

REGULATION ON THE IMPLEMENTATION OF THE EXAMINATIONS

Art. 1 – Field of application

1. The present Regulation, in compliance with what is provided for in art. 29 par. 5 of the Didactic Regulation and in art. 10 of the Student Regulation, shall regulate the implementation of the examinations and the proficiency tests.
2. Given the necessity to guarantee procedural consistency, the rules provided for in TITLE I of the present Regulation shall not be derogated on the part of the individual Regulation of Course of Study (hereinafter referred to as RCS); the rules provided for in TITLE II shall not be derogated by the individual RCS, within the limits indicated in TITLE II.
3. The Title I and Title II of the present regulation shall not be applicable to the cases in which (in application of the state law and as a result of the evaluation carried out by a specific Academic Commission, related to the assessment of proven disability conditions and LD) the student is entitled to carry out the examinations in a different manner to the one described in the present Regulation.
4. The technical Supervisory Committee, by its decision, upon suggestion of the Council of the Course of Study, may deliberate different rules expressly identified individual courses.

TITLE I – UNIFORM REGULATION

Art. 2 – Modalities of implementation of the examinations

1. The exam shall be carried out in written and/or oral form pursuant in accordance with the modalities provided for in the present regulation.
2. At the time of reservation (at the latest within 12 p.m. in Wednesday of the previous week), the student shall choose the branch of the University in which they wish to carry out the examination and take note of the date of implementation of the written exam and the following oral examination.
3. For each session the student may reserve maximum two examinations.
4. During the first year of the course of study, the student shall carry out at least one examination in the Novedrate campus.
5. Subject to what is provided in paragraph 3 and 4 of art. 1, in no case shall the student be admitted to the examinations in a different modality to the one indicated in the present Regulation.

Art. 3 – Organization of the examinations

1. The examinations may be articulated in two phases: written examination and oral examination.
2. The two examinations may be implemented in the same day or in different days, according to the calendar of the individual session.
3. The oral examination shall be implemented following the written examination.
4. The student attaining a grade equal or greater than 18/30 may decide not to carry out the following oral examination, in such case the final evaluation shall coincide with the grade attained in the written examination and (if provided in the individual course) the grade attained in the partial examination, pursuant to what is provided for in Art. 7 of the present Regulation.



5. Supplementary oral examination: the student attaining a grade equal or greater than 16/30 may decide to carry out the oral examination, which shall assume a supplementary function, and which may be equal or less than the grade attained in the written examination, as said examination is a further evaluation method and not a constraint for the professor.

The student, following the publication of the results, may request for the supplementary oral examination sending an email to the student secretariat, which shall communicate the date, the hour and the branch in which the supplementary oral examination shall take place.

6. Substitute oral examination: the student shall be entitled to carry out the written examination and attend to the oral examination in the place and time previously established during the reservation procedure; in such case the oral examination shall be carried out in order to verify the aspects provided for in the written examination.

The student whom intends to carry out the substitute oral examination is required to reserve the exam in the online platform and to send to the student secretariat an email with the communication of the decision not to carry out the written examination, within the deadlines provided.

7. The student whom does not carry the written examination and whom does not provide for the communication provided for in the previous paragraph, shall be considered absent, also for the purpose of the secretariat fees, and in no case shall they be admitted to the oral examination.

Art. 4 – Implementation of the written examination

1. Shall be admitted to the examination exclusively the students whom:

- a) Are registered to the related examination session, and are up to date with the secretariat fees,
- b) Have not sent the communication provided for in paragraph 6 of the previous article,
- c) Have downloaded all the lessons provided for the course,
- d) Have carried out eventual didactic activities and/or exercises if provided for as mandatory.

2. In no case shall a student carry out the written examination at an University branch different than the one provided for to the act of the reservation.

3. The examinations may be carried out in each branch of the University, in the place and hour indicated in the calendar of the examination session.

4. The student whom does not complete and submit the examination, shall be considered withdrawn.

5. The student caught in the act of copying, or using not allowed didactic material, or using any piece of technology in order to communicate or receive indication, shall fail the exam; for said purpose the candidate shall not introduce in the classroom mobile phones, tablets, etc.

6. What is provided for in the present article shall be applicable both to the examinations and the tests of proficiency.

**Art. 5 – Results of the written examinations and publication in the portal of the University**

1. The results of the written examinations shall be communicated to the student according to the following modalities:
 - a) With exclusive reference to the examinations taking place in Novedrate and Rome, the result of the written examination shall be communicated on the same day of its implementation
 - b) With reference to the examination sessions taking place in a different branch from those provided for in point a), the result of the written examination shall be communicated within the 7 following days, through the publication in the student's personal page in the section "exams – results".
2. If the student has carried out the oral examination after the publication of the results, the latter shall be modified on the basis of the eventual different vote attained by the student in the oral examination; if the student has carried out the oral examination before the publication of the results of the written examination, the latter shall be considered in the evaluation of the oral examination.
3. Following the publication of the results, the student may request for their test e-mailing the professor the request for a meeting in the Rome branch/Novedrate campus.
4. What is provided for in the present article shall be applicable both to the examinations and the proficiency tests.

Art. 6 – Implementation of the oral examination

1. Shall be admitted to the oral examination the students whom
 - a) Have fulfilled the following requirements:
 - a.1: have requested for the implementation of the supplementary oral examination, pursuant to the modalities provided for in paragraph 5, art. 3,
 - a.2: have carried out the written examination attaining a grade equal or greater than 16/30,
 - a.3: have not accepted the grade related to the sole written examination;
 - b) Have fulfilled the following requirements:
 - b.1: have registered for said exam/branch/session,
 - b.2: have not carried out, not even partially, the written examination,
 - b.3: have submitted the communication provided for in paragraph 6, art. 3
2. The oral examination in branches different from Novedrate and Rome shall be carried out through audiovisual communication.
3. Without prejudice to the obligation of the students to be present at the indicated time for the implementation of the oral examination, the time of announcement shall depend on the number of students admitted to the selfsame.
4. If there is a need, the teacher may request for the authorization of the Novedrate General Secretariat in order to set a further date when to carry out the examination through audio video communication.

**Art. 7 – Duties to be fulfilled after the implementation of the examinations**

1. The student shall be notified the publication of the result of the examinations by email.
2. The student whom has attained a grade equal or greater than 18/30 shall accept the grade attained through the procedure present in the personal page of the student in the “exams – results”, to be carried out within the 15 following days from the publication of the result
3. the non-acceptance of the proposed grade within the aforementioned deadlines, shall entail the
4. The students willing to refuse the grade and/or take a supplementary examination in accordance to the present regulation, shall refuse their grade EXCLUSIVELY in their restricted area – result inbox, within 15 days from the notification of the grade.

Art. 8 – Implementation of the partial examinations

1. If, with reference to the individual course shall be provided, in accordance with the what is provided for in par. 6 and 9 of art. 29 of the didactic regulation, any eventual partial examination shall be taken into consideration for the purpose of the examination on the basis of the criteria established by the teacher, published in the course profile and/or in the lessons provided for in the didactic platform and pursuant to what is provided for in the following paragraph.
2. The partial examination shall comply with the following general principles:
 - a) The partial examination shall consist in an activity carried out by the student, which shall be evaluated by the teacher;
 - b) The participation in activities not providing for any form of individual verification shall not be considered as a partial examination;
 - c) The teacher shall define in the course profile, the evaluation criteria for the attribution of a grade, as well as the maximum number of points attainable which, in any case, shall not be more than five;
 - d) The teacher, shall define in the course profile whether the participation to the partial examination shall be mandatory in order to take the examination;
 - e) The teacher shall define in the course profile whether the student may carry out the partial examination more than once, in such case the grade considered valid for the purpose of the final examination shall be the most recent;
 - f) The teacher shall define in the course profile, the provision for more than one partial examination, in such case the professor shall define the maximum grade achievable for each partial examination; in no case shall the sum of the maximum grades attained in said examinations be greater than 5.

**TITLE II – GENERAL PRINCIPLES AND LIMITS TO DEROGABILITY****Art. 9 - Structure of the written text**

1. The written examination shall consist of 21 multiple-choice questions and 3 open-ended questions or short answer questions and/or exercises.
2. The multiple-choice questions shall provide for four alternatives, one of which is correct; a correct answer counts as 1 point, no answer/wrong answer counts as 0 points.
3. The open-ended questions shall count from 0 to 3 points: a wrong answer counts 0 points and a complete and thorough answer counts 3 points.
4. Without prejudice to what is provided for in the following paragraph, the written evaluation shall be based on the points attained according to the previous paragraphs.
5. In the exclusive case in which the student shall attain a grade equal or greater than 18, if the individual course shall provide for it and pursuant to article 8, the final grade shall be determined by the sum of the grades attained in the partial examinations/oral examinations.
6. Some course may provide exclusively for an oral examination; in such case:
 - a. The professor in charge of the course shall publish said decision in the course profile;
 - b. The student, in order to be admitted to the examination shall present the declaration provided for in par. 6 art. 3 and shall attend to the examination at the place/time defined in the calendar of the examination session.

Art. 10 – Implementation of the written examination - duration

1. A written examination shall not last less than 60 minutes.
2. The RCS may define (even for the individual courses) a different duration of no more than 90 minutes.
3. If the RCS does provide (even for the individual courses) a duration greater than 60 minutes, the competent authority shall provide for a detailed regulation on the organization of the exam.
4. In case of derogation of the duration provided for in the first paragraph, the professor shall indicate in the course profile the actual duration of the test.
5. The duration of the examination defined as a general rule, in accordance with the first paragraph and subject to the derogation from what is provided for in paragraph 2 and 3, shall be maintained for the entire academic year.

Art. 11 – Implementation of the written examination – admission of students arriving late

1. The students arriving in the classroom after the beginning of the examination session SHALL NOT be admitted and shall be considered absent.
2. The RCS may derogate, even for the individual courses, what is provided for in the first paragraph, in the exclusive case in which the examination shall provide for tests with different content.

Art. 12 – Implementation of the written examination – didactic material

1. During the implementation of a written examination the student must refrain from consulting any kind of didactic material.
2. The RCS may derogate, even for the individual courses, what is provided for in the first paragraph.



3. The professor in charge of the course, also in the absence of an expressed indication of the RCS, may derogate what is provided for in the first paragraph.

TITLE III - REGISTRATION FOR THE EXAMINATIONS AND REGULATION OF THE SECRETARIAT FEES

Art. 13 – Registration for the examinations

1. The registration for the examinations shall be subordinated to the payment of the secretariat fees (hereinafter referred to as “fees”).
2. The fees related to each examination shall be differentiated according to the campus/branch where the examination is taking place:
 - a) Novedrate: € 20,
 - b) Rome: € 40,
 - c) Other branches of the University: € 60.

Art. 14 – Payment of the Secretariat Fees

1. The payment of the secretariat fees shall be implemented before the reservation of the examination; if, for any reason, the student does not pay the secretariat fees before the implementation of the examination, the validity of the reservation, as well as the admission of said student to the examination shall be subject to the payment of said fees.

Art. 15 – Particular cases: negative result and deletion of a reservation

1. The student whom has paid the secretariat fees related to a specific examination, and has participated into the examination session, attaining a negative result, may register to another session of the same exam, and shall be exonerated from the payment of the related secretariat fees within the following 12 solar months and up to a maximum of 2 further attempts.
2. The student whom has paid the secretariat fees related to a particular examination, may delete their reservation in accordance with what is provided for in the following paragraph and may reserve said examination up to a maximum of three further times, being exonerated from the payment of the related secretariat fees within the following 12 solar months.
3. For the purpose of the recognition of the benefit provided for in the previous paragraph, the student shall, in any case, delete the reservation within 12 p.m. of Wednesday of the previous week of the examination; no benefit shall be recognized, and the student shall pay the secretariat fees again in the following circumstances:
 - a) The student does not delete the reservation within the deadlines provided for in the present paragraph,
 - b) The student does delete the reservation within the deadlines provided for in the present regulation,
 - c) The student does not attend to the exam for any reason, including the just cause,
 - d) The student has communicated what is provided for in paragraph 5 and 6, article 3 and, for any reason, does not attend to the supplementary/substitute oral examination.



TITLE IV – TRANSITIONAL AND FINAL DISPOSITIONS

Art. 16 – Entry into force

The present regulation shall enter into force on the first day of the second examination session of Academic Year 2019/2020.

Art. 17 – Modifications to the regulation

1. Without prejudice to the applicability of the present regulation from the date provided for in the previous paragraph, the competent bodies for each course of study shall be entitled to modify their RCS, recognizing what is provided for in the present regulation and organizing eventual waivers to what is provided for in TITLE II.

Art. 18 – Frequency to the examination sessions

1. During each academic year shall be provided 7 examination sessions, one of which shall be carried out in the Novedrate campus or in the Rome branch.
2. At the branches established in aa. 2018/2019 shall be implemented only two examination sessions for each academic year.