Article 5(2) of the Framework Regulation, the average amount of total commitment undertaken in a year by a full-time student is usually set at 60 credits.
- 5) The didactic regulations of the courses, as referred to in Article 9 of these Regulations, determine the number of credits for each individual teaching and any other educational activity in line with the planned educational objectives and after obtaining the favourable opinion of the Joint Committee as referred to in the current legislation and the General University Regulations. The above-mentioned

Committee established at Vita-Salute San Raffaele University and/or its faculties, composed of equal numbers of teacher and student representatives, will also be responsible for examining problems arising in relation to educational activities.

6) In the Didactic Regulations of the course, the allocation of credits to each educational activity must be consistent with the student's expected educational load and avoid the compartmentalisation of educational activities. To this end, a total of no more than 20 examinations or final assessments may be scheduled for each Bachelor's Degree course and 12 examinations or final assessments for each Master's Degree course not governed by European Union regulations.

For Single-Cycle Degree courses with a normal duration of 5 or 6 years, the maximum number of examinations is set at 30 and 36 respectively.

The educational activities excluded from the calculation of the number of examinations or final assessments are determined by resolution of the Academic Bodies.

7) The university credit system used is the ECTS system (European Credit Transfer and Accumulation System) and therefore one (1) university credit is equivalent to one (1) ECTS credit.

ART.14 Repeating Students

Repeating students are:

- those who have been enrolled and have attended all the courses required for the entire Course and have not passed the relevant examinations required to obtain the academic qualification;
- those who have been enrolled in one year of their course but:
 - did not obtain a certificate of attendance for the courses defined as compulsory by the Course Regulations for progressing to the following year;
 - did not pass the examinations that are compulsorily required and defined by the Didactic Regulations of the course for progressing to the following year;
 - did not acquire the minimum number of credits for progressing to the following course year.

At the beginning of the academic year, the student will be able to enrol in the following year if he/she has reduced the credit deficiency as specified in article 15 of these regulations, as well as passed the compulsory examinations and/or obtained the required attendance certificate.

ART.15 Acquisition and recognition of credits and forfeiture of student status

- 1) Students acquire the credits for each educational activity by passing the examination or other assessment provided for in the Didactic Regulations of the Course.
- 2) In cases where a student requests the recognition of previously completed university studies, the teaching facilities shall recognise as many credits already accrued as possible in accordance with the criteria set out in the following paragraphs.
- 3) With regard to courses in the same class, the proportion of credits relating to the same scientific disciplinary sector directly recognised to the student may not be less than 50% of those already accrued.
- 4) The Didactic Regulations of international courses establish the criteria for the recognition of credits acquired by students coming from other courses, even of the same class, thereby pursuing the aims of student mobility. In any case, the Course Council ensures the recognition of the highest possible number of credits already accrued by the student in the same scientific disciplinary sector or set of them, possibly also making use of interviews to verify the knowledge actually possessed. The non-recognition of credits must be adequately justified.
- 5) The Didactic Regulations of the Course, for courses in different classes, establish recognition criteria by pursuing the aims of student mobility. In any case, the Course Council ensures the recognition of the

highest possible number of credits already accrued by the student in the same scientific disciplinary sector or set of them, possibly also making use of interviews to verify the knowledge actually possessed. The non-recognition of credits must be adequately justified.

6) If, once the above criteria have been applied, unused credits remain, the Course Council may recognise them by assessing the specific case on the basis of educational and cultural affinities.

7) The Course Council may recognise as credits, in accordance with criteria established in the Regulations of the Course, professional knowledge and skills certified pursuant to the relevant legislation in force, as well as other knowledge and skills acquired in post-secondary level educational activities in the planning and implementation of which the Vita-Salute San Raffaele University of Milan has participated (Article 5(7) of the Framework Regulation). The maximum number of ECTS credits that may be recognised, pursuant to this paragraph, is set out in the Didactic System of the course, in accordance with the guidelines of the Academic Bodies and within the limit provided for by the legislation in force. Activities that have already been recognised, pursuant to this paragraph, for the purpose of awarding ECTS credits within the framework of degree courses may not be recognised again as ECTS credits within the framework of Master's degree courses.

8) In order to integrate any differences in the number of credits in a given scientific disciplinary sector, the Course Council identifies the most appropriate method of integration on the basis of the scientific disciplinary sector.

9) Pursuant to Article 5(5-bis) of Italian Ministerial Decree No. 270/2004 (national mobility), it is possible to acquire ECTS credits at other Italian universities on the basis of agreements stipulated between the institutions concerned, in accordance with the regulations in force.

10) The Faculty Council may make provision for forms of periodic review of the credits acquired, in order to evaluate the non-obsolescence of their cognitive content. Obsolescence is only declared after obtaining the opinion of the relevant didactic body for the discipline to which the credits refer.

11) The Didactic Regulations of the Course may provide for the minimum number of credits to be acquired by the student in a given time, making a distinction between students with a full-time university study commitment and part-time students.

12) The Didactic Regulations of the Course may provide for a minimum number of credits to be acquired by the student for enrolment in the following year; this shall consist, in relation to what is decided by the respective Course Councils, in not having an educational debt of a total number of credits to be established in the Didactic Regulations of the Course of between 15 and 30.

13) If a student fails to take examinations or final assessments for eight consecutive academic years after the academic year of the last examination or the year of last enrolment, whichever is more favourable, they forfeit their status as a student.

The forfeited student is, however, entitled to the issue of certificates attesting to the academic career completed and any credits acquired; these certificates must contain information on the forfeiture in which the student has incurred.

Forfeiture does not apply to those who have passed all assessment exams and only have an educational debt relating to the final exam of the Bachelor's Degree or Master's Degree or Single-Cycle Degree.

ART.16 Admission to courses

1) In order to be admitted to a Bachelor's Degree course or a Single-Cycle Degree course, it is necessary to be in possession of the five-year high-school diploma required by the legislation in force or other qualification obtained abroad, and recognised as being suitable by the competent bodies of the University.

The possession or acquisition of an adequate initial preparation is also required for enrolment in a Bachelor's Degree course or a Single-Cycle Degree course.

2) The Didactic Systems define the knowledge required for admission, the methods of assessment of which, also upon completion of any preparatory educational activities, are left to the relevant Course didactic regulations. If the outcome of the test is not positive, specific additional learning requirements to be fulfilled in the first year of the course are specified. The didactic regulations of the courses establish the relevant assessment procedures and may make enrolment in the second year conditional on the results of the assessment. The additional learning requirements referred to in this paragraph are also assigned to students on limited-admission Bachelor's Degree/Single-Cycle Degree courses who have been admitted to the courses with a mark lower than the minimum mark set. In order to facilitate the fulfilment of the additional learning requirements, the teaching facilities may provide for the activation of integrative educational activities.

3) Faculty Councils may implement forms of guided self-assessment. The University undertakes to make opportunities for self-assessment of initial preparation accessible to enrolled and pre-enrolled students in a timely manner.

4) Admission to a Master's Degree course requires possession of a university degree, a three-year University Diploma, a qualification recognised as suitable under special laws or another qualification obtained abroad and recognised as suitable. The Didactic Regulations of each Master's Degree course must provide for the curricular requirements for access and the methods for assessing preparation. By way of an exception from the above provisions, admission to a Master's Degree course is allowed with only the possession of a five-year high-school diploma, provided that this is explicitly provided for by Ministerial Decrees and in any case only for courses governed by European Union regulations that do not require level one university degrees for such courses, i.e. without prejudice to the common initial training period referred to in Article 11(7)(a) of the Framework Regulation for courses aimed at qualification for legal professions.

5) Admission to postgraduate programmes is governed by Italian Ministerial Decrees (Article 6(4) of the Framework Regulation).

ART.17 Elective educational activities and individual study plans

1) In accordance with the Ministerial Decrees, the Didactic System of each course must indicate the number of credits reserved for the student's elective educational activities. The student may choose from among all those activated by the University insofar as they are consistent with the learning agreement, on the basis of the criteria laid down in the Regulations of the Course and by the deadlines set by the Course Council.

2) The choice of educational activities within limited-admission courses must be approved in advance by the competent Course Council.

3) Pursuant to Article 11(4-bis) of Italian Ministerial Decree no. 270/2004 (individual study plans), it is possible to obtain a qualification in accordance with an individual study plan that also includes educational activities other than those envisaged by the Didactic Regulations, provided that they are consistent with the Didactic System of the course for the academic year of enrolment. Course Regulations set out the rules for the submission and the criteria for approval of individual study plans. If the study plan makes provision for choosing educational activities offered on limited-admission courses, admission to them must also be approved in advance by the Course Council of the limited-admission Course on the basis of criteria identified in advance by the latter.

4) For the years following the first year, the deadline for the submission of individual study plan devised by students and its approval by the Course Councils is determined once a year by the Faculty Council, having consulted with the Course Councils, by 30 June.

5) The Course Councils, availing themselves of dedicated reference committees, evaluate the individual study plans, verifying their congruity with respect to the approval criteria referred to in paragraph three above. Students have the right to appeal to the Committee in the event that their proposal is not approved.

ART.18 Preparatory courses

1) The Didactic Regulations of the Course may provide for mandatory preparatory courses for teaching and any other educational activity.

2) The course regulations may provide for criteria for the periodic verification of students' careers.

ART.19 Guidance and Tutoring

1) The University establishes and ensures, through specific regulations, a guidance and tutoring service aimed at assisting and supporting students at all stages of their educational process. Guidance activities are both informative and formative and aim to help students make responsible choices, in order to facilitate the smooth progress of their university career. For the educational guidance service in particular, guidance activities must be guaranteed from the student's reception phase until the end of their university studies and include guidance regarding employment. Tutoring activities are aimed at respecting the envisaged course times, with the intention of reducing the risk of dropout.

2) Guidance and tutoring activities also cover international student mobility programmes abroad, particularly within the framework of the mobility programmes promoted by the University.

ART.20 Periods of study abroad

1) Students may carry out part of their studies at foreign universities. Agreements between universities may be stipulated for this purpose.

2) The University promotes and encourages student exchanges with foreign universities on the basis of contractual agreements, making its own teaching resources available to visiting students and facilitating organisational and logistical support for exchanges.

3) The student may perform the following abroad:

- a) educational activities;
- b) educational activities and assessment exams for the award of qualifications;
- c) preparation of the final examination for the award of the qualification;
- d) internships, where permitted also for the purpose of qualifying to practice.

Students admitted to spend a period of study abroad must propose their own learning agreement stating the educational activities of the host university. These activities will replace some of the activities provided for by the student's home Course for an equivalent number of ECTS credits.

The Course Council appoints an Academic Contact Person who is entrusted with the responsibility of reviewing the student's proposal and approving it on the basis of the principles set out in the following paragraph.

4) Without prejudice to any specific provisions of the Faculties or Courses concerned, the choice of the educational activities to be carried out at the host University – and to be substituted for those provided for by the student's home course – allows the utmost flexibility, pursuing full consistency with the educational objectives of the student's home Course. The entire package of credits relating to the set of

approved educational activities replaces an equivalent package of ECTS credits from the study system of the home Course.

5) The Course Council resolution for recognition purposes is not necessary if, in relation to exchange programmes, tables of equivalence between educational activities and seminars held at partner universities have been approved by the Faculty.

6) At the end of the period spent abroad, on the basis of the certification submitted and in compliance with what was authorised during the approval of the Learning Agreement, the Course Council decides to recognise the educational activities carried out abroad the relevant credits and assessment exams referring to the scientific disciplinary sectors of the Course.

7) Marks obtained abroad will be translated by resolution of the Course Council, using the ECTS grading scale.

8) Students spending a period of time abroad are guaranteed recognition of attendance (including compulsory attendance) and the educational activities provided for during the same period at their home university.

9) Students who independently suspend their studies in Italy in order to continue them abroad may request that the Course Council recognise the educational activities carried out abroad, according to the provisions of paragraph 3 above.

ART.21 Didactic programming

1) The Teaching activities for each academic year begin on 1 October and end on 30 September, unless provided for otherwise by specific exceptions approved by the Academic Senate.

2) Each year, the Faculties draw up the programme of the educational activities for their courses, including tutoring and guidance activities, that will be offered to students during the following academic year.

The following must be indicated for each course:

- the educational objectives,
- the subjects,
- the programme of activities and when they will be carried out,
- the location,
- the learning assessment methods,
- the teaching methods,
- the language of teaching (where other than Italian).

3) The Academic Senate decides and publishes the terms and conditions for enrolment, registration and transfers by 30 June.

4) For international courses, the Academic Senate shall decide and publish the deadlines and procedures relating to enrolment, registration and transfers, at the proposal of the Faculties concerned and in such a way as to allow a reasonable period for the promotion and completion of the Course admission procedures.

5) Each year, the Faculties, in agreement with the Course Councils, establish the start and end dates (in compliance with the term set forth in section 1 above) for the lessons and any other educational activity and submit them to the Academic Senate for approval.

6) The Faculties, having consulted the Course Councils, also establish the timetables of the individual courses and the periods in which lessons or other educational activities are suspended for exams.

- 7) The planning of the educational activities for each year must be available within the deadlines set annually by the governance bodies of the University, and in any case in time for the definition of the annual educational offering.
- 8) There is a single examination session.
- 9) Unless otherwise stated in the Programme Didactic Regulations for the course, the session begins on 15 December and ends on 31 March of the following academic year. However, the exam may be taken at the end of the course in question in relation to the year of enrolment.
- 10) Unless otherwise provided for in the Didactic Regulations of the Course, the Course Council, by annual resolution, provides for no less than six exam rounds spread over a single session.
- 11) For international courses, the Course Council, by annual resolution, provides for a number of exam rounds consistent with the teaching organisation.
- 12) The dates of the rounds must be published well in advance and on the basis of an at least quarterly schedule in compliance with ministerial provisions.
- 13) Exams may be taken by students in good standing.
- 14) With the exception of the provisions for university degrees in the health professions, three sessions are scheduled for the final exams:
 - Session 1: 1 April – 31 July
 - Session 2: 1 September – 22 December
 - Session 3: 7 January – 31 March
- 15) Each year the Course Councils establish the final exam calendar.

ART.22 Methods for carrying out and attending educational activities

- 1) Each educational activity may be carried out in different ways and involve different types of interaction between students and lecturers. In particular, there may be lectures, exercises, group work, laboratories, practical and field activities, distance and intensive learning, traineeships, seminars, projects, reports and production (including multimedia) of texts and hypertexts, guided or independent individual study, tutoring, self-assessment and other activities.
- 2) The Didactic Regulations of the Courses specify the methods for carrying out each educational activity, indicating any attendance obligations for students and the methods for assessment.
- 3) The Faculties, within the framework of the legislation in force and the planning of their teaching activities, may make use of the collaboration of students, both as individuals and in the various forms of associations and cooperatives, to carry out educational activities.

ART.23 Assessment

- 1) The course didactic regulations specify the types of exams and any other forms of learning assessment in accordance with the following principles.
- 2) Only students who are up to date with their enrolment and course fees may be admitted to the exams and other assessments.
- 3) The exam consists of an individual oral or written test, which may be preceded by interim tests, the negative outcome of which does not affect admission to the final exam, and which aims to ascertain the intellectual maturity of the candidate and the possession of the knowledge and skills that characterise the subject on which the exam is based. Oral tests may, however, be preceded by a preliminary written test, the outcome of which will determine eligibility for the oral test.
- 4) The other forms of learning assessment can be carried out individually or in groups, without prejudice to the recognition and evaluation of individual contributions, and relate to the development of specific

projects, determined and assigned by the lecturer responsible for the activity, or participation in research and experimentation experiences, aimed in any case at the acquisition of knowledge and skills that characterise the Curriculum activity.

5) Oral exams are public.

6) The educational activity, possibly divided into modules, or the provision of integrated assessment tests for multiple educational activities entails a unitary and contextual assessment.

7) Exams shall be given a mark out of thirty, which shall be recorded in a dedicated electronic or paper transcript. The pass mark is 18/30. If a candidate achieves the highest mark (30/30) the Committee may award the degree with honours.

8) The assessment must be carried out by a special Committee, formed and appointed in accordance with the provisions of Article 24.

9) ECTS credits are in any case awarded when students pass the corresponding exam or other form of learning assessment.

10) No mark is awarded in the event that a test is failed. It is noted through a judgement in the report (depending on the case: withdrawn or rejected), it is not included in the student's curriculum, therefore it does not affect the final grade average. The assessment of "rejected" means that the exam in question cannot be repeated before the end of a 20-day period.

11) Exams or other forms of learning assessment already successfully passed cannot be repeated.

12) The transcript referred to in para. 7 must be completed in digital form and signed by the President of the Committee within five days of the date on which the examination or other assessment was held, or, in the case of written exams, within five days of the assessment of the exams. The digitisation of signatures is a legal obligation to ensure smooth operation, unless justified exceptions are made, including in the issuing of certificates to students. Compliance with this obligation by the responsible lecturers is one of the duties of teaching.

13) The Course Councils exercise control over the learning assessment methods.

14) The evaluation of other forms of learning assessment is referred to the Course Regulations.

15) On the transcript, the President of the Committee certifies, under his/her own responsibility, the composition of the Committee and its proper functioning.

ART.24 Examination Committee

1) Examination Committees are composed of at least two members, one of whom is the lecturer responsible for the discipline or activity and the others are lecturers or researchers or subject matter experts. The subject matter expert is identified according to forms of accreditation determined by the Faculties.

2) The Committees are appointed by the Course Councils at the beginning of each academic year. These Councils may delegate this appointment to their respective presidents.

3) In cases of urgency, the Dean of the Faculty may appoint the Committees.

4) If it is necessary to appoint more than one subcommittees for the same exam, the lecturer responsible for the discipline or activity shall propose its composition to the Presidents of the Course Councils, ensuring in any case their own active presence.

Subcommittees cannot be made up only of experts in the subject matter.

In any case, students have the right to ask in advance, no later than the beginning of the round, to be examined by the lecturer responsible for the discipline or activity, as well as to view and discuss the written exam, with continuation of the oral examination.

5) When Learning Agreements are structured with the adoption of integrated courses, they can be formed by combining different courses, even those from different scientific disciplinary sectors, in order to reach a specific common educational objective. The Committee is normally chaired by the head/coordinator of the integrated course, appointed by the Faculty Council at the proposal of the Course Council from among the lecturers engaged in teaching in that integrated course. The head/coordinator of the integrated course will propose the composition of the Committee to the Course Council.

ART.25 Part-time students

- 1) Vita-Salute San Raffaele University may recognise the status of part-time student to those enrolled in Bachelor's Degree and Master's Degree courses who are unable to attend full-time courses.
- 2) Vita-Salute San Raffaele University may also recognise the possibility for the student to attend courses for a shorter than normal duration.
- 3) The criteria for the recognition of part-time student status and the methods for using teaching are defined by resolution of the competent University bodies.
- 4) The rules set out in the preceding paragraphs do not apply to courses governed by European Union regulations.

ART.26 Teaching tasks and duties

- 1) Faculties prepare a plan for assigning teaching duties to professors and researchers.
- 2) The Faculty shall ensure that the scientific curricula, the timetables of the teaching activities of lecturers and researchers, and the intake of students held throughout the academic year are published. These and other activities carried out by lecturers and researchers within the scope of their duties are noted in the teaching records. Lecturers must be present for the entire academic year except as provided for in sections 7, 8 and 9 below.
- 3) The total teaching commitment, including research training and tutoring and guidance activities, of a full-time lecturer is that established by the applicable laws and regulations.
- 4) The total teaching commitment, including tutoring and guidance activities, of a fixed-term lecturer is that established by the applicable laws and regulations.
- 5) Professors and researchers perform their teaching duties primarily by carrying out the tasks assigned to them at their place of work, within the framework of Bachelor's Degree courses, Master's Degree courses, Single-Cycle Degree courses, Specialist Diploma courses and courses for the awarding of Master's Programme qualifications or other qualifications provided for in Article 6 of Italian Law 341/1990.
- 6) Lecturers and researchers may be assigned courses and teaching modules in addition to the course for which they are responsible where necessary, within the limits of the overall teaching commitment.
- 7) Teachers may not abstain from lessons except for reasons of force majeure, health reasons or proven scientific or institutional commitments. In the event of absence, the lecturer responsible for the Course will be replaced in class, where possible, by a professor or researcher who will sign the class registers for the hours worked.
- 8) Teachers or researchers who intend to be absent for more than one week during the period of teaching activity must first ask for authorisation from the President of the Course Council, who will inform the Dean of the Faculty and to the respective Council, stating the reason for the absence, how they will be substituted, and how the unfulfilled hours of activity will be made up.
- 9) Unfulfilled hours of teaching activity must be made up, even in the case of occasional absences, when they exceed one week in total.

10) The Dean of the Faculty, in cooperation with the Presidents of the Course Councils, ensures that the processes for monitoring the quality of courses run smoothly, supervises compliance with the rules governing the proper conduct of teaching activities and is responsible for them.

ART.27 Allocation of teaching duties

- 1) Professors fulfil their teaching duties by carrying out their teaching activities and the modules entrusted to them in the Courses established for the achievement of the qualifications provided for by Italian Law no. 341 of 19 November 1990 and by the Framework Regulation. They also fulfil their teaching duties in carrying out tutoring and guidance educational activities.
- 2) Teaching duties are assigned by the Faculty in which the lecturer works, in compliance with the regulations in force regarding the legal status of teaching staff.

ART.28 Teaching registers

- 1) Permanent professors, researchers and contract professors are required to complete the educational activity records annually within 30 days of the end of those activities.
Permanent professors and researchers must also complete the final record by 31/10 of each year.
- 2) The Dean of the Faculty is required to verify the correctness and completeness of the filled out records referred to in the preceding paragraph by endorsing them.

ART.29 Final Exam

- 1) In order to be awarded a Bachelor's Degree, Master's Degree and, Single-Cycle Degree or Specialist Diploma, students must pass a final exam.
- 2) The characteristics of the final exam are determined by the Didactic Systems. The Didactic Regulations of the course may provide for further detailed provisions.
- 3) The final exam of degree courses is, as a rule, oral or written or practical. The Faculties publish the characteristics of the exam using appropriate methods.
- 4) The final exam for Master's Degree and Single-Cycle Decree courses entails the preparation of an original dissertation. The thesis must be discussed publicly at a meeting of the Committee formed and appointed pursuant to Article 30.
- 5) Students normally choose the subject of their thesis under the guidance of a supervisor in a scientific Disciplinary Sector from among those provided for in the Didactic Regulations of the course. In all other cases, the Course Councils establish criteria to ensure that the subject matter of theses is consistent with the educational objectives of the Course.
- 6) The Faculty sets the terms and procedures for the final exam, ensuring that the allocation of and responsibility for theses are shared equally among the lecturers. Compliance with the terms and procedures for theses allocation is under the direct and sole control of the lecturer.
- 7) The Academic Senate decides on the terms for applying for admission to the final exam.
- 8) In order to be admitted to the final examination, students must have obtained all the ECTS credits provided for by the didactic system for activities other than the final exam.
- 9) The Committee must first decide on the candidate's eligibility for the final exam.
- 10) The Committee assesses the candidate, taking into account his/her curriculum and final exam performance; the Committee's assessment is expressed in marks out of 110. The pass mark for the exam is 66/110. If a candidate obtains the highest mark (110/110), the Committee may award the degree with honours provided it reaches a unanimous decision.
- 11) The Committee draws up a report on the performance and outcome of the final exam.

12) The final test for the award of the Bachelor's Degree or Master's Degree or Single-Cycle Degree must be written in Italian or in English; if provided for by the Didactic Regulations of the Course, the use of other EU foreign languages is also allowed.

The related discussion may take place in the language in which the final examination was written, at the candidate's request. Each final dissertation or thesis must have an abstract or summary in Italian and English.

ART.30 Final examination Committee

With the exception of the provisions for university degrees in the health professions:

- 1) The Didactic Regulations of the Course determine the composition and operating methods of the final exam Committee, ensuring in any case the presence of at least 7 members, of whom at least 5 must be permanent lecturers and/or fixed-term researchers. For Bachelor's Degrees, the minimum composition of the Committee is reduced to 5 members, of whom at least 3 must be permanent lecturers and/or fixed-term researchers.
- 2) The Committees are appointed by the Course Councils. The latter may delegate this appointment to their respective Presidents or to the Dean of the Faculty.

ART.31 Enrolment in individual courses

- 1) Students in possession of a five-year high-school diploma 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.
- 3) In exceptional cases, and due to proven didactic or structural requirements, faculty regulations may, with suitable motivation, provide for particular methods of access to individual educational activities, also indicated in cases of courses without a limited number of places.

ART.32 Publication of proceedings and decisions

- 1) Vita-Salute San Raffaele University of Milan ensures forms and means for publishing the procedures and decisions taken in educational matters. The University promotes the dissemination of such knowledge with the tools offered by modern technologies, as well as using the University's own information network, and ensures the constant review of communication tools.
- 2) The person responsible for each activity organised by the University is identified and made public.

ART.33 Option for the current regulations and transitional regime

- 1) Students already enrolled at the date of the entry into force of the current didactic regulations are ensured the possibility to complete their Courses and be awarded the relative qualifications in accordance with the previous regulations.
- 2) The Courses referred to in section 1 shall continue to be governed by the laws and regulations in force at the time these Regulations came into force. The rules of the later Regulation shall only apply to the former in so far as they are compatible.
- 3) The University shall ensure the completion of the Courses and the awarding of the related degrees, in accordance with the Didactic Systems previously in force, to the students already enrolled on the date

the new didactic regulations came into force and shall also make provision for them to opt, upon request, to enrol in Courses organised in accordance with the new regulations.

4) Students enrolled in courses already activated when these Regulations come into force who do not opt for a course governed by the new regulations shall continue to be subject, insofar as they are compatible, to the provisions of the previous University Didactic Regulations.

ART.34 Protection of students' rights

The rights of students in relation to their educational career, in accordance with the provisions of Article 11(9) of the Framework Regulation, will be the subject of specific University Regulations, to be issued in accordance with the provisions of the Framework Regulation, the Italian Ministerial Decrees and these Regulations.

ART.35 Postgraduate Schools and Residencies

1) Postgraduate schools and residencies are established at Vita-Salute San Raffaele University in accordance with the current legislation. The relevant regulations, previously authorised by the competent bodies, are an integral part of these University Didactic Regulations.

2) Postgraduate Schools and Residencies are established by the Rector upon the proposal of the Faculties, by resolution of the Academic Senate, subject to the assent of the Board of Directors.

3) Postgraduate Schools and Residencies are run by their Director and Council.

The Director is responsible for running the Postgraduate School/Residency; they are appointed by the Rector from the professors of the University who are members of the Postgraduate School/Residency Council, on the proposal of the latter, approved by the Faculty Council; they remain in office for three academic years and may be confirmed more than once.

4) Unless otherwise provided for, the committee for admission examinations to Postgraduate Schools/Residencies is composed of the Postgraduate School/Residency Director and four permanent professors and/or researchers affiliated with the Postgraduate School/Residency.

5) The Examination Committee for the assessment examinations normally consists of the Director of the School/Residency and at least two other members of the School/Residency.

A minimum score of 18 points must be achieved in order to pass assessment exams; any award of honours, in addition to the maximum score of 30 points, is subject to the unanimous assessment of the Examination Committee.

6) The Examination Committee for the final exam for the residency diploma is composed of no less than five members, the majority of whom are Professors and Researchers of the faculty with which the School/Residency is affiliated, including at least two full professors appointed by the Rector on the proposal of the Postgraduate School/Residency Council.

In order to pass the graduation examination, a minimum score of 42 points must be achieved. The maximum score is 70 points, to which honours may be added if the candidate achieves particularly excellent results in relation to the level of the qualification and provided the Committee's assessment is unanimous.

7) The Postgraduate School/Residency Regulations prepared and issued in compliance with the Ministerial Decrees in force and stating the classes they belong to are issued by the Rector, following the resolution of the Academic Senate, with the absolute majority of the Postgraduate School/Residency Council, having consulted the Board of Directors and obtained the opinion of the proposing Faculty.

8) For any matters not explicitly provided for herein, please refer to the laws in force regarding Postgraduate Schools/Residencies.

ART.36 PhD Programmes

- 1) PhD programmes and the award of the corresponding qualification are governed by the relevant national laws and regulations and the specific University regulations on the subject.
- 2) The aforementioned Regulations also govern the organisation of any doctorate schools grouping together doctorate or research programmes pursuant to the regulations in force.
- 3) Admission to PhD programmes requires a Master's degree or a Bachelor's Degree in accordance with the regulations in force prior to Italian Ministerial Decree 509/99, or other qualification obtained abroad and recognised as being suitable.
- 4) Those who are awarded a PhD are entitled to use the academic title of doctor of research.

ART.37 Faculty

The following Faculties are established and activated at Vita-Salute San Raffaele University:

- Philosophy
- Medicine and Surgery
- Psychology

3 Validity and transitional rules

ART.38 Final provisions

- 1) The University Didactic Regulations referred to in Rector's Decree no. 307 of 14/09/2001, as amended, shall remain in force only for those courses issued pursuant to Ministerial Decree 509/99 and until their respective conclusion.
- 2) For all matters not provided for in these University Didactic Regulations, Ministerial Decree 270/2004, as amended, the Ministerial Decrees determining the Classes the Courses belong to, Ministerial Decree 386/2007 and current legislation shall apply.
- 3) Once the required procedures have been completed, this Regulation shall enter into force on the day following the issue of the relevant Rector's Decree.

Issued with Rector's Decree no. 2418 dated 09 March 2009

Amended by Rector's Decree no. 4375 of 26 February 2015

Amended by Rector's Decree no. 5475 of 20 February 2018

Amended by Rector's Decree no. 8584 of 24 November 2023

Amended by Rector's Decree no. 9036 of 16 July 2024

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.

4 Annexes

Annex no.1 – Didactic systems for Bachelor’s Degree, Master’s Degree and Single-Cycle Master’s Degree courses

Annex no.2 – Didactic Regulations for Postgraduate Schools/Residencies

