

Università  
della  
Svizzera  
italiana

Faculty  
of  
Communication,  
Culture  
and Society

# Study Regulations

# 2008

2 July 2008



**The present Regulations apply to all students matriculating in and after the academic year 2008/2009.**

The Faculty Council, at its meeting of 2 July 2008, taking into account the University Act of 3 October 1995, and considering the University Statutes of 2 May 2003, in accordance with the University Council resolution to apply the Bologna Declaration,

issues the following Regulations:

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<sup>1</sup> Translation of the official Italian language version.

### 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 Masters in Economics and Communication Sciences, which is subject to the Study Regulations of the Faculty of Economics.
2. The conferment of the following degrees: PhD, Executive Master, Master of Advanced Studies, and possibly others is governed by separate, appropriate sets of rules.
3. The conditions of admission to the Faculty and relative tuition fees are defined in the University's Regulations for Admission and Matriculation.

### Art. 2 Degree titles

1. The Faculty awards the following qualifications:
  - Bachelor of Science in Communication.  
Italian title: *Laurea triennale in scienze della comunicazione*;
  - Bachelor of Arts in Lingua, letteratura e civiltà italiana.  
Italian title: *Laurea triennale in Lingua, letteratura e civiltà italiana*;
  - Master of Science in Communication / Master of Arts in Communication.  
Italian title: *Laurea magistrale in scienze della comunicazione*;
  - Master of Arts in Lingua, letteratura e civiltà italiana.  
Italian title: *Laurea magistrale in Lingua, letteratura e civiltà italiana*;
  - Master of Arts in Philosophy.  
Italian title: *Laurea magistrale in Filosofia*
  - PhD in Communication Sciences.  
Italian title: *Dottorato in Scienze della comunicazione*;
  - PhD in Lingua, letteratura e civiltà italiana.  
Italian title: *Dottorato in Lingua, letteratura e civiltà italiana*.

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<sup>2</sup> The terms of masculine gender used in these regulations always refer also to the corresponding feminine term.

2. In addition, jointly with the Faculty of Economics, it awards the following qualifications:
  - Master of Science in Communication and Economics.  
Italian title: *Laurea magistrale in scienze della comunicazione e in scienze economiche*;
  - Master of Science in Economics and Communication.  
Italian title: *Laurea magistrale in scienze economiche e in scienze della comunicazione*.
- 2.<sup>bis</sup> The Faculty also awards the qualifications of Executive Master and Master of Advanced Studies.
3. The degree titles may also include an indication of the relevant special field or profile (Major).
4. All courses attended and examinations passed are recorded in an appropriate official document (Transcript) together with the corresponding grades and number of ECTS points acquired.

### **Art. 3 Degree curricula**

1. The complete degree programme in Communication Sciences is structured as follows:
  - three years of foundation studies culminating in a Bachelor's degree;
  - a subsequent period (usually two years) of in-depth studies in a special field, delivering the Master's degree;
  - doctoral studies, devoted to advanced and cutting-edge research. In addition, the Faculty offers some highly-specialised post-graduate courses, as well as Executive Master and Master of Advanced Studies courses.

### **Art. 4 Credits**

1. The study curriculum is based on the 'European Credit Transfer System' (ECTS).
2. The ECTS credit value awarded to an internship period or placement with a firm or institution is defined for each separate Master's programme.
3. The Bachelor carries a total value of 180 ECTS points, namely 30 ECTS a semester and 60 ECTS a year.  
Generally, Master's programmes accrue a total of 120 ECTS.

## **Chapter II Bachelor (three-year degree)**

### **Art. 5 Admission requirements**

Applicants may be admitted to the Bachelor's degree programme in Communication Sciences on condition that they satisfy the general entrance requirements of the Università della Svizzera italiana.

### **Art. 6 Terms and condition for the award**

1. The degree of Bachelor of Arts is usually awarded after at least six study semesters and the acquisition of at least 180 ECTS credits, to be obtained according to the terms and conditions set out herein.
2. To obtain the Bachelor's degree, students are expected to:
  - pass all the examinations prescribed in the study plan for foundation studies and for special field courses;
  - obtain a positive evaluation of their final dissertation.

### **Art. 7 Year 1: Requirements and time limits**

1. To successfully complete the first year, students need to earn 60 credits, according to the terms set out in the study plan.
2. Students are required to have earned a minimum of 45 ECTS credits by the end of the autumn examination session of their first year. Any student who fails to do so will be obliged to re-enroll in the first year.
3. In the event of the need to repeat the first year, any examinations taken during that year are annulled, including those passed or recognized as equivalent. Candidates can retake them according to the conditions described in Art. 30 of the present Study Regulations. The time limit outlined in Articles 8.3 and 10.3 starts from the repetition of year 1. Any exam with a result equal to or higher than 8 need not be retaken.
- 3.<sup>bis</sup> The first year may only be repeated once.

### **Art. 8 Requirements and time limits for completing the degree**

1. For a first degree, students need at least 180 ECTS credits, as prescribed in the study plan.
2. Students are entitled to sit second- and third-year examinations after acquiring at least 45 ECTS in first-year course examinations.
3. The time limit for satisfactorily completing first- and second-year examinations is eight study semesters (including the autumn examination session). Third-year examinations must be passed in full by the end of semester 9 (in the winter examination session).

Time limits are calculated from the matriculation date or, in the case of Article 7.3, from the re-entry into year 1.

4. Failure to comply with these conditions and time limits will result in the candidate's exclusion from the Faculty.

**Art. 9**  
**Final research**  
**paper:**  
**a) nature and**  
**objectives**

1. Each student is expected to carry out research on one of the subjects taught in the Faculty and to present the findings in a paper. The purpose of this Final paper is to demonstrate the level of knowledge and skills developed by the student in the chosen Major.
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 characteristics of the final research paper are described and regulated in a separate set of guidelines.\*\*

**Art. 10**  
**b) Conditions**

1. The Final paper may be submitted only after all other requirements of the study plan have been satisfied.
2. The topic of the Final paper may be selected any time after the beginning of the third year. In any case it must be submitted at least three months before its evaluation.
3. The Final paper must be accepted no later than the end of the tenth study semester. This deadline is calculated from the date of matriculation or, in the case of Article 7.3, from re-entry into the first year.
4. Failure to comply with this deadline will result in the student's being excluded from the Faculty.

**Art. 11**  
**c) Assessment**

1. The commission appointed to evaluate the final dissertation is made up of the supervisor and a Faculty teacher, or a senior assistant (post-doc), designated by the Director of the Institute on the advice of the supervisor.
2. Should the commission reject the dissertation, the student may be invited to:
  - a. revise the paper on the basis of the examiners' revisions and comments. In this case the student must hand in a new thesis within three months.
  - b. submit a new proposal on a different subject and with a different supervisor within a month from such an invitation. In this case the student must hand in the new thesis within six months.

## Chapter III

### Master's degree (specialisation/major)

**Art. 12**  
**Admission**  
**requirements**

1. The Faculty admits to a Master's programme any applicant in possession of one of the following qualifications in the same or a matching discipline:
  - a. a Bachelor's degree from a Swiss university or a Federal Institute of Technology;
  - b. a Bachelor's degree from a university or institute of technology in other countries, provided it is state-recognized and accredited;
  - c. a four- or five-year degree awarded under the previous academic degree system;
  - d. a Bachelor's degree from a university of applied sciences in Switzerland, in a comparable or compatible disciplinary area.
2. For applicants under a) or b) above, admission is unconditional if the subject areas match, while admission may be subject to levelling up in other cases. Applicants under c) may be admitted with a reduced study plan, and allowed to complete the degree in less time than legally prescribed; though 60 ECTS is the minimum number of credits to be obtained. In the case under d) applicants are admitted with a learning shortfall of 30 to 60 ECTS points.
3. Preliminary requirements for admission may be applied to applicants with learning shortfalls equivalent to more than 60 ECTS credits. Such applicants will need to undertake Bachelor's studies in preparation for the Master's degree they have chosen. Any prior learning performance quantifiable in ECTS will be accredited, by Faculty resolution, in accordance with the conditions laid down in the new Bachelor's degree curriculum.

**Art. 13**  
**General**  
**organisation**  
**and award**  
**of degree**

1. To qualify for a Master's degree, the student is required to:
  - pass all the examinations described in the study plan (at least 60 ECTS credits);
  - carry out an internship period with a firm or an institution; or an equivalent activity preferably related to research, in the employ of an Institute or Laboratory of the Faculty; alternatively students may undertake a period of study in another university taking part in a mobility or student exchange programme (no more than 30 ECTS credits);

- research and write up a Master's dissertation (between 18 and 30 credits, depending on the individual Master's programme).
2. Students are free to choose the order in which they take set courses and examination papers, complete an internship or research project, study for any recommended supplementary examination papers, and produce the Master's thesis, except where one or more courses are clearly defined as propaedeutic, and in any case with the Master's director's approval.

**Art. 14  
Academic  
supervision**

1. The academic and didactic responsibility for the Master in Communication sciences is entrusted to official teachers of the Faculty appointed by the Faculty Council.
2. The same (paragraph 1 above) applies to Master's programmes which, though organised jointly with the Faculty of Economics, are run primarily by the Faculty of Communication, Culture and Society.
3. In the case of Master's programmes in Economics and Communication sciences – where the primary responsibility rests with the Economics Faculty – the Faculty of Communication, Culture and Society designates its official delegate from among the teaching staff to oversee the Communication component.

**Art. 15  
Examination  
requirements,  
Master's degree**

The examination on a course must be passed by the end of the fourth semester after the semester in which the course was held. In this case, the last relevant examination session is the autumn session. Candidates who fail to comply with this condition are excluded from the Faculty. \*\*\*

**Art. 16  
Internship and  
study semester**

1. Each Master's programme defines the specific objectives and modalities of an internship or other equivalent activity. Professional support is provided by the Career Service of the University.
2. Students wishing to undertake a study semester in another University (mobility programme) must discuss their choice of host institution and study plan with their Master's director, who checks it. USI's International Relations and Study Abroad Service helps the Master's director or tutor by coordinating the practical and administrative aspects.

**Art. 17  
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, relevant to communication sciences, and must be suitably rigorous and original.
3. The characteristics of the Master's thesis are described and disciplined in a separate set of guidelines. \*\*

**Art. 18  
Master's thesis:  
Conditions**

1. To be admitted to the oral examination, the Master's student must have passed all the required examinations and satisfied any other requirements prescribed in the study plan.
2. The title of the Master's thesis must be notified to the Academic Studies Administration at least six months before the date of the oral examination; should the title need adjusting to better fit the thesis, this must be done no later than a month before that date.
3. The oral examination must be passed by the end of the eighth semester from admission to the Master's programme at the latest.
4. Failure to comply with these rules will result in the student's exclusion from the Faculty.

**Art. 19  
Master's thesis:  
Assessment**

1. The Master's thesis is examined orally before a commission comprising the supervisor and a co-examiner, designated by the Master's director.
2. A commission that rejects a thesis may make the following recommendations:
  - a. the candidate is invited to revise his/her Master's thesis on the basis of the remarks and criticisms made by the commission members. In this case the student must hand in a new thesis within three months.
  - b. the candidate is invited to present another proposal, with a new topic and a different supervisor within a month from such an invitation. In this case the student must hand in the new thesis within six months

**Art. 20  
Diploma**

The Master's diploma (awarded by the Dean to each successful student) shows an overall evaluation worded as follows:

- summa cum laude for a final average mark higher than 9;
- magna cum laude for a final average mark in the 8 to 9 range (8 and 9 included);
- cum laude for a final average mark in the 7 to 8 range (7 and 8 excluded);
- legitime for a final average mark in the 6 to 7 range (6 and 7 included).

## Chapter IV

### Common provisions

#### Art. 21 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. Each course teacher is responsible for organising and setting an examination designed to assess the knowledge and skills acquired by a student during the lectures and seminars of the most recently held course.
4. Each teacher shall inform the Study Delegate of his/her own assessment method, to ensure that it is compatible with the present Regulations.

#### Art. 22 Examination sessions

1. There are two examination sessions for each course:
  - an ordinary session;
  - a supplementary session.
2. An ordinary session is held at the end of each semester (summer session and winter session). A supplementary session takes place at the end of summer, immediately before the start of the new academic year (autumn session).
3. The ordinary session 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. 23 Organs and authorities

1. The organs in charge of the exams are as follows:
  - The Study Delegate;
  - The Examiners;
  - The Examination Commissions;
  - The Complaints Commission.
2. The Study Delegate is a professor designated for this role from among the members of the Faculty Council, with a fixed-term mandate. He/She ensures that the present Regulations are duly enforced for any aspects relating to the organisation and conduct of examinations; more particularly, he/she deals in the first instance

with any grievances deriving from exams. The Faculty may designate more than one Study Delegate at any one time.

3. Course teachers are also the designated examiners for their respective courses. Should an impediment occur, the Study Delegate will appoint a replacement for the absent course tutor.
4. In an oral examination, the main examiner must always be accompanied by an assistant or another teacher of the Faculty.
5. The Complaints commission is designated by the Faculty Council to hear and decide on appeals and complaints in the Faculty's name according to Art. 29 of the Faculty Statute
- 5.<sup>bis</sup> The Complaints Commission is made up of 3 members, elected for 1 year. 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 someone is challenged, the Dean will nominate a replacement.
- 5.<sup>ter</sup> The Complaints Commission carries out its duties autonomously. For this purpose, it may provide itself with its own organisational regulations. The Appeals commission reports on its activities to the Faculty Council once a year.

#### Art.24 Enrollment

1. In order to enroll for examinations a student must be duly matriculated 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 enroll with the Academic Studies Administration no later than the closing date and in the format required.
3. The Academic Studies Administration is responsible for checking the validity of the enrollment 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. An examination is invalid (hence annulled by the Academic Studies Administration at the moment of recording the grades) if the student enrolled was admitted, or actually sat the examination, when he/she had no right to do so, hence in breach of Regulations.

#### Art. 25 Withdrawal from examinations

1. A student is entitled to withdraw from an examination up to 5 days before the date scheduled for that examination. Notification must be in writing (by post, fax, email or online) 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 enrollment is cancelled and considered as treated if it had never been made.
2. Should any examinations have been taken before the notification of withdrawal, their results (negative or positive) stand regardless of the justification produced for withdrawing from others.
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.

For a justification to be considered it must be presented by the student to the Academic Studies Administration no later than ten (10) days after the date when the examination took place. The motive for the absence must be serious (major health problems or other serious impediments) and the student must be able to produce proper evidence. The Study Delegate is entitled to investigate, or if need be, the justification or medical certificate further, and consult trusted doctor.

**Art.26  
Format of  
examinations  
and language**

1. Examinations may be written or oral, or involve both a written and an oral component.
2. It is the responsibility of each course teacher to define, at the beginning of his or her course, the format of his/her examination, and notify both the students and the Academic Studies Administration.
3. The duration of a written or oral examination must be reasonably congruent with the specific course load.
4. Bachelor's exams and final dissertation are normally in Italian. Other languages may be admitted with previous authorisation from the course teacher.
5. Master's written exams and dissertations are in the official language of the Master's programme. Other languages may be admitted with previous authorisation from the person in charge of the Master programme.

**Art. 27  
System of  
evaluation**

1. Depending on the kind of examination, 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.
2. All course examinations are graded on scale of 1 to 10, except for "letturato" language courses, or other courses which the Faculty considers to be equivalent to "letturato" language courses, and for internships. For these, evaluation is expressed by means of a binary system (Pass or Fail).
3. Examinations and term papers that are 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. Article 30.2 applies in any event.
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 earned in another university. When the evaluation is on a binary basis, a pass is the minimum requisite.

**Art. 28  
Accreditation  
(recognition of  
examinations)**

1. Course teachers are entitled to evaluate their students' skills and performance during the teaching term through written or oral tests administered during exercises or seminar classes. The results of these tests may be taken into account in the calculation of the overall mark and therefore contribute to the award of ECTS points.
2. At the beginning of the course each teacher must inform both the Academic Studies Administration and the students of the formula used to calculate the overall grade in his/her examination.

**Art. 29  
Final grade**

The final grade assigned to a degree which the Faculty confers at the end of the Bachelor's or the Master's programme is calculated as the average of all the marks obtained in evaluations of course subjects and of the degree dissertation or the Master's thesis, weighted according to the credit value of each course subject, as detailed in the study plan, rounded up to the first decimal digit. Binary evaluations do not affect the calculation, and those obtained elsewhere during exchanges (mobility) do not affect the calculation of the average.

**Art. 30  
Examination  
resits and  
resubmission  
of papers**

1. A student who fails an examination may re-take it twice at the most. A student who fails the third attempt is excluded from the Faculty.
2. Out of the total of 180 ECTS points required for the Bachelor's degree award, the student is permitted to claim credits relating to 1 (one) examination he/she has failed, provided the grade is not lower than 5 out of 10.  
This also applies to Master's degree students. Any course counted in this way may not be included in the calculation of the number of ECTS credits necessary to go on to the second year of the Bachelor's degree programme
3. Students who fail the Bachelor's final dissertation or the Master's thesis are allowed to re-submit a revised version of the same paper, in accordance with Article 11.2 or 19.2.  
Students who fail the second attempt are excluded from the Faculty.
4. Where the evaluation of an examination is composed of various parts, if the average mark obtained is a pass, the student is not allowed to re-sit any of the single component tests, unless otherwise stated by the course teacher concerned.
5. A pass mark in a course examination or paper/project or validated examination may neither be resat nor resubmitted.

**Art. 31  
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 invigilators draft a report for the attention of the Study Delegate who, if appropriate, launches a disciplinary investigation under Article 38 of the present Regulations.

**Art. 32  
Independent  
seminar  
courses**

1. Only one examination session is provided for at the end of a 'free' seminar course.
2. Students who fail this examination have no opportunity to retake it later; instead, they will have to replace it with a different free seminar course the following year. In any event, failing a seminar course does not affect a student's right to enroll for examinations in the course subjects of the following year.
3. In the case of students who are unable to go through with the examination for a free seminar course on the original date (their absence being duly and reasonably justified and documented), the Faculty cannot guarantee them the opportunity to sit that examination more than one year from the date the seminar course ended.

## Chapter V

### Accreditation procedure, mobility and transfers from other institutions of higher education

#### Art. 33 Recognition of equivalence of results obtained outside the Faculty

1. The Faculty may take due account of an applicant's prior learning in other Faculties and, guided by the principles of mobility and fair and equal treatment, admit him/her to a later stage than the first semester as long as there is compatibility and equivalence between the two study plans.
2. For each transfer student, the Director of studies defines which courses are accepted as equivalent, ensures that the necessary checks are carried out of the knowledge and skills acquired, deciding at which level he/she may be admitted, and recommends a personalised study curriculum.
3. The Faculty may prescribe additional preliminary requirements only in the case of students transferring from degree curricula in a different branch or discipline.
4. If a general cooperation agreement with partner universities or institutions of higher education exists, its terms and conditions are applied, replacing a case-by-case accreditation procedure.

#### Art. 34 Application for accreditation

1. Students may apply for credit transfer (i.e. recognition of credits obtained in another institution of higher education) as long as they have matriculated at USI and chosen their degree programme. The application file should include:
  - a description of studies completed in the previous Faculty, or in other recognised institutes, offices or organisations, and an indication of corresponding courses in the Faculty for which equivalence is being sought;
  - the number of credits acquired in each course or other assessed academic activity and any relative credit value;
  - an official confirmation detailing courses attended, examinations passed, as well as the evaluation criteria, grades and credit points earned in the previous alma mater.
2. Courses and any other curricular activities for which accreditation has been granted are transferred onto the USI record, with a notation of the credit points and any grades or evaluations.
3. The Study Delegate may at any moment and at his/her discretion request to see the original of any part of the documentation submitted.

## Chapter VI

### Leave of absence

#### Art. 35 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 Dean's discretion, represent a major impediment to the smooth progress of the applicant's studies. Generally speaking, a leave of absence is for a maximum of two semesters. It will be up to the Dean to grant any exceptional extension of this period.
2. Students on leave remain matriculated at the University; by paying a reduced administrative fee, in accordance with the University's Admission and Matriculation Regulations, they 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 or defend the Master's thesis. A student who is on leave during the autumn semester may not enroll for the winter examination session. A student who is on leave during the spring semester may not enroll for the summer and autumn sessions, although, renewal of matriculation for the following autumn semester entitles the student to sit examinations in the autumn session. 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.

### Art. 36 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 best to prepare examinations, work out a schedule and all sorts of personal choices required by the degree curriculum.
2. A tutor may be officially allocated to students who have failed an examination twice.
3. The Dean is responsible for designating the tutor from among the Faculty teaching staff.
4. The tasks specific to the tutoring role will be defined in a separate set of guidelines.

### 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 oral or a written examination;
  - plagiarism in the process of preparing a written paper (term paper, internship report or project, Master's dissertation, 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 as his/her own research findings obtained or published by third parties.
2. In all cases covered under Article 37.1 above, 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 pronounce (also cumulatively) the following sanctions, 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;
  - the student is suspended for one or more examination sessions, class attendance being nonetheless permitted;
  - the student is denied the right to acquire any 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 organs, who may pronounce the student's exclusion.

### Art. 38 Grievances and appeals

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
1. Any decision that affects a student's rights and expectations, including examination results, must be notified in writing.
2. The student has the right to lodge an appeal against any decisions, whether taken by the Dean, the Study Delegate, individual lecturers, exam commissions, committees or services, and so elicit a resolution from the Faculty, in whose name the Complaints Commission decides.
3. A student may appeal against a Faculty decision by lodging a formal complaint to the Tribunale cantonale amministrativo, Via Pretorio 16, 6901 Lugano.
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.
5. No fee is charged for complaints. A fee may be charged if an appeal is rejected either wholly or in part, and generally an advance of up to CHF 500 is required ahead of the decision.

### Art. 39 Amendments

1. The present Regulations or single provisions thereof may be amended by the Faculty Council only by the absolute majority of its members.
2. Each amendment proposal must be put on the agenda and notified to the members of the Faculty Council at least 10 days before its next meeting.

### Art. 40 Validity and enforcement

1. The present Regulations come into force on 1 September 2008 and supersede those issued on 12 January 2005. They apply in their entirety to all students who matriculate in 2008/2009 and after.
2. Any disciplinary measures considered in the present Regulations apply immediately to all students.

## List of updates

Art. 2.bis new by decision of UC from 13.07.2012  
 Art. 7 cpv. 2 changed by decision of UC from 13.07.2012 \*  
 Art. 7 cpv. 3bis new by decision of UC from 13.07.2012  
 Art. 8 cpv. 2 changed by decision of UC from 13.07.2012 \*  
 Art. 9 cpv. 2 modified with decision of the Faculty Council on 9.11.2022 and of the Senate on 01.12.2022  
 Art. 11 cpv. 2a e 2b update by decision of UC from 15.05.2013  
 Art. 17 cpv.1 modified with decision of the Faculty Council on 9.11.2022 and of the Senate on 01.12.2022  
 Art. 21 cpv. 3 changed by decision of UC from 13.07.2012  
 Art. 23 cpv. 1 changed by decision of UC from 13.07.2012  
 Art. 23 cpv. 5, 5.bis and 5.ter new with decision of UC from 13.07.2012  
 Art. 27 cpv. 2 changed by decision of UC from 13.07.2012  
 Art. 29 update by decision of UC from 15.05.2013  
 Art. 30 cpv. 2 changed by decision of UC from 13.07.2012 \*  
 Art. 36 changed by decision of UC from 13.07.2012  
 Art. 37 cpv. 1 and 4 changed by decision of UC from 13.07.2012  
 Art. 38 cpv. 2 changed by decision of UC from 13.07.2012

- \* Changes not valid for students matriculating by 2011/12  
 \*\* Information published at the following link:  
[www.com.usi.ch/en/practical-information/regulations-and-forms](http://www.com.usi.ch/en/practical-information/regulations-and-forms)  
 \*\*\* Interpretation of UC from 10.09.2014: "The examination on a course must be passed within the second supplementary session (art. 22) in which the course was held. Candidates who fail to comply with this condition are excluded from the Faculty."



Università  
della  
Svizzera  
italiana



Faculty  
of  
Communication,  
Culture  
and Society

Study  
Regulations  
2 July 2008