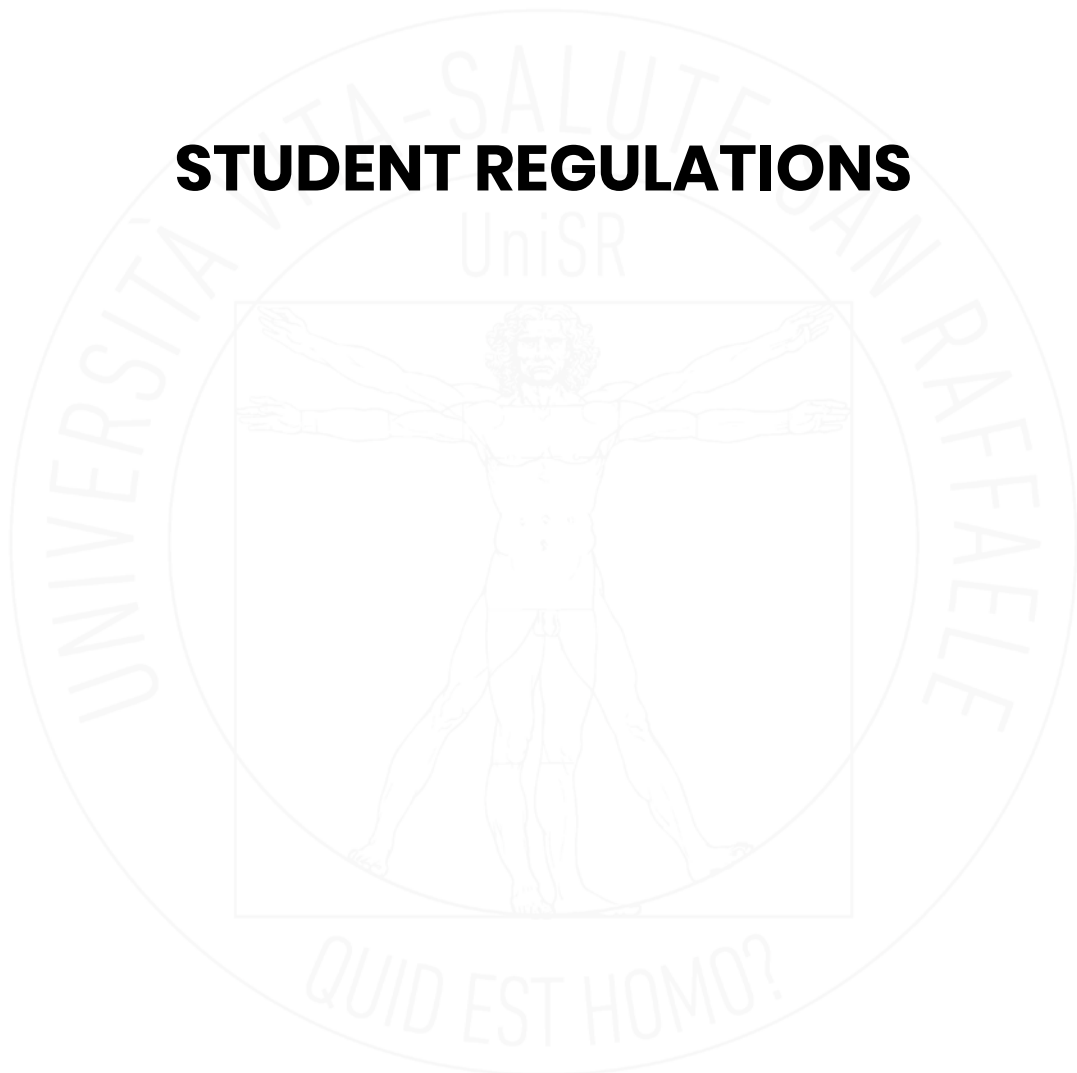




# UniSR

Università Vita-Salute  
San Raffaele

## **STUDENT REGULATIONS**



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## 1 Purpose and Scope

### Art.1 Field of application

1. These Regulations, implementing article 2(4) of the University Didactic Regulations, govern the administrative procedures relating to students' careers, as well as to their rights and duties.

2. The provisions of these Regulations apply:

- to students enrolled in Bachelor's degree courses, Master's degree courses and single-cycle Master's degree courses established and activated pursuant to Italian Ministerial Decree 270/2004;
- to students enrolled in individual courses, where they do not conflict with the provisions of the University's regulations relating to such courses.

### Art.2 Student status qualification

1. Qualification as a student is obtained by enrolling in the Course referred to in article 1 above.

2. For the purposes of the application of these Regulations, international students participating in European Union programmes and mobility programmes resulting from bilateral agreements between the University and foreign universities for study and/or training purposes are considered in the same way as enrolled students.

### Art.3 Procedures

1. The deadlines and procedures for submitting applications and requests relating to the procedures described in these Regulations are published on the student's intranet area and on the University's public website.

### Art.4 Charges and fees

1. The charges, deadlines and payment methods for fees and contributions relating to the procedures described in these Regulations are published on the University's institutional website on the dedicated page of the relevant degree course and governed by the Regulations on student contributions published on the University's website in the Regulations and Acts - Students section.

2. Students who are not up to date with payments are barred from accessing the procedures described in these Regulations or from continuing with career actions, in accordance with the Regulations on student contributions.

## 2 Aim and objectives

### Art.5 Purpose of the Regulations

1. These Regulations, in compliance with the principle of transparency, are the tool for effectively informing students of the organisational procedures and rules with which they are required to comply.

## 3 Abbreviations Acronyms Definitions

<b>Definition</b>	<b>Description</b>
<b>University</b>	Vita-Salute San Raffaele University
<b>Student</b>	A person enrolled in a Bachelor's degree course, Master's degree course or single-cycle master's degree course or individual courses of the University

<b>Academic Year</b>	Period of the year in which the University conducts its academic activities
<b>International student</b>	The holder of an access qualification obtained abroad or a high school diploma obtained abroad or who is enrolled at a foreign university and attending a Course at the University as part of an International Mobility Programme
<b>ECTS credits</b>	The unit of measurement of the overall learning commitment, including individual study, required of a student in possession of adequate initial preparation for the acquisition of knowledge and skills in the learning activities envisaged by the didactic regulations of the Courses; within the context of Bachelor's degree courses, Master's degree courses and single-cycle Master's degree courses, one ECTS credit, unless otherwise provided for by Italian Ministerial Decrees, is equivalent to 25 hours of learning, including classroom lessons, laboratories, exercises, seminars and individual study, placements and internships
<b>Learning activities</b>	Any activity organised or provided for by universities to ensure the cultural and professional training of students, such as but not limited to: courses, seminars, practical or laboratory exercises, small-group teaching activities, tutoring, guidance, internships, projects, dissertations, individual study and self-learning activities
<b>Career</b>	Set of actions and activities carried out by the student and aimed at obtaining the academic qualification
<b>Additional Learning Requirement</b>	Additional learning requirement that is assigned when deficiencies are found in the student's preparation for admission to a Bachelor's degree course or single-cycle Master's degree course and that must be completed within the first year of the course
<b>Study Plan</b>	Set of compulsory training activities chosen by the student, on the basis of annually defined indications, in order to obtain the qualification
<b>Single Annual Document</b>	Official document presenting the course. It is a functional management tool for the planning, implementation, self-assessment and replanning of the Course.

## 4 Provisions of the Regulations

### 4.1 COURSE ENROLMENT

#### *Art. 6 Enrolment*

- For the purposes of these Regulations, with regard to enrolment procedures for Bachelor's degree courses, Master's degree courses and single-cycle Master's degree courses, refer to the provisions set out in the University's calls for applications for admission.
- For the purposes of these Regulations, students may enrol simultaneously in two different Bachelor's degree courses, Master's degree courses or single-cycle Master's degree courses, PhD programmes or Post-Graduate Schools in accordance with the regulations in force.

*Art. 7 Enrolment in Courses awarding double or joint qualifications*

1. The University may also award qualifications jointly with other Italian or foreign universities and may also provide for the award of qualifications from partner universities for integrated study programmes. In both cases, the award of the qualifications are governed by special agreements.
2. These agreements also govern the procedures for identifying students, their enrolment, their financial contribution, the content of their study plan, as well as the procedures for the preparation, presentation and discussion of the final dissertations, the awarding of the final grade and the procedures for the awarding of the qualification, whether double or joint, pursuant to article 4 of the University's Didactic Regulations.

*Art. 8 Enrolment in individual courses*

1. It is possible to enrol in individual courses and obtain the relevant certification, including the indication of credits obtained, in accordance with the University's Didactic Regulations.
2. Enrolment in and attendance of individual courses is only valid for the academic year in which admission is sought, therefore the relevant assessment must be taken by 30 September of the same academic year. Should the candidate fail to sit the examination by the end of the course, he or she must re-enrol and pay the corresponding fee.
3. It is the responsibility of candidates intending to enrol in single courses to check the didactic regulations of the Courses which govern the requirements for admission to one or more single courses and the resulting number of credits that can be accumulated per academic year.
4. Credits acquired by passing the examinations of individual courses may be recognised in the case of enrolment in a Course at the University and subject to the Faculty Council's decision. A student enrolling in a Course at the University may apply for recognition of credits within three months of enrolment and in accordance with the procedure for the recognition of prior career.

*Art. 9 Enrolment in subsequent years, repeating students and career progression*

1. Students are required to renew enrolment continuously in each academic year following the year of enrolment until the qualification is awarded.
2. Registration is renewed by paying the first fee instalment.
3. Students who are not duly enrolled may not perform any career-related actions and those performed in default of enrolment are considered null and void.
4. Course regulations may stipulate a minimum number of credits that the student must accrue by the start of the academic year in order to be able to enrol, otherwise the student will be enrolled as a repeating student.
5. For compulsory attendance Courses, any student who has not obtained certificates of attendance for even just one of the compulsory courses provided for in the course of the year will be enrolled as a repeating student, except in cases expressly defined in the Didactic Regulations of the Course. For Courses that do not provide for compulsory attendance, a student who has been enrolled for a number of years exceeding the normal duration of the Course will be enrolled as a repeating student, starting with the last year of the Course.
6. For the purposes of career progression, the Didactic Regulations of the Courses may identify certain teaching or training activities and the related examinations as compulsory preparation for subsequent studies. In the event of failure to fulfil the prescribed preparatory requirements, students may be liable to the cancellation of the result of a successfully passed examination.

*Art. 10 Credentials and badges*

1. Following enrolment, students are issued with personal credentials consisting of a username and password, together with a badge showing the student's enrolment number.
2. Students are also assigned an e-mail address which, being the only valid account for correspondence from the University, it is the student's duty to monitor regularly. At the end of the student's career, the e-mail address provided will remain active for one calendar year before being deleted.
3. The badge issued following enrolment is the only document that is valid for student identification purposes; it is required both to enter the campus and to sit examinations and also allows access to various University services; for these reasons, any loss must be reported to the Student Center as soon as possible.

## **4.2 STUDENT CAREERS**

*Art. 11 Study Plan*

1. Teaching activities are organised in accordance with the study plan, which, depending on the Faculty of affiliation, must be submitted by each student by the deadline laid down in the Didactic Regulations of the Course.
2. Similarly, the respective Didactic Regulations of the Courses govern the procedures and cases in which students may submit proposals for an individual study plan.

*Art. 12 Recognition of attendance*

1. The University guarantees the right of attendance for all courses in the year of enrolment included in the educational offering. The right to attend is conditional on enrolment.
2. The Didactic Regulations of the Courses identify the specific attendance thresholds that grant eligibility for examinations, the party responsible for the checking attendance and the consequences in the event of failure to meet the required attendance target.
3. The outcome of the attendance check is communicated, at the end of the individual teaching periods, to the Student Center, which updates the student's career.

*Art. 13 Assessment*

1. In order to sit the examinations and other assessments, students must have passed any preparatory examinations and be in possession of all required attendance certificates.
2. Individual assessments may be:
  - oral
  - written and oral
  - other forms of individual or group assessment provided for in the Didactic Regulations of the Course.
3. Unless otherwise provided for in the Didactic Regulations of the Courses, the Course Council, by annual resolution, provides for no less than six exam dates suitably distributed over the course of the examination session. The dates of the exams are made public well in advance of the date of the examination.
4. Students must register for exams at least 5 days before the exam date, otherwise they must wait until the next one.
5. Assessments are conducted by a committee appointed by the Course Council, or alternatively by the President of the Course Council, in accordance with the provisions of article 24 of the University's Didactic Regulations.

6. The Exam Committee must ascertain the student's identity by means of the University badge and a valid identity document before the exam takes place. In the absence of one or both of these documents, the student may not be admitted to the examination.

#### *Art. 14 Examination reporting methods*

1. The reports or transcripts of exams and other forms of assessment are electronic files bearing the digital signature of the lecturer responsible for the activity.
2. Written exam results are published in the private area of each student, who has 48 hours to consult the mark and decide whether to formally reject or accept it. Should the student not expressly reject the mark within 48 hours, the result will be deemed accepted by tacit consent.
3. Students are informed of oral exam results at the end of the examination, and within 24 hours thereafter the lecturer records the result on the student's personal page in the intranet area.
4. Students who fail an exam may not retake the same examination until 20 days have elapsed.
5. Students may not retake exams and other assessments once they have been passed and certified.
6. The University's Didactic Regulations may provide for cases in which, under certain circumstances, a student is prevented from participating in one or more examination sessions.
7. If a student finds any errors in the results published on his or her personal page, he or she must notify the lecturer and the relevant Academic Secretariat and if the error is confirmed, the results will be amended.

#### *Art. 15 Credit recognition and validation*

1. The Course Council, in compliance with the provisions of the University's Didactic Regulations and the Didactic Regulations of the Course, decides on the recognition of credits following transfer from another university, withdrawal from studies, transfer from another course of study, performance of learning activities or parts thereof in another Italian or foreign university or shortening of the duration of the course for previously graduated students.
2. For certain teaching activities, the Course Council may decide on partial recognition of the number of credits based on the consistency of the study plan. The Course Council will identify the most appropriate integration methods depending on the scientific disciplinary sector.

#### *Art. 16 Student mobility and international exchanges*

1. Students who are duly enrolled and are considered on-schedule may participate in an international mobility programme within or outside Europe for studying or internship purposes in accordance with the provisions of each call for applications.
2. Before departure, students are required to submit their Learning Agreement for approval to the academic contact person appointed by the Course Council.
3. For the purposes of the recognition of the activities carried out abroad, students must hand in the duly completed and signed Certificate of Attendance together with the Learning Agreement and any other document that may be useful for certifying the activities carried out Training and Internship Service no later than 30 days from the end of the stay at the host University / Organisation.

#### *Art. 17 Final exam and title achievement*

1. In order to be awarded a Bachelor's and Master's degree, students are required to pass a final exam in accordance with the requirements set out in article 30 of the University's Academic Regulations.



2. At the end of the Course, students must submit a degree application by the deadline set by the University in accordance with the procedures and methods laid down in the didactic regulations of the relevant Course and in accordance with the instructions provided by the Student Center and published in the intranet area.

3. The grade for the final examination is recorded in the intranet area on the student's personal page.

### 4.3 STUDENT CAREER MODIFICATION

#### *Art. 18 Transfers to another university (outgoing)*

1. It is possible to obtain a transfer to another university by submitting the relevant application from the date set annually by the University and by 31 July each year.

2. The application is considered finalised only when the host university issues the authorisation, which must be handed in by 30 September each year to the Student Center, which will issue the clearance for departure.

3. It is only possible to submit clearance from one university.

4. If the receiving university's authorisation is issued after 30 September, the student may still proceed with the transfer subject to renewal of enrolment for the following year and payment of any instalments due.

5. The transfer application, once finalised, is to be considered binding, therefore it will not be possible to obtain any certificates relating to previous university careers or sit any exams/assessments.

6. It is not possible to return to the University during the same academic year in which the transfer was finalised.

#### *Art. 19 Suspension of studies*

1. It is possible to apply for suspension of studies by the deadline set annually and published by the University.

2. Students must request the suspension of their studies in all those cases in which simultaneous enrolment, as provided for by Italian Law 33/2022 and its implementing decrees, is not possible.

3. Students may request the suspension of their studies within the limits set out in the Didactic Regulations of their Course.

4. During the suspension period, students may not carry out any career-related actions or make use of any teaching or administrative services.

5. Suspension is not considered for forfeiture purposes.

6. Students who wish to resume their previously suspended studies, must apply for reactivation of their career no later than 30 September.

#### *Art. 20 Discontinuation of Studies*

1. Studies are discontinued if a student does not renew his or her enrolment for a full academic year without requesting suspension.

2. During the years of discontinuation, the student will not be able to carry out any career actions or use any teaching or administrative services.

3. Discontinuation is considered for forfeiture purposes.

4. Students who wish to continue their previously discontinued studies must apply for reactivation of their career no later than 30 September.

*Art. 21 Withdrawal from studies*

1. Withdrawal is a unilateral and voluntary act by the student and is unconditional and irrevocable as it entails the forfeiture of student status.
2. Withdrawal must be unequivocally formalised by the student, specifying that the student is withdrawing from his or her studies voluntarily.
3. Students who have withdrawn from their studies may be issued certificates for their prior career.
4. Following withdrawal, students may enrol in another Course at the University or in the same Course from which they previously withdrew if it is still active and, in both cases, subject to evaluation of their prior career and only if they have retaken the test and have an eligible place in the ranking list.

*Art. 22 Forfeiture of student status*

1. A student who fails to take the necessary exams or to obtain certification of eligibility for learning activities, excluding those relating to the fulfilment of additional learning requirements, for eight consecutive academic years is declared forfeited. The terms for forfeiture do not apply to students who are only deficient with regard to the final exam.
2. The Didactic Regulations of Courses may provide for additional grounds for forfeiture.
3. Forfeiture is an administrative measure that is initiated officially and unilaterally and is preceded by a procedure initiation notice in order to give the student the opportunity to present any information that may be useful for reviewing his or her inactivity.
4. Forfeiture cannot be reversed by changes of course or system, incoming transfers and prior career recognition.
5. Forfeited students may obtain certificates relating to their university career.
6. A forfeited student who was previously enrolled in a degree course pursuant to Italian Ministerial Decrees 509/1999 and 270/2004 may request the reactivation of his or her career for the same course provided that the courses included in his or her study plan are still active; the University may decide whether to validate all or part of the student's prior career. Otherwise, he or she will have to enrol in another course with the possibility of requesting an evaluation of his/her prior career.
7. If a forfeited student whose prior career is judged to be obsolete wishes to enrol in a course with limited places, he or she must resit and pass the admission test and obtain an eligible place in the ranking list.

#### **4.4 STUDENTS' RIGHTS AND DUTIES**

*Art. 23 Issuance of certification*

1. Students, including those who have withdrawn and forfeited, whose previous administrative position is in order, as well as graduate students, are entitled to request certificates attesting their academic position and credits acquired from the Student Center.
2. Students can fill in self-declarations concerning their university career in their personal University intranet page.

*Art. 24 Issuance of qualifications*

1. Students are awarded their degree certificate following the completion of the final exam. Degree certificates are signed by the Rector, the Managing Director and the Dean of the Faculty.
2. If a student has completed an educational programme eligible for the award of a joint degree, the degree certificate will also be signed by the Rector of the programme's partner university.

3. If a student has completed an educational programme eligible for the award of a double degree, he or she will receive one certificate for the degree awarded at the University and one for the degree awarded at the partner university.

4. Students will be notified that the degree certificate has been prepared and will be required to collect it from the Student Center, either in person or by delegating a third party.

#### *Art. 25 Dissemination and publicity of information*

1. The University ensures the constant dissemination of information and decisions concerning students' careers, and organises the information and data in its possession by means of tools suited to facilitating student access and use, in compliance with regulations on the protection of personal data.

2. Students may request access to their career records in the manner and form provided for by law and internal regulations.

3. Students are required to be aware of the information that is promoted in various ways by the University by constantly consulting the University website and the intranet area on their personal page, as well as communications sent by e-mail to each student's institutional address.

4. Students are required to be familiar with these Regulations, the University Didactic Regulations, the Faculty Regulations and the Didactic Regulations of the course in which they are enrolled, as well as any other regulations adopted by the University and available on the University website.

#### *Art. 26 Protection of occupational health and safety*

1. It is the student's duty at the time of enrolment to complete the general and specific training on occupational safety provided in the University's intranet area.

2. Similarly, enrolled students are required to check the prescriptions provided by the Preventive Medicine Service published on the University website.

#### *Art. 27 Protection of pregnancy and motherhood*

1. Students who find out they are pregnant must promptly read and comply with the operational procedure "Management of pregnancy and protection of motherhood" made available in the SAFETY section of the intranet area for their course.

#### *Art. 28 Accident*

1. Students must read and comply with the operational procedure "Management of accidents involving students" made available in the SAFETY section of the intranet area for their course.

#### *Art. 29 Student support services*

1. Students are entitled to make use of the services that the University provides such as:

- Academic Tutoring: assists students during their studies in order to help them carry out their learning activities within the established terms and profitably with regard to the formation of professional and human skills.
- Counselling and Disability Service: provides and activates customised solutions for students with disabilities and/or specific learning disorders (SLDs), as well as assisting students who experience difficulties or personal problems that may in any way limit the possibility of achieving and completing their personal and/or academic growth.
- International Student Engagement: support service for international students.

- Office for the Promotion of Culture and Sports: promotes cultural and sports activities with the cooperation of third parties.

*Art. 30 Disciplinary rules*

1. Students are required to comply with the provisions of the law, statutes and regulations, as well as with the rules set out in the University's Code of Ethics and in the Regulations for the application of disciplinary sanctions to students published on the University website.

*Art. 31 Processing of personal data*

1. Personal data are processed by the University in accordance with Italian Legislative Decree 196/2003 (Personal Data Protection Code) and Regulation (EU) 2016/679.

## **5 Validity**

This document comes into force from the date it is signed and is published on the University's institutional website.

For all matters not expressly provided for herein, the applicable legal provisions shall apply.

*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.*

Milan, 17 October 2022

The Managing Director, Ms Anna Flavia d'Amelio Einaudi  
The Rector, Prof. Enrico Gherlone