

Reorganisation of teaching activities

Rescheduling of examinations and effective date of the new system

Warning: for 1st-year courses which take place in the 1st semester, in addition to the intermediate examinations, there will be 2 additional examinations in the session foreseen for the window "December 2010 - February 2011" and one examination session during the month of September 2011 (from September 01, 2011 to September 24, 2011). Thus far, no examination dates have been provided for the summer session (May - July 2011)

- Organisation of the examination dates
 -
 - Semester and "quarters / sub-cycle" courses
 - Number and scheduling of the examinations
 - "Quarter / sub-cycle" courses
 - Semester courses
 - Courses in general mathematics
 - Examination dates
- Effective date of the new system
 -
 - Skipped examinations
 - Students who have exceeded the official time limit for studies
 - Erasmus students and students studying overseas
 - Testing of new teaching methods

Scheduling of the examinations

Semester and "quarter / sub-cycle" courses

The courses are subdivided, according to the number of credits attributed to them, into semester or "quarter / sub-cycle" courses.

The **semester courses** take place over 10 weeks in the periods from the end of September-December (first semester) or the end of February-end of May (second semester)

The **"quarter / sub-cycle" courses** take place over a 5-week period; there are 2 "quarter / sub-cycle" (1st and 2nd) in the first semester and 2 (3rd and 4th) in the second semester.

Number and scheduling of the examinations

For each course, **3 examinations** must be scheduled, to which one **partial examination** must be added for the semester courses.

An examination cannot be scheduled while lectures are still in progress.

"Quarter / sub-cycle" courses

For "quarter / sub-cycle" courses, the three examinations must be scheduled as follows: the 1st round at the end of the course within the short period lectures are suspended, with suitable notice being given; the 2nd round in the examination session immediately following completion of the semester; the 3rd round in the September session.

Semester courses

For the semester courses, a partial examination must be scheduled within the short period when the lectures are suspended; the 1st round must be scheduled within the examination session immediately following completion of the semester, after lectures have been concluded, and may consist of the second partial examination or the whole examination; the 2nd round must consist of the whole examination and be

scheduled within the second part of the above-mentioned session; the 3rd round must consist of the whole examination and be scheduled within the September session.

Courses in general mathematics

For the more extensive courses in general mathematics, that is to say, those which run over two semesters, two partial examinations are contemplated: the first in the January-February session, the second at the end of the third "quarter / sub-cycle" within the short period when lectures are suspended. The 1st round must be scheduled in the June-July session, after lectures have been concluded, and can consist of the final partial examination or the whole examination; the 2nd round must consist of the whole examination and be scheduled within the second part of the above-mentioned session; the 3rd round must consist of the whole examination and be scheduled within the September session.

Examination dates

The examinations must be scheduled in such a way as not to present any overlapping between examinations for courses taught in the same semester and/or in the same "quarter / sub-cycle". The Dean's Office will propose the examinations dates to professors/lecturers.

Effective date of the new system

This regulation of examination dates will come into force in the academic year 2010/2011, limited to courses in the 1st year and concluding in 2011/2012 for the second-level degree courses and in 2012/13 for the first-level degree courses.

Skipped examinations

This new regulation of examinations is therefore also applied to students who have skipped examinations, with two **exceptions**: 1) students enrolled in the 2nd year of a course in 2010/2011 and who have skipped examinations for second-semester courses, for which they have the acquired right to take the examinations up to six times; 2) students enrolled in the 3rd year of a course in 2011/2012 and who have skipped examinations for second-semester courses in the second year, for which they have the acquired right to take the examinations up to six times (see the tables).

Students who have exceeded the official time limit for studies

Students who have exceeded the official time limit for studies are subject to the same regulation currently in force for third-year students taking first level degree courses or second-year students taking second-level degree courses.

Erasmus students and students studying Overseas

The number of the examinations and their scheduling is mandatory: examinations are only allowed in the so-called "controsestre" session (the part of the semester session remaining at the time when students return from a period of studies abroad, either in the frame of the Erasmus Mobility Scheme or the Overseas Mobility Scheme) for, and at the request of, Erasmus students or students returning from Overseas studies who are not allowed to take their examinations at the Host University for the courses whose lectures are held at the faculty in the same period as their transfer.

Testing of new teaching methods

A different number of partial examinations, or different scheduling of these, is only permitted if linked to the testing of new teaching methods.

Examinations

All the information you need to take the examinations: reform and scheduling of the examinations, members of the boards of examiners, access to the "AlmaEsami" computerised record system

How many examinations and when they are held - First level degree courses

How many examinations and when they are held - Second-level degree courses

Boards of examiners for courses no longer held and students who have skipped examinations - First level degree courses

For courses no longer held, students who have skipped examinations must, as a rule, take the examination with the professor/lecturer who is currently teaching the course. In cases in which the number of credits (UCAS points) attributed to the examination has changed, the Board is decided by the Dean. For courses which have changed names, a table of comparison will be prepared.

Students will find the name of the professor/lecturer with whom they are to take the examination on the "AlmaEsami".

Given the significant changes made this year to the degree course regulations, the boards are to be published for the 1st year examinations for degree-course students who have skipped examinations.

It should be stated that the old board will remain for the 2nd-semester courses until March.

Boards of Examiners for courses no longer held and students who have skipped examinations - Second-level degree courses

For courses no longer held, students **who have skipped examinations** must, as a rule, take the examination with the professor/lecturer who is currently teaching the course. In cases in which the number of credits (ECTS points - CFU) attributed to the examination has changed, the Board is decided by the Dean. For courses which have changed names, a table of comparison will be prepared.

Students will find the name of the professor/lecturer with whom they are to take the examination on the "AlmaEsami".

Given the significant changes made this year to the degree course regulations, the boards are to be published for the 1st year examinations for students taking second-level degrees who have skipped examinations.

It should be stated that the old board will remain until March for the 2nd-semester, 3rd-“quarter / sub-cycle” and 4th-“quarter / sub-cycle” courses.

General information

Reorganisation of teaching activities

Rescheduling of examinations and effective date of the new system

Information on examinations

Sessions, methods, regulations for written and oral examinations, attendance, assessment and registration for examinations.

Information for taking examinations

- You can only take the examination if your **registration is up to date** (as regards the payment of the individual instalments of the annual fees) and if the examination has been included in your curriculum. In any event, the examination cannot be taken before the end of the relevant course, in relation to the year of registration.
- If course attendance is **compulsory**, you can only take the examination after obtaining the relevant certificate. Professors/lecturers are obliged to inform the Student Registry in writing, within seven days of the end of the course, of the names of the students who may take the examination. Failing that, the certificate of attendance is supplied automatically to all students regularly registered. If you are interested in completing your studies in a shorter time than usual (3 years for the Degree Courses and 2 years for the Extended Length Degree Courses), in accordance with article 26, paragraph 2 of the General Academic Regulations, you should apply to your Student Registry.
- The examination may be **oral, written or practical**. The verification tests may take place individually or in groups, always assuming, in this latter case, the possibility of identifying and assessing each individual contribution; they may have, as an objective, the carrying out of specific projects, decided and assigned by the professor/lecturer responsible for the activity, or participation in research and experimental activities. These activities are directed, in any event, at the ascertainment of the knowledge and skills which characterise the activity which is part of the curriculum.
- The oral examination is public; as regards other means of conducting examinations, the Faculties ensure that these are suitably publicised.
- The University Senate, at the request of the Faculty with regard to special requirements, may regulate conduction of the examinations through **videoconferencing**.

Assessment of the examination and registration by teaching staff of examination results

- For all programmes of study, except for certain Specialisation Schools, the examinations entail an assessment which must be expressed as a **mark out of thirty**, recorded in the appropriate electronic record file. The examination is passed if the mark is 18/30 or higher. In cases of maximum marks (30/30), the board may grant honours.
- In the cases provided for by the degree course scheme, the assessment may be expressed with an **approval**.
- **Integrated courses** (examination composed of a number of courses or modules) entail a **single, contextual assessment**.
- **The credits** are acquired only on passing the examination or whatever other form of progress verification should be involved.
- **No examination or other form of progress verification may be repeated** if it has already been registered by the teaching staff with a positive result.
- **Failure to pass an examination** does not entail the assignment of a mark, but only a report shown on the record form (depending on the case: “withdrawn” or “failed”), the mark is not entered on the curriculum; therefore it does not influence the student's final mark.
- **The computerised record form**, compiled with the “AlmaEsami” system, must be completed through the placing of a digital signature by the Chairperson of the Board of Examiners, and indicating the members present, within five days of the assessment or, in the case of written examinations, within five days of the appearance of the results.
- **Any paper-based examination record form (in cases of a proven and justified emergency)**, duly completed and signed by the Chairperson of the Board of Examiners, with an indication of the members present, must also be sent to the appropriate Student Registry within five days.

Frequently Asked Questions regarding examinations

Registration for examinations

Registration for examinations, verification of results and registration by the teaching staff of examination results take place solely through AlmaEsami.