



# ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

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## **Art. 1 Scope**

1. These regulations, the "University Academic Regulations", govern general aspects of the organisation and the functioning of the training activities of the Sant'Anna School of Advanced Studies (the "School"), as provided for in art. 11 of Law No. 341 dated 19<sup>th</sup> November 1990, and in articles 7 and 17 of the School Statute, in order to guarantee and promote conditions that facilitate the learning process, from the guidance phase to the university and post-university decision-making phase, promoting continuing training for the entire life-time of individuals. Commencing from the 2022-2023 academic year students are permitted to simultaneously enrol in two courses of study in accordance with the provisions of Law No. 33 of 12<sup>th</sup> April 2022 and related implementing decrees.
2. The School operates as an educational and learning community which, thanks to advanced research activities conducted according to interdisciplinary approaches, to interaction with the cultural, social and economic world and to the specific teaching conditions which are intended to facilitate interpersonal growth, is able to guarantee training which promotes effective learning processes for students of high merit.
3. The School adopts Academic Regulations in order to define the procedures for establishing the conditions under this article, recognising the following distinctive characteristics of its training offer:
  - a) research orientation, which enables the School to offer training in areas at the frontiers of knowledge, using a rigorous approach in terms of method and level of in-depth analysis;
  - b) the adoption of interactive teaching methods for the acquisition of the experimental method and for the development of cross skills;
  - c) an interdisciplinary approach, encouraged at all levels of training and also rendered possible by the diversity of scientific-disciplinary sectors and by the presence of interdisciplinary research centres;
  - d) the system of national and international relationships, which provides the opportunity for exchange programmes with institutions of excellence;
  - e) the numerically privileged ratio of teaching staff to students;
  - f) the collegial dimension, in particular for university students and the continual relationship between teaching staff/students which enables constant and personalised contact and dialogue for the entire duration of training.
4. The School plans and provides training activities for the development of individuals commencing with analysis of the training requirements of students, identifying the teaching procedures, instruments and methods required to maximise their capacity to learn and acquire knowledge and skills in the field of applied sciences. In this perspective, the training courses offered provide for teaching activities in lecture halls as well as innovative and experimental teaching approaches and methods, where the students can both structure and act as protagonists in their scientific and cultural growth.

## **Article 2 Definitions**

4. For the purposes of these Regulations:
  - a) the Ministry refers to the Ministry of University and Research;
  - b) the School refers to the Sant'Anna School of Advanced Studies;



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- c) ministerial decrees, refer to the decrees issued, pursuant to and in accordance with the procedures set out in art. 17, paragraph 95 of Law No. 127 dated 15<sup>th</sup> May 1997, and subsequent amendments;
- d) courses of study refer to the courses, as identified in art. 3 of Ministerial Decree (D.M.) No. 270/04;
- e) courses of study faculty refers to all the courses of study, however described, having the same qualifying training objectives, grouped together in accordance with article 4 of Ministerial Decree No. 270/04;
- f) students refers to the students of undergraduate degree courses and the students of PhD programmes (*corsi di perfezionamento and dottorati di ricerca*);
- g) students of the School refers to the students of Degree courses and Master's degree courses, including single-cycle courses, students of the Seasonal Schools, and of the Level I and II Master courses, advanced education courses and continuing education and training courses and of the specialisation schools;
- h) students of secondary high schools are those who participate in university guidance courses;
- i) subject area refers to scientific-disciplinary sectors and groups that are culturally and professionally related, as defined by the Ministerial Decrees;
- j) Italian university credit refers to a measurement of the volume of learning, including individual study, that is required of a student with an adequate initial level of knowledge to acquire the knowledge, skills and expertise in the training activities provided by the educational systems for the courses of study;
- k) training goals refer to the set of knowledge, skills and expertise which characterise the cultural and professional profile that the course of study aims to achieve;
- l) educational system for a course of study refers to the set of rules which govern the course of study in question.

### **Art. 3**

#### **Scientific areas**

1. The scientific areas in the School include Economics and Management, Law and Political Sciences; Industrial and Information Engineering, Agricultural Sciences and Plant Biotechnology and Medical Sciences.

### **Art. 4**

#### **Training and interdisciplinary research**

1. The training offered by the School promotes interdisciplinary research and interaction with the cultural, social and economic world. The Interdisciplinary Research Centres, established pursuant to articles 36 and 42 of the Statute, promote a connection between training and research activity by the School.

### **Art. 5**

#### **Offered Programmes**

1. The School promotes and organises training which ensures learning processes for students, in compliance with art. 7 of the Statute, and according to the forms described in the following paragraphs.
2. The School offers:
  - a) supplementary courses for Honours students enrolled in degree courses at the University of Pisa or other universities that have standing agreements with the School (Level I supplementary courses);
  - b) supplementary courses for Honours students enrolled in Master's degree courses at the University of Pisa, or at other universities which have a standing agreement with the School, to allow specialisation in particular sectors of advanced and cutting-edge studies (Level II supplementary courses);



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- c) supplementary courses for Honours students enrolled in single-cycle Master's degree courses at the University of Pisa or other universities which have a standing agreement with the School, to allow specialisation in particular sectors of advanced and cutting-edge studies (single-cycle supplementary courses);
  - d) PhD programmes (*corsi di perfezionamento*) equivalent to a PhD, in accordance with art. 2 of Law No. 41 dated 14<sup>th</sup> February 1987 and 3 and 4-year PhD courses (Philosophiae Doctor), also in collaboration with other Italian or foreign universities.
3. The School may also offer:
- a) guidance courses for students of secondary high schools and students of courses at the School;
  - b) Degree courses and Master's degree courses, including single-cycle courses, together with one or more universities which have a standing agreement with the School;
  - c) interdisciplinary training programmes of excellence on areas of research for the school called Seasonal schools, intended for university students enrolled in degree courses, Master's degree courses, including single-cycle courses, and PhD courses, enrolled with Italian or foreign universities;
  - d) Level I and II University Master courses, also in collaboration with other Italian and foreign universities;
  - e) advanced education training courses, continuing education and training courses, also with recognition of university training credits, offered by the School alone or in collaboration with Italian and foreign universities and/or other public or private organisations.
4. The School establishes the residential nature required for specific training activities, in accordance with the purposes established by the Statute.

#### **Art. 6**

##### **Admission to the School's courses**

1. Admission to the School's courses is based on procedures which aim to ascertain the candidates high level of knowledge and potential for cultural, scientific and professional development.
2. The certificate required, the access procedures, the knowledge, skills and expertise necessary for admission to the individual training activities are governed by the Training Activities Regulations as specified under art. 7 below and by the respective academic regulations, which also identify the procedures for verifying the initial level of knowledge required.

#### **Art. 7**

##### **Training Activities Regulations**

1. In compliance with and pursuant to applicable regulations and the provisions of these Regulations, the School's Training Activities Regulations govern training activities provided by the School, as follows:
  - a) Book I: "Level I and II supplementary courses and single-cycle supplementary courses", referred to in art. 5, paragraph 2, sub-sections a) and b) and c) of these regulations;
  - b) Book II: "Degree courses and Master's Degree courses", referred to in art. 5, paragraph 3, sub-section b) of these regulations;
  - c) Book III: "Courses for the achievement of a PhD", referred to in art. 5, paragraph 2, sub-section d) of these regulations;
  - d) Book IV: "Level I and II University Master courses and Advanced training and continuing education and training courses", referred to in art. 5, paragraph 3, sub-sections d) and e) of these regulations;
  - e) Book V: "University Guidance" referred to in art. 5, paragraph 3, sub-section a) of these regulations;
  - f) Book VI: "Seasonal Schools" referred to in art. 5, paragraph 3, sub-section c) of these regulations;
  - g) Book VII: "Scholarships and forms of student collaboration".



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### **Art. 8 Award of joint certificates**

1. In accordance with applicable regulations and with the Statute, the School may award certificates jointly or in collaboration with other Italian or foreign universities.
2. The School agrees the organisational methods and administrative procedures concerning the mutual recognition of the teaching, training activities and the related credits, based on special agreements, in compliance with regulations in force, for the purpose of awarding a single certificate having the same value for the School and the other institutions.
3. The abovementioned certificates are awarded jointly by the School and by the institutions that have agreements with the School, and are awarded pursuant to the law by the respective senior academic boards.

### **Art. 9 Explanatory notes to the certificates**

1. For each certificate, the School issues a Diploma Supplement, prepared in Italian and in English and conforming with the model developed internationally and adopted by Italian regulations.

### **Art. 10 Italian University training credits – acquisition and recognition of credits**

1. The School adopts the system of Italian university training credits, pursuant to art. 5 of Ministerial Decree No. 270 of 2004. The university training credit corresponds to 25 hours of overall commitment per student; it is possible to increase or decrease the number of hours, within a 20% limit, if the Ministerial Decrees permit this.
2. The credits corresponding to each training activity are acquired by the student when the exam is passed or based on another form of testing method, as established by the rules governing each individual training activity.
3. The recognition of credits gained by students at other Italian or foreign universities is automatic, provided such recognition is envisaged in special agreements entered into between the two institutions involved, and duly approved by the Academic Senate. The competent academic bodies will express an opinion in any other cases not governed by specific agreements.

### **Art. 11 Guidance**

1. The School organises the following guidance activities, also in collaboration with other institutions, which are included in the Programme of guidance activities and social mobility for the School:
  - a) pre-university, in coordination with higher secondary education institutions, in order to ensure an informed choice of the university programme corresponding to the aptitudes of each higher education student and to combat difficulties in accessing university studies for talented young persons originating from disadvantaged social-economic backgrounds;
  - b) intra-university, in order to facilitate the integration and reception stage of students of the School and good progress in their studies;
  - c) post-university, intended for students of the School, in order to ensure and promote mature and informed choices in the continuation of training, as well as integration in the labour market, to enable choices which are consistent with the training course followed and to suggest qualified employment opportunities.



### **Art. 12 Tutoring**

1. In accordance with applicable regulations, the School organises a systematic set of tutoring activities, in order to guarantee conditions that facilitate the learning process for students and the personalisation of training programmes offered; the tutoring activities are aimed at:
  - a) contributing to the guidance of students during their studies;
  - b) improving the quality of study and learning conditions;
  - c) promoting the full achievement of training objectives;
  - d) removing obstacles to successful study activities and an active participation in the training process.
2. The School professors and researchers, who are responsible for guiding the students' training process, provide tutoring, also through collaboration and support in research activities.

### **Art. 13 Forms of publicity**

1. The School ensures appropriate forms of publicity regarding the procedures and decisions taken with reference to training offered and guarantees the public dissemination of the teaching programmes for all of its courses using dedicated technologies and the university web-site.

### **Art. 14 Level I and II supplementary courses and single-cycle supplementary courses**

1. The School offers forms of supplementary teaching for Level I and II Honours students and single-cycle students.
2. Honours students enrolled in Level I supplementary courses are simultaneously enrolled in degree courses of the University of Pisa, or of other universities which have standing agreements with the School, as identified by the Academic Senate upon proposal by the Faculty Councils.
3. Honours students enrolled in Level II supplementary courses are simultaneously enrolled in Master's Degree courses of the University of Pisa or of other Italian or foreign universities which have standing agreements with the School, as identified by the Academic Senate upon proposal by the Faculty Councils.
4. Honours students enrolled in single-cycle supplementary courses are simultaneously enrolled in single-cycle Degree courses at the University of Pisa or at other Italian or foreign universities which have standing agreements with the School, identified by the Academic Senate upon proposal by the Faculty Councils.
5. Book I of the School's Training Activities Regulations, "Level I and Level II supplementary courses and single-cycle supplementary courses", defines the general structure of the supplementary teaching activities and the relative obligations and conditions for the achievement of certificates.

### **Art. 15 Degree Courses and Master's Degree courses, pursuant to an agreement with Italian or foreign Universities**

1. The School may establish and offer Degree courses and Master's Degree courses, including single-cycle courses, in collaboration with other universities, within the framework of specific agreements, in line with the provisions of article 7, paragraph 2, sub-section a) of the Statute, issuing joint certificates.
2. The Degree courses meet the School's criteria and standards of excellence and have specific interdisciplinary characteristics and high technical, scientific and professional qualifications.
3. The duration of the courses is as follows:
  - Degree courses: normally three years, for a total of 180 credits;
  - Master's degree courses: normally two years, for a total of at least 120 credits;



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- Single-cycle degree courses: normally five years for a total of at least 300 credits, save for Medicine and Surgery and Orthodontics and Dental Implants, which are normally 6 year courses for a total of at least 360 credits.

### **Art. 16 Certificates and the award procedures**

1. For the training activities under art. 3 above, in accordance with articles 7 and 53 of the Statute, the School issues the following certificates:
  - a) Honours Diploma (*Diploma di Licenza*);
  - b) II Level Honours Diploma;
  - c) I Level Honours Diploma;
  - d) Bachelor's or Master's Degree together with one or more of the universities with standing agreements with the School;
  - e) PhD Diploma;
  - f) I and II level University Master's Diploma;
  - g) Certificates for training courses offered.

The certificates issued by the School under sub-sections a) and b) of paragraph 1) are equivalent to a Level II University Master course, pursuant to art. 19 (3) of Decree Law No. 76 dated 16<sup>th</sup> July 2020, converted by way of Law No. 120 dated 11<sup>th</sup> September 2020.

2. The certificates are awarded following a final exam, intended to verify achievement of the training objectives that the training is intended for.
3. For admission to the final exam the student must have completed all training obligations provided by the relative training activities regulations.
4. The School awards:
  - a) the Honours Diploma (*Diploma di Licenza*) to students who have fulfilled their academic obligations for the first three year period and the second two year period of the Honours course, or rather students who have satisfied all obligations relating to the Honours course upon completion of a single-cycle, have achieved a Master's degree and subsequently passed the Honours diploma exam, in accordance with procedures and terms established by these regulations and by the training activities regulations;
  - b) a I level Honours Diploma to Honours students who have fulfilled their academic obligations for the first three years of the Honours course and achieved a university degree, in accordance with procedures established by these regulations and the training activities regulations;
  - c) a II Level Honours Degree to Honours students who have fulfilled their academic obligations relating to the second two year period of the Honours course, have achieved a Master's Degree and subsequently passed the relative final exam, in accordance with the procedures under sub-section a) and have not achieved the Honours Diploma under sub-section a).

### **Art. 17 Academic Regulations for degree courses and Master's degrees.**

1. In accordance and compliance with applicable regulations and provisions contained in these Regulations, for each degree course or Master's degree course, including single-cycle courses, established and offered by the School in agreement with other universities, the Academic Senate, having consulted with the competent Faculty Council, approves the Academic Regulations for the relative course of study.
2. The academic regulations for the course are issued in compliance with freedom of teaching, and the rights and duties of teaching staff and students, specifying organisational aspects. In particular each set of Regulations:
  - a) establishes the specific training objectives, teaching activities, criteria for the award of credits and procedures for the organisation of each individual training activity;



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- b) indicates the procedures for an assessment of the knowledge and skills initially required of students to access training activities and establishes the procedures for verifying knowledge and the potential required for access to training activities;
  - c) identifies the specific academic obligations required of students in order to ensure the high quality of training offered and establishes the procedures for and types of assessments of learning and of advancement by students;
  - d) provides for forms of periodic assessment of credits achieved, in order to ensure that the training and professional content offered by the training activities are current and up-to-date;
  - e) provides for forms of periodic assessment of training activities provided and of the level of satisfaction of students.
3. In Book II of the Training Activities Regulations, the School governs the characteristics of degree courses and Master's degrees, including single-cycle courses, with reference to procedures for the selection of candidates, the commitment of teaching staff, and forms of monitoring. It also establishes the procedure for entering into agreements and the mandatory content of those agreements.

#### **Art. 18**

##### **Establishment, offer and discontinuance of Degree Courses or Master's Degree courses.**

1. The Degree courses and Master's Degree courses are offered and modified in compliance with the criteria and procedures laid down by Ministerial Decree No. 270 of 2004 and by the related ministerial provisions. The proposal to establish a Degree Course or a Master's Degree course is submitted to the Academic Senate by an Institute Director, or in the case of courses pertaining to several Institutes, the proposal is submitted by the Directors of the Institutes concerned, by the Coordinator of the Interdisciplinary Research Centre, by the professor or by the researcher concerned, following the opinion expressed by the competent Faculty Council, or by both Faculty Councils in the case of inter-faculty courses, on the basis of a detailed project, drawn up in compliance with national and statutory rules and regulations.
2. The project relating to the establishment of a Degree Course or a Master's Degree course, including a single-cycle course, must indicate:
- a) the name of the course and the faculty to which it refers;
  - b) the specific training objectives;
  - c) the professional profile the course aims to train;
  - d) the prospects of professional career opportunities;
  - e) the criteria and procedures for access to the course, as well as the timing and methods of planning, coordination and verification of the results of the training activities;
  - f) any courses which have similar training objectives in the university system;
  - g) the procedures for conducting examinations and other advancement assessments and procedures for achieving and awarding the joint certificate;
  - h) the size of the potential student demand generated by the School's graduates and by the national university system;
  - i) the necessary teaching skills and expertise, distinguishing between those available at the School and those available at a federated University, specifying the procedures for the assignment of annual teaching duties to the teaching staff;
  - j) the staff, technical and building facilities and financial resources required, making a distinction between those available at the School and those available at a federated University;
  - k) an analysis of the direct and indirect costs and the expected income.
3. The applicants must attach the following documents to the project:
- a) the proposal for the course's educational system prepared in accordance with Ministerial Decree No. 270 of 2004 and the subsequent decisions on the subject;
  - b) draft academic regulations for the course to be offered;
  - c) a draft agreement relating to agreements entered into with one or more Italian or foreign universities participating in the course's offer.



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4. The School offers appropriate forms of consultation with organisations representing the world of manufacturing, services and professions in order to define the specific training objectives, the expected professional profiles and the work objectives envisaged.
5. The proposal of a Degree course or a Master's Degree course, including the course's educational system, the project referred to in paragraph 2 and the opinion of the Faculty Council responsible for the subject (or the Faculty Councils in a joint meeting, where necessary) are approved by the Academic Senate, as the body responsible for resolving on the offer of degree courses and Master's degree courses, including single-cycle courses, and by the Board of Governors, within its area of responsibility, which resolves on the economic-financial sustainability of decisions taken by the Academic Senate for the offer of Degree courses and Master's Degree courses, including single-cycle courses, after having obtained the opinion of the internal Evaluation Committee and the favourable opinion of the Regional University Coordination Committee.
6. The establishment, offer and discontinuance of Degree courses and Master's Degree courses will be transmitted to the competent bodies, and included in the database of the Ministry's educational offer, in accordance with provisions in force.
7. However, in the case of discontinuance the School ensures the possibility for students already enrolled to complete their studies and achieve the respective certificate, within a maximum of two academic years from the discontinuance decision, as well as the possibility for students to opt for enrolment in other courses offered.

#### **Art. 19**

##### **PhD Programmes (*Corsi di Perfezionamento*)**

1. The School may offer PhD Programmes within the scope of its research areas, in accordance with the provisions of article 7, paragraph 1, sub-section d) of the Statute and with the founding law.
2. The PhD programmes are governed by specific regulations issued in accordance with Book III of the School's Training Activities Regulations, "Courses for the achievement of a PhD".
3. The programmes have a duration of not less than three years.
4. The procedures for organising, conducting and verifying the training activities of the PhD programmes are governed in the relevant regulations.
5. The PhD programmes are organised in a structured training programme and include conducting a specific research project in relation to the different needs of the School's scientific area of interest.
6. Part of the activities envisaged in the training programme may also be carried out at other Italian and foreign universities, as well as in Italian or foreign research centres.
7. At the end of the programmes, the School awards the Degree of Philosophiae Doctor (PhD) to students who have fulfilled the foreseen training obligations and have passed the final examination; the Degree of Philosophiae Doctor (PhD) is equivalent to a PhD (*dottorato di ricerca*) in accordance with Law No. 41 dated 14<sup>th</sup> February 1987.

#### **Art. 20**

##### **PhD Courses (*Corsi di dottorato di ricerca*)**

1. The School may establish PhD courses, also in collaboration with other Italian or foreign universities, in compliance with the provisions of art. 7, paragraph 1, sub-section d) of the Statute.
2. The School can enter into special agreements with other universities, if necessary, in order to establish the courses; the special agreements are aimed at offering each individual course. The methods and procedures to implement the course must be defined and the teaching staff resources, logistics and finances, as well as the criteria for the award of the joint certificate must be identified in these agreements. The course's academic regulations must be attached to the agreement.
3. The PhD courses are governed by the relevant national laws and regulations and by the appropriate Course academic regulations. The duration of PhD courses in collaboration with other universities cannot be less than three years.





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4. At the end of the courses the School awards the Degree of Philosophiae Doctor (PhD) to the students who have fulfilled the foreseen training obligations prescribed by the relative Regulations and have passed the final examination, if necessary the PhD will be signed jointly by the federated Universities.

### **Art. 21 Master Courses**

1. The School may establish Level I and II Master courses, in accordance with legislation in force, in implementation of article 7, paragraph 2, sub-section b) and article 49 of the Statute.
2. The Master Courses are aimed at providing adequate training responses in areas of particular interest for the skilled labour market, in line with the policies of excellence pursued by the School.
3. The student must gain at least 60 credits, in addition to the credits already earned for a Degree or Master's Degree in order to be awarded the Master.
4. Master Courses may also be offered in collaboration with Italian or foreign universities and with other external public and private bodies.
5. Book IV of the School's Training Activities Regulations governs the procedure for the establishment and offer of a Master course, the requirements for admission, the procedure and the conditions for the award of the certificate and the procedures for the recognition of the university credits gained and also the rules for intermediate and final exams and any internships.

### **Art. 22 Advanced education training courses and continuing education.**

1. In accordance with article 7, paragraph 2, sub-section c), and article 51 of the Statute the School may establish advanced education training courses and continuing education, also recognising university credits. These courses are of variable duration and can be provided in collaboration with Italian and foreign universities and/or with other public and private bodies.
2. The School may award certificates to participants, which are prepared in compliance with regulations in force and with the agreements or proposal protocols established with external bodies.
3. The organisation of these training activities is governed by Book IV of the School's Training Activities Regulations.

### **Art. 23 Seasonal Schools**

1. The School can establish interdisciplinary training courses of excellence, relating to its areas of research, intended for university students enrolled in Degree courses, Master's degree courses, including single-cycle courses, and PhD programmes and courses which have the same testing and progress requirements established for School students.
2. The Seasonal Schools are normally conducted in the English language.
3. The Seasonal Schools annual plan includes planning of individual training activities, recognition of credits for each venture and the relative procedures for realization of the school.
4. The organisation of these training activities is governed by Book VI of the School's Training Activities Regulations.

### **Art. 24 Knowledge of foreign languages**

1. The specific rules for individual training activities can envisage, as part of training obligations, knowledge of and the related forms of verifying knowledge of at least one European Union language in addition to Italian, or require specific levels of certification for access to activities or for the achievement of the final certificate.
2. The School particularly promotes the study of the English language.



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3. During the entire period of study at the School, Honours students as described under art. 15 must acquire knowledge of at least two foreign languages, achieving the level indicated in the Training Activities Regulations.

#### **Art. 25**

##### **Recognition of activities carried out at other Universities.**

1. The rules and regulations which govern the School's individual training activities envisage procedures for the recognition of training activities carried out at other Italian and foreign universities.
2. The School adheres to mobility programmes recognised by European Union Universities via specific agreements and other international exchange programmes, in compliance with the rules in force, and in accordance with the principles of reciprocity.

#### **Art. 26**

##### **Participation in individual training activities by external students**

1. Students from other special order schools and students from other Italian and foreign universities, with which agreements based on reciprocity have been entered into, may participate in individual training activities, may sit the relevant examinations and be awarded a certificate, including an indication of the credits gained, as part of the teaching programme of each academic year, in accordance with the procedures specifically defined by the competent academic bodies.

#### **Art. 27**

##### **Bodies responsible for training activities**

1. The bodies of the School responsible for training activities are the Academic Senate, the Deans and the Faculty Councils, the Degree Course Councils and the PhD Programme Boards. These bodies collaborate with the Institutes and Interdisciplinary Research Centres and make recourse to the Quality Enhancement Committee, the Evaluation Committee and the Joint Students and Teachers Board.
2. The Academic Senate:
  - a) resolves upon academic and advanced education ventures and the establishment, offer, modification or discontinuance of PhD programmes and courses, degree and Master's degree courses, including single-cycle courses, and Level I and II university master courses, advanced education and continuing education courses and specialisation schools, that may be proposed by Institutes, Interdisciplinary Research Centres, professors and researchers of the School;
  - b) streamlines and supervises the School's training activities, issuing guidelines and ensuring coordination, dealing with updates and the periodic review of the overall framework of the training offer;
  - c) verifies annually the efficiency and effectiveness of the training activities conducted on the basis of quantitative and qualitative data and indicators; may request the competent bodies to analyse the individual training activities proposed, achievement for each of them of the respective qualifying objectives and the viability of the credits awarded, in order to adopt any initiatives necessary to adapt the School's training offer;
  - d) supervises the planning and organisation of the training activities for Degree courses and Master's Degree Courses and their performance;
  - e) approves the Advanced Education Plan.
3. The Faculty Councils:
  - a) define the strategic lines for training activities and guidelines on innovative teaching methods;
  - b) annually approve the training offer for Honours students enrolled in Level I and II supplementary courses and single-cycle supplementary courses;
  - c) supervise the organisation and realisation of supplementary teaching and tutoring for students of the Level I and II honours degree courses and single-cycle courses;



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- d) act as a link between the teaching body in relation to proposals regarding training activities submitted for examination by the Academic Senate;
- e) annually approve the Seasonal Schools Plan and the Programme of guidance and social mobility activities;
- f) express an opinion on resolutions by the Academic Senate on the establishment and the discontinuance of degree courses and Master's degree courses, including single-cycle courses, as well as PhD courses;
- g) propose to the Academic Senate the calls for applications to allocate the Honours student positions referred to in art. 55 of the Statute;
- h) promote ventures intended to provide continuing training for teaching staff.

4. The Councils for degree courses and Master's degree courses, which include teaching staff and researchers of the School, are responsible for planning training activities for individual courses of study.

5. The Faculty Board for the PhD Course defines annually the final plan of the training offer for students of the PhD Courses on the basis of the recommendations made by the Academic Senate and the economic compatibilities established by the Board of Governors.

6. The Institutes and Interdisciplinary Research Centres collaborate in the process for the realisation of training activities, guaranteeing a connection with research activities and making available the equipment and laboratories for the realisation of those activities. They promote participation by students in the School's research projects.

7. The Evaluation Committee conducts evaluations and assessments provided by applicable regulations with reference to the School's training activities.

8. The Joint Students and Teachers Board is required to identify proposals to improve the training offer and services provided to students, verifying their effective implementation, also on the basis of the outcome of assessments conducted by the Quality Enhancement Committee.

9. The Academic Senate and the Faculties, via the competent departments, implement checks and assessments on the organisation, the effectiveness and quality of the training activities, on the consistency between the credits assigned to the training activities and the specific planned objectives, on the functioning of the tutoring service, as well as on the organisation and quality of the services and residential facilities.

#### **Art. 28**

#### **Planning of training activities**

1. The Academic Senate annually approves the academic calendar, within the month of July, indicating any periods of suspension of training activities and the closure of the School's residential structures.

2. The supplementary courses under art. 15 commence on 1<sup>st</sup> October and end on 30<sup>th</sup> September, unless specific exceptions apply and are approved by the Academic Senate.

3. The Faculty Councils define the reference framework for the planning of supplementary courses relating to the following academic year, within the deadlines provided for by the Training Activities Regulations, and however, no later than 31<sup>st</sup> March, and within the context of the recommendations made by the Academic Senate and the economic compatibilities established by the Board of Governors.

4. The Faculty Councils approve the final programme of activities within 31<sup>st</sup> May, once it has been verified that the programme meets the needs of the students.

5. The following details must be indicated for each foreseen teaching activity:

- a) the training objectives;
- b) the subject contents;
- c) any credits envisaged;
- d) the programme of activities and the period when they are conducted;
- e) the implementation procedures;
- f) the advancement verification procedures.

6. Within 31<sup>st</sup> March the Faculty Councils approve the Annual Plan for the Seasonal Schools for the following academic year.



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7. Within 30<sup>th</sup> June the Faculty Board for the individual PhD course approves the programme of training activities for the following academic year.
8. Within 31<sup>st</sup> December the Faculty Councils approve the Programme of guidance and social mobility activities.
9. Within 31<sup>st</sup> December the Academic Senate approves the annual Advanced continuing education plan and the Level I and II Master Course plan which may be supplemented by the following 30<sup>th</sup> June.

#### **Art. 29**

##### **The teaching staff's educational tasks and duties**

1. Each member of the teaching staff performs his/her teaching activities in accordance with the Regulations on the teaching commitment of the School teaching and research staff and in relation to the relevant rules and regulations of legal status in the context of training activities conducted within the School, as well as teaching activities governed by specific agreements entered into with other universities.
2. Teaching staff are required to set aside no less than 350 hours per annum for teaching duties and services for students, if they are full-time staff members, and not less than 250 hours if they are fixed-term staff. These commitments include teaching activities, tutoring, receiving students, the preparation and planning of training ventures and participation in learning evaluation committees. Tenured assistant professors are required to comply with academic obligations in accordance with the provisions of reference regulations (Decree Law No. 36 dated 30<sup>th</sup> April 2022, converted by way of Law No. 79 dated 29<sup>th</sup> June 2022).
3. In line with the characteristics of its training offer and academic organisation, as defined in these regulations, and with the privileged ratio of teaching staff to students, teaching activities conducted by university professors in the realisation of teaching in the various forms provided, are equal to at least 60 hours per annum in case of full time staff and 40 hours per annum in case of fixed-term staff. The abovementioned activities include lessons, exercises, working alongside students in research laboratory activities and student seminars. The above-mentioned teaching activities for the realisation of teaching in the various forms provided are included in the teaching programme approved by the competent structures.
4. Each member of the teaching staff must ensure the maximum availability for individual tutoring and for selection activities in the context of evaluation committees, also in consideration of the School's residential and collegial characteristics.
5. The School provides for the possibility of teaching by temporary professors, on the basis of applicable regulations and internal rules.
6. The Deans are required to report any teaching staff breach of their commitment to the Rector.

#### **Art. 30**

##### **Approval of and amendments to the University Academic Regulations**

1. These Regulations are approved by the Academic Senate, in accordance with the procedures set out in art. 18 of the Statute and are sent to the Ministry for approval, pursuant to art. 11, paragraph 1 of Law No. 341 dated 19<sup>th</sup> November 1990.
2. The Regulations may be amended using the same procedure referred to in the previous paragraph.
3. The Regulations and any amendments or supplements to the Regulations shall take effect from the day subsequent to their publication on the School's online register.