



DIDACTIC REGULATIONS OF THE DEGREE PROGRAM

CLASS L-___/LM-___/LM-___ (single-cycle)

School:

Department:

Regulations in force since the academic year -....

ACRONYMS

CCD	[Commissione di Coordinamento Didattico]	Didactic Coordination Commission
CdS	[Corso/i di Studio]	Degree Program
CFU	[Crediti Formativi Universitari = 1 ECTS]	University training credits
CPDS	[Commissione Paritetica Docenti-Studenti]	Joint Teachers-Students Committee
OFA	[Obblighi Formativi Aggiuntivi]	Additional Training Obligations
SUA-CdS	[Scheda Unica Annuale del Corso di Studio]	Annual single form of the Degree Program
RDA	[Regolamento Didattico di Ateneo]	University Didactic Regulations

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IMPORTANT: When filling in the Didactic Regulations' fields, it is necessary to remember that articles referring to areas in the SUA must contain the exact wording as present in the SUA. If you wish to change part of the text, you must remember that this action involves a change of the Rules or, if the field to be changed is RAD, of the CdS detail sheet.

Art. 1 Object

1. These Didactic Regulations govern the organisational aspects of the CdS in (class L-.....; LM-.....). The CdS in is hinged in, Department of

[enter exactly what is stated in the SUA-CdS, deleting the class (L or LM) not relevant]

Source: SUA-CdS

Framework: General CdS Information

CdS name in Italian and English

Class

Teaching language

Course delivery methods

2. The CdS is governed by the Didactic Coordination Commission (CCD), pursuant to Art. 4 of the RDA.

[enter exactly what is indicated in the SUA-CdS, with exclusive reference to the field Collegial Management Body of the CdS]

Source: SUA-CdS

Framework: Contact Person and Structure

Collegial Management Body of the CdS

[insert here any sub-commissions established pursuant to Art. 4 of the RAD]

3. The Didactic Regulations are issued in compliance with the relevant legislation in force, the Statute of the University of Naples Federico II, and the RDA.

4. The CdS in has a training pathway leading to the award of a Double Degree in and in

[indicate the two degrees that will be awarded at the end of the education program]

The criteria for access to the dual Degree Program, the period of teaching activities abroad and the Table of Correspondence of Training Activities are annexed to these Didactic Regulations.

[include point 4 in the Didactic Regulations only if the CdS grants a Double Degree, bear in mind that in this case the Regulations, together with the Annexes, must be drafted in the two languages of the contracting institutions and in English]

Art. 2 Training objectives

Source: SUA

Framework: A4.a – RAD

Art. 3 Professional profile and work opportunities

Source: SUA

Framework: A2.a - RAD

Art. 4

Admission requirements and knowledge required for access to the Degree Program¹

Source: SUA

Framework: A3.a - RAD

¹ Artt. 7, 13, 14 of the University Didactic Regulations.

Art. 5

Procedures for access to the Degree Program (CdS)

Source: SUA

Framework: A3.b

1. The CCD of the Degree Program normally regulates the admission criteria and any scheduling of enrolments, except in cases subject to different provisions of law².
2. In the event of negative assessment of the adequate initial preparation regarding knowledge requirements for admission to the Degree Program, the CCD assigns specific Additional Formative Obligations (OFA), indicating the means of verification to be fulfilled within the Program's first year.
[delete the above paragraph if the Degree Program is not a three-year Degree Program (or single-cycle Master's Degree Program), bearing in mind, however, that the above also applies to students on Degree Programs (and Master's Degree Programs) with programmed access who have been admitted to the Degree Program with a grade below the minimum set]
3. Verification of personal preparation is always mandatory, and only students who meet the curricular requirements can access it.
[delete the above paragraph if the CdS is not a Master's Degree]
- 4.

Source: SUA

Framework: A3.b

[enter exactly what is stated in the SUA-CdS, Framework A3.b]

NB/a: if the appropriate initial preparation (three-year and single-cycle Degree Programs) includes language skills (EU language in addition to Italian), Framework A3.b must contain the relevant arrangements for testing and, where appropriate, remedial action]

NB/b: if the personal preparation (Master's Degree) includes the possession of language skills (EU language in addition to Italian), Framework A3.b must contain the relevant test methods]

Art. 6

Teaching activities and university training credit (Teaching activities and CFU)

Each training activity, prescribed by the CdS detail sheet, is measured in CFU. Each CFU corresponds to 25 hours of overall training commitment³ per student and includes the hours of teaching activities specified in the curriculum as well as the hours reserved for personal study or other individual training activities.

For the Degree Program covered by this Didactic Regulations, the hours of teaching specified in the curriculum for each CFU, established in relation to the type of training activity, are as follows ⁴:

[enter the number or range of hours per CFU for the foreseen categories and delete those that are not foreseen for the specific CdS]

- Lecture or guided teaching exercises: ... hours per CFU.
- Seminar: ... hours per CFU.
- Laboratory activities or fieldwork: ... hours per CFU.

² National programmed access is regulated by L. 264/1999 and subsequent amendments and supplements.

³ According to Art. 5, par. 1 of Italian Ministerial Decree No 270/2004, "25 hours of total commitment per student correspond to university training credits; a ministerial decree may justifiably determine variations above or below the aforementioned hours for individual classes, by a limit of 20 per cent".

⁴ The number of hours considers the instructions in Art. 6, par. 5 of the RDA: "of the total 25 hours, for each CFU, are reserved: a) 5 to 10 hours for lectures or guided teaching exercises; b) 5 to 10 hours for seminars; c) 8 to 12 hours for laboratory activities or fieldwork, except in the case of training activities with a high experimental or practical content, and subject to different legal provisions or different determinations by DD.MM."

For internship activities, each credit corresponds to 25 hours of overall training commitment⁵. The CFU corresponding to each training activity acquired by the student is awarded by satisfying the assessment procedures (examination, pass mark) indicated in the Course sheet relating to the course/activity attached to these Didactic Regulations.

Art. 7

Description of teaching methods

The didactic activity is carried out in modality

[include what is indicated in the SUA-CdS Framework 'General Information on the Degree Program', Course delivery methods⁶]

If necessary, the CCD decides which courses also include teaching activities offered online.

Some courses may also take place in seminar form and/or involve classroom exercises, language, and computer laboratories.

[delete reference to modalities (seminar/exercises/workshops) if not foreseen for the Degree Program]

Detailed information on how each course is conducted can be found in the course sheets.

Art. 8

Testing of training activities⁷

1. The CCD, within the prescribed regulatory limits⁸, establishes the number of examinations and other means of assessment that determine the acquisition of credits. Examinations are individual and may consist of written, oral, practical, graphical tests, term papers, interviews, or a combination of these modes.
2. The examination procedures published in the course sheets and the examination schedule will be made known to students before the start of classes on the Department's website.⁹

⁵ For Internship activities (Inter-ministerial Decree 142/1998), subject to further specific provisions, the number of working hours equal to 1 CFU may not be less than 25. [please indicate below in the note any different regulatory provisions, e.g., "LM-13: 1 CFU = 30 hours, Note MUR, Director Cuomo, Prot. 570/2011; LM-51, L-24: 1 CFU = 20 hours professional training activity + 5 hours of further supervised training activity, D.M. 654/2022 (Art. 2, practical-assessment Internship)"]

⁶ Please note that, according to Ministerial Decree 289 of 25 March 2021 (general guidelines for the three-year planning of universities 2021-2023), in Annex 4, letter A, the types of programs are as follows:

- a) Conventional Degree Programs. Degree Programs delivered entirely in person, or which provide - for activities other than practical and laboratory activities - a limited teaching activity delivered electronically, to an extent not exceeding one tenth of the total.
- b) Degree Programs with mixed modality. Degree Programs that provide - for activities other than practical and laboratory activities - a significant proportion of the training activities delivered electronically, but no more than two-thirds.
- c) Degree Programs mainly delivered by distance teaching. Degree Programs delivered predominantly by telematic means, to an extent exceeding two-thirds (but not all) of the training activities.
- d) Degree Programs delivered entirely by distance. In these Degree Programs all the training activities are delivered electronically; the presence of the examinations of profit and discussion of the final examinations remains unaffected.

⁷ Article 22 of the University Didactic Regulations.

⁸ Pursuant to the DD.MM. 16.3.2007 in each Degree Programs the examinations or profit tests envisaged may not be more than 20 (Bachelor's Degrees; Art. 4. par. 2), 12 (Master's Degrees; Art. 4, par. 2), 30 (five-year -cycle Degrees) or 36 (six-year single-cycle Degrees; Art. 4, par. 3). Pursuant to the RDA, Art. 13, par. 4, "the assessments that constitute an eligibility evaluation for activities referred to in Art. 10, par. 5, letters c), d), and e) of Ministerial Decree no. 270/2004, including the final examination for obtaining the degree, are excluded from the calculation." For Master's Degree Program and single-cycle Master's Degree Program, however, pursuant to the RDA, Art. 14, par. 7, "the assessments that constitute a progress evaluation for activities referred to in Art. 10, par. 5, letters d) and e) of Ministerial Decree no. 270/2004 are excluded from the exam count; the final examination for obtaining the Master's Degree and single-cycle Master's Degree is included in the maximum number of exams".

⁹ Reference is made to Art. 22, par. 8, of the University Teaching Regulations, which states that "the Department or School ensures that the dates for progress assessments are published on the portal with reasonable advance notice,

3. Examinations are held subject to booking, which is made electronically. In case the student is unable to book an exam for reasons that the President of the Board considers justifiable, the student may still be admitted to the examination, following those students already booked.
4. Before examination, the President of the Board of Examiners verifies the identity of the student, who must present a valid photo ID.
5. Examinations are marked out of 30. Examinations involving an assessment out of 30 shall be passed with a minimum mark of 18; a mark of 30 may be accompanied by honours by a unanimous vote of the Board. Examinations are marked out of 30 or with a simple pass mark. Assessments following tests other than examinations are marked out with a simple pass mark.
6. Oral exams are open to the public. If written tests are scheduled, the candidate has the right to see his/her paper(s) after correction.
7. The University Didactic Regulations govern Examination Boards¹⁰.

Art. 9

Degree Program structure and Study Plan

1. The legal duration of the Degree Program is ... years [\[insert number of years: "3" \(Bachelor's Degree\), "2" \(Master's Degree\), "5" or "6" \(single-cycle Degrees\)\]](#).
[\[In the event that, pursuant to Article 24 of the RDA, there is the intention to provide contractual arrangements that allow individual students to pursue their studies for longer or shorter periods than would be normal, include the following provision in this paragraph and add an additional paragraph that specifies the criteria and procedures for the stipulation of these contracts. "It is also possible to enrol, based on the contract, in compliance with the provisions of Article 24 of the RDA and according to the criteria and procedures defined in the following paragraph..."\]](#)
 The student must acquire CFU¹¹, attributable to the following Types of Training Activities (TAF):
[\[insert the total number of CFU for the acquisition of the degree as indicated in note 6\]](#)
 A) basic,
[\[for non-cycle Master's Degrees only, eliminate TAF A, since it is not envisaged among the training activities\]](#)
 B) characterising,
 C) related or complementary,
 D) at the student's choice¹²,
 E) for the final exam,
 F) further training activities.
2. The degree is awarded after having acquired ... CFU [\[see note 9\]](#) by passing examinations, not exceeding ... [\[insert the number of examinations: "20" \(Bachelor's Degree\), "12, including the final"¹³ \(Master's](#)

which normally cannot be less than 60 days before the start of each academic period, and that an adequate period of time is provided for exam registration, which is generally mandatory."

¹⁰ Reference is made to Art. 22, paragraph 4 of the RDA according to which "Examination Boards and other assessments committees are appointed by the Director of the Department or by the President of the School when provided for in the School's Regulations. This function may be delegated to the CCD Coordinator. The Commissions comprise of the President and, if necessary, other professors or experts in the subject. In the case of active courses, the President is the course instructor, and in such cases, the Board can validly make decisions even in the presence of the President alone. In other cases, the President is a professor identified at the time of the Board's appointment. In the comprehensive evaluation of the overall performance at the conclusion of an integrated course, the professors in charge of the coordinated modules participate, and the President is appointed when the Commission is appointed."

¹¹ The total number of CFU for the acquisition of the relevant degree must be understood as follows: six-year single-cycle Degree, 360 CFU; five-year single-cycle Degree, 300 CFU; Bachelor's Degree, 180 CFU; Master's Degree, 120 CFU.

¹² Corresponding to at least 12 ECTS for Bachelor's Degrees and at least 8 CFU for Master's Degrees (Art. 4, par. 3 of Ministerial Decree 16.3.2007).

¹³ Art. 14, par. 7 of the University Didactic Regulations ('the final exam for the Master's Degree is included in the calculation of the maximum number of exams').

Degree), '30, including the final exam' (five-year single-cycle Degree), '36, including the final exam' (six-year single-cycle Degree)], and the performance of other training activities.

Unless otherwise provided for in the legal framework of University studies, examinations taken as part of basic, characterising, and related or supplementary activities, as well as activities chosen autonomously by the student (TAF D) are taken into consideration for counting purposes. Examinations or assessments relating to activities independently chosen by the student may be taken into account in the overall calculation corresponding to one unit¹⁴. Tests constituting an assessment of suitability for the activities referred to in Article 10, paragraph 5, letters c), d) and e) of Ministerial Decree 270/2004¹⁵ are excluded from the count. [Attention: in the previous text letter "c)" is to be omitted for master's and single cycle Master's Degree Programs (RDA, Art. 14 par. 7)]. Integrated Courses comprising of two or more modules are subject to a single examination.

3. In order to acquire the CFU relating to independent choice activities, the student is free to choose among all the Courses offered by the University, provided that they are consistent with the training project. This consistency is assessed by the Didactic Coordination Commission. Also, for the acquisition of the CFU relating to autonomous choice activities, the "passing the exam or other form of profit verification" is required (Art. 5, par. 4 of Ministerial Decree 270/2004).
4. The study plan summarises the structure of the Degree Program, listing the envisaged teachings broken down by course year and, in case, by curriculum. At the end, the propedeuticities envisaged by the Degree Program are listed. The study plan offered to students, with an indication of the scientific-disciplinary sectors and the area to which they belong, of the credits, of the type of educational activity, is set out in Annex 1 to these Didactic Regulations.
5. Pursuant to Art. 11, paragraph 4-bis, of Ministerial Decree 270/2004, it is possible to obtain the Degree according to an individual study plan that also includes educational activities different from those specified in the Didactic Regulations, as long as they are consistent with the CdS detail sheet of the academic year of enrollment. The individual study plan is approved by... [insert the entity that approves the individual study plan: Department, CCD, Academic Senate, Rector's Decree].

Art. 10

Attendance requirements¹⁶

1. In general, attendance of lectures is a) strongly recommended but not compulsory/ b) compulsory
[delete the attendance mode, a) or b), not envisaged for the specific Degree Program]
In the case of individual courses with compulsory attendance, this option is indicated in the relative teaching/activity course sheet available in Annex 2.
[delete the above paragraph if the course is in compulsory mode]

¹⁴ Pursuant to the D.M. 386/2007.

¹⁵ Art. 10, par. 5 of Ministerial Decree. 270/2004: "In addition to the qualifying training activities, as provided for in paragraphs 1, 2 and 3, Degree Programs shall provide for: a) training activities autonomously chosen by the student as long as they are consistent with the training project [TAF D]; b) training activities in one or more disciplinary fields related or complementary to the basic and characterising ones, also with regard to context cultures and interdisciplinary training [TAF C]; c) training activities related to the preparation of the final exam for the achievement of the degree and, with reference to the degree, to the verification of the knowledge of at least one foreign language in addition to Italian [TAF E]; d) training activities, not envisaged in the previous points, aimed at acquiring additional language knowledge, as well as computer and telematic skills, relational skills, or in any case useful for integration in the world of work, as well as training activities aimed at facilitating professional choices, through direct knowledge of the job sector to which the qualification may give access, including, in particular, training and guidance programs referred to in Decree no. 142 of 25 March 1998 of the Ministry of Labour [TAF F]; e) in the hypothesis referred to in Article 3, paragraph 5, training activities relating to internships and apprenticeships with companies, public administrations, public or private entities including those of the third sector, professional orders and colleges, on the basis of appropriate agreements".

¹⁶ Art. 22, par. 10 of the University Didactic Regulations.

2. If the lecturer envisages a different syllabus modulation for attending and non-attending students, this is indicated in the individual Course details published on the CdS web page and on the teacher's UniNA website.
3. Attendance at seminar activities that award training credits is compulsory. The relative modalities for the attribution of CFU are the responsibility of the CCD.

Art. 11

Prerequisites and prior knowledge

1. The list of incoming and outgoing propedeuticities (necessary to sit a particular examination) can be found at the end of Annex 1 and in the teaching/activity course sheet (Annex 2).
2. Any prior knowledge deemed necessary is indicated in the individual Teaching Schedule published on the course webpage and on the teacher's UniNA website.

Art. 12

Degree Program Calendar

The Degree Program calendar can be found on the Department's website well before the start of the activities (Art. 21, par. 5 of the RDA).

Art. 13

Criteria for the recognition of credits earned in other Degree Programs in the same Class¹⁷

For students coming from Degree Programs of the same Class, the Didactic Coordination Commission ensures the full recognition of CFU, when associated with activities that are culturally compatible with the training Degree Program, acquired by the student at the originating Degree Program, according to the criteria outlined in Article 14 below. Failure to recognise credits must be adequately justified. It is without prejudice to the fact that the number of credits relating to the same scientific-disciplinary sector directly recognised by the student may not be less than 50% of those previously achieved. [If provided for by the Ministerial Decree defining the Degree Class of the Degree Program, add "This percentage limit does not apply to students coming from distance teaching universities."]

Article 14

Criteria for the recognition of credits acquired in Degree Programs of different classes, in university or university-level Degree Programs, through single courses, at online Universities and in international Degree Programs¹⁸; criteria for the recognition of credits acquired in extra-curricular activities

1. With regard to the criteria for the recognition of CFU acquired in Degree Programs of different Classes, in university or university-level Degree Programs, through single courses, at online Universities and in International Degree Programs, the credits acquired are recognised by the CCD on the basis of the following criteria:
 - analysis of the activities carried out;
 - evaluation of the congruity of the disciplinary scientific sectors and of the contents of the training activities in which the student has earned credits with the specific training objectives of the Degree Program and of the individual training activities to be recognised.

¹⁷ Art. 19 of the University Didactic Regulations.

¹⁸ Art. 19 and Art. 27, par. 6 of the University Didactic Regulations.

Recognition is carried out up to the number of credits envisaged by the didactic system of the Degree Program. Failure to recognise credits must be adequately justified. Pursuant to Art. 5, par. 5-bis, of Ministerial Decree 270/2004, it is also possible to acquire CFU at other Italian universities on the basis of agreements established between the concerned institutions, in accordance with the regulations current at the time¹⁹.

2. Any recognition of CFU relating to examinations passed as single courses may take place within the limit of 36 CFU, upon request of the interested party and following the approval of the CCD. Recognition may not contribute to the reduction of the legal duration of the Degree Program, as determined by Art. 8, par. 2 of Ministerial Decree 270/2004, except for students who enrol while already in possession of a degree of the same level²⁰.
3. With regard to the criteria for the recognition of CFU acquired in extra-curricular activities, pursuant to Art. 3, par. 2, of Ministerial Decree (D.M.) 931/2024, within the limit of 48 CFU (Bachelor's Degrees and single-cycle Master's Degrees), or 24 CFU (Master's Degrees), the following activities may be recognised (Art. 2 of D.M. 931/2024):
 - Professional knowledge and skills, certified in accordance with the current regulations as well as knowledge and skills acquired in post-secondary-level training activities.
 - Training activities carried out in the cycles of study at the public administration training institutions as well as knowledge and skills acquired in post-secondary-level training activities, which the University contributed to developing and implementing.
 - Achievement of an Olympic or Paralympic medal or the title of absolute world champion, absolute European champion or absolute Italian champion in disciplines recognized by the Italian National Olympic Committee or the Italian Paralympic Committee.

Art. 15

Criteria for enrolment in individual teaching courses

Enrolment in individual teaching courses, provided for by the University Didactic Regulations²¹, is governed by the "University Regulations for enrolment in individual teaching courses activated as part of the Degree Program"²².

Article 16

Features and modalities for the final examination

Source: SUA

Framework: A5a (RAD) and A5b

Article 17

Guidelines for traineeship and internship

1. Students enrolled in the Degree Program may decide to carry out internships or training periods with organisations or companies that have an agreement with the University. Traineeship and internship are/are not [delete one of the two options] compulsory and contribute to the award of credits for the other training activities chosen by the student and included in the study plan, as provided for by Art. 10, par. 5, letters d) and e), of Ministerial Decree 270/2004²³.

¹⁹ Art. 6, par. 9 of the University Didactic Regulations.

²⁰ Art. 19, par. 4 of the University Didactic Regulations.

²¹ Art. 19, par. 4 of the University Didactic Regulations.

²² R.D. No. 348/2021.

²³ Traineeships ex letter d) can be both internal and external; traineeships ex letter e) can only be external.

2. The CCD regulates the modalities and characteristics of traineeship and internship with specific regulations.
3. The University of Naples Federico II, through [indicate the structure or the office(s)], ensures constant contact with the world of work to offer students and graduates of the University concrete opportunities for internships and work experience and to promote their professional integration.

Article 18

Disqualification of student status²⁴

A student who has not taken any examinations for eight consecutive academic years incurs forfeiture unless his/her contract stipulates otherwise. In any case, forfeiture shall be notified to the student by certified e-mail or other suitable means attesting to its receipt.

Article 19

Teaching tasks, including supplementary teaching, guidance, and tutoring activities

1. Professors and researchers carry out the teaching load assigned to them in accordance with the provisions of the RDA and the Regulations on the teaching and student service duties of professors and researchers and on the procedures for self-certification and verification of actual performance²⁵.
2. Professors and researchers must guarantee at least two hours of reception every 15 days (or by appointment in any case granted no longer than 15 days) and, in any case, guarantee availability by e-mail.
3. The tutoring service has the task of orienting and assisting students throughout their studies and of removing the obstacles that prevent them from adequately benefiting from attending courses, also through initiatives tailored to the needs and aptitudes of individuals.
4. The University ensures guidance, tutoring and assistance services and activities to welcome and support students. These activities are organised by the Schools and/or Departments under the coordination of the University, as established by the RDA in Article 8.

Article 20

Evaluation of the quality of the activities performed

1. The Didactic Coordination Commission implements all the quality assessment forms of teaching activities envisaged by the regulations in force according to the indications provided by the University Quality Presidium.
2. In order to guarantee the quality of teaching to the students and to identify the needs of the students and all stakeholders, the University of Naples Federico II uses the Quality Assurance (QA)²⁶ System, developed in accordance with the document "Self-evaluation, Evaluation and Accreditation of the Italian University System" of ANVUR, using:
 - surveys on the degree of placement of graduates into the world of work and on post-graduate needs;

²⁴ Art. 24, par. 5 of the University Didactic Regulations.

²⁵ R.D No. 2482//2020.

²⁶ The Quality Assurance System, based on a process approach and adequately documented, is designed in such a way as to identify the needs of the students and all stakeholders, and then translate them into requirements that the training offer must meet.

- data extracted from the administration of the questionnaire to assess student satisfaction for each course in the curriculum, with questions relating to the way the course is conducted, teaching materials, teaching aids, organisation, facilities.

The requirements deriving from the analysis of student satisfaction data, discussed, and analysed by the Teaching Coordination Committee and the Joint Teachers' and Students' Committee (CPDS), are included among the input data in the service design process and/or among the quality objectives.

3. The QA System developed by the University implements a process of continuous improvement of the objectives and of the appropriate tools to achieve them, ensuring that planning, monitoring, and self-assessment processes are activated in all the structures to allow the prompt detection of problems, their adequate investigation, and the design of possible solutions.

Article 21

Final Rules

The Department Council, on the proposal of the CCD, submits any proposals to amend and/or supplement these Rules for consideration by the Academic Senate.

Article 22

Publicity and Entry into Force

1. These Rules and Regulations shall enter into force on the day following their publication on the University's official notice board; they shall also be published on the University website. The same forms and methods of publicity shall be used for subsequent amendments and additions.
2. Annex 1 (CdS structure) and Annex 2 (Teaching/Activity course sheet) are integral parts of this Didactic Regulations.
3. Annex 3 (Criteria for access to the Double Degree Program and the period of teaching activities abroad) and Annex 4 (Table of correspondence of teaching activities) are also integral parts of this Didactic Regulations.

[delete point 3 if the Degree Program does not have an agreement for the award of a Double Degree].