

Università
della
Svizzera
italiana

Faculty
of
Communication,
Culture
and Society

Study Regulations

2020

1 September 2020



The present Regulations apply to all students matriculating in and after the 2020/2021 academic year.

The Faculty Council, at its meeting of 13 May 2020, taking into account the University Act of 3 October 1995, and considering the University Statutes of 20 May 2020, in accordance with the University Council resolution to apply the Bologna Declaration,

issues the following Regulations:

¹ This document has been written in Italian. This English translation has been provided for information purposes only and is not legally binding. The Italian version shall prevail over the English translation.

Art. 1

Scope and cross-reference

1. The present Regulations govern all assessment and grading procedures for the award of the Bachelor's and the Master's degrees in the Faculty of Communication, Culture and Society, with the exception of the joint Master in Economics and Communication Sciences, which is subject to the Study Regulations of the Faculty of Economics.
2. The awarding of the following degrees: PhD, Executive Master, Master of Advanced Studies, Certificate of Advanced Studies, Diploma of Advanced Studies and possible other degrees, is regulated by separate, specific regulations and/or agreements.
3. The requirements for admission to the Faculty and relative tuition fees are defined in the University's Regulations for Admission and Matriculation.
4. The special conditions established by the University's "SPORT d'élite" Programme are applicable to student/athletes that meet the related requirements.
5. Specific provisions may be applicable to joint study programmes with other Universities.

Art. 2

Courses offered

1. The Faculty offers the following courses:
 - three-year foundation study programmes awarding a Bachelor's degree;
 - two-year advanced specialised study programmes awarding a Master's degree;
 - Ph.D. programmes.
2. The Faculty also offers specialised postgraduate courses and Master's degrees for professionals (Executive Master, Master of Advanced Studies and Certificate of Advanced Studies).

¹ The terms of masculine gender used in these regulations always refer also to the corresponding feminine term.

Art. 3 Degree titles

1. The Faculty awards the following qualifications:
 - Bachelor of Science in Communication Sciences;
 - Bachelor of Science in Communication;
 - Bachelor of Arts in Italian Language, Literature and Culture;
 - Master of Science in Communication Sciences, with "major in";
 - Master of Science in Communication, Management and Health;
 - Master of Science in Digital Fashion Communication;
 - Master of Science in European Studies in Investor Relations and Financial Communication;
 - Master of Science in Media Management;
 - Master of Arts in Lingua, letteratura e civiltà italiana;
 - Doctor of Philosophy in Scienze della comunicazione / Communication Sciences;
 - Doctor of Philosophy in Lingua, letteratura e civiltà italiana / Italian Language, literature and culture.
2. The Faculty also awards the following qualifications:
 - Executive Master;
 - Master of Advanced Studies;
 - Diploma of Advanced Studies;
 - Certificate of Advanced Studies.
3. In addition, jointly with the Faculty of Economics, it awards the following qualifications:
 - Master of Science in Communication and Economics, con "major in";
 - Master of Science in Corporate Communication;
 - Master of Science in Marketing and transformative Economy;
 - Master of Arts in International Tourism.
4. The degree titles also include an indication of the relevant specialisation, where applicable.
5. All courses attended and examinations passed are recorded separately in official documents (Transcript, Exam Certificate) together with the corresponding grades and number of ECTS (European Credit Transfer System) points acquired.

Art. 4 ECTS

1. The study curriculum is based on the 'European Credit Transfer System' (ECTS), calculated on the basis of the Bologna Directive, according to which one credit point corresponds to 25-30 study hours.
2. The ECTS credit value awarded to an internship is defined in each separate Master's programme.
3. Bachelor's programmes carry a total value of 180 ECTS points. Master's programmes generally accrue a total of 120 ECTS points.

Chapter II Bachelor (three-year degree)

Art. 5 Admission requirements

1. Applicants that meet the general entrance requirements of the Università della Svizzera italiana, as set out in the Regulations for Admission and Matriculation of the Università della Svizzera italiana and the study plan of the Faculty of Communication, Culture and Society, may be admitted to the Bachelor's degree programmes.
2. As an additional admission requirement, the Faculty requires holders of a foreign diploma to have a level B2 in Italian.

Art. 6 Terms and conditions for the award

1. The degree of Bachelor of Arts is usually awarded after six study semesters and the acquisition of 180 ECTS credits, to be obtained according to the terms and conditions set out herein.
2. In the event of admissions on a case-by-case review or transfers from another University, the Study Delegate will establish the terms and conditions for the award of the Bachelor's degree. The minimum standard requirement is that the candidate must be enrolled at the Università della Svizzera italiana for at least three semesters and acquire a minimum of 90 ECTS credits.
3. To obtain the Bachelor's degree, students are expected to:
 - pass all the examinations prescribed in the Study Plan and meet possible language requirements;
 - obtain a positive evaluation of their final dissertation (from 6 to 9 ECTS points depending on the Bachelor's degree programmes).

Art. 7 Academic responsibility

The academic and educational responsibility for the Bachelor in Communication and the Bachelor in Italian Language, Literature and Culture is entrusted to the Directors appointed by the Faculty Council from among its teaching staff.

Art. 8 Course attendance

1. The course descriptions may indicate attendance requirements based on the teaching methods and the demands of the individual programmes. They may also indicate additional study for those who do not attend regularly.
2. The attendance requirement cannot exceed 80% of classroom teaching hours.

**Art. 9
Requirements
and time limits
for passing
examinations**

1. Students are entitled to sit second- and third-year examinations after acquiring at least 48 ECTS in first-year course examinations.
2. First year examinations must be passed by the end of the fourth semester. Second and third year examinations must be passed by the ninth semester. Time limits are calculated from the matriculation date.
3. Failure to comply with the above terms and conditions will result in the student's expulsion from the Faculty.

**Art. 10
Study
semester
abroad**

1. For study semesters abroad at another University, the host institution and study programme have to be approved by the Director of the Bachelor. The Director of the Bachelor will carry out the appropriate checks and make use of the University's International Relations and Study Abroad Service for the related organisational aspects. The study abroad period is regulated by special internal Faculty regulations.
2. Students that fail to acquire at least 60 ECTS points in their first year of the Bachelor's degree programme are not permitted to take part in study abroad programmes, with the exception of students with personalised study plans.

**Art. 11
Final research
paper: nature
and objectives**

1. Students are expected to carry out research on one of the subjects taught in their Bachelor's degree programmes and to present their findings in a paper. The purpose of this Final paper is to demonstrate the level of knowledge acquired by the student during the three-year period.
2. During the research and writing-up stages, the student is guided by a supervisor, generally a lecturer (excluded doctoral students) in charge with teachings in programmes delivered by USI. The subject of the final paper is decided by the student in agreement with the supervisor.
3. The Faculty regulates the structure of the final paper and submission procedures in a separate set of guidelines. The final paper is written in Italian, unless authorised otherwise by the supervisor.

**Art. 12
Final research
paper: conditions**

1. The topic of the final paper is to be selected after the beginning of the fifth semester from matriculation and its title must be submitted at least three months prior to its hand-over date. The title may be specified up to one month prior to the submission date with the consent of the supervisor.
2. The Final paper may be submitted only after all other requirements of the study plan have been met and, for the Bachelor in Communication, also after having achieved a level B2+ in English.
3. The final paper must be accepted no later than the end of the tenth study semester. Time limits are calculated from the matriculation date.
4. Failure to comply with this deadline will result in the student's expulsion from the Faculty.

**Art. 13
Final research
paper: asses-
sment**

1. The commission appointed to evaluate the final dissertation is made up of the supervisor and a Faculty lecturer (excluded doctoral students) or senior assistant (post-doc), with the role of co-examiner. The co-examiner is proposed by the supervisor and confirmed by the relevant Director of the Bachelor.
2. If the commission rejects the dissertation, the student is invited to:
 - a. submit a new proposal on a different subject and with a different supervisor within a month from said invitation. In this case the student must hand in the new dissertation within six months. Students may request to submit a new proposal on a different subject and with a different supervisor only once.
 - b. revise the paper, taking the examiners' comments into account. In this case the student has three months to hand in the new dissertation. If the student fails for a second time, he/she will be expelled from the Faculty.
3. If the final paper is not approved, the student must repeat the entire procedure set out in the assessment guidelines.

Chapter III

Master's degree (specialisation/major)

Art. 14 Admission requirements

1. Applicants that meet the requirements set out in the Regulations for Admission and Matriculation of the Università della Svizzera italiana are admitted to the Master's degree programmes. The Faculty may establish conditional admission requirements and procedures.
2. For admissions with a shortfall in ECTS credits, the number of ECTS credits to be recovered on the basis of the Bachelor's degree programme courses and the time limits for their recovery are defined by the respective Directors of the Master's programmes. In any case the number of ECTS credits to be recovered cannot exceed a total of 60, which must be acquired at the latest by the submission of the thesis.
3. Preliminary requirements for admission to the Master's programme may be applied to applicants that need to recover a shortfall of more than 60 ECTS credits. Such applicants will need to undertake Bachelor's studies in preparation for the Master's degree they have chosen.
4. As an admission requirement, students must achieve a level B2+ in English for the Master's degrees taught in English and a level C1 in Italian for the Master's programmes taught in Italian. For the Master's programmes taught in English, students must achieve a level C1 in English at the latest by the submission of the thesis.

Art. 15 General organisation and award of the degree

1. The general structure of a Master's degree includes courses, the drafting of a thesis and/or possible additional training (for example, internships and field projects). An internship period with a firm or an institution, or an equivalent activity related to research, in the employ of an Institute or Laboratory of the Faculty, or a study period within an exchange programme with another university (in total no more than 30 ECTS) are regulated within the individual Master's degree programmes.
2. The award of the Master's degree is subject to:
 - the levelling up of any courses and the satisfaction of English language requirements, where prescribed;

- the passing of all the examinations described in the Study Plan. In the event of transfers from another University, the Director of the Master will establish the terms and conditions for the award of the Master's degree. The minimum standard requirement is that the candidate must be enrolled at the Università della Svizzera italiana for at least two semesters and acquire a minimum of 60 ECTS credits.
 - the passing of the oral examination for the Master's thesis (from 18 to 30 ECTS depending on the Master's programme).
3. The order in which students take set courses is defined in the study plan. In special circumstances, the Director of the Master may define a personalised Study plan for the individual student.

Art. 16 Academic responsibility

1. The academic and educational responsibility for the Master's degree of the Faculty of Communication, Culture and Society is entrusted to the respective Directors appointed by the Faculty Council from among its teaching staff.
2. The provisions of paragraph 1 of this article are applicable also to the Master's degrees in Communication and Economics, the management of which is the primary responsibility of the Faculty.
3. In the Master's degrees in Economics and Communication - whose primary responsibility is entrusted to the Faculty of Economics - the Faculty of Communication, Culture and Society appoints a Faculty professor responsible for the part of the degree relating to communication.

Art. 17 Course attendance

1. The course descriptions may indicate the attendance requirements based on the teaching methods and the demands of the individual programmes. They may also indicate additional study for those who do not attend courses regularly.
2. The attendance requirement cannot exceed 80% of classroom teaching hours.

Art. 18 Examination requirements, Master's degree

1. Unless agreed otherwise with partner Universities through joint/double degree programmes, and in the event of personalised study plans for transfers from other Universities, students must acquire at least 39 ECTS points prescribed in the first year of the Master's programme in order to sit second year examinations.
2. First year exams must be passed at the latest by the end of the fourth semester. In addition, second year examinations and the examinations for courses that can be attended freely during the first or second year, must be passed at the latest by the end of the sixth semester. Time limits are calculated from the matriculation date. Failure to comply with these time limits will result in the student's expulsion from the Faculty.

Art. 19 Internships, field projects and study semester abroad

1. Each Master's programme defines the specific objectives and methods of an internship or other equivalent activity, with the support of the Career Service of the University.
2. The Faculty, in compliance with the relevant Directives of the Università della Svizzera italiana, may regulate the characteristics of the field project with separate provisions.

3. For study semesters abroad at another University, the choice of institution and study programme are to be approved by the Director of the Master. The Director of the Master will carry out the appropriate checks and make use of the University's International Relations and Study Abroad Service for the related organisational aspects. The study abroad period is regulated by special internal Faculty regulations.
4. Students that fail to acquire at least 39 ECTS points in the first year of the Master's programme are not permitted to carry out an internship, field project or study period abroad, with the exception of students enrolled in joint/double degree programmes or those with personalised study plans.

**Art. 20
Master's thesis:
nature and
objectives**

1. The Master's thesis is a rigorously researched and argued academic essay. The student is guided in his/her work by a supervisor, generally a lecturer (excluded doctoral students) in charge with teachings in programmes delivered by USI. The thesis examines a topic chosen by the candidate in agreement with the supervisor and the Master's director.
2. The thesis is expected to present findings of academic research on a subject within the disciplinary area covered by the Master's programme, and must be thorough and original.
3. The Faculty regulates the structure of the thesis and submission procedures in a separate set of guidelines. The Master's thesis is written in the official language in which the Master's is taught. Other languages may be permitted, subject to the approval of the Director responsible for the Master's degree in question.

**Art. 21
Master's
thesis:
conditions**

1. The Master's thesis can only be submitted after any shortfall in ECTS credits has been recovered, the study plan has been completed and possible language requirements have been met.
2. The title of the Master's thesis may be submitted to the Academic Studies Administration after achieving at least 39 ECTS prescribed in the first year of the Master's programme. The title of the Master's thesis must be notified to the Academic Studies Administration at least six months before the date of submission of the thesis and may be specified up to one month prior to the oral examination with the consent of the supervisor.
3. The Master's thesis is to be submitted by and no later than the end of the eighth semester from admission to the Master's programme.
4. Failure to comply with this deadline will result in the student's expulsion from the Faculty.

**Art. 22
Master's thesis:
assessment**

1. The commission appointed to evaluate the Master's thesis is made up of the supervisor, a possible co-supervisor and a Faculty lecturer (excluded doctoral students) or senior assistant (post-doc), with the role of co-examiner. The co-examiner is proposed by the supervisor and confirmed by the relevant Director of the Master.

2. If the commission rejects the Master's thesis, the student is invited to:
 - a. submit a new proposal on a different subject and with a different supervisor within a month from this invitation. In this case the student must hand in the new thesis within six months. Students may request to submit a new proposal on a different subject and with a different supervisor only once.
 - b. revise the Master's thesis on the basis of the remarks made by the commission members. In this case the student has three months to hand in the new thesis. If the student fails for a second time, he/she will be expelled from the Faculty.
3. If the thesis is not approved, the student must repeat the entire procedure set out in the assessment guidelines.

Chapter IV

Common provisions

Art. 23 Enrolment

All students must enrol for the courses they wish to attend at the beginning of each semester.

Art. 24 Examinations

1. Examinations are based on the course subjects that make up the Study Plan.
2. An examination is a test designed to assess a candidate's knowledge and skills.
3. The lecturer of each course is responsible for assessing the knowledge and skills acquired by a student during the lectures and seminars of the most recently held course. Possible justified exceptions to this principle are subject to the approval of the Study Delegate for Bachelor's degrees and the Director of the Master in question for Master's degrees. If a student is unable to take an examination of one of the most recently held or one of the previous courses, the Study Delegate for Bachelor's degrees and the Director of the Master for the Master's degrees will indicate the courses to attend and the related examinations to be taken in order to complete the related study programme.
4. Each lecturer shall inform the Faculty Dean of his/her assessment method, to ensure that it is compatible with the present Regulations and other Faculty provisions.

Art. 25 Examination sessions

1. There are two examination sessions for each course:
 - an ordinary or intermediate session;
 - a supplementary (or recovery) session.
2. An ordinary session is held at the end of each semester (winter session and summer session). A supplementary session takes place prior to the start of the autumn session (autumn session). The ordinary session may be replaced by an intermediate session.
3. The ordinary and intermediate sessions comprises examinations on all the courses in the semester that precedes the session. The supplementary session comprises those examinations for which there are candidates registered.

Art. 26 Bodies and authorities

1. The bodies in charge of examinations are as follows:
 - the Study Delegate;
 - the Examiners;
 - the Exam Commissions;
 - the Complaints Commission.
2. The Study Delegate is a lecturer elected from among the members of the Faculty Council, with a fixed-term mandate, and can be re-elected. He/She ensures that the present Regulations are duly enforced with regard to all aspects relating to the organisation and conducting of examinations.
3. Course professors are also the designated Examiners for their respective courses. Should an impediment occur, the Study Delegate will appoint a replacement.
4. For written examinations, the Examiner may be replaced by one or several assistants or Faculty professors, appointed by the Faculty Academic Studies Administration. For oral examinations, the main Examiner must always be accompanied by at least one assistant or another Faculty lecturer appointed by the Academic Studies Administration, who make up the Exam Commission.
5. The Complaints Commission is appointed by the Faculty Council to hear and decide on appeals and complaints in the Faculty's name according to the Faculty Statute.
6. The Complaints Commission is made up of three members, elected for one year, and can be re-elected. Two members belong to the academic body, one of whom takes the role of chairperson. The third member is from the student body. In the case of a tied vote, the chairperson has the final decision. If any member of the Commission is challenged, the Dean will nominate a replacement.
7. The Complaints Commission carries out its duties autonomously. For this purpose, it may implement its own organisational regulations. The Complaints Commission reports on its activities to the Faculty Council at least once a year.

Art. 27 Enrolment for examinations

1. In order to enrol for examinations a student must be duly enrolled at the Faculty, have paid tuition fees for the semester according to the University's Admission and Matriculation Regulations, and satisfy the terms and conditions set out in the present Regulations.
2. Students are to enrol with the Academic Studies Administration no later than the closing date and in the format required by the Academic Studies Administration.
3. The Academic Studies Administration is responsible for checking the validity of the enrolment and, if need be, informing students of any impediment. Each student is nonetheless personally responsible for meeting the official deadlines indicated in the Study Plan and in the present Regulations.
4. If a student has enrolled or has been admitted or taken an examination without being entitled to do so, the examination will be annulled by the Academic Studies Administration at the time of recording the grades.
5. Enrolment for examinations is subject to taking the Academic Integrity Test designed to prevent any instances of student

misconduct under the present Regulations, to be conducted according to the methods communicated by the Faculty Academic Studies Administration.

Art. 28 Withdrawal from examinations

1. A student is entitled to withdraw from an examination (including those prepared to recover a shortfall in ECTS credits) up to 5 days (including working days and holidays) before the date scheduled for that examination. The notification must be made in writing (online, via email or post) and addressed to the Academic Studies Administration. If notification is by post, the date is that of the postmark; otherwise the date of the electronic transmission. In this case, the enrolment is cancelled and treated as if it had never been made.
2. Should any examinations have been taken before the notification of withdrawal, the grades already obtained in the same session stand, regardless of the result (positive or negative).
3. A student who fails to attend an examination or leaves the hall while the examination is in progress without a valid reason is considered to have failed that examination. This examination is counted among the maximum number of attempts permitted for passing the exam, as prescribed in the present Regulations.
4. For a justification to be considered it must be presented by the student in writing to the Academic Studies Administration no later than ten (10) days from the examination. The motive for the absence must be serious (major health problems or other serious impediments, serious illness or death of a close relative) and the student must be able to produce proper evidence. The Study Delegate is entitled to investigate the justification or medical certificate further, and, if necessary, consult a trusted doctor.

Art. 29 Format of examinations and language

1. Examinations may be written or oral.
2. It is the responsibility of the lecturer of each course to define the format of his/her examination, and notify both the students and the Academic Studies Administration.
3. The length of an examination must be congruent with the specific course load.
4. Bachelor's examinations are held in the language in which the course is taught. Other languages may be admitted with previous authorisation from the course lecturer.
5. Master's examinations are held in the official language prescribed for the Master's programme. Other languages may be permitted, subject to the authorisation of the Director of the Master.

Art. 30 International language certificates

1. International certificates required as a language prerequisite for admission to a study programme can be handed in at the Academic Studies Administration throughout the entire academic year.
2. International certificates required to bridge any language requirements prescribed by the study plan may be uploaded onto the special IT system made available by the Faculty throughout the entire academic year. In any case the Faculty reserves the right to request the student to submit the original certificate.

3. For the language courses prescribed by study plans and for which an exemption may be requested through the presentation of an internationally-recognised certificate, the certificate can be uploaded onto the special IT system made available by the Faculty. The certificate may be uploaded throughout the entire academic year with the exception of the period between the beginning and end of each ordinary and supplementary exam session. In any case the Faculty reserves the right to request the student to submit the original certificate.

Art. 31 Accreditation (recognition of examinations)

1. The professors of the various courses evaluate their students' skills and performance during the teaching term through intermediate individual or group tests. The results of these tests may contribute to a percentage of the overall mark awarded according to the Vademecum for teaching staff.
2. At the beginning of the course each professor must inform both the Academic Studies Administration and the students of the formula used to calculate the overall grade.
3. If an examination consists of the submission of one or several papers, the lecturer and/or Director of the Bachelor or Master will inform the Academic Studies Administration and the students of the official hand-over date(s) of the paper(s).

Art. 32 Evaluation system

1. The grading system adopted may be binary (pass or fail) or on a numerical scale. The numerical scale goes from a minimum of 1 to a maximum of 10, including half-points (0.5); 6 is the pass mark. Examinations and term papers assigned a mark lower than 6 (i.e. a fail) can be repeated or validated according to the provisions of the present Regulations.
2. All course examinations are graded on scale of 1 to 10. "Lettorato" language courses, or other courses which the Faculty considers to be equivalent to "lettorato" language courses, and internships are graded using a binary system.
3. Examinations and term papers that are not accepted or assigned a mark lower than 6 (fail) must be repeated. In the case of repeated exams and resubmitted papers, the latest result is the one that counts.
4. To earn the ECTS points relating to each course, the student must pass the relative examination with a grade equal or to higher than 6 or obtain formal recognition of a grade. When the evaluation is on a binary basis, a pass is the minimum requisite.

Art. 33 Final grade

1. The final grade assigned to a degree that the Faculty awards at the end of the Bachelor's or the Master's programme is calculated as the weighted average of all the marks obtained in evaluations of course subjects and of the degree dissertation or the Master's thesis, weighted according to ECTS points, rounded up to the first decimal digit. The Master's Transcript states the following:
 - summa cum laude for a final average mark higher than 9;
 - magna cum laude for a final average mark of between 8 and 9 (8 and 9 included);

- cum laude for a final average mark of between 7 and 8 (7 and 8 excluded);
 - legitime for a final average mark of between 6 and 7 (6 and 7 included).
2. Binary evaluations do not affect the calculation, and those obtained during internships and study semesters abroad do not affect the calculation of the average.

**Art. 34
Resits and
validation of
examinations
and papers**

1. A student who fails an examination may re-take it twice at the most. If the student fails the third attempt, he/she will be expelled from the Faculty.
2. Out of the total ECTS points required for the Bachelor's degree award, the student is permitted to validate 1 (one) examination he/she has failed, provided the grade is not lower than 5 out of 10. This also applies to the Master's degree students. The decision to validate a grade may be notified throughout the entire Bachelor's or Master's programme, but cannot be changed. An examination that has not been validated and then resat and consequently failed again may not be validated a posteriori.
3. The candidate cannot resit an examination or intermediate individual or group test if a pass grade is awarded or the examination is validated.
4. Where the evaluation of an examination is composed of various parts, if the overall average mark achieved is a pass, the student is not allowed to re-sit any of the individual tests that make up the final evaluation, unless otherwise stated by the lecturer of the course in question.
5. Where the evaluation of an examination is composed of various parts, if the student fails to pass any one of the latter, the student must re-sit all the individual tests that make up the final evaluation, unless otherwise stated by the lecturer of the course in question.
6. The intermediate individual or group examinations are valid for a single academic year, unless otherwise stated by the lecturer of the course in question.
7. The provisions of paragraphs 1 and 2 of this article are not applicable to ECTS shortfalls, language requirements for admission to a study programme and possible language conditions to be met in order to complete the study programme.

**Art. 35
Access to
exam papers**

The Faculty grants students access to their exam papers for a period of 30 days after the grades are disclosed.

**Art. 36
Misconduct**

If, during an examination, reasonable evidence is found to suspect that a student is cheating, or the student is caught in the act, the Examiners and/or exam assistants draft a report for the attention of the Study Delegate who, if appropriate, launches a disciplinary investigation.

**Art. 37
Disciplinary
measures**

1. The Faculty may apply sanctions, through the disciplinary measures set out below, on the following instances of student misconduct:
 - insubordination and breach of the University's internal order;
 - cheating during an examination;
 - plagiarism in the process of preparing a written paper (term paper, internship report or project, final dissertation and Master's thesis, etc.); a student is guilty of plagiarism when he/she submits a piece of written work containing one or more portions copied or closely paraphrased from an unidentified original, without acknowledging the source or formally quoting or when he/she passes off and/or claims research findings obtained or published by third parties as his/her own.
2. In all the cases covered under the first paragraph of this article, the Faculty Dean, once an investigation by the Study Delegate and the Dean him/herself has been completed and in full respect of the student's right to be heard, may deliver the following sanctions (also cumulatively), taking into account the degree of responsibility of the student and the gravity of the offence:
 - the student is admonished (written reprimand);
 - the offending examination or term paper is declared void; in this case the examination or term paper is registered with a '1' grade, the lowest fail result. If the paper is an integral part of an examination, the entire exam will be declared void.
 - the student is suspended for one or more examination sessions, class attendance being nonetheless permitted;
 - the student is denied the right to acquire any ECTS credits on the basis of term papers for the duration of one or more semesters;
 - the student is suspended for one or more semesters, and consequently prevented from sitting any examinations relating to the courses held during that period;
 - all the examinations taken by the student during the session in which he/she was caught cheating are annulled; therefore, all such examinations are assigned the minimum grade ('1') and recorded as failed.
3. This does not rule out the exercise of authority by other official university bodies, who may decide to expel the student or to inform other authorities of the events.
4. The student has the right to appeal against the Dean's decision by submitting his/her grievance to the Faculty Council in whose name the Complaints Commission takes a final decision.

**Art. 38
Ex-matriculation
request**

The student must inform the Faculty Academic Studies Administration of his/her intention to withdraw from his/her studies in writing. The notification can be submitted within the time limits established in the Regulations for Admission and Matriculation of the Università della Svizzera italiana.

Chapter V

Admission of students from other Faculties, re-admission and equivalence

Art. 39 Recognition of previous academic studies

1. Only the examinations passed during previous academic studies taken no longer than ten years prior to the start of the new study semester are recognised.
2. If the student has been assigned a definitive fail in a Faculty of USI, or in another Swiss or foreign university or institute of higher education, all the results previously achieved in the study programme in which the student has been assigned a definitive fail, including those that the student has passed, are not taken into consideration in the study plans of the Faculty of Communication, Culture and Society.
3. The student may enrol during one of the three years of the Bachelor's programme or during one of the two years of the Master's programme, depending on the number of ECTS points to be acquired in order to complete the study programme. The student follows the study plan for the year in which he/she has been admitted.

Art. 40 Recognition of studies undertaken in other Faculties

1. The Faculty may accept the enrolment of students who have studied at another Faculty after the first semester of the Bachelor's or Master's programme, on the basis of the equivalence of the courses attended and passed at the given Faculty with the courses prescribed in the study plan of the Faculty of Communication, Culture and Society, following the principles of mobility and fair and equal treatment.
2. For students coming from another programme, the Director of the Bachelor for each Bachelor's degree and the Director of the Master for each Master's degree defines the equivalences and the relative assessment of effective equivalence on the basis of the knowledge and skills acquired, the relevant level of studies, and recommends a personalised study plan.

Art. 41 Application for equivalence

1. Students may apply for equivalence for the examinations passed at another university or institute of higher education prior or after matriculation at the Faculty of Communication, Culture and Society, but at the latest within one semester from the start of the chosen

degree programme. The application should include the following documents:

- exam certificate (including the name of the course passed, the grades achieved, ECTS credits awarded and the date the exam was passed);
 - course descriptions;
 - ex-matriculation certificate (in the case of transfer from another university).
2. Students may apply for equivalence for previous internships at firms and institutions prior or after matriculation at the Faculty of Communication, Culture and Society, but at the latest within one semester from the start of the chosen degree programme. The application must contain the employment certificate with a detailed description of the work carried out.
 3. The studies and employment for which equivalence is acknowledged are validated in ECTS credits, with any related assessments for the studies undertaken.
 4. The studies and employment undertaken that have already contributed to the awarding of a diploma cannot be acknowledged for the purposes of the awarding of a new diploma.
 5. The Director of the Bachelor for each Bachelor's programme and the Director of the Master for each Master's programme may request the submission of further original documents at any time.

Art. 42 Re-admission

1. The student that withdraws from his/her studies at the Faculty of Communication, Culture and Society may submit a new enrolment application to the Faculty according to the methods established in the Regulations for Admission and Matriculation of the Università della Svizzera italiana. Depending on the circumstances, the Director of the Bachelor for each Bachelor's programme and the Director of the Master for each Master's programme will assess which exams previously passed can be accredited.
2. The student may enrol during one of the three years of the Bachelor's programme or during one of the two years of the Master's programme, depending on the number of ECTS points to be acquired in order to complete the study programme. The student follows the study plan for the year in which he/she has been admitted.

Chapter VI

Leave of absence

Art. 43 Leave of absence

1. A student may be granted a leave of absence on grounds of maternity, military or civil service, serious illness or other circumstances that, at the Study Delegate's discretion, represent a major impediment to the smooth progress of the applicant's studies. Generally speaking, a leave of absence may not exceed two semesters. Any exceptions are subject to the authorisation of the Dean.
2. Students on leave remain enrolled at the University by paying a reduced administrative fee, in accordance with the Regulations for Admission and Matriculation of the Università della Svizzera italiana, and retain the benefits connected with student status though excluded from attending classes or any other degree-related activity.
3. Generally, a student who is absent on leave has no right to take examinations, hand in a dissertation or defend a Master's thesis. Any exceptions are subject to the authorisation of the Dean.
4. A student who is on leave during the autumn semester may not enrol for the winter examination session. A student who is on leave during the spring semester may not enrol for the summer examination session. Renewal of enrolment for the following autumn semester entitles the student to sit examinations in the autumn session for the courses attended prior to the leave of absence.
5. Students absent on grounds of maternity, or military or civil service or for grave and medically-justified illness, are nonetheless allowed to sit examinations on course units that they have previously attended.

Chapter VII

Tutoring

Art. 44 Tutoring

1. On request, a student may be assigned a tutor to help him/her with the organisation of his/her examinations, in particular with advice on how to best prepare for examinations and work out a schedule, and assistance with a range of personal choices required by the study plan.
2. The Study Delegate is responsible for designating the tutor from among the Faculty teaching staff and senior assistants (post-doc).
3. The tasks specific to the tutoring role will be defined by the Faculty and made public online.

Art. 45 Grievances and appeals

1. Any decision that affects a student's rights and expectations, including examination results, must be notified in writing. In exceptional circumstances the Study Delegate can derogate from these Regulations, but only if it is in favour of the student.
2. The student has the right to lodge an appeal against these decisions, taken in particular by the Dean, the Study Delegate, the Directors of the Bachelor and the Master, individual professors, exam commissions, committees or services, and so elicit a resolution from the Faculty, in whose name the Complaints Commission decides. The appeal has a suspensive effect on the decision.
3. Under the University's Statute, a student may appeal against a Faculty decision by lodging a formal complaint to the Cantonal Administrative Court, Via Pretorio 16, 6901 Lugano. The decisions of the Complaints Commission are enforceable immediately.
4. Formal complaints and appeals must be filed within 30 days of receipt of the notification, and must be clearly substantiated in writing. The procedure is analogous to the administrative procedure of the State and Canton of Ticino, except for interruptions due to legal holidays.

Art. 46 Amendments

1. The present Regulations or single provisions thereof may be amended by the Faculty Council only by the absolute majority of its members. Each amendment proposal must then be approved by the Academic Senate of the Università della Svizzera italiana.
2. Each amendment proposal must be put on the agenda and communicated to the members of the Faculty Council at least 10 days before its next meeting.

Art. 47 Validity

The present Regulations come into force on 1 September 2020 and replace those issued on 2 July 2008. The present Regulations apply in their entirety to all students matriculating in and after the 2020/2021 academic year. The Regulations of 2 July 2008 will be applicable to students matriculating prior to the 2020/2021 academic year.

Art. 11 cpv 2, 13 cpv 1, 20 cpv 1, 22 cpv1 modified with decision of the Faculty Council on 9.11.2022 and of the Senate on 01.12.2022.
Art. 3 cpv 1 and 3, modified with decision of the Faculty Council on 14.09.2022 and of the Senate on 16.02.2023



Università
della
Svizzera
italiana



Faculty
of
Communication,
Culture
and Society

Study
Regulations
1 September 2020