

LIBERA UNIVERSITÀ DI LINGUE E COMUNICAZIONE IULM

UNIVERSITY ACADEMIC REGULATIONS

ISSUED BY RECTOR’S DECREE NO. 11738 OF 18 SEPTEMBER 2001
AMENDED BY RECTOR’S DECREE NO. 12203 OF 22 AUGUST 2002
AMENDED BY RECTOR’S DECREE NO. 12235 OF 8 OCTOBER 2002
AMENDED BY RECTOR’S DECREE NO. 12284 OF 27 NOVEMBER 2002
AMENDED BY RECTOR’S DECREE NO. 12285 OF 27 NOVEMBER 2002
AMENDED BY RECTOR’S DECREE NO. 12648 OF 26 JUNE 2003
AMENDED BY RECTOR’S DECREE NO. 13047 OF 28 MAY 2004
AMENDED BY RECTOR’S DECREE NO. 13048 OF 28 MAY 2004
AMENDED BY RECTOR’S DECREE NO. 13184 OF 15 NOVEMBER 2004
AMENDED BY RECTOR’S DECREE NO. 13554 OF 18 JULY 2005
AMENDED BY RECTOR’S DECREE NO. 14006 OF 8 MAY 2006
AMENDED BY RECTOR’S DECREE NO. 14343 OF 25 MAY 2007
AMENDED BY RECTOR’S DECREE NO. 14668 OF 8 MAY 2008
AMENDED BY RECTOR’S DECREE NO. 14673 OF 28 MAY 2008
AMENDED BY RECTOR’S DECREE NO. 14679 OF 9 JUNE 2008
AMENDED BY RECTOR’S DECREE NO. 14996 OF 30 MARCH 2009
AMENDED BY RECTOR’S DECREE NO. 15299 OF 11 JANUARY 2010
AMENDED BY RECTOR’S DECREE NO. 15432 OF 29 APRIL 2010
AMENDED BY RECTOR’S DECREE NO. 15792 OF 20 JUNE 2011
AMENDED BY RECTOR’S DECREE NO. 15793 OF 20 JUNE 2011
AMENDED BY RECTOR’S DECREE NO. 15794 OF 20 JUNE 2011
AMENDED BY RECTOR’S DECREE NO. 16164 OF 28 MAY 2012
AMENDED BY RECTOR’S DECREE NO. 16172 OF 11 JUNE 2012
AMENDED BY RECTOR’S DECREE NO. 16473 OF 8 APRIL 2013
AMENDED BY RECTOR’S DECREE NO. 16474 OF 8 APRIL 2013
AMENDED BY RECTOR’S DECREE NO. 16489 OF 6 MAY 2013
AMENDED BY RECTOR’S DECREE NO. 17124 OF 3 AUGUST 2015
AMENDED BY RECTOR’S DECREE NO. 18036 OF 13 DECEMBER 2017
AMENDED BY RECTOR’S DECREE NO. 18281 OF 2 AUGUST 2018
AMENDED BY RECTOR’S DECREE NO. 18862 OF 6 APRIL 2020
AMENDED BY RECTOR’S DECREE NO. 20073 OF 24 FEBRUARY 2023
AMENDED BY RECTOR’S DECREE NO. 20469 OF 30 NOVEMBER 2023

ATTENTION: the English translation of the “University Academic Regulations” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered

<u>Part one GENERAL PROVISIONS</u>	3
<u>Art. 1 – Scope of the Regulations</u>	3
<u>Art. 2 – Degree systems, qualifications and study programme</u>	3
<u>Art. 3 – Procedure for approval and amendments to the University Academic Regulations</u>	4
<u>Part two PROVISIONS FOR TEACHING OF COURSES</u>	4
<u>Art. 4 – Orientation, tutoring and career counselling</u>	5
<u>Art. 5 – Access to Bachelor’s and Master’s degree programmes</u>	5
<u>Art. 6 – Annual organisation of study programmes</u>	5
<u>Art. 7 – Study plan</u>	6
<u>Art. 8 – Activation, duration and organisation of courses</u>	7
<u>Art. 9 – Assignment of courses</u>	7
<u>Art. 10 – University training credits (CFU)</u>	7
<u>Art. 11 – Further recognition of credits</u>	8
<u>Art. 12 – Academic calendar</u>	8
<u>Art. 13 – Transfers</u>	9
<u>Art. 14 – Status of “fuori corso”</u>	9
<u>Art. 15 – Retention of student status</u>	9
<u>Art. 16 – Simultaneous enrolment</u>	9
<u>Art. 17 – Withdrawal from studies</u>	10
<u>Art. 18 – Assessment of learning outcomes</u>	10
<u>Art. 19 – Recognition of study periods carried out abroad</u>	10
<u>Art. 20 – Admission to single courses</u>	11
<u>Art. 21 – Examination committees</u>	12
<u>Art. 22 – Examination for awarding of degree</u>	12
<u>Art. 23 – Examination committees for the conferral of degrees</u>	12
<u>Art. 24 – Honorary and posthumous awards</u>	13
<u>Art. 25 – Supervision of procedures for carrying out examinations and for awarding qualifications</u>	13
<u>Art. 26 – Innovation in teaching and distance learning</u>	13
<u>Art. 27 – Specialisation courses</u>	13
<u>Art. 28 – Research doctorate</u>	14
<u>Art. 29 – University Master’s degrees</u>	14
<u>Art. 30 – Specialisation courses and other educational initiatives</u>	14
<u>Part three TEACHING STRUCTURES AND SYSTEMS</u>	15
<u>Art. 31 – Teaching structures and Bachelor’s and Master’s degree courses</u>	15
<u>Part four RIGHTS AND DUTIES OF TEACHERS AND STUDENTS</u>	15
<u>Art. 32 – Teaching duties of teachers</u>	15
<u>Art. 33 – Joint Teaching-Student Committee</u>	16
<u>Art. 34 – Evaluation of teaching activities</u>	16
<u>Art. 35 – Supervision of teaching activities</u>	16
<u>Art. 36 – Protection of students’ rights</u>	16
<u>Art. 37 – Transitional and final provisions</u>	17
<u>Annex A DEGREE COURSE STRUCTURES</u>	

The Faculties, Courses of Study and teaching structures of the Libera Università di Lingue e Comunicazione IULM

Part one GENERAL PROVISIONS

Art. 1 – Scope of the Regulations

1. In accordance with the law, the statutes and ministerial provisions, these Regulations govern the educational systems and the criteria for the courses for which the Libera Università di Lingue e Comunicazione IULM (hereinafter referred to as IULM University) issues qualifications.
2. It also regulates the activities and services relating to orientation, support, development, specialisation and permanent and recurrent higher education and training provided by IULM University, establishing the general rules that the University's teaching organisations must follow in their implementation.

Art. 2 – Degree systems, qualifications and study programme

1. Within the scope of its statutory and academic autonomy, IULM University awards the following qualifications:
 - a) Bachelor's degree (L - laurea);
 - b) Master's degree (LM - laurea magistrale);
 - c) Postgraduate diploma (DS - diploma di specializzazione);
 - d) Research doctorate (DR - dottorato di ricerca).
2. IULM University also awards first and second level university Master's degrees upon completion of scientific specialisation courses and advanced permanent and recurrent training courses following a Bachelor's or Master's degree, in accordance with current legislation, and can develop further training initiatives (postgraduate specialisation courses, other Master's degrees, professional development courses, preparation for competitions and exams or lifelong learning).
3. On the basis of specific agreements, IULM University can also award the qualifications referred to in this article jointly with other Italian and foreign universities.
4. The educational regulations of reference for the courses that can be activated by IULM University are determined - in compliance with Ministerial Decree no. 270 of 22 October 2004 - by the Academic Senate, on the proposal of the Faculties and deliberated in accordance with the Statute of Autonomy, and are governed by Annex A of these Regulations and the related sub-annexes. The Academic Senate may propose to the Faculties that they evaluate the institution or activation of courses considered strategic for the development of the University. Bachelor's and Master's degree courses are grouped into classes, in accordance with current legislation.
5. The educational regulations of the courses of study may include, in the areas relating to core and/or elective activities, courses or other educational activities relating to scientific-disciplinary sectors other than those provided for in the tables defining the class to which they belong, in accordance with the educational objectives of the class and to the extent provided for by current legislation, reserving in each case at least 40 per cent or 30 per cent, respectively, of the credits required to achieve the qualification for educational activities relating to the scientific-disciplinary sectors provided for in the tables.
6. The University, as provided for in its Statute of Autonomy, comprises the following Faculties:
 - Interpreting and Translation;
 - Communication;
 - Arts, Fashion and Tourism.
7. The Faculties can regulate, with specific academic regulations, the academic organisation of the degree programmes and the additional academic services that are part of them. The degree programmes and academic services organised by more than one Faculty are regulated by specific

regulations, prepared in agreement between the Faculties concerned, under the coordination of the Academic Senate.

8. The administrative procedures for matriculation and enrolment at the University and those relating to students' studies and their management are established by the specific University Regulations for students, drawn up in accordance with current national legislation and with the University's statutory and regulatory provisions. The aforementioned Regulations are approved by the Academic Senate after consultation with the Board of Directors and are issued by Rector's Decree.
9. The procedures for regulating course organisation and any other activities not related to one or more Faculties are determined by the Academic Senate at the time of their institution.
10. The institution and/or activation of a new course of study is governed by art. 9 of Ministerial Decree no. 270 of 22 October 2004 and by the regulations referred to therein. It constitutes a modification of the study programme and therefore of the University's Academic Regulations, and is adopted by the Academic Senate, on the proposal of the Faculties, subject to the favourable opinion of the Evaluation Board, and deliberated by the Board of Directors.
11. The deactivation of a study programme is decided by the Board of Directors, after consulting the Academic Senate and the Faculty concerned, guaranteeing the conclusion of the study programme to enrolled students or in any case regulating the possibility of opting to enrol in other study programmes.
12. In accordance with article 11, paragraph 7, letter l) of Ministerial Decree no. 270 of 22 October 2004, each competent body shall identify, for each activity, the organisation or individual who assumes responsibility for its management.

Art. 3 - Procedure for approval and amendments to the University Academic Regulations

1. The University's Academic Regulations are issued by Rector's Decree, in accordance with the procedures set out in Law 341/90, art. 11, paragraph 1, in Ministerial Decree no. 270 of 22 October 2004, and in the current Statute of Autonomy.
2. Any changes to these Regulations shall be deliberated according to the same procedures for approval.
3. The Regulations come into force on the day following the date of the Rector's Decree issuing them. In general, any amendments to the Regulations come into force from the academic year following their approval. The Regulations are also available online.
4. With the entry into force of these Regulations, the previous Academic Regulations and the effectiveness of any rule incompatible with them shall cease to have any effect, without prejudice to the provisions of Article 37 below - Transitional and Final Provisions.

Part two

PROVISIONS FOR TEACHING OF COURSES

Art. 4 - Orientation, tutoring and career counselling

1. IULM University, in agreement with the Regione Lombardia, secondary schools, local and national organisations and associations, organises through its student counselling services, courses and activities for pre-university, undergraduate and post-graduate students according to general guidelines agreed with the Faculties. The service dedicated to orientation also organises, in collaboration with the Faculties, tutoring activities aimed at assisting enrolled students, with

particular regard to the definition and approval of study plans. To this end, the Faculty Councils set up specific committees made up of professors and researchers for each course of study, to carry out specific tutoring activities, also providing for forms of student involvement. The performance of tutoring activities is considered a teaching commitment and duty on the part of professors and researchers.

2. Through special services and in agreement with other public and private organisations, IULM University promotes the professional orientation of students and those who have already obtained a qualification, by arranging work experience and internships and any other activity useful for placing its students in the world of work.

Art. 5 - Access to Bachelor's and Master's degree programmes

1. Bachelor's and Master's degree programmes are set up within the scope of the classes identified by the relative ministerial decrees implementing Ministerial Decree no. 270 of 22 October 2004, and in compliance with the regulations contained therein.
2. In order to be admitted to a degree course at IULM University, it is necessary to hold the secondary school diploma required by current legislation or another qualification obtained abroad, recognised as suitable by the University according to current legislation. Each Faculty defines the minimum level of knowledge required for admission and determines the methods of verification, including the completion of preparatory learning activities, which may be carried out in collaboration with secondary schools and institutions.
3. In the event that the verification is not favourable, the Faculties will determine specific additional learning requirements for degree programmes to be fulfilled in the first year of the course.
4. In order to be admitted to a Master's degree course at IULM University, you must hold a university degree or another qualification obtained abroad, recognised as suitable by the University according to current regulations, without prejudice to situations governed by specific regulations.
5. For Master's degree programmes that are not subject to limited numbers of enrolment as per current legislation regarding access to university courses, the Faculties determine the curricular requirements for admission as well as the methods for assessing the candidates' suitability, knowledge and skills.
6. The Board of Directors - on the proposal of the Academic Senate, after consultation with the Faculties and based on the facilities available and the needs of the labour market - decides annually on the quota of enrolments for each course of study. The Board of Directors also determines, on an annual basis, the procedures and amounts to be paid for enrolment.
7. In accordance with the general criteria established by the Board of Directors and the Academic Senate, the Faculty Council decides on the admission to degree programmes of students with foreign qualifications. It also decides on the admission of students with Italian or foreign qualifications obtained after secondary education, in which IULM University has participated in the planning and realisation, determining the recognition of CFU university training credits and the consequent shortening of the course.
8. Enrolment in Master's degree programmes may also be permitted after the start of the academic year, provided that this is done in time to allow participation in the courses in accordance with the rules set out in the regulations of the teaching programmes.

Art. 6 – Annual organisation of study programmes

1. Each Faculty, with a specific resolution:
 - a) proposes the number of places available to first-year students and the conditions required for access;

- b) defines the official study plan for the courses, including the name of the subjects to be taught, coordinating it with that of the other courses taught in the Faculty, according to what is considered useful for the cultural and professional training of the student, also at the request of individual students within individual study plans. Degree programmes belonging to the same class, or those belonging to groups defined by specific teaching regulations based on criteria of affinity, share training activities in accordance with the relevant regulations. Common training activities are those with the same name, or names declared equivalent, and which belong to the same scientific-disciplinary sector with the same number of credits;
 - c) establishes the courses to be taught and the relative arrangements, providing, according to criteria of functionality, competence and balanced division of workloads, in compliance with the law, statutes and regulations, the allocation of the teaching and organisational duties of the University's teachers, coordinating with the other Faculties, and paying particular attention to the common subjects and courses of multiple study programmes;
 - d) provides for the organisation of teaching in semesters or years, possibly divided into integrated and coordinated modules. The number of weekly hours and their distribution are determined in relation to the teaching programme and the functional requirements of the academic calendar;
 - e) specifies any preliminary requirements for examinations;
 - f) determines, in relation to the current academic regulations, any obligations regarding attendance of the courses of study. In the event that exceptions are allowed, it establishes the conditions and alternative obligations, to be quantified in educational credits, with particular reference to students not undertaking the course on a full-time basis;
 - g) determines the connections required by any EU directives.
2. The appointment of teachers not employed by IULM University or external collaborators to cover courses must be justified by necessity or by the educational benefits to be gained from the application of the respective teaching regulations.

Art. 7 – Study plan

- 1. The Faculty Council defines the study plan for each course specifying the subjects to be studied, in accordance with the academic regulations, and specifying the prerequisites and attendance requirements.
- 2. Each Faculty offers one or more degree programmes, comprising the range of university and, where applicable, extra-university educational activities, as well as any preparatory courses that the student is required to take in order to obtain the qualification.
- 3. The study plan for each student includes the compulsory activities referred to in the previous paragraph, any training activities offered as optionals, and activities chosen independently, in compliance with the conditions established by the course of study and the academic regulations. All activities are commensurate with the number of credits assigned to them in the relevant academic regulations.
- 4. The study plan is valid and can be approved only if all the activities included in it correspond to the conditions established by the course classes and the academic regulations, and if they lead to the acquisition of a number of credits not less than that required to obtain the qualification.
- 5. In the event that the student includes in their study plan or in any case follows and passes the exams for courses that are additional to those required for the qualification, the rule set out in paragraph 11 below shall apply.
- 6. The submission of the students' respective study plans must take place within the deadlines established by the Academic Senate.
- 7. The approval of study plans is subject to examination by specific committees delegated by the Faculty Councils, which also act as guidance bodies on the subject. If the students' proposal is not

considered approvable, they have the right to be heard by the Committee.

8. Students are, however, entitled to propose variations to the approved study plan by submitting a new one in the following year or years.
9. Verification of the correspondence between the last approved study plan and the credits actually obtained is a condition for admission to the final exam for obtaining the degree.
10. Students may not include in their study plan or undertake in another course of study, compulsory subjects that are part of the course of study for which they are enrolled.
11. Credits acquired following exams successfully completed for courses taken in addition to those required to complete the course of study for the degree, remain recorded in the student's academic records and may give rise to subsequent recognition in accordance with current regulations. The grades obtained are not included in the calculation of the average grade of the exams taken.
12. It is possible to obtain the qualification according to an individual study plan that also includes educational activities other than those provided for in the Academic Regulations, provided that they are compliant with the academic programme of the course of study for the academic year of enrolment.

Art. 8 - Activation, duration and organisation of courses

1. The Faculty Council decides on the courses to be offered, as well as their duration (semester or academic year), their division into one or more modules, and their integration with specialised courses or other teaching initiatives.
2. In the presence of specific teaching requirements, the Faculty Council may decide to activate official courses consisting of two or more predetermined and coordinated modules, each of which constitutes a complete part of the teaching programme.
3. The Faculties can propose to the Academic Senate the experimentation of new teaching methods and forms of distance learning.

Art. 9 - Assignment of courses

1. The Faculty Council assigns the teaching activities, also to substitute teachers, giving priority to tenured professors at IULM University and, in their absence, to university professors. For justified educational needs, the teaching can be assigned to Italian or foreign scholars and experts with proven professional or scientific qualifications, by means of private law contracts, in accordance with current legislation and the related applicable University regulations.
2. In the case of courses divided into **several modules**, each of these can be assigned - according to the criteria of the previous paragraph - to a different teacher who has responsibility for the teaching and participates in the final evaluation of the students.
3. In the event that the **total number of hours** for each course is divided among several teachers, the responsibility for the course and for chairing the examination board for the course remains with the most senior teacher.

Art. 10 – University training credits (CFU)

1. The educational activities that are part of the degree programmes offered by IULM University allow students to earn university credits, in accordance with current regulations.
2. The training credits corresponding to each teaching activity are acquired by the student after passing the exam or following another form of verification of the knowledge or skills acquired as established in the academic regulations of the course of study, it being understood that the evaluation, where expressed in grades or marks, is carried out according to the procedures

established in art. 18 below.

3. The degree systems for each course of study, as per Appendix A of these Regulations, determine the number of credits corresponding to the various activities required to obtain the qualification, in accordance with the provisions of the relevant course of study and within the hourly commitment standards for each credit as established by ministerial provisions.
4. It is possible to acquire training credits at other Italian universities on the basis of agreements stipulated between the institutions concerned, in accordance with current legislation.
5. The Faculty Councils shall recognise all or part of the credits acquired by a student coming from another course at IULM University or from another University who has submitted a request, taking into account the provisions of the Academic Senate, also on the basis of specific inter-university agreements and in any case on the basis of a documented assessment of the educational and training content corresponding to the credits for which recognition is requested.
6. The Faculty Councils may provide for periodic verification of credits acquired, in which case the interested parties must be informed at least six months in advance, in order to assess the non-obsolence of the content; they may also establish the minimum number of credits to be acquired within a specific time period, also as a condition for being able to take the exams the following year, providing for methods of differentiation for students engaged full-time in university studies or simultaneously engaged in work activities.
7. The Faculty Councils may recognise as university training credits, according to criteria approved by the Academic Senate, the professional knowledge and skills certified in accordance with current legislation, as well as other knowledge and skills acquired in post-secondary training activities in whose conception and implementation IULM University has participated.
8. The provisions concerning the correspondence between the credits assigned to the training activities and the specific educational objectives set out in the programme are decided by the Faculties after receiving the approval of the Joint Teaching Committees, in accordance with the provisions of art. 12, paragraph 3, of Ministerial Decree no. 270 of 22 October 2004.

Art. 11 – Further recognition of credits

1. The Faculty Councils, for the sole purpose of admission to degree programmes, decide on the recognition of the previous studies of students who have already obtained a qualification from the University or from another Italian or foreign university, and who request, at the time of enrolment, a reduction in their studies. This may be granted subject to the evaluation and validation of the training credits obtained, considered as recognisable in relation to the chosen course of study.
2. Any credits obtained that are not recognised for the purposes of obtaining the qualification remain recorded in any case in the transcript of the interested party.
3. The Faculty Councils deliberate on the recognition of studies and academic qualifications, and of the relative training credits obtained at foreign universities, without prejudice to current regulations and in compliance with the related international agreements.
4. It is possible to acquire training credits at other Italian universities on the basis of agreements stipulated between the institutions concerned, in accordance with current legislation.

Art. 12 – Academic calendar

1. The academic year generally begins on 1 October and ends on 30 September of the following year.
2. The academic year is organised according to the calendar approved annually by the Academic Senate.
3. The ordinary period for the holding of lectures, exercises, seminars, workshops and

supplementary activities is normally established for each academic year as being between 1 October and 30 June of the following year. Orientation, preparatory and support activities for official courses, as well as intensive courses and special activities, may also take place at other times, provided that this is established by the Faculties and approved by the Academic Senate.

4. On the proposal of the Faculties, the Academic Senate establishes the start and end dates of each academic year for each course of study, even in derogation of the dates referred to in paragraph 1 of this article.
5. The Faculties define the lesson timetables for each individual course, the minimum number of exam sessions (which must be at least two for each session) and the dates on which the sessions will be held.
6. The Faculties publish the exam dates at least one month before the start of each exam session. After this deadline, the exam date cannot be brought forward or cancelled.
7. In each session, students can sit all the exams relating to the registered courses, in accordance with the study plan and the rules of attendance and prerequisites established by the Faculty.
8. The Faculty Councils also determine the periods in which the final degree exams are held, which cannot be less than three per year.
9. The Academic Senate, on the proposal of the Faculty Councils, decides on the deadlines for matriculation, enrolment and transfers.
10. Deliberations relating to the calendar must be made public by posting them in a timely manner on the Rector's and Faculty Notice Boards as well as by electronic means.

Art. 13 - Transfers

1. For students transferring from another location or another course of study, the Faculty Council decides on the continuation of their academic studies, with the possible validation of credits acquired, according to current legal provisions.
2. Students can appeal against the decision by submitting a complaint to the Rector within 30 days of receiving the decision. The Rector makes a final decision after consulting the Faculty Council.
3. As of the date of submission of a request to transfer to another location, students can no longer take examinations.

Art. 14 – Status of “fuori corso”

1. Students enrolled on a course of study are classified as ‘fuori corso’ if they have completed the years of enrolment required by their study plan but have not yet obtained their qualification.

Art. 15 – Retention of student status

1. The status of student is reserved for those enrolled on courses who are in compliance with the enrolment procedures and related payments.
2. Those enrolled at IULM University lose their student status if they do not pass at least one examination for five consecutive academic years.
3. The forfeiture period does not apply to students who only fail to take the final exam for their Bachelor's or Master's degree.

Art. 16 – Simultaneous enrolment

1. With effect from the academic year 2022/2023, students are permitted to enrol simultaneously on two degree programmes in accordance with the provisions of Law no. 33 of 12 April 2022 and the related implementing decrees.
2. To apply for simultaneous enrolment, students must already be enrolled on a course of study at IULM University, provided that they are in compliance with the first enrolment and regardless of the year of the course for which they are enrolled.
3. Students who enrol on two degree programmes at the same time must choose one of the two enrolments as a reference for accessing the benefits provided for by current legislation on the right to study, for the entire period of simultaneous enrolment in the two degree programmes. Students already enrolled in a degree programme in years following the first year cannot choose the second enrolment as a reference for the purposes of the benefits for the right to study. In order to increase the amount of the grant provided for under art. 6 paragraph 3 of the decree of the Minister of University and Research no. 1320 of 17 December 2021, students must maintain the merit requirements provided for in the aforementioned decree for both courses of study in which they are enrolled. This is without prejudice to the total or partial exemption from payment of the annual all-inclusive contribution, which applies to both enrolments, in the presence of the requirements, as self-certified by the students in cases where the courses of study do not belong to the educational offer of the same university.
4. Students enrolled at IULM University may request to suspend their studies for one or more academic years in order to attend courses of study at foreign universities. The suspension may not last for more than five academic years.

Art. 17 - Withdrawal from studies

1. Students enrolled at IULM University may withdraw from their studies at any time by clearly and explicitly expressing their intention to do so in writing.
2. Withdrawal is irrevocable; it does not exclude the possibility of re-enrolment on the same course of study. The Faculty Councils concerned, according to criteria established by them, will verify, for the purposes of their possible recognition, the non-obsolescence of previously acquired credits.
3. In the event of withdrawal from studies, students who have been enrolled on a university course are not entitled to a refund of the fees and contributions paid under any circumstances. They are required to pay the full amount of the fees and contributions issued as of the date of the withdrawal request, in addition to the withdrawal fee fixed annually by the Board of Directors.

Art. 18 - Assessment of learning outcomes

1. The Faculties establish the methods for verifying the achievement of learning outcomes aimed at ascertaining the adequate knowledge and skills of students enrolled in degree programmes, for the purposes of continuing their academic studies and acquiring the credits corresponding to the training activities followed. These assessments, which are always made on an individual basis, must take place in conditions that guarantee the depth, objectivity and fairness of the evaluation in relation to the course or activity followed and to what is explicitly required for the purposes of the test.
2. The assessments may result in a grade or mark (examination) or a simple pass or fail (eligibility test).
3. The examinations may be oral and/or written, and may also be carried out with the aid of IT. In the case of a final exam based solely on a written test, students always have the right to request an additional oral exam. In any case, oral exams must be open to the public, and students must be

able to see the written exam.

4. There are three exam sessions in each year of the course. It is therefore not possible to take exams outside of these sessions or to register exam results obtained in previous periods.
5. Students are not allowed to retake an exam which they have already successfully passed and registered.
6. The final grade for the exam is expressed as a mark out of thirty with a pass mark being at least 18/30. In addition to the maximum score of 30/30, the exam board may unanimously award 'cum laude' honours.
7. If the student has withdrawn or has not achieved a sufficient grade, the relative annotation is entered in the register of exam results and in the student's transcript, without affecting the final average.

Art. 19 - Recognition of study periods carried out abroad

1. IULM University encourages student exchanges with foreign universities. Students are provided annually with appropriate guidance and information on the activities that can be carried out at foreign institutions and the related recognition.
2. Activities carried out abroad by students enrolled at the University, including those within the scope of exchange programmes with foreign universities, are recognised as valid for the purposes of their academic studies and may give rise to the acquisition of training credits, provided that they are carried out in compliance with the regulations referred to in this article and the specific rulings of the respective Faculties.
3. The following can be recognised as study activities carried out abroad:
 - a) attendance on courses;
 - b) successful completion of exams, possibly integrated with supplementary tests;
 - c) training activities related to the preparation of the final exam for graduation, and the thesis in the case of a Master's degree course, possibly with the assistance of a foreign teacher;
 - d) workshops and internships, according to the provisions of the Faculty concerned.
4. Procedures for recognition are defined - with a reasoned decision - by the Faculty Council.
5. The completed certification of studies also includes activities carried out abroad.
6. Subject to transnational agreements with other universities, IULM University may adopt curricula that make it possible to obtain qualifications jointly with other Italian and foreign universities.

Art. 20 - Admission to single courses

1. Foreign university students enrolled at foreign universities are allowed to follow single training activities activated at the University for one academic year and to take the related tests to verify their learning, receiving official certification, including details of the training credits obtained. The regulation applies both within the scope of international mobility programmes and agreements regulated by conditions of reciprocity, and on the individual initiative of students, subject to verification and approval by the competent consular authorities of the respective countries.
2. The amount of the fee to be paid is established by the Board of Directors.
3. Students enrolled at universities with which specific agreements are in place or who are included in inter-university mobility programmes are exempted from payment.
4. Also with regard to the competences of IULM University in the field of permanent and recurrent

education, individuals wishing to study for a single course of study at the University for one academic year, taking the related exams and receiving regular certification, including details of the credits obtained, may be admitted for enrolment, provided that they hold the necessary qualifications and are not enrolled in any other course of study at IULM University, with a view to pursuing their academic studies by developing their cultural knowledge and furthering their professional skills. The Faculty Councils will deliberate on the applications, which must include details of the qualification held and are to be submitted according to the procedures and within the deadlines established by the Academic Senate, taking into account the study programme for the course.

5. Those who choose to avail themselves of the faculty referred to in this article are not permitted to attend, following the procedures described therein, a number of courses corresponding to more than 24 CFU credits in each academic year, with the exception of graduates who need to attend courses and pass exams in subjects not included in the study programme of their degree course, as required by current regulations, for admission to public competitions or for access to specialisation schools.
6. The amount of the fee to be paid in the case of admission to one or more individual courses is fixed annually by the Board of Directors.

Art. 21 – Examination committees

1. Examination committees are appointed by the Dean of the Faculty and are made up of the professor who teaches the subject, who acts as chairperson, and at least one other member, who should be an official teacher or researcher in the same subject area. In the case of official courses divided into individual modules, the chairperson of the committee is appointed by the Dean from among the teachers responsible for the modules that make up the committee. In the event that the total number of hours for each course is divided among several teachers, the responsibility for teaching and for chairing the course evaluation committee is assigned to the most senior teacher. Where it is impossible to form the Committee with the presence - in addition to the official professor - of official teachers or researchers, experts in the subject may be called upon to take part, proposed by the Chairperson of the Committee themselves and approved - after examining their qualifications - by the Dean of the Faculty.
2. In the event of a high number of enrolments, the Committee may be divided into subcommittees, operating under the responsibility and in the presence of the Chairperson.
3. The academic regulations for degree programmes may include exams for multiple coordinated courses or modules. In this case, the professors of the coordinated courses or modules participate in the overall collective assessment of the student's performance according to current legal provisions.

Art. 22 - Examination for awarding of degree

1. To obtain a bachelor's degree, students must have acquired 180 credits, including those relating to the final exam. To obtain a master's degree, students must have acquired 120 credits, including those relating to the final exam, which in any case involves the presentation of an original thesis prepared by the student under the guidance of a supervisor.
2. The Faculty Council regulates the organisation of final exams, including the procedures for assigning topics for written papers and theses, and the procedures for appointing supervisors and co-supervisors, together with their responsibilities, defining the evaluation criteria for each type of final exam, also in relation to the weighting to be assigned to the curriculum of the studies followed. The Faculties determine the cases in which the final exams for bachelor's and master's degree courses must be taken in a foreign language.
3. For each course, there are three exam sessions in each academic year for the awarding of the

degree.

4. The degree exams are public as is the announcement of the final result.
5. The final mark for the bachelor's degree and master's degree exam is formulated collectively by the Committee, according to procedures regulated by the Faculty Council, and is expressed as a mark out of one hundred and ten. The minimum pass mark is 66/110. In addition to the maximum score of 110/110, the Committee may unanimously award honours 'cum laude' according to the procedures laid down in the academic regulations of the courses of study.
6. As a supplement to the degree certificate, the relevant offices at IULM University issue a certificate, which, conforming to models adopted by other European countries, details the main subjects studied by the student in order to obtain the qualification.

Art. 23 - Examination committees for the conferral of degrees

1. The Faculty Deans appoint the Committees for the Bachelor's and Master's degrees, in accordance with the regulations of the respective Faculty Council.
2. The Committees are composed of at least five members, three of whom must be tenured professors of the Faculty or of courses from other Faculties. The Committees are chaired by the Dean of the Faculty or, in their absence, by the most senior professor or, in the case of equal seniority, by the professor with the most years of service.
3. In exceptional and justified cases, and with the prior authorisation of the Chairperson, members of the Committees may attend via videoconferencing.

Art. 24 - Honorary and posthumous awards

1. The Rector, also on the proposal of the Faculty, may award an honorary title or a solemn certificate of studies to deceased students who did not fully complete the course of study required to obtain the title.
2. The Rector may award an honorary master's degree or doctorate to persons who, through their work or publications, have distinguished themselves in the disciplines of the academic department for which it is granted. An honorary degree confers all the rights of an ordinary degree. The resolution of the academic department proposing the award must be passed by a two-thirds majority of those entitled to vote and approved by the Ministry responsible for university education.
3. Subject to the deliberation of the Academic Senate, the Rector may also award an honorary University Master's degree.
4. The University may also award the title of professor emeritus. The title is awarded by the Ministry, subject to the deliberation of the Academic Senate, on the proposal of the Faculty Council passed by a two-thirds majority of voting members, restricted to full professors.

Art. 25 - Supervision of procedures for carrying out examinations and for awarding qualifications

1. The Rector has the power to supervise and verify the legitimacy of the procedures and the carrying out of the examinations referred to in Articles 21, 22, 23 and 24 above.

Art. 26 - Innovation in teaching and distance learning

1. IULM University promotes appropriate forms of multimedia and distance learning, also by creating specific products independently or in collaboration with other universities and public and

private organisations and bodies, including in consortia, and by participating in national and international projects in this field. In relation to the needs of its courses of study, IULM University promotes the provision of classrooms and laboratories equipped with the necessary tools for multimedia and distance learning.

2. By promoting the internationalisation of its courses and facilities, IULM University can provide for the carrying out of cycles of activities in languages other than Italian, also with the aim of encouraging the participation of visiting professors and eminent international figures.

Art. 27 - Specialisation courses

1. The setting up of any specialisation courses, with the aim of providing students with the knowledge and skills required for specific professions, in accordance with specific laws or European Union directives, must be governed by specific regulations, proposed by the Faculties and approved by the Academic Senate and the Board of Directors, which determines their organisation and how they function. These courses can also be activated, subject to agreement, in collaboration with external public or private bodies of proven scientific competence, without prejudice to the provisions of Ministerial Decree no. 270 of 22 October 2004.

Art. 28 – Research doctorate

1. Research doctorate courses are aimed at the acquisition and in-depth study of research methodologies in the various sectors of scientific studies. They consist of research programmes on topics proposed by the Doctorate Board and agreed with the doctoral students, within the scope of the various courses, and in cycles of specialised seminars.
2. For details of procedures regarding the establishment, access, and organisation of courses, and the awarding of the degree, reference must be made to the relevant regulations in force and the specific University Regulations.

Art. 29 – University Master's degrees

1. Also in collaboration with other public and private organisations and bodies, and in accordance with current legislation, IULM University promotes first and second level scientific specialisation and advanced permanent and recurrent training courses, open respectively to those who have obtained a Bachelor's or Master's degree, at the end of which a first or second level University Master's degree is awarded.
2. The University Master's programmes are activated by resolution of the Board of Directors upon the proposal of the Academic Senate.
3. The University Regulations for University Master's programmes govern aspects of the management and procedures for carrying out the University Master's programmes.

Art. 30 - Specialisation courses and other educational initiatives

1. In accordance with current legislation, IULM University promotes, also in collaboration with other public and private bodies and institutions, both Italian and foreign, specialisation and refresher courses which, without providing a qualification due to their shorter duration compared to university Master's degrees (and without prejudice to the possibility of obtaining recognition of credits), nevertheless provide for high-level training and the advanced development of knowledge and skills.
2. IULM University also promotes other external cultural and educational activities, as well as further initiatives for permanent and recurrent training, issuing participants with certification of the skills acquired and/or participation.

ATTENTION: the English translation of the “University Academic Regulations” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered

3. Except in specifically regulated cases, proposals for the activation of the above initiatives, including the financial plan and an indication of teaching methods, are put forward by internal departments and are approved by the Academic Senate and the Board of Directors, in accordance with their respective competencies.
4. The above activities can also be organised as part of a consortium, subject to agreements with external organisations and individuals.
5. The activities are usually financed by contributions from participants and contributions from external organisations and individuals, including financial assistance for deserving participants.
6. Any work carried out by teachers from the University for other educational initiatives referred to in this article, where not included in the annual number of hours for teaching activities, may give rise to specific payments, to be defined in the financial plan together with those to be reserved for external collaborators and technical and administrative staff of IULM University, where involved in activities that are additional to their regular duties.

Part three

TEACHING STRUCTURES AND SYSTEMS

Art. 31 – Teaching structures and Bachelor’s and Master’s degree courses

1. IULM University has formed the Faculties and set up the Bachelor's and Master's degree courses listed in Appendix A of these Regulations.
2. For each Bachelor's and Master's degree programme, the Dean appoints a course coordinator chosen from among the tenured professors of the Faculty involved in the teaching of the programme, with the task of coordinating teaching and overseeing Quality Assurance activities.
3. The Dean, the Vice-Dean (if appointed) and the course coordinators of the Faculty constitute the Faculty Council, with advisory functions.

Part four

RIGHTS AND DUTIES OF TEACHERS AND STUDENTS

Art. 32 - Teaching duties of teachers

1. The allocation of annual teaching duties to professors and researchers, including supplementary teaching activities, student services, guidance and tutoring, as well as the assessment of learning, is the responsibility of the Faculty Councils, which provide for this as part of their planning duties, also based on the recommendations of the collegial bodies responsible for the degree courses they oversee, in compliance with the regulations in force regarding the legal status of university teachers.
2. Professors and researchers are required to ensure, on an annual basis, within the scope of the objectives and forms of coordination implemented in accordance with the previous paragraph and according to the number of hours established by the relevant legal regulations, the delivery of lessons, exercises and seminars, forms of individual and guided teaching, orientation and tutoring activities, participation in the committees for the evaluation of learning outcomes and the awarding of qualifications, guaranteeing constant availability for relations with students and for carrying out all other activities described in the University's Academic Regulations.
3. Teachers are required to personally carry out the lessons and exercises of the course assigned to them. If, for health or work-related reasons, or for any other legitimate impediment, the professor or researcher is temporarily unable to carry out the above tasks, these must be carried out, at the request of the person in charge, by another teacher, or postponed. In the latter case, the teacher responsible must ensure that students are promptly informed. If the absence lasts longer than a

week, the Dean of the Faculty must be informed, and it is their responsibility to verify the appropriateness of the temporary solution adopted and, in any case, to ensure the continuity of teaching.

4. Each teacher is required to follow the final projects of Bachelor's degree students and the theses of Master's degree students assigned to them, to assess the suitability of the project and to approve it.
5. For each academic year, professors and researchers self-certify their teaching and student service activities by filling in the electronic register.
6. Official or supplementary teaching activities are to be recorded daily in the *Lessons* section, specifying the time and content of the activity carried out.
7. The teaching activities are recorded every six months to allow monitoring by the Dean of the relevant Faculty and timely administrative management.
8. The register must be closed by means of a computerised procedure by 30 September following the start of the academic year in question.

Art. 33 - Joint Teaching-Student Committee

1. The Joint Teaching-Student Committee, established pursuant to art. 2, paragraph 2 letter g) of Law no. 240 of 30 December 2010, is responsible for:
 - monitoring the educational offer and the quality of teaching, as well as the services provided to students by professors and researchers;
 - identifying indicators for evaluating the outcomes of the above;
 - formulating opinions on the activation and termination of courses of study.
2. It is appointed by the Rector on the proposal of the Academic Senate after consulting the Faculty Councils regarding the names of the teachers. The student component is selected according to the procedures established by the Academic Senate.
3. The work of the Joint Committee must be carried out as established by art. 13 of Legislative Decree no. 19 of 27 January 2012, published in the Official Gazette no. 57 of 8 March 2012, which came into force on 23 March 2012.
4. The Joint Committee remains in office for two years.

Art. 34 - Evaluation of teaching activities

1. The Rector, through the Quality Assurance Board, ensures the full functionality of the University's Quality Assurance System in compliance with the indications deriving from Legislative Decree no. 19 of 27 January 2012.
2. The Faculty Councils, through the Quality Assurance Groups of the courses of study and the Joint Teacher-Student Committees, taking into account the guidelines of the Quality Assurance Board, ensure the periodic verification of the functionality, efficiency and compliance with the objectives of the various teaching structures and related services, in relation to the interventions to be adopted in the light of the findings of the surveys on the various activities.
3. The overall results and the level of quality of the University's teaching activities are periodically analysed by the University Evaluation Unit, which for this purpose may avail itself of specific data and information collection activities and/or the advice of external experts.

Art. 35 - Supervision of teaching activities

1. The fulfilment of obligations relating to teaching activities is supervised by the Dean of the

Faculty, to whom non-anonymous reports of facts or behaviour deemed contrary to the rules and procedures established by the Statute and the University's Academic Regulations must also be addressed.

2. Particularly serious cases may be reported directly to the Rector, who will refer the matter to the Academic Senate.

Art. 36 - Protection of students' rights

1. Students are guaranteed the right to information through the timely publication, through the printing of information material, electronically on the University website, or through email communications, of the timetables and contents of teaching activities (lesson timetables, exam session calendar, exam dates, teachers' office hours and any decisions made by the academic bodies) with an approach based on transparency of the educational offer and administrative procedures, also to protect the legal rights of access to administrative documents.
2. To protect their rights, students can submit a written (non-anonymous) appeal to the Dean or, in accordance with the previous article, directly to the Rector. The case will be forwarded to the Academic Senate.

Art. 37 – Transitional and final provisions

1. The departments concerned are required to comply with these Regulations within the deadlines specified in the Rector's Decree. The Regulations apply in any case, insofar as they are relevant, to courses of study activated or governed by Ministerial Decree no. 270 of 22 October 2004 and subsequent ministerial provisions relating to the classes of courses of study.
2. The University ensures the conclusion of the courses of study and the awarding of the relative qualifications, according to the academic regulations and system previously in force, to students already enrolled at the date of entry into force of the new academic regulations and system and also provides the latter with the option, upon request, to enrol in courses of study organised according to the new regulations and system.
3. For any question or dispute arising from the application of these Regulations, the Dean of the Faculty or, in the absence of a solution, the Rector, after consulting the Academic Senate, shall have jurisdiction in the first instance, with the exception of the duties entrusted to the Board of Directors.
4. The provisions contained in these Academic Regulations are widely publicised within the University through specific communications, inserts in teaching guides and publication on the University's website.
5. The competent offices will adapt and update the forms required to carry out the procedures provided for in these Regulations.