



REGULATIONS FOR STUDENTS

Issued by Decree of the Rector Index no. 834/2023 Ref. no. 125406 of 08/06/2023

Entered into force: 27 June 2022

DEFINITIONS.....	3
CHAPTER I – MATRICULATION AND ENROLMENT IN DEGREE PROGRAMMES	5
Article 1 – General Provisions and Scope of Application.....	5
Article 2 – Academic qualification required for admission to degree programmes	5
Article 3 – Enrolment in a bachelor’s degree programme or single-cycle degree programme	6
Article 4 – Enrolment in a 2-year master’s degree	7
Article 5 – Degree programmes with admission restrictions	7
Article 6 – Matriculation of candidates with foreign qualifications	8
Article 7 – Part-time enrolment (study for a LONGER period than is normally provided for)	9
Article 8 – Enrolment in degree programmes for a period SHORTER than is normally provided for	10
Article 9 – Enrolment with a shortening of the degree programme	11
Article 10 – Recognition of credits related to foreign language, computer science, professional skills.....	12
Article 11 – Simultaneous enrolment	14
Article 12 – Enrolment in individual programmes.....	15
Article 13 – Enrolment in years following the first.....	16
Article 14 – University tuition fees.....	16
Article 15 – Refunds	17
Article 16 – Badge – University e-mail address	18
Article 17 – Barring policy	18
Article 18 – Prerequisite courses	19
Article 19 – Additional Educational Obligations (OFA)	19
CHAPTER II – STUDENT CAREER.....	20
Article 20 – Academic career	20

Article 21 – Students who do not meet attendance requirements.....	20
Article 22 – Students who do not complete examinations within the prescribed period (“fuori corso”).....	21
Article 23 – Recognition of study qualifications earned abroad	21
Article 24 – Attendance	23
Article 25 – Suspension	24
Article 26 – Interruption of Studies	24
Article 27 – Withdrawal from studies	25
Article 28 – Loss of student status	25
Article 29 – Transfer to another degree programme	26
Article 30 – Transfers to other Universities	27
Article 31 – Transfers from other Universities.....	28
Article 32 – Lectures.....	29
Article 33 – Optional activities and individual study plans	29
Article 34 – written and oral exams.....	31
Article 35 – Admission to the final examination.....	33
Article 36 – Preparation of thesis/final paper	34
Article 37 – Final examination	34
Article 38 – Advisor, Co-advisor and examiner.....	36
Article 39 – Final examination board	37
Article 40 – Issuance of academic qualifications	37
Article 41 – Honorary degrees and posthumous degrees	38
Article 42 – International student mobility	38
Article 43 – Traineeship	40
CHAPTER III – STUDENTS’ RIGHTS AND DUTIES.....	41
Article 44 – Certifications and qualifications	41
Article 45 – Participation in administrative proceedings.....	41
Article 46 – Fundamental rights.....	41
Article 47 – Student ethics	42
Article 48 – Disciplinary measures.....	42
Article 49 – Insurance	43
Article 50 – Processing of personal data.....	44

DEFINITIONS

For the purposes of these Regulations, the following definitions shall apply:

- Educational activity = every activity organised or planned by the University with the aim of assuring the cultural and professional education of students, with reference, inter alia, to courses, seminars, practical or laboratory exercises, educational activities in small groups, tutoring, guidance, traineeships, projects, theses, individual study and self-learning activities;
- Career = the set of acts and activities carried out by a student for the purpose of earning an academic qualification;
- Alias career = career with an elective identity activated, pursuant to the regulations for the activation and management of alias careers, for persons undergoing gender transition or who in any case identify themselves with a gender other than the one registered at birth.
- Class of degree programmes = a set of degree programmes, irrespective of title, having the same qualifying educational objectives, grouped together in accordance with Article 4 of Ministerial Decree 509/1999 and Article 4 of Ministerial Decree 270/04;
- Department Council = it is the collective body that plans and coordinates the educational activity of the degree programmes held in the Department; it is made up of tenured professors, university researchers, representatives of technical-administrative staff, a representative elected from among participants in doctoral research programmes, a representative of research fellows and a representative of the students enrolled in specialisation schools;
- Study Programme Council = it is the collective body that has the task of organising the teaching activity of the degree programme and all the procedures relevant to the student's career; it is made up of all the teachers of the programme and student representatives equal to 15% of the permanent University teaching staff involved in the programme;
- Degree programme = bachelor's, master's and single-cycle degree programmes;
- University credit (CFU)= a unit of measurement of the volume of work, including individual study, required of a student in possession of an adequate initial education enabling him or her to acquire knowledge and skills through the educational activities provided for in the curricula of the degree programmes;

- Academic Credit (CFA): a unit of measurement of the volume of work required of a student of the Institutes of High Training in Music and Art (AFAM);
- Academic Bodies = Academic Senate and Board of Directors;
- Secretaries' offices and student services = offices of the University of Ferrara that manage administrative aspects related to the careers of students enrolled in a given degree programme;
- Competent teaching structure = the Department Council, the Faculty (where applicable), the Study Programme Council or the Committee appointed for the specific purpose;
- Students with disabilities and Specific Learning Disabilities (SLD): those who submit the certification described in the "Services for the university community with disabilities and SLD";

- General Regulations on Autonomy = Ministerial Decree no. 270 of 22 October 2004, introducing: "Amendments to the regulations containing rules concerning the teaching autonomy of universities approved by the Ministry of Universities and Scientific and Technological Research with decree no. 509 of 3 November 1999";
- University Teaching Regulations = University regulations issued pursuant to Article 11 of Ministerial Decree 270/2004, which embrace all the curricula of the degree programmes of the University of Ferrara and include a general part regarding the teaching rules applied by the University for all degree programmes;
- Curriculum of a degree programme (RAD) = general table of courses of a specific degree programme approved by the Ministry and making up part of the University Teaching Regulations;
- Previous curricula = the curricula of degree programmes established prior to the entry into force of Ministerial Decree 509/99;
- Teaching regulations of a degree programme = it is a document, updated yearly, which includes all the rules related to the carrying out of educational activities within the cycle of study; it includes, inter alia, the planned courses. The teaching regulations of a degree programme are included in the Yearly Study Programme Datasheet (SUA-CdS);
- Educational Path (Art. 33 of the University Teaching Regulations) = document drawn up every year when matriculation and registration procedures begin; it contains the main educational rules students must refer to in order to earn their degree. Every academic year it is entered into the ministry database relating to the accreditation of degree programmes - SUA-CDS

datasheet - and published on the University of Ferrara portal on the website of every degree programme.

- Gender Language = the University of Ferrara, already back in 2011, began issuing a yearly report on gender dynamics with the aim of promoting equal opportunities among the members of its community: students, teachers and researchers, and technical-administrative staff. From a linguistic standpoint as well, in both internal and external communications, the University of Ferrara is highly attentive to gender. If, in these regulations, for the sole purpose of simplifying reading, a male gender form is used, all terms are to be understood as referring also to the corresponding female gender form.

CHAPTER I – MATRICULATION AND ENROLMENT IN DEGREE PROGRAMMES

Article 1 – General Provisions and Scope of Application

1. These regulations govern the management of administrative processes related to the entry, into the university system and an academic career, of students enrolled in the programmes as per Ministerial Decree no. 270 of 22 October 2004, which established the type of academic degrees issued by universities:
 - a) a bachelor's degree entitles the holder to the title of "Dottore";
 - b) a master's or single-cycle degree to the title of "Dottore Magistrale";
 - c) a research doctorate to the title of "Dottore di Ricerca".
2. These regulations are based on the University Teaching Regulations.
3. These regulations are supplemented, for specific aspects, by further regulations or guidelines.
4. The provisions of the specific agreements concluded between the University and Penitentiary Administrations shall apply to the people subjected to judicial measures that restrict personal freedom.

Article 2 – Academic qualifications required for admission to degree programmes

1. Without prejudice to the provisions of specific ministerial decrees, in order to be admitted to 3-year bachelor's degree programmes (1st cycle) and single-cycle degree programmes, it is necessary to have one of the following:
 - a) a secondary school leaving certificate or an equivalent qualification;
 - b) an academic qualification earned abroad after 12 years of schooling and recognised as valid.

2. Without prejudice to the provisions of specific ministerial decrees, in order to be admitted to master's degree programmes (2nd cycle), it is necessary to have one of the following:
 - a) a bachelor's degree;
 - b) a university degree from a 3-year programme;
 - c) an academic qualification earned abroad and recognised as valid.

All first-level academic qualifications earned within the European Union will be considered valid.

Each Department/Faculty may allow for the possibility of accepting documentation in other languages.

The University establishes specific admission criteria for all master's degree programmes for which there is no planned numerical limit under current legislation regarding access to university programmes, but which entail, however:

- a) the fulfilment of curricular requirements;
 - b) the sufficiency of personal educational achievement verified according to the methods defined in the Yearly Study Programme Datasheet (SUA-CdS) and published on the websites of the degree programmes.
3. Anyone who is a teacher in a degree programme cannot simultaneously be a student registered in that programme.
 4. Anyone who is a graduate of a degree programme established in a certain class (or a degree programme of the previous system, deemed equivalent) can enrol in another degree programme established in the same class.

Article 3 – Enrolment in a bachelor's degree programme or single-cycle degree programme

1. Enrolment in the University degree programmes takes place via the *Sistema Pubblico di Identità Digitale* (SPID – Public Digital Identity System), according to the timeframes established every year by the Academic Bodies; the required documentation must be attached in a digital version directly in the online procedure.
2. Anyone who enrolls in the University before reaching eighteen years of age must follow the instructions “for underage students” provided in the matriculation guide.
3. In the case of non-EU citizens, it is necessary to verify:
 - a) the validity of the residence permit or official application therefor;
 - b) whether the original copy of the certificate of the academic qualification possessed

matches the digital copy uploaded during the online procedure.

In particular, the matriculation of persons who have applied for international protection will be allowed on condition that they have been granted the status of beneficiary of international protection. Should the application be rejected, the student's career will be cancelled, and any exams taken will be considered invalid accordingly.

4. As regards admission to degree programmes with restricted access, the timeframe and procedures provided for in specific calls for applications or admission guidelines will apply.
5. Within the framework of computer and telecommunications methods and technologies for distance education and upon a proposal by the Departments, the University of Ferrara can also provide for the creation and implementation of university programmes with teaching methods other than the conventional ones, as per the reference legislation.

Article 4 – Enrolment in a 2-year master's degree programme

1. In order to enrol in a master's degree programme with unrestricted access it is first necessary to submit an application via the *Sistema Pubblico di Identità Digitale* (SPID – Public Digital Identity System) within the dates set each year by the Academic Bodies. Candidates are evaluated by a Committee tasked with verifying whether they meet admission requirements and possess adequate academic qualifications according to the criteria described in the programme; if they do, they may proceed to enrol within the defined deadline.
2. Those who have foreign academic qualifications must attach to their application a "Diploma Supplement" (document described in Article 44, paragraph 2) or analogous legalised documentation in English, without the obligation of providing an Italian translation.
3. Every Department/Faculty can accept legalised documentation in other foreign languages.
4. If eligible for admission, the student must complete the matriculation procedure before attending classes and/or laboratory sessions.
5. In order to enrol in a master's degree programme with restricted access, it is necessary to follow the instructions contained in the Call for Applications or Guidelines.

Article 5 – Degree programmes with restricted access

1. Degree programmes can have national or local admission restrictions according to the provisions of Law no. 264 of 2 August 1999.
2. As regards programmes with national admissions restrictions, the number of places is established by ministerial decree.

3. The University issues specific calls for applications containing the number of available places, an examination schedule in the case of selective testing and all other rules regarding the competitive examination procedure, including the criteria for the assignment of vacant places for academic years after the first on the basis of ministerial regulations.
4. In the case of bachelor's degree programmes and single-cycle degree programmes with restricted access, admission tests will be conducted even if the number of candidates is lower than the number of available places to verify whether candidates have the necessary knowledge or additional educational obligations need to be fulfilled.
5. If enrolment in a degree programme requires a mandatory selective admission test, it is necessary to submit an application to register for the test, as indicated in the relevant Call for Applications or Guidelines.

Article 6 – Matriculation of candidates with foreign qualifications

1. The provisions contained in the Ministerial Guidelines, which may be found on the Ministry of University, Education and Research portal dedicated to foreign students, are applied for students, including Italian nationals, who have academic qualifications earned abroad, in relation to the type of qualifications in their possession, the countries of origin and particular international cultural agreements.
2. Those who submit incomplete documentation may be conditionally enrolled. Matriculation must be regularised by submitting the missing documentation within the deadline published every year on the University website; otherwise enrolment will be considered cancelled, any exams passed will be voided, and there will be no right to a refund of tuition fees.
3. In order to enrol in three-year bachelor's degree programmes or single-cycle degree programmes at the University of Ferrara, those in possession of a foreign secondary school leaving certificate must demonstrate the following:
 - a) that they obtained the qualification after at least 12 years of schooling;
 - b) that the qualification was awarded on the basis of successful results achieved in at least two years of attendance in the foreign education system.
 - c) that the qualification would entitle them to continue their studies at universities in the country in which they were educated, in a degree programme analogous to the one they are applying for in Italy.

4. In the case of non-European Community citizens with residency abroad, it will not be possible to change the degree programme applied for during the whole first year of enrolment.
5. Applicants may contact:
 - a) Italian Diplomatic Missions abroad to obtain further information;
 - b) the competent office of this University in order to send, prior to their arrival in Italy, their academic qualifications in a digital version to enable a preliminary assessment of their validity and compatibility with the degree programme concerned for enrolment purposes.

Article 7 – Part-time enrolment (study for a LONGER period than is normally envisaged in the programme)

1. Where provided for in the case of degree programmes with unrestricted access, students may enrol on a part-time basis to obtain an academic qualification over a period that is LONGER than normal, provided that they earn 30 university credits (CFU), i.e. 50% of the CFU required per year under the degree programme.
2. In the years following the one of matriculation, the student will be considered to have failed to meet attendance requirements until earning all the credits required under the degree programme as established by the competent teaching structure.
3. Students pursuing their studies for a longer than normal duration who wish to switch to a normal study timeframe in the following academic year may either request a change to the shorter period or enrol in the same year as students “fuori corso”, i.e. students who have not completed all the examinations required under their degree programme within the prescribed time. The application can be submitted online and the required stamp duty paid online as well.
4. Students enrolled in a degree programme according to the normal timeframe may, in the the following academic year, request to switch to the 30 CFU part-time enrolment within the normal deadline for registration. The application can be submitted online and the required stamp duty paid online as well.
5. Enrolment in programmes for periods LONGER than normal (part-time students earning 30 credits per year) requires payment of 50% of the yearly fees that would be due for full-time students, based on family income (ISEE form), as specified in the Call for Applications for Benefits and Student Tuition Fee Waivers.
6. It is not possible to enrol for a period other than normal one in the case of degree programmes with national and local admission restrictions.

7. Enrolment on a part-time basis, in the academic year in which university career-related activity has taken place, is not possible for those who:
 - a) have already opted for enrolment with shortening of the degree programme;
 - b) are enrolled in degree programmes that are going to be discontinued;
 - c) despite having met course attendance requirements, have not completed their examinations within the prescribed period of time (students who are “fuori corso”);
 - d) have transferred from another university or to a different degree programme, with the exclusion of those who have not obtained any recognition of credits or attendance related to the previous career.
8. In the event of a change in the curriculum of a degree programme, those who are enrolled for a LONGER than normal period must choose one of the following two options:
 - a) switch over to the new programme, with possible recognition of exams already taken;
 - b) enrol for a period of shorter than normal duration or regular duration.
9. Those who are enrolled for a LONGER than normal period can submit a request for recognition of credits. If the number of credits recognised is greater than 30, the enrolment will automatically be changed to ‘regular’ and the tuition due will be adjusted accordingly.
10. Any matters not provided for in this article will undergo scrutiny by the competent teaching structures.

Article 8 – Enrolment in degree programmes for a period SHORTER than is normally provided for

1. Students may enrol in a degree programme without restricted access and obtain an academic qualification in a period of SHORTER duration than is normally provided for.
2. Students may enrol with the aim of earning 30 extra credits, in addition to the ones required for each year of the programme.
3. Those who have opted to earn 90 credits may, in the following academic year, submit a request to switch over to part-time study for 30 credits, so as to be able to complete the credits for the year of enrolment and continue to the next year of the programme with enrolment for a normal duration. The application can be submitted online and the required stamp duty paid online as well.
4. Those who have enrolled intending to earn a degree within the normal study timeframe may, in the following academic year, submit a request to switch over to 90 credits in order to conclude with a further enrolment for 30 credits, with the possibility of graduating early. The

application can be submitted online and the required stamp duty paid online as well.

5. Registration will take place upon payment of the tuition and other fees provided for in the Call for Applications for Benefits and Student Tuition Fee Waivers.
6. It is not possible to enrol for a period other than normal one in the case of degree programmes with restricted access, except as determined in the individual Yearly Study Programme Datasheet (SUA-CdS).
7. Enrolment for a period shorter than the normal one in the academic year in which university career-related activity has taken place, is not possible for those who:
 - a) have already opted for enrolment with shortening of the degree programme;
 - b) have transferred from another university or changed their degree programme, with the exclusion of those who have not obtained any recognition of credits or attendance related to the previous career.
8. Any matters not provided for in this article will undergo scrutiny by the competent teaching structures.

Article 9 – Enrolment with a shortening of the degree programme

1. The possibility of enrolling in a degree programme for a shortened period is available to those who:
 - a) are in possession of proper academic qualifications;
 - b) have pursued or are pursuing a university career, without obtaining a degree, for which they request recognition.

The procedure is carried out online and requires payment of a fixed fee (recognition fee) and uploading of the documentation, in a digital version, which is forwarded to the competent teaching structure for possible recognition.

If a student does not proceed to enrol following the procedure to obtain recognition of the previous academic career, he or she may submit a request, accompanied by payment of stamp duty, at the start of the next academic year, to obtain enrolment with a shortening of the degree programme based on what was already decided in the previous academic year. The resolution is immediately executive, once the availability of places in the selected programme has been ascertained, unless any changes are made to the curriculum of the degree programme which require a new Committee resolution and, consequently, the person concerned must again pay the recognition fee.

One academic year after the request for recognition, the resolution will no longer be executive and therefore the established fee will have to be paid again.

2. Legalised documentation relating to foreign qualifications attached to an application for enrolment in a bachelor's, specialist/master's, or single-cycle degree programme of shortened duration can be submitted in English, without the obligation of a translation into Italian. Every Department/Faculty can accept legalised documentation in other foreign languages.
3. Validated courses are registered with the attribution of a mark or pass, the recorded date being the date of the resolution to admit the student to the degree programme.
4. A request to review the acceptance resolution can be submitted within 60 days of receipt of the notification thereof.
5. Enrolment with shortening of the academic career is also allowed for degree programmes with restricted access if there are vacancies in the year applied for and according to the procedures and timeframes indicated in the specific Call for Applications or Guidelines.

Article 10 – Recognition of credits related to foreign language, computer science or professional skills

1. Recognition of credits for courses required in the first year of a degree programme may be requested, at the time of matriculation, without payment of any fees or stamp duty, by those who:
 - a) have engaged in educational activities aimed at the acquisition of professional knowledge and skills;
 - b) are in possession of currently valid computer science and language certifications as per the applicable legislation and provided for in the Educational Path;
 - c) are in possession of knowledge and skills acquired during post-secondary school training activities designed and implemented with the contribution of universities.

It is possible to gain recognition of credits for the first year of a degree programme, also after matriculation, by submitting an online request by 30 November, with payment of stamp duty.

2. Students may gain recognition of credits for courses completed in years after the first starting from the year of the degree programme in which they must be enrolled in order to attend the course, by submitting an online request by 30 November, with payment of stamp duty.
3. The documentation uploaded during the online procedure and recognised as valid by the office in charge can be:

- a) forwarded to the committee specially appointed by the Study Programme Council and tasked with assessing the credit recognition requests of students; the Council will recognise the credits with a resolution rendered immediately executive;
 - b) acquired and assessed directly by the office in charge, which will apply, where available, the conversion tables already approved by the Study Programme Council or the Academic Bodies and proceed autonomously to recognise the credits.
4. Validated courses are registered with the attribution of a mark or pass, the recorded date being the date of admission to the degree programme or, where lacking, the student registration date.
 5. No payment of the recognition fee is required for individual courses in the event of enrolment in/registration for the same degree programme in which the individual courses were completed.
 6. The overall quantitative limit for the recognition of educational activities aimed at the acquisition of professional knowledge and skills is 12 CFU, for 1st- and 2nd- cycle degree programmes (bachelor's and master's). Forms of recognition attributed collectively are excluded. Within the same limit, credits may be recognised for the awarding of Olympic or Paralympic medals, or the title of world, European or Italian all-around champion in the disciplines recognised by the Italian National Olympic Committee or the Italian Paralympic Committee.
 7. An exemption from the fee is also applied for the validation of additional educational obligations (OFA) fulfilled and the recognition of traineeships/internships completed:
 - a) abroad, on the basis of international agreements concluded by the University of Ferrara or as a "free mover" pursuant to Article 42 paragraph 6;
 - b) within the framework of documented work activity;
 - c) within the framework of work integration programmes (PIL);
 - d) within the framework of civilian service;
 - e) on a voluntary, extracurricular basis, authorised by the competent teaching structure.
 8. Payment of the recognition fee is not required for courses conducted in agreement with government bodies where the number of credits the University agrees to recognise is already specified.
 9. The exams recognised in the context of international mobility are recorded with the date on which they were taken. If the certificate issued by the foreign University does not specify the

exam dates, they will be recorded within the last date of the stay, in consideration of the deadlines for benefits under the right to university education.

Article 11 – Simultaneous enrolment

1. Within the limits set forth in the following subsections it is possible to enrol simultaneously in two different bachelor's, master's or single-cycle degree programmes, also at different universities, schools or higher institutes with a special charter, either both Italian or an Italian and a foreign one.
2. Within the limits set forth in the following subsections it is also possible to enrol simultaneously in a bachelor's, master's or single-cycle degree programme, research doctorate programme or specialisation school, with the exception of medical specialisation programmes.
3. Simultaneous enrolment in two bachelor's, master's or single-cycle degree programmes belonging to the same class is not permitted, not even at two different universities, schools or higher institutes with a special charter.
4. Simultaneous enrolment in two bachelor's or master's programmes, where didactic activities differentiate for less than two thirds of those provided for in the course of study of a shorter duration, is not permitted. The calculation must be made on the basis of the objective characteristics of the course of study, which refer to the programmed educational offer and, in particular, to the Scientific-Disciplinary/Artistic-Disciplinary Sectors attributed to the characterizing, similar or supplementary and further foundational activities, as well as the related CFU/CFA.
5. The differentiation of the two courses of study will be evaluated by a specific commission that will analyse the sum of the absolute values of the differences of the CFU/CFA for each disciplinary sector. In case of overlapping for more than a third of the didactic activities thus calculated, the commission can proceed by comparing the two courses of study basing their comparison on the syllabi of the single teachings. If also from the analysis of the syllabi an overlapping for more than a third of the educational activities is found, the enrolment form to the second bachelor's or master's degree will be accepted for those graduates who have concluded their exams, under the condition that they graduate by the end of extraordinary session of the previous academic year penalty of forfeiture of the second career and of the potential passed exams.
6. Those who enrol simultaneously in two degree programmes will benefit from the tools and

services supporting the right to education for one enrolment only, of their choice, whereas they will have the right to total or partial exemption from payment of the annual all-inclusive fee for both enrolments, if they meet the requirements specified every year in the Call for Applications for Benefits and University Tuition Fee Waivers.

Article 12 – Enrolment in individual programmes

1. Those who are in possession of educational qualifications enabling access to the University or already hold degrees may request to enrol in individual courses held within the framework of unrestricted access degree programmes of different cycles, irrespective of admission requirements, except as otherwise specified in the SUA-CdS datasheets and published on the website of the degree programme.
2. Enrolment in individual courses held within the same degree programme a student is enrolled in and thus present in his or her study plan is not provided for. Moreover, it is not possible to enrol in individual courses during an interruption or suspension of studies also at another University.
3. It is not possible to replace enrolment in a year of a bachelor's, master's or single-cycle degree programme with enrolment in individual courses. The maximum percentage of credits selectable from the same degree programme and year is 50% of those provided for in the student's study plan.
4. The choice of an individual course, once made, cannot be changed. The exams must be taken within the last available session of the academic year of reference.
5. In the cases of courses including a practical part, enrolment is subject to the approval of the competent teaching structure, to be acquired prior to enrolment. In particular, traineeships are excluded.
6. The rules and regulations established for the enrolment of foreign students under the procedures agreed on yearly by the Ministries of Foreign Affairs and International of Cooperation and of the Interior with the Ministry of Education, University and Research will apply for holders of foreign academic qualifications (European Community or others, wherever they reside).
7. Applications to enrol in individual courses must be submitted within the deadline specified in the Call for Applications for Benefits and Student Tuition Fee Waivers for the current academic year.

8. It is necessary to pay a fixed fee, determined according to the number of credits and specified each year in the Call for Applications for Benefits and Student Tuition Fee Waivers. In the case of supplemental teachings, likewise to be requested within the deadline specified in the Call for Applications for Benefits and Student Tuition Fee Waivers for the current academic year, the payment of an additional fee will be required.
9. The courses as per the present article may be taken into account for the purposes of enrolment in degree programmes.
10. Those who have enrolled in individual courses can obtain certification of the studies completed and the exams passed. Enrolment in individual courses is incompatible with the recognition of credits.
11. Exams must be taken within the extraordinary session of the academic year of enrolment, except in the case of preparatory courses held for the sole purpose of enabling access to degree programmes with a restricted number of places, for which the deadlines specified in the Call for Applications or Guidelines will apply. Those who fail to take the exams within the deadline must re-enrol upon paying the applicable enrolment fee. If the exams were not taken, attendance of the corresponding courses will nonetheless be counted.
12. Those who are enrolled in individual courses do not have the right to vote or to stand for election in student representative bodies. Enrolment does not entitle them to the status of university student, but gives them the right to access the libraries and the services strictly connected to the course they are enrolled in.

Article 13 – Enrolment in years following the first

1. In order to renew enrolment in the degree programmes for the years following the first, students must pay the tuition and other fees within the established date, according to what is specified for each academic year in the Call for Applications for university benefits.
2. Payment after the deadline will result in the obligation to pay an additional fee for overdue payment.
3. Payment is received by the University automatically by means of the PagoPA online payment system. The receipt issued by the system represents the sole document attesting to enrolment.

Article 14 – University tuition fees

1. The cost of one's university education is covered by paying the fees specified for every academic year in the Call for Applications for Benefits and University Tuition Fee Waivers,

based on the regulations governing student tuition fees.

2. In order to enrol in an academic year, students must be up to date with payments of the tuition and other fees for the previous academic years. Those who are behind in their payments cannot engage in any university activity and implicitly forfeit the education and training provided previously. In fact, they cannot sit exams, obtain any certificate relating to their university career or transfer to another degree programme or to another University, besides not being able to benefit from any teaching or administrative services.
3. Those who transfer from another University must pay the tuition and other fees required by the University of Ferrara, even if they have already paid them to the University they transferred from in the same academic year.
4. In the case of those who transfer to another programme, the tuition and other fees already paid remain valid; it may only be necessary to pay the difference, where one exists.
5. Those who have enrolled in a year of a university programme are not entitled to a refund of what they paid.
6. If the summer graduation session is brought forward, to the period of March/April, those who graduate, upon authorisation of the competent teaching structure, must pay all the tuition fee instalments established for the academic year of reference. For further information, reference should be made to the regulations on tuition fees.

Article 15 – Refunds

1. The University of Ferrara refunds only the amounts withheld by the University, with the exclusion of stamp duty and the regional tax.
2. The University of Ferrara refunds:
 - a) the enrolment fees of those who earn their degree in the academic year preceding the one in which they paid the fees;
 - b) the enrolment fees of those who transfer to another University in the same academic year as the one in which payment was made, exclusively in cases in which no activity related to the university career took place;
 - c) the enrolment fees paid for the academic year following the one in which a student is declared to have lost their student status;
 - d) the enrolment fees paid by beneficiaries of a total or partial exemption, based on what is provided for every year in the Call for Applications for Benefits and University Tuition Fee

Waivers;

- e) the enrolment fees of those who, after having made payment, interrupt their university career in order to enrol in one of the programmes specified in Article 26, paragraph 3 of these Regulations, in the same academic year as the one to which the payment refers.
3. The University of Ferrara will refund any additional fees paid as a penalty for late payment of the tuition fee instalment in the cases indicated in paragraph 2 of this article.
4. Refunds are automatically issued by the University in specific cases in which it is determined that the fees paid exceed the amounts due. These will be credited exclusively to a current account or another bank account with an IBAN code, in the name of or jointly held by the recipient of the refund, based on the indications provided to the persons concerned.
5. Cash refunds may be provided only upon an individual request submitted by the person concerned, for amounts lower than the limits established by current legislation.
6. Refunds not collected by the end of the calendar year in which they were issued, or rejected by the bank that manages the university's treasury may be reissued exclusively after the submission of a new request within the time limits established by current legislation.
7. Particular cases not included in the types described above will be assessed individually upon the documented request of the person concerned.

Article 16 – Badge – University e-mail address

1. Registered students receive a virtual badge, valid for the entire duration of the degree programme, which allows digital access to the services and discounts offered by different local cultural and economic entities to persons enrolled in the University of Ferrara.
2. Students enrolled in a degree programme of the University are assigned an institutional e-mail address that represents the official means of communication with the University. Students are responsible for regularly checking their institutional e-mail inbox.
3. In the event of the activation of an alias identity, the badge and institutional e-mail address will be managed in accordance with Article 3 of the Regulations for the Activation and Management of Alias Identities.

Article 17 – Barring policy

1. A bar will preclude enrolment in subsequent years of a degree programme in the event of failure to pass the exams or earn the credits provided for within the specified deadline.
2. Those who pay tuition fees without having overcome the constraints provided for under the

barring policy will be enrolled in the following year of the programme on a conditional basis until the above-mentioned deadline. In the event of failure to overcome the bar, the student will be considered not to have completed his or her examinations within the prescribed period (“fuori corso”).

Article 18 – Prerequisite courses

1. The rules regarding prerequisite courses indicate the time sequence for taking exams and are specified in the “Educational Path”.
2. Proof of fulfilment of additional educational obligations (OFA) may serve to attest sufficient preparation for some exams.

Article 19 – Additional Educational Obligations (OFA)

1. The level of knowledge required for access and the relevant methods of verification are defined in accordance with in the Yearly Study Programme Datasheet (SUA-CdS).
2. If the outcome of the verification of the minimum required knowledge is not positive, specific additional educational obligations (OFA) will be assigned and must be met within the deadline for enrolment in the second year of the degree programme, as established by the Academic Bodies.
3. In order to favour the fulfilment of additional educational obligations, supplemental educational activities must be provided for; they may also be organised in an intensive and/or remote form.
4. If the educational obligations are not met within the deadline indicated in paragraph 2, the student will be enrolled in the first year and considered not to have completed his or her examinations within the prescribed time (status of “fuori corso”) and maintain the OFA until they are fulfilled.
5. In addition to direct fulfilment of the additional educational obligations through successful completion of tests at the end of the dedicated supplemental activities, individual degree programmes can specify exams of the first year of the Educational Path which, if successfully passed, enable indirect fulfilment of the OFA.
6. As an alternative to the above methods, all the additional educational obligations attributed will be considered fulfilled in the case of those who have successfully passed all the required exams in the first year of the degree programme within the deadline indicated in paragraph 2.
7. Those enrolled as “fuori corso” in the first year:

- a) can only take the exams present in the study plan of the first year of the degree programme and fulfil the additional educational obligations within the deadline in order to be able to enrol in the second year of the programme in the following academic year;
 - b) cannot attend lectures of years following the first.
8. Those who have not fulfilled the additional educational obligations within the specified time limits can submit an application, on which stamp duty must be paid, to another degree programme within the deadline indicated in paragraph, without paying a transfer fee or additional fees for late submission of the application.
 9. Successful completion of any tests taken in the last or next-to-last year of secondary school will be considered valid solely for the purposes of matriculation in the academic year immediately after awarding of the secondary school leaving certificate. In the event of enrolment in a different academic year, it will be necessary to take the test again.
 10. Those who enrol after graduating from a four-year secondary school programme and have successfully passed the test for verifying fulfilment of the additional educational obligations will be registered and need not make up any courses.
 11. Cases not covered in the previous paragraphs will be examined by the competent teaching structures.

CHAPTER II – STUDENT CAREER

Article 20 – Academic career

1. Enrolment in academic years following the one of matriculation takes place upon payment, within the time limits established by the University, of the first instalment of the tuition fees and other fees. By making payment, students manifest their wish to enrol; no further formalities are required.
2. Students may not carry out more than two activities related to their university career (e.g. transfer to another degree programme or university) in the same academic year besides matriculation/registration. Giving up one's studies and the cases provided for in paragraph 3 of Article 29 are not considered career-related activities.

Article 21 – Students who do not meet attendance requirements

1. Those who have yet to fulfil attendance requirements in order to pass to the next year or obtain their degree will be attributed a status accordingly, according to what is provided in the Yearly

Study Programme Datasheet (SUA-CdS) and published on the degree programme website.

Article 22 – Students who do not complete examinations within the prescribed period (“fuori corso”)

1. The following are considered “fuori corso”:
 - a) those who have attended all the courses provided for in the regulations of their degree programme in order to earn their degree and are behind on their exams;
 - b) those who have interrupted their studies, for all the years of the interruption;
 - c) those who have not passed the mandatory exams required for enrolment in the following year of the programme (barring);
 - d) those who have not fulfilled the additional educational obligations.
2. Those who are “fuori corso” can take exams also in the periods in which lectures are held, unless resolved otherwise by the competent teaching structure.

Article 23 – Recognition of academic qualifications earned abroad

1. Holders of academic qualifications earned abroad can request this University to recognise the qualifications possessed with the corresponding Italian academic qualifications.
2. By virtue of the autonomy granted to universities, the competent academic authorities may, on a case-by-case basis, declare that the foreign qualification has the same value, for all intents and purposes, as the corresponding one awarded by the University of Ferrara (total recognition), i.e. allow the person concerned to sit the final exam, exempting him or her completely or partially from the exams required under the curriculum for the corresponding degree programme (partial recognition).
3. In the case of qualifications envisaged in specific bilateral or multilateral agreements, recognition takes place administratively by decree of the Rector.
4. Otherwise, as regards applications entailing total recognition, the competent Study Programme Council and Department Council shall adopt a resolution, with final recognition granted by decree of the Rector.
5. As for applications entailing partial recognition, the inclusion of validated courses must be based on a mark or pass and specification of the date of the resolution of acceptance issued by the competent teaching structure. It is possible to submit a request for a review of the resolution of acceptance within 60 days of receipt of the notification.
6. Those who wish to obtain recognition of their academic qualifications must submit the

following documentation:

- a) application, with affixed revenue stamp, addressed to the Rector of the University of Ferrara;
- b) university qualification, accompanied by an official translation into Italian and, where appropriate, a Declaration of Value issued by the Italian Diplomatic Mission in the country where the qualification was earned;
- c) Legalized certificate or with equivalent certification with a breakdown of the courses completed and exams taken during the university programme accompanied by a legalized Italian translation;
- d) degree programmes (on letterhead paper of the foreign university or validated with the stamp of the university itself) of all disciplines included in the foreign curriculum, with a translation if not already issued in Italian or English. Every Department/Faculty can accept documentation in other languages;
- e) photocopy of a currently valid identity document.
- f) photocopy of the residence permit, if applicable.

Payment of the qualification recognition fee, in the amount established by the Board of Directors, will also be required.

7. Those who do not obtain total recognition of their academic qualifications can be admitted, with a reduction of course requirements, to the degree programme indicated in the request for recognition. If it is a degree programme with restricted access, shortening of the university career is allowed only where there are places available in the year of the programme proposed by the Study Programme Council, provided that enrolment is formalised within the time limit established by the University.
8. Non-Community nationals residing abroad must submit all the required documentation for recognition authenticated by an Italian Diplomatic Mission abroad. Community and non-Community nationals legally residing in Italy may instead directly submit the documentation to the office of reference, and then proceed to enrol accordingly with a reduction of course requirements according to the indications already provided.
9. In the case of partial recognition, the student must pay the university tuition fees for the academic year of admission. The terms of payment are defined in the Regulations on Tuition Fees.
10. In the case of total recognition, the student is required to pay the fee for issuance of the degree

certificate, including stamp duty.

Article 24 – Attendance

1. The description of the Educational Path of every degree programme lays down provisions as to whether attendance is mandatory or not.
2. An attendance certificate is automatically issued to all those who are regularly enrolled in degree programmes in which there is no attendance requirement.
3. In the degree programmes in which attendance is mandatory it is possible to adopt tools, including digital ones, for recording students' presence. In the absence of tools for recording attendance, an attendance certificate is automatically issued to all those who are regularly enrolled.
4. The absence of an attendance certificate one or more modules of an integrated course will result in impossibility to record the outcome of the entire integrated course in the case of degree programmes with mandatory attendance.
5. It is possible to include multi-year courses in the study plan of a same academic year, including ones that are preparatory for others.
6. University lectures are public: those who are not formally enrolled in a degree programme will also be admitted to lecture halls as auditors; insurance coverage is limited to possible damage and/or injury involuntarily caused to them, where the University is deemed to have liability. Access to lecture halls is regulated in accordance with the limits allowed by current safety regulations. Given a very large number of enrolled students or in relation to particular needs recognised by the Academic Bodies, it will be possible to provide for remote forms of teaching pursuant to Article 13 paragraph 2 of the University Teaching Regulations. Access to laboratories and workshops may be allowed, subject to authorisation by the teacher in charge of the course, in observance of current safety regulations and based on the maximum places available in the facilities: auditors, under the responsibility of the facility supervisor, may only observe laboratory and workshop activities without taking part. As in the case of lectures, in relation to particular needs recognised by the Academic Bodies, practical and/or laboratory activities may be replaced or supplemented by tutorial videos or other forms of remote learning deemed suitable for the purpose of achieving the educational and learning objectives.

Article 25 – Suspension

1. Pursuant to Article 9, paragraph 4 of Legislative Decree no. 68 of 29 March 2012, students enrolled in a bachelor's, master's or single-cycle degree programme can opt to suspend their studies in the event of certified serious, prolonged illness by submitting a request to the competent office, also online, without the payment of stamp duty. The request can also be submitted upon the regular resumption of studies.
2. The suspension has a minimum duration of one academic year. During the period of the suspension, the student is exempted from payment of the all-inclusive tuition fees. Should the illness persist, the suspension may be renewed for additional academic years; a new request and updated documentation must be submitted for each year.
3. Students who suspend their studies cannot engage in any degree-related activity of an administrative or other nature during the academic years of the suspension, except the procedure to transfer to another university.
4. The suspension will not be counted for the purpose of determining the loss of student status or assessing merit for the awarding of financial benefits on grounds of the right to education.

Article 26 – Interruption of Studies

1. Students may interrupt their studies by submitting, also online, a documented request, on which stamp duty must be paid, to the competent office on the following grounds:
 - a) the birth of a child, in which case both parents are entitled to an interruption for the academic year which includes the child's date of birth;
 - b) the adoption of a child or taking of a child into foster care, in which case both parents are entitled to an interruption for the academic year which includes the date of adoption or date on which the child was taken into care;
 - c) the student has signed up for voluntary military service or civilian service for a period of 1 year, for one academic year only.

The request may entail payment of a fixed fee, where established by the Call for Applications for Benefits and University Tuition Fee Waivers. During the period of interruption of studies, no payment of the yearly all-inclusive tuition fees will be due.

2. In the event of an interruption of studies on the grounds described in paragraph 1, it will not be possible to engage in any degree-related activity of an administrative or other nature during the academic years of the interruption, except the procedure to transfer to another university.

The academic year of interruption will not be counted for the purpose of assessing merit for the awarding of financial benefits on grounds of the right to education.

3. In the event of an interruption without any request, of a duration equal to or greater than two academic years, which does not fall within the cases described in paragraph 1, in order to account for the years of interruption the student must submit a request for an examination by the competent office, also online, paying the stamp duty, in addition to the fee whose amount is specified in the Call for Applications for Benefits and University Tuition Fee Waivers. The status of “fuori corso” will be attributed for the years of interruption.
4. On resuming his or her studies, the student may take exams for courses previously attended starting from the first exam session in the academic year of resumption of the academic career.
5. The academic years of interruption of studies, on any grounds, are counted for the purposes of determining loss of status as a student.

Article 27 – Withdrawal from studies

1. Students can decide to discontinue the studies undertaken and enrol again in any active degree programme.
2. The withdrawal must be requested in such a manner that the identity and wishes of the person concerned are clear. Stamp duty must be paid; it can also be paid online. The cost of withdrawal is described every year in the call for applications for benefits and student tuition waivers.
3. Certificates regarding the previous academic career may be issued to those who have withdrawn from their studies in the cases provided for under current legislation.

Article 28 – Loss of student status

1. Those who do not pass any exams for eight consecutive academic years lose their status as students. The only exception is those who are enrolled in degree programmes in the area of healthcare who follow the criteria described in the training programmes.
2. Loss of student status does not apply to those who have passed all the required course exams but have not yet completed the final examination.
3. Certificates regarding the previous university career pursued may be issued to those who have lost student status.
4. Educational activities that only provide for a pass or fail, excluding those relating to credit deficits that need to be made up, will not contribute to blocking the loss of student status. The interruption of studies as per Article 26 paragraph 1 is not counted in determining the loss of

student status. Switching of degree programmes, including from a pre-reform to a post-reform one, transfers and recognitions of credits will not serve to block the loss of student status.

5. The fees paid starting from the academic year after the loss of student status will be automatically refunded.
6. Those who have lost their student status can revive their university career within the deadlines established for enrolment by submitting a request to the Rector and paying the fee provided for in the schedule of yearly tuition fees.
7. In order that students may resume their university career in the same degree programme, the courses planned for the academic year of admission must be active. Otherwise, they can enrol in a new degree programme and request the recognition of the exams taken, which will be evaluated by the competent teaching structure.
8. In order that students may resume their university career in a degree programme with national admission restrictions, they must pass an admission test. In order to enrol in a degree programme with local admission restrictions they must meet the requirements provided for in specific calls for applications or regulations for admission to years after the first.

Article 29 – Transfer to another degree programme

1. After having formalised his or her enrolment in a degree programme, a student can, in any year of the programme, transfer to another University degree programme by submitting an application online within the deadline established for registration or, in the case of a transfer to the first year of a degree programme with restricted access, within the deadline established by the call for applications and the admission guidelines after having passed the selective test, where provided for.
2. A fee must be paid for transfers:
 - a) to a degree programme other than the one enrolled in, with the exception of applications received by 31 October of the current year in the event of a first matriculation in the national university system;
 - b) to different teaching venues of the same degree programme;
 - c) from a pre-reform degree programme to post-reform programmes;
 - d) from the previous curriculum to the new one, unless due to the abolition of the curriculum of the programme in which the student enrolled;
 - e) by those who are enrolled in a multi-disciplinary degree programme and decide to change

class after attending the entire programme (students enrolled “fuori corso”).

3. Only one transfer may be made to another degree programme in the same academic year, except in the case of students admitted to programmes with national or local admissions restrictions, also upon selection from ranked waiting lists, where applicable. In this case a student may make more than one transfer and is required only to pay stamp duty, with no further fees.
4. Any validations of educational activities show the date and the evaluation of the exam actually taken, where possible.
5. A transfer that does not require any validation of previous studies may take place without any need for a resolution of acceptance on the part of the competent teaching structure.
6. For validations of courses outside the range of offerings of the University, the competent teaching structures must indicate the academic discipline and the name of the course in English.
7. Those who have not fulfilled the additional educational obligations within the deadline for enrolment in the second year of a programme can request a transfer to another degree programme within 10 working days after that deadline, without having to pay the transfer fee or additional fees for late payment.

Article 30 – Transfers to other Universities

1. In order to obtain a transfer to another Italian university or university institution, students who are enrolled in a degree programme of the University of Ferrara must submit an online application within the deadline for matriculation, unless they have been admitted to programmes with restricted access for which the deadlines to be observed are determined by their place in the rankings. Payment of a transfer fee is also required.
If the degree programme they are transferring to has restricted admissions, it will also be necessary to gain permission from the receiving University.
2. Those who are not up to date with their administrative position must pay any fees due in order to be able to submit an application. Once formalised, the application is to be considered binding with respect to the choice made.
3. It will no longer be possible to sit examinations or obtain certifications relating to the university career after the date of submission of the transfer application. Exam schedules are published on the University website at the initiative of the teacher responsible for the course, according

to the requirements of the AVA system (Self-evaluation, Evaluation and Accreditation).

4. A year after the transfer to another University, it is possible to return to the University of Ferrara.

Article 31 – Transfers from other Universities

1. Those who wish to transfer to this University to continue their studies must submit a record of their previous academic career to the scrutiny of the competent teaching structures.
2. Transfers to discontinued degree programmes are not allowed.
3. If matriculation is not formalised, the University of Ferrara will return the transfer documentation (“foglio di congedo” containing the student’s academic records) received to the other University.
4. It is not possible to transfer twice in the same academic year, except in the case of students admitted to degree programmes with national admissions restrictions.
5. The transfer documentation (“foglio di congedo”) must be received by this University within the enrolment deadline, except in the case of students admitted to degree programmes with national admissions restrictions.
6. Conditional enrolment is allowed in the case of students eligible for admission to a degree programme with a restricted number of places, whether or not a selective test is provided for, pending a formal submission of the “foglio di congedo” by the other University, according to what is stated in the specific call for applications.
7. Those coming from another University must submit an online application for matriculation as a transfer student. Payment of an incoming transfer fee is required and will be automatically debited by the IT system.
8. Any amounts paid to the other University will not be recognised for the purposes of formalising the enrolment.
9. Any validations of academic activities carried out at the University of origin will have an indication of the mark or confirmation of eligibility (pass) and include the date on which the examination was actually taken. As regards validations/recognition of courses outside the range of the University’s offerings, in the resolution of acceptance of applications for validation, the competent teaching structures must specify the university credits, the academic discipline and name of the course, which must be translated into English.
10. The competent committee will examine the previous academic career and decide which year

of the programme the student will be admitted to and the credits recognised; a final report will be sent to the competent office within 10 days of the meeting.

11. Completion of a transfer that does not require any validation of previous studies can take place without the need for a resolution of acceptance on the part of the competent teaching structure.
12. In order to transfer to a 2-year master's degree programme with unrestricted access it is necessary to comply with the admission requirements, which are established every academic year.
13. Degree programmes with restricted access follow specific regulations issued every year for admission to years following the first. In particular, the programmes with national admissions restrictions must abide by the provisions of the ministerial decree issued for the academic year of reference.

Article 32 – Classes

1. The teaching activities of every academic year begin no later than 1 October and end no later than 30 September of the following year. Exceptions may be classes in the year of degree programmes with national admissions restrictions, which comply with the timeframes established by ministerial decrees for matriculation.
2. The scheduled hours of lectures in mandatory courses held in the same year of a programme cannot overlap.
3. In order to ensure a homogeneous timeframe for university activities and enable shared courses (attended by students enrolled in 2 or more different degree programmes), the single years of a degree programme are organised in two course periods, each no shorter than twelve weeks, with an exam period in between.

Article 33 – Optional activities and individual study plans

1. Optional educational activities, provided for in the student's Educational Path, must be chosen online in the period between 1 September and the deadline established every year by the Academic Bodies. To enable a modification of the choices already made or late choices, a second time window is provided for, in which the online procedure remains open prior to the start of classes of the second term for all three-year bachelor's and single-cycle degree programmes. In this case as well, the opening and closing dates are decided every year by the Academic Bodies.

2. The provisions as per paragraph 1 also apply for those who are enrolled “fuori corso” (i.e. have not completed the required exams within the prescribed time) and wish to modify a previous choice of elective courses.
3. Exemptions from the deadline for choosing elective courses are allowed in the following cases:
 - a) mobility period abroad;
 - b) transfers between universities or degree programmes;
 - c) selections based on national rankings beyond the time limit as per paragraph 1;
 - d) enrolments in master’s degree programmes for those who graduate beyond the time limit as per paragraph;
 - e) shortened degree programmes;
 - f) assignment to learning activities with a limited number of places resolved on by the Study Programme Council.

In these cases the procedure indicated by the office responsible for drawing up the study plan will be applied.

4. For justified needs or in the case of a transfer it is possible to follow an individual study plan approved by the competent teaching structure. In any case there can be no exemption from the credit requirements provided for under the curriculum of the student’s degree programme. Requests must be accompanied with a revenue stamp and be submitted in the same periods as established for “standard” study plans; exceptions tied to the time necessary for the recognition of credits may be made for students who have transferred.
5. It is possible to include in one’s academic career supplementary extracurricular courses, internships or traineeships, up to a maximum of 10% of the university credits required by the student’s study plan for the year of the programme. The choice can also be made for the entire degree programme, again within the maximum limit 10% of the total credits provided for. This limit does not apply for exams taken within the framework of international mobility programmes. The choice of extra courses can be made only after having filled the complete curriculum, that is after choosing all the optional teachings provided for by your own course of study, from the first to the last year. Extra courses and activities will not be counted in the calculation of the average mark for purposes of eligibility to graduate and student tuition fees. The 10% limit can also be applied in cases of transfers and shortened degree programmes. Those who are enrolled for a duration other than the normal one may not include extra exams.
6. In the event that Educational Paths for the acquisition of the 24 university credits as per Article

3 of Ministerial Decree 616/2017 are introduced by means of a specific decree, it will be possible to include courses for the acquisition of such credits, which constitute a requirement for admission to the competitive examination for the awarding of middle school and secondary school teaching positions.

Article 34 – Written and oral exams

1. An exam (“esame di profitto”) is any test or verification carried out to ascertain the expected learning results in front of an examination board, whose members are physically present or, in relation to particular needs, communicate by video conference or another form of telecommunications.
2. Exams result in a mark expressed in thirtieths, possibly with honours (“con lode”), or as a pass (“idoneità”). University credits are acquired if the mark is equal to or greater than 18/30 or a pass. If the maximum mark is achieved (30/30), the examination board may unanimously decide to award honours, which will be counted in the general degree average as 1 extra point. The tests requiring a pass are established in the Educational Path of the degree programme and are not counted in the calculation of the average mark.
3. Examination boards are established by the coordinator of the degree programme to which the course belongs, after consulting the University Certification Committee in the case of degree programmes with high numbers of enrolled students (>200 students per academic year) or in relation to particular needs, such as safety reasons, health emergencies or others. The examination boards can be parallel and composed of: the teacher in charge of the course, experts in the subject matter, other teachers specialised in the same academic discipline or the same CUN (National University Council) area, as well as graduates (including research fellows, PhD candidates, scholarship holders, technical-administrative staff, attending graduates) also belonging to different CUN areas but in possession of adequate cultural qualifications to perform the role of board member. Teachers who have retired or transferred to another University will cease examination activity as of the date of termination of their relationship with the University. The degree programme coordinator will identify the persons responsible for the digital recording of the final mark given by each board. Students will not have the option of choosing the examination board.
4. Tests to verify the acquisition of language skills can be performed by specialised support educational entities, provided that the test conditions are agreed on with the degree

programme that requests them and the tests are conducted with the supervision of a teacher of the programme who is delegated to coordinate such activities.

5. The dates of exam sessions must be published on the University website at least two months before the start of the session and cannot be rescheduled to an earlier date once published. The calendar of exams, including those relating to professional traineeships for degrees in the field of health care, must include at least six sessions, appropriately distributed over the academic year, at least one of which at the end of every term/year and at least two at the end of the term/year in which the classes are held. The official periods in which it is possible to sit exams are:
 - a) 1st period from 1 December to 31 March (excluding the national holidays from 23 December to 6 January);
 - b) 2nd period from 1 April to 10 August;
 - c) 1st retake period from 1 September to 22 December.

These periods, in relation to particular needs recognised by the Academic Bodies, may be modified or supplemented by resolution of the latter.

6. Exams can be taken solely for the courses included in the student's study plan, in accordance with the rules regarding prerequisites and bars. Those who have failed to pay tuition or other fees cannot sit examinations.
7. The assessment may take into account the result of written, practical or graphical tests and/or oral exams conducted during the course. The exam must be completed by the end of the session.
8. The dates of exams for mandatory courses held in the same year of a programme with classes held in the same term cannot overlap.
9. In concomitance with the deadlines for the admission to the final examination, teachers must schedule exam sessions taking into account the administrative deadlines for those who submit a graduation application.
10. In order to be allowed to sit examinations, it is necessary to sign up for a session online. Recognition of the student will be based on the inspection, by the examination board, of a currently valid identification document and the virtual badge issued by the University of Ferrara.
11. The result of the exam will be recorded by the teacher in charge, who has been issued a digital signature for this purpose, using an online procedure which can provide for a step of

acceptance/rejection of the mark by students.

12. If the result of the exam is not satisfactory, the student may reject the mark/assessment proposed by means of the online procedure within the deadline established by the teacher. A rejected mark/assessment has no consequences for the student's academic record.

It is also possible to withdraw during an examination without any consequences for the student's academic record.

It will not be possible to repeat an exam:

- a) already taken, whose result has not been rejected within the deadline, even if the online recording thereof has not yet been completed;
- b) whose result has already been recorded;
- c) recognised through validation by the competent teaching structure.

Article 34 bis – Compensatory and dispensatory measures when taking exams

1. Students with disabilities and Specific Learning Disabilities (SLD) can request compensatory and dispensatory measures when taking the exams specified in the "Service for the University Community with disabilities and SLD".
2. The measures have to be:
 - requested at least 15 days before the date set for the exam and strictly among those present on the IT platform used to sign up for the exam;
 - adequate to the established modalities for the exam: in case the granting of one or more measures leads to an unduly favorable treatment, the professor can reject the request or propose the adoption of equivalent alternative measures;
 - used within the limits established by the law and the related University normative sources.
3. The mind maps and formularies have to be sent at least 10 days before the exam to the professor email, who evaluates them within a reasonable time and approves, rejects or asks to integrate and/or modify them.

Article 35 – Admission to the final examination

1. In order to be allowed to take the final examination, the student must submit a graduation application, abiding by the instructions given in the specific guide published on the University portal. The deadlines for submitting the application are available in a specific area of the website.

2. To be admitted to the final examination, the student must have obtained all the learning credits corresponding to the required exams in the curriculum of the degree programme. In particular, they must all have been registered at least 15 working days before the Examination Board begins its work.
3. In the case of theses for master's degree and single-cycle degree courses, while completing the online graduation application, students may request that their work be kept confidential indefinitely, which will have effects on future consultation.

The confidentiality request must be grounded on one of the following reasons:

- a) Secrecy and/or ownership of the results and/or sensitive information;
- b) Ownership of information of outside entities or private companies that participated in carrying out the research work for the thesis;
- c) Priority in research under an agreement with third parties;
- d) Publishing (theses/final papers awaiting publication).

Article 36 – Preparation of thesis/final paper

1. The complete thesis/final paper, or only the title page in the case of three-year bachelor's degree programmes, must be uploaded in a digital version following the specific online procedure. Only master's or single-cycle degree theses are stored in the digital archive of the University to enable future consultation.
2. The teaching regulations of every degree programme establish whether a thesis can be written in a foreign language of the European Union. In such a case, it must include an abstract in Italian.
3. Approval of the thesis/final paper takes place in a digital mode.

Article 37 – Final examination

1. In order to obtain a bachelor's, master's or single-cycle degree the student must successfully pass a final examination, whose content, characteristics and procedures are established by the individual Educational Paths.
2. In order to obtain a master's or single-cycle degree the student must submit an original thesis. In order to obtain a three-year bachelor's degree, it is sufficient to prepare a written paper upon completion of the defined educational programme.

The thesis or paper must regard an academic discipline present in the curriculum of the degree programme and consistent with the the defined educational programme.

3. The written paper or thesis is completed under the supervision of a teacher (advisor) and the other persons described in the next article.
4. The final examination is public and includes a discussion and assessment by a specific board, called a final examination board, which also takes account of the student's overall academic record. The board's assessment is expressed as a score out of one hundred ten. The examination is passed with a minimum mark of 66/110. In the event of a maximum mark (110/110), the board may also award honours ("lode") by unanimous decision. In relation to particular needs recognised by the Academic Bodies, the final examination can be carried out and assessed – only in the case of three-year bachelor's degrees – using telecommunications means.
5. In the case of bachelor's, master's and single-cycles degrees, the final examination boards could take into account any additional criteria defined by the competent teaching structure when attributing a final mark.
6. The dates for final exams are scheduled in the following three sessions;
 - a) 1st session: from 1 April to 31 July;
 - b) 2nd session from 1 September to 22 December;
 - c) 3rd session (extraordinary): from 7 January to 31 March.
7. The official published dates cannot be brought forward; work must mandatorily begin on the scheduled date of the final exam and may also continue in the following days.
8. The graduation date will be the one on which the board announces the result of the final exam.
9. In the event of particular needs, such as those tied to a state exam qualifying the student for a profession or the choice of an Educational Path other than the normal one, a student may conclude his or her studies in the first semester, upon authorisation of the competent teaching structure, that is, the first session of the new academic year. The student will be required to pay the tuition and other fees due for the entire academic year.
10. In the case of joint or double inter-university degree programmes, it is possible to take final examinations online, on condition that the thesis advisor and/or co-advisor of the partner University can ascertain the identity of the degree candidate.
11. As regards degrees qualifying the graduate to practice a profession, the composition of the Board, the periods and procedures of the final examinations are excluded from the provisions of this article, as they are governed by ministerial rules.

Article 38 – Advisor, Co-advisor and Examiner

1. The thesis advisor may be one of the following persons employed by the University:
 - a) Tenured professor;
 - b) Researcher;
 - c) Professor on sabbatical leave;
 - d) A substitute professor or one engaged on contract;
 - e) Eminent scholar.

A thesis advisor who, in a given academic year, stops occupying a teaching role can continue to act as an advisor until the end of the extraordinary exam session of the academic year in which his or her service terminated.

Approval of a thesis may be given exclusively by the first advisor, who operates within a personal restricted web area.

In the case of inter-university study programmes, the role of thesis advisor can be carried out by holders of corresponding positions at the partner University.

2. The second advisor cannot belong to one of the categories specified in paragraph 1, but, subject to approval of the first advisor, a teacher at another Italian or foreign university, or an outside expert with particular competence may be designated.
3. The co-advisor is optional; he or she has the function of assisting the thesis advisor/second advisor during the preparation of the thesis/final paper and is designated by the thesis advisor(s). He or she is an expert, whether or not a university professor, Italian or foreign, who has proven competence in the chosen subject matter of the thesis. The co-advisor's name may appear on the title page of final paper. The competent teaching structures may decide that appointment of a co-advisor is obligatory in all or some of the degree programmes they oversee.
4. The competent teaching structures may provide for the presence, for every thesis/dissertation, of an examiner who is appointed by the academic body itself. The examiner's function is essentially to review the characterising elements of the thesis/final paper, without contributing to the drafting thereof, and evaluate the candidate's personal contribution.
The competent teaching structures may decide that appointment of an examiner is obligatory in all or some of the degree programmes they oversee.

Article 39 – Final examination board

1. The final examination board is appointed by the Department Director/ Dean of Faculty.
2. The final examination board for the awarding of a bachelor's degree is made up of at least five members, up to a maximum of eleven, at least three of whom must be in charge of courses in the degree programme.
3. The final examination board for the awarding of a master's or single-cycle degree is made up of at least seven members, up to a maximum of eleven, at least five of whom must be in charge of courses in the degree programme.
4. The board may include extra members, e.g. professors of other Italian or foreign universities, or other external members with particular competences who have been appointed as second thesis advisors or co-advisors. In the role of second advisors, they have a right to vote only in relation to the degree candidates they advised.
5. Degrees qualifying the graduate to practice a profession are excluded from the present provisions, as they are governed by ministerial regulations.

Article 40 – Issuance of academic qualifications

1. The academic qualifications awarded by the University of Ferrara are issued, in accordance with the law, following the delivery of a degree certificate attesting to the qualification. The final mark obtained in the final examination is not specified on the certificate, unless honours have been awarded (*110 e lode*).
2. The certificate is signed by the Rector and Director General in office at the time of issue.
3. As regards first-level and second-level degrees pursuant to Ministerial Decrees 509/99 and 270/2004, the final academic qualification awarded, the name of the degree programme, the class to which it belongs and the Ministerial Decree of reference will be specified on the certificate. Other academic qualifications are not mentioned.
4. If the original certificate is lost, destroyed, stolen or damaged, a duplicate will be issued at the request of the person concerned, who must submit self-certification attesting to the fact. Issuance will be subject to payment of a fee established by the Board of Directors; the duplicate is an exact reproduction of the original certificate, to which a declaration is added, signed by the Rector and Director General in office, that the certificate is a duplicate of the original.
5. The issuance of a new degree certificate following a change in personal data and/or gender does not represent a duplicate and will be subject to payment of the established fee.

Article 41 – Honorary degrees and posthumous degrees

1. An honorary (*ad honorem*) degree can be awarded solely to persons who, by virtue of the work they have completed or their publications, have earned deserved renown in the disciplines of the degree programme for which it is awarded.
2. An honorary degree cannot be awarded on the basis of a pre-reform degree programme, but only for a one that is presently active.
3. The competent teaching structure that awards an honorary degree must adopt a resolution for this purpose by a two-thirds majority of its members; the resolution must be approved by the Ministry of University and Research.
4. An honorary degree has the same effects for legal purposes as the corresponding final qualifications.
5. A posthumous (*in memorium*) degree is awarded by the Rector, upon a proposal of the Department Council of the degree programme, subject to approval by the Academic Senate, to a student who has passed away prematurely and was missing only the final degree examination, having completed all the educational activities provided for in his or her study plan. No fee is due for the awarding of said degree.
6. A posthumous degree is awarded, upon a request specifying the grounds therefor, by the Rector, subject to approval by the Department Council, to a student who, after completing most of the educational activities provided for in his or her study plan, passed away before taking the final examination.

Article 42 – International student mobility

1. The University organises and promotes international mobility activities on behalf of its students by entering into mobility agreements with foreign universities and organisations. Mobility within the European Union is mainly managed through the Erasmus+ Programme. Mobility towards countries outside the European Union is managed both through Community programmes and programmes organised directly by the University of Ferrara. All students who participate in mobility programmes are entitled to recognition of the activities carried out abroad if included in the “Learning Agreement”, a document listing the activities to be carried out abroad and the learning activities that will be recognised upon the student’s return, approved by the international mobility contact persons of the University of Ferrara department and the mobility contact person of the host university.

2. The activities carried out with a positive outcome must be attested by certifications issued by the host universities/organisations and transmitted to the competent office.
3. The activities carried out outside the framework of the “Learning Agreement” may be recognised at the discretion of the competent committee. In such a case, any validated courses not included in the Learning Agreement cannot be recognised as “Erasmus mobility”, but rather as a simple experience at a foreign university. During the period of mobility abroad, students may engage in the following activities:
 - a) attend classes and sit the respective exams;
 - b) engage in activities to prepare for their final examination;
 - c) take part in a traineeship/internship;
 - d) do courses towards a double degree or follow other integrated learning paths.
4. Selections are made on the basis of specific calls for applications published by the University on its website. Applications to participate are submitted online. The duration of the stay depends on the agreement signed with the different institutions; in any case mobility under Erasmus+ cannot be less than 2 months, in the case of both traineeships and study activities, or exceed 12 months for each study cycle, with the exception of single-cycle degree programmes, where the limit is 24 months. In the case of Erasmus mobility programmes, the stay for study abroad must end by 30 September in the academic year in which the students left.
5. Those who come to the University of Ferrara on the basis of international exchange agreements can, at their explicit request and after successfully passing the admission test, take an Italian language course. The positive result of participation in the course will be included in the certification that the University will issue at the end of the period of study.
6. In the case of incoming students in an international mobility programme, they will be regularly matriculated upon payment of the insurance fee and stamp duty, as well as all other fees agreed on under the agreements between the Universities. They can benefit from the same services as those who are enrolled in the University of Ferrara and attend courses in any Department and at any level irrespective of the level/Department in which they were enrolled in the university of origin.
7. Students who are in a mobility programme in pursuit of a double degree, selected on the basis of a specific yearly call for applications, must take all the courses provided for under the agreement concluded between the two partner universities, which may be amended based on

resolutions of bilateral committees. The enrolment and tuition fees will be paid to the University of Ferrara, whereas at the partner university students will generally be exempted from the payment of fees. The call for applications for admission to double degree projects will specify, for every individual project, complete information about the payment of any tuition and other fees to the partner university, where required, as provided for in the agreement between the University of Ferrara and the foreign university.

8. Students may also spend mobility periods abroad outside the programmes regulated by the University of Ferrara (as “free movers”) in order to engage in the activities listed in paragraph 1, letters a, b, c. In this case, students must notify the office of reference of the reasons for the mobility, the activities they intend to engage in abroad, the period and the destination university. At the end of the period abroad, in order to obtain recognition of the activities carried out, the students will have to submit a request, with an affixed revenue stamp, to the competent office, attaching certifications issued by the host universities/organisations attesting to the activities carried out.
9. In the case of exams taken abroad not covered by the provisions of the previous paragraphs, in order to obtain recognition of the activities carried out, students will need to submit a request, with an affixed revenue stamp, to the competent office and pay the credit recognition fee as provided for in the Call for Applications for Benefits and University Tuition Fee Waivers.

Article 43 – Traineeship

1. A traineeship is a practical activity aimed at enhancing academic knowledge through the acquisition of job experience; it can be curricular (if provided for in the Educational Path of the degree programme) or extra-curricular (if not provided for in the Educational Path, or postgraduate training). As in the case of classes, in relation to particular needs recognised by the Academic Bodies, practical activities like traineeships can be replaced or supplemented by video tutorials or other forms of remote learning deemed suitable for the purpose of achieving the educational objectives.
2. Training activity, whether curricular or extracurricular, can be carried out abroad, also within the framework of Community programmes (Erasmus+) and those organised by the University of Ferrara, or as a “free mover” as per Article 42, paragraph 8.
3. Students can request the recognition of extra credits for extracurricular traineeships/internships, in a number that is consistent with the hours of training completed

and certified and within the limits provided for in Article 33.

CHAPTER III – STUDENTS’ RIGHTS AND DUTIES

Article 44 – Certifications and qualifications

1. A student has the right to obtain certification of his or her status of enrolment and academic career, in the cases provided for under current legislation, also in English.
2. The University issues a Diploma Supplement in Italian and English to all graduates of degree programmes as defined in the regulations pursuant to Ministerial Decree 509/1999 and Ministerial Decree 270/04.

This document is a supplement to the official degree certificate which describes the nature, level, context, content and status of the studies completed, according to standard model adopted at the European level and contains only official data regarding the graduate’s career.

Article 45 – Participation in administrative proceedings

1. All information relating to educational activities and administration is available on the University website, which constitutes the official communication tool for notices that are given during the year. Students are required to consult it regularly.
2. As regards the administrative services offered by the University, the organisational structure or person responsible for them is made public.
3. Students are required to acquaint themselves with these Regulations and other Regulations published on the University website.
4. The documents and records concerning a student’s entire career are stored in electronic and non-electronic files. Electronic filing, where applied, replaces paper filing for all purposes.
5. According to the general principles governing the relations among Public Administrations for the fulfilment of institutional tasks, the University oversees and develops the exchange of information regarding the careers of its students in accordance with current personal data protection legislation.

Article 46 – Fundamental rights

1. Without prejudice to the right to bring action before a court, every student can submit a complaint to the Rector in the event of alleged irregularities in the records regarding them and in observance of the established time limits. A response will be given to the complaint within thirty days of its submission.

Article 47 – Student ethics

1. Students are required to engage in behaviour that is respectful of the personal integrity and dignity of others as well as of the places where teaching and research take place. They are further required to abide by university regulations.
2. A violation of the duties of proper behaviour will render the student liable to disciplinary action.

Article 48 – Disciplinary measures

1. Disciplinary jurisdiction over students is exercised by a committee called “Guarantee Committee” chaired by the Rector or a delegate thereof and whose members include the President of the Student Council.
2. Disciplinary action is exercised according to principles of due process.
3. Any wrongful intentional or negligent act committed by a student either on the University premises, or those of institutions with which it has an agreement, or off such premises, in violation of legislative, statutory and regulatory provisions shall constitute a disciplinary offence when it:
 - a) causes damage to the movable or immovable property owned by the University or held or possessed by it on any basis;
 - b) prejudices university discipline, the orderly and civilised coexistence within the university spaces and the orderly unfolding of university life;
 - c) entails an alteration, modification or falsification of records/documents regarding his or her university career or that of others;
 - d) consists in making untrue statements in order to obtain financial or non-financial advantages;
 - e) seriously damages the University’s image or offends the dignity of students, teachers, technical-administrative staff or of any other person authorised to frequent the university premises.
4. The applicable disciplinary measures are:
 - a) warning;
 - b) temporary ban from one or more educational activities, including traineeships;
 - c) exclusion from exams for one or more months;
 - d) temporary suspension from the University of Ferrara, for a period not to exceed 7 years.

In this case, upon resuming his or her academic career, the student will be required to pay a fee for the years of suspension.

5. In the assessment of punishable acts, the deciding body must take into account the subjective element of wrongful intent or serious negligence, as well as the circumstances of the acts themselves.
6. In accordance with legislation on the right to education, the Committee can also apply, after hearing the student's defence, an administrative sanction consisting in forfeiture of financial benefits and payment of a sum that is double the amount gained by making false statements.
7. In any case, the student must be formally charged with the violation by means of a registered letter with acknowledgement of receipt or via his or her institutional e-mail address, as established in Article 16 paragraph 3.
8. Within ten days of receiving the charges, the student can freely present his or her defence to the Committee.
9. The student may appeal to the Academic Senate against a Committee resolution that applies the sanctions as per letters b) and c).
10. Disciplinary measures have a definitive character and may be appealed against before an administrative court within the time limits established by law.
11. All disciplinary measures are recorded in the student's academic career and, consequently, in the transfer documentation ("foglio di congedo") in the event of a transfer.
12. The sanction of temporary suspension from the University is also communicated to other universities.
13. The University of Ferrara will not permit the enrolment of person on whom the sanction of suspension from another University has been imposed, for the whole period of the suspension.

Article 49 – Insurance

1. The University of Ferrara has accident insurance that covers:
 - a) all students enrolled in the various active degree programmes, including research doctorates;
 - b) trainees;
 - c) attending graduates;
 - d) scholarship holders borsisti;
 - e) research fellows;

- f) persons employed by it (including students working on a part-time basis [150 hours] authorised by the University).
2. Information on the policies taken out is available on the University website.
3. The University also has civil liability insurance covering damage and/or injury to third parties.

Article 50 – Processing of personal data

1. Pursuant to Regulation (EU) No 679 of 27 April 2016 (GDPR), the personal data provided by students will be collected and processed, also electronically, by the University of Ferrara solely for institutional purposes and may be communicated to individuals or entities outside the University only in the cases provided for under current legislation.
2. Those who are in possession of a court decision relating to gender transition and request the updating of the data in their academic career records, may obtain, after submitting the documentation to this effect to the competent Office, the updating of their records.

Article 51 – Common and final provisions

1. These regulations will enter into force on the fifteenth day after their publication in the University Register.
2. For any matters not expressly provided for in these regulations, current legislation will apply.
3. Following the entry into force of these regulations, the regulatory provisions previously issued and incompatible therewith will no longer be applicable.