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Scuola Universitaria Superiore Pavia

REGULATIONS FOR UNDERGRADUATE COURSES AT THE SCUOLA UNIVERSITARIA SUPERIORE IUSS PAVIA

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TITLE I – ACTIVATION AND INTERNAL STRUCTURE

Art. 1 – Purpose

1. On the basis of its autonomy and within the framework of current European and national legislation, the IUSS School, hereinafter referred to as the "School", regulates the activation of Undergraduate Courses and the conduct of teaching through these Regulations.
2. It is the responsibility of the Department Councils to enforce these Regulations, to note any changes in EU and national legislation and to propose any amendments to the governing bodies of the School.

Art. 2 – Undergraduate Courses

1. Pursuant to Art. 25 of the Statute, the School offers regular courses for students enrolled in bachelor's, master's or single-cycle degree programmes at the University of Pavia or other universities affiliated with the School.
2. In view of the number and variety of disciplines covered within each of the Departments, the teaching of Undergraduate Courses, pursuant to Art. 25, first paragraph, of the Statute, may be organised according to an internal structure divided into subject areas (accompanied by interdisciplinary thematic study programmes, as specified in Art. 5 below).
3. Undergraduate Courses enrich and expand the educational path followed by students at their respective universities.

Art. 3 – Structure of Undergraduate Courses

1. Undergraduate Courses are organised into subject areas and academic years.
2. Undergraduate Courses are structured as follows:
 - a) a five-year study cycle reserved for students enrolled in a single-cycle master's degree programme. The study cycle is six years for students enrolled in the master's degree programme in Medicine and Surgery;
 - b) three-year first-level study cycle reserved for students enrolled in a three-year degree programme;
 - c) two-year second-level study cycle reserved for students enrolled in a two-year master's degree programme.



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Art. 4 – Qualifications

1. Pursuant to Art. 26 of the Statute and Art. 4 of the General and Educational Regulations, at the end of the various study cycles, the School awards the following qualifications:
 - a) single-cycle licence diploma. This diploma is awarded to students who have fulfilled the requirements of the single cycle of ordinary courses and have obtained a single-cycle master's degree;
 - b) three-year first-level degree. This degree is awarded to students who have fulfilled the requirements of the three-year first-level cycle of ordinary courses and have obtained a three-year degree;
 - c) two-year second-level degree. This degree is awarded to students who have fulfilled the requirements of the two-year second-level cycle of ordinary courses and have obtained a master's degree.
2. Pursuant to Article 19, paragraph 3, of Decree Law No. 76 of 16 July 2020 (converted into Law No. 120 of 11 September 2020) the final qualification awarded at the end of ordinary courses corresponding in duration to second-level courses in the university system, as well as single-cycle master's degree courses, is equivalent, for legal purposes, to the second-level master's degree referred to in Article 3, paragraph 9, of the Decree of the Minister of Education, University and Research No. 270 of 22 October 2004.

Art. 5 – Academic Departments, subject areas and thematic study programmes

1. Students enrolled in Undergraduate Courses belong to one of the active classes depending on the bachelor's degree, master's degree or single-cycle degree programme at the university where they are enrolled.
2. With regard to the organisation of teaching on Undergraduate Courses, the Classes are divided into the following Disciplinary Areas:
 - *Department of Human and Life Sciences:*
 - a) Disciplinary area of Human Sciences;
 - b) Disciplinary area of Biomedical Sciences.
 - *Department of Science, Technology and Society:*
 - a) Social Sciences subject area;
 - b) Disciplinary area of Science and Technology.

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3. The Head of Department may appoint a Head for each subject area from among the teachers who make up the Department Council. The Head of Subject Area assists the Head in the following activities:
 - a) Preparation of the teaching programme for the subject area;
 - b) Management of students' study plans;
 - c) Management of final theses.
4. Department Councils may activate thematic study programmes linked to the four identity themes for the development of educational activities provided for in the School's *Identity and Development Plan*:
 - Climate, Sustainability, Risk (CSR);
 - Complexity, Thought, Explanation (CPS);
 - Mind, Body, Languages (MCL);
 - Space, Future, Data (SFD).

Department Councils approve the rules governing these courses, which are integrated with the rules set out in these Regulations for maintaining student *status*.

TITLE II - ADMISSION AND ENROLMENT PROCEDURES

Art. 6 - Admission to Ordinary Courses

1. Admission to Undergraduate Courses takes place, pursuant to Art. 24, fourth paragraph, of the Statute and Art. 11 of the Teaching Regulations, by competition, exclusively on the basis of merit criteria. The competitions based on qualifications and examinations announced annually by the School are aimed at assessing the overall suitability of the candidate (basic knowledge in the chosen disciplines, general education, aptitude for research, critical skills).
2. The competition announcement is approved by the Academic Senate, after consulting the Department Councils and the Council of Colleges, pursuant to Article 15 of the Statute.
3. The call for applications specifies the places available, the admission requirements and the procedures for the admission tests for first and second level degree courses.
4. Italian and foreign citizens who are enrolled or intend to enrol in the first year of a degree course at the University of Pavia or other universities affiliated with the School are eligible to participate in the competition.

5. Admission to subsequent years may only be granted to students from other Italian Special Higher Education Schools or equivalent foreign institutions.
6. Candidates are admitted to the School's Undergraduate Courses according to the ranking order defined by the Competition Commission referred to in Articles 7 and 8 below, up to the number of places available.

Art. 7 – Admission procedures for the three-year first-level degree programme or single cycle

1. The competition for admission to the three-year first-level degree programme or single cycle of ordinary courses consists of at least two tests.
2. The tests may be written or oral and cover topics defined by the Selection Committee.
3. The Committee is appointed by the Rector, on the joint proposal of the Heads of Departments, and is composed of a minimum of four university professors.
4. The final ranking score will be equal to the sum of the scores obtained by the candidates in the tests. The call for applications may specify minimum scores for each individual test. The Committee may carry out part of its work by dividing into subcommittees. Decisions are taken collectively.
5. In the case of written tests, the assessment of the papers must be carried out in such a way as to ensure the anonymity of the candidate until the final mark has been awarded to all papers.
6. Candidates must submit an application for admission and be admitted to both the School and at least one Merit College, in accordance with the procedures set out in the respective competition notices and/or compete for places at the EDiSU facilities in Pavia to which they wish to gain access, in accordance with the provisions of the notice for ordinary courses.

Art. 8 – Admission procedures for the two-year second-level study cycle

1. Admission to the first year of the two-year second-level cycle of ordinary courses is granted on the basis of a national competition consisting of an assessment of qualifications and an interview.
2. Candidates who are not already students of a College must submit an application for admission not only to the School but also to the College or Colleges they wish to attend, in accordance with the procedures set out in the respective competition notices.
3. The Commission is appointed by the Rector, on the joint proposal of the Deans

of the two Departments, and is composed of at least four university professors who collectively assign scores to the qualifications and the interview.

4. The overall mark is determined by the sum of the marks awarded for the assessment of qualifications and the mark obtained in the interview.
5. All those who obtain a first-level degree by 31 December of the current year may apply. Candidates who have not yet obtained their first-level degree at the time of application must indicate the date on which it will be obtained.
6. Admission to the first year of the two-year second-level cycle of ordinary courses is subject to admission to at least one merit-based college. If a candidate is accepted by more than one college, they may choose which college to attend.

Art. 9 – Enrolment in Undergraduate Courses

1. Successful candidates will enrol in Undergraduate Courses according to the terms set out in the competition announcement.
2. Access to the Colleges for competition winners is governed by the relevant competition notices.

Art. 10 – Change of degree programme and/or Department

1. If, during or at the end of the first year, the student changes degree programme and this, pursuant to Article 5 above, involves transfer to a different Department or area from those of admission, the Heads of the Departments concerned, or the Head of the relevant Department alone (in the case of Areas within the same Department), shall decide on assignment to a different Department or Area based on the University's decision and compliance with internal obligations. The change of Department or Area can only be approved from the second semester of the first year onwards. If the change of degree programme is approved with re-enrolment in the first year, the student will receive the study grant for the first year only once.
2. If the change of degree programme at the University does not involve a change of Area and allows enrolment in the second year, a formal notification from the student is sufficient.
3. If the change takes place after the first year, the Council of the student's Department, after consulting with the Dean of the other Department concerned, shall decide on the maintenance of the student's *status* and the related conditions, based on the decisions of the University and the fulfilment of internal obligations.



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Art. 10 bis – Transfer to and from affiliated universities

1. If, at the end of the three-year cycle, the student decides to transfer from the University of Pavia to a partner university (or vice versa) for the two-year cycle, the *status* of student of the Undergraduate Courses will be maintained provided that:
 - the collegiality requirement is met;
 - the student complies with the requirements set out in Art. 11;
 - the institution responsible for paying the scholarship gives its approval.
2. If, during the course of study, the student decides to transfer from the University of Pavia to an affiliated university (or vice versa), the Council of the relevant Department shall decide on the maintenance of the student's *status* and the related conditions. In any case, the provisions of the previous paragraph must be complied with.
3. In the event of transfer, exemption from university fees and the maintenance of any free place enjoyed by the student are not guaranteed, but the minimum study grant is guaranteed.

TITLE III - STUDENTS' DUTIES AND RIGHTS

Art. 11 - Duties of Students

1. Students are required to actively participate in the cultural life of the School.
2. In order to maintain their *status* as students of the Undergraduate Courses, they must comply with the following obligations, under penalty of forfeiture and without prejudice to the provisions of Article 15 below:
 - a) take at least two exams (intra- or extra-curricular) per academic year, by 31 December, from the internal courses offered by the School, in accordance with the approved study plan;
 - b) take all the examinations required by the study plan of the course in which they are enrolled at the University within the winter session of each academic year, or obtain at least 60 ECTS credits with the examinations required by the study plan for the year of enrolment;
 - c) attend seminar activities;
 - d) attend at least 50 hours of teaching within and 20 hours outside the disciplinary area to which they belong, as an annual average to be calculated considering the duration of their



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study cycle; in order to achieve the required number of teaching hours, students may attend courses without taking the exam, without prejudice to the provisions of letter *a*) above;

- e) achieve a mark of at least 24 out of 30 in all university and internal examinations;
 - f) maintain an average grade of 27 out of 30 per academic year (the average is a single arithmetic mean, calculated taking into account both university and internal examinations);
 - g) graduate on time; limited to students enrolled in the first year of the two-year second-level study cycle, graduate by the deadline of 31 December. Students must also obtain their licence diploma, without prejudice to the provisions of Article 18, paragraph 3, below, by the last diploma session scheduled;
 - h) maintain the *status* of pupil/student of a collegiate structure, in accordance with the regulations and governing bodies of the individual structures. If the pupil decides to leave the college or is expelled, they are required to notify the school promptly. The Academic Senate, after consulting with the relevant Department Council and the Student concerned, shall decide on the maintenance of the Student's *status* in the Undergraduate Courses.
 - i) attend internal courses and seminars regularly, participating in the required study and research activities. A maximum of 25% absences is permitted for internal courses and seminars. If this percentage is exceeded, the Student will not be admitted to the exam nor will their attendance hours be recognised;
 - j) write their final theses and discuss them before a committee appointed by the School as provided for in Articles 16 et seq.;
 - k) attend the scheduled interviews before a Department Committee. The number of interviews during the course of study, their subject matter and the procedures for conducting them are established by the Department Council by resolution.
3. Students evaluate the teaching provided by the School through specific questionnaires. After attending an internal course, students are required to complete an anonymous evaluation questionnaire using the electronic procedure provided. The aggregate results of the questionnaires are periodically analysed by the Evaluation Unit, the Quality Assurance Unit and the Joint Committee, and the results are submitted to the School's governing bodies for the initiation of any improvement actions.



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4. Students are required to comply with all procedures and deadlines communicated at the beginning and during the academic year by the Department Dean and the Offices. The Dean may formally reprimand the student in the event of repeated behaviour that does not comply with the procedures and deadlines communicated. Students are also required to inform themselves about the regulations approved by the School.
5. Extra exams included in the study plan of the relevant university are not taken into account for the purposes of verifying the obligations referred to in letters b), e) and f).

Art. 12 – Student Rights

1. Students enrolled in Undergraduate Courses are entitled, subject to budget availability, to an annual scholarship, which may take various forms.
2. For students enrolled at the University of Pavia, the amount of the grant is determined by the competent bodies of the School. The types of study grants are:
 - total coverage of the costs of residence in the College, thanks to the joint contribution of the School and the Colleges, with related exemption from university fees thanks to the collaboration with the University of Pavia;
 - partial coverage of the costs of residence in the College and university fees.
3. For students enrolled at other affiliated universities, the types of awards and the relevant regulations are defined by the agreements entered into by the School.
4. The payment of the award is subject to the following rules and conditions:
 - a) the award is paid on the basis of fulfilment of the obligations set out in Article 11 above and relating to the previous academic year. First-year students in the first and second cycle are awarded the prize as winners of the competition, while graduating students are not awarded the prize;
 - b) the student must be active at the time of payment of the award, with the exception of third-year graduates who do not enrol in a master's degree programme at the University of Pavia or affiliated universities.
 - c) In the event of a change of Department or field of study, repeating the first year, the award is still paid only once, provided that all the requirements have been met.
5. Students participate in the governance of the School through their representatives, as provided for in the Statute.

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6. Subject to budget availability, the School may award students grants for study and research activities abroad and in Italy, on the basis of specific calls for applications approved by the competent bodies. Students may apply for these grants in accordance with the procedures indicated in each call for applications. A single committee composed of three teachers (one of whom is appointed as Chair) and the two student representatives on the Department Councils is appointed to evaluate the applications.
7. Subject to budget availability, the School may also provide students with grants for participation in events and projects promoted by the Italian Network of Students of Higher Education Institutions. Students may apply for these grants in accordance with the procedures indicated by the Offices. The Department Dean evaluates the applications and determines the amount and method of payment of the grant.
8. The Department Council assigns each Student a tutor who will help them navigate the university world and carry out their educational project within the School. At least once a year, each Student must update their tutor on the progress of their studies in accordance with the relevant guidelines.

TITLE IV - INTERNAL CAREER

Art. 13 - Ordinary Course Activities

1. Students follow the teaching activities of the School's Undergraduate Courses in accordance with the teaching programme and its structure in semesters, approved for each of the Departments. During their studies, students are guided by their tutor and the School's teachers and benefit from the collaboration of older students and, where appropriate, doctoral students and research fellows.
2. Students attend at least two internal courses each year and the scheduled seminar activities. Students, in accordance with the procedures and deadlines indicated by the offices, must prepare, with the help of their tutor, a study plan in accordance with the teaching programme, for approval by the Head of Department.

In particular, students:

- may, upon duly justified request, replace non-core courses scheduled for their year with courses scheduled for different years and areas;
- within their course of study, are required to choose at least one course from those offered outside their field of study and to take the corresponding exam. This rule does not apply



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in the second level to students who have already obtained a first level diploma.

3. Exams are organised in three sessions: the first within one month of the last lesson of the course and the subsequent ones at least fifteen days after the previous one and in any case within three months of the last lesson of the course and in any case no later than July. Only in the event of health problems or serious personal or family reasons or force majeure preventing the student from taking the exam in all available sessions may the Dean authorise an extraordinary session before the end of the academic year. Failure to take the exam, except as provided for in Article 15 below, or a mark of less than 24/30 will result in expulsion.
4. Exams are held by the course coordinator, who may be assisted by a professor, researcher or expert in the subject from the School, another university or another research institution. The mark is given out of thirty and is recorded in the records with the possible addition of honours.
5. With the authorisation of the Dean and after consulting the relevant tutor, it is possible to bring forward one of the internal courses by one year and take up to a maximum of three during an academic year.
6. Students may include additional internal courses in their study plan. Additional exams do not constitute the advancement of courses from subsequent years referred to in paragraph 5 and, if passed, contribute to the calculation of the average grade in the same way as other internal courses.
7. Students who decide to participate in student mobility programmes are exempt from internal course requirements for the duration of their participation in such programmes. Scholarships awarded on the basis of mobility period requirements are suspended until the requirements set forth in Article 12, paragraph 4 have been verified.
8. Students who use mobility programmes:
 - must make up for internal courses, if they have not been taken in advance, by the end of the academic year following that in which the mobility programme took place. Students who make up for internal courses not taken during the student mobility period, in the manner described above, are entitled to recover the suspended scholarship, subject to a specific decision by the Dean;
 - alternatively, during the mobility period, they may attend courses and take the relevant exams remotely, subject to authorisation by the course lecturer.
9. Remote attendance of courses may be permitted in accordance with the limits and

conditions indicated by the Department Councils when approving the annual teaching programme.

10. Courses may also be taught in English or another foreign language.

Art. 14 – Progression to the next year

1. In order to maintain their *status* as Students, Students must have passed all the internal course examinations required by the School by 31 December following the academic year in question and must have taken, by the winter session, all the examinations required by the study plan of the course in which they are enrolled at the University or obtained at least 60 CFU credits with the examinations required by the study plan for the year of enrolment; for admission to the two-year second-level study cycle referred to in Article 8 above, Students must have obtained their first-level degree by 31 December at the latest.
2. Students are provisionally admitted to the following year and, after the winter session, the School verifies that the requirements set out in Article 11 above have been met and finalises the students' transition to the next year.
3. Graduates of the three-year course are provisionally admitted to the following year (and therefore to the second-level course) and the transition to the next year is only finalised once the first-level degree has been obtained by 31 December at the latest and enrolment in a master's degree course at the University of Pavia or another affiliated university has been communicated.
4. Students who, at the end of the third year, enrol in a master's degree course belonging to a Department or field other than those of the three-year course, will be automatically enrolled in the Department and field to which the master's degree course belongs.
5. For serious health problems, serious personal or family reasons, or force majeure, students may submit a reasoned and documented request to suspend their studies for a maximum period of 12 months (known as a 'white year'). The Academic Senate shall decide on such requests after consulting the relevant Department Council. The request may only be accepted if a similar suspension is also granted by the College at which the requesting student is enrolled. The terms of the suspension of the award and the plan for the recovery of educational obligations are defined by the Academic Senate in its decision, and the methods of payment of university fees payable by the student will be agreed with the relevant university. The granting of the white year does not entail the awarding of study grants for additional years beyond those normally provided for.



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Art. 15 – Conditional admission

1. If the student is missing only one exam from those required by the study plan of the course in which they are enrolled at the University, they may request conditional admission to the following year, giving reasons for their request. The Department Council shall decide on the request, evaluating the reasons given by the student.
2. Outside the case provided for in the previous paragraph, in exceptional cases, if the obligations referred to in Article 11, paragraph 2, letters a), b) and k) are not fulfilled due to health problems or serious personal or family reasons or force majeure, and upon presentation of adequate documentation, the student may request conditional admission to the following year.
3. The Head of Department, after an initial assessment of the validity of the requests referred to in paragraphs 1 and 2 above, shall submit the Student's request to the Department Council.
4. The Department Council, having assessed the reasons, may conditionally admit the Student to the following year. In this case, the Student must fulfil, without exception, by the end of the academic year to which he or she has been conditionally admitted, the academic and internal obligations required for his or her year. Otherwise, the Department Council shall decide on the loss of Student status.
5. Students admitted on probation are not eligible for the scholarship provided for their year but will be entitled to recover it if, subject to the approval of the Department Council, during the year in which they are on probation they fulfil all the obligations required by the School, including those relating to the recovery of any shortcomings from the previous year. If the student fails to make up for academic and internal obligations and, as a result, loses their student *status*, the University and the relevant College will be notified so that they can proceed, respectively, with the recovery of university fees for which the student benefited from exemption during the academic year of conditional admission and the recovery of college fees.
6. Students may be admitted conditionally only once during their entire internal career at the School.

TITLE V - THESIS AND FINAL EXAMS

Art. 16 - Final thesis: type

1. At the end of their course of study, students must prepare a final thesis governed by the guidelines for the diploma approved by the Academic Senate, after consultation with the Department Councils. The work must be sufficiently diverse and original compared to that carried out for the degree thesis at the University to which they belong.
2. Final theses may be three-year, two-year or licentiate theses, depending on the course of study of the graduate. In particular:
 - the final thesis for a three-year licence is necessary for the attainment of a first-level three-year licence diploma and is prepared by students who have fulfilled the requirements for the three-year cycle of ordinary courses and have obtained a three-year degree;
 - the final thesis for a two-year degree is required to obtain a second-level two-year degree and is prepared by students who have fulfilled the requirements for the two-year cycle of Undergraduate Courses and have obtained a master's degree;
 - The final thesis is required to obtain a single-cycle degree and is prepared by students who have fulfilled all the requirements of the Undergraduate Courses and obtained a single-cycle master's degree.
3. The final thesis may be written in English.

Art. 17 – Rules for the preparation of final theses

1. For final theses, a supervisor is appointed by the graduate and must be a professor or university researcher, either internal or external to the School, or a prominent figure in the chosen discipline. The supervisor may be the lecturer who supervised the degree thesis.
2. The graduate and the supervisor shall identify the provisional title of the thesis. By the deadline set out in the Guidelines for the Diploma, which must in any case be at least two months before the date of the thesis discussion, the graduate must communicate the name of the supervisor and the provisional title of the thesis via a specific online procedure.
3. The Head of Department evaluates the title and assigns the final title in accordance with the terms set out in the Guidelines for the Diploma. He or she also appoints an internal co-supervisor from among the professors and researchers of the School and, if deemed

appropriate by the Head of Department or upon reasoned request by the student, a co-supervisor, who may be selected from among professors who do not belong to the School.

4. The supervisor:

- verifies the originality of the final thesis work with respect to the degree thesis (also consulting with the co-supervisor where applicable);
- assists the student in their research and writing;
- presents the graduate's thesis on the day of the discussion, which is also attended by the co-supervisor;
- decides whether the thesis is ready for presentation at the final discussion and determines the appropriate session.

5. Within the deadline set out in the Guidelines for the Diploma, normally three weeks before the diploma session, students submit their diploma application and a copy of their thesis via a specific online procedure.

6. Theses must comply with the requirements set out in the Diploma Guidelines.

Art. 18 – Final examination

1. Once they have obtained their bachelor's and/or master's degree, students take the final examination, which consists of a public discussion of their final thesis before a committee.
2. In order to be admitted to the final examination, students must have fulfilled all the requirements set out in the second paragraph of Article 11 above. The Offices will verify the above within the deadlines set for the submission of provisional degrees.
3. The School schedules at least two graduation sessions during the year according to a calendar approved by the Department Councils.
4. In exceptional cases, due to health problems, serious personal or family reasons, or force majeure, and upon presentation of adequate documentation, students may request an extension to the first graduation session of the following year.
5. For reasons of work/professional practice/postgraduate internship, for reasons of postgraduate study, or for other reasons that will be subject to an eligibility assessment by the relevant Department Councils, the Student may request an extension provided that they submit a detailed draft of their thesis in accordance with the terms and conditions specified



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by the Department Councils themselves.

6. The request for an extension must be submitted in accordance with the procedures and terms indicated in the Guidelines for the Diploma, and the Department Council, on the proposal of the Dean, shall decide whether to grant the extension. The extension may only be granted once.
7. The Commission is appointed by the Rector on the recommendation of the Department Council and is composed of at least three members, at least two of whom are chosen from among the School's professors and researchers.
8. The discussion of the final thesis is assessed by the Commission through an evaluation based on the Guidelines for the Diploma, which will also take into account the student's internal career and any disciplinary sanctions.
9. For students enrolled at the University of Pavia, if the student, despite having taken all internal exams, does not take the final exam of the Undergraduate Courses, the School will request the return of 20% (twenty percent) of the last scholarship awarded. Similar rules are also established in agreements with other affiliated universities.

Art. 19 – Final provisions

1. These Regulations are approved by resolution of the Academic Senate and issued by decree of the Rector.
2. These Regulations shall enter into force on the day following their publication in the School Register.
3. For anything not expressly provided for in these Regulations, the General and Teaching Regulations and the Statute, the provisions of the law in force shall apply.