



# UNIVERSITÀ DEGLI STUDI GUGLIELMO MARCONI

## STUDENT REGULATION

This document is an abstract of the Italian Student regulation of Guglielmo Marconi University. For any controversy, the mentioned original document will rule on that matter.

### **Art. 1 - Object**

The "Student Regulation" regulates the administrative procedures for International students enrolled in our Bachelor's and Master's programmes. Enrolling students are deemed as being acquainted with, and accepting, all rules, procedures and deadlines indicated in these Regulations.

### **Art. 2 – Enrollment**

Enrollments for degree and master courses remain open all year round. The year starts from the date of enrollment and has a duration of twelve months.

### **Art. 3 – Payment regulation**

The Board of Directors, after consulting the Academic Senate, establishes the amount of the enrollment fee, university contributions and incidental expenses annually, for all training activities, in relation to their type, the different organizational methods and in compliance with the regulations in force, as well as the criteria for the possible granting of exemptions.

The enrollment fee and university contributions are divided into installments, according to amounts and deadlines set annually.

Up to the achievement of the academic qualification, the student who is not in compliance with the payment of taxes and contributions, cannot be admitted to the exams, nor can be enrolled in the following year of the course, just as he/she cannot be admitted to graduation sessions. Furthermore, the student cannot obtain any certificate relating to his/her career, nor leave to transfer to another university or institute.

Enrolment fees for Bachelor's and Master's degree courses are due for each year until the degree is awarded.

### **Art. 4 – Enrollment and admission regulation**

The admission requirements to study courses at the Guglielmo Marconi university are governed pursuant to art. 6 of the ministerial decree 22 October 2004, n. 270. Furthermore, pursuant to and for the purposes of Article 142 of the Royal Decree of 31 August 1933, No. 1592, simultaneous enrollment in different universities and different higher education institutions, in different faculties or schools of the same university or of the same institution is prohibited.

The application for the courses enrollment must be completed with the necessary documentation and it is in any case considered completed with the accreditation of the first installment and





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ancillary costs at the University treasury, following the times and methods established by the central bodies of the university.

After verifying the completeness of the presented documentation and the presence of the admission requirements, the competent office will enroll the student.

## **Art. 5 – Course programs**

The study plan establishes the temporal order of the student's career for each year, indicating the succession of courses and exams. Therefore, each annuity has been developed on an overall amount of learning commitment set at 60 credits and it is preparatory to the next one.

## **Art.6 - Credits recognition**

The didactic structure that welcomes the student is responsible for the total or partial recognition of the credits acquired by the student in another study course of the university or in the case of transfers from another university or course changes.

The application form for credit recognition must be submitted before enrollment. The recognition of credits remains unchanged until the completion of the studies in relation to which it was carried out.

## **Art.7 - Exam admission**

Regularly enrolled students have the right to attend courses and to take the exams included in their study plan, for the year of enrollment and for the previous ones.

Therefore, the student cannot attend the courses and take exams scheduled in the year following that of enrollment.

## **Art.8 - Evaluation of profit and university credits**

The credits for the various training activities are acquired by the students by passing the relevant examinations and any suitability tests, aimed at establishing the intellectual and cultural maturity of the candidate, as well as the possession of the knowledge and skills regarding the topics covered by the examination.

The profit assessment tests may be divided into several stages. The type of test is decided by the course lecturer and published in the course programme. If the course is divided into several modules and credits are allocated to individual modules, the profit assessment tests must be scheduled to acquire the relevant credits for each module.

## **Art.9 - Profit and proficiency tests**

The profit examination may consist of:

- ✓ written test, with open and/or multiple-choice questions;
- ✓ oral test

The vote of each test, expressed in thirty (30), is recorded on the minutes of the examination. The test is considered passed if the evaluation is equal to or greater than 18/30. The maximum vote is equal to 30/30 with honors.





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Any negative evaluation, which does not affect the student's final average, is not expressed by a grade, but only noted on the minutes with the words "failed".

The tests for language proficiency and computer skills are certified with the sole judgment of "proficiency".

## **Art. 10 - Withdrawal from studies**

Students who are in good standing with their administrative status may terminate their university career prior to the awarding of their final degree by clearly and explicitly expressing in writing their desire to renounce their studies to the competent international educational secretariat.

The withdrawal student is not entitled to a refund of the fees and contributions paid.

The student can obtain certificates relating only to the examinations taken inherent to the academic career regularly covered, supplemented by a note attesting to the renunciation of studies.

Students who have interrupted their studies without having formally renounced them, and who intend to resume them, are required to apply for reunification. The administration will calculate the university contributions that the student will have to pay in order to resume their university career.

## **Art.11 - Suspension**

With a properly documented petition, the student in good standing with the administrative position can ask the Rector, who will decide at her sole discretion, the suspension from his/her academic year for serious health, personal and family reasons or for study reasons. The suspension petition must be submitted to the international secretariat and can be granted only once during the academic career.

## **Art.12 - Forfeiture**

A student who has not completed the annual enrollment within the last eight years will lose his or her status as an undergraduate student at Guglielmo Marconi University. The student can obtain certificates relating only to the examinations taken pertaining to the academic career regularly completed, supplemented by an annotation stating the forfeiture.

## **Art.13 - Final exam and awarding of the academic title**

The degree program concludes with a final examination consisting of the discussion of a work paper prepared by the student, under the supervision of at least one faculty member of the degree program (supervisor).

The graduate examination is held in three sessions:

- ✓ Summer - June/July
- ✓ Autumn - November/December
- ✓ Winter - March/April

The requirements for applying for the thesis assignment are as follows:

- ✓ enrollment in the final year of the program



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✓ number of total exams to be taken, including any eligibility: 4

Requests for assignments must be received by the competent offices at least six months prior to the degree session in which you intend to participate.

Every four months, the Secretariat will announce the dates of the Degree Sessions, and students shall be informed of the dates of the Degree Sessions at least twenty days before the thesis discussion. The Secretariat shall also notify the students of any further necessary formalities.

At the end of the discussion of the final exam, the Commission decides on the final grade, taking into account the paper submitted, the discussion and the student's curriculum vitae. The Commission expresses the marks with a score expressed in one hundred and ten (110/110) and possible mention of honors ("cum laude") to the candidate. The minimum mark for passing the exam is 66/110.

## **Art.14 – Diploma Supplement**

The Diploma Supplementary Certificate attesting to the achievement of the qualification referred to in Art.11, paragraph 8, of Ministerial Decree no. 270 of 22 October 2004, contains the following information on the student's academic career, according to models conforming to those adopted in European countries:

- 1) date of enrolment and date of achievement of the qualification;
- 2) educational curriculum, with the complete educational activities carried out and the respective university credits and the evaluation obtained in the assessment tests;
- 3) internships and apprenticeships carried out;
- 4) title of the final paper;
- 5) evaluation obtained in the final examination.

## **Art.15 - Disciplinary sanctions against students**

Students enrolled in the courses of study are required to comply with the law, the Statute and the regulations on correct behaviour within the university premises and in interpersonal relations.

Disciplinary jurisdiction may also be exercised in relation to facts committed by students outside the university premises, when the facts are recognised as being connected with the status of a university student and are detrimental to the honour and dignity of Guglielmo Marconi University and the university institution as a whole.

The violation of the Law, Statutory and Regulatory norms, will result in the the application of disciplinary sanctions against the transgressors, without prejudice to the application of civil and criminal laws in force on the matter.

The Rector is responsible for the disciplinary jurisdiction over students.

For all that concerns the procedural aspects and the applicable sanctions, please refer to the relevant Regulations.





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## **Art.16 - Approval and entry into force**

These Regulations, approved by the competent Academic Bodies, are issued by Rectoral Decree, and enter into force at the same time as they are issued.

With the entry into force of these Regulations and, for those parts where necessary, of the relative implementing provisions, without prejudice to the validity of specific provisions of Community and State regulations relating to individual courses of study, all other conflicting regulatory conflicting provisions shall cease to have effect.

