

Study Regulations

October 2005

The Faculty Council, in its meeting of 15 November 2005, considering the Law of the University of Lugano of 3 October 1995, as well as the University Statute of 2 May 2002, in conformity with the University Council's decision to apply the Bologna Declaration, hereby issues the following regulations¹

Subject to ratification by the University Council

1. General Provisions/Regulations

Art. 1. In General

The training provided by the Faculty is divided into three levels

- a first cycle;
- an advanced, specialized cycle;
- doctorates.

Art. 2. Awards

1. The Faculty awards the following degrees:
 - *Bachelor of Science in Informatics* (three-year degree);
 - *Master of Science in Informatics* (two-year specialization);
 - *Master of Advanced Studies in Informatics*;
 - *PhD in Informatics*.
2. The Faculty can organize professional training courses both by itself and in collaboration with other institutions.

Art. 3. Field of Application

These provisions govern the procedures for checking and evaluating the awards listed in article 2.

Art. 4. Language

The official language of the Faculty is English. The courses, the exams, the tests, the work and semester projects are all in the official language of the Faculty.

2. Plan of studies

Art. 5. Global structure and organization

The five-year program is subdivided into two cycles:

- a first cycle at the end of which the Bachelor of Science in informatics is awarded;
- a subsequent specialization cycle at the end of which the Master of Science in Informatics is awarded.

Art. 6. European Credits Transfer System (ECTS) and requirements

1. The study program is based upon the European Credit Transfer System (ECTS).
2. 180 credits are required for a Bachelor's degree.
3. The credits for each course are definitively acquired when the course requirements have been satisfied.

Art. 7. First cycle, common core and profiles

The three-year course consists of a period of foundation training, not directly aimed at professional activities.

Art. 8. Activities laid out in the study program (foundation level)

1. In order to obtain the bachelor's degree, the student must:
 - attend all courses;
 - pass the exams as laid out in the study program;
 - present the projects as laid out in the study program.
2. The credits relative to the activities above are specified in the study program.
3. The study program is drawn up by the Faculty.

Art. 9. Advisors

Each student will be assigned an advisor, chosen from the Faculty professors, for the duration of the three-year first cycle. The advisor's responsibilities include:

- monitoring the student's progress;
- receiving the student whenever he/she needs help of any kind regarding his/her studies.

3. Evaluation

Art. 10. Tests

1. The following elements are considered in evaluating students:
 1. final exams
 2. mid-term exams
 3. projects
 4. presentations
 5. active participation
2. The tests are organized and evaluated by the person responsible for each course.
3. The Examination Delegate is responsible for ensuring all evaluation complies with these regulations.

Art. 11. Exams

1. The exam is a test in which the knowledge and skills of the candidates are evaluated.
2. The exams of a course may be in written or oral form, or in both.
3. The person responsible for the course decides at the beginning of the same what form the exam will take.
4. The person responsible for the course decides the duration of the exam.
5. At each oral exam, the presence of an assistant or another faculty lecturer is obligatory.

Art. 12. Exam sessions

There are two exam sessions:

- the ordinary session (at the end of each semester);
- the supplementary session

Art. 13. The ordinary exam session

1. At the end of each semester, there is an ordinary exam session.
2. The ordinary session consists of all the exams for the courses held during that semester.

Art. 14. The recovery session

1. A recovery session is foreseen for students who fail a course with a mark which is equal to or higher than four and less than six.
2. Students with a mark in the course which is equal to or higher than four and less than six may be admitted to the recovery exam session. Students with a mark lower than four must repeat the entire course.
3. The recovery session takes place before the beginning of the successive semester (October).
4. The extra session can also be organized before the term defined in point 3 of this article. In this case, the dates of the session will be arranged by the professor and communicated to the students before the end of the ordinary session.
5. A fee is payable for the repetition of exams.

Art. 15. Deadlines

1. First-year exams must be passed by the end of the second year; the time limit for a Bachelor's degree is 5 years.
2. Violating the conditions means expulsion from the Faculty.

Art. 16. Enrollment

1. For admission to the recovery exam session, students must enroll with the Faculty secretary as required.
2. The Faculty secretary will check the validity of the enrollment and inform the applicant of any problems in timely fashion.
3. Students must be correctly enrolled in the Faculty and have paid all due fees in order to enroll for the recovery session.

Art. 17. Absence or withdrawal

1. Any candidate who is absent or does not finish the exam without a valid justification is considered to have failed that exam. The Faculty may use a fiduciary doctor should a medical certificate be inadequate.
2. Should there be doubts, the Dean has the final decision after consultation with the Examination Delegate.

Art. 18. Illicit acts

1. If, during a written exam, there is evidence of a candidate cheating, the exam supervisors must present a written report to the Faculty. The Delegate will then check, together with the professor concerned, the validity of the evidence. If the evidence is found to be valid, the candidate is considered to have failed that exam. Moreover, the Faculty reserves the right to take further disciplinary action.
2. The Faculty may also decide to suspend the candidate for that semester. The University Council reserves the right to expel the candidate.

Art. 19. System of evaluation

1. In general, grades are expressed on a scale of 1 to 10, increasing in units of 0.5, with 6 being the passing grade. However, some exams are evaluated with a simple Pass/Fail grade.
2. Recovery exams are evaluated with a Pass/Fail grade.
3. Course evaluations contribute to the calculation of a final grade average for the Bachelors degree, with a weight equal to the credits of the course. Pass/Fail grades do not count towards the final grade average. In case a course is repeated, the last grade is the one that counts towards the final grade average. A final grade average of 6 (six) or higher is required to obtain the Bachelors degree.

4. Evaluation of intermediate or partial exams, including projects, presentations, mid-term exams, etc., is at the professor's discretion. The professor independently determines how and how much intermediate evaluations contribute to the final grade for a course. In any case, intermediate evaluations do not appear on the transcript and do not directly count towards the final grade average (GPA).

Art. 20. Organs and competences

1. The bodies in charge of the exams are the following:
 - the Examination Delegate;
 - the examiners;
 - other commissions set up by the Faculty Council.
2. The Examination Delegate is a teaching member of the Faculty Council who is nominated for a fixed period to co-ordinate the exams, set the dates, to check compliance with the present regulations with each professor and to decide in case of disputes. The Faculty may nominate more than one delegate.
3. The examiners are the professors in charge of the respective courses. Should any professor be unable to administer an exam, the Delegate will nominate a replacement.

4. Specific norms for the Bachelor's degree

Art. 21. Checking requirements

The Faculty secretary checks compliance with the requirements in article 8 and communicates any discrepancies in timely fashion.

Art. 22. Diploma

1. The diploma bears the title of the award in English: Bachelor of Science in Informatics.
2. The transcript is a special official document which lists the information relevant to the various courses with respective evaluations and study credits (ECTS). All grades are included in the transcript, including Pass/Fail grades and grades of repeated courses.

Art. 23. Award Giving

The student is officially awarded the Bachelor's degree at the graduation ceremony.

5. Procedures for recognition and leave of absence

Art. 24. Recognition

1. The Faculty may recognize courses passed at other Universities and exempt students from the relevant courses or exams, awarding the corresponding credits.
2. General agreements to collaborate with other universities may substitute individual procedures.

Art. 25. Leave of absence

1. In cases of maternity, military or civil service, serious illness and other circumstances that, in the Dean's opinion, represent a serious impediment to normal study, the student may be granted leave for one or more semesters.
2. The student on leave can maintain enrollment by paying a reduced fee and thus benefit from the status of student without the need to attend any didactic activity.
3. During maternity leave, it is anyway possible to take the exams of courses which have already been attended.

6. Final provisions

Art. 26. Responsibilities

The Faculty Council is the body responsible for the application and interpretation of the present regulations, in particular for what concerns the admission and exams procedures. The Faculty Council may not delegate this responsibility.

Art. 27. Exceptions

In exceptional cases, the Faculty has the possibility to make exceptions to these regulations, but only in the candidate's favor.

Art. 28. Disputes

1. Every decision concerning the rights and expectations of students, including course evaluations, is communicated in writing.
2. Students may lodge complaints against these decisions, whether taken by individual lecturers, the exam commission, commissions or services, and obtain a Faculty decision.
3. Students may appeal against Faculty decisions subject to the law and University regulations.
4. Complaints and appeals should be made in writing within 15 days. The same by analogy applies for the administrative procedure of Canton Ticino, except for interruptions due to legal holidays.
5. For complaints no fee is due; for appeals which are partially or totally rejected a fee of up to 500 francs may be charged and is usually required as a deposit before the decision.

Art. 29. Validity

The present regulations are valid from 15 November 2005 and apply fully to all students enrolled from the academic year 2005/2006.