

University Regulations

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- No. 12235 of 8 October 2002
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- No. 12648 of 26 June 2003
- No. 13047 of 28 May 2004
- No. 13048 of 28 May 2004
- No. 13184 of 15 November 2004
- No. 13554 of 18 July 2005
- No. 14006 of 8 May 2006
- No. 14343 of 25 May 2007
- No. 14668 of 8 May 2008
- No. 14673 of 28 May 2008
- No. 14679 of 9 June 2008
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- No. 15299 of 11 January 2010
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Annex A DIDACTIC STRUCTURES

Faculties, study programmes and didactic structures at IULM University

Part 1
GENERAL PROVISIONS

Art. 1 — Scope

1. These Regulations, in accordance with the applicable laws, statutes and ministerial decrees, set out the didactic structures and operational criteria for the study programmes for which the *Libera Università di Lingue e Comunicazione IULM* (“**IULM University**” or “**IULM**”) is authorised to issue academic qualifications.
2. These Regulations govern also all IULM activities and services related to student recruitment, support, training, specialisation, and continuing education. Furthermore, these Regulations set out the general rules that IULM’s different teaching programmes must abide by when carrying out their activities.

Art. 2 — Didactic structures, study programmes and academic qualifications

1. IULM University, in the exercise of its statutory and educational independence, confers the following academic qualifications:
 - a) three-year undergraduate degree (L)
 - b) two-year masters degree (LM)
 - c) specialisation diploma (DS)
 - d) research doctorate (DR)
2. Furthermore, IULM University – in compliance with applicable laws – confers first- and second-level one-year masters degrees following advanced education courses and continuing education courses that are accessible to students with an undergraduate or postgraduate degree. It also carries out other education courses (postgraduate education, other masters degrees, professional training courses, courses to prepare for competitive exams and other exams, and other continuing education courses).
3. IULM University may confer the academic qualifications referred to in this article also jointly with other Italian and foreign universities in accordance with the partnerships in place with those universities.

4. IULM University's programmes are governed by the didactic structures set out in Annex A and related sub-annexes to these Regulations. These didactic structures have been proposed by the Faculties and approved by the Academic Senate in accordance with the University Statutes and with Ministerial Decree No. 270 of 22 October 2004. The Academic Senate may submit proposals to the Faculties to evaluate whether to create or offer programmes deemed strategic for IULM's growth. Three-year undergraduate degrees and two-year masters degrees are organised into classes in accordance with applicable laws.
5. In accordance with the University Statutes, IULM University comprises the following Faculties:
 - Interpreting and Translation
 - Communication
 - Arts and Tourism
6. The Faculties may govern the organisation of their teaching programmes and supplementary teaching services by setting out regulations for that purpose. Programmes and services organised by more than one Faculty are governed by specific regulations, which are set out by the Faculties concerned under the Academic Senate's guidance.
7. The administrative procedures related to enrolment in IULM University and the management of students' academic careers are set out in IULM's Student Regulations. These regulations are prepared in accordance with applicable national laws, the University Statutes and the University Regulations, and are approved by the Academic Senate upon consultation with the Board of Governors and subsequently issued by rectoral decree.
8. Regulations for any teaching programmes that do not fall under one or more Faculties are established by the Academic Senate the moment they are created.
9. The creation and/or offering of new study programmes is governed by Art. 9 of Ministerial Decree No. 270 of 22 October 2004 and by the laws referred to therein. Any creation or offering of new programmes constitutes a change to the University's course and subject organisation and thus to the University Regulations. The Faculty concerned must first obtain the favourable opinion of the Evaluation Board and then submit the new programme to the Academic Senate. Once adopted by the Academic Senate, the Board of Governors resolves on its approval.

10. The discontinuation of a programme is subject to approval by the Board of Governors following consultation with the Academic Senate and the Faculty concerned. Students enrolled in the programme in question are allowed to conclude their studies or, in any case, are given the opportunity to enrol in a different programme on offer.
11. In accordance with Art. 11(7)(l) of Ministerial Decree No. 270 of 22 October 2004, each competent body identifies the structure or individual responsible for every activity that falls within the scope of its competence.

Art. 3 — Approval and amendment of University Regulations

1. These University Regulations are issued by rectoral decree in accordance with the procedures under Art. 11(1) of Law No. 341/90, Ministerial Decree No. 270 of 22 October 2004, and IULM's current University Statutes.
2. Any amendment to these Regulations is subject to the same approval procedures.
3. These Regulations come into force the day after the related rectoral decree is issued. Any amendments to these Regulations normally come into force the academic year following their approval. These Regulations are available also in electronic format.
4. When these Regulations come into force, the previous Regulations – and any rules incompatible with the current Regulations – cease to have effect. This is without prejudice to Art. 37 (Transitory and final provisions).

Part 2 ACADEMIC PROVISIONS

Art. 4 — Recruitment, tutoring and career development

1. IULM University – in agreement with the Lombardy region and local and national secondary schools, bodies and associations – organises specific student recruitment services and pre-, post- and intra-university courses and recruitment activities in accordance with general guidelines agreed on with the Faculties. The University's student recruitment service also organises tutoring services together with the Faculties, which aim to help enrolled students, especially as concerns drawing up and approving students' curricula. To that end, the Faculty Boards act as tutoring commissions for each programme. These commissions comprise professors and researchers but also envisage participation on the part of students. Tutoring is both a professional task and an educational duty for professors and researchers.

2. IULM University fosters the professional development of its students and alumni through dedicated services and agreements with public and private entities. This includes the possibility of internships at companies and all other activities that can help IULM's students enter the labour market.

Art. 5 — Admission to three-year undergraduate degrees and two-year masters degrees

1. IULM University's three-year undergraduate and two-year masters degree programmes have been established in accordance with the rules in the relevant ministerial decrees implementing Ministerial Decree No. 270 of 22 October 2004 and with the degree classes identified in those decrees.
2. Anyone wishing to be admitted to a three-year undergraduate programme at IULM must possess a high school diploma as required by applicable law or an equivalent foreign academic qualification that has been accepted by IULM in accordance with applicable laws. Each Faculty determines the minimum level of knowledge needed for admission and the way of testing that knowledge; this may include testing at the end of preparatory courses, which may be carried out in partnership with secondary schools.
3. If an applicant does not pass the above tests, the undergraduate Faculties indicate specific, additional academic requirements to meet in the first year of the programme.
4. Anyone wishing to be admitted to a two-year masters programme at IULM must possess an undergraduate degree, university diploma or an equivalent foreign degree that has been accepted by IULM in accordance with applicable laws. This is without prejudice to any situation governed by specific laws.
5. If current laws governing admission to university programmes do not envisage limited enrolment for a given two-year masters degree programme, the relevant Faculty is free to determine the minimum academic requirements for admission and the admission testing method.
6. The University's Board of Governors annually resolves on enrolment caps for each programme following an assessment of available University facilities, an assessment of labour market needs, consultation with the Faculties, and the submission of the relevant proposal by the Academic Senate. The Board of Governors also annually determines tuition and fee amounts and the methods of payment.
7. The Faculty Boards resolve on the admission of students holding a foreign academic qualification in accordance with the general criteria set out by the Board of Governors and the Academic Senate. The Faculty Boards also resolve on the admission of students holding Italian or foreign post-secondary school academic qualifications that were conferred through

programmes that IULM University helped plan and carry out; in these cases, the Faculty Board concerned determines how many credits are to be recognised and, consequently, how much to shorten the student's course of study.

8. Admission to two-year masters degree programmes is allowed even after the academic year has started, on condition that enough time remains for the student to take part in courses in accordance with the relevant programme's regulations.

Art. 6 — Annual organisation of study programmes

1. Each Faculty adopts resolutions to determine:
 - a) the maximum number of students to be admitted for first-year enrolment and the relevant admission requirements;
 - b) each programme's official curriculum – including the names of the courses on offer – in coordination with other programmes offered by the Faculty, in consideration of what is deemed most useful to students' cultural and professional development, and in light of students' individual requests for personalised curricula. Programmes that fall under the same degree class or that are grouped together under specific didactic structures because they meet the same criteria may share the same courses in accordance with applicable law. Courses are considered to be shared if they have the same name (or names that have been declared to be equivalent) and if they belong to the same academic discipline with the same number of credits;
 - c) which courses to offer and the ways of covering each course, including the assignment of teaching and organisational roles to the University's teaching staff in accordance with the good functioning of the programmes, the skills offered by the teachers, the balanced distribution of teaching positions, and applicable laws, regulations and statutes. Each Faculty is to coordinate these activities with the other Faculties, especially when it comes to changes to curricula and courses that are taught across different study programmes;
 - d) whether courses are to be semester-long or full year, and whether they are to be divided into complementary modules. The number of weekly hours and how those hours are distributed is determined based on the course schedule and the academic calendar;
 - e) the prerequisites for final examinations;
 - f) any attendance requirements for courses, in accordance with applicable didactic structures. In cases in which exceptions are allowed, the Faculty

Board determines the conditions and requirements to fulfil in lieu of mandatory attendance and the number of credits that are to be awarded, especially as concerns part-time students; and

- g) which measures to take to adapt to any European Union directives.
2. The engagement of teachers who are not part of IULM university's teaching staff or other outside collaborators to cover courses on a programme must be justified by the programme's needs or because it is deemed suitable to achieving the programme's educational aims (as outlined in its didactic structure).

Art. 7 — Curricula

1. The Faculty Boards determine the courses that make up each programme's curriculum in accordance with the programme's didactic structure. The Faculty Boards also specify each course's prerequisites and attendance obligations.
2. Each Faculty sets out one or more curricula, which are to indicate all university and non-university activities – including prerequisites – that students must complete in order to obtain their degree.
3. Each student's curriculum includes the mandatory activities described in paragraph 2 above and any other independently chosen elective courses/activities, provided the chosen courses/activities respect the limitations set out in the relevant degree class and in the relevant programme's didactic structure. All activities are assigned a corresponding number of credits as set out in the relevant programme's didactic structure.
4. A curriculum is valid and may be approved only when all of the activities it contains meet the requirements set out in the relevant degree class and didactic structure and when completion of the curriculum entails the acquisition of enough credits to obtain the degree.
5. If a student has – or attends and passes – courses in his/her curriculum that are not required to obtain the degree he/she is studying for, paragraph 11 below applies.
6. Students submit their curricula by the deadlines established by the Academic Senate.
7. The Faculty Boards put specific commissions in charge of examining and approving curricula. These commissions also provide guidance on curricula; consequently, students are entitled to address the commissions if their proposed curriculum is not approved.

8. Students are, in any case, entitled to propose amendments to curricula that have already been approved by submitting a new curriculum in the following year or years.
9. For a student to be admitted to a graduation session – and thus to be conferred a degree – it must be confirmed that he/she obtained the number of credits envisaged by his/her most recently approved curriculum.
10. Students may not include mandatory courses from another study programme in their curricula – nor may they attend those courses – if the same courses are offered in their programme.
11. If a student passes examinations for courses that are not required to complete his/her programme, the credits he/she receives are recorded in his/her transcript and may be recognised for future purposes in accordance with applicable laws and regulations. The grades from these courses do not count towards the student's grade point average.

Art. 8 — Course offering, length and structure

1. The Faculty Boards resolve on which courses to offer, how long they are to last (i.e., one semester or full year), whether they are to be divided into modules, and how they fit in with specialist programmes or other educational programmes.
2. The Faculty Boards, if so required due to specific academic needs, may resolve to offer official courses made up of two or more predetermined and coordinated modules, each of which covers, in its entirety, a part of the that course's syllabus.
3. The Faculties may submit experimental teaching methods and new forms of remote teaching to the Academic Senate for approval.

Art. 9 — Assignment of teaching positions

1. When assigning teaching positions – even substitute ones – the Faculty Boards give priority to tenured IULM professors or, if none are available, to university professors. If justified by academic needs, teaching positions may be assigned to Italian or foreign scholars and experts who have proven professional or scientific qualifications, in which case the positions are assigned by virtue of private contracts in accordance with applicable laws and applicable IULM University regulations.
2. If a course is divided into **several modules**, each module may be assigned to a different teacher in accordance with the criteria outlined in the previous

paragraph. Each teacher is responsible for his/her module and participates in the final assessment of the course's students.

3. If the **total number of teaching hours** for each course is divided among several teachers, the most senior teacher is responsible for the course and chairs the course's examination commission.

Art. 10 — University credits

1. The courses/activities in IULM University's study programmes give students university credits in accordance with applicable laws.
2. Students obtain credits for a course/activity if they pass the corresponding examination or through some other form of test (as set out by the programme's didactic structure) of the knowledge or skills learned. It is understood that if the final grade is expressed as a score, it is to be expressed in accordance with Article 18 below.
3. Each study programme's didactic structure (see Annex A) sets out the number of credits attached to each course/activity in the programme's curriculum, in accordance with the relative degree classes and study hour standards (the latter as established per credit by the government).
4. The Faculty Boards may recognise – in whole or in part – credits from other IULM courses or from another university if a student so requests. In recognising these credits, the Faculty Boards must consider the relevant provisions set out by the Academic Senate and any agreements with other universities. In any case, the content of the course for which a student is requesting credit must be documented and verified.
5. The Faculty Boards may periodically verify credits obtained, provided they give the students concerned at least six months' advance notice. This may be done to confirm that the content of the course/activity that gave rise to the credits is still relevant. The Faculty Boards may also establish that a student must obtain a minimum number of credits within a certain timeframe in order to be eligible to take exams during the subsequent year of the student's programme; in this case, the Faculty Boards may differentiate between full-time university students and students who are working and studying at the same time.
6. The Faculty Boards may recognise – in accordance with criteria approved by the Academic Senate – duly certified professional knowledge and skills as university credit. They may also recognise other knowledge and skills gained in post-secondary school educational programmes that IULM University helped organise and carry out.

7. Provisions governing the correspondence between credits assigned to a learning activity and the specific learning objectives of that activity are resolved on by the Faculties only after obtaining the approval of joint student-teacher committees (in accordance with Art. 12(3) of Ministerial Decree No. 270 of 22 October 2004).

Art. 11 — Recognition of additional credit

1. The Faculty Boards resolve on the recognition of credits – solely for admission purposes – when a student who holds an academic qualification from IULM or from another Italian or foreign university requests that credits be recognised from that qualification upon enrolment in a study programme. Once the credits in question have been assessed and recognised, the duration of the student's programme may be shortened accordingly.
2. If a student obtains credits that do not count towards the achievement of the academic qualification he/she is pursuing, those credits still remain on the student's transcript.
3. The Faculty Boards resolve on the recognition of foreign academic studies and qualifications, including their associated credits. This is without prejudice to applicable laws and relevant international agreements.

Art. 12 — Academic calendar

1. Academic activities normally begin on 1 October of each year and normally end on 30 September of the following year.
2. Academic activities are carried out in accordance with the calendar that is approved each year by the Academic Senate.
3. The period of each academic year normally reserved for lessons, exercises, seminars, workshops and supplemental activities is between 1 October and 30 June. Activities related to student recruitment, introductory/preparatory activities, activities in support of official courses, special activities and intensive courses may be carried out in other periods provided the Faculties have resolved to do so and the Academic Senate has approved.
4. Each year, the Academic Senate – acting on the relevant Faculty's proposal – determines the start and end dates for lessons in each study programme. These dates may derogate from the period indicated in paragraph 1 of this article.
5. The Faculties determine the lesson schedule for each course, the minimum number of times each course's final examination is to be held (at least two per exam session) and the examination dates.

6. The Faculties make sure that examination dates are published at least one month before the beginning of each examination session, after which examination dates may not be brought forward or cancelled.
7. In each examination session, a student may take the examinations related to all courses he/she has registered for, provided he/she complies with his/her curriculum and with the prerequisites and rules on attendance established by the Faculty concerned.
8. The Faculty Boards also determine the periods of the year in which graduation sessions are to be held. There must be at least three such sessions each year.
9. The Academic Senate resolves on the Faculty Boards' proposed deadlines for enrolment (including first-time enrolment) and transfers.
10. Resolutions relating to the academic calendar must be made public in a timely manner through posting on the University's official noticeboard and online.

Art. 13 — Transfers

1. If a student transfers from another campus or from another study programme, the relevant Faculty Board resolves on whether credits obtained before the transfer are to be recognised towards the continuation of the student's studies, in accordance with applicable laws.
2. The student concerned has 30 days from the date the resolution is published to appeal it, which he/she can do by submitting a complaint to the Rector. The Rector issues his/her final decision after consulting with the Faculty Board concerned.
3. If a student requests a transfer to another campus, he/she may not take any examinations starting from the date the transfer request was submitted.

Art. 14 — Failure to graduate within the prescribed timeframe (*fuori corso*)

1. A student is deemed to have failed to graduate within the prescribed timeframe (*fuori corso*) if he/she has completed the number of years of enrolment required by his/her curriculum but has not received the programme's academic qualification.

Art. 15 — Maintaining student status

1. Student status is reserved for those who are enrolled in IULM's study programmes, comply with IULM's enrolment requirements and are up to date with tuition and fee payments.
2. A person enrolled at IULM University loses student status if he/she fails to pass at least one final examination for five consecutive academic years.
3. The time limits pertaining to loss of student status do not apply to students who must finish only their undergraduate or postgraduate thesis.

Art. 16 — Ban on simultaneous enrolment

1. It is forbidden to be enrolled in multiple study programmes at the same time at Italian or foreign universities.
2. If a graduate is already enrolled in a IULM study programme and wishes to enrol in a postgraduate school, a one-year masters degree or a doctoral programme, he/she must submit a request to IULM to suspend his/her studies in the IULM programme for one or more academic years. Any suspension may not last longer than five academic years.
3. Students enrolled at IULM may request that their studies be suspended for one or more academic years in order to attend programmes at foreign universities. Any suspension may not last longer than five academic years.

Art. 17 — Withdrawal from studies

1. IULM students may withdrawal from their studies at any moment by clearly and explicitly stating their intention in writing.
2. Withdrawal is irrevocable, though it does not prevent a student from enrolling in a new programme, or even from re-enrolling in the same programme. In these cases, the Faculty Board concerned will assess whether credits obtained in the past are still relevant based on criteria the board itself establishes; following this assessment, the Faculty Board may decide to recognise the credits.
3. If a student withdraws from his/her studies following enrolment in a university study programme, he/she is not entitled to a refund of paid tuition and/or fees under any circumstances. The student must pay all tuition and fees due at the date he/she submitted his/her withdrawal request and must also pay a withdrawal fee, which is determined each year by the Board of Governors.

Art. 18 — Examinations

1. The Faculties determine the ways in which students are to be examined, the goal of which is to ensure that students have gained the knowledge needed to continue their studies and, if so, to award them the credits associated with the course/activity in question. Examinations are always individual and must take place under conditions that guarantee a thorough, objective and fair examination in relation to the course/activity in question and to what the course/activity expressly requires for the examination.
2. Examinations may be attributed a number grade or a simple pass/fail grade.
3. Final examinations may be oral and/or written, and they may also be carried out on computers. If a final examination is only in written form, students always have the right to request an oral examination. Final oral examinations must always be open to the public, and students must always be able to view their final written examinations.
4. Each course has three examination sessions per year. It is thus impossible to carry out examinations outside these sessions or record the results of examinations taken in previous sessions.
5. It is not possible to retake a final examination if it has been recorded in a student's transcript with a passing grade.
6. Final number grades are out of 30, with 18/30 considered the minimum passing grade. The examination commission may, by unanimous decision, add honours to the maximum score of 30/30.
7. If a student withdraws from an examination or receives an insufficient grade, the occurrence is recorded in the final examination records and on the student's transcript, though it will not affect the student's final grade point average.

Art. 19 — Recognition of study abroad

1. IULM University encourages student exchanges with foreign universities. Students are annually provided adequate indications and information on activities that may be carried out at foreign universities and on the recognition attributed to those activities.
2. Activities carried out abroad by IULM students – including activities that are part of exchange programmes with foreign universities – are recognised on students' transcripts and may be attributed credits, provided they are carried out in accordance with this article and with the specific requirements of the Faculty concerned.
3. The following may be recognised as study abroad activities:

- a) attending a course;
 - b) passing a final examination (students may have to take a supplementary examination to achieve full recognition);
 - c) pursuing educational activities relating to a final examination required for graduation or a final thesis for a two-year masters degree programme (possibly under the tutelage of a foreign professor); and
 - d) performing laboratory work or internships/traineeships, in accordance with the requirements of the Faculty concerned.
4. The Faculty Council establishes the methods of recognising activities carried out abroad by virtue of a reasoned resolution.
 5. Certificates of studies include activities carried out abroad.
 6. IULM University may adopt – on the basis of international agreements with other universities – curricula that allow students to receive double degrees with other Italian or foreign universities.

Art. 20 — Admission to individual courses

1. International students from foreign universities may attend individual educational activities at IULM University for one academic year, take the corresponding final examinations, and receive certification of their attendance that also certifies the number of credits awarded. This regulation applies both to study abroad programmes/agreements governed by the principle of reciprocal exchange and to students who decide to study abroad on their own, subject to the verification and approval of the competent consular authorities.
2. The University's Board of Governors establishes the tuition and fees for international students attending individual courses.
3. Students are exempt from paying the above tuition and fees if they are enrolled at universities that have specific agreements in place with IULM or that are part of inter-university study abroad programmes.
4. IULM University's offering includes continuing education courses; thus, any interested people who are not enrolled at a university but possess the academic qualifications needed to apply for enrolment may attend individual courses at IULM University for one academic year in order to continue their studies, pursue their own self-enrichment or enhance their professional skills. Likewise, they may take the corresponding final examinations and

receive certification of their attendance that also certifies the number of credits awarded. Applications must indicate the type of academic qualification held and be submitted in accordance with the Academic Senate's terms and conditions. All applications are subject to the approval of the Faculty Board concerned; in deciding on approval, the Faculty Board is to take into account the organisational needs of the courses concerned.

5. Those who attend courses under this article may not attend more than 24 credits' worth of courses per academic year, except for graduates who must attend courses and pass examinations in disciplines that are not part of their curricula but that are required by law to be admitted to open competitions (*concorsi pubblici*) or specialisation programmes (*scuole di specializzazione*).
6. The University's Board of Governors annually establishes the tuition and fees for individual courses.

Art. 21 — Examination commissions

1. Examination commissions are appointed by the Faculty dean. Each commission comprises the professor of the course concerned – who chairs the commission – and at least one other member who is ideally an official teacher or researcher in the same academic discipline. For courses divided into **teaching modules**, the Faculty dean appoints one of the module teachers to chair the examination commission. For courses whose **total hours** are divided among more than one teacher, the longest-tenured teacher is in charge of the course and chairs the examination commission. If it proves impossible to form a commission with official teachers or researchers (i.e., in addition to the course's official professor), the commission may include experts in the field. These experts are proposed by the commission's chairperson and are subject to the dean's approval following a review of their CVs.
2. If a high number of students have registered to take a given examination, the commission may be divided into sub-commissions, each of which acts under the responsibility and in the presence of the chairperson.
3. Study programmes' academic regulations may envisage a single examination for multiple courses or modules if those courses/modules are connected. In this case, the teachers of the connected courses/modules jointly take part in the examination of students in accordance with the laws in force.

Art. 22 — Final theses and conferral of degrees

1. Students must obtain 180 credits – including those awarded for the final thesis – to achieve an undergraduate degree. Students must obtain 120 credits – including those awarded for the final thesis – to achieve a two-year

masters degree. The masters thesis must be an original piece of work written under the guidance of a supervisor.

2. The Faculty Boards establish how final theses are to be organised, including how topics, supervisors and co-supervisors are assigned. The Faculty Boards also establish the duties of supervisors and co-supervisors and set out the evaluation criteria to be used for each kind of thesis. In setting out these criteria, the Faculty Boards consider, among other things, the impact the thesis has on the student's curriculum. The Faculties determine when undergraduate and master theses must be done in a foreign language.
3. Three graduation sessions are envisaged per academic year for each programme.
4. Graduation sessions are open to the public, as is the official proclamation of the final grade.
5. The graduation commission jointly decides on final grades for students' undergraduate and two-year masters degree studies in accordance with the procedures set out by the Faculty Boards. Final grades are out of 110, with 66/110 considered the minimum passing grade. The graduation commission may – by unanimous decision and in accordance with the procedures set out by the academic regulations of the study programme concerned – add honours to the maximum score of 110/110.
6. The competent IULM offices may issue a supplement to a student's diploma which, in accordance with structures adopted by European countries, provides a description of the studies completed to achieve the academic qualification concerned.

Art. 23 — Graduation commissions

1. The Faculty deans appoint the graduation commissions for undergraduate and two-year masters degree programmes, in accordance with the rules set out by the respective Faculty Boards.
2. Graduation commissions are made up of at least five members, three of which must be tenured professors in the Faculty concerned or of courses borrowed from other Faculties. The commissions are to be chaired by the dean of the Faculty concerned – if the dean is not present, the commissions are to be chaired by the highest ranking professor or, if there are professors of equal rank, by the longest tenured professor.
3. Commission members may – under special, justifiable circumstances, and with the chairperson's approval – attend graduation sessions electronically.

Art. 24 — Honorary and posthumous academic qualifications

1. The Rector – on his/her own or acting on a proposal from the Faculty concerned – may choose to honour deceased students who were unable to complete their study programmes by awarding them an academic qualification or a formal certificate of completed studies.
2. The Rector may award honorary two-year masters degrees or doctoral degrees to people who, through their work or publications, have distinguished themselves in the academic disciplines covered by the programme associated with the degree. Honorary degrees come with all the rights associated with ordinary degrees. Any programme awarding an honorary degree must pass a resolution to do so; the resolution must be passed with a two-thirds majority (of those who have the right to vote) and approved by the competent office in the Ministry of Education, University and Research.
3. The Rector may also award honorary one-year masters degrees, subject to an Academic Senate resolution.
4. IULM University may also award the title of emeritus professor. This title is awarded by the Ministry of Education, University and Research upon a resolution by the Academic Senate, which acts on a proposal of the Faculty Council concerned. The Faculty Council proposal must be passed with a two-thirds majority of council members who are full professors and have the right to vote.

Art. 25 — Oversight of examination and graduation procedures

1. The Rector has the power to oversee the examination and graduation procedures described under Articles 21–24 above, verify their legitimacy and verify that they are correctly implemented.

Art. 26 — Innovative teaching and remote learning

1. IULM University encourages appropriate forms of multimedia education and remote learning. IULM does this through its own offerings but also by partnering or forming consortia with other universities and with public and private individuals and entities, and by participating in national and international initiatives in this field. IULM University, based on the needs of its programmes, strives to have classrooms and laboratories that are equipped for multimedia education and remote learning.
2. IULM University encourages the internationalisation of its programmes and facilities. To that end, it may organise activities in languages other than

Italian, also to encourage the participation of visiting professors and figures of international prominence.

Art. 27 — Specialisation courses

1. Any specialisation courses launched with the goal of providing students the knowledge and skills to carry out specific professions, or launched in accordance with specific laws or European directives, must be governed by specific regulations. These regulations are to be proposed by the Faculty concerned and approved by the Academic Senate and the Board of Governors, the latter of which will determine the programme's didactic structure and operation. These courses may be launched in partnership with qualified public or private third-party organisations provided an agreement is put in place to do so, without prejudice to Ministerial Decree No. 270 of 22 October 2004.

Art. 28 — Doctoral degrees

1. Doctoral degree programmes aim to foster the thorough study and acquisition of research methodologies in various academic disciplines. These research programmes focus on topics that are proposed by the faculty members of the doctoral programme concerned and agreed on together with doctoral students; the topics are related to the curricula of the various programmes and are also further studied through seminar series.
2. The launch of, admission to and carrying out of doctoral degree programmes – and the conferral of doctoral degrees – are governed by applicable law and by IULM University's doctoral degree programme regulations.

Art. 29 — Other masters degrees

1. IULM University offers first- and second-level advanced education courses and continuing education courses. First-level courses are open to holders of undergraduate degrees and second-level courses are open to holders of two-year masters degrees. These courses are offered in accordance with applicable law and may be in partnership with public and private individuals and entities. At the conclusion of their studies, students are awarded a first-level or a second-level masters degree.
2. These masters programmes are launched by resolution of the Board of Governors, acting on a proposal from the Academic Senate.
3. IULM University has specific regulations in place for these masters degree programmes that govern their organisation and management.

Art. 30 — Professional training courses and other courses

1. IULM University offers professional training courses – including in partnership with Italian and foreign public and private individuals and entities – in accordance with applicable law. These courses have a shorter duration than masters degrees and thus do not entitle participants to academic qualifications, though they may still give rise to recognisable academic credits. Nonetheless, these courses aim to develop skills and abilities of a higher level.
2. IULM University also offers other cultural and educational activities and continuing education courses. Participants are awarded certification of the skills acquired and/or a certificate of attendance.
3. Save for specific cases, IULM bodies are responsible for proposing the courses/activities described above, including their budgets and how the courses are to be taught. The proposed courses/activities are subject to the approval of the Academic Senate and the Board of Governors.
4. The courses/activities described above may also be organised in partnership with third-party individuals and entities, provided that appropriate agreements are in place.
5. These courses/activities are normally funded through fees paid by participants and possibly through funding provided by third-party individuals and entities. Financial aid may be granted to deserving participants.
6. IULM University teachers who perform services for the educational initiatives described in this article may be entitled to specific remuneration for their services if the services do not fall within their envisaged annual number of teaching hours. This remuneration is to be set out in the budget of the initiative concerned, together with the remuneration to pay external collaborators and IULM's technical and administrative personnel if the latter are performing services outside of their contractual duties.

Part 3

STUDY PROGRAMME STRUCTURES

Art. 31 — Structure of three-year undergraduate and two-year masters degree programmes

1. IULM University has the Faculties, three-year undergraduate degree programmes and two-year masters degree programmes listed in Annex A to these Regulations.

2. Each Faculty's dean appoints a coordinator for each three-year undergraduate and two-year masters degree programme within the Faculty. The coordinator is chosen from among the tenured professors who teach on the programme concerned, and he/she is responsible for coordinating teaching on the programme and for quality assurance.
3. The dean, vice dean (if appointed) and the coordinators described above make up the Faculty Council, which serves as an advisory body.

Part 4

RIGHTS AND DUTIES OF TEACHERS AND STUDENTS

Art. 32 — Academic duties of teachers

1. The Faculty Councils are responsible for assigning annual teaching assignments to professors and researchers, including as concerns supplemental teaching activities, student support services, student recruitment, tutoring, and testing. The Faculty Councils do so within the scope of their duties to organise their respective programmes and also based on the indications of the boards of the programmes under their responsibility. All assignments are in accordance with applicable laws on the legal status of university professors.
2. Professors and researchers must annually ensure that they carry out their lessons, exercises and seminars, that they provide opportunities for both individual study and guided learning, that they take part in student recruitment and tutoring, and that they participate in examination and graduation commissions. These duties all fall under the objectives and coordination described in the paragraph above and are to be fulfilled in accordance with each professor/researcher's timetable as established by applicable laws. Furthermore, professors and researchers must ensure that they are consistently willing to instil a relationship with students and that they perform all other activities governed in these Regulations.
3. Each teacher must personally carry out the course lessons and exercises that have been assigned to him/her. If a professor or researcher is temporarily unable to fulfil his/her duties as outlined above – be it for health reasons, work-related reasons or any other legitimate impediment – these duties are to be either fulfilled by another teacher (at the professor/researcher's request) or postponed to a later date. In the latter case, the teacher in question must ensure that students are informed of the postponement in a timely fashion. If a teacher's absence exceeds one week, the dean of the faculty must be informed, as he/she is responsible for verifying the appropriateness of the temporary solution put in place; in any case, the dean is responsible for ensuring the continuity of teaching.

4. Each teacher must assist the students he/she has been assigned with their final undergraduate and/or postgraduate theses; this assistance includes evaluating the adequacy of the theses and approving them if they are deemed adequate.
5. Professors and researchers self-certify the teaching and services they provide to students by filling in the electronic register set up for each course they teach.
6. Official or supplemental teaching activities are registered under the *Lessons* section of the electronic register. Each lesson's date, time and content must be indicated.
7. Teaching activities must be duly registered each semester so that they can be monitored by the dean of the faculty concerned and properly managed from an administrative point of view.
8. Electronic registers must be closed online by 30 September of the year following the academic year concerned.

Art. 33 — Joint student-teacher committee

1. IULM's joint student-teacher committee, established in accordance with Art. 2(2)(g) of Law No. 240 of 30 December 2010, is responsible for:
 - monitoring course offerings, teaching quality and the services provided by professors and researchers to students;
 - identifying the indicators to use when evaluating the results of the monitoring described above; and
 - formulating opinions on the launch or cancellation of study programmes.
2. The committee is appointed by the Rector, who acts on a proposal by the Academic Senate following its consultation with the Faculty Councils regarding the teachers to appoint. Student members of the committee are appointed in accordance with the procedure established by the Academic Senate.
3. The committee is to carry out its work in accordance with Art. 13 of Legislative Decree No. 19 of 27 January 2012, which was published in Italy's Official Journal No. 57 of 8 March 2012 and came into force on 23 March 2012.

4. The committee has a two-year term.

Art. 34 — Teaching assessment

1. The Rector, through the Quality Assurance Board, ensures that the University's quality assurance system fully complies with the indications contained in Legislative Decree No. 19 of 27 January 2012.
2. The Faculty Councils – through each programme's Quality Assurance Group and joint student-teacher committee, and in accordance with the Quality Assurance Board's guidelines – are responsible for periodically checking the functionality, efficiency and adequacy of the various academic facilities and their associated services, and for taking the appropriate corrective measures when necessary.
3. The University's overall results and quality of teaching are subject to periodic analysis by the University's Evaluation Board, which may collect data and information and/or consult with third-party experts for that very purpose.

Art. 35 — Oversight of teaching

1. The Faculty deans are responsible for overseeing the due fulfilment of teaching duties. Any fact or conduct that conflicts with the rules or procedures envisaged by the University's Statutes or Regulations must be reported in non-anonymous form to the deans.
2. Particularly serious cases may be reported directly to the Rector, who will refer the matter to the Academic Senate.

Art. 36 — Safeguarding of students' rights

1. Students are guaranteed the right to be informed of course schedules, content and related activities (e.g., lesson times, examination session schedules, examination dates, professors' office hours, and any decisions adopted by the University's academic bodies) through the timely communication, printing or posting online (on the University's website) of this information in addition to email communications. This is to ensure transparency in the University's course offering and administration, and also to ensure legally enshrined rights to access administrative records.
2. Students may enforce their rights by submitting a written (non-anonymous) petition to their dean or, in accordance with the previous article, directly to the Rector. The issue is then referred to the Academic Senate.

Art. 37 — Transitory and final provisions

1. The IULM bodies concerned must conform to these Regulations within the terms specified in the applicable Rectoral Decree. In any case, these Regulations apply – to the extent they are relevant – to study programmes launched under or governed by Ministerial Decree No. 270 of 22 October 2004 and subsequent ministerial measures adopted in relation to classes of study programmes.
2. If a new didactic structure comes into force while a student is enrolled, the University ensures that the student may conclude his/her study programme and receive his/her academic qualification in accordance with the didactic structure that was in force when he/she enrolled. The University also offers the student the option of applying for enrolment in the study programme under the new didactic structure.
3. Any issue or dispute arising from the application of these Regulations is referred at first instance to the dean of the Faculty concerned, without prejudice to competences reserved for the Board of Governors. If the dean is unable to come up with a solution, the issue or dispute is referred to the Rector following consultation with the Academic Senate.
4. The provisions set out in these University Regulations are made widely known within the University through specific communications, inserts in course guides and publication on the University's website.
5. The competent offices ensure that all documents and forms needed to respect the procedures outlined in these Regulations are up to date.

Annex A DIDACTIC STRUCTURES

Faculties, study programmes and didactic structures at IULM University

1. IULM University is made up of the following Faculties:
 - Faculty of Interpreting and Translation
 - Faculty of Communication
 - Faculty of Arts and Tourism
2. The Faculty of Interpreting and Translation offers the following three-year undergraduate and two-year masters degrees:

L-12-Applied languages

Three-year undergraduate degree in Interpreting and Communication (*amended by Directorial Decree of 24 April 2018*)

LM-94-Interpreting and specialised translating

Two-year masters degree in Specialised Translation and Conference Interpreting
(*amended by Directorial Decree of 9 June 2017*)

3. The Faculty of Communication offers the following three-year undergraduate and two-year masters degrees:

L-20-Communication

Three-year undergraduate degree in Communication, Media and Advertising
(*amended by Directorial Decree of 11 June 2011*)

Three-year undergraduate degree in Corporate Communication and Public Relations
(*amended by Directorial Decree of 14 June 2011*)

LM-59-Advertising and communication for the public and private sectors

Two-year masters degree in Marketing and Communications (*amended by Directorial Decree of 24 April 2018*)

Two-year masters degree in Strategic Communication (*amended by Directorial Decree of 15 June 2017*)

LM-65-Performing arts and multimedia production

Two-year masters degree in Television, Cinema and New Media (*amended by Directorial Decree of 9 June 2017*)

4. The Faculty of Arts and Tourism offers the following three-year undergraduate and two-year masters degrees:

L-3-Visual arts, music, performing arts and fashion studies

Three-year undergraduate degree in Arts, Entertainment and Cultural Events
(*amended by Directorial Decree of 9 June 2017*)

L-15-Tourism

Three-year undergraduate degree in Tourism, Management and Territorial Development (*amended by Directorial Decree of 24 April 2018*)

LM-49-Tourism development and management

Two-year masters degree in Hospitality and Tourism Management (*amended by Directorial Decree of 24 April 2018*)

LM-89-Art history

Two-year masters degree in Arts and Cultural Management (*amended by Directorial Decree of 24 April 2018*)