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Università Vita-Salute
San Raffaele

Didactic Regulations

**Jointly-awarded Bachelor's Degree in Political Sciences and Global Strategies
offered by the Faculty of Psychology of Vita-Salute San Raffaele University,
Milan and the University of Bergamo**

Applicable for students who enrol in academic year 2023-2024

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Summary

Background

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

Background

These Regulations govern the organisation and operation of the joint Bachelor's Degree in Political Sciences and Global Strategies, belonging to Bachelor's degree class L36 Political Science and International Relations, activated jointly by Vita-Salute San Raffaele University of Milan and the University of Bergamo.

In compliance with the provisions of Article 11(2), of Law no. 341 of 19 November 1990, Article 12 of Ministerial Decree no. 270 of 22 October 2004, and the Didactic Regulations of Vita-Salute San Raffaele University and those of the University of Bergamo, these Regulations specify, with due respect for the freedom of teaching and the rights and duties of teachers and students, the organisational and functional aspects of the Bachelor's Degree in Political Sciences and Global Strategies, in analogy with the relevant Didactic System, as defined in the Didactic Regulations of Vita-Salute San Raffaele University and those of the University of Bergamo, in compliance with the aforementioned class pursuant to Italian Ministerial Decree of 16 March 2007, to which the course belongs.

Art. 1 – Course Admission

1.1 Knowledge required for admission

In order to be admitted to the Bachelor's Degree, it is necessary to hold a secondary school diploma or other recognised foreign qualification.

Students require basic knowledge of the subjects taught in upper secondary schools specialising in the humanities and science, English language skills, logical and mathematical abilities, good general knowledge and a good command of Italian.

1.2 Admission procedure

The knowledge required for admission will be checked with an entry test.

If a student of a jointly-awarded Bachelor's Degree in Political Sciences and Global Strategies has not passed the Entrance Test in one or more of the required areas of knowledge, he/she will be allocated educational debts in the relevant subject areas.

These debts result in Additional Learning Requirements (*Obblighi Formativi Aggiuntivi*, OFA), which must be satisfied within the first year of the course.

1.3 Definition of the Additional Learning Requirements (OFA) or 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 questions in the basic knowledge sections (general knowledge, logical and mathematical skills, language skills and foreign language) of the admission test. Candidates with an eligible position in the ranking list may then enrol for the Course, but will be required to pass an additional learning activity aimed at recovering the deficient skills within the first year of the course.

Students who fail to satisfy the OFAs within the above-mentioned period, pursuant to Article 16(2) of the University Didactic Regulations of the University that is the administrative venue of the course, may not be enrolled in the second year of the course, rather in the first year as repeating students.

In order to satisfy the OFAs, the Degree Course must identify a contact person tasked with assigning material and/or giving lessons during the first semester. This information will be provided to students at the enrolment stage through institutional notices and publication in the restricted-access intranet area for students.

Students' successful satisfaction of the OFAs is certified by means of a test, the outcome of which will be communicated to the student by the relevant office.

The scope of the OFAs will cover logical-mathematical, linguistic, general knowledge and foreign language (English) skills.

In order to be able to take the English language examination included in the study plan, knowledge of English at B1 level of the Common European Framework of Reference for languages (CEFR) is required.

This level can be attested in the following ways:

- By submitting a language certificate awarded no more than 3 years prior to the date of submission of the application, of level B1 or higher. Certification must be uploaded to the system at the time of enrolment.
- By passing the English language OFA courses organised by the degree course.

Art. 2 – Study Plan

The teaching activities are structured in accordance with the Study Plan specified in these Regulations.

Students are free to choose their curriculum at the beginning of the second year of the course.

2.1 Individual Study Plans

Students may present an individual study plan which differs from that provided for by these Didactic Regulations. The study plan must in any case comply with the restrictions imposed by the Didactic System of the Bachelor's Degree in Political Sciences and Global Strategies.

To this end, students must submit a request to the Course Council for approval of their individual study plan or change of curriculum, which must take place no later than the start of the third year of the course.

The study plans proposed by students in compliance with the restrictions in terms of preparatory courses, are screened by a dedicated committee appointed by the President of the Course Council, and once approved, they are sent to the Student Center of the University that is the administrative venue of the Course, which will archive them and check that they are followed by the students throughout the course of their studies.

Students are allowed to attend the learning activities of their choice starting from the third year of the course.

The study plan may be modified multiple times during the course of the studies, subject to approval by the Course Council, in accordance with the timeframes provided for by the University Didactic Regulations of the University that is the administrative venue of the Course.

2.2 Internships

The Faculty Council publishes the rules governing curricular internships in cooperation with the University's Training and Internship Service, which is responsible for their management.

Credits for "Other Learning Activities" can be acquired by completing a training and guidance internship at one of the public institutions and companies with which the University concludes agreements. Students who do not undertake an internship may, subject to the assessment and positive opinion of the Faculty, obtain these ECTS credits by attending advanced cultural courses, individual seminars or courses of seminars organised from year to year by the Faculty of Psychology and/or by the Faculty of Philosophy or by other scientific bodies of national importance.

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

The Bachelor's Degree, on the basis of inter-institutional agreements or in the area 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 structures.

The Bachelor's Degree 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;
- carry out other learning activities including workshops or placements;
- participate in international programmes within the framework of agreements in order to receive, dual, multiple or jointly awarded qualifications.

It is the responsibility of the Course Council, in cooperation with the Academic Center (specifically the Erasmus National and International Mobility Office), to coordinate and promote international mobility activities towards both European and non-European universities. The Course Council and the Erasmus National and International Mobility Office are responsible for negotiating, concluding and monitoring student mobility agreements, managing student selection and assessing the results achieved.

Students admitted to spend a period of study, internship or research abroad must establish their educational project or Learning Agreement with the Course Council; indicating the learning activities to be undertaken 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. 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 of the University Didactic Regulations of the University that is the administrative venue of the course.

It is the responsibility of the Course Council 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 Course Council will recognise the activities performed without providing for additions.

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:

- the credits approved in the Learning Agreements;
- the credits acquired in the Transcripts of Records;
- 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.

Art. 3 – Restrictions

There are no mandatory exams required on an annual basis, or courses for which an annual certificate of attendance is necessary, or a minimum number of credits which students must acquire, as a requirement for passing to the next year of the course.

However, students who fail to satisfy the Additional Learning Requirement (OFA) within the first year of the course, pursuant to Article 16(2) of the University Didactic Regulations of the administrative venue of the course, may not be enrolled in the second year of the course, rather in the first year as repeating students.

Art. 4 – Assessment

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.

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 University Didactic Regulations of the University that is the administrative venue of the course.

In the event that a course is divided into multiple modules, the exam commission is always presided over by the course coordinator.

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 expressed as pass/fail rather than with a numerical grade.

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 sessions provided for by the Didactic Regulations of the University that is the administrative venue of the course, 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.

Art. 5 – Final Exam

The qualification is awarded following a final dissertation.

In order to take the final exam, students must have obtained all university credits for all other learning activities.

Three ECTS credits out of the total 180 are assigned to the final dissertation, corresponding to a total commitment of 75 hours.

The Examination Committees for the final dissertation will give a mark out of 110 and may unanimously assign the highest mark with honours.

A passing mark is equivalent to 66/110.

5.1 Definition of the Roles associated with the Final Exam

Supervisors for the final examination can be full professors, associate professors, contract professors, researchers, permanent lecturers from other Faculties of the University and other Universities.

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

Co-examiners for the final examination can be full professors, associate professors, contract professors, researchers and permanent Lecturers, including those from other Faculties of the University and other universities.

5.2 Preparation of the Final dissertation/Thesis

The final exam consists of a short written paper on a topic related to the subject areas covered by the study plan. The exam should make it possible to assess the acquired mastery of the methodological and theoretical tools obtained during the course, as well as the ability to carry out a literature search and critical appraisal of the sources collected. The written paper may consist of a final report on the internship/workshop activity. This report must link the activity carried out with the knowledge and skills acquired during the course. 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 exam is taken under the guidance of a Bachelor's Degree lecturer known as the "Supervisor".

It is the responsibility of the candidate to identify the Supervisor and define the subject-matter of the dissertation.

Dissertations are normally written in Italian but may be written and presented in English if agreed on in advance with the supervisor. In this case, the candidate must set out at least one part of the final dissertation and illustrate its contents, albeit concisely, in Italian.

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

It will be assessed by a panel of teaching staff provided for in Article 5.6 of these Regulations.

5.3 The Degree Examination

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

The Student Center of the University that is the administrative venue of the course carries out checks on students' careers.

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

If the student intends, for any reason whatsoever, to forgo graduation in the round for which he/she is booked, he/she must cancel the application booking by submitting a written request to the Student Center of the University that is the administrative venue of the course.

In order to graduate in a subsequent round, they must make a new booking within the deadlines provided for by the degree sessions calendar.

5.4 Calculation of Degree marks/GPA

The degree mark/GPA is calculated by adding together three terms. The first is obtained from the arithmetic mean of the marks obtained in all assessment exams, using the formula: $\text{Average} \times 110/30$. When calculating this average, as well as the grades for exams for courses required to obtain the minimum number of credits for admission to the final examination, those for any additional exams over and above the required total and included in the personal study plan are also included. For each assessment exam, honours are taken into account by adding an additional third of a point (30/30 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.

Students who have obtained at least three honours marks in the assessment exams shall be eligible for consideration for "honours", when defending their degree dissertation.

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 of the University that is the administrative venue of the course.

The calendar can be viewed on the dedicated noticeboards in the Academic Secretariat of the University that is the administrative venue of the course and on the student intranet.

It is possible to take the exams for the courses present in the study plan within a timeframe compatible with the start date of the degree session; this term will be announced on an annual basis by the Student Center of the University that is the administrative venue of the course.

For information on administrative requirements, the deadlines for presenting the required documents and the type thereof, see the provisions stated in the instructions from the Student Center of the University that is the administrative venue of the course.

5.6 Degree Exam Committee

The Examination Committees for the final dissertation are nominated by the President of the Course Council and are composed of at least five members, including the president of the committee, which shall include at least three permanent professors assigned as lecturers of both universities.

Full professors, associate professors, contract professors, University Researchers on a fixed-term contract, permanent lecturers also from other Faculties of the University or other universities and experts with proven experience on the topics discussed in the paper presented are eligible for participation in Examination Committees.

Art. 6 – University and course transfers

Transfer requests to the Degree Course 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 delegates the suitably nominated Committee to:

- 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.
- c) 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.
- d) recognise the credits by evaluating the actual case on the basis of the didactic and cultural similarities.
- e) indicate the year of the course in which the student is enrolled in relation to the restrictions established by these Regulations.
- f) establish any educational debt 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.

Art. 7 – Admission to individual courses

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

1. Students in possession of a five-year 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 courses, take the corresponding exams and receive the certification including indication of the credits, according to the methods defined by the Course Council.
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.

The application must be made in accordance with the methods and deadlines published each year on the University website by the Registrar's Office of the University that is the administrative venue of the course.

For all other aspects not covered herein, refer to the University Didactic Regulations of the University that is the administrative venue of the course.

Art. 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.

Art. 9 – 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.

Art. 10 – Modifications

Modifications to these Didactic Regulations are deliberated by the Course Council, the Faculty Council of Vita-Salute San Raffaele University and the Board of the Department of Economics of the University of Bergamo.

Art. 11 – Transitional Rules

Pending the establishment of the Course Council, Course management activities are entrusted to an Authorising Committee composed of an equal representation of lecturers from Vita-Salute San Raffaele University and the University of Bergamo who carry out teaching activities within the context of the Course, and within which a contact person is appointed for each University. The contact person of the University that is the administrative venue of the course will take on the role of president of the Authorising Committee.

Annexes

Description of the training programme and learning methods

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

The 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.

These activities and forms of teaching are stated in the Single Annual Document in compliance with the University Didactic Regulations of Vita-Salute San Raffaele University and the Didactic Regulations of the University of Bergamo.

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 not compulsory.

Study Plan

During the annual teaching planning phase, a different fraction of the total commitment may be assigned to individual study, which shall not, in any case, be less than 50% of the total hourly commitment. An exception is made for cases in which the educational activities have a high experimental or practical content.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.