

Università  
della  
Svizzera  
italiana

Faculty  
of  
Economics

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# Study Regulations 2007

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19 December 2007





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

The Faculty Council, at its meeting of 19 December 2007, 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:



### Art. 1 Generalities

1. The Faculty provides a complete degree programme in Economics.
2. The study curriculum consists of:
  - a period of foundation studies (first three years) culminating in the Bachelor's degree;
  - a subsequent period (usually two years) of in-depth studies in a special field, culminating in the Master's degree;
  - the doctoral degree (as a rule, three additional years).

### Art. 2 Degree titles

1. The Faculty awards the following classes of academic qualifications, in the order: "Lauree" (Bachelor of Arts), "Lauree magistrali" (Master of Arts / Science), "Dottorati" (Doctor of Philosophy), and "Master of Advanced Studies". In particular, the degrees awarded are denominated as follows, respectively:
  - Bachelor of Arts *in Scienze economiche*
  - Master of Arts / Science in Economics
  - Master of Science *in Scienze economiche*
  - Doctor of Philosophy *in Scienze economiche* / in Economics
  - Master of Advanced Studies<sup>1</sup>
2. In addition, jointly with the Faculty of Communication Sciences, the Faculty awards the following qualifications:
  - Master of Arts in Economics and Communication
  - Master of Science in Communication and Economics.<sup>2</sup>
3. In addition, jointly with the Faculty of Informatics, the Faculty awards the following qualifications:
  - Master of Science in Informatics and Economics.<sup>3</sup>
4. The Faculty may, alone or with other institutions, run degree programmes that are professionally oriented, leading to the degree of Executive Master.

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

<sup>1</sup> This new Clause was formally approved by the Faculty on 15 November 2017.

<sup>2</sup> This new Clause was formally approved by the Faculty on 15 November 2017.

<sup>3</sup> This new Clause was formally approved by the Faculty on 15 November 2017..

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**Art. 3**  
**Scope and**  
**cross-reference**

1. The current Regulations govern all assessment and grading procedures for the award of the Bachelor's and the Master's degrees.
2. The Master's degree in Public Management and Policy (PMP) is also governed by Study Regulations issued within the SPAN Network, and these prevail where a discrepancy arises. <sup>4</sup>
- 2.<sup>bis</sup> The special conditions set out in the Elite SPORT Programme of the University apply to all student athletes who have fulfilled its admissions requirements.<sup>5</sup>
3. The conferment of the degree of PhD and of possible other degrees is governed by a separate, appropriate set of rules.

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<sup>4</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

<sup>5</sup> This new Clause was formally approved by the Faculty on 12 June 2013 and came into force on that date.

### **Art. 4** **First cycle:** **compulsory** **and elective** **subjects**

1. The Bachelor's curriculum is devoted to a rigorous preparation in foundation studies: neither specialised nor directly career-oriented.
2. In the first two years the syllabus is the same for all students. In the third year, students have the opportunity to acquire an initial level of specialisation in one of three main streams: economics, management, and finance.<sup>6</sup>
- 2.<sup>bis</sup> The foundation stage of the degree programme ('core subjects') is common to all undergraduate students. From year II onwards, each student will be expected to opt for one of the following streams: Management, Political Economics, Finance, or Quantitative Methods. Having selected his/her special field, each student will have to attend those courses that are specific to it ('stream subjects') and complement them with 'elective subjects', according to the courses outlined in the curriculum, which is binding.<sup>7</sup>
- 2.<sup>ter</sup> The Management stream provides a specialisation in Intercultural Communication and Economics. The new course is run in the third year of the BA programme, in conjunction with the Hanken School of Economics, Helsinki.<sup>8</sup>
3. The study curriculum for the three-year degree programme is published in the Course Prospectus, as well as on the Faculty's website, which is regularly updated.<sup>9</sup>

### **Art. 5** **Entry** **requirements**

Applicants may be admitted to the Bachelor's degree programme in Economics on condition that they fulfil the general admission requirements laid out by the University of Lugano.

### **Art. 6** **Credits and** **curriculum** **requirements**

1. The course of study is conceived to comply with the European Credit Transfer System (ECTS), according to which students are expected to achieve 60 credit points a year.

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<sup>6</sup> This Clause applies to all students matriculated before the academic year 2013-14.

<sup>7</sup> This new Clause, formally approved by the Faculty on 12 June 2013, comes into force from the academic year 2013-14.

<sup>8</sup> This new Clause was formally approved by the Faculty on 20 September 2017.

<sup>9</sup> This new Clause was formally modified by the Faculty on 12 June 2013.

2. The degree of Bachelor of Arts is awarded, generally, after six study semesters and the acquisition of 180 credits, to be obtained according to the terms and conditions set out in the present *Regulations*.
3. To be awarded the first degree the student must:
  - sit the examinations described in the programme of study;
  - write a Bachelor's dissertation<sup>10</sup> worth 6 credits;
  - or write a Bachelor's dissertation worth 3 credits undertake an internship or develop a project, or alternatively take an additional course examination (see Art. 10).<sup>11</sup>

**Art. 7**  
**Year 1:**  
**Requirements**  
**and time limits**  
**for examinations**

1. To successfully complete the first year, students need to earn 60 credits as described in the study plan.
2. Students are entitled to sit second-year examinations only after acquiring at least 42 credits in first-year course unit examinations.
3. All the first-year examinations must be successfully completed by the end of the second year of study. Candidates failing to meet this deadline will be excluded from the Faculty.

**Art. 8**  
**Terms and**  
**conditions for**  
**achieving the**  
**degree**

1. The candidate is awarded the first degree after earning the 180 credits prescribed in the study programme.
2. The maximum period of study allowed for the first degree is five years. Failure to comply with these conditions will result in the candidate's exclusion from the Faculty.
3. The admission of mature students, 'advanced' students or transfers from another university is handled by an ad hoc Committee of the Faculty, which decides on a case by case basis. The minimum essential conditions are: registering at the University of Lugano for at least two semesters, and obtaining at least 60 ECTS.

**Art. 9**  
**Bachelor's**  
**dissertation**

1. One condition for the award of the first degree is a long essay or written report, called 'Bachelor's dissertation', to be submitted to the appropriate course tutor (acting as the examiner) for approval and evaluation.
2. The Bachelor's dissertation is a personal piece of research work which the student develops and writes up on a topic related to one of the courses or seminars included in the official curriculum.
3. The essay addresses a topic to be agreed between student and course tutor, and is an opportunity for both parties to assess the former's progress and the level of competence acquired.
4. The Bachelor's dissertation is graded on a scale from 1 (lowest mark) to 10 (top mark), in conformity with Art. 11.
5. This mark is taken into account when calculating the final average grade weighted on the basis of the credit value attributed to it in the study plan.
6. The course tutor communicates the mark to the Secretary for

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<sup>10</sup> The expression 'Bachelor's dissertation' replaces the expression 'term paper' used in the previous versions of the Study's Regulations.

<sup>11</sup> This new Clause was formally approved by the Faculty on 26 May 2010 and came into force on that date.

Examinations by completing the appropriate evaluation form.

7. The Bachelor's dissertation is clearly distinct from any seminar work carried out as an integral component in the evaluation of a course, and which as such does not attract any ECTS of its own.
8. Any form of misconduct in the drafting of the Bachelor's dissertation is punishable under the terms of *Regulations* Art. 41.

**Art. 10  
Internship,  
project or  
alternative  
course subject**

1. During their undergraduate studies, students may choose to write a Bachelor's dissertation worth 3 credits combined with:
  - A period of work experience outside the Faculty, in the form of an internship with a company or institution; alternatively
  - A project designed to apply to concrete professional cases theories and notions acquired from academic study.<sup>12</sup>
2. Under these conditions, an internship or a project represents an essential component of the undergraduate curriculum.<sup>13</sup>
3. An internship period (i.e. work placement) is intended to help students:
  - a) acquaint themselves with a professional environment;
  - b) identify opportunities associated with a profession or other career path in economics;
  - c) steer the final stage of their curriculum so as to match such opportunities.
4. The main purpose of a project is to enable the student to get to know a professional sector and study one particular aspect of it. The student's work consists in: first collecting and reviewing a set of data, and secondly analysing and writing up the results. Projects are defined and proposed by the teachers, and may be carried out in teams, with a maximum of five students each.
5. The internship (or work placement) or the project may be replaced by an additional third-year course offered in Economics, or an undergraduate course run by one of the sister Faculties, chosen from a list approved by the Director of Examinations. The student must obtain at least a pass mark in the examination.
6. Internship and project may be undertaken only after the first four study semesters have been successfully concluded.
7. An internship should last a minimum of one month and up to three months, and preferably be held outside the teaching term. On average, a project is expected to take about six weeks.
8. Specific sets of guidelines, approved by the Faculty Council, regulate the various aspects of the internship and the project. Interested students are advised to refer to them.

**Art. 11  
System of  
evaluation**

1. All examinations and the Bachelor's dissertation are assessed and graded on a scale of 1 (minimum) to 10 (maximum), including half (0.5) points, and where 6 is the pass mark.

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<sup>12</sup> This new Clause was formally approved by the Faculty on 26 May 2010 and came into force on that date.

<sup>13</sup> This new Clause was formally approved by the Faculty on 26 May 2010 and came into force on that date.

2. To obtain the credit points relating to each course unit the candidate must pass the relative examination with a grade equal or higher than 6; or by formal recognition (and conversion as necessary) of a grade earned in another university or academic institution.
3. The assessment of an internship or a project is expressed by a binary system: 'pass' or 'fail'.
4. Out of the total of 180 ECTS points required for the degree award, the candidate is permitted to validate up to 18 credits on the basis of a fail grade, provided it is not lower than 5 (out of 10). The determinant grade is the one obtained in the last attempt.
5. The final (degree) grade is calculated as the average of all examinations marks and the mark assigned to the Bachelor's dissertation, each one being weighted on its ECTS value as indicated in the plan of study.
6. Transfer students (i.e. students admitted after previous studies in another university and a positive credit record) will be entitled to claim 10% of the balance of credits they need to obtain at the University of Lugano.

**Art. 12  
Re-sitting  
examinations  
and  
re-submitting  
a Bachelor's  
dissertation**

1. A candidate who fails an examination is allowed to re-take it a maximum of two times. Candidates who fail three times are excluded from studying for that degree.
2. Candidates who fail the Bachelor's dissertation are allowed to submit a new paper on a different topic. Candidates failing at the second attempt are excluded from the Faculty.
3. A candidate who has passed a course examination may not repeat it; similarly, a candidate who has been awarded a pass grade for the Bachelor's dissertation may not re-submit.

**Art. 13  
Degree  
diplomas /  
certificates**

Having satisfied all the requirements outlined in the present *Regulations* the candidate is awarded the degree, complete with the full Transcript of Records and the Diploma Supplement.

**Art. 13a**

1. The study curriculum for the Bachelor's degree in Economics (Art. 4, paragraphs 2bis and 3) ratified on 12 June 2013 applies to all first-year students matriculated in the academic year 2013-2014.
2. With the exception of the cases considered in paragraphs 3, 4 and 5, students registered before the academic year 2013-2014 shall continue to be subject to the old study curriculum. In particular, (i) all first-year subjects of the 'old' curriculum will be regularly examined in all three sessions (including the re-sits one) of the academic year 2013/14. No further session will be held after that, in accordance with Art. 7 para. 3; (ii) examinations will be held to cover second- and third-year subjects in the three regular sessions (including the re-sits one) for three and two years respectively after any given course has been removed, in accordance with paragraph 6, within and consistently with the terms and conditions of Art. 8 para. 2.
3. Students who registered under the old Study Curriculum before the academic year 2012-2013 may request to be reassigned to the new one, by applying to the Examinations Secretary by and no later than

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15 October of each year. In the process, they shall be entitled to claim the transfer of credits achieved until then under the old curriculum, on condition that the course content is considered to be similar or equivalent by the professor in charge of the course concerned. That being the case, the terms and conditions described under Art. 7 and 8 continue to be enforceable.

4. Students registered in the academic year 2012-2013 are entitled to transfer to the first year of the new Study Curriculum, by applying to the Examinations Secretary no later than 15 October 2013. In the event, they will start their degree programme again from year one, although some credits already earned from examinations administered under the old curriculum may be legitimately granted.
5. Those students who, having registered in the academic year 2012-2013, have successfully passed all the examinations of the first year and none of the second year by the end of the academic year 2013-2014, will be re-assigned *ex officio* to the second year of the new Study Curriculum. Students who have already passed some examinations of the second year can nonetheless avail themselves of the options described in paragraphs 2 and 3.
6. Courses belonging to the study curriculum before 12 June 2013:
  - Second-year subjects will be taught only in the academic year 2013-14;
  - Third-year subjects will be taught up to and including the academic year 2014-15.<sup>14</sup>

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<sup>14</sup> This new Clause was formally approved by the Faculty on 18 September 2013 and came into force on that date.

## Chapter III

# Master's Degree

### Art. 14 Specialisation level

1. The Faculty organises, on its own or in conjunction with other Faculties, specialisation programmes (Master) in a number of disciplinary areas.
2. A full list of Master's programmes with the respective study plans is published in the *Course Prospectus*.

### Art. 15 Entrance requirements

1. The Faculty admits to a Master's programme any applicant in possession of a Bachelor's degree of the University of Lugano or other academic degree or diploma deemed to be equivalent.
2. The Faculty may set additional requirements (supplementary examinations, etc.) in some disciplines, to fill possible gaps in the candidate's previous degree curriculum.
3. In exceptional and well-documented cases, candidates may be admitted as 'Advanced Students' and be assigned a reduced study plan.
4. For any decision referred to in Art. 15.3, the competent organs are the Faculty Council or the Director of Examinations, to whom the Master's Director of studies submits the single cases.

### Art. 16 Workload and credit worth

1. To qualify for a Master's degree, the candidate is required to:
  - pass all the examinations and fulfil any other course work and assessment requirement as detailed in the study plan;
  - submit the Master's thesis.
2. The credit value attributed to each assessment unit is specified in the study plan of each Master's programme.

### Art. 17 Terms & condi- tions to qualify for the degree

1. To qualify for the degree, the candidate shall earn the minimum number of credits from course units detailed in the Master's study plan selected. Credit points may be earned solely from course units listed in the specific Master's programme.
- 1.bis As a rule, ECTS points earned in excess of the number needed for a Bachelor's degree cannot be claimed to count towards satisfying a Master's degree requirements. Exceptions may occur; but only in the case of particular and specialist course subjects, for a maximum of 6

ECTS. The authority in these cases is the Director of examinations, who will decide after discussing the matter with the Master's Director.<sup>15</sup>

- 1.<sup>ter</sup> Further, to obtain the Master's degree candidates are expected to fulfil the English language requirement where indicated as part of the admission conditions. Thus, by and no later than the conclusion of the graduate study programme, each candidate is required to submit evidence of having reached C1 level, either by presenting one of the external certifications approved by the Faculty or by passing the internal exam offered at the end of the specific C1 English language course run by USI.<sup>16</sup>
  2. A Master's degree programme shall not exceed three full years, not counting the internship where this is a formal requirement of the study plan. Failure to meet the deadlines results in the candidate's exclusion from the Faculty.
  3. Before being admitted to sit second-year examinations, candidates must have obtained at least 39 ECTS points from first-year examinations.<sup>17</sup>
  4. All the first-year examinations must be successfully completed by the end of the second year of study. Candidates failing to meet this deadline will be excluded from the Faculty.<sup>18</sup>

#### **Art. 18 Master's thesis**

1. The Master's thesis (or dissertation) is a long essay which tests the candidate's ability to apply a certain methodology to the analysis of a given problem.
2. During the research and writing-up stages the candidate is guided by a supervisor, usually a tutor in one of the official Master's courses.
3. The supervisor designates a second reader/examiner to support him.
4. The second reader must be a university teacher; alternatively, an expert in the field of the thesis can be chosen with the approval of the Master's director. The rank of *maître assistant* is included under the term 'university teacher'.
5. The subject of the Master's thesis is chosen by the candidate in agreement with the supervisor, in an area of interest and competence of both.
6. The time and effort devoted to researching and drafting the thesis must be compatible with the credit value indicated in the Master's study plan.
7. The Master's dissertation is examined orally (viva examination), before a jury comprising the supervisor and the second reader.
8. After the viva, the panel deliberates and agrees on the grade, which is expressed on a scale of 1 (minimum) to 10 (maximum), in

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<sup>15</sup> This new Clause was formally approved by the Faculty on 11 June 2014 and came into force on that date.

<sup>16</sup> This new Clause was formally approved by the Faculty on 7 February 2018.

<sup>17</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

<sup>18</sup> This new Clause, formally approved by the Faculty on 24 November 2010, comes into force from the academic year 2011-12.

accordance with art. 20.

9. The supervisor communicates the grade to the Examinations Secretary.
10. This evaluation figure is taken into account in the calculation of the weighted average final grade based on the credit value assigned to the thesis in the specific study plan.
11. Any form or act of misconduct detected in the Master's dissertation is sanctioned on the basis of *Regulations*, Art. 41.

## **Art. 19 Internship**

1. The single Master's study plan may prescribe a period of practical training outside the Faculty in the form of a work placement with a firm or institution.
2. The internship (or work placement) is an essential component of the undergraduate curriculum.
3. An internship period is intended to help students:
  - a) acquaint themselves with a professional environment;
  - b) identify opportunities associated with a profession or other career in economics;
  - c) steer the final stage of their curriculum so as to match such opportunities.
4. The internship will be undertaken according to the conditions (period and duration) recommended by the appropriate Master's study programme.
5. The Internship Guidelines, approved by the Faculty Council, govern all aspects of the internship, and Master's candidates are invited to refer to them.

## **Art. 20 System of evaluation**

1. All examinations and the Master's thesis are evaluated and graded on a scale of 1 (minimum) to 10 (maximum), including half points (0.5), and where 6 is the pass mark.
2. To obtain the credit points relating to each course unit the candidate must pass the relative examination with a grade equal or higher than 6; or by formal recognition (and conversion as necessary) of a grade earned in another university or academic institution.
3. The assessment of an internship is based on a binary system (Pass or Fail).
4. As a rule, a candidate registered for an elective examination listed in the graduate programme is expected to pass the corresponding examination and earn the relative ECTS in order to earn his degree. Exceptions may granted by the appropriate Master's director.
5. Out of the total of 120 ECTS points required for the degree award, the candidate is permitted to validate one examination, up to 6 credits, on the basis of a fail grade, provided it is not lower than 5 (out of 10). The determinant grade is the one obtained in the last attempt.
6. The grades obtained in all the examinations and the Master's thesis are taken into account in the calculation of the average for the degree's final mark, weighted according to the credit value indicated in the study plan. Binary evaluations do not affect the calculation.
7. Exceptions to the organisation or system of exam evaluation described in these Regulations may be devised by a Master's director and communicated at the beginning of term, provided they have been approved by the Director of Examinations.

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**Art. 21**  
**Examination**  
**re-sits and**  
**Master's thesis**  
**re-submission**

1. A candidate who fails an examination may re-take it two further times. Failing the examination of one course unit at three sittings results in the candidate's being excluded from the Faculty.
2. A candidate who fails the Master's thesis has the right to re-submit a new thesis, on a different topic. If the second attempt fails, too, the candidate will be excluded from the Faculty.
3. A candidate who has been successful in a course examination or the Master's thesis may not re-enter that examination or re-submit another dissertation.

**Art. 22**  
**Degree**  
**certificates**

A student who has successfully satisfied all the requirements prescribed in the present *Regulations* is awarded the degree, complete with the Transcript of Records and the Diploma Supplement.

## Chapter IV Examinations

### **Art. 23 Examinations**

1. Examinations are based on the course subjects that make up the degree curriculum.
2. An examination is a test designed to assess a candidate's knowledge and skills.
3. Each course tutor is responsible for organising and setting an examination paper to assess the knowledge acquired by students during lectures and seminars held within the given course unit.
4. Each teacher shall inform the Director of Examinations of his/her own assessment method and modalities, to ensure that they are compatible with the present Regulations.

### **Art. 24 Organs and authorities**

1. Official organs involved in the administration of examinations are:
  - The Director of Examinations;
  - The Examiners;
  - (if need be) The Faculty Board of Examiners;
  - Other committees set up by the Faculty Council.
2. The Director of Examinations is a course tutor designated for this role from among the members of the Faculty Council, with a fixed-term mandate. He/She is responsible for the correct enforcement and application of the Study Regulations for such aspects as relate to preparation, organisation, and conduct of examinations. More precisely, the Director of Examinations:
  - Organises and coordinates the examination sessions;
  - Sets the dates of the various sessions;
  - Checks to ensure that there are impediments based on incompatibilities between the parties involved;
  - Settles in the first instance any matter of dispute over examinations and other forms of assessment and their conduct;
  - Decides in the first instance on the exclusion of a candidate from the Faculty in cases covered by articles 7, 8, 12, 17 and 21 of the present *Regulations*.<sup>19</sup>

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<sup>19</sup> This new Clause was formally approved by the Faculty on 21 September 2016 and came into force on that date.

3. The course teachers are also the designated examiners for the respective course units. Should an impediment occur, the Director of Examinations will appoint a replacement for the absent course tutor.
4. The Faculty Board of Examiners comprises the course tutors of the subjects of the first year. The Board generally meets twice a year, primarily in order to oversee and evaluate the overall academic situation of each undergraduate student. The Board will devote particular attention to students with a weak or problematic record; it will, accordingly, express specific advice and recommendations, which the Director of Examinations passes on to the interested parties, as appropriate.

**Art. 25**  
**Format of the**  
**examination**

1. Examinations may be written or oral, or involve both a written and an oral component.
2. It is each course teacher's responsibility to define, at the beginning of the teaching term, the format of his/her own examination.
3. The minimum duration of a written examination for a 6 ECTS course unit is 90 minutes; and 20 minutes for an oral examination.
4. In an oral examination, the main examiner must always be accompanied by an assistant or another teacher of the Faculty; and a brief report ('minutes') must be drafted.

**Art.26**  
**Examination**  
**sessions**

1. There are two examination sessions for each course unit:
  - An ordinary session (after the semester);
  - A supplementary session (end of summer, just before the start of a new academic year).
2. The ordinary session comprises examinations on all the course units taught in the semester that precedes the session.
3. Candidates who fail their first attempt in the regular session may re-present themselves in the supplementary session, at the end of summer.
4. If the second attempt fails, and if that course is an obligatory (core) course, the candidate has the right to re-sit that examination at the next opportunity, namely at the end of the semester in which that course is run again; it is up to the candidate to bring him/herself up to date with the course content for that semester. The maximum number of attempts remains as provided for in articles 12 and 21.

**Art. 27**  
**Language**

1. As a rule, the language used for written examinations and Bachelor's dissertations in the first degree (Bachelor's) programme is Italian. Other languages may be used (in particular, German, French, or English) on condition that the teacher concerned agrees.
2. Graduate written examinations and the thesis must be presented in the official language of the specific programme. Italian or other languages may nonetheless be used with the approval of the Master's Director.

## **Art. 28 Registration and withdrawal**

1. To register for examinations the student must be duly matriculated with the Faculty, comply with the terms and conditions of the present *Regulations*, and have paid the fees for that term (according to the University's *Admission and Matriculation Regulations*).
2. Candidates will enter their applications to the Examinations Secretary no later than the closing date and in the form officially indicated.
3. Students who are attending a mobility or study-abroad semester are not entitled to enrol and sit examinations on course units run by the University during that period. They may on the other hand take examinations that relate to course units they attended in previous semesters.
4. A candidate is entitled to withdraw from an examination up to five days before the date scheduled for that examination. The notification must be done in writing (by mail, fax, or email) to the Examinations Secretary. If the notification is by letter, the date is that of the postmark.<sup>20</sup>
5. The examination is invalid (hence annulled) in the following circumstances: if the candidate enrolled, was admitted, or actually presented him/herself when he/she had no rights to do so, in other words in breach of the current *Regulations*. In particular, this is the case of a student who:
  - attends the examination sitting without having registered by the closing date indicated or did not do so according to the prescribed procedure;
  - registers for, and attends, an examination in open contempt of the prerequisites set in the present *Regulations* and the official study plan.
6. Before registering for an examinations session, students must take an on-line test of Academic Integrity. This is designed to prevent any instances of student misconduct described under Art. 41 para. 1 of the current Study Regulations. The test is administered, according to a procedure notified by the Secretary for Examinations.<sup>21</sup>

## **Art. 29 Unjustifiable absence**

- 1 A candidate who fails to attend the examination sitting or leaves the hall without completing the examination without an acceptable or satisfactory explanation or justification, will be considered to have failed the examination.
2. The motive for a candidate's absence must be serious; it must be notified as soon as the impediment ceases, and proper evidence be presented.<sup>22</sup>

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<sup>20</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

<sup>21</sup> This new Clause was formally approved by the Faculty on 20 November 2013 and came into force on that date.

<sup>22</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

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**Art. 30  
Misconduct**

3. If in doubt, the decision lies with the Dean, having heard the advice of the Director of Examinations. Should the medical certificate presented by the student be insufficient or inadequate, the Faculty may consult a fiduciary physician.
4. Candidates who are unable to justify their absence from the examination shall be considered to have failed that examination which, according to arts. 12 and 21 of the *Regulations*, will be recorded as 'np' ('not present') note.

**Art. 31  
Notification  
of results**

If during a written examination reasonable evidence is found to suspect that a candidate has been cheating, or is caught in the act, the invigilator(s) shall draft a report for the attention of the Director of Examinations. The latter shall, if appropriate, launch a disciplinary investigation under art. 41 of the present *Regulations*.

1. Examiners must communicate the examination results to the Examinations Secretary in the form required.
2. The Director of Examinations may consult examiners on their examinations and their relative grading.
3. At the end of each examination session, the Director of Examinations sends each candidate a written record of results.
4. If and when a candidate has exhausted all his chances of re-sitting or has spent the maximum permissible time, the Director of Examinations confirms their expulsion from the Faculty.

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## Chapter V

### Study semester in another university

**Art. 32**  
**Purpose**

1. A period of study in another university, preferably in a different language area, is strongly recommended as one of the conditions for the Master's degree. The study-abroad semester may also be undertaken earlier, during the first degree cycle.
2. The purpose is to promote student mobility, towards broader cultural, scientific, and linguistic horizons, and a stronger grasp of academic learning.

**Art. 33**  
**Duration,**  
**academic**  
**credits and**  
**Guidelines**

1. The study-abroad period lasts one semester if it is undertaken as part of the Master's degree programme. If it is undertaken during the first cycle (Bachelor's), it may be extended to a maximum of two consecutive semesters.
2. Examinations passed in the host institution will be recognised and the relative ECTS points endorsed in accordance with the study plan.
3. During the preparatory stage, students are expected to draw up an indicative list of course subjects they plan to attend at the host institution and the ECTS value for each; this study plan (Learning Agreement) must be approved by the Director of Examinations or, for Master's students, by the Master's Director.
4. A set of Study-Abroad Guidelines, approved by the Faculty Council, regulate each aspect of the 'away semester'; students are advised to refer to them.

**Art. 34**  
**Check of**  
**requirements**

In view of the degree award, the Secretary for Examinations checks that all the conditions and requirements ratified in the present Regulations have been complied with; and promptly advises the candidate and the Director of Examinations of any shortfalls.

**Art. 35**  
**Degree**  
**classification**

1. At the end of each academic programme (first and second level), the graduate in Economics is awarded one final grade which corresponds to the average of all marks assigned in the various learning assessments (examinations papers, etc.) according to the study plan. The mean grade is calculated by weighing each grade on the basis of the credit value attributed to the subject or other assessment unit; it is rounded up to the second decimal digit.
2. Classifications:
  - *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).
3. A student who decides to interrupt his course of studies may request a document certifying any grades and course credits obtained (a partial transcript).

**Art. 36**  
**Degree award**  
**ceremony**

Degrees are officially conferred during a degree award ceremony, complete with the Diploma Supplement and the Transcript of Record fully certifying the student's academic curriculum.

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## Chapter VII

### Validation procedures and leave of absence

#### **Art. 37** **Recognition of equivalence**

1. The Faculty may recognise examinations already successfully completed in other universities, and so grant the transfer student exemption from lectures and seminars related to those subjects. Applications for recognition must be sent to the Director of Examinations using the appropriate form.
2. If general cooperation agreements with partner universities exist, they will be applied, replacing a case by case procedure.

#### **Art. 38** **Leave of absence**

1. The Dean and the Master's Director may, at their discretion, grant an interruption of the study programme (of one or more semesters) on grounds of maternity, military or civil service, serious illness, or other reasonable cause that the applicant can prove to be an impediment to the smooth progress of his or her studies.
2. Students on leave remain matriculated at the University; by paying an administrative reduced fee, in accordance with the provisions of the University's *Admissions and Matriculation Regulations*, they retain the benefits connected with a student status although they do not attend classes or any other academic activity.
3. As a rule, a student who is absent on leave has no right to take examinations or defend the Master's thesis.
4. Students absent on grounds of maternity, or military or civil duty or for grave and medically justified illness, are nonetheless allowed to sit examinations on course units that they had already attended.

**Art. 39**  
**Competences**

The competences and jurisdiction of the Faculty Council, the Dean and any delegated organs are defined in the Faculty Statute and in the present *Regulations*.

**Art. 40**  
**Exceptions**

In exceptional circumstances, the Faculty Council may deviate from the norm set out in these *Regulations*, but only in favour of the candidate.

**Art. 41**  
**Disciplinary**  
**measures**

1. The Faculty Council 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 written examinations;
  - plagiarism in the process of drafting a paper (Bachelor's dissertation, internship report or project report, Master's dissertation, etc.). A student is guilty of plagiarism when he/she submits a piece of written work (Bachelor's dissertation, dissertation, report) containing one or more portions copied or closely paraphrased from an unidentified original, without duly acknowledging the source or formally quoting; it is an act of intellectual and academic dishonesty which consists in passing off as one's own the work of others, or appropriating research findings originally published by third parties. In all cases covered by Art. 41, clause 1, the Faculty Dean, having
2. heard the Director of Examinations and noted the outcome of the preliminary review conducted by both, and fully respecting the student's right to be heard, may pronounce (also cumulatively) the following sanctions, duly considering 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 null and void; in
  - this case, the examination or term paper shall be recorded with a '1' grade, the minimum fail result under *Regulations* articles 12 and 21;

- if the paper is an integral component of an official examination, the examination itself shall be considered null and void in its entirety;<sup>23</sup>
- 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 written examinations 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 course units held over the period;
  - all the examinations taken by the student during the session in which he/she cheated or otherwise offended are annulled and considered void; therefore, all such examinations will be assigned the minimum grade (1) and recorded as failed according to articles 12 and 21.
3. This does not rule out the exercise of authority by other official organs in pronouncing the student's exclusion.
  4. The student has the right to appeal against the Dean's decision by submitting his or her grievance to the Faculty Council.

#### **Art. 42 Grievances and appeals**

1. Any decision that matters to the rights or expectations of a student, including examinations results, must be notified in writing.
2. The student has the right to dispute, and lodge an appeal against, any such decisions whether taken by single teachers, boards of examiners, committees or services, eliciting a Faculty resolution.
3. The student may appeal against a Faculty resolution according to the law and the University Regulations.
4. Formal complaints and appeals must be filed within 30 days of receipt of the decision, and must be clearly substantiated. The procedure is analogous to the administrative procedure of Canton Ticino, except for interruptions due to legal holidays.<sup>24</sup>
5. No fee is charged for complaints. However, a fee may be applied if an appeal is rejected either wholly or in part; and generally an advance of up to SFr 500 is required before the decision.

#### **Art. 43 Validity**

1. The present Regulations come into force on 19 December 2007 and apply in their entirety to all students who matriculated in and after the academic year 2008/2009.
2. Students who matriculated before remain subject to the Regulations issued on 10 October 2001 with any amendments subsequently decided by the Faculty. However, all provisions relating to disciplinary measures contained in the new Regulations (19 December 2007) apply at once to all students.

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<sup>23</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

<sup>24</sup> This new Clause was formally approved by the Faculty on 1 February 2017.

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3. For Master's students subject to the Regulations issued on 10 October 2001, who registered for a Master's degree before the academic year 2006/2007 Art. 17.2 applies from the academic year 2010/2011. For students who registered for a Master's degree in the academic year 2006/2007 Art. 17.2 shall apply from the academic year 2011/2012. For students who registered for a Master's degree in the academic year 2007/2008, Art. 17.2 shall apply from the academic year 2012/2013.<sup>25</sup>
  4. Art. 17.3 applies to all students registered for a Master's degree in and after the academic year 2010/2011.<sup>26</sup>

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<sup>25</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

<sup>26</sup> This new Clause was formally approved by the Faculty on 31 March 2010 and came into force on that date.

Università  
della  
Svizzera  
italiana



Faculty  
of  
Economics

Study  
Regulations

19 December 2007