



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

UNIVERSITY REGULATION ON FIRST- AND SECOND- LEVEL MASTER DEGREES (VOCATIONAL AND ADVANCED MASTERS)

SPECIALIST TRAINING COURSES

ADVANCED LIFELONG LEARNING COURSES

TITLE I – GENERAL PROVISIONS

Article 1 – Scope

- 1 In accordance with Article 36 of the Statute of the University of Trieste, this regulation establishes the procedures for creating and activating the following types of courses:
 - a. University master degrees pursuant to Article 3(9) of Italian Ministerial Decree No 270 of 22 October 2004. A diploma is issued upon completion of these courses;
 - b. Specialist training courses and professional refresher courses pursuant to Italian Presidential Decree No 162 of 10 March 1982 and Italian Law No 341 of 19 November 1990. A certificate of attendance or participation is issued upon completion of these courses;
 - c. Advanced lifelong learning courses pursuant to Article 6 Of Italian Law No 341 of 19 November 1990 and Italian Ministerial Decree No 270 of 22 October 2004. A certificate of participation is issued upon completion of these courses.

Article 2 – Definitions

- 1 For the purposes of this Regulation, the following definitions apply:
 - a. University master degrees are higher education courses that require the completion of a bachelor's or master's degree. They are designed to teach particular skills, including interdisciplinary skills, in selected academic disciplines and in technical and professional fields.
 - b. Specialist training courses are designed to provide specialist training in selected academic and professional areas.
 - c. Advanced lifelong learning courses are designed for people who have already entered the world of work, or, in any case, who have already started their professional career.

TITLE II – FIRST- AND SECOND-LEVEL MASTER DEGREES (VOCATIONAL AND ADVANCED MASTERS)

Article 3 – Principles and purposes

- 1 The University offers specialist training courses and advanced lifelong learning courses independently and in collaboration with other public and private institutions. A first-level or second-level master diploma is issued upon completion of these courses;
- 2 The terms 'first- or second-level master degree' and 'vocational or advanced master' only apply to courses created and activated pursuant to Italian Ministerial Decree 270 of 22 October 2004, the University's Regulation on Educational Activities and this Regulation.

- 3 Master degrees are created to respond to additional educational needs of graduates in various disciplines and are designed to teach specific skills to individuals who already work in or who are about to enter specific professional fields.
- 4 Master degree courses can also be organised with other Italian and foreign institutions on the basis of specific conventions and agreements.
- 5 Procedures and deadlines for creating and activating master degree courses are defined every year through an official memorandum, which is generally published in February.

Article 4 – Creation and activation of new master degree courses

- 1 The creation of a new master degree course can be proposed by a single department or by two or more associated departments. In the case of association between multiple departments, a specific department must be identified as the Main Unit during the creation of the course. This Main Unit will be in charge of the educational, administrative and financial management of the course.
- 2 The proposal for the creation of a new master must contain the following elements:
 - a) full name of the master in Italian;
 - b) full name of the master in English;
 - c) level of the master;
 - d) official language of the course;
 - e) duration of the course, number of credits (ECTS/CFU) issued and indication of the possibility of a remote teaching format;
 - f) name of the proposing teacher (professor or researcher) who belongs to the proposing department, i.e., the Main Unit;
 - g) official headquarters of the master and its home department;
 - h) required entry qualification and any additional requirements;
 - i) the course's educational objectives;
 - j) career opportunities. These are also defined following expressions of interest from national and international organisations representing a relevant second or third sector, or from a relevant professional association. Such expressions of interest must ensure the consistency of the course programme with the demand for skills in the labour market and the relevant professional sector;
 - k) educational design of the course. For each educational activity, the educational design must indicate the number of ECTS/CFU students will obtain, the type of activity, any division of activities into modules, the relevant discipline code, the duration in hours and information on any examinations necessary to obtain the activity's credits as well as details about the final examination;
 - l) indication of any third parties involved and details of how they are involved;
 - m) minimum and maximum number of enrolled students;
 - n) admission requirements and selection criteria;
 - o) tuition fees;
 - p) financial plan for the course showing its financial sustainability;
 - q) possibility of extra participants (*uditori*) pursuant to Article 22 of this Regulation. The educational activities that extra participants can attend must be specified;
 - r) minutes from a meeting of the department council or financial unit in which the new master degree was proposed as well as the minutes from any associated departments.
 - s) minutes from a meeting of the teacher-student committee of the proposing department;
 - t) any other information that the proposing department considers appropriate.
- 3 At least five full-fee-paying students must be enrolled (i.e., without any fee waivers or reductions) for a master degree course to be activated. This is without prejudice to the financial sustainability of the course.
- 4 Proposals for new masters must be sent to the competent office, which shall forward them to the Quality Assurance Authority. The Authority will ensure that the new master meets the criteria the department has set for the activation of any such degree. All the proposals

approved by the Quality Assurance Authority are submitted to the University academic bodies for approval at the first appropriate meeting.

- 5 Proposals for new masters that will not be managed by the University of Trieste shall be approved by the relevant home department. At the same time, the department must approve the relevant proposal for agreement and the documentation provided for in Article 24. These proposals will be submitted to the University academic bodies for approval at the first appropriate meeting.

Article 5 – New editions of approved masters with major changes

- 1 The procedure described in Article 4 of this Regulation also applies to master degrees that have already been approved in the past but that have undergone major changes so that they differ substantially from the original proposal.
- 2 Changes affecting the following elements are considered major changes:
 - a) name of the course;
 - b) training objectives;
 - c) level of the master;
 - d) educational design when the changes involve more than 6 ECTS/CFU credits;
 - e) total number of credits and/or duration of the master;
 - f) educational unit in charge of the master;
 - g) unit in charge of the organisational and administrative management of the course.

Article 6 – New editions of approved masters with minor changes

- 1 To activate a master degree that has already been approved and offered during the previous academic year with some minor changes, the department must submit the following documents:
 - a) minutes from a meeting of the home department council which approves the new proposal;
 - b) approval of the financial plan by the relevant financial unit;
 - c) report on the last edition of the master pursuant to Article 23(1).
- 2 To activate a master degree that has already been approved and offered in the past but was not offered in the previous academic year and where there are only minor changes to the course, the department must submit the following documents:
 - a) minutes from the meeting of the home department council which approves the new proposal;
 - b) approval of the financial plan by the relevant financial unit;
 - c) report on the last edition of the master pursuant to Article 23(1);
 - d) minutes from the meeting of the teacher-student committee of the proposing department.

Article 7 – Governing bodies of the master degree

- 1 Governing bodies of the master degree are the head of programme and - where applicable - the council for the master degree course.
- 2 The head of programme is in charge of the course's functioning. They are elected by the relevant department when the proposal for creating or renewing a master degree is approved. Alternatively, they may be elected by an absolute majority of the council's statutory members. The head of programme for a master degree can only be chosen from among the professors and researchers at the home department.

In the event that the role is given to fixed-term staff, the duration of their contract must guarantee that they will be able to carry out all the activities required by their role.

If a master degree has a council, the head of programme is elected by an absolute majority of the council's statutory members. Justified absences will reduce the number of members required for a majority. The head of programme for a master degree can only be chosen from among the professors and researchers of the home department.

- 3 If a master degree has a council, the head of programme chairs it and convenes its meetings. They also implement the council's decisions and directives. The head of programme represents the course in external relations concerning education and/or research aspects. If the organisation of the course requires it, the head of programme may identify one or more delegates.
- 4 For a master degree to have a council, it must be established by the relevant department council. The course council is composed of all the teaching staff involved in the course's educational activities. External members of teaching staff may also be included. Every academic year, the department council of the course's home department shall designate the teaching staff involved in the course's educational activities.
- 5 The course council or head of programme have the following tasks:
 - a. promoting the course and disseminating its results, with the support of the relevant University offices upon request;
 - b. proposing the admission committee and the board of examiners for the final examination to the head of department;
 - c. monitoring all educational activities and ensuring they are carried out according to the course design;
 - d. proposing any collaborators or forms of collaboration to support of the organisation of the course to the Department Council;
 - e. proposing the definition of the criteria for the attribution of financial support from the University to the Department Council;
 - f. monitoring the attendance of any recipients of financial support and reporting any cases of non-attendance so that the University may withdraw its support;
 - g. proposing any changes to the course regulation on educational activities or to the course design before teaching starts to the department council. This also applies to changes required by law;
 - h. promoting and coordinating research and studies in the disciplines of the course;
 - i. implementing and enforcing any agreements with external bodies;
 - j. proposing any necessary adaptation to the planned use of resources to the department council.

Article 8 – Admission requirements

- 1 Master degrees have the following minimum admission requirements:
 - a) for first-level master degrees, a bachelor's degree or equivalent qualification;
 - b) for second-level master degrees, a master's degree or equivalent qualification.
- 2 Candidates' curriculums are evaluated by the governing bodies of the master degrees, with the support of the relevant University offices upon request.
- 3 The issue of a visa for the admission of foreign students with a foreign entry qualification is regulated by national law.
- 4 Students about to obtain the required degree, i.e., who only have to pass their final examination, may still submit an application for conditional enrolment. They must then obtain their qualification by the date of start of educational activities.

Article 9 – Call for applications to master degrees

- 1 Each academic year, the competent University office publishes a call for applications to master degrees issued by rectoral decree. The call contains the following elements:
 - a. the list of courses on offer;
 - b. the name, duration and location of the course, as well as the minimum and maximum number of students required for activating each course;
 - c. the educational design of each course;
 - d. the regulation on educational activities of each course;
 - e. the specific admission requirements for each course;
 - f. the deadlines and procedures for application;
 - g. tuition fees and the forms of payment;

- h. any further information on administrative requirements.
- 2 Any changes to application deadlines or course designs are issued by rectoral decree. The proposal is made by the head of programme and must be approved by the head of department and then communicated to the home department council.

Article 10 – Duration, credits (ECTS/CFU), teaching activities, double enrolment

- 1 Master degrees have a minimum duration of one year. Students must obtain at least 60 credits. Educational activities for one-year master degrees generally end by 31 December of the year after the first academic year of the course. Educational activities for two-year master degrees generally end by 31 December of the year after the second academic year of the course.
- 2 The amount of time required to complete the course, including individual study at home, amounts to at least 1,500 hours, corresponding to 60 credits. At least 200 hours are dedicated to taught courses. This number does not take any laboratories, workshops and internships into account, which can also be offered remotely for a fee to be defined in the proposal for the creation of new masters and for the renewal of any masters.
- 3 The relevant educational unit establishes the number of credits students will obtain through each educational activity in the course design (taught courses, practical activities, laboratories, workshops, seminars, internships, papers, theses and any other educational activity), in accordance with current legislation. Each educational activity must correspond to at least 1 credit.
- 4 50% of credits awarded must come from taught courses held by tenured staff of universities or other certified public or private bodies. 25% of credits must come from taught courses held by tenured teaching staff at the University.
- 5 Educational activities can be taught completely or partially in a foreign language.
- 6 Students can be awarded advanced standing for up to 20% of total credits, i.e., credit recognition for relevant educational activities candidates have carried out within or outside a university setting. Their study programme will be adapted accordingly by reducing the number of credits the student will have to obtain to complete their master. This does not apply to activities which were part of the entry qualification. Advanced standing does not entail a reduction of the course's tuition fees.
- 7 Double enrolment to a master and to another Italian university degree is regulated by current national legislation (Law No 33 of 12 April 2022 and subsequent amendments and additions).

Article 11 – Attending the course's activities

- 1 Students must attend at least 70% of taught courses and scheduled internships.
- 2 Hiatuses within the academic year are not allowed. In the case of a certified illnesses which causes a student to miss more than 30% of taught courses, or in case of pregnancy and maternity, students may request a hiatus from the relevant office and re-enrol the following academic year. This only applies to masters offered again in the following academic year.

Article 12 – Learning assessment

- 1 In order to obtain credits from educational activities in their study programme, students must pass examinations or other forms of learning assessment, including the final examination.
- 2 Each course's regulation on educational activities describes the forms of learning assessment students must pass to obtain the credits awarded for various educational activities. Regulations also specify if some activities give access to other activities via assessment. Learning assessment may consist of (oral and/or written) exams or other tests (oral and / or written tests, practical or graphic tests, essays, interviews, project works, etc.). Learning assessment for taught courses divided into modules must cover the content of all modules.

- 3 The result of assessment is a mark of up to 30/30. Honours may also be awarded. The pass mark for all examinations is 18/30. Other forms of learning assessment may not involve a mark.
- 4 All examinations and assessments are public. Students can only view their written assessments after registering the related result.

Article 13 – Enrolment in a supplementary year

- 1 Students who were already enrolled in a master degree during the previous academic year and have attended all mandatory courses but have not completed their exams can enrol in the same master degree for a supplementary year (*fuori corso*).
- 2 Their previous attendance, exams, internships and relevant credits (ECTS/CFU) will be automatically recognised.
- 3 University fees are the same for all master degrees and are approved each academic year by the University's Board of Directors.
- 4 The deadlines for the submission of applications and the payment of the related fees are set every year in the relevant call for applications.

Article 14 – Final examination

- 1 Students will only obtain their qualification after successfully passing their final examination. Each master course regulation on educational activities establishes the format of the final examination as well as the evaluation criteria used by the Board of Examiners. Regulations also describe the following:
 - a) how the examination is carried out;
 - b) how students are evaluated, taking into account not only their performance in the course, but also their previous educational activities, their final examination and any other relevant elements.
- 2 To pass the final exam students must have obtained all the required credits in their study programme.
- 3 Boards of examiners for the final examination must have at least three members and are appointed pursuant to Article 7(5)(b) of this Regulation.
- 4 Only full and associated professors, researchers and teaching fellows (who have taught on the course during the academic year in question) can be examiners for the final examinations during that academic year. Highly qualified experts may be appointed as additional non-voting members of the board. In any case, the majority of the examiners must be members of the University tenured teaching staff.
- 5 The final examination dates must be scheduled in at least three rounds, to be fixed by 31 May of the year following the end of the course. The head of the course must communicate the dates of all rounds to the competent administrative office and to the relevant department(s) at least 30 days before the first round. The end of educational activities must also be communicated at the same time.
- 6 At least 10 days before the first round, the head of programme must send the list of students who have not complied with attendance rules to the relevant office.
- 7 The final mark is given out of 110, with the possibility of honours. The mark is decided by the Board of Examiners by majority vote. The criteria for awarding honours are established by the Board before the final examination.
- 8 The final examination has a pass mark of 66/110.
- 9 Students who successfully pass their final examination obtain a first- or second-level master degree.
- 10 The diploma must indicate the level of the master degree and the full name of the degree course.
- 11 Double and joint degrees with other universities are regulated by the specific agreements through which they were established.
- 12 No diploma supplement is issued for university masters.

Article 15 – Forfeiture

- 1 Students who do not comply with the minimum attendance obligations provided for by their course regulation forfeit their student status.
- 2 Students enrolled in a supplementary year who do not obtain their qualification by the end of the last round of exams definitively forfeit their student status.

Article 16 – Withdrawal from studies

- 1 Students can withdraw from studies at any time without having to pay any fees still due and without right to reimbursement of any fees already paid. Withdrawal from studies entails the loss of student status.

Article 17 – Fees and taxes

- 1 University fees are proposed each year by the relevant department(s) and are approved by the Board of Directors.
- 2 Fees are paid in two instalments. Fees over € 8,000.00 may be split into three instalments.
- 3 The amount of each instalment, any late fees and the application of them, graduation fees, and any other additional fees are established each year by the Board of Directors.
- 4 When splitting fees into instalments, the financial unit in charge of the master must ensure the sustainability of the course even if fees are only partially paid as a result of withdrawals by students.
- 5 Students who have not paid all due fees cannot pass any exams, attend any educational activities or undertake any academic activities as long as their fees are still pending. While fees are pending, they cannot obtain any certificates.
- 6 Enrolled students will only be reimbursed their fees if their course has not been activated. This does not include any duties, taxes or admission fees.

Article 18 – Course funding and financial management

- 1 Funding of all scheduled activities must be ensured through the following:
 - tuition fees of enrolled students;
 - any funds contributed by external bodies and institutions which are specifically intended for this purpose;
 - possible additional resources provided by the units in charge of the organisation and financial management of the course.
- 2 Funding criteria are set by the Board of Directors.
- 3 A master that reported a budgetary deficit in the previous year may only be re-proposed if the financial plan for the new edition guarantees financial stability for the entire duration of the course.

Article 19 – University credentials

- 1 After enrolment, students receive a set of University login credentials which are strictly personal and non-transferable. They give students access to the University's online services, to their academic record as well as to a personal UniTS email account. This address is the preferred channel of online communication between the student and the University.

Article 20 – Study programmes

- 1 Study programmes are drawn up in accordance with the criteria set out in the relevant master's regulation on educational activities.
- 2 A master degree course council may approve study programmes with a maximum of 6 additional credits (ECTS/CFU). This is to avoid the splitting up of teaching activities and the

awarding of extra credits. If a course does not have a council, the home department council will have the same function.

- 3 Students cannot take exams that have not been included in their study programme. Exams taken in violation of this rule shall not count towards the obtainment of the master degree.

Article 21 – Enrolment in individual courses

- 1 Eligible master degree candidates may enrol in individual courses for up to 36 credits per academic year. Enrolment is subject to approval by the course council or the head of programme.
- 2 Credits obtained from individual courses offered within a master degree may be taken into consideration for admission to other university degree courses.
- 3 Tuition fees for individual courses are established each year and published in the fee notice for bachelor's and master's degrees.

Article 22 – Extra participants (*uditori*)

- 1 The proposal for a new master degree course should specify whether extra participants (*uditori*) will be allowed to enrol. Extra participants do not need to meet all admission requirements.
- 2 Tuition fees for extra participants are 25% of regular fees. The financial unit in charge of the master will use the entire amount to contribute to the smooth functioning of the course.
- 3 Extra participants do not count towards the number of students required to activate a course.
- 4 At the end of the course, extra participants will receive a certificate of attendance.
- 5 Extra participants' fees cannot be reimbursed. Extra participants cannot participate in internships.

Article 23 – Assessment of course results

- 1 At the end of the course, the head of programme draws up a self-assessment report on the activities of the master degree programme in accordance with the guidelines of the Quality Assurance Authority and sends it to the competent office together with the end-of-year accounts for the course.
- 2 At the end of teaching, enrolled students fill out an evaluation questionnaire on educational activities.

Article 24 – Collaborations with other universities and institutions

- 1 Master degree courses can be organised and managed in collaboration with other universities and institutions. A specific agreement is required to define the competences of the parties.
- 2 Pursuant to Article 3(10) of Italian Ministerial Decree No 270/2004, the University of Trieste may issue joint master degrees together with other Italian and foreign universities.
- 3 Joint masters must be established or activated by means of an agreement between partner universities. The agreement must define the following:
 - a) the type of collaboration (teacher mobility or inter-university collaboration) and the type of qualification (double degree, multiple degree or joint degree);
 - b) the design and management of the joint course, as well as the issuing of the related qualification(s);
 - c) the shared criteria for selecting candidates and assessing the learning outcomes.
 - d) the student and teacher mobility policies;
 - e) responsibility for the administrative management of students' academic careers and data transfer;
 - f) responsibility for financial management and the relationship between the parties regarding all financial aspects of the course;
 - g) the teaching sites of the course.

- 4 In case of courses organised in agreement with other research or education institutions, in Italy and abroad, a steering committee may be set up instead of a head of programme. The number of members must be odd and the majority of them must be professors and researchers from the University of Trieste. At least one of them must be a tenured full or associate professor.
- 5 As a transitional measure, ongoing agreements at the time of entry into force of this regulation will keep their validity even if they disagree with its dispositions. This is until their expiry or until the withdrawal of the course (whichever comes first). Any such agreement that should be tacitly renewable, will remain valid until the course is concluded or withdrawn.

TITLE III – SPECIALIST TRAINING COURSES AND ADVANCED LIFELONG LEARNING COURSES

Article 25 – General principles and purposes

- 1 The University offers specialist training courses, professional refresher courses and advanced lifelong learning courses, which may also be offered in collaboration with other public and private institutions.
- 2 Specialist training courses and professional refresher courses respond to the need for more in-depth knowledge in certain fields, professional updates, career conversion and lifelong learning at local or national level.
- 3 Advanced lifelong learning courses in particular are dedicated to working professionals who want to hone their skills at a high level in specialised areas of their sector. As a rule, this type of course is created with the educational and organisational needs of workers in mind. The range of courses is therefore particularly flexible in terms of teaching formats.

Article 26 – Advanced lifelong learning courses

- 1 Pursuant to Article 6 of Italian Law No 341/90, the University may offer other types of courses. Courses may also be offered in collaboration with other public and private institutions.
 - a) Preparatory courses for the state exams required to practise certain professions;
 - b) preparatory courses for public competitive recruitment;
 - c) vocational training;
 - d) lifelong learning;
 - e) professional development;
 - f) career conversion courses.
- 2 Courses which allow students to obtain ECTS/CFU credits must require at least a high-school qualification for admission.

Article 27 – Creation and activation of courses

- 1 The creation of new courses is proposed by a single department or by multiple associated departments. In the case that a course is created by multiple associated departments, a specific department must be identified as the Main Unit. This department will also be in charge of the educational, and administrative financial management of the course.
- 2 Courses can also be created in collaboration with other public and/or private institutions or on the basis of national or international university cooperation agreements.
- 3 Each academic year, proposals for the creation and activation of courses must meet the following deadlines:
 - a) 30 September for courses to be activated in the same academic year, from April to September;
 - b) 31 March for courses to be activated for the following academic year, from October to March.

- 4 The proposal for the creation and/or activation of a course must be approved by the relevant department council and financial unit. Once approved, the proposal is sent to the competent administrative offices. Proposals will then be brought to the attention of the academic bodies for approval at the first appropriate meeting.
- 5 For a course to be activated, it must have a minimum of five students paying their fees in full, i.e., without any exemptions or reductions. This is without prejudice to the financial sustainability of the course.
- 6 The proposal for the creation and/or activation of a new course contains the following elements:
 - a) full name of the course in Italian and, where appropriate, in English;
 - b) main language of the course;
 - c) name of the proposing teacher (professor or researcher), belonging to the proposing department;
 - d) type of course;
 - e) any ECTS/CFU credits obtained through the course and educational design of the course;
 - f) location and dates of the course;
 - g) admission requirements;
 - h) training objectives of the course;
 - i) application procedure and format of final test, if any;
 - j) minimum requirement of attendance (percentage);
 - k) any other institutions involved and form of involvement;
 - l) minimum and maximum number of enrolled students;
 - m) tuition fees;
 - n) financial plan of the course showing its financial sustainability;
 - o) minutes of the councils of all departments involved;
 - p) minutes of the relevant financial unit;
 - q) possibility of extra participants (*uditori*).

Article 28 – Governing bodies of the course

- 1 Governing bodies of the course are the head of programme and - where applicable - the course council. The council is established by the council(s) of the relevant department(s).
- 2 In the case of courses organised in agreement with other research or education institutions, in Italy and abroad, a steering committee may be set up in place of a head of programme. The majority of its members must be tenured university teachers. The steering committee must be composed of between three and five members.
- 3 Where established, a council of specialist training courses must be composed of UniTS professors and researchers but can be integrated with external teaching staff who are in charge of educational activities within the course.
- 4 The head of programme is in charge of the course's functioning. The head of programme is elected by an absolute majority of the course council's statutory members - where applicable. Justified absences will reduce the number of members required for a majority. If the course has no council, the head of programme is elected by the relevant department council when the proposal for creating or renewing the course is approved. The head of programme can only be chosen from among the professors and researchers of the home department or Main Unit. In the event that the role is given to fixed-term staff, the duration of their contract must guarantee that they will be able to carry out all the activities required by their role.
- 5 If the course has a council, the head of programme chairs it and convenes its meetings. The head of programme represents the course in external relations concerning education and/or research aspects. The head of programme implements the council's decisions and directives - where applicable. If the organisation of the course requires it, the head of programme may identify one or more delegates from the members of the council.
- 6 Every academic year, the home department council designates the teaching staff involved in the course's educational activities.

- 7 The course council or head of programme have the following tasks:
- a) promoting the course and disseminating its results;
 - b) defining the implementation of the course's educational design;
 - c) proposing the admission committee and board of examiners for the final examination to the department - where applicable.
 - d) monitoring that all educational activities are carried out according to the educational design of the course;
 - e) proposing any collaborators or forms of collaboration to support the organisation of the course to the department council;
 - f) defining the criteria for the attribution of financial support from the University;
 - g) monitoring that recipients of any financial support attend all lessons, and, if they do not, reporting non-attendance so that the University may withdraw its support;
 - h) implementing and enforcing any agreements with external bodies;
 - i) proposing a plan for the use of resources to the department council.

Article 29 – Admission requirements

- 1 Candidates for admission to specialist training courses must have a university degree or other equivalent qualification.
- 2 Candidates for admission to professional refresher courses or advanced lifelong learning courses must have a high-school qualification and/or a work experience appropriate to the objectives of the course, in accordance with the provisions set by the call for applications.
- 3 As far as the admission of foreign students with a foreign qualification is concerned, reference should be made to the relevant Italian ministry. However, enrolment remains subject to the assessment of the suitability of the qualification by the course governing bodies for the sole purpose of enrolment. Where required, enrolment is equally based on whether the candidate passes the admission examination.
- 4 Enrolment in specialist training courses is compatible with bachelor's and master's degrees, first- and second-level masters, PhD programmes and specialisation schools.
- 5 In order to enrol to any of the specialist training courses in health fields which include clinical, diagnostic and/or instrumental activities on patients within their educational activities, participants must be in possession of the relevant professional qualification.

Article 30 – Calls for applications

- 1 Calls for applications are published twice a year, in winter and in summer, by rectoral decree.
- 2 Courses proposed by 30 September and approved by the academic bodies are published in the Winter Call (generally by March), while those proposed by 31 March are published in the Summer Call (generally by August).
- 3 Any changes to application deadlines or course educational programmes are issued by rectoral decree. The proposal is made by the head of programme and must be approved by the head of department and then communicated to the home department council.
- 4 Calls for applications contain the following elements:
 - a) the list of courses. For each course the period, location and duration in hours is also indicated as well as the minimum and maximum number of students required for activating each course and the credits (ECTS/CFU) students can obtain;
 - b) the specific admission requirements for each course;
 - c) the deadlines and application procedure;
 - d) tuition fees and taxes as well as forms of payment;
 - e) any further information relating to administrative requirements.
- 5 The specific information concerning the courses (programme, objectives, admission, etc.) is an integral and substantial part of the call.
- 6 University fees are proposed each year by the relevant department(s) and are approved by the Board of Directors.

- 7 Students who have not paid all due fees cannot pass any exams, attend any educational activities or undertake any academic activities for as long as their fees are still pending. While fees are pending they cannot obtain any certificates.
- 8 In no case will fees and taxes be reimbursed for specialist training courses, professional refresher courses and advanced lifelong learning courses.

Article 31 – Duration, attendance and credits (ECTS/CFU)

- 1 A course's educational activities include taught courses and other activities (practical activities, laboratories) as well as guided and interactive learning elements. Through these activities students may obtain ECTS/CFU credits, in accordance with current legislation and with the University Regulation on Educational Activities.
- 2 Courses may last no longer than one year.
- 3 Students must attend at least 70% of scheduled activities.
- 4 Under no circumstances can mandatory attendance be waived.
- 5 The relevant educational unit establishes the number of credits students can obtain through each educational activity, where credits are awarded (taught courses, practical activities, laboratories, workshops, seminars, internships, papers, theses and any other educational activity), in accordance with current legislation. Through all these activities, students may obtain up to 60 credits. In no case can a student's previous academic record lead to the recognition of credits and subsequent reduction of their study programme (advanced standing).
- 6 Taught courses and other educational activities can be taught entirely or partially in a foreign language.

Article 32 – Final examination

- 1 If credits are awarded for educational activities, the student will have to pass a final examination in order to complete the course. If no credits are awarded, the final examination is optional.
- 2 To pass the final exam students must have obtained any and all credits required in accordance with their study programme.
- 3 Boards of examiners for the final examination must have at least three members and are appointed by the course council - where applicable - or by the department council.
- 4 Only full and associated professors, researchers, teaching assistants and teaching fellows who teach a course in the academic year pertaining to the final exam can be examiners for the final tests during that academic year. Highly qualified experts may be appointed as additional non-voting members of the board. In any case, most of the examiners must be members of the University's tenured teaching staff.
- 5 Specialist training courses and professional refresher courses count as 'specialist training courses' for postgraduate students and as 'advanced lifelong learning courses' for undergraduate students.

Article 33 – Course funding and financial management

- 1 Funding of all scheduled activities must be ensured through the following:
 - a) tuition fees of enrolled students;
 - b) any funds paid by external bodies and institutions which are specifically intended for this purpose;
 - c) possible additional resources provided by the units in charge of the organisation and financial management of the course.
- 2 After the enrolment deadline, if a course does not have the minimum number of enrolled students, it may still be activated if a new financial plan is approved by the relevant financial unit and if the obligation to fully cover management costs is met.
- 3 Funding criteria are set by the Board of Directors.

Article 34 – End of the course

- 1 At the end of the course, the head of programme draws up a self-assessment report on the activities in accordance with the guidelines of the Quality Assurance Authority and sends it to the competent office together with the final balance of the course.

Article 35 – Extra participants (*uditore*)

- 1 The proposal for a new course may include the possible enrolment of extra participants. Extra participants do not need to meet all admission requirements.
- 2 Tuition fees for extra participants are 25% of regular fees.
- 3 At the end of the course, extra participants will receive a certificate of attendance.
- 4 Extra participants do not count towards the number of students required to activate a course.
- 5 Extra participants' fees cannot be reimbursed.

Article 36 – Forfeiture and withdrawal from studies

- 1 Students who do not comply with the minimum attendance obligations forfeit their student status.
- 2 Students can withdraw from studies at any time without having to pay any fees still due and without right to reimbursement of any fees already paid.

TITLE V – TRANSITIONAL AND FINAL PROVISIONS

Article 37 – Promotion of courses

- 1 The material necessary for promoting the course is prepared by the course's governing bodies, with the support of the relevant University offices upon request. In order to ensure that the information is consistent, all promoting material is viewed and approved by the competent University offices before publication. Material can only be published after approval of the course by the academic bodies.

Article 38 – Disciplinary rules and disciplinary measures

- 1 For disciplinary rules and any disciplinary measures, reference should be made to Articles 35 and 36 of the Regulation on the Academic Career of Students in force for first- and second-cycle degree courses.

Article 39 – Entry into force

- 1 With reference to Article 5(7) of the Statute, this Regulation shall enter into force on the day after publication of the relevant rectoral decree on the official University Notice Board. It applies to master degrees, specialist training courses and professional refresher courses starting from the 2025-2026 academic year.
- 2 This regulation repeals the Regulation on first- and second-level master degrees, further education and advanced lifelong learning courses, issued by Rectoral Decree No 1227/2015 of 23 December 2015 and subsequent amendments.