



# UNIVERSITY TEACHING REGULATIONS

## General Regulations

APPROVED BY THE UNIVERSITY SENATE AND THE BOARD OF GOVERNORS, in their respective meetings of 5 November 2013  
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### Art. 1. - Definitions

1. For the purposes of these Regulations, the following definitions shall apply:

- a) Study programs means Bachelor's Degree programs, Master's Degree programs and Single-cycle Degree programs (combined Bachelor's and Master's), Specialist programs, and PhD programs, as identified in Art. 3 of the Ministerial Decree No. 270 of 22 October 2004, providing for the "Amendments to the regulations containing rules concerning the teaching autonomy of universities, approved by Decree of the Minister for Universities and for Scientific and Technological Research No. 508 of 03 November 1999";
- b) University Regulations for the students means *Framework of administrative procedures relating to students' careers*;
- c) Academic Degrees means Bachelor's Degree, Master's Degree and Single-Cycle Degree, Specialist Degree and PhD Degree, awarded upon completion of a corresponding Study Program;
- d) Ministerial Decrees means the decrees issued pursuant to and in accordance with the procedures referred to in Art. 17, Paragraph 95, of Law No. 127 of 15 May 1997, as amended;
- e) Classes of Study Programs means the set of Study Programs, however denominated, having the same qualifying Teaching Aims and Objectives, divided as described in Art. 4 of Ministerial Decree No. 270/04.
- f) Academic Disciplines means the major areas of study, referred to in Ministerial Decree of 4 October 2000, published in the Official Gazette of the Italian Republic No. 249 of 24 October 2000;
- g) Academic Field means a set of culturally and professionally related Academic Disciplines, as defined by the Ministerial Decrees;
- h) ECTS [European Credit Transfer and Accumulation System] credits means the unit of measure of learning work, including individual study, required of a student in possession of an appropriate initial education, to acquire competences and skills through educational activities envisaged by Program Regulations of each Study Program;
- i) Teaching Aims and Objectives means the set of knowledge, skills and competences, in terms of expected learning outcomes, which characterise the cultural and professional profile of a Study Program, at the achievement of which the same is aimed;
- l) Program Regulations of Study Programs means the set of rules governing the study pathway of each Study Program;
- m) Educational Activities means any activity organised or planned by the University in order to ensure the cultural and professional education of students, with reference, among other things, to teaching courses, seminars, practical or laboratory exercises, small-group teaching, mentoring, job placement activities, internships, projects, theses, individual study activities, and self-learning activities;
- n) *Curriculum* means the set of university and extra-university educational activities, specified in the Teaching Regulations of the Study Program, and aimed at obtaining the relating Academic Degree;
- o) Teaching Regulations of a Study Program means the document specifying the educational and organisational aspects of the Study Program;
- p) Teaching Department of reference means the University School established pursuant to Law No. 240/2010, or an internal division (pursuant to Art. 30, Paragraph 7 of the Statute) that that same School identifies as competent for the subject area for each Study Program;
- q) Head of the Teaching Department means the Director of the relevant University School;
- r) Study Program Board means the University School Board or the Board of an internal division designated by the same School to manage the Study Program, or a group of Study Programs, as established by the University Statute and University Regulations;



- s) Head of the Study Program means the Director of the University School, or their delegate, responsible for the Study Program or for a group of Study Programs;
- t) University means University of Camerino;
- u) Statute means the Statute of the University of Camerino issued with Rector's Decree No. 194 of 30 July 2012 and published in the Official Gazette of the Italian Republic - General Series - Part One, No. 200 of 28 August 2012.

## **Art. 2. - Teaching Autonomy**

1. These Regulations govern, pursuant to legal provisions, and in accordance with Ministerial and Statutory directives, the Program Regulations and the operating criteria for Bachelor's Degree programs, Master's Degree programs, and Single-Cycle Degree programs, as well as for Specialist Degree Programs, PhD Degree Programs, and University Master Classes activated by UNICAM [University of Camerino]. They also govern the guidance, support and mentoring activities, refresher courses, specialisation courses, and continuing education courses.
2. Program Regulations of reference for Bachelor's Degree programs, Master's Degree programs, and Single-Cycle Degree programs, as well as Specialist Degree programs, activated by UNICAM, drawn up upon proposal of competent bodies, pursuant to applicable laws, are defined in the Annexes to Program Regulations for Study Programs.
3. Regulations of Teaching Departments govern the organisation of Study Programs and the pertaining supplementary educational activities, as well as the methods of defining the objectives, schedules and manners in which the Departments concerned collectively provide for the planning, programming, coordination and verification of the results of educational activities. Regulations of Teaching Departments may establish that specific decision-making functions be delegated to an internal division within the Teaching Department, pursuant to Art. 30, Paragraph 7 of the Statute.  
In any case, for each activity, a department/division, or an individual to whom the respective activity is conferred, must be identified.
4. Program Regulations for each Bachelor's Degree program and Master's Degree program are drawn up pursuant to Art. 15 below, and are approved following the procedures envisaged by Regulations of respective Teaching Departments, of which they are an integral part.
5. Partial exceptions from the general rules established by this University Teaching Regulations may be provided for by the Regulations of Teaching Departments, in relation to the specificity of the Program Regulations of reference.
6. Study Programs and educational activities organised by more than one Teaching Department are governed by regulations prepared in agreement between the Teaching Departments concerned. In any case, only one reference Teaching Department must be identified, which shall assume administrative responsibility for the Study Program towards the University Governing Bodies.
7. Regulations of the Graduate / Specialisation Schools are drawn up and issued in compliance with applicable laws. They constitute an appendix to the Regulations of the Teaching Departments which they are a part of.
8. The provisions assigned to the University under applicable laws, regarding PhD Degree Programs, are the subject of specific University Regulations..
9. Administrative procedures for registration and enrolment in the University, and those relating to student careers and the management of the same, are established by the specific University Regulations for students.
10. The University guarantees adequate forms of public disclosure of the procedures and decisions taken in regard with teaching activities. In all cases in which procedures that require the intervention of several collegiate bodies are activated, Head of each of these bodies shall arrange for the appropriate public disclosure of their proposals, also including the University IT network.  
For each educational activity promoted by the University, the department or the person responsible for the activity shall be made public, in the manners referred to in the previous Paragraph.



### **Art. 3. - Academic Degrees**

1. UNICAM issues the following Academic Degrees, pursuant to applicable laws and in the manner provided for by the same:
  - Bachelor's Degree (*Italian acronym: L*)
  - Master's Degree (*Italian acronym: LM*)
  - Specialist Degree (*Italian acronym: DS*)
  - PhD Degree (*Italian acronym: DR*).
2. UNICAM also issues first-level and second-level University Master Class Diplomas upon completion of scientific specialisation courses and continuing higher education courses subsequent to a Bachelor's or a Master's Degree, pursuant to applicable laws.
3. Degrees referred to in this Article may also be awarded jointly with other Italian or foreign universities. The awarding of joint degrees is regulated by the agreements stipulated with the universities concerned.
4. Pursuant to applicable laws, UNICAM issues, as a supplement to each Academic Degree Diploma, a certificate that contains, also in English language and according to models compliant with those adopted by European countries, the main indications relating to the specific curriculum followed by each student in order to obtain the degree.

### **Art. 4. – Bachelor's Degree Programs**

1. Bachelor's Degree is awarded upon completion of a Bachelor's Degree Program. Those who obtain a Bachelor's Degree are entitled to the Italian academic title of *Dottore* (corresponding to *Bachelor*).
2. Bachelor's Degree programs are established within the classes identified in accordance with applicable laws, and have the aim of providing students with adequate command of general scientific methods and contents, even if they are oriented towards the acquisition of specific knowledge and professional skills.  
The acquisition of professional knowledge and skills, referred to in the previous Paragraph, is prearranged for the inclusion of graduates in the labour market, also for the purpose of exercising regulated professional activities in compliance with national and EU laws.  
A normal duration of Bachelor's Degree programs is three years.
3. Bachelor's Degree programs having the same qualifying Teaching Aims and Objectives and the consequent indispensable educational activities are organised within the same class, in the manner and according to the principles established by applicable laws. Such programs have identical legal value.
4. In order to obtain a Bachelor's Degree, students must have accrued 180 credits, as per the organisation and Teaching Regulations of the Study Program in which they are enrolled, regardless of the number of years of their enrolment in the University.

### **Art. 5. - Master's Degree Programs and Single-Cycle Degree Programs**

1. Master's Degree is awarded upon completion of a Master's Degree Program. Those who obtain a Master's Degree are entitled to the Italian academic title of *di Dottore magistrale* (corresponding to *Master*).
2. Master's Degree programs are established within the classes identified in accordance with applicable laws, and have the aim of providing students with an advanced education for the exercise of highly qualified activities in specific areas.  
A normal duration Master's Degree programs is two years.
3. Master's Degree programs having the same qualifying Teaching Aims and Objectives and the consequent indispensable educational activities are organised within the same class, in the manner and according to the principles established by applicable laws. Such programs have identical legal value.



4. In order to obtain a Master's Degree, without prejudice to the Single-Cycle Degree Programs regulated by specific provisions on the subject, students, however already in possession of a Bachelor's degree, must have accrued 120 credits, as per the organisation and Teaching Regulations of the Study Program in which they are enrolled, regardless of the number of years of their enrolment in the University.
5. Single-Cycle Degree programs means Study Programs, access to which, pursuant to applicable laws, does not require a Bachelor's Degree. Single-Cycle Degree programs may be accessed with a high-school diploma. Their normal duration is five to six years. In order to obtain a Master's Degree in a Single-Cycle Degree program, students must have accrued 300 or 360 credits, depending on the duration of the Program, regardless of the number of years of their enrolment in the University.

#### **Art. 6. – Specialist Degree Programs**

1. Specialist Degree is awarded upon completion of the Specialist Degree Program..
2. A Specialist Degree Program may be established exclusively within the framework of specific national or international legislation, and aims to provide the student with knowledge and skills for functions required in the exercise of particular professional activities.
3. To be admitted to a Specialist Degree Program, students must be in possession of at least a Bachelor's degree, or another Academic Degree obtained abroad and recognised as equivalent.  
Specific requirements for admission to the Specialist Degree Programs, established and activated by the University, are indicated in the relevant Program Regulations, formulated in accordance with the Classes to which the individual courses belong.
4. To obtain a Specialist Degree, students must have complied with all the obligations set out in the relevant Program Regulations.

#### **Art. 7. – PhD Degree Programs**

1. PhD Degree programs and the achievement of the corresponding qualification are governed by the relevant national laws and regulations and by the specific University Regulations on the subject, which also governs the organisation of Doctoral Schools that group the PhD Degree Programs pursuant to applicable laws.
2. To be admitted to a PhD Degree Program it is necessary to have a Master's Degree or other Academic Degree obtained abroad and recognized as equivalent.
6. Those who obtain a PhD degree are entitled to the Italian academic title of *di Dottore di ricerca* (corresponding to *Doctor of Philosophy*).

#### **Art. 8. - University Master Classes**

1. University Master Classes are programs of scientific specialisation and higher education, aimed at developing and training high-level skills and competences.
2. To obtain a University Master Class Diploma, students must have acquired at least 60 ECTS credits in addition to those required for the Bachelor's Degree or for the Master's Degree. The minimum duration of programs aimed at obtaining a University Master Class diploma is, in general, one year.
3. Academic degree required for admission to first-level university master-class programs (or an equivalent program) is a Bachelor's Degree; academic degree required for admission to second-level university master-class programs is a Master's Degree, Single-Cycle Degree, or an equivalent degree.



3. The procedures for the activation of University Master Classes and the procedures for carrying out the associated educational activities - also prepared in collaboration with other bodies, on the basis of specific agreements and in accordance with specific needs for qualifications and high level of professional expertise in the relevant sectors - are established by specific Regulations, approved by the University Senate and issued by the Rector.

#### **Art. 9. – Targeted and Continuing Education**

1. Pursuant to applicable laws, the University, also in collaboration with public and private entities, develops educational initiatives aimed at lifelong learning, activating, in particular, the following:
  - a. Graduate/Specialisation programs, for access to which a University Degree is required;
  - b. Professional Refresher courses;
  - c. Continuing education programs and cultural activities for adults;
  - d. Preparation courses for public competitions / selection procedure and for State exams legally required to practice certain professions;
  - e. Refresher Courses for the staff members.
2. The procedures for activation of graduate/specialisation programs, referred to in Letter a) of the previous Paragraph – programs which, do not provide a University Master Class diploma, due to their shorter duration, are however aimed at the development and training of s high-level skills and competencies- are established by specific Regulations, approved by the University Senate and issued by the Rector.
3. Organisation of educational activities, which also includes the participation of students, professors, researchers and technicians outside the University, may be carried out by a single Teaching Department or by centralised services set up for the purpose, with particular reference to programs managed through modern information technology.

For such activities, the University and single Teaching Departments may enter into agreements and accordance with the interested parties.

The financial plan is approved by the governing bodies of the Universities, providing for both the coverage of overheads and administrative costs, as well as the emoluments to be paid to teachers and technical-administrative staff engaged in the supplementary activity.

#### **Art. 10. – Intensive Courses**

1. The Teaching Department Board may annually approve the activation of intensive courses referred to in Art. 14 of Law No. 390/91.
2. In order to favour the decentralisation of teaching activities and to achieve the expected teaching objectives, as well as to enhance the associated educational offer, the Boards of each Teaching Department annually define a package of educational initiatives, even beyond the institutional commitment of teachers (compensation courses, intensive courses, support courses, etc.).

#### **Art. 11. – Issuance of Joint or Dual Degrees**

1. The University may issue Academic Degrees referred to in Article 3 jointly with other Italian or foreign universities, on the basis of specific agreements, pursuant to and in accordance with applicable laws.
2. The agreements referred to in Paragraph 1 must contain the study pathways and the **necessary** resources that are intended to be used, as agreed by the participating universities, in compliance with the constraints set by the Study Program Regulations and the requirements for the activation of the program.
3. The agreements must indicate the methods by which administrative formalities and aspects associated to the management of students' careers shall be carried out.



4. In the case of dual / joint degrees issued together with foreign universities, the verifications of academic credit must be documented by a grade or an evaluation. To this end, the agreement must provide for a system for converting the grades and evaluations, if any, as well as the criteria for the recognition and monitoring of ECTS credits.
5. The agreement provides for the issuance of a single degree (joint degree), with the indication of the universities involved, or a dual degree.

#### **Art. 12. – Distance and Online University Programs**

1. The University provides, in the context of distance learning methodologies and information and online technologies, the establishment and activation of distance and online university programs, in accordance with applicable laws.

#### **Art. 13. – University Credits**

1. Educational activities that are part of the Study Programs activated by the University give rise to the acquisition, by the attending students, of University ECTS [European Credit Transfer and Accumulation System] credits (*Italian acronym: CFU*), pursuant to applicable laws.
2. Each ECTS credit corresponds to 25 hours of study work; a different number of hours, higher or lower, within the limit of 20%, is possible only if permitted by applicable laws.
3. The average amount of study work carried out in a year by a student engaged in full-time university studies is normally set at 60 credits.
4. The fraction of the total hourly commitment reserved for personal study or other educational activities of a student should not be less than 50%, except in the case of educational activities with a high number of laboratory or practical activities, and, in any case, shall be determined, for each Study Program, by the pertaining Program Regulations, in compliance with the provisions of the following Paragraph.
5. The number of hours of teaching activity per credit, which cannot be less than 6, shall be determined for each educational activity by the relating Teaching Department, in compliance with applicable laws and regulations in force, and must be indicated in the Teaching Regulations of each Study Program.
6. ECTS credits corresponding to each educational activity are acquired by the student upon passing the exam or following another form of verification of the preparation or skills achieved, as established in the Teaching Regulations of the Study Program, it being understood that the assessment of credits, where required in grades, is expressed in the manner established by these Regulations.
7. Program Regulations for Bachelor's Degree programs, Master's Degree programs, and Single-Cycle Degree programs, may provide for forms of periodic verification of the credits acquired, in order to assess the non-obsolence of students' knowledge. The students concerned must be notified of the verification at least six months' notice.
8. Program Regulations for each Bachelor's Degree program, Master's Degree program, and Single-Cycle Degree program, may establish a minimum number of credits to be acquired at specific times, possibly also as a condition for enrolment in the following year of the program, diversified for students engaged in full-time university studies or those simultaneously engaged in work activities, or in any case, engaged in part-time university studies. The procedures for activation of part-time Study Programs are established by these Regulations.

#### **Art. 14. – Establishment and Modification of Bachelor's Degree Programs, Master's Degree Programs and Single-Cycle Degree Programs**



1. The University designs and adjusts its Study Programs taking into account scientific and technological evolution, as well as economic and social needs, and ensuring adequate levels of quality, efficiency and effectiveness of the programs.
2. Bachelor's Degree programs, Master's Degree programs and Single-Cycle Degree programs are established and modified in compliance with the criteria and procedures set by applicable laws. The programs are governed by the respective School Regulations and Program Regulations.
3. Study Programs may be set up with a program name in a foreign language and provide that the associated educational activities take place in that same language.
4. The establishment of a Study Program with the pertaining Program Regulations is approved by the Board of Governors, subject to the mandatory opinion of the University Senate, upon the proposal of one or more Teaching Departments or the University Senate itself, after consulting the Teaching Departments concerned, to the extent of their competence. The proposal must be accompanied by a sustainability plan, with particular reference to human and financial resources.
5. Regarding new educational initiatives, the opinion of the University Evaluation Unit must be obtained, which draws up a specific technical report, and the opinion of the Regional University Coordination Committee.
6. The decisions relating to the Program Regulations are made after consultation with organisations and representatives of various professions, services and production facilities, with particular reference to the assessment of educational needs and professional opportunities.
7. Upon the approval of the Ministry of University and Research, in accordance with applicable laws, the adoption of these Regulations is ordered by Rector's Decree.

**Art. 15. - Program Regulations for Bachelor's Degree Programs, Master's Degree Programs and Single-Cycle Degree Programs**

1. Program Regulations for Bachelor's Degree programs, Master's Degree programs, and Single-Cycle Degree programs, drawn up at the time of their establishment, are approved by the Ministry of University and Research, according to applicable laws and are issued by Rector's Decree. Their entry into force is established by the aforementioned issuing Decree. Amendments to the Regulations are approved through the same procedures.
2. Program Regulations for each Study Program, in compliance with the provisions of the Class to which a program belongs, determine the following:
  - a) the name of the program, decided upon accordingly to the respective and the specific characteristics of the proposed pathway;
  - b) the respective Class or Classes, and the Teaching Department or Teaching Departments in which the Program shall be administered;
  - c) the Teaching Aims and Objectives and the expected learning results, drawn up by describing the Study Program, the associated study pathway, and the actual specific objectives; indicating the students' learning results according to a system of Academic Degrees descriptors, compliant with those adopted at the European level, which provide for the clarification of the following: knowledge and ability to: knowledge and understanding; ability to apply knowledge and understanding; independent reasoning; communication activities; and learning ability; and which indicate the significance of the Study Program in the context of employment, identifying professional opportunities, also with explicit reference to activities classified according to the most up-to-date national and international classification systems;
  - d) the general framework of educational activities to be included in the curricula;





- e) the credits assigned to educational activities and to each area, referring them, in the case of activities relating to basic education, or education contextual, associated or supplementary to one or more Academic Disciplines;
  - f) the fraction of the total hourly commitment reserved for personal study or other educational activities of a student, for each category of educational activities, in accordance with the provisions of Paragraph 4 of Art. 13;
  - g) the knowledge required for admission to the Program, pursuant to applicable laws;
  - h) the maximum number of identifiable credits, pursuant to applicable laws;
  - i) the characteristics of the final exam for obtaining the Academic Degree, establishing whether it may be taken in a foreign language, and whether any written paper required for the Degree and the thesis may be written in that same foreign language.
3. Program Regulations are accompanied by an information sheet containing a brief summary of the opinion of the Regional University Coordination Committee and of the technical report of the Evaluation Unit, as well as of the reasons behind the proposed Program establishment or modification.
  4. In the case of Inter-Faculty or Inter-University Study Programs, the respective Regulations also determine the organisation and functioning methods of the Program.
  5. Each Program Regulations may direct that the Program be divided in several curricula, it being understood that neither the name of the Program nor the Academic Degree issued may make reference to the same. In particular, a plurality of curricula may be envisaged in the Master's Degree programs, in order to favour the admission of graduates from several Bachelor's Degree programs, including those belonging to different Classes, while guaranteeing the achievement of the Teaching Aims and Objectives of the Study Program. The division in different curricula must, in any case, involve a broad common ground, in order to ensure homogeneity and cultural coherence in bachelor's or master's degrees of the same Class.

**Art. 16. - Educational activities of Bachelor's Degree Programs, Master's Degree Programs, and Single-Cycle Degree Programs**

1. Study pathways of each Study Program are aimed at achieving the learning objectives defined in the relevant Program Regulations, and include the following:
  - a) educational activities in the basic academic disciplines envisaged for the class to which the Program belongs;
  - b) educational activities in the academic disciplines characterising the Class;
  - c) educational activities in one or more associated or supplementary academic disciplines with respect to the basic and characterising ones, also with regard to the cultural context and interdisciplinary education;
  - d) educational activities autonomously chosen by the student, provided that they are consistent with his/her educational project;
  - e) activities associated to the preparation for the final exam needed for the achievement of the Academic Degree;
  - f) for Bachelor's Degree programs and single-cycle Degree programs, activities associated to knowledge of at least one European Union language other than Italian;
  - g) educational activities not provided for in the previous letters, aimed at acquiring additional linguistic knowledge, as well as IT skills, relational work skills, or in any case, skills useful for entering the labour market, as well as educational activities aimed at facilitating professional choices, through direct knowledge about the job sector to which the Academic Degree may give access, including, in particular, internships and job placement activities governed by the Ministry of Labour and Social Policies;
  - h) in the case of programs aimed at the acquisition of specific professional knowledge and, therefore, at the insertion of graduates into the labour market, educational activities relating to internships and job placement activities at companies, public administration bodies, public or private institutions,



including those of the tertiary sector, professional offices and professional boards and associations, according to specific agreements.

2. Program Regulations of Bachelor's Degree programs, Master's Degree and Single-Cycle Degree programs must provide for a solid preparation of students, both as regards the basic and characterising disciplines, guaranteeing them the possibility of a critical analysis of topics, also avoiding the dispersion of their commitment to an excessive number of disciplines, educational activities or associated modules.
3. All students enrolled in Bachelor's Degree programs established in the same Class or belonging to related groups, as defined by single University Regulations, share basic educational activities and common characteristics for a minimum of 60 credits. The pathways differ by at least 40 ECTS in the case of Bachelor's Degree programs and by at least 30 ECTS in the case of Master's Degree programs, in accordance with the provisions of Art. 1, Paragraph 2, of Ministerial Decrees of March 16, 2007. Educational activities with the same name or names declared as equivalent, and which belong to the same Academic Discipline with the same number of credits, are common to all students.
4. As regards the activities referred to in Letter d) of the first Paragraph, the minimum number of credits that may be attributed is 12 for Bachelor's Degree programs and 8 for Master's Degree programs and Single-Cycle Degree programs. Students must be guaranteed the freedom of choice among all the educational activities activated at the University, also allowing the acquisition of additional ECTS credits in the basic and characterising disciplines.
5. No more than 15 and less than 6 ECTS may be attributed to each educational activity. Exceptions to the minimum number may be allowed upon Resolution of the University Senate. However, the number of ECTS credits may not be less than 5. Basic and characterising educational activities or pertaining teaching units (modules) with a number of credits lower than the limits referred to in the previous Paragraph, may be envisaged, having previously acquired the favourable opinion of the University Evaluation Unit, in the following cases:
  - a) objective incompatibility with Program Regulations of the relevant Classes,
  - b) explicit instructions by national or international assessment and accreditation bodies;
  - c) harmonisation with Study Programs which provide for the issuance of a dual degree or a joint degree with foreign universities.
6. With regard to teaching and other associated and supplementary educational activities, it is possible to envisage a number of credits lower than 6, that is 5, subject to the reasoned Resolution of the Board of the Teaching Department concerned (or other relevant Teaching Departments).
7. All information regarding educational activities, with particular attention to the expected learning results, the contents of educational activities, and the methods of carrying out the exams, must be made known before the start of the educational activity, and must comply with the provisions on the subject of the Study Program Regulations, subject to the specific criteria of the professors involved.

**Art. 17. – Teaching Regulations for Bachelor's Degree Programs, Master's Degree Programs, and Single-Cycle Degree Programs**

1. Proposals for Teaching Regulations for Bachelor's Degree programs, di Master's Degree e di Single-Cycle Degree programs are approved, by an absolute majority of the members, by the Board of the Teaching Department concerned, and are approved by the University Senate.  
Teaching Regulations of Study Programs are issued by Rector's Decree.
2. Teaching Regulations of a Study Program specify the organisational aspects of the Program, according to the pertaining set of rules, in compliance with the rights and duties of teachers and students.
3. Teaching Regulations of Study Programs, among other things, also in order to improve the transparency and comparability of the educational offer, determine, together with the Program Regulations, the following:



- a) the organisation of the Study Program, the specific Teaching Aims and Objectives, including a framework of knowledge, skills and abilities to be acquired, and indicating the relevant professional profiles;
  - b) study pathways and courses and any curricula offered to students, and the rules for presentation, where necessary, of individual study plans;
  - c) the requirements for admission and verification methods;
  - d) the list of educational activities with indications of the Academic Disciplines of reference, and the division into modules, if any;
  - e) the credits assigned to each course and any preliminary examinations;
  - f) the typology of the teaching forms adopted, including distance learning, and the preparation verification methods;
  - g) elective activities and the associated credits;
  - h) other educational activities provided and the associated credits;
  - l) the procedures for verifying knowledge of foreign languages and the associated credits;
  - m) the methods for verifying other required skills and the associated credits;
  - n) the methods for verifying the results of internships, job placement programs, and study periods abroad, and the associated credits;
  - o) credits assigned for the preparation of the final exam, the characteristics of the exam, and the related personal educational activities;
  - p) other provisions on any obligations of students;
  - q) the methods of transfer, if any, from other Study Programs;
  - r) the forms of verification of credits acquired and supplementary exams to be taken for individual educational activities if their cultural and professional contents are obsolete;
  - s) research activities in support of the educational activities that characterise the profile of the Study Program,
4. The provisions of the regulations concerning the consistency between the credits assigned to educational activities and the specific planned Teaching Aims and Objectives are approved by the Boards of the Teaching Departments concerned, subject to the favourable opinion of the Joint Teachers Committee related to the Study Program or the Joint Teachers Committee of the relevant Teaching Department, to be issued within 30 days from the date of the request. Once this term has expired, the resolution is adopted regardless of the opinion. If the opinion is not favourable, the resolution is taken by the University Senate.
  5. Amendments to Teaching Regulations of Study Programs are approved by the University Senate, upon proposal of the Boards of the Teaching Departments concerned, within the terms set by applicable laws. Updates to the lists of subjects in Study Programs may be published in the study prospectus, subject to the approval of the Boards of the relevant Teaching Departments.
  6. Teaching Regulations of Study Programs are reviewed at least every three years, with particular regard to the number of credits assigned to each educational activity.

#### **Art. 18. – Activation and Accreditation of Study Programs**

1. The Board of Governors, on the basis of the proposals made by the Boards of the Teaching Departments concerned, having acquired the mandatory opinion of the University Senate and following a favourable report by the University Evaluation Unit, decides on the Study Programs to be activated and submitted to the procedures of accreditation in the following academic year, in compliance with the sustainability requirements of the educational offer determined pursuant to applicable laws, and in compliance with the objectives and criteria of the university system programming.
2. All requirements defined by applicable laws and accreditation procedures are understood as necessary requirements for the accreditation of Bachelor's Degree programs, Master's Degrees and Single-Cycle Degree programs.



3. Having verified, for each Study Program to be activated, the possession of the requisites necessary for the accreditation referred to in the previous point 2, and having acquired the favourable opinion of the Evaluation Unit, the programs, accompanied by the information identified by the specific Director's Decree, are entered in the databank of the ministerial educational offer.
4. In the case of deactivation of a Bachelor's Degree program, Master's Degree program, or a Single-Cycle Degree program, the University guarantees, to the already enrolled students, the conclusion of their studies and the achievement of the relative degree, enabling, however, the possibility for them to opt for enrolment in other activated Study Programs..

#### **Art. 19. – Programming of Teaching Activities and Allocation of Teaching Tasks**

1. Within the terms set each year by the University Senate and Board of Governors, the Teaching Department Boards, with reference to the Bachelor's Degree programs, Master's Degree programs, or Single-Cycle Degree Programs, for which the activation for the following academic year was approved, plan the correspondent educational activities. In particular, they establish the educational activities to be activated and the methods of the relative coverage, providing, according to criteria of functionality, competence and balanced division of tasks, in compliance with the provisions of law, as well as statutory and regulatory provisions, for the attribution of the teaching and organisational tasks pertaining to of professors and researchers, including supplementary, guidance, mentoring and internship activities.
2. Recourse to teachers not employed by the University for the coverage of teaching activities, or to external collaborations, to be implemented with the procedures provided for by applicable laws, must be limited to educational activities pertaining to scientific disciplinary sectors that are not covered or are insufficiently covered within the University, and must be aimed exclusively at making use of particularly significant professional experiences and / or scientific skills, highly effective for achieving the Teaching Aims and Objectives of a Study Program.
3. Boards of Teaching Departments may provide for, in relation to the respective Program Regulations, the organisation of teaching activities pertaining to Bachelor's Degree programs, Master's Degree and Single-Cycle Degree programs in integrated and coordinated modules, including parts of the same discipline or related disciplines, entrusted to different teachers.
4. Teaching activities are usually carried out within a single semester. In case of specific and documented needs, the Regulations of the Study Program may provide for the implementation of programs over several semesters, or according to different break-downs (over three months or four months) as needed for the organisation of teaching activities.
5. Division of the academic year into semestral (six-months) teaching periods must be uniform within each Teaching Department and, except for specific needs related to the particularity of educational pathways, within the University.
6. Educational activities to which up to 6 ECTS credits are assigned must be carried out in a single semester. The maximum number of ECTS credits that may be assigned to educational activities that take place in a single semester cannot exceed 10 (excluding assisted curricular activities consisting of interdisciplinary modules or laboratories and exercises).
7. The number of hours per week, and the distribution thereof, are determined in relation to the programming of teaching activities and the requirements of the academic calendar and teaching plan.  
For each educational activity, the number of lessons / exercises may not normally exceed 7 hours per week and 3 hours per day. A teacher must not be engaged for more than 5 hours of face-to-face lessons per day.



8. Teaching activities of Bachelor's Degree programs, Master's Degree or Single-Cycle Degree programs are normally doubled in case of circumstances envisaged by applicable laws, or in case of an explicit order by national and international evaluation or accreditation bodies. Teachers carrying out doubled teaching activities for the same Bachelor's Degree program, Master's Degree or Single-Cycle Degree program, are required to agree and coordinate between them their respective teaching and examination programs. The criteria for the distribution of students among the doubled courses are defined by the Regulations of the Teaching Departments, regulating the possibilities of choice, in order to ensure a balanced and functional division of the relative load.
9. In cases of educational activities envisaged by a Bachelor's degree program or a Master's Degree or Single-Cycle Degree program, but which cannot be activated within the framework of that same program, due to temporary absence or lack of teachers, it is allowed to resort to the temporary transfer of such activities, if activated in other Study Programs of an equivalent level, and in any case subject to verification of their functionality with respect to the teaching pathways for which they are envisaged.
10. The temporary transfer is proposed and approved by the Board of the Teaching Department to which the educational activity in question refers. In the event that the educational activity is activated in another program, referring to another Teaching Department, the authorisation from the latter is required, together with the indication of conditions reserved for the students concerned. Temporary transfers may also be approved for teaching activities activated at other universities, as long as they fall within the framework of inter-university agreements.  
Further specifications on the matter of temporary transfer of educational activities may be established by the Regulations of single Teaching Departments.

#### **Art. 20. – Annual Study Prospectus and Teaching Guidelines**

1. Within the deadlines established by applicable laws, the Teaching Departments prepare their annual study prospectus for the following academic year. The Teaching Departments may determine, in their respective Regulations, general provisions to which the prospectuses of single programs must comply.
2. The annual prospectus, which is approved by the University Senate within the set deadlines, is based on the maximum transparency of the educational offer and includes, among other things, the following:
  - a. the educational offer proposed in the academic year of reference
  - b. the admission requirements for each Study Program;
  - c. the rules regarding the enrolment and attendance
  - d. the time periods of the start and of the execution of activities;
  - e. the methods, the deadlines, the amount of tuition fees, together with the documentation requested, as well as any other information regarding the requirements for enrolment in the activated Study Program;
  - f. the formalities necessary for the renewal of enrolments, including the tuition fees, the methods for determining the amount of the fees due, and any relieves;
  - g. the deadlines within which proposals for individual study plans, if any, must be submitted.
3. Modifications to the annual prospectus may only be approved for exceptional reasons, with the same procedures provided for the approval.
4. The general student guidelines, as well as the guidelines for each Study Program, together with the respective Program Regulations and set of rules, are published / updated every year on the University website, before the date scheduled for the start of enrolment procedures.
5. Any changes in the information provided in the regulations and rules, and any illustrative guides must be communicated in due time, in order to allow for adequate dissemination.



**Art. 21. – Admission to Bachelor’s Degree programs, Master’s Degree and Single-Cycle Degree programs**

1. To be admitted to a Bachelor’s Degree program, or a Master’s Degree or a Single-Cycle Degree program, candidates must be in possession of a high-school diploma, as required by applicable laws, or a diploma obtained abroad, deemed suitable by the relevant Teaching Department.  
To enrol in a Study Program, the possession or acquisition of adequate initial preparation is also required. The Program Regulations of the Bachelor’s Degree programs define the knowledge required for the access, and determine the methods of assessment, even upon completion of preparatory educational activities.
2. In the event that the assessment results are not positive, the Boards of the Study Programs concerned must indicate, upon approval or upon delegation of the respective Teaching Department Boards, specific additional educational obligations to be met in the first year of the program. The Teaching Regulations of Bachelor’s Degree programs determine the relative methods of assessment and may condition enrolment in the second year, depending on the results of the assessment.
3. Students with conditional access to Bachelor’s Degree programs, admitted to the same with an assessment grade lower than a minimum grade set by the Study Program Board, may be assigned additional educational obligations.
4. Teaching Departments, in accordance with the University Guidance and Tutoring service, which provides the necessary coordination and organisational support, promote both the carrying out of preparatory educational activities for the assessment of the initial preparation of students enrolling in Bachelor’s Degree programs, and integrative educational activities, organised in order to facilitate the fulfilment of the additional educational obligations referred to in Paragraphs 2 and 3, also operating in collaboration with secondary education institutions, on the basis of specific agreements approved by the University Senate.
5. To be admitted to a Master’s Degree program, it is necessary to have a three-year university degree or diploma, or another Academic Degree obtained abroad, recognised as suitable. For the Master’s Degree programs for which the number of students is not set by applicable laws on access to university programs, the Program Regulations indicate specific access criteria that include, however, the possession of curricular requirements and the assessment of adequacy of the personal preparation of each student. The adequacy of personal preparation is assessed with procedures defined in the Teaching Regulations of each Study Program.
6. Access to Master’s Degree programs for healthcare professionals, Single-Cycle Degree programs in Veterinary Medicine, and Study Programs in architecture, is limited at national level, in accordance with the applicable laws. The University Senate, on the proposal of the Teaching Departments concerned, may decide to limit the access to the Study Programs identified by applicable laws on the subject.
7. For access to Master’s Degree programs programmed on the national level, the provisions issued annually by the Ministry of University and Research apply.
8. Starting from the 2022-2023 academic year, the simultaneous enrollment of students in two courses of study is permitted in accordance with the provisions of law no. 33 of 12 April 2022, by the relative implementing decrees and by current legislation.
9. Students may request the temporary suspension of studies for one or more academic years in order to enrol and attend Study Programs at foreign universities, subject to the possible recognition of credits earned abroad upon the resumption of studies.

**Art. 22. – Academic Calendar and Teaching Plan**

1. The normal period for carrying out lectures, exercises, seminars, laboratory and supplementary activities is established, as a rule, for each academic year, between 1 October and the following month of June. Guidance,



preparatory, supplementary, and support activities for official programs, as well as for intensive courses and special activities, may also take place in other periods, as long as this is approved by the competent institutions and subject to the approval of the University Senate.

2. The Regulations of the Teaching Departments establish, in compliance with the academic calendar of the University, the periods of execution of teaching activities under their respective responsibilities. The schedule of the lectures is organised by the University's teaching management, and is published on the University website, according to the schedule envisaged for the accreditation of Study Programs, and in any case at least two weeks before the start of teaching activities. The departments concerned must draw up their own proposals in this regard, taking into account, in the first place, the needs of the students, after having consulted the teachers concerned, and respecting the functionality requirements of the teaching pathways.
3. Exams and any other type of verification subject to the registration required for Bachelor's Degree programs, Master's Degree programs or Single-Cycle Degree programs may be scheduled by the teacher only after the conclusion of the related teaching activities.
4. Students in good standing with the registration requirements and the relative payments of tuition fees, may take, without any limitation, all the exams and tests for which they possess the certificate of attendance, where required, and in any case in compliance with any preliminary examination requirements.
5. The Regulations of the Teaching Departments establish the procedures for determining the schedule of exams and verification tests for Study Programs. The relative dates, to be set taking into account the specific teaching needs and any preliminary examinations requirements, are in any case established by the Director of the relevant Teaching Department, or by the Head of the Study Program delegated by that same Director, according to the schedule provided for the accreditation of Study Programs, and in any case at least 60 days before the tests. The annual number of exam sessions, in any case not less than eight, and their distribution over the academic year, are established for each Teaching Department by the respective Regulations, generally avoiding overlapping with the periods of lessons. The annual number of exam sessions may be higher for students who have not completed their exams within the set time period. The interval between two successive exam sessions may not be less than two weeks.
6. Final exams for the achievement of a Bachelor's Degree or a Master's Degree for each academic year, must take place by 15 April of the following year; by that date they can be taken by students enrolled in the previous academic year, without the need for re-enrolment. Final exams take place over at least four sessions distributed in the following periods: from May to July; from October to December; from February to April.

#### **Art. 23. - *Curricula* and Study Plans**

1. Teaching Regulations for each Bachelor's Degree, Master's Degree or Single-Cycle Degree program include one or more *curricula*, making up the set of university and, if applicable, extra-university educational activities, comprising all preparatory activities and preliminary exams, which the student is obliged to comply with, for the purpose of obtaining the Degree.
2. The study plan for each student includes the activities referred to in the previous Paragraph, any educational activities envisaged as optional, and elective activities, in compliance with the obligations established by the Study Programs Classes and the Program Regulations. All activities are commensurate with the number of ECTS credits provided for in the relevant Program Regulations.
3. An individual study plan may be submitted by the student for approval by the Board of the Teaching Department concerned, and shall be considered as valid and may be approved only if the set of activities contemplated therein corresponds to the obligations established by the Classes of Study Programs and the Program Regulations, and involves the acquisition of a number of ECTS credits no less than that required for the achievement of the Degree.



The deadline for submitting individual study plans is set by the annual study prospectus.

4. Boards of the Teaching Departments concerned approve the study plans within 60 days of submission. Once this deadline has elapsed, the study plan shall be considered approved. Before a proposed study plan is definitively rejected, the same Boards are required to consult the student. Exceptions to the aforementioned terms are allowed for students under a mobility program, and for the first-time enrolled students, in the case of unplanned changes to the official curricula.
5. ECTS credits acquired for the exams, taken if any, with passing grades, for additional subjects, other than those envisaged in the calculation of credits for the purpose of completing the study pathway leading to the Academic Degree, shall remain registered in the student's career path, and may give rise to subsequent recognition pursuant to applicable laws. The grades obtained shall not be included in the calculation of the average grade of the exams taken.

#### **Art. 24. - Exams**

1. Regulations of Teaching Departments and, as far as pertinent, the Regulations of single Study Programs, govern the methods of assessing a student's advancement, aimed at ascertaining the adequate preparation of students enrolled in Study Programs, for the purpose of continuing their academic career and acquiring the credits corresponding to the educational activities followed. These assessments, always individual, must take place in conditions that guarantee an in-depth, objective and fair assessment, in relation to the teaching or other activity followed, and complying with what is explicitly required for the purpose of the test/exam. Depending on the provisions of the Study Program Regulations, the assessments may give rise to grades (exams) or to a simple assessment of adequate preparation.
2. For each Degree program, a total number of exams may not exceed the number established by applicable laws on the subject. When counting the exams or final assessments of advancement, the basic educational activities, as well as characterising, related, supplementary and elective activities, must be considered. The exams or assessments of advancement related to the latter activities, may be taken into account, as corresponding to a unit. The assessments relating to the educational activities referred to in Letters e), f) and g) of Art. 16 of these Regulations shall not be considered for the purposes of counting the number of exams.
3. Program Regulations of Study Programs may include integrated exams for multiple teaching activities, or coordinated modules. In these cases, the teachers in charge of the coordinated teaching activities or modules participate collectively in the overall assessment of the student's achievement, which may not, however, be divided into separate assessments of single programs or modules.
4. The procedures for carrying out the assessment must be made known before the start of the educational activities, and must comply with the provisions of the Study Program Regulations, subject to the specific criteria of the teachers in charge of the educational activities. The exams must focus on the contents of educational activities and tend to ascertain the actual achievement of the expected teaching objectives, appropriately disclosed in accordance with the provisions of Article 16 Paragraph 7. Students have the right to examine the materials relating to the previous exams.
5. It is an absolute duty of the teacher in charge of the educational activity to be present in the exam sessions. In case of proven and certified inability to attend, it is their duty to ensure the presence of another member of the Commission. In any case, the teacher in charge is required to give timely notice of absence, if any.
6. Examining Commissions for Bachelor's Degree programs, Master's Degree or Single-Cycle Degree programs are appointed by the Head of the Teaching Department (Director) or, upon his delegation, by the Head of the Study Program. The Examining Commission operates with at least two components: the Teacher in charge of the educational activity, who presides over it, and a teacher of the same or a related subject acting as Vice President. In cases of ascertained unavailability of teachers, experts in the subject may be part of the Commission, declared as such, for the purposes of participating in the Commission, by the Board of the Teaching Department, according





to predefined scientific and teaching criteria. In the case of integrated courses, the Commission includes all the teachers in charge of the various modules, and is presided over by the oldest one; there shall be only one exam.

7. Study Program Regulations may establish that the Commission be divided into several sub-commissions, in each of which the presence of a professor or researcher is required. In any case, the professor officially assigned to the Study Program must ensure his/her active presence and shall be responsible for conducting the exams. In the event that there are several sub-commissions, the student may request, at the beginning of the exam, to be examined by the commission in its original composition.
8. In order to pass the exam, it is necessary to achieve the minimum score of 18 points out of 30. The possible attribution of honours, in addition to the maximum score of 30 points out of 30, is subject to the unanimous evaluation of the Examining Commission or sub-commission. The assessment resulting in insufficiency shall not be accompanied by a grade.
9. If the student withdraws from the exam, or does not obtain an assessment of sufficiency, the relative annotation in the exam report, usable for statistical purposes, shall not be transcribed in the student's official transcript of records, unless expressly requested by the interested party, and shall not be reported in the student's academic/study career. Regulations of Teaching Departments may provide that the student who has withdrawn from the exam, or who has not obtained an assessment of sufficiency, be prohibited from repeating the exam in the next session, setting the terms for the re-taking of the exam.
10. Students have the right to know the outcome of the written exams, as well as to receive explanations on the correction and evaluation criteria.
11. Chairman of the Examining Commission shall be responsible for the relevant exam report.
12. The exam sessions calendar is established for each educational activity in the manner provided for in these Regulations. The exam sessions must be set in such a way as not to lead to excessive number of exams on the same date. Any change in the starting date of the exam must be communicated as quickly as possible to the students, and giving notice, stating the reasons, to the Head of the Teaching Department or the Head of the Study Program. Once set, the starting date of the exam session may not be, in any case, anticipated.
13. For assessments in forms other than exams, the Program Regulations of Study Programs identify the methods of conduct and the persons in charge.

#### **Art. 25. – Recognition of Credits**

1. Boards of Teaching Departments of reference decide on the recognition of credits in cases of transfer from another University, transition to another Study Program, or carrying out parts of educational activities in another Italian or foreign University, also through the adoption of an individual study plan.  
Boards of Teaching Departments of reference also decide on the recognition of the career pathway of students who have already obtained an Academic Degree from UNICAM or from another Italian university, and who request, at the time of enrolment, reduction of the study period. It may be granted upon evaluation and validation of the ECTS credits considered valid/recognisable in relation to the chosen Study Program.  
Any credits earned that are not recognised for the purpose of obtaining the Degree remain, in any case, registered in the academic/study career of the student concerned.
2. Reduction of the study period may also be granted when the recognition considers the ECTS credits acquired in relation to study activities and exams taken at foreign universities of ascertained qualification, positively assessed for this purpose on the basis of the documentation presented.
3. Academic Degrees awarded from foreign universities may be recognised for the purpose of continuation of studies, pursuant to applicable laws.



4. Professional knowledge and skills certified pursuant to applicable laws on the subject, as well as other types of knowledge and skills acquired in postsecondary educational activities, to the planning and implementation of which the University has contributed, may be recognised as credits, to the extent established by the Teaching Regulations of the Study Programs and according to predetermined criteria in the Program Regulations. Detailed instructions on the recognition of credits is contained in Teaching Regulations of Study Programs and, as regards the administrative aspects, in the University Regulations for students.

**Art. 26. – Final Exam and Attainment of Academic Degrees**

1. An Academic Degree is awarded upon passing a final exam, the methods of which, usually connected with the presentation, by the student, of a written paper (thesis), are governed by the Teaching Regulations of the Study Program.  
The final exam, regarding the thesis, which should not require particular originality, should be an important individual education opportunity to complete the program. The number of credits attributed to it must be commensurate with the time actually needed for its preparation.
2. For the achievement of a Master's Degree or a Single-Cycle Degree, presentation of a thesis / dissertation prepared by the student in an original way under the guidance of a Supervisor, is required.  
If provided for in the Program Regulations of Study Programs, the final exam may be held in a foreign language; likewise, the written paper (thesis / dissertation) may be prepared in a foreign language.  
Regulations of Study Programs establish the procedures for carrying out and organising the final exams for the attainment of a degree.  
Regulations of Teaching Departments also define the procedures for assigning theses and dissertations, and for designating the Supervisor and Co-Supervisor, guaranteeing the widest use of the competencies available to the Teaching Department concerned, and a balanced distribution of the relative load.
3. The composition of the Final Examination Committees for Master's Degrees, Single-Cycle Degrees and Specialist Degrees, together with their work calendar, is established by Head of the Teaching Department or, upon delegation of the same, by Head of the Study Program.  
The Committees are chaired by a tenured professor and are made up of at least seven teachers, of which at least five tenured.  
The Regulations of the Teaching Departments or Classes establish the methods for the possible assignment of the tasks pertaining to the Co-Supervisor or a member of the Committee to external experts, as specialists on the subject, subject to the verification of their scientific and/or professional qualifications in relationship with the dissertation or dissertations under examination.
4. In order to pass the final exam of Bachelor's Degree, Master's Degree or Single-Cycle Degree programs, it is necessary to achieve the minimum score of 66 points out of 110. The possible attribution of honours, in addition to the maximum score of 110 points out of 110, is subject to the ascertained relevance of the results achieved by the candidate and to the unanimous evaluation of the Committee.  
The Final Examination Committees must express their judgments taking into account the student's entire course of study, evaluating their cultural maturity and personal intellectual processing capacity, as well as the quality of the work involved in the preparation of the thesis.  
In order to pass the exam for a Specialist Degree, it is necessary to achieve the minimum score of 42 points out of 70. The possible attribution of honours, in addition to the maximum score of 70 points out of 70, is subject to the ascertained relevance of the results achieved by the candidate and the unanimous evaluation of the Committee.  
The student may withdraw from the exam until the moment in which he/she is dismissed by the Chair of the Committee in order to start the grading procedure, which takes place without the presence of student or outsiders.
5. The execution of final exams for the attainment of a Bachelor's Degree, Master's Degree, Single-Cycle Degree or a Specialist Degree is public, as is the act of proclamation of the final result



#### **Art. 27. - International Mobility and Recognition of Study Periods Abroad**

1. The University promotes specific actions aimed at improving the level of internationalisation of educational pathways, also through structured insertion of study periods abroad in Bachelor's Degree programs, Master's Degree programs or Single-Cycle Degree programs, on the basis of conventional on the basis of conventional exchange relationships with universities with a credit system that can easily be traced back to the ECTS.
2. Study periods abroad normally last between 3 and 10 months, a period which can be extended, where necessary, up to a maximum of 12 months. The study plan to be carried out at the host university, valid for the purposes of the academic/study career, and the number of credits that can be acquired, must be consistent with the duration of the study period. Teaching Department Boards may recommend optimal durations, in relation to the organisation of the program concerned.
3. Opportunities to study abroad are made known to students through specific Notices containing, among other things, the participation requirements and selection criteria. The selected students may be granted financial assistance or other types of support provided for in the exchange agreements. A mobility grant is generally awarded in the case of exchanges carried out under the European Union student exchange programme Erasmus.
4. When defining the educational activity projects to be followed abroad and to replace some of the activities envisaged by the Study Program of reference, care will be taken to pursue not the research of the same contents, but the full coherence with the Teaching Aims and Objectives of the Study Program. If it is objectively impossible to establish a unique correspondence in credits between individual activities to be carried out abroad and those of the Study Program concerned, the entire package of credits relating to the set of activities identified may replace an entire package of credits of the Degree Program of reference.
5. Students who intend to carry out part of their studies abroad must submit a specific application in which they must indicate the educational activities they intend to follow abroad and at which universities. The application is subject to the authorisation of the Study Program Board, which deliberates on the matter on the basis of general criteria previously defined.  
The recognition of studies carried out abroad is approved by the Study Program Board on the basis of adequate documentation certifying the contents of the educational activities included in the programs followed, the methods of carrying out the same, the final assessment grade achieved, and all the other elements that the student deems appropriate to present.  
Such recognition is not necessary in the event that there is an institutional contract previously stipulated according to the procedures established by the European Community, or in the event that the Board of the Study Program has approved, in the context of other exchange programs, tables of equivalence with programs and seminars held at the partner universities.
6. The resolution validating the attendance, exams and internship periods carried out abroad must explicitly indicate the correspondence with the teaching activities envisaged by the student's official or individual curriculum.  
The Study Program Board assigns a grade on a scale of 30 to the validated exams, on the basis of previously established conversion tables. The recognition of the exam must also take into account the credits attributed at the foreign university to the programs followed.  
Learning experiences acquired abroad, for which no correspondence can be identified, may be taken into consideration by the Study Program Board, for the purpose of assigning credits, or by the Committee, when evaluating the final exam.  
Upon resolution of the Study Program Board, in the certification of the student's academic career, mention is made of educational activities carried out abroad, even if not validated for the purpose of obtaining the degree, indicating the exams passed, the attendance, and internships, if any.

#### **Art. 28. – Admission to Single Subjects**

1. University students enrolled at foreign universities are allowed to follow single educational activities activated at the University for one academic year, and to take the relevant exams, receiving regular certification, including the



indication of the ECTS credits earned. This rule applies both in the context of international mobility programs and agreements governed by reciprocity conditions, with exemption, in these cases, from tuition fees, and in the context of the students' personal initiative, subject to verification and approval by the competent consular authorities of the respective locations.

2. In relation to, among other things, the University's authority in the field of continuing and recurrent education, interested parties, who are not enrolled in any Study Program at the University, but who have the necessary diplomas/degrees, may attend teaching activities for a single subject pertaining to a Bachelor's Degree program, a Master's Degree program or a Single-Cycle Degree program activated at the University, and may take the relevant exams, receiving a regular certification for the same, including the indication of credits earned, with a view to a subsequent continuation of their academic career, for the purposes of cultural updating, or in order to integrate new competencies to their professional skills.
3. The same rule applies to graduates who need to attend teaching activities and pass the exams for the subjects not included in their regular study plan, but required, pursuant to applicable regulations, for the admission to Master's degree programs or Schools of Specialisation, or for the purposes of public selection procedures.
4. Further provisions regarding the authorities governed by this Article are established by the University Regulations for students. The amount of the fees to be paid in the event of admission to one or more subjects, is established annually by the Board of Governors.

#### **Art. 29. – Part-Time Students**

1. The University Senate may authorise the adoption of particular organisational methods for "part-time" students, allowing them to meet the obligations due to achieve an Academic Degree over a period of academic years longer than that required by the regulations in force, without falling into the "off-course" status (students who have not completed their exams within the set time period), and with a possibility of a reduction in the amount of the annual tuition fees due.
2. Students who may benefit from such possibilities are those who, for justified reasons of a working relationship, family or health, or who are disabled, or for other justified reasons, are not able to regularly attend the educational activities that are part of the Study Program of their interest, and foresee that they will not be able to take the related evaluation exams within the legal timeframe.
3. The Boards of the Teaching Department must provide specific educational pathways for part-time working students, organised in compliance with the teaching contents of the Study Programs, but distributing the relative activities and the teaching credits to be achieved over a number of years up to double the conventional period envisaged. The Boards of the Teaching Departments must also ensure specific educational activities, as well as mentoring and support activities, even at times or in ways different than the normal ones, together with other interventions, such as the use of information technology and forms of distance learning.
4. Further provisions on academic careers and on administrative procedures to be applied to the category of students provided for in this Article, shall be set, to the extent applicable in Regulations of single Teaching Departments.

#### **Art. 30. – Guidance and Tutoring Activities**

1. In order to help students of secondary schools make a reasoned and informed choice of university studies, the University promotes guidance and information on its educational offer through special Guidance and Tutoring services.  
Guidance and Tutoring services, organised pursuant to statutory and regulatory provisions relating to University services, are performed in agreement with the Teaching Departments and Study Programs and other University departments concerned, in collaboration with the educational institutions and other entities and bodies having the same objectives.



2. The Regulations for the functioning of the Guidance and Tutoring services are approved by the University Senate, subject to approval by the Board of Governors.
3. A unit for coordination of Guidance and Tutoring activities is activated at each Study Program, and it plans and organises its activities in accordance with the University Guidance and Tutoring services. The objectives of the Guidance and Tutoring services, pursuant to applicable laws, are to guide and assist incoming students and throughout the entire course of their studies, making them actively participate in the educational process, and removing the obstacles to successful attendance of educational activities, also through initiatives related to the needs, attitudes and needs of single students.
4. The above objectives are pursued in the forms and according to the general methods defined by the special University Regulations for Guidance and Tutoring, approved by the University Senate and according to the specific rules established by each set of Regulations of the Teaching Departments of reference.  
The Unit responsible for Guidance activities, in agreement with the Teaching Departments, and also in collaboration with external bodies, ensures in particular the following supplementary services:
  - courses for guidance in the selection of a study program, also through the elaboration and dissemination of information on educational pathways, on the functioning of services and on students' benefits;
  - dissemination of information relating to study programs and services offered by the University through targeted initiatives, carried out in high schools, as well as in other locations.Guidance activities for pre-enrolment purposes are carried out, in agreement with the competent school authorities, starting from the penultimate year of secondary school.

#### **Art. 31. - Evaluation of the Quality of Activities Carried Out**

1. UNICAM is equipped with a quality assurance system that guarantees the activation and development of procedures for the measurement of the qualitative results of educational activities and related services.
2. The departments concerned are consequently committed to administering and collecting data, deriving from questionnaires and sample surveys, containing the opinions of students and other interested parties on activities and services. This form of quality assessment must be carried out for all the educational activities and services activated in each Study Program. Each Study Program must also initiate, in coordination with the University departments responsible for the evaluation and programming of the activities, further self-evaluation activities, capable of detecting the overall degree of student satisfaction at the end of the program followed, with particular regard to the teachers' activity, the preparation received, the equipment and the possibility of using facilities and laboratories, the effectiveness of the organisation and services.
3. The results collected are subject to periodic review and monitoring by the Boards of the Teaching Departments of reference and reports are sent to the University Senate and the Evaluation Unit, containing any proposed interventions, also in light of any shortcomings and inconveniences.

#### **Art. 32. – Teaching Tasks and Student Service Tasks Performed by Teachers**

1. For all matters regarding the provisions relating to the allocation of teaching tasks and student services to fixed-term University teachers and researchers and regarding the stipulation of contracts for teaching activities, pursuant to provisions of Law No. 240/2010, please refer to the specific *University Regulations for the allocation of teaching tasks and student services to University teachers and researchers, and for the stipulation of contracts for teaching activities, pursuant to Art. 23 of Law No. 240 of 30 December 2010 (issued with Rector's Decree No. 65 of 31 January 2013)*.
2. The Teaching Departments must provide for the defined and transparent procedures for the *ex-ante* and *ex-post* evaluation of competences and of the quality of the teaching services provided by the teachers assigned to educational activities. These procedures must, first of all, provide for a specific and punctual analysis of the overall degree of student satisfaction with each individual educational activity provided. In the absence of these



procedures, which are subject to the prior approval of the University Senate, it is not possible to proceed with the conferral of teaching assignments.

**Art. 33. - Transitional and Final Provisions**

1. Once the required procedures have been completed, these Regulations enter into force from the date of issue of the relative Rector's Decree. The departments concerned are required to comply with them within the academic year following the date of issue.
2. The University shall guarantee the completion of the Study Programs and the issue of the related degrees, according to the Program Regulations previously in force, to students already enrolled on the date of entry into force of the new Program Regulations, and shall also provide for the right of the latter to opt, upon request, for enrolment in Study Programs organised according to the new Regulations.
3. The provisions contained in these Teaching Regulations shall be broadly publicised within the University with specific communications via the University website and through inserts in the students' guides.

**Annexes:**

List of Schools/Departments, and the framework of the educational offer relating to FIRST-CYCLE, SINGLE-CYCLE, AND SECOND-CYCLE STUDY PROGRAMS AND EDUCATIONAL ACTIVITIES, accredited at the University of Camerino by Ministerial Decree.



## Annex to the University Teaching Regulations – General Regulations

List of Schools/Departments and framework of the educational offer relating to **FIRST-CYCLE, SINGLE-CYCLE, AND SECOND-CYCLE STUDY PROGRAMS AND EDUCATIONAL ACTIVITIES, accredited at the University of Camerino by Ministerial Decree no. 463 of 14 June 2013 and subsequent integrative decrees and approval notes for legal amendment as reported in the footnote**

SCHOOLS	CLASS	STUDY PROGRAMS
SCHOOL OF ARCHITECTURE AND DESIGN (Campus of ASCOLI PICENO)	L-4	INDUSTRIAL AND ENVIRONMENTAL DESIGN <sup>1*</sup>
	L-17	SCIENCE OF ARCHITECTURE <sup>1*</sup>
	LM-4	ARCHITECTURE <sup>1</sup>
	LM-12	DESIGN FOR DIGITAL INNOVATION <sup>1**</sup>
LAW SCHOOL (Campus of CAMERINO)	LM-90	MANAGEMENT OF MIGRATORY PHENOMENA AND INTEGRATION POLICIES IN THE EUROPEAN UNION <sup>3</sup>
	LMG/01	LAW <sup>1</sup>
	L-14	LEGAL SCIENCES FOR ORGANISATIONAL INNOVATION AND SOCIAL COHESION <sup>6</sup>
SCHOOL OF PHARMACEUTICAL AND HEALTH PRODUCTS SCIENCES (Campus of CAMERINO)	LM-13	PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY <sup>1</sup>
	LM-13	PHARMACY <sup>1*</sup>
	L-29	SCIENTIFIC INFORMATION ON PHARMACEUTICALS AND SCIENCES OF FITNESS AND HEALTH PRODUCTS <sup>1</sup>
	L_GASTR	GASTRONOMIC SCIENCES <sup>2</sup>
SCHOOL OF BIOSCIENCES AND VETERINARY MEDICINE (Campus of CAMERINO)	L-32	ENVIRONMENT AND SUSTAINABLE MANAGEMENT OF NATURAL RESOURCES <sup>4</sup>
	L-2&L-13	BIOSCIENCES AND BIOTECHNOLOGY <sup>1</sup>
	L-13	NUTRITIONAL BIOLOGY <sup>1</sup>
	LM-6	BIOLOGICAL SCIENCES <sup>1</sup>
	LM-42	VETERINARY MEDICINE <sup>1*</sup>
	L-38	SAFETY OF ZOOTECHNICAL PRODUCTIONS AND PROMOTION OF TYPICAL FOOD OF ANIMAL ORIGIN <sup>1</sup>
SCHOOL OF SCIENCE AND TECHNOLOGY (Campus of CAMERINO)	L-27	CHEMISTRY <sup>1</sup>
	L-30	PHYSICS <sup>1</sup>
	L-31	COMPUTER SCIENCES <sup>1</sup>
	L-31	COMPUTER SCIENCES FOR DIGITAL COMMUNICATION <sup>5</sup>
	L-34	GEOLOGICAL SCIENCES AND ENVIRONMENT TECHNOLOGIES <sup>1***</sup>
	L-35	MATHEMATICS AND APPLICATIONS <sup>1***</sup>
	L-43	INNOVATIVE TECHNOLOGIES FOR CULTURAL HERITAGE <sup>1**</sup>
	LM-17	PHYSICS <sup>1</sup>
	LM-18	COMPUTER SCIENCES <sup>1</sup>
	LM-40	MATHEMATICS AND APPLICATIONS <sup>1***</sup>
	LM-54	CHEMISTRY AND ADVANCED CHEMICAL METHODOLOGIES <sup>1</sup>
LM-74	GEO-ENVIRONMENTAL RESOURCES AND RISKS <sup>1</sup>	

### NOTE:

<sup>1</sup> First Accreditation **Ministerial Decree no. 463 of 14 June 2013** issued by MIUR (Ministry of Education, University and Research)

\* MIUR Approval for legal amendments of 11 May 2017, NOTE prot.no. 13927

\*\* MIUR Approval for legal amendments of 27 May 2019, NOTE prot.no. 18211

\*\*\* MIUR Approval for legal amendments of 21 April 2020, NOTE prot.no. 10302

<sup>2</sup> Integrative Ministerial Decree no. 446 of 15 June 2018 to the First Accreditation Ministerial Decree no. 463 of 14 June 2013

<sup>3</sup> Integrative Ministerial Decree no. 492 of 14 June 2019 to the First Accreditation Ministerial Decree no. 463 of 14 June 2013

<sup>4</sup> Integrative Ministerial Decree no. 305 of 14 July 2020 to the First Accreditation Ministerial Decree no. 463 of 14 June 2013

<sup>5</sup> Integrative Ministerial Decree no. D.M. 859 19/7/2021

<sup>6</sup> Integrative Ministerial Decree no. D.M. 620 04/7/2022