

Libera Università Internazionale  
degli Studi Sociali Guido Carli

LUISS



## **University Academic Regulations**

pursuant to Ministerial Decree No. 270 of 22 October 2004 and subsequent decrees



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## Article 1 - Definitions

For the purposes of these Regulations:

- a) General Independence Regulations (*Regolamento Generale sull'Autonomia*) means Ministerial Decree No. 270 of 22 October 2004 introducing "Amendments to the regulations setting out the rules on the curricular autonomy of universities approved by Ministry of Universities, Scientific Research and Technology Decree No. 509 of 3 November 1999";
- b) University Academic Regulations (*Regolamento Didattico di Ateneo*) means the regulations referred to in Article 11(1) of Law No. 341 of 19 November 1990;
- c) academic program teaching regulations (*regolamenti didattici dei corsi di studio*) means the regulations referred to in Article 11(2) of Law No. 324 of 19 November 1990;
- d) academic programs (*corsi di studio* or *CdS*) means the bachelor's degree programs (*corsi di laurea*), the master's degree programs (*corsi di laurea magistrale*), the single-cycle master's degree programs (*corsi di laurea magistrale a ciclo unico*) and the specialization programs (*corsi di specializzazione*) as identified in Article 3 of Ministerial Decree No. 270/2004;
- e) academic qualifications means the bachelor's degree (*laurea*), the master's degree (*laurea magistrale*), the single-cycle master's degree (*laurea magistrale a ciclo unico*), as well as the specialization diploma (*diploma di specializzazione*) issued upon completion of the corresponding academic programs, as identified in Article 3 of Ministerial Decree No. 270/2004;
- f) academic program class (*classe di appartenenza di corsi di studio*) means the group of academic programs, irrespective of how they are called, that have the same qualifying learning goals classified together pursuant to Article 4 of Ministerial Decree No. 270/2004;
- g) academic discipline fields (*settori scientifico-disciplinari*) means the groupings of academic disciplines referred to in Ministerial Decree of 4 October 2000 as amended;
- h) academic area (*ambito disciplinare*) means a set of academic discipline fields that are culturally and professionally similar, as defined in ministerial decrees;
- i) university education credit (*credito formativo universitario* or *CFU*) means the learning workload, including individual study, required of a student (equipped with adequate initial preparation) to acquire the knowledge and abilities in the educational activities envisaged by the academic program specifications;
- j) learning goals (*obiettivi formativi*) means the body of knowledge and abilities that characterize the cultural and professional profile which the academic program is aimed at conferring;
- k) academic program specifications (*ordinamento didattico di un corso di studio*) means the body of provisions that regulate the curricula of the academic program concerned, as specified in Article 11 of Ministerial Decree No. 270/2004;
- l) educational activity (*attività formativa*) means any activity organized or envisaged for the purposes of ensuring the cultural and professional education of the students, including among other things courses, seminars, practical or laboratory exercises, didactic activity in small student groups, tutorials, orientation, internships, projects, theses, individual study and self-taught activities;
- m) curriculum (*curriculum*) means all the university and non-university educational activities specified in the academic program teaching regulations as being necessary for the purposes of awarding the relevant academic qualification;
- n) University (*Università* or *Ateneo*) means Libera Università Internazionale degli Studi Sociali Luiss Guido Carli (hereinafter also referred to as "Luiss University");
- o) Statutes (*Statuto*) means Luiss University Statutes;
- p) General University Regulations (*Regolamento Generale di Ateneo*) means Luiss University General University Regulations;
- q) SUA-CdS (*scheda unica annuale-corso di laurea*) means the single annual sheet describing each bachelor's degree program, master's degree program or single-cycle master's degree program actually commenced by Luiss University.



## Article 2 - Aims

1. These University Academic Regulations, in accordance with the provisions of Law No. 341 of 19 November 1990, Ministerial Decree No. 509 of 3 November 1999 and Ministerial Decree No. 270 of 22 October 2004 and subsequent implementing decrees, establish general criteria on the University's academic offering, govern the specifications of the academic programs organized by the University and determine the type of academic qualifications awarded.
2. These Regulations also govern the University's orientation, support, continuing education, advanced education and permanent and recurring high-level training activities and services.

## TITLE I

### Organization of Teaching Activities: Qualifications and Structures

## Article 3 - Qualifications and Academic Programs

1. Luiss University awards the following academic qualifications:
  - a. bachelor's degree (*L*);
  - b. master's degree and single-cycle master's degree (*LM*);
  - c. specialization diploma (*DS*);
  - d. research doctorate (*DR/PhD*).
2. Luiss University also awards first-level and second-level university master's.
3. The bachelor's degree, the master's degree, the single-cycle master's degree and the specialization diploma are awarded upon completion of the respective academic programs.
4. The research doctorate is awarded upon completion of the doctoral program.
5. The university master's is awarded upon completion of the master's program.
6. Luiss University may also organize advanced education programs pursuant to Article 6 of Law No. 341 of 19 November 1990 governing dedicated training and additional educational services.
7. Further to specific agreements Luiss University may award the qualifications referred to in this article also jointly with public or private, Italian or foreign, universities and research bodies of the required high cultural and academic standing.

## Article 4 - Academic Program Classes

1. The classes are defined in special purpose ministerial decrees that identify the qualifying learning goals and the indispensable educational activities required to attain those goals.
2. Luiss University establishes bachelor's degree, master's degree and single-cycle master's degree programs within the scope of the academic program classes set out in the relevant ministerial decrees.
3. Provision can be made for the organization of a number of bachelor's degree and master's degree programs belonging to the same class on condition that the programs comply with the ministerial rules and regulations governing the differentiation of university education credits.
4. All students enrolled in bachelor's degree programs belonging to the same class or similar groups as defined in the relevant academic program specifications share fundamental and core educational



activities in common for a minimum number of credits as defined in the applicable ministerial rules and regulations.

5. The qualifications awarded upon completion of academic programs of the same level belonging to the same class have identical legal value.
6. Should academic program specifications fulfil the requirements of two different classes, Luiss University may organize the academic program as belonging to both classes, i.e. as an “interclass” one. The fundamental, core, related and supplemental educational activities of the two classes of degree must share a minimum number of credits as defined in the applicable ministerial rules and regulations.
7. The regulations governing single courses are to be drawn up in accordance with the applicable laws, rules and regulations and these regulations.

#### **Article 5 - Bachelor’s Degree Programs**

1. A bachelor’s degree is awarded upon completion of a bachelor’s degree program. Those who are awarded a bachelor’s degree obtain the academic title of *dottore*.
2. Bachelor’s degree programs seek to enable students to adequately master general academic methods and content, including in cases where students are striving to gain specific professional knowledge.
3. The gaining of the specific knowledge referred to in the preceding paragraph is for the purposes of facilitating graduates’ entry into the labor market and their practice of the associated regulated profession, in accordance with the applicable laws, rules and regulations.
4. In order to be awarded a bachelor’s degree, students must earn 180 credits including those relating to the compulsory knowledge of an EU language in addition to Italian and the final test, without prejudice to special rules designed to safeguard linguistic minorities. The knowledge must be verified in the manner specified in the teaching regulations of the single academic programs. The standard duration of a bachelor’s degree program is three years.
5. Bachelor’s degree programs may be organized in conjunction with a number of teaching structures of the university or in conjunction with a number of Italian and foreign universities.

#### **Article 6 - Master’s Degree and Single-Cycle Master’s Degree Programs**

1. A master’s degree is awarded upon completion of a master’s degree program. Those who are awarded a master’s degree obtain the academic title of *dottore magistrale*. That title is obtained also by those who were awarded an undergraduate degree in accordance with the university system predating Ministerial Decree 509/1999 and those who were awarded a specialist degree (*laurea specialistica*).
2. Master’s degree programs seek to provide students with advanced training for the purpose of doing highly qualified work in specific areas.
3. In order to be awarded a master’s degree, students must have earned the 120 credits envisaged by the associated academic program specifications. The standard duration of a master’s degree program is two years.
4. Single-cycle master’s degree programs are academic programs for which first-level university qualifications are not required in the ambit of the European Union and academic programs aimed at affording access to the legal profession. Admission to single-cycle programs requires an upper secondary school leaving certificate. Their standard duration is five or six years.
5. In order to be awarded a single-cycle master’s degree, students must have earned 300 credits for 5-year programs and 360 credits for 6-year programs.



6. Master's degree programs and single-cycle master's degree programs may be organized in conjunction with a number of teaching structures of the University or in conjunction with a number of Italian and foreign universities.

#### **Article 7 - Specialization Programs**

1. A specialization diploma is awarded upon completion of a specialization program.
2. Specialization programs seek to provide students with the knowledge and abilities required to engage in particular professional activities and are established exclusively in furtherance of specific legislation or European Union directives.
3. Admission to a specialization program requires at least a bachelor's degree or other academic qualification obtained abroad recognized as being suitable.
4. The specific admission requirements for the specialization programs established and run by the University are set out in the associated academic program specifications, drawn up in accordance with the classes that the single programs belong to.
5. In order to be awarded a specialization diploma, students must have earned the number of credits prescribed in the relevant ministerial decrees without prejudice to any provisions to the contrary contained in specific legislation or European Union directives.

#### **Article 8 - Research Doctorates**

1. Research doctorate programs seek to provide the skills necessary to undertake high level research at universities, public bodies or private entities.
2. The establishment of doctoral programs, admission requirements, methods of obtaining the qualification, educational goals, study programs, duration, fees, attendance, methods of obtaining scholarships and the amounts thereof are governed by the applicable laws, rules and regulations and the University's own research doctorate regulations.
3. Admission to a doctoral program requires a master's degree or other academic qualification obtained abroad recognized as being suitable.
4. Those who are awarded a research doctorate obtain the academic title of *dottore di ricerca*.
5. For the regulation of any other aspect related to research doctorates (including but not limited to accreditation requirements of programs and locations, establishment, duration and operation of doctoral programs, industrial PhDs and other forms of cooperation, rights and duties of PhD students, evaluation and financing of doctoral programs, etc.) reference is to be made to the University's own specific research doctorate regulations.

#### **Article 9 - University Master's**

1. Without prejudice to the provisions of Article 6 of Law No. 341/1990 on dedicated training and additional educational services, by way of implementation of Article 1(15) of Law No. 4/1999, Luiss University may organize advanced education programs and permanent and recurring high-level training programs intended for holders of bachelor's degrees or master's degrees, upon the completion of which it awards a first-level or second-level university master's as the case may be.
2. In order to be awarded a university master's, students must have earned at least 60 credits over and above those required for the bachelor's degree or the master's degree. The minimum duration of university master's programs is normally one year.



3. Further to national and international intervarsity cooperation agreements. Luiss University may establish first-level and second-level university master's programs.
4. Admission to a first-level university master's program requires a bachelor's degree while admission to a second-level university master's program requires a master's degree or other academic qualification obtained abroad recognized as being suitable.

#### **Article 10 - Advanced University Courses and Training Courses**

1. Luiss University promotes advanced and training courses, which aim at developing high-level competences and skills.
2. Advanced university courses shall envisage the issuing, by the course director, of a certificate of attendance and the awarding of university education credits upon passing a final test.
3. Advanced university courses are open to holders of a bachelor's degree or master's degree, as specified in the associated call for applications.
4. Training courses shall envisage the issuing, by the course director, of a certificate of attendance without the awarding of university education credits.
5. Training courses may also be open to those without a university degree but who hold an upper secondary school leaving qualification or other academic qualification awarded abroad and recognized as suitable by applicable law.

#### **Article 11 - Teaching Structures for Bachelor's Degree, Master's Degree and Single-Cycle Master's Degree Programs**

1. The schools constitute the teaching framework for educational activities, organized into bachelor's degree, master's degree and single-cycle master's degree programs.
2. An undergraduate school for bachelor's and single-cycle master's degree programs and a graduate school for master's degree programs are operational.
3. The school bodies consist of the school councils (one for the undergraduate school and one for the graduate school), the membership of which is determined by the General University Regulations. Each school council is chaired by the dean of school, who convenes it and executes its resolutions. The duties of school councils and the powers of the dean of school are set out in the General University Regulations.
4. The organization and functioning of the schools are governed by their respective regulations.
5. An academic program director is appointed for each academic program.
6. Academic program directors are appointed by the dean of school (undergraduate or graduate) that the academic programs pertain to.
7. Academic program directors monitor their academic programs and ensure that they meet the quality standards set by law and internal regulations.
8. The duties of academic program directors are articulated as follows:
  - a. Holding the presidency of the academic program council.
  - b. Verifying the records and the annual reports of the joint faculty-student commission to take note of potential issues and define subsequent actions.





- c. Analyzing the development of courses through student opinions and the development of official exams, with the aim of reporting the findings to the dean of the school involved and defining any potential corrective measures.
- d. Analyzing the syllabi of the courses offered and verifying the information contained in them.
- e. Coordinating with labor market representatives through regular meetings with the aim of ensuring continuity between the academic offer and the anticipated opportunities in line with the evolution of the job market and according to the didactic-related guidelines provided by the vice-rector.
- f. Meeting and coordinating with the representatives of each discipline area.
- g. Meeting and coordinating with the professors of the academic program.
- h. In accordance with the dean of the school involved, coordinating the teaching and learning activities aimed at the pursuit of a university degree.
- i. Verifying the consistency of the amendments to the academic offer with the relevant ministerial rules and regulations.

By fulfilling their duties, academic program directors will, therefore, be accountable for the coordination of the drafting of specific reports focused on monitoring the development of academic programs and suggesting improvement interventions.

9. Academic program councils, each chaired by the academic program director, who convenes it, consist of all tenured faculty, contract faculty who hold teaching positions and student representatives elected in accordance with the current electoral regulations.
10. Academic program councils have the responsibility to:
  - a. Coordinate teaching and learning activities for the pursuit of the learning goals as per the academic program specifications, considering the guidelines established by the relevant school council and the proposals of the professors of the academic programs.
  - b. Monitor the quality of academic programs based on the indicators of the Italian National Agency for the Evaluation of Universities and Research Institutes (*ANVUR*) and of the University, sharing the results with the school council to whom they may suggest measures aimed at the improvement of the service offered to the students.
  - c. Execute other potential assignments delegated by the school council.
11. Further to specific agreements, intervarsity academic programs may be established on the basis of an agreement or consortium with public or private, Italian or foreign, universities and research bodies of the required high cultural and academic standing.
12. The organization and functioning of teaching in intervarsity academic programs, if any, shall be governed by specific regulations adopted to that end.
13. The regulations shall also establish the procedures for student enrollment and well as the administrative responsibility for the programs including the awarding of the academic qualifications unless otherwise provided for in the relevant agreements.
14. In the event of a consortium with Italian or foreign research entities, Luiss University retains administrative responsibility for the program and the awarding of the academic qualification.

#### **Article 12 - Teaching Structures for Post-graduate Programs**

1. Post-graduate schools, established in accordance with the Statutes, organize post-graduate education mainly having regard to the needs of the labor market and the professions.



2. Postgraduate schools constitute the teaching framework for first-level and second-level university master's programs, advanced courses and specialization programs.
3. Postgraduate schools also engage in the implementation, including through participation in public tenders, training projects, applied research and assistance and skills transfer to national and international graduates, managerial staff and executives.
4. Each post-graduate school is headed by a president and is managed by a dean of post-graduate school.
5. The organization and functioning of post-graduate schools are governed by specific regulations adopted to that end.
6. First-level and second-level university master's programs and advanced courses may also be organized by Luiss University in collaboration with external, public or private entities.
7. Organizational and administrative-accounting management of university master's programs is entrusted to Luiss University or to an Institution owned in whole or in part by Luiss University or affiliated with it.
8. Further to specific agreements, intervarsity post-graduate courses and intervarsity specialization schools may be established on the basis of an agreement or consortium with public or private, Italian or foreign, universities and research bodies of the required high cultural and academic standing.
9. The organization and functioning of teaching in intervarsity courses, if any, shall be governed by specific regulations adopted to that end. The regulations shall also establish the procedures for student enrollment and well as the administrative responsibility for the programs including the awarding of the academic qualifications unless otherwise provided for in the relevant agreements.

## **Article 13 - Commencement and Discontinuance of Academic Programs**

1. Further to resolutions adopted by the relevant bodies under the Statutes and in accordance with law, Luiss University commences the academic programs in compliance with the structural, organizational and faculty-qualification requirements for the relevant courses laid down by ministerial decree, consistent with university system planning objectives and criteria, subject to the undertaking of a specific survey by the Quality Assurance Unit and the obtaining of a favorable opinion from the Evaluation Unit, in keeping with the applicable laws, rules and regulations. At the Academic Senate's proposal, with the sustaining of the undergraduate and graduate school councils, the Executive Committee approves the activation and deactivation of academic programs.
2. The following are the minimum requirements for the commencement of bachelor's degree, master's degree and single-cycle master's degree programs:
  - a. transparency and proper communication to students and all those interested in the characteristics of the programs;
  - b. quality assurance in the education process;
  - c. facilities and tenured academic staff to teach the programs (observing at least the minimum statutory requirements) and coverage of the academic discipline fields relating to the fundamental and core educational activities (for a percentage at least equal to that prescribed by law);
  - d. enrollment of the minimum number of students required to make the academic program concerned viable.
3. Commencement of academic programs is subject to including details thereof in a special purpose database maintained by the Ministry. Programs are commenced after passing the accreditation procedure of the Ministry.



4. In the event of discontinuance of academic programs, Luiss University ensures that students who have already enrolled will be able to complete their studies and obtain the relevant qualification, in this regard delegating the relevant teaching structures to make arrangements allowing students to opt for enrollment in other ongoing academic programs.

#### **Article 14 - Quality Control of the University's Activities**

1. Oversight and monitoring of the processes designed to assure and continuously improve quality are matters for the University's Quality Assurance Unit (*Presidio di Qualità*).
2. The Quality Assurance Unit oversees and monitors the regular and adequate performance of the quality assurance procedures for teaching (with special reference to canvassing the opinion of students, graduating students and graduates, periodically updating the information contained in the SUA-CdS and periodically reviewing the academic programs and the efficacy of corrective action and improvements) in line with stated objectives and in order to foster an improvement in the quality of education.

#### **Article 15 - Evaluation of the University's Activities**

1. The overall performance and quality levels of the University's activities are periodically analyzed by the University's Evaluation Unit (*Nucleo di Valutazione di Ateneo*).
2. The Evaluation Unit collects and processes the data on the evaluation of the University's activities on the basis of the indications given by the Vice Rector for Teaching (*prorettore alla didattica*), the Vice Rector for Research (*prorettore alla ricerca*), the school councils and the department councils for the evaluation of teaching and research and by the Board of Directors and the Executive Committee for matters concerning the evaluation of management of academic and technical-administrative staff and administrative services. The Evaluation Unit also relies on the annual reports of the joint faculty-student commissions (*commissioni paritetiche docenti-studenti*), the annual monitoring reports, the cyclical review reports of the academic programs and the indications given by the steering committees (*comitati di indirizzo*). On the basis of the documentation received, the Evaluation Unit formulates policies and recommendations aimed at improving the quality of the University's teaching and research.
3. For the evaluation of teaching and student services, the data collected from students through special purpose questionnaires or other forms of consultation is also used.
4. The overall results of the evaluation process are submitted, for ensuing action, to the Quality Assurance Unit and thereafter to the relevant academic program council, school council and department council as well as to the Academic Senate, the Executive Committee and the Board of Directors.

## **TITLE II**

### **Regulation of Teaching Activities**

#### **Article 16 - Establishment of Academic Programs and Specifications**

1. Academic programs are established in accordance with the criteria and procedures of these Regulations, Ministerial Decree No. 47 of 30 January 2013 as amended and the provisions in force governing university system planning.
2. Academic programs may be established with names in a foreign language and that envisage the relevant educational activities being undertaken in that same language.



3. The establishment of an academic program with associated academic program specifications is decided by the Board of Directors upon consulting with the Executive Committee acting on a proposal from the Academic Senate after consulting with the relevant school councils and subject to the undertaking of a specific survey by the Quality Assurance Unit.
4. For new teaching activities a favorable opinion must be obtained from the joint faculty-student commissions as well as an opinion from the Evaluation Unit in the form of a specific technical report from the latter. A favorable opinion must also be obtained from the Regional Committee for University Coordination (*Comitato Regionale di Coordinamento Universitario*), where so provided.
5. Decisions relating to academic program specifications are made after consulting with organizations representing the professions, the services sector and manufacturing industry, with special reference to an assessment of labor market needs and career prospects.
6. Upon receipt of the approval of the Ministry for Universities and Research in accordance with applicable law, the academic program is established by decree of the Rector subject to accreditation by ANVUR.
7. In line with the ministerial decrees governing academic program classes, the academic program specifications set out:
  - a. the name, consistent with the class that the program belongs to and its specific content;
  - b. the class or classes that the program belongs to and the school that runs it;
  - c. how teaching is to be delivered ;
  - d. the learning goals and expected learning outcomes, expressed through using the descriptors of academic qualifications adopted at European level, and the envisaged career opportunities, including expressed through citing the industry codes adopted by the National Statistics Institute (*ISTAT*);
  - e. the credits allocated to each educational activity and each academic area, referring as regards the fundamental and core activities to one or more academic discipline fields as a whole;
  - f. the knowledge required for admission to the academic program, as per the applicable laws, rules and regulations and any additional learning requirements (*obblighi formative aggiuntivi*);
  - g. the maximum number of credits that can be awarded, referred to in Article 34 of these Regulations, in accordance with applicable law;
  - h. the characteristics of the final test that must be passed to be awarded the academic qualification, specifying whether it can be in a foreign language and likewise whether the dissertation that may be required for graduation purposes can be written in that same foreign language;
  - i. any other information required to complete the SUA-CdS.
8. Academic program specifications must guarantee a solid grounding in the fundamental disciplines, if applicable, and the core ones, affording students the chance to critically explore topics in depth and avoiding that their efforts are spread over an excessive number of disciplines, courses and modules. In addition, the programs must afford students the opportunity to engage in all of the educational activities envisaged by the applicable laws, rules and regulations, also setting a minimum number of credits if so required by relevant applicable law. In the case of inter-school or intervarsity academic programs, the associated program specifications must set out how they are organized and run.
9. Program specifications may provide that the program is to be split into a number of curricula on condition that neither the name of the program nor the academic qualification may refer thereto. In particular, provision may be made for a number of curricula in master's degree programs in order to facilitate admission of graduates originating from a range of bachelor's degree programs, including those belonging to different degree classes, in any event assuring attainment of the learning goals of the academic program. Any division into curricula must in any case be accompanied by a wide common base apt to guarantee academic homogeneity and consistency among graduates holding degrees from the same class.



### Article 17 - Overview of the Educational Activities of Bachelor's Degree Programs

1. The educational activities of bachelor's degree programs are grouped into the following types:
  - a. fundamental educational activities (*di base*), in one or more academic areas;
  - b. core educational activities (*caratterizzanti*), specific to one or more academic areas of the degree class;
  - c. electives (*autonomamente scelte dallo studente*), on condition that they are consistent with the student's study plan;
  - d. educational activities in one or more academic areas that are related or supplemental (*affini o integrativi*) to the fundamental ones and core ones consistent with the learning goals of the academic program, also having regard to contextual knowledge and interdisciplinary training;
  - e. educational activities relating to preparing for the final test to be passed in order to be awarded the academic qualification;
  - f. educational activities in connection with verifying knowledge of at least one European Union language other than Italian;
  - g. educational activities other than those covered by the preceding subparagraphs aimed at gaining further language, computer or relational skills or in any event educational activities useful for finding work as well as educational activities aimed at facilitating career choices through direct knowledge of the employment sector that the academic qualification can grant access to including, in particular, the traineeships and orientation periods referred to in Ministry of Labor Decree No. 142 of 25 March 1998; academically qualifying unconventional educational activities consistent with the learning goals of the academic program, duly approved by the relevant teaching structure;
  - h. educational activities relating to internships and traineeships at business enterprises, the civil service, public bodies or private entities, including those operating in the third sector, and professional associations further to specific agreements in that regard.
2. The educational activities in the preceding paragraph are defined consistent with the provisions of ministerial decrees regarding the class that the bachelor's degree program belongs to.

### Article 18 - Overview of the Educational Activities of Master's Degree

1. The educational activities of master's degree programs, including single-cycle master's degree programs, are grouped into the following types:
  - a. fundamental educational activities, in one or more academic areas;
  - b. core educational activities, specific to one or more academic areas of the degree class;
  - c. electives, on condition that they are consistent with the student's study plan;
  - d. educational activities in one or more academic areas that are related or supplemental to the fundamental ones, where required, and core ones consistent with the learning goals of the academic program, also having regard to contextual knowledge and interdisciplinary training;
  - e. educational activities in connection with knowledge of at least one European Union language other than Italian for single-cycle programs;
  - f. educational activities relating to preparing for the final test to be passed in order to be awarded the academic qualification;
  - g. educational activities other than those covered by the preceding subparagraphs aimed at gaining further language, computer or relational skills or in any event ones useful for finding work as well as educational activities aimed at facilitating career choices through direct knowledge of the employment sector that the academic qualification can grant access to including, in particular, the traineeships and orientation periods referred to in Ministry of Labor Decree No. 142 of 25



March 1998; academically qualifying unconventional educational activities consistent with the learning goals of the academic program, duly approved by the relevant teaching structure:

- h. educational activities related to internships and traineeships in business enterprises, the public service, public or private entities, including those in the third sector, and professional associations, on the basis of special agreements.
2. The educational activities in the preceding paragraph are defined consistent with the provisions of ministerial decrees regarding the class that the master's or single-cycle master's degree program belongs to.

### **Article 19 - Academic Program Teaching Regulations**

1. Pursuant to Article 11(2) of Law No. 341/1990 and Article 12(1) of Ministerial Decree No. 270/2004, the teaching regulations of a given academic program – decided by the relevant teaching structure in accordance with the academic program specifications and these University Academic Regulation and further to the principle of freedom of teaching and the rights and duties of the academic staff and students – specify the organizational aspects of the academic program concerned.
2. Academic program teaching regulations set out:
  - a. the admission requirements and manner of checking them;
  - b. indications regarding any additional learning requirements (obblighi formativi aggiuntivi or OFA) for bachelor's degree programs;
  - c. the list of the constituent courses, indicating the relevant academic discipline fields and division into modules, if any, as well as the other educational activities;
  - d. the specific learning goals, the credits, whether a given course is a prerequisite for another one and any other educational activity;
  - e. the curricula offered to the students and the rules for submission, if any, of individual study plans;
  - f. the activities that can be chosen by the students themselves and the associated credits;
  - g. the other educational activities envisaged and associated credits;
  - h. the type of teaching methods, including distance learning (if any), courses, examinations and other official forms of assessment of students;
  - i. the provisions on attendance requirements;
  - j. the number of hours to be devoted to personal study or other individual-type commitment, for each category of educational activity;
  - k. the other provisions on students' obligations, if any;
  - l. the procedures for transferring, if at all, to other academic programs;
  - m. the methods for verifying knowledge of languages and the other skills obtained as a result of internships, traineeships and study periods abroad and the associated education credits;
  - n. the education credits allocated to preparation for the final test as well as the features of and formal procedures for that test;
  - o. the methods of verifying the credits awarded and the additional exams to be sat in relation to single courses should the academic and professional content thereof be obsolete;
  - p. the academic staff assigned to academic programs with a specific indication of the key faculty as required by law;
  - q. the research activities in support of the educational activities that are a hallmark of the academic program.
3. The provisions of academic program teaching regulations concerning consistency between the credits allocated to educational activities and the specific planned learning goals are decided by the relevant teaching structure.



4. The University periodically revises academic program teaching regulations, especially as regards the number of credits allocated to every course or other educational activity.
5. Amendments to academic program teaching regulations are approved by the Academic Senate, acting on a proposal from the relevant school councils, made on the basis of the annual monitoring report and the cyclical review reports of each academic program.
6. Other information in relation to the results attained in terms of employability, the labor market situation of the sector, the number of enrollments for each year and the number of sustainable students, Evaluation Unit reports and other internal and external assessment processes, the facilities and services available to the program and enrolled students, facilities for disabled students, the organization of teaching activities, orientation and tutoring services, the content of each course and timetable is also provided to students since it is included in the SUA-CdS.

## **Article 20 - University Education Credits**

1. A university education credit (hereinafter “credit”) corresponds to an overall 25-hour student workload. A higher or lower number of hours within a 20% range is possible provided that it is consistent with ministerial regulations.
2. The relationship between lectures and credits may fluctuate between 6-10 hours of lectures per credit. The workload for a course must be strictly proportionate to the credits envisaged therefor having regard also to personal study requirements, which must obviously be inversely proportional to lectures.
3. The average annual workload of a full time university student is set at 60 credits.
4. The fraction of the workload reserved for personal study or other individual-type educational activities is determined in the relevant program specifications. In any event, that fraction cannot be less than 50% except in cases where the educational activities are of a highly practical or experimental nature.
5. The credits corresponding to each educational activity are earned by students through passing the exam or other form of official assessment in accordance with these Regulations and the academic program teaching regulations.
6. Students who earn all the credits envisaged by the academic program teaching regulations, excluding those connected to the final thesis, are admitted to take the final test required to obtain the relevant academic qualification regardless of the number of years of enrollment at the University.
7. Luiss University guarantees that an appropriate number of credits will be allocated to each course, avoiding the fragmentation of the educational activities within the limits permitted by law.

## **Article 21 - Admission Requirements for Bachelor’s Degree and Single-Cycle Master’s Degree Programs**

1. To gain admission to a bachelor’s degree or single-cycle master’s degree program, students must hold an upper secondary school leaving qualification or other academic qualification awarded abroad and recognized as suitable by law.
2. To enroll in a bachelor’s degree or single-cycle master’s degree program, students must have adequate initial preparation. The academic program teaching regulations set out the knowledge required for enrollment and how to test it. If the test is not passed, specific additional learning requirements may be prescribed for the first year of the program.
3. The preliminary and additional educational activities may be undertaken also in collaboration with secondary schools or with other public or private bodies on the basis of specific agreements concluded to that end.



4. By resolution of its academic bodies, every year Luiss University establishes the procedures for sitting the admission test for the bachelor's degree and single-cycle master's degree programs, whereby possession of the knowledge required for admission is verified.

## **Article 22 - Admission Requirements for Master's Degree Programs**

1. To gain admission to a master's degree program, students must hold a bachelor's degree, a master's degree or a single-cycle master's degree or other academic qualification awarded abroad and recognized as suitable by law.
2. The academic program teaching regulations lay down the admission criteria, setting out the curricular requirements that students must necessarily have fulfilled in their prior studies and the manner of testing the adequacy of personal preparation.
3. For master's degree programs that do not have a set number under the current rules governing admission to university, the academic program teaching regulations set out specific admission criteria that envisage in any case fulfilment of the curricular requisites and adequacy of personal preparation.
4. Academic program specifications may provide for a number of curricula in order to facilitate admission of students holding a range of bachelor's degrees, including those belonging to different classes, in any event assuring attainment of the learning goals of the master's degree program.
5. By resolution of its academic bodies, every year Luiss University establishes the procedures for admission to the master's degree programs, by means of which the adequacy of the personal preparation of its students is verified.

## **Article 23 - Planning of Educational Activities**

### **a) Planning of Courses and Teaching Appointments**

1. The school councils plan the educational activities for the bachelor's degree, master's degree and single-cycle master's degree programs it has been decided to commence in the following academic year. In particular, they decide the programs that will actually be held and the teaching appointments required to cover them, arranging – in accordance with a functional, competent and balanced allocation of teaching appointments consistent with the applicable laws, rules and regulations – to allocate the teaching, organizational, and relevant duties of professors and researchers, including additional activities, orientation and tutoring.
2. Using non-Luiss University academic staff to teach programs, to be hired in accordance with the applicable statutory procedures, must be limited to cases where such proves to be absolutely necessary for the purposes of fulfilling the respective academic program specifications.
3. In relation to their respective academic program specifications, school councils may split the courses of bachelor's degree, master's degree and single-cycle master's degree programs into integrated and coordinated modules, inclusive of parts of the same or similar disciplines, entrusted to a number of academic staff.
4. The courses can be either for one semester or annual. To cater for specific needs, academic program teaching regulations may envisage that the course be taught over a number of semesters or various time spans (3 or four months) that best suit organizational requirements.
5. The number of weekly hours and the distribution thereof is determined in relation to course planning and the academic calendar.
6. The academic staff in charge of courses replicated for the same academic program must agree and coordinate their respective teaching and exams schedules.





7. In the case of courses envisaged by the academic program specifications but which cannot actually be held for the single academic program due to the temporary absence or lack of academic staff normally allocated to them, it is possible to make changes to the said courses subject to first establishing that they still fulfil the academic functions that they are designed to serve. Changes can also be made to courses being held at other universities provided that such occurs within the framework of interuniversity agreements.

#### **b) Academic Calendar**

1. The academic calendar is approved by the Academic Senate and establishes timing and deadlines in relation to the University's teaching activities, with special reference to subdivision of the periods for teaching and exams.
2. The academic calendar shall, as a rule, ensure that the periods dedicated to teaching do not overlap with those reserved for exams and other forms of student assessment. It may also split the academic year into academic periods (semesters, 4 months or other intervals).
3. The ordinary period for the holding of lessons, tutorials, seminars, workshops and additional activities is normally September to June for each academic year.
4. Orientation, preliminary work, additional activities, preparation and support for official courses as well as intensive courses and special activities can be undertaken also in other periods provided that the relevant teaching structures and academic bodies so decide.
5. Official exams and any other types of assessment whose results are to be recorded for bachelor's degree, master's degree and single-cycle master's degree programs may be held only after conclusion of the associated courses.
6. Students whose enrollment and associated fee payments are in order may take all of the exams and other forms of assessment for whose course they have the relevant certificate of attendance, if required, provided that the course has been completed and likewise any prerequisite courses.
7. The annual number of exam dates and their distribution throughout the year are set – consistent with the academic plan (*programmazione accademica*) approved each year by the Board of Directors – by each academic program, as a rule avoiding any overlap with periods of the year devoted to lessons. The annual number of exam dates may be increased for off-track students completing their studies outside the prescribed timeframe therefor (*fuori corso*).
8. The final tests that must be passed in order to be awarded a bachelor's degree, a master's degree or a single-cycle master's degree in relation to each academic year must be held by 30 April of the following academic year, by which date they may be taken by students enrolled in the previous academic year without the need for re-enrollment.
9. The final tests for every academic year shall be held over three sessions: summer, fall and extraordinary. Changes to the academic calendar may be decided solely for exceptional reasons, following the same procedures envisaged for approval of the calendar.

#### **Article 24 - Curricula and Study Plans**

1. The teaching regulations of each bachelor's degree and master's degree program, including each single-cycle master's degree program, may make provision for one or more curricula, consisting of the body of university educational activities, possible non-university activities and prerequisite courses that students must complete in order to be awarded the academic qualification.  
The study plan of each student includes compulsory activities, optional activities and freely chosen activities within the constraints set by the academic program class and program specifications. All of the activities are commensurate with the number of credits set therefor in the relevant academic program specifications.



Luiss University affords its students the opportunity of supplementing their study plan by choosing certain additional activities designed to develop broad cognitive and behavioral skills, activities for which credits may be granted if so decided by the Academic Senate.

A study plan is valid and will be approved solely where the entire body of activities contemplated therein is consistent with the constraints set by the academic program class and program specifications and the plan entails the earning of a number of credits no lower than that required to be awarded the relevant academic qualification.

2. Credits earned following exams passed for courses over and above those required to complete the program for the awarding of the relevant academic qualification will still be officially registered in the student's university academic record and may lead to subsequent recognition in accordance with law.

## **Article 25 - Orientation**

1. Orientation serves to enable prospective students to make an informed choice about their university studies and to ensure that registered students receive the welcome, assistance and support required to easily integrate into the community and actively and successfully participate in university life so as to complete their studies in time. Orientation, as contemplated by existing law, addresses three fundamental phases of university life:
  - a. initial selection of the academic program;
  - b. subject choices while at university;
  - c. access to the world of work and/or advanced training.
2. The Orientation Office (*Ufficio Orientamento*) organizes orientation, relying on a network of academic staff, graduates and students. Orientation is addressed to secondary school students, their families, school principals, school career guidance staff and university students, and seeks to provide information on the University's academic offering, university life and future career prospects.
3. Luiss University, through its Career Services, affords students and recent graduates an opportunity to undertake training periods and internships at participating businesses and bodies. It matches labor supply and demand between the network of participating businesses and recent graduates, provides graduating students with the information and training necessary to successfully venture into the labor market, guides graduating students and graduates in choosing the career best suited to their personal qualities and type of degree, and coordinates and handles relations with bodies and businesses.

## **Article 26 - Tutoring**

1. The University provides tutoring, understood in the sense of the body of initiatives designed to guide and assist students throughout their studies.
2. Further to the applicable laws, rules and regulations, tutoring serves to guide and assist students throughout their studies, making them active participants in the education process and removing obstacles to successfully attending courses, including through initiatives that take account of the specific needs and aptitude of individuals.
3. A university tutoring service is established at the University.
4. University tutors are reference points for students during their time at university and they work alongside students to guide and advise them in making choices and to support them in organizing studies and managing relationships with the University's faculty, offices and services.
5. An academic tutoring service is also established at the University.
6. Academic tutors provide support in exploring in greater depth the content of specific subjects and they assist students in identifying tools and methods to overcome difficulties in studying specific subjects.



7. Tutoring is an intrinsic part of the duties of academic staff.

#### **Article 27 - Disclosure and Publication of the Academic Offering and Services**

1. The University's academic offering is public.
2. The schools shall publicize the academic plan, the syllabi, the content, the timetables and the deadlines of all of the teaching organized by them.
3. With a view to ensuring the utmost transparency, on its website the University shall publish all information and news designed to orient students as regards their studies.

#### **Article 28 - Official Exams and Assessments**

1. Depending on the type and duration of the courses, the academic program teaching regulations establish the type of official test for each educational activity. The official tests aim at ascertaining adequate preparation on the part of the students for the purposes of pursuing their studies and obtaining the credits corresponding to the educational activities undertaken. Tests, always individual in nature, must be administered in conditions that assure an in-depth, objective and fair assessment in relation to the course or activities and must reflect what is expressly required for assessment purposes. Tests may take the form of exams (oral and/or written), whose marks are expressed in thirtieths and hence contribute to establishing the final average grade, and/or other forms of assessment (oral and/or written tests, practicals, drawings, papers, interviews, etc.) that are passed without a numerical mark being given and that hence are not taken into account when calculating the final average grade (for example, seminars, workshops, internships, etc.).
2. Each bachelor's degree program can envisage a total of no more than 20 official exams or final tests whereas each master's degree program can envisage a total of no more than 12 official exams or final tests. Each single-cycle master's degree program can envisage a total of no more than 30 exams in the case of 5-year programs or 36 exams in the case of 6-year programs, including facilitating integrated tests for a number of coordinated courses or modules. In that case the academic staff teaching the coordinated courses or modules participate in the overall collegial student assessment. Fundamental, core, related or supplemental activities and electives are taken into consideration in counting the official exams or final tests. The official exams or assessment relating to the latter may be considered as constituting one unit for the purposes of the count. The assessment relating to the educational activities as well as to the activities referred to in subparagraphs e), f) and g) of Article 15 of these Regulations are not considered for exam count purposes.
3. The minimum mark required to pass an exam is 18/30 (eighteen out of thirty) and the maximum grade is 30/30 (thirty out of thirty), with a possible *cum laude* distinction. Students who fail an exam are not awarded a numerical mark. For written tests a student may withdraw at any time up to when it is necessary to hand in the answers. For oral tests a student may withdraw at any time before the mark is recorded.
4. The president of the exam commission is responsible for recording the marks.
5. Assessment at the time of an exam may take account of the results achieved in interim tests or interviews done during the course.
6. All oral exams are public. In the case of written exams, candidates are entitled to view their work after correction. The exam commissions are appointed by the school council and consist of at least two members, the first of whom is generally the person who is the titular head of the course taught and acts as commission president, and the second of whom is another member of the academic staff, a contract lecturer (*titolare di contratto di collaborazione alla cattedra*) or teaching assistant (*cultore della materia*). The record of the exam is signed by the president of the exam commission or other member thereof designated as a substitute.



7. For disciplines consisting of two or more coordinated modules, after setting the exam dates by mutual accord the academic staff of the various modules participate in the overall official collegial assessment of the student and contribute to awarding the mark.
8. Exam dates must begin on the day that they are set for. Under no circumstances can an exam date that has already been published be brought forward. However, the exam commission president may split the exam date into a number of sittings. For stated reasons and on a wholly exceptional basis the dean of school may authorize the postponement of an exam date and the ensuing communication thereof to those concerned.
9. In each session students whose administrative position is in order and who have duly booked may sit the official exams envisaged by the academic program teaching regulations subject to having passed the applicable prerequisite exams and fulfilled the applicable attendance requirements. Students must present the exam commission with ID before sitting an exam.
10. The method for verifying language prowess and computer skills is set out in the academic program teaching regulations and may also consist of certification issued by internationally recognized bodies other than the University itself.

#### **Article 29 - Final Test for Bachelor's Degree Programs**

1. The final test for bachelor's degree programs consists of the evaluation of a dissertation written in Italian or a foreign language. The topic must relate to a course for which the graduating student has sat an exam or obtained recognition/convaledation for, excluding additional courses (*corsi liberi*) and those where no numerical mark is awarded. That final work, though not requiring particular originality, must constitute an important occasion for individual academic achievement to complete the degree program. The number of credits to be awarded must be commensurate with the time effectively spent preparing it.
2. The topic is agreed with a member of the academic staff who is or has at any time been a professor of the chosen course or in any event competent in the subject and who, at the time of the request, is a tenured or contract professor at the University. The supervisor will vouch for the work done.
3. Once the dissertation has been approved by the supervisor, it is evaluated by a commission appointed by the dean of school or the latter's nominee. The commission, consisting of at least three members, is chaired by a Luiss University tenured professor, who must ensure that the evaluation is conducted properly and that the final assessment adheres to the general criteria laid down by those in charge of the academic program.
4. The degree grade, expressed in one hundred and tenths, with a possible *cum laude* distinction, is awarded by the commission, acting on a proposal from the supervisor, on the basis of the content and curriculum studiorum. A *cum laude* distinction, if any, can be proposed by the supervisor but must be approved unanimously by the commission in order to be given.
5. The number of credits and marks to be awarded to the final dissertation is established by the academic program teaching regulations, which may supplement these Regulations. The evaluation must refer to the graduating student's entire university studies, whose criteria could be coherence between learning goals and professional objectives, academic maturity, capacity for intellectual reasoning and the time spent in obtaining the qualification.
6. For the deadlines and procedures relating to the awarding of the academic qualification, reference is to be made to the University's website and published academic calendar.

#### **Article 30 - Final Test for Master's Degree**

1. The final test for master's degree programs, including single-cycle master's degree programs, consists of the defense and evaluation of a dissertation (thesis) written in Italian or a foreign language. The



drafting of the final thesis must be consistent with the learning goals of the academic program of the graduating student and must be conducted in the context of a course for which the graduating student has sat an exam or obtained recognition/convalidation for, excluding additional courses (*corsi liberi*) and those where no numerical mark is awarded. The thesis should demonstrate the student's analytical, linguistic and academic maturity, corresponding to the specific cultural and professional figures of each master's degree program, and must be an original piece of writing by the student working under the guidance of a supervisor.

2. The supervisor, who is a guarantor of the thesis work together with the co-supervisor, must be a professor of the chosen course or in any event competent in the subject. At the time of the request, the supervisor needs to be a tenured or contract professor at the University. The co-supervisor is designated by the dean of school or the latter's nominee having regard to the discipline and topic chosen by the student..
3. Once the thesis has been approved by the supervisor and co-supervisor, it will be defended before a commission appointed by the dean of school or the latter's nominee. The commission, consisting of at least five members, including the supervisor and co-supervisor, is chaired by a Luiss University tenured professor.
4. The degree grade, expressed in one hundred and tenths, with a possible *cum laude* distinction, is awarded by the commission, acting on a proposal from the supervisor, on the basis of the curriculum studiorum. The evaluation must take account of the academic maturity and preparation demonstrated through the degree exam. A *cum laude* distinction, if any, can be proposed by the supervisor but must be approved unanimously by the commission in order to be given. A special mention distinction may also be given unanimously.
5. The number of credits and marks to be awarded to the thesis is established by the academic program teaching regulations, which may supplement these Regulations.
6. For the deadlines and procedures relating to the awarding of the academic qualification, reference is to be made to the University's website and published academic calendar.

### TITLE III

#### a) Academic Staff

##### Article 31 - Teaching Duties of Professors

1. Tenured professors (*professori di ruolo*), fixed-term researchers (*ricercatori a tempo determinato*) and contract professors (*professori a contratto*), hereinafter also referred to as academic staff (*docenti*), actively participate in the life of the University's community.
2. Tenured professors and researchers also engage in research and continuing education.
3. Academic staff must annually undertake their teaching, student services, orientation, tutoring and learning process verification duties on the basis of the criteria and methods set out in regulations adopted for such purposes.
4. Academic staff teaching duties consist of:
  - a. holding lectures on campus and/or online;
  - b. activities in connection with orientation, tutoring and student services;
  - c. verification of the learning process and final assessment of the results thereof;
  - d. holding seminars;
  - e. assistance in preparing theses and final dissertations;
  - f. membership of course exam commissions and degree exam commissions;
  - g. experimental forms of alternative teaching;



- h. other activities envisaged by the applicable laws, rules and regulations and by the academic program teaching regulations.
5. Each member of academic staff must personally hold the lessons and perform the activities assigned to them, including meeting students.
6. The academic staff must prepare the syllabi of the teaching modules assigned to them, in accordance with the deadlines set and instructions given by the relevant teaching structure.

#### **b) Students**

#### **Article 32 – University registration and Enrollment for Second and Subsequent Years**

1. For the purposes of these Regulations Luiss University students are those who are correctly enrolled in bachelor's degree, master's degree, single-cycle master's degree, specialization, advanced education, permanent and recurring high-level training, research doctorate and university master's programs.
2. University registration is completed by submission of the registration application and all of the necessary supporting documentation allied to payment of the required fees and taxes save for cases of exemption or suspension of payment in accordance with the relevant rules and regulations.
3. The relevant academic bodies may resolve annually on part-time enrollment in individual academic programs, regulating the associated implementation procedures.
4. The contemporaneous enrollment in more than one bachelor's degree, master's degree, single-cycle master's degree, research doctorate, university master's or specialization program at Luiss University or other universities is governed by the applicable laws, rules and regulations.
5. Every year the Board of Directors decides the deadlines for university registration and enrollment for the academic programs having regard to when teaching activities are scheduled to commence.
6. University registration of foreign citizens and/or individuals with academic qualifications awarded abroad is subject to the provisions of the applicable laws, rules and regulations.
7. Enrollment for second and subsequent years is completed by payment of the single tuition fee (*contributo unico*) and the regional student welfare tax (*tassa regionale per il diritto allo studio*) by the prescribed deadline set in the academic calendar. Students who at the end of what should be the final year of the program have not yet earned sufficient credits for the academic qualification or have earned the credits but not yet done the final test/defended their thesis may continue their studies by enrolling as an off-track (*fuori corso*) student.
8. Under no circumstances may a student who has enrolled for a year of a university program obtain a refund of the fees and taxes paid (Article 27 of the Student Regulations – Royal Decree No. 1269 of 4 June 1938). Possibly permitting payment in instalments is solely a concession granted to students.

#### **Article 33 - Enrollment in Single Courses**

1. EU and non-EU students, wherever they may reside and coming from State or legally recognized universities or university institutions in Italy and abroad, may be admitted to attend one or more university courses at Luiss University consistent with the organization of teaching and logistics at the University. Non-EU students resident abroad must comply with the applicable ministerial regulations for the purpose of enrollment in single courses (*corsi singoli*).
2. Students enrolled in one or more single courses are entitled to obtain a certificate regarding the studies undertaken and, if they have sat exams, also a certificate regarding the grades obtained, including an indication of the credits earned.



3. This rule applies to both reciprocal international exchange programs and agreements, in which case enrollment fees are not payable, and applications made by students on their own initiative subject to verification and approval of their position by the relevant consular authorities.
4. Enrollment in single courses is completed by submission of the application and payment of the required fees, where so provided.
5. Single courses may also be attended by holders of a bachelor's degree, master's degree or single-cycle master's degree who need to attend courses and pass exams in disciplines not included in their study plan for the award of their academic qualification but which on the basis of current law are required in order to participate in public competitions or enroll in specialist graduate schools.
6. The amount of the fee to be paid in connection with enrollment in one or more single courses is decided annually by the Board of Directors of Luiss University.

## **Article 34 - Criteria and Methods for Recognizing Credits**

1. This article governs the procedures for: a) the shortening of academic programs for students who already hold a university qualification; b) the transfer of Luiss University students to another university; c) the transfer to Luiss University of students from another Italian university; d) the recognition of credits from a foreign university; e) recognition of credits from first-level and second-level university master's programs; and f) changing from one academic program to another.
2. The school councils decide on the matter of recognizing credits in the case of transfers from one university to another, changing from one academic program to another or undertaking part of one's educational activities in another Italian or foreign university and/or as part of a first-level or second-level university master's program, including though the adoption of an individual study plan.
3. The school councils also decide on recognition of the university studies of students who have already obtained a qualification from the University or another Italian university and who at the time of enrollment request that their program be shortened. Such a request may be granted subject to checking and recognizing the credits considered to be recognizable for the chosen program.
4. Any credits that the applicant has but which are not recognized for the purposes of obtaining the academic qualification will still be officially registered in the student's university academic record.
5. Enrollment directly at the second or subsequent year may be permitted when the recognition concerns credits earned in relation to studies done and exams passed at foreign universities of good standing, assessed as such on the basis of the documentation submitted.
6. Academic qualifications awarded at foreign universities may be recognized for the purposes of continuing one's studies in accordance with the applicable laws, rules and regulations.
7. In accordance with the predetermined criteria set out in the academic program teaching regulations and within the timeframe laid down by the applicable laws, rules and regulations, the academic bodies may award university education credits to certified competencies and professional skills as well as other competencies and skills acquired in post-secondary educational activities whose planning and implementation the University has contributed to.

### **a) Shortening of academic programs**

1. Graduates and others in possession of a university-level academic qualification may apply at the time of university registration for their program to be shortened. The application will be submitted for consideration by the relevant teaching structure, which will assess the prior studies and convert them into credits if those studies were done in accordance with the system in force prior to Ministerial Decree 509/1999, will specify the year that enrollment can take place and will decide on how the student's studies are to continue on the basis of the requirements set by the relevant school council. Those coming from another university must include with their application not only the prescribed



documentation but also an academic transcript (*certificato di laurea*) showing the exams passed and the syllabi of the single courses.

## **b) Transferring to another university**

1. An application to transfer out to another Italian university may be submitted, following which the student need not renew enrollment at Luiss University. At the time of submission of the application the student must have duly paid all past fees and taxes. With effect from the date of submission of the application the student may no longer sit any exam or obtain certificates.
2. Students are the sole persons responsible for the regularity of their application to transfer to another Italian university and hence must check for the existence of restrictions imposed by the universities concerned and obtain clearance if necessary.
3. Following submission of the demand to transfer to another Italian university, the student's discharge papers (*foglio di congedo*) are forwarded to the new university. Should a student not manage to obtain the desired transfer, what would have been the new university will return the above document to Luiss University. The student's status will return to what it was before the transfer application and the student will have to comply with all of the obligations in connection with enrollment for the current year. A transferred student may not return to enroll in a Luiss University program until a calendar year has passed except where there are serious and proven reasons warranting the return.

## **c) Transferring from another Italian university**

1. A preliminary application to transfer in from another university for bachelor's degree and master's degree or single-cycle master's degree programs must be submitted by the student concerned.
2. The dean of school or the latter's nominee examines the preliminary transfer application and decides whether it is admissible or not, the year that the applicant may transfer in to and the number of exams and credits recognized on the basis of the relevant requirements. After communication of the outcome, the applicant may seek the transfer from their existing university. The dean of school adopts the final decision.

## **d) Recognition of credits from a foreign university**

1. Students holding a foreign academic qualification or who have earned credits at a foreign university may apply to have them evaluated and recognized for the purposes of admission to an academic program offered at Luiss University.
2. The dean of school, to whom the application is addressed, decides on a case by case basis on the admission, the year that the applicant may transfer into and the number of university education credits to be recognized having regard to consistency with the learning goals set out in the relevant academic program specifications.

## **e) Recognition of credits from a first-level or second-level university master's**

1. Students holding a first-level or second-level university master's may apply to have it evaluated and recognized for the purposes of admission to an academic program offered at Luiss University.
2. The dean of school, to whom the application is addressed, decides on a case by case basis on the admission, the year that the applicant may transfer into and the number of university education credits to be recognized having regard to consistency with the learning goals set out in the relevant academic program specifications.

## **f) Change of academic program**





1. Students may submit an application to change academic program in the following academic year by the deadline set by the academic calendar but in any case not before having completed at least the first year of the program.
2. The school council, to whom the application is addressed, decides on a case by case basis on the admission, the year that the applicant may transfer into and the number of university education credits to be recognized having regard to consistency with the learning goals set out in the relevant academic program specifications.
3. The student must proceed to enrollment on the basis of the published deadlines.

### **Article 35 - Student Mobility and Recognition of Studies Undertaken Abroad**

1. In compliance with the laws and regulations in force, within the framework of international university cooperation, Luiss University promotes specific actions aimed at strengthening the level of internationalization of its academic offering, through:
  - a. making provision for periods of study abroad at universities in European and non-European countries with which Luiss University has concluded an official cooperation agreement (Erasmus or bilateral);
  - b. the undertaking of periods of structured mobility abroad in academic programs, aimed at the achievement of double/multiple academic qualifications and regulated with regard to teaching-organizational aspects by special agreements;
  - c. the establishment, in cooperation with foreign academic institutions, of integrated academic programs aimed at awarding joint academic qualifications, through the conclusion of special agreements providing for the running of such programs;
  - d. recognition of credits obtained at European and non-European academic institutions at which students have independently enrolled to attend summer and semester-long courses in the absence of special agreements and subject to authorization by Luiss University.
2. Students pursuing a period of study abroad will be exempt from any constraints regarding the order in which courses must be taken and from attendance/participation in the educational activities scheduled in the same period at Luiss University.
3. In identifying the educational activities to be undertaken abroad, which replace part of the curriculum of the academic program at the home university, there must be overall consistency with the learning goals of that academic program over and above the need for a precise match between content and credits as regards the single educational activities. To this end it is possible to establish matches between entire packages of credits.
4. The procedures for the recognition of studies undertaken abroad and the attainment of associated university education credits by Luiss University students are governed by the regulations of the individual academic programs.
5. Renunciation of a place allocated for a for-credit structured degree mobility program within a timeframe that does not enable the place to be taken by another student will be handled in the manner decided by the Academic Senate.
6. Participation in international mobility programs may entitle students to be granted bonus points when being awarded their degree grade.
7. For-credit mobility programs:
  - a. For-credit mobility programs (*programmi di mobilità per crediti*) allow students to undertake a period of study abroad while remaining enrolled at their university and to obtain recognition of the activities carried out abroad as an integral part of their university studies. In the case of participation in international exchange programs, students are exempt from paying fees or charges at the host university. Such fees, however, must be borne by students in the case of



- participation in summer or semester-long courses in which the student has independently enrolled outside the scope of special exchange agreements.
- b. Academic responsibility for these programs lies with academic coordinators in charge of the various discipline areas while the operational aspects of cooperation agreements and associated student mobility is handled by the Student Mobility Office.
  - c. Students admitted to spend a period of study abroad submit a study plan setting out the educational activities to be undertaken at the host university.
  - d. At the end of the period of study abroad, once the content and regularity of the certification exhibited has been verified, the educational activities undertaken abroad and the credits earned will be recognized. The credits will be officially registered in the student's university academic career and imputed both to the educational activities and to the relevant academic discipline fields with the grade converted in the manner approved by the International Student Relations Commission, which is composed of the academic coordinators responsible for the international exchange program.
8. For-credit structured degree mobility programs:
- a. For-credit structured degree mobility programs (*programmi di mobilità strutturata per titoli e crediti*) allow students to undertake a period of study abroad while remaining enrolled at their home university. During the mobility period, the exams that students take at the host university are recognized as an integral part of their university studies. Upon completion of their studies, in the case of for-credit degree mobility programs, students are awarded a double/multiple degree or a joint degree in accordance with the applicable laws, rules and regulations in force in the countries where the institutions are located whereas in the case of for-credit mobility programs, solely the associated credits of courses and activities undertaken abroad are awarded.
  - b. Agreements for structured mobility programs entailing the awarding of double or joint degrees are approved by the relevant schools (undergraduate and graduate) and govern, among other things, the teaching and organizational aspects related to the academic program and the students enrolled. On the basis of the principle of reciprocity, the agreements may regulate cases of partial or total exemption from the payment of university fees for all or some types of participating students.
  - c. In order to create totally integrated learning paths, the intervarsity agreements may envisage further constraints on the choice of educational activities that can be undertaken by the admitted students, as well as, where necessary, the earning of a greater number of credits than that awarded for the learning path offered to the general student body.
  - d. Academic responsibility for the joint study plan lies with an academic coordinator, appointed by the relevant dean of school.
  - e. Upon completion of their studies, students enrolled in structured mobility programs are awarded a joint or double/multiple degree in accordance with the applicable laws, rules and regulations in force in the countries where the institutions are located. In the case of double/multiple degrees, the bodies in charge of awarding the degree at Luiss University award the grade in one hundredth and tenths, following the in-person defense of the final dissertation, by converting the assessment already expressed by the partner institution. Alternatively, the teaching structures may establish the cases in which the final test consists of the evaluation of the dissertation, in which case the presence of the graduating student is not required.
  - f. Taking into account the limited number of courses attended by students participating in for-credit structured degree mobility programs, those students may submit their application to write their thesis on a topic falling with the courses covered by their study plan solely to the faculty member who taught such a course or to another faculty member belonging to the same or similar academic discipline field.
9. Structured agreements for student recruitment:
- a. In compliance with the laws and regulations in force, as part of the University's internationalization activities, Luiss Guido Carli promotes specific action aimed at increasing the



- number of non-Italian students enrolled in its bachelor's degree, master's degree, and single-cycle master's degree programs through international university cooperation programs.
- b. If so provided in an intervarsity agreement, students enrolled in a four-year bachelor's degree program who have earned at least 180 credits or equivalent may enroll in a master's degree program at Luiss University.
  - c. If so provided for in an intervarsity agreement, for students who intend to enroll in a bachelor's, master's, or single-cycle master's degree program at Luiss University with only eleven years of schooling, the admission procedure and associated verification of qualifications requires them to submit academic certification showing that they have passed all the exams required for the first year of university studies.

### **Article 36 - Interruption and Suspension of Studies**

1. Interruption and suspension of university studies occurs if a student fails to pay an instalment of tuition fees and suspends activities for at least an entire academic year.

#### **a) Interruption of Studies**

1. Students who wish to resume their studies after a period of interruption must request that their university academic record be reconstructed in the manner and timeframe established by the Executive Committee.

#### **b) Suspension of Studies**

1. Students may apply to temporarily suspend their university studies on grounds of serious health issues, maternity, national service, continuance of studies at an Italian military academy or at a foreign university or enrollment in a PhD program or at a graduate school, in accordance with the procedures and deadlines laid down by the Executive Committee.

### **Article 37 - Discontinuance and Lapse of Studies**

1. It is possible to discontinue one's university studies by submitting an application in writing in this regard without mentioning any conditions, deadlines or provisos that limit the effect of the decision. Discontinuance (*rinuncia*) is irrevocable for the student, who in the future will be unable to revive their university studies. Discontinuance is an act that must be done in person and cannot be delegated to others.
2. Under no circumstances may a student who has enrolled for a year of a university program obtain a refund of the fees and taxes paid (Article 27 of the Student Regulations – Royal Decree No. 1269 of 4 June 1938).
3. Upon acceptance of the application for discontinuance of studies, the University will return the original school leaving qualification that may have been lodged at the time of university registration.
4. Lapse (*decadenza*) of university studies occurs when a student does not exercise their rights for a certain period of time. Registered students who do not sit any exam for eight consecutive academic years are deemed to have forfeited their studies. Those who forfeit their studies will no longer be considered as enrolled at university and will have the university studies cancelled, meaning that it will be impossible to obtain a transfer to another program or university. They may however obtain a certificate concerning their university academic record with a specific note that their university studies have lapsed. Lapse does not occur if a student has passed all official exams and must sit just the final degree exam in order to graduate, which can still be sat irrespective of how much time has elapsed, or if a student submits a declaration to the effect that an exam has been sat in the meantime even if not passed.



### **Article 38 - Certification of Academic Qualifications**

1. The degree parchment, certifying the award of the academic qualification, is signed by the Rector, the relevant dean of school and the General Manager (*Direttore Generale*).
2. Pursuant to the applicable laws, rules and regulations, the University issues, by way of a diploma supplement to every academic qualification, a certificate - also in English and in a standard European-wide form - describing the main features of the specific curriculum followed by students to obtain the qualification in question.

### **Article 39 - Duties of Students**

1. All students enrolled at the University must fulfil the educational commitment made at the time of registration. They must also behave in a manner that fosters teaching activities and the proper holding of official exams and must display personal integrity and respect for the dignity of others, teaching and research facilities and university life in general. Breach of the above rules of behavior will lead to disciplinary action being taken against the students pursuant to the relevant code of conduct without prejudice to any other sanctions provided for by law.
2. Attendance at courses is compulsory.
3. Students must compile their individual study plan in the prescribed manner and timeframe.
4. In order to sit an official exam it is necessary that:
  - a. enrollment and payment of tuition fees be in order;
  - b. the exam has been duly booked;
  - c. the courses envisaged by the relevant regulations and the study plan approved by the relevant academic bodies have been attended;
  - d. any prerequisite exams, if any, have been passed.
5. Students must not act in a way that falsifies the assessment and judgment of their performance in their studies. Behavior that breaches the above rules is punishable by the relevant academic bodies, in proportion to the gravity and recurrence thereof:
6. The foregoing is without prejudice to any personal civil and criminal liability stemming from the misbehavior.
7. For matters not expressly regulated in these Regulations, reference is to be made to the Code of Ethics.

## **TITLE IV Transitional and Final Provisions**

### **Article 40 - Approval of the University Academic Regulations**

1. These Regulations are resolved on by the Academic Senate and, to the extent falling within its remit, by the Board of Directors. They are issued by a decree of the Rector, which establishes when they enter into force.
2. These Regulations are to be published on the University's website.
3. Upon the entry into force of these Regulations, all rules and regulations in contrast herewith shall be repealed.
4. For matters not addressed in these Regulations, reference is to be made to applicable law.



## **Article 41 - Amendments to the University Academic Regulations**

1. Amendments to these University Academic Regulations may be made subject to compliance with the procedures laid down by applicable law.

## **Article 42 - Transitional Provisions**

1. Once the required procedures have been complied with, these Regulations shall enter into force with effect from the issuance of the relevant rectoral decree unless otherwise stipulated in the said decree. The Regulations shall apply to the academic programs established and running. The University guarantees completion of the academic programs and the awarding of the associated qualifications, in accordance with pre-existing academic program specifications, as regards students already enrolled in those programs at the date of entry into force of these Regulations.
2. Students may opt for enrollment in the academic programs governed by these Regulations. The school councils shall regulate the right of students to opt for enrollment in the academic programs envisaged by the new system.
3. Studies done to obtain a university qualification on the basis of pre-existing program specifications are evaluated in credits and, subject to approval by the relevant school councils, are recognized for the awarding of the degrees envisaged by these Regulations. The same holds true for the studies done to obtain a qualification from special purpose schools.