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Didactic Regulations of the Department of Clinical and Applied Biotechnological Sciences

Art. 1 – *Definitions*

Art. 2 – *Courses and Academic Certifications*

Art. 3 – *University Educational Credits*

Art. 4 – *Degree Courses*

Art. 5 – *Single Cycle Degree Courses*

Art. 6 – *Teaching regulations and Formative Offer of First, Second and Single Cycle Degree Courses*

Art. 7 – *Didactic Regulations of First, Second and Single Cycle Degree Courses*

Art. 8 – *Departmental Joint Didactic Committees*

Art. 9 – *The Academic Didactic Council*

Art. 10 – *Admission Requirements to Degree Courses, Preparatory and Supplementary Formative Activities*

Art. 11 – *Study Programme, Curricula and Study Plans*

Art. 12 – *Guidance and Tutoring*

Art. 13 – *Credit Recognition, Student Mobility, Course Admission, Recognition of International Equivalent Credits*

Art. 14 – *Schedule of Didactic Activities*

Art. 15 – *Qualifying Educational Objectives and Activities*

Art. 16 – *Organization of the Didactic Activities*

Art. 17 – *Exams and Verification of Progression*

Art. 18 – *Terminal Exam and Academic Award*

Art. 19 – *Full-Time and Part-Time Students, Students who fail to complete the Courses within the prescribed time, Withdrawals*

Art. 20 – *Disabled Students*

Art. 21 – *Curricula and Study Plans*

Art. 22 – *Didactic Tasks of the Teaching Staff*

Art. 23 – *Evaluation of Quality of the Activities*

Art. 1 – Definitions

Pursuant to the present Regulations:

1. The Degree Courses are those courses enabling the registered students to graduate and obtain the title in First Level/Bachelor's degree, Single Cycle Degree, University Specialization Diploma, Research Doctorate/PhD, I and II level Master.
2. First Level/Bachelor's degree, Single Cycle Degree, University Specialization Diploma, Research Doctorate/PhD, I and II level Masters' degrees are all described in the art. 2 of the present regulations; fall within the term "Single Cycle Degree" those degrees legally recognized with D.M. November 3, 1999, n. 509, and D.M. October 22, 2004, n. 270.
3. Study courses with the same qualifying and learning objectives belong to the same group/class, according to the current laws and regulations.
4. The Academic Fields and Disciplines are defined by Ministerial Decrees, and the culturally and professionally related disciplines are grouped together in the same class.

5. Credits represent the total volume of student effort. They include individual learning and are gained by the students, possessing adequate initial preparation, to acquire knowledge and skills as required by the Didactic Organization of the Degree Course.
6. The formative objectives are those knowledges and skills characterizing the cultural and professional profile achievable attending a degree course.
7. The didactic organization of a degree course is formed by the norms regulating its curricula.
8. The didactic regulations define the organizational aspects of a degree course.
9. The formative activities are those academic activities aiming at guaranteeing cultural and professional formation of the students. They include lectures, seminars, practical exercises, laboratories, small group didactic activities, guidance and tutoring, traineeship, projects, guide to degree preparation and dissertation, individual study and/or self-learning.
10. The curriculum is the whole of university and extra-university didactic activities defined by the didactic regulations of the degree course, to be completed for the achievement of the academic title.
11. The Academic Didactic Council meets to decide upon matters concerning one or more relevant degree courses.
12. The University ruled by these regulations is the University of L'Aquila
13. The Statute of the University of L'Aquila was issued with rectoral decree n. 50/2012 on January 12, 2012 and published on the Official Gazette n. 22 on January 27, 2012.
14. The Department of reference is the department responsible for most taught programmes of a degree course.
15. The associated department is the department concurring in a relevant way with its teachers to the functioning of the degree course.
16. The school is a joint structure aimed at coordinating and managing the didactic activities of at least two departments jointed for disciplinary affinities.
17. Associate professors, full professors, and researchers constitute the teaching staff.

Art. 2 – Courses and Academic Certifications

1. The Department of Clinical and Applied Biotechnological Sciences (hereafter referred to as the Department) of the University of L'Aquila (UAQ) organizes the following courses for the achievement of qualifications of legal value:
 - a. First cycle degree courses;
 - b. Second cycle degree courses;
 - c. Single cycle degree courses;
 - d. Specialization diplomas;
 - e. Research doctorates;
 - f. I and II level master's degrees.
2. Type, duration, number of credits required and general criteria ruling the degree courses are established by the general regulations of UAQ and by laws and ministerial decrees in force. The degree courses are also disciplined by the specific didactic regulations, autonomously approved by UAQ in accordance with the current norms.
3. The didactic regulations of each department define admission requirements, list of taught programmes and other formative activities, modalities of credit achievement within the different programmes, as well as the modalities of acquired credit verification.
4. Award of academic titles and certifications occurs according to the modalities established by the law and ministerial decrees in force.

5. The titles and certifications set forth by the present articles may be released also in combination with other universities located in Italy or abroad. The award of joint titles is disciplined by agreements previously set up with the involved universities.
6. According to the ministerial decrees, the degree courses are grouped together based on the relevant academic fields and disciplines and are marked by denominations indicative of specific scientific and professional skills. These denominations are deliberated by the Academic Senate, upon suggestion of the interested didactic structures, and are countermarked, pursuant to the ministerial decrees, by the corresponding titles and the number of the class to which they belong.
7. The degree courses may also be activated through agreements set up among other UAQ departments (interdepartmental degree courses) and/or other universities (inter-universities degree courses). The resulting didactic activities, the assignation of students to the departments, as well as the administrative responsibilities are disciplined by the didactic regulations of the interdepartmental and interuniversity courses.
8. The Department of Clinical and Applied Clinical Sciences is department of reference for the degree courses listed in the enclosure n. 1 to the present regulations. For each degree course, the list also includes the associated departments and academic didactic councils of reference.
9. The post-graduation courses (I and II level master's degrees; specialization and research doctorates) are disciplined by specific regulations.

Art. 3 - University educational credits

1. The students acquire university educational credits by attending the formative activities, which characterize the degree course, according to the norms in force.
2. Each university educational credit corresponds to 25 hours of total commitment by the student. Assignation of higher or lower numbers of hours, within the limit of 20%, is possible only if established by ministerial decree.
3. The yearly total commitment of a full-time student is averagely 60 credits.
4. The part of total commitment devoted to personal study and other individual formative activities cannot be inferior to 50%, except in case of activities of practical and experimental nature, which are always disciplined by the didactic regulations of the course and abide by the rules set forth in the following article.
5. One educational credit includes:
 - a. At least 5 hours and no more than 10 of lectures or equivalent didactic activities; the remaining hours, till achievement of the total number of 25, are devoted to individual learning;
 - b. At least 8 hours and no more than 12 of exercises and equivalent tutored activities; the remaining hours, till achievement of the total number of 25, are devoted to individual learning and re-elaboration.
 - c. The individual laboratory activities must not exceed 16 hours; and
 - d. Laboratory and training activities characterizing the degree courses of the medical field must be carried out quantitatively and qualitatively according to the laws issued by the European Union. In particular, the formative standard must abide by the norms 77/452/CEE, 77/453/CEE and 2005/36CE. Moreover, pursuant to the European norms in force referring to mutual recognition of certifications and diplomas, as well as regulations concerning the activities of nurses and obstetricians, one educational credit corresponds to 30 hours of commitment per student.

6. The educational credits corresponding to each formative activity are achieved by the student after making the grade or passing other modalities of assessment of the acquired competencies established by the didactic regulations of the relevant degree course.
7. The didactic regulations of the degree course may establish periodical assessment of the acquired credits, to evaluate the obsolescence of the contents studied. The students must be informed about this possibility at least 6 months beforehand.
8. The didactic regulations of the degree courses may also define the minimum number of credits to be acquired within an established deadline and set it as prerequisite for admission to the subsequent year, diversifying the rules for full-time students and part-time or working students. Part-time students may be admitted to degree courses according to modalities established by regulations created for the purpose.

Art. 4 – First Cycle Degree Courses

1. First cycle degree courses are set up within the classes identified by current laws. They provide students with general methods and scientific contents, aimed at the acquisition of specific knowledge and professional skills.
2. The degree is obtained at completion of the course. The graduated students are appointed with the qualification of doctor.
3. The acquisition of knowledge and professional skills, as described in the previous paragraph, aims at introducing the graduated in the world of work for the practice of professions ruled by national and European laws.
4. The degree courses with the same qualifying learning objectives and consequent essential formative activities belong to the same class and have the same legal value.
5. The Department may suggest the creation of degree courses belonging to two different classes, provided that the didactic programmes satisfy the criteria of both. In presence of interclass courses, the students indicate, during the process of enrolling, the class they wish to attend to achieve the qualification. The students' choices can be modified on condition that they become definitive when registering to the third year.
6. Study qualification is awarded after a total of 180 credits is obtained, inclusive of thesis elaboration and knowledge of at least one foreign language spoken in the European Union, independently of the duration of the course. Knowledge of the Italian language is mandatory.
7. Standard duration of the first cycle degree courses is three years. Longer duration up to max 6 years is possible for part-time students as established by the UAQ regulations.

Art. 5 – Second cycle and single cycle degree courses

1. Second cycle degree courses are set up within the classes identified by current laws. They provide students with advanced formation, aimed at the acquisition of specific knowledge and professional skills for the exercise of high qualification activities.
2. The degree is obtained at completion of the course. The graduated students are appointed with the qualification of doctor. The title of doctor is conferred also to the students following the degree courses set up pursuant to ministerial decree 509/99 and to students completing the single cycle degree courses.
3. The second cycle degree courses with the same qualifying learning objectives and consequent essential formative activities belong to the same class and have the same legal value.
4. The Department may suggest the creation of second cycle degree courses belonging to two different classes, provided that the didactic programmes satisfy the criteria of both. In

presence of interclass courses, the students indicate, during the process of enrolling, the class they wish to attend to achieve the qualification. The students' choices can be modified on condition that they become definitive when enrolling to the second year.

5. To obtain the second cycle degree, students in possession of a first cycle degree must have completed at least 120 credits as per didactic regulations of the attended course, independently of the number of years of subscription to the university.
6. Standard duration of the second cycle degree courses is two years. Longer duration up to max four years is possible for part-time students as established by the UAQ regulations.
7. To avoid interruption of the study and promote enrollment to the second cycle degree courses in due time, the Department allows temporary recognition of the formative debts, limited to credits of examinations not yet passed and/or thesis dissertation of the first cycle course. This debt will have to be recovered before commencement of the process of verification of the formative activities of the degree course and in any case not beyond the last graduation session of the academic year of reference.
8. Single cycle degree courses, within the European Union, do not imply enrollment to a first cycle degree course. The same for those courses finalized to the access to legal professions. Students may enroll to single cycle degree courses with high school diplomas.
9. Standard duration of the single cycle degree courses is five or six years. To obtain the single cycle degree, students must have completed 300 or 360 credits, depending on the course duration, independently of the number of years of subscription to the university. Longer duration up to max 10 or 12 years is possible, depending on the course duration, for part-time students as established by the UAQ regulations.

Art. 6 – *Teaching Regulations and Formative Offer of First, Second and Single Cycle Degree Courses*

1. The teaching regulations of first, second and single cycle degree courses, deliberated concomitantly with their institution, are approved by the Ministry of Education, University and Research pursuant to art. 11 of law 19 November 1990, n. 341. They are issued by rectoral decree. Their enforcement is secondary to the issue of the above-mentioned decree. Amendments of the regulations are approved with the same procedures.
2. The teaching regulations of each degree course, pursuant to what established in the belonging class, defines:
 - a. Denomination, that must be coherent both with the belonging class and the characteristics of the course;
 - b. Belonging class or classes, as well as the department of reference and possible associated departments;
 - c. Learning objectives and expected learning outcomes, formulated by describing the degree course, the formative path and the actual specific objectives; indicating the learning results of the students according to the classification system of study qualification adopted in Europe (knowledge and comprehension, ability to apply knowledge and comprehension, judgement autonomy, communication abilities, learning abilities); indicating the meaning of the degree course in terms of professional opportunities, also referring to the activities classified by the Italian National Statistical Institute (ISTAT);
 - d. Number of educational credits assignable to each discipline within the belonging class for each type of formative activity;
 - e. Knowledge required for enrollment, according to the norms in force;
 - f. The maximum number of recognizable credits, according to the norms in force; and

- g. The characteristics of the final dissertation, deciding about the possibility of discussing it in a foreign language and writing the thesis in the same language.
- 3. Enclosed in the didactic regulations is an informative form containing brief observations by the regional committee for university coordination and the technical report by the evaluation group, as well as the motivations about suggestions of institution and amendments.
- 4. In presence of interuniversity degree courses, the organizational and functioning modalities are defined by the relevant regulations.
- 5. The formative offer for first, second and single cycle degree courses is yearly deliberated on proposal of the relevant Didactic and Department Councils, after approval of the associated departments and the school, if applicable, and after approval of the Joint Committee. This deliberation must be submitted to approval by the Academic Senate, which forwards it to the Ministry.
- 6. According to what established in the didactic regulations, the courses may offer more curricula, provided that neither the course denomination nor the qualification released make any reference thereupon.
- 7. In the formative offer is furthermore established:
 - a. The educational credits to be assigned to formative activities, and to one or more academic fields and disciplines; the credits are divided into characterizing, related or supplementary;
 - b. Start of the didactic activities;
 - c. Sustainable users;
 - d. Teaching staff of reference;
 - e. Number of tutors available per students; and
 - f. Local and/or national demand.

Art. 7 - Didactic Regulations of First, Second and Single Cycle Degree Courses

- 1. The didactic Regulations of first, second and single cycle degree courses, proposed by the Academic Didactic Councils for which they are responsible, are deliberated by the Council of Department, after approval by the associated departments, and the schools, if applicable, as well as the Joint Didactic Committee. They are issued by Rectoral Decree.
- 2. As per current norms, the didactic Regulations of a degree course define its organizational aspects according to the rules described in the second part of the present Regulations, in observance of the rights and duties of teachers and students.
- 3. To foster transparency and comparability of the didactic offer, the didactic Regulations of the degree courses define:
 - a. Specific learning objectives, including required knowledge, competencies and skills, pertinent to the professional profiles of reference;
 - b. Curricula offered to the students, and modalities to present individual study plans;
 - c. Enrolment requirements and assessment modalities;
 - d. List of taught programmes including the academic fields and disciplines of reference, and their possible articulation in modules;
 - e. Credits assigned to each programme and accommodation of diverse backgrounds and prior learning of the incoming students;
 - f. Characteristics of the adopted didactic modalities, including remote teaching, and assessment modalities of students' preparation;
 - g. Activities chosen by the student and assigned credits;
 - h. Other activities included in the programme and assigned credits;

- i. Modalities of verification of knowledge of a foreign language and assigned credits;
 - j. Modalities of verification of knowledge of other required activities and assigned credits;
 - k. Modalities of verification of results deriving from stages, training and study periods abroad, and assigned credits;
 - l. Credits assigned to elaboration of final dissertation, its characteristics and associated individual formative activity;
 - m. Other instructions concerning students' duties;
 - n. Modalities for transferal from other degree courses;
 - o. Verification modalities of acquired credits to complete with supplementary examinations, in case of obsolescence of cultural and professional contents; and
 - p. Research activities supporting the didactic activities characterizing the degree course.
4. Coherence between educational credits assigned to formative activities and specific planned objectives is controlled by the relevant Council of Department, after approval of possible associated departments and the schools, if applicable, and after approval of the competent Joint Didactic Committee. In case of discordant opinions, the matter is deliberated by the Academic Senate.
 5. Amendments to didactic Regulations of the degree courses are approved by the Academic Senate, after approval of the Administrative Council and the associated departments as well as the school, if applicable, and favorable opinion by the Joint Didactic Committee. The amendments are enforced in the academic year following that of approval.
 6. The Department guarantees the regular revision of the didactic Regulations, as far as the educational credits are concerned, assigned to taught programmes and/or other formative activities. The revision is carried out upon suggestion of the relevant Academic Didactic Council, after approval of the associated departments, if present, and by the school, if applicable.
 7. To foster the internationalization of the formative activities, it is possible to offer degree courses in foreign languages. The programmes may entail one or more didactic modules and/or formative activities (theses, training, etc.) in a foreign language, in particular English.

Art. 8 - Departmental Joint Didactic Committees

1. The teacher-student Joint Didactic Committees are instituted by the Department (see encl. 2). Should there be proposals of setting up interdepartmental schools by the department, the committees will be referred to as School Joint Didactic Committees.
2. Each committee includes maximum 10 members. Teachers and representatives of students are elected according to the university Regulations and student Regulations on matters of election of student representatives. Each committee is headed by a President elected by the members.
3. Acting as permanent observatory of the didactic activities, each Joint Didactic Committee has the following functions:
 - a. Oversight of the formative offer, didactic quality, and activities carried out by professors and researchers for the students;
 - b. Assessment, verification and statistical evaluation of the various aspects of the didactic activities, also through questionnaires made for the purpose and administered to the students;
 - c. Individuation of indicators for evaluation of results (see section a) and their suggestions to the Evaluation Group;
 - d. Expression of opinions about institution, activation and cancellation of degree courses;

- e. Expression of opinions and suggestions on didactic activities and services forwarded to the relevant structures;
- f. Verification of the activities of tutoring and orienting;
- g. Proposals to the Department aiming at improvement of the didactic activities;
- h. Expression of opinions to the Department and Council of Governors about the didactic Regulations of the degree courses, the didactic Regulation of the university and the actual coherence between credits assigned to the formative activities and the planned specific formative objectives, as well as coherence between credits assigned to taught programmes and the relevant programmes. Approval by the committee is due within thirty days from the request. In case of no response, the matter is deliberated without approval. In case of unfavorable opinion, the Academic Senate will deliberate; and
- i. Assessment of comparability of the didactic programmes and examinations of doubled programmes present within the same course; evaluation of differences in study engagement and achievement of the learning objectives by the students.

Art. 9 - The Academic Didactic Council

1. The Academic Didactic Council organizes one or more-degree courses, even belonging to different classes, provided that they are culturally and scientifically homogeneous.
2. The Academic Didactic Council is an assembly composed by:
 - a. Full and associate professors, as well as researchers operating in the university and/or within the national health service (SSN); permanent professors or temporarily recipients of teaching programmes are also eligible;
 - b. Professors under contract and external temporary professors and researchers; and
 - c. Representatives of students registered to the degree courses of reference, in number and modalities defined by the general Regulations of the University. Their term lasts two academic years.
3. The Academic Didactic Council elects the President, choosing among the full professor members. The President's term lasts three academic years.
4. The President is responsible for the council functioning and calls ordinary and extraordinary meetings together via e-mail. He designates a vice President among the members, who, besides aiding the President in the execution of his/her duties, replaces him/her in case of absence or impediment. The vice President's term duration is the same as the President's.
5. The Academic Didactic Council has the following tasks:
 - a. Organizes the didactic activities of the degree courses;
 - b. Organizes the activities of tutoring and orienting in collaboration with the structures in charge;
 - c. Cooperates with the relevant Department and associated departments, if present, and Council of Governors, for the organization of cultural, formative, tutoring and orienting activities for the students;
 - d. Makes suggestions about the didactic calendar;
 - e. Deliberates on matters referring to individual study plans;
 - f. Deliberates on credit recognition, passages to and from other degree courses, and the like concerning student curricula;
 - g. Verifies and supervises the planned didactic activities, indicating dereliction of duties by professors to the Director of the relevant Department, who forwards it to the Rector to take the possible disciplinary measures;
 - h. In cooperation with the departments, provides for the students to employ the instruments specific for the didactic activities; and

- i. Suggests didactic Regulations of the degree courses, as well as the annual study order.
6. What described in sections e) and f) of session 5 may be delegated to smaller committees, entitled to deliberate.
7. Each Academic Didactic Council has its own Regulations.

Art. 10 - Admission Requirements to Degree Courses, Preparatory and Supplementary Formative Activities

1. The study qualifications required to be admitted to a degree course and the recognition of equivalent international qualifications are established by the laws and ministerial decrees in force.
2. Admission to a degree course requires adequate initial preparation, which is unequivocally established by the didactic Regulations. The latter also define the modalities of assessment, also at completion of the preliminary formative activities, as indicated in the following paragraphs.
3. Where assessment fails, the Department, upon suggestion of the relevant Academic Didactic Council, may indicate specific supplementary activities to be carried out by the students during the first year. The didactic Regulations of the degree course discipline the assessment modalities. Admission is conditional on assessment outcomes.
4. The formative activities, preliminary to assessment of the initial preparation of students registering to the first year, as well as the supplementary activities are organized by the Academic Didactic Councils. The additional formative activities, as specified in paragraph 2, may also be carried out in cooperation with secondary education institutes, based on agreements approved by the Academic Senate.
5. Candidates seeking admission to a second cycle degree course must possess a first cycle degree or international equivalent, except for the conditions specified in paragraph 7. Pursuant to the norms in force, second cycle degree courses with free admission have specific admission criteria, which entail precise curricular requirements and adequate preparation. Curricular requirements include degree, knowledge and competencies acquired by the students registered to a former degree course, stated in terms of credits relating to specific academic fields and disciplines. The curricular requirements are defined in accordance with the recommendations contained in the ministerial guidelines.
6. To be admitted to a single cycle degree course, candidates must possess a secondary education diploma, as per the current laws.
7. According to the current laws, numerus clausus (fixed number of places) is applied to first and second cycle degree courses of the healthcare area, and to single cycle degree courses in Medicine, Dentistry, Veterinary, and Architecture. Modalities and calendar of admission tests along with pre-requisites for admission are circulated in due terms by the University, following the instructions issued by the Ministry. The admission tests are carried out under supervision of committees created for the purpose by the relevant Council of Department, abiding by the national norms in force and by the dispositions issued by the Academic Senate upon approval of the Administrative Council. The lists of admitted candidates are promptly published within deadlines established by the law. The instructions regulating second and single cycle degree courses with nationally fixed number of places are annually issued by the Ministry of Education and Research.
8. Candidates seeking admission to I level master's degree courses must possess a degree diploma or international equivalent, recognized by the current laws. To be admitted to II level master's degree courses, candidates must possess a second or single cycle degree diploma or international equivalent recognized by the law.

9. To register to a specialization course, candidates must possess a degree course diploma or international equivalent recognized as suitable by the law. Ministerial decrees and didactic Regulations discipline additional specific requirements for admission.
10. Admission to research doctorate requires the candidates to possess a second/single cycle degree diploma relevant to the fields and disciplines established by the didactic Regulations. Other pre-requisites include degree diplomas awarded prior to the issue of the ministerial decree 509/99, and academic international equivalents recognized suitable by the current law. Ministerial decrees and didactic Regulations discipline possible additional admission requirements.
11. Students may not concurrently be enrolled to more than one course. Violation of the norm implies automatic cancellation of every registration after the first.
12. Temporary interruption of study is allowed, upon request, by the university Regulations.

Art. 11 – Study Programme, Curricula and Study Plans

1. A study programme is yearly prepared by 31st of May, entailing indications for the incoming academic year, after approval of the relevant Departments, associated departments, and relevant schools, where applicable, within their remit.
2. The annual study programme, underpinned by maximum transparency of the didactic offer, sets out the admission requirements for each degree course. It also includes admission modalities to courses as disciplined by the law n. 264, issued on August 2, 1999; official study plans with corresponding taught programmes and teaching staff, where already defined; indications concerning module dependencies; norms regulating registration and attendance; calendar of the activities; deadlines for presentation of proposals for individual study plans, and the like.
3. The Council of Department, upon suggestion of the relevant Academic Didactic Council and after approval, each within their remit, of associated departments and schools, if present, annually defines the study programme of the incoming academic year and acts as important reference point to guide students' learning, orientation, and tutoring. In particular, the study programme includes:
 - a. Suggested study plan referring to learning objectives;
 - b. module dependencies;
 - c. number of credits assigned to each learning activity;
 - d. sessions of examination or other assessment modalities; and
 - e. attendance requirements.
4. Amendments to the study programme may be deliberated only under exceptional circumstances. The process will follow the same procedures as in the process of approval.
5. The study programme also contains information concerning registration to activated degree courses, conditions, modalities, deadlines, registration fees and contributions. Renewal of registration is also described, along with registration fees and modalities to calculate the due fees.
6. The didactic guides are set out by the Department, in due time with respect to the start of registration to the new academic year, after approval, each within their remit, of associated departments and schools, if present. They entail the study programme, and norms and instructions illustrating the planned didactic activities. Detailed taught programmes, teaching staff office hours, and information concerning examinations and completion of study are illustrated on the web site of the relevant degree courses. Any variation in the didactic guides must be communicated in due time.

Art. 12 - Guidance and Tutoring

1. The didactic Regulations of the various degree courses shall encompass guidance and tutoring activities carried out for the students by the teaching staff. These supplementary activities include:
 - a. Preliminary didactic and learning activities aimed at assuring support, and accommodation of students' prior learning and background;
 - b. guidance activities to offer support to secondary school students, in the choice of future education, to university students, in order to illustrate formative activities, services and benefits, and to graduates, in order to introduce them in the world of professions; and
 - c. tutoring activities aimed at assessing and improving students' preparation, through individual teaching in case of learning difficulties.
2. Upon suggestion by the Academic Didactic Council, and approval of the relevant Joint Didactic Committee, the Department, through tutoring activities carried out by the teaching staff, circulates information concerning the didactic offer of the degree courses, services, and benefits for the students registered to the programmes.
3. For graduated students, the department cooperates with the UAQ placement offices and through the diploma supplement forwards information concerning the students to possible employers. The supplementary didactic activities include:
 - a. Career guidance courses to introduce graduates to the professional world;
 - b. courses of preparation to examinations awarding professional qualification; and
 - c. professional and permanent formation courses.

Art. 13 - Credit Recognition, Student Mobility, Course Admission, Recognition of International Equivalent Credits

1. Upon suggestion of the Academic Didactic Council and after approval of the associated departments and relevant schools, where applicable, the Department, with specially provided resolution, establishes the general criteria to be met by students applying for transfer between programmes delivered by the same university. Transfer opportunities are guaranteed by the cooperation among different didactic structures.
2. To promote student mobility and learning activities carried out in other universities in Italy and/or abroad, the Department may suggest setting up of agreements for assessment and recognition of educational credits.
3. Where transfer among universities occurs without agreement, and recognition and/or verification of obsolescence of acquired credits is controversial, the Academic Didactic Council, with interdisciplinary inquiry if needed, shall recognize the due credits to the students.
4. Prior learning, also when not completed, may be recognized in terms of credits by the Academic Didactic Council. Credit recognition is carried out following the same criteria as specified in session 3.
5. Credits deriving from university master's degrees are recognized after verification of correspondence between academic fields and disciplines and programme contents.
6. Where students transfer to other programmes and/or universities, the degree course didactic Regulations will ensure recognition of as many acquired credits as possible, following modalities and criteria dictated by the Regulations of the receiving course, also through interviews aimed at verifying the actual students' knowledge. Fail in credit recognition must always be adequately motivated.
7. Exclusively where transfer occurs between degree courses belonging to the same class, the number of credits of the same academic field and discipline directly recognized to the

students cannot be inferior to 50% of the total acquired credits. Where the prior course was attended by remote, the minimum amount of 50% can be recognized only for courses accredited according to the laws in force.

8. Activities completed to obtain a degree diploma according to the relevant didactic Regulations are assessed and recognized in terms of credits. The same rule applies also to university vocational schools, independently of their duration.
9. Based on pre-determined criteria, the Academic Didactic Council may recognize as educational credits professional knowledges and skills, also of linguistic and informatic nature, certified by current norms, also acquired through post-secondary activities designed and realized in cooperation with the University. Credit recognition is based exclusively on actual competencies demonstrated by students individually. Collective recognition is not allowed. The total number of credits attributable to former professional knowledge and activities is in size of 12 for all degree courses. The activities already recognized in terms of credits in first cycle degree courses cannot be recognized also in second and single cycle degree courses.
10. The modalities of credit recognition described in the former session are disciplined by university Regulations drawn-up for the purpose. The number of recognized credits, not superior to 12, entails professional knowledge and skill, certificated in conformity to the current laws, and other knowledge and skills acquired through post-secondary activities.
11. Depending on the number of recognized credits, the Academic Didactic Council may reduce the course duration.
12. Students may apply for transfer to and/or from other UAQ courses; applications must be sent within deadlines yearly established and published in the study programme. At the end of this period, applications can be accepted by the Rector, where adequately motivated.
13. Applications of students wishing to transfer from other universities are assessed by the Academic Didactic Council based on general criteria established by the relevant didactic structures. Credits may be totally or partially recognized, through confirmation of exams and acquired credits. After assessment, the Academic Didactic Council must indicate to the students the year of registration in the receiving course and the educational debts.
14. Confirmation of attendance, exams, and traineeship performed abroad must clearly indicate, where possible, correspondences with the didactic activities included in the official study plan or in the individual one.
15. Confirmed exams are awarded grades expressed in thirtieth by the Academic Didactic Council based on previously established conversion tables.
16. Where credit recognition is required within a degree course adopting a credit transfer system, the process of credit recognition must consider also those credits acquired abroad.
17. Educational activities attended abroad which do not correspond to any of UAQ activities may be assessed by the committee during the final examination.
18. Recognition of prior activities carried out abroad including attendance, exams, and achievement of educational credits is disciplined in session 16 of the Regulations and becomes operative upon approval by the relevant Academic Didactic Council.

Art. 14 - Schedule of Didactic Activities

1. The Academic Senate lays out the schedule of the didactic activities within 31st of May.
2. The schedule of the didactic activities is approved by the relevant department, upon suggestion of the Academic Didactic Council, in conformity to general criteria established by the Academic Senate. The criteria are applicable to UAQ, after approval of the Administrative Council.
3. The schedule of the didactic activities is issued by the Director of the relevant Department, after approval of the Council of the Department.
4. The academic year is structured into semesters. Maximum attention is paid to avoid overlapping between sessions devoted to lessons and exams or any other form of verification.

Art. 15 - Qualifying Educational Objectives and Activities

1. Each class of degree course possesses its qualifying educational objectives and activities, established by ministerial decree, the successful completion of which leads to a university award.
2. All educational activities are grouped as follows:
 - a. Educational activities concerning one or more fields and disciplines of basic formation (for first cycle degree courses alone);
 - b. educational activities concerning one or more fields and disciplines that characterize the class they belong to;
 - c. educational activities autonomously chosen by the students, if they are consistent with the formative outcomes, delivered in size of a minimum total number of credits of 12, and, anyway, not exceeding the total number of 18, for the first cycle degrees, and 8 credits, not exceeding the total number of 12, for second cycle and single cycle degrees, respectively;
 - d. educational activities entailed in one or more fields similar or supplementary to basic and/or characterizing ones, bearing a minimum total number of credits of 18 for first cycle degree, and 12 for second and single cycle degree, respectively, also relating to interdisciplinary activities within disciplines not entailed among the basic and/or characterizing activities. Where students wish to replace similar or supplementary activities with basic and/or characterizing ones, adequate motivation must be provided;
 - e. educational activities aimed at preparation of final examination to obtain the degree and verification of knowledge of at least one foreign language beside the Italian one. At completion of the first cycle programme, the final examination plays an important role as individual formative test, also when bereft of originality. The number of assigned credits depends on the time spent in the elaboration. As to second and single cycle programmes, the assigned credits shall be remarkably higher, and grades adequate to the quality of the thesis, which should be elaborated by the student in an original way under the supervision of a tutor;
 - f. educational activities not mentioned in the preceding paragraphs, aiming at acquiring further linguistic, informatic, and relational knowledges useful to introduce students, through direct experience, in the professional world, corresponding to the class of diploma acquired. These activities include traineeship disciplined by law n. 142, issued by the Ministry of Labor in March 25, 1998;
 - g. where the degree programme is oriented towards acquisition of peculiar professional skills, agreements will be set up on purpose with companies, public

- administration offices, public and private entities, including tertiary and professional orders; and
- h. where applicable, the didactic Regulations must entail remote lecturing.

Art. 16 - Organization of the Didactic Activities

1. The didactic activities include lectures, exercises, seminars, laboratories, and any kind of fieldwork.
2. The didactic activities are carried out in conformity to the Regulations and in respect of freedom to teach, under conditions promoting the right of fruition by the students.
3. Besides traineeship, the didactic activities may be carried out, upon approval of the relevant Academic Didactic Councils, also in qualified public or private entities, with whom UAQ has previously set up agreements for the purpose.
4. UAQ will promote stages and study stays within the European programmes of student mobility and cooperation among universities and companies.
5. The official teaching courses may focus on a single discipline or be integrated and articulated in modules. The corresponding exam is unique. The official course may be provided for by other departments, after approval between the parts. The didactic programme, delivered in size of 180 and 120 educational credits for first cycle and second and single cycle, respectively, shall not be too fragmented. Each module bears at least 6 credits or, anyway, does not exceed 5 credits, after approval of the Academic Senate. Basic and characterizing taught programmes are delivered, along with coordinated modules, with lower number of assigned credits, only in case of ascertained incompatibility with the didactic Regulations relevant to the classes they belong to, after approval of the Evaluation Group and for programmes awarding double title or title joined with other foreign universities. As to taught programmes and similar and/or supplementary other activities, a maximum of 6 and a minimum of 5 credits may be assigned after motivated deliberation by the councils of the relevant department and in conformity to ministerial decrees.
6. The taught programme shall focus on the learning objectives of the corresponding degree course.
7. The number of educational credits assigned to each taught programme equals the hours of student effort to acquire knowledge, in terms of lecture attendance and independent learning.
8. The didactic Regulations of a degree course must indicate the minimum number of contents to be taught, along with the cultural and methodological skills required of students at completion of the degree course.
9. After approval by the relevant Academic Didactic Councils and possible associated departments and the school, where applicable, the Department deliberates on the identity of staff teaching on the modules, giving priority to basic and characterizing taught programmes, and upon approval of the teaching staff themselves. Workload shall be equally assigned among the teaching staff, in terms of teaching hours, number of students, and didactic continuity.
10. After approval by the relevant Academic Didactic Councils and possible associated departments and the school, where applicable, the Department deliberates on temporary teaching substitutes and assignments concerning the incoming academic year.
11. Temporary teaching substitutions and assignments are retributed based on workload and in conformity to current norms within the limits of the annual budget established by the academic governing organs. Retributions of temporary teaching substitutions and

assignments occurs on completion of the total number of teaching hours. It is also possible to accept substitutions and assignments on a voluntary basis, even out of hours.

12. Agreements may be set up, in conformity to current norms, to assign temporary lectureships to high qualification experts in the various fields.
13. The Academic Didactic Councils may suggest the departments the splitting of too crowded classes, considering the peculiarities of the courses and inadequacy of classrooms and other employed facilities. After approval of the relevant Academic Didactic Councils and possible associated departments and the school, where applicable, the Council of Department activates the doubled courses, establishes the modality of student division, and annually reviews the conditions leading to class splitting.
14. Where classes are split within the same course, the relevant Didactic Joint Committee shall oversee and verify that didactic programmes and examinations be equally delivered and discrepancies in students' workload and achievement of learning objectives be avoided.

Art. 17 - Exams and Verification of Progression

1. Modalities of assessment of progression

- a. The didactic Regulations of the degree courses discipline the modalities of verification of progression and assessment of the adequate preparation of students enrolled, considering progression of careers and acquisition of credits corresponding to the educational programmes they are registered in. These verifications, always individual, shall take place under conditions promoting objectivity and equity, in relation to the taught activities and the corresponding modalities of evaluation.
- b. Depending on what is established by the Regulations of the degree courses, the results of assessment of the students shall be returned in grades (examinations) or simply in a judgement of suitability (pass/fail).
- c. In conformity with the didactic Regulations of the degree courses, the students may sustain more examinations within the integrated modules. The regular professors of each coordinated module shall participate in a collegial evaluation of the students. The final aggregate result shall not be fragmented nor separated.
- d. Repeat of examinations already passed and registered is not allowed.
- e. Examinations are individual and may be oral or written. At any point in the programme, progress of the student can be assessed. Negative outcomes shall not impair admission to the terminal examination. The aim is to assess that the students have achieved the learning outcomes associated with the relevant module. Other methods of evaluation are also established in conformity to the Regulations of the degree courses. Students with certified specific learning disorders (law n. 170/2010) will be granted examination times longer of approximately 30% than the standard.
- f. Oral examinations are public.
- g. Each first cycle degree course shall not exceed the number of 20 exams and/or verifications, including terminal evaluations of the activities autonomously chosen by the students, which shall be counted in the size of 1. Due to their nature, the "other activities", including preparation of the terminal thesis, leading to the academic award, may be counted as well.
- h. Each second cycle degree course, except those disciplined by norms issued by the European Union, shall not exceed the number of 12 examinations and verifications. Single cycle degree courses lasting 5 and 6 years shall not exceed the number of 30 and 36, respectively. Due to their nature, the "other activities", including preparation of the terminal thesis leading to the academic award, may be counted as well.

- i. Except for the norms governing linguistic minorities, knowledge of a European Union language, besides Italian, shall be evaluated employing the 6-grade scale adopted by the European Council (basic user: A1, A2; independent user: B1, B2; proficient user: C1, C2). Verification of informatic skills shall be carried out in conformity with the European Computer Driving License (ECDL).
- j. Other forms of verification of progression may be carried out individually or in groups, always taking into great account the individual contribution to specific projects, assigned by the responsible of the activity, and participation in research and experiments, aiming at acquiring knowledge and skills characterizing the relevant module.
- k. It being understood that the grades are assigned by the Examination Committee, the students have the right to be informed about the assessment criteria leading to the awarded grades, as well as to review the written examination, where appropriate, and learn the adopted assessment methodology.
- l. Assessment shall be graded. Grades are expressed in thirtieth and entered the university system. Examinations are passed when grades are not inferior to 18/30. Full mark is 30/30, or 30/30 with honors. Fail exams are not graded. During written examinations, the students have the right to abandon. During oral examinations, the students have the right to abandon prior to registration of the grade into the university system. Grades are entered the university system by the President of the Examination Committee, who shall sign the records with digital signature no later than three days after the examination. Digital signature is mandatory as guarantee of regular functioning. It also ensures fairness and transparency during the subsequent processes of certification release to students. The teaching staff is obliged to adhere to this didactic obligation. Minutes of examinations are allowed only under exceptional circumstances. They shall be signed by the President and all members of the Examination Committee and sent by the President to the relevant administrative offices for students no later than three days after the examination.
- m. Responsible for all records resulting from the examination processes is the President of the Examination Committee.
- n. Educational credits are acquired by the students whenever examinations and/or other modalities of assessment are passed.

2. Examination sessions – schedule

- a. In conformity with the annual didactic schedule, the examination session schedule is issued and published by the Director of the Department at the beginning of the academic year, no later than October 30th.
- b. The examinations and/or other modalities of verification shall take place on a fixed day, published at least thirty days in advance. Possible changes, justified by substantiated motivations, shall be authorized by the Director of the relevant Department, who will immediately inform the students. In no way, the date of examinations can be anticipated.
- c. Overlapping of examinations belonging to the same semesters and course year is not allowed. Other dates of the same examinations shall be fixed.
- d. During the academic year, at least 7 examination sessions of the relevant taught programme shall be provided plus one extraordinary session for students who failed to complete their course within the prescribed time. Where a programme allows partial examinations, at least 6 sessions shall be guaranteed plus one extraordinary session for students who failed to complete their course within the prescribed time.

- e. Also using the internet, the teaching staff shall inform in advance the students about programme, examination sessions, didactic material, exercises, and written examinations.
- f. Within the examination sessions, the dates shall be fixed at two-week intervals. Students failing the examination will have the possibility to register in the subsequent session.
- g. Students in good standing with the administration are allowed to participate in all examination sessions without limitations, if dependencies are respected, and requirements of attendance certificates are met.

3. Composition of Examination Committee

- a. The Examination Committees are appointed by the Director of the relevant Department, upon suggestion by the Academic Didactic Council, and in conformity with the rules set out by the University. They are formed by at least two professors and are chaired by one of them. The Examination Committees are chaired by the responsible of the module or, where multiple modules and/or integrated exams are offered, by the one appointed through departmental decree. In case of absence or impediment, the President of the Examination Committee is replaced by another responsible of module. Recognized experts in the relevant fields may be called to participate in the Committee in the size of 1 per 2 professors.

Art. 18 - Terminal Exam and Academic Award

1. Modalities and criteria for terminal examination

- a. The academic title is awarded on completion of a terminal examination. The didactic Regulations of each degree course will establish appropriate processes and procedures to assess the terminal examination, which shall consider whole career of the student, acquired evaluations, final thesis, as well any other element deemed significative. The assessment of student career and final thesis shall not depend on the duration of their registration in the University.
- b. To apply for the terminal examination, the student must have gained the minimum number of university credits established by the norms in force.
- c. The final thesis represents an important individual goal following successful completion of the career. The number of credits awarded equals the time elapsed for its elaboration.
- d. To gain the academic award of second or single cycle degrees, theses must be elaborated by the student in an original way under the supervision of a tutor.
- e. Where established by the didactic Regulations, the terminal exam may be sustained in a foreign language, along with written papers and theses.
- f. The didactic Regulations of the degree courses establish appropriate processes and procedures to organize the terminal proofs, including assignment of topics, appointment of examiners and co-examiners, definition of responsibilities, and definition of the evaluation criteria for each type of terminal proof. The student career shall also be taken into consideration. The students have the right to decide autonomously the topic of their final proof but shall discuss it with the examiners.
- g. A minimum of 66 scores must be obtained by the student to gain the academic award. The maximum score is 110; honors may be awarded upon suggestion and approval by the Examination Committee; the latter may also unanimously decide for the thesis to be published and/or attributed honorable mention.
- h. Terminal examinations and thesis discussions are public as well as the proclamation of results.

- i. Joint titles shall be released by the University based on proper agreements.

2. Examination Committee

- a. The Director of the Department establishes the formation of the committee examining the terminal examination, for first, second and single cycle degree courses, along with schedule of activities.
- b. The possibility to assign the task of acting as co-examiner to external experts must be approved by the Council of the Department, upon suggestion of the relevant Academic Didactic Council.
- c. Teachers under contract/agreement, active in the relevant academic year, are entitled to take part in the Examination Committee in the size of 30% of the total number of members.
- d. In case of interuniversity degree courses, the Examination Committee shall be formed by at least two teachers coming from the universities involved.

3. Terminal examinations. Timetable

The timetable of the terminal examinations is approved by the Council of the relevant Department and shall include at least four sessions, well distributed over the academic year, except for extraordinary cases described by the current norms.

Art. 19 - Full-Time and Part-Time Students, Students who fail to complete the Courses within the prescribed time, Withdrawals

1. Full time and part time students

- a. The degree courses may last differently depending on whether the students registered in the programme are full time or part time students. The latter have the possibility to register in programmes lasting longer than the standard. The matter is disciplined by the university Regulations.
- b. For full time students, the standard duration is three years for first cycle degree courses, two years for second cycle – where the credits acquired during the first cycle course are entirely recognized - and 5 or 6 years for single cycle degree courses. Every year, an average of 60 credits must be gained by the student. Where not declared during the process of registration, all students are considered full time.
- c. Transfer from one programme to another is disciplined by the didactic Regulations. Application must be sent to the Academic Didactic Council that will deliberate considering student career and years of registration in the University.

2. Regular students, students who did not complete within the established period, and repeats

- a. Students registering for the first time in one year are regular students.
- b. Students outside the prescribed time are those who have not completed the programme within the established years.
- c. Students may apply to register again in the same year, because they did not complete mandatory attendances, and/or modified their study plan.

3. Registration to UNAQ single programmes

Students enrolled at UAQ or other Italian and/or foreign universities, as well as Italian or foreign citizens, already bearing an academic award, may register, upon payment of regular fee, to single UAQ programmes, sustain the examinations, and receive by the administrative offices regular certificates for professional use, acquisition of educational credits or remediation of formative debts.

Art. 20 - Disabled Students

Disabled students have the right to participate actively and fully in every aspect of university life. The university shall eliminate obstacles to integration also through offices and personnel supporting students and taking care of their needs. Disabled students have the right to be tutored by qualified personnel.

Art. 21 - Curricula and Study Plans

1. The didactic Regulations of the degree courses entail one or more curricula constituting all university and extra-university activities, and dependencies, where present, whose attendance is obligatory for the student to gain the academic award. The study plan of each student shall entail all mandatory activities mentioned in the former session, optional activities, and those autonomously chosen, in conformity with the norms established by the didactic Regulations of the degree courses. The study plan is active and may be approved where the entailed activities abide by what established in the didactic Regulations and bear a number of educational credits not inferior to what is defined proper to achieve the academic title.
2. Educational credits acquired passing exams relevant to activities added to the standard programme shall remain in the student career and can be recognized afterwards in conformity with the norms in force. The resulting evaluation shall not be considered when calculating the mean of the overall grade.
3. Registration in the subsequent academic year is possible independently of the number of passed exams and acquired credits. The students are always allowed to enroll as repeat students.

Art. 22 - Didactic Tasks of the Teaching Staff

1. Definition of the didactic tasks of the teaching staff and tutors

- a. Professors and researchers accomplish their task, in conformity with the norms regulating their academic status, carrying out all the activities constituting the degree courses that lead students to the academic award.
- b. Upon approval by the relevant Academic Didactic Council, the Department distributes, within the annual planning, the didactic and formative activities, including tutorship, to ensure full employment of the teaching staff as well as equal distribution of the didactic load.
- c. The total load of didactic activities of a full professor, including tutorship and orienting, is disciplined by the law in force.
- d. The total load of didactic activities of a professor under fixed-term contract, including tutorship and orienting, is disciplined by the law in force.
- e. From the very start, each student shall be assigned by the relevant Academic Didactic Council one teacher/tutor supporting them throughout the university programme.
- f. The university teaching staff accomplish their didactic tasks within the degree and specialization courses, as well as master and doctorates.

- g. The Director of the relevant department shall be responsible of control. The Academic Didactic Council verifies accomplishment of the didactic activities, signaling to the Director of Department possible derelictions of duty, that shall be communicated to the Rector for disciplinary measures.
- h. Interruptions of the didactic activities shall be communicated to the Director of the relevant Department, who will inform the students in a timely manner.
- i. The teaching staff shall guarantee proper presence for tutorship and office hours throughout the year, independently of the planning of the courses. Notably, at least one day per week shall be offered as office hours during which a minimum of two hours shall be devoted to student consulting in the university premises.
- j. The teaching staff are expected to participate in the councils of department and any other body they belong to.

2. Lessons and other formative activities

- a. The teaching staff shall accomplish their didactic duties over three separate days of the week, unless differently established under circumstances or due to motivated organizational and/or didactic reasons.
- b. Each professor, regular and/or under contract, shall lecture in person.
- c. Interruptions of the didactic activities by the teaching staff is allowed only due to force majeure, health problems, and substantiated institutional and/or scientific motivations. During absence, the teacher shall be replaced by others who will sign the lessons on the records.
- d. Absences lasting more than one week shall be communicated to the Director of Department for approval, indicating motivations, modalities of replacement, as well as lesson rescheduling.
- e. Lesson rescheduling is obligatory even in case of occasional absences, exceeding the week.
- f. Each teacher shall enter all didactic activities in the university system, recording topics of the performed lessons and/or practical activities, even when they are not the responsible of the taught programme. All didactic, formative, and institutional activities must be entered in the system as well. The Director of Department and the Rector have free access to the records, that the teaching staff shall transmit to the departmental administrative offices at the end of the academic year.

Art. 23 - Evaluation of Quality of the Activities

1. The university Evaluating Group shall control quality and organization of the didactic activities.
2. Upon advice by the university Evaluating Group, the Academic Senate periodically determines quantitative and qualitative parameters and indicators to assess functionality and efficiency of the didactic activities.
3. Aided by the Academic Didactic Councils, the Council of Department collects every academic year the data resulting from the student evaluation of the teaching staff, based on the parameters established by the Evaluation Group.
4. The resulting general report shall be published by the University.
5. Upon request by the Evaluation Group, which furnishes data, and aided by the relevant Joint Committee, the Council of Department prepares an annual report on the offered didactic activities and services. The report shall consider student satisfaction based on the following parameters: a) quality and b) organization of the didactic activities; c) obstacles to student

careers; d) availability of facilities and laboratories; e) quality of services. After approval by the Council of Department, the report is transmitted to the Evaluation Group, that will make considerations and proposals and forward it to the Academic Senate.

6. The Academic Didactic Councils evaluate every year the didactic loads assigned to the teaching staff and researchers, along with results of their activities, considering student careers, reports on didactic activities prepared by the Council of Department and reports by the Evaluation Group.