



UNIVERSITÀ  
DI SIENA  
1240

**THE UNIVERSITY OF SIENA**

**REGULATIONS FOR THE INTERCLASS FIRST CYCLE DEGREE COURSE IN  
ECONOMICS AND MANAGEMENT  
Classes L-18 and L-33**

**Article 1  
Definitions**

1. The following abbreviations are adopted for the purposes of these regulations:
  - the University, for the University of Siena;
  - EM, for the first cycle degree in Economics and Management;
  - CFU, for university credit;
  - SSD, academic discipline;
  - SUA-CdS, for the annual degree course datasheet (Annex 1);
  - DEPS, for Department of Economics and Statistics at the University of Siena;
  - DISAG, for the Department of Business and Law at the University of Siena;
  - SEM, for the School of Economics and Management at the University of Siena;
  - CdS for degree course.

**Article 2  
Establishment**

1. A first cycle degree course in “Economics and Management” is established at the University of Siena under the class of first cycle degrees in Economics and Management (L-18) and Economics (Class L-33) pursuant to Ministerial Decree 270/2004 and subsequent implementing decrees.
2. The first cycle degree course in EM is a programme headed by both DEPS and DISAG. The Department of Economics and Statistics (DEPS) is the reference department.
3. The academic activities of the first cycle degree course in EM are coordinated by the School of Economics and Management (SEM), established through Rectoral Decree no. 81 of 20.01.2014 as subsequently supplemented and amended.
4. The normal duration of the first cycle degree course in EM is three (3) years. The course aims to produce graduates who have adequate command of the methods and scientific content of the economic, banking, financial and statistical-quantitative disciplines
5. The first cycle degree course in EM offers three (3) different curricula, “Banking and Finance” (class L-33), “Business and Management” (class L-18) and “Economics and Social Sciences” (class L-33), all delivered entirely in English.
6. The boards of the two departments running the degree programme, as suggested by the Academic Board and after approval by the SEM, may each year decide whether to place a cap on local admission to the degree course, pursuant to Law 264/1999, as supplemented and amended, in accordance with the process

set out in the University Regulations.

7. Students must earn 180 CFUs to complete the first cycle degree course EM.
8. The study plan of the first cycle degree course in EM comprises 19 compulsory and supplementary compulsory exams, besides those pertaining to elective courses. Language skills, computer skills, internships or traineeships, other knowledge useful for entering the job market and the final examination all contribute to the number of CFUs required for the degree.

### **Article 3**

#### **Specific learning objectives**

1. The specific learning objectives of the degree course are indicated in Section A4.a of the SUA CdS.

### **Article 4**

#### **Expected learning outcomes**

- 1 The expected learning outcomes are reported in Sections A4.b.1. and A4.b.2. of the SUA-CdS.

### **Article 5**

#### **Employment opportunities**

1. Employment opportunities for graduates of the first cycle degree course in EM are indicated in Section A2.a of the SUA-CdS.

### **Article 6**

#### **Admission requirements and methods for assessing prior knowledge**

1. The prior knowledge required for admission to the EM degree course is that acquired at secondary school level, with particular reference to the field of mathematics, in addition to a good basic general culture. As the course is taught in English, admission to the degree course requires level B2 (European Framework of Reference for Languages) proficiency in English. Minimum level B2 English language proficiency must be certified by an international certificate recognised by the University or by an equivalent qualification issued by the University Language Centre. Presentation of the certification is not required at the time of enrolment but must be provided by the end of the first semester of the course. However, the student will not be able to sit any exam involving the acquisition of credits if he/she has not presented the certificate.
2. Assessment of initial preparation is based on a test designed to ascertain the student's aptitude and basic knowledge for economic studies: this will entail testing verbal comprehension, basic mathematical knowledge and elementary problems in logic. Candidates who present proof of having passed an internationally recognised test (SAT or ACT) may be exempted from the test. For non-EU students, the results of the admission test will be used to establish the ranking list for the allocation of places available in the quota set for this category of students.
3. The degree course regulations set out the additional learning obligations foreseen in the event of poor performance in the admission test and the English language test; these obligations must be made up in the first year of the course, also in the form of specific remedial courses in mathematics and English organised by the relevant Departments.

**Article 7**  
**Academic Board**

1. The functions and remit of the Academic Board of the first cycle degree course in EM are indicated in the University Regulations.

**Article 8**  
**Course evaluation**

1. The organizational structure for course evaluation is reported under Section D1 of the SUA- CdS.

**Article 9**  
**Guidance and tutoring**

1. Guidance and tutoring activities for the first cycle degree course in EM are coordinated by the reference departments, as set out under Section B5 of the SUA- CdS.

**Article 10**  
**Recognition of credits**

1. The Academic Board is responsible for recognizing CFUs awarded by other degree courses, in accordance with the University Regulations.
2. The Academic Board adopts the following criteria to assess the student's previous studies, as reported in the documentation issued by the educational institute of origin:
  - similarity between SSDs;
  - syllabus of courses in the study plan;
  - date of examsThere will also be an interview with the reference teaching staff in the case of CFUs awarded:
  - in courses for which SSDs do not match, but have similar contents;

- for exams passed more than five academic years earlier than the date of new enrolment in order to assess whether knowledge acquired is obsolete.
3. If the student is transferring from another first cycle degree course under the same Class, the number of recognized university credits from a SSD can be no less than 50% of those already awarded within the same sector.

## **Article 11**

### **International Student Mobility**

1. Students of the first cycle degree course in EM are encouraged to spend periods of study abroad at institutes with which the University has stipulated agreements and conventions for the recognition of credits, and in particular within the framework of EU and extra-EU mobility programmes, as set out in Section B5 of the SUA-CdS.
2. Study plans to be completed abroad are approved by the Academic Board, which verifies that the training objectives are in keeping with those of the first cycle degree course. To this end, the Board checks, on the basis of the learning objectives of each foreign course, whether the identified SSD is consistent with the curriculum, also bearing in mind the exams the student has already passed at the University of Siena, which cannot be repeated during the period of study abroad.
3. Training activities at other European universities are quantified in accordance with the European Credit Transfer System (ECTS).

## **Article 12**

### **Study plan**

1. The study plan of the first cycle degree course in EM is reported in section B1 of the SUA-CdS.
2. Following the terms and procedures set out in the University regulations, students must submit individual study plans, in which they must indicate:
  - courses and other training activities selected from options available in the general plan of study;
  - the selected curriculum
  - courses or modules for acquiring elective CFUs;
3. Elective courses awarding CFUs may be selected from all those offered by the University, as long as they are consistent with the specific learning objectives of the first cycle degree course in EM. It is incumbent on the Academic Board to assess consistency.

## **Article 13**

### **Course workload**

1. The workload is measured in CFUs. Each CFU is equivalent to 25 hours divided into assisted learning activities and independent study in relation to the type of training. For each CFU of the first cycle degree course in EM the teaching component is as follows:
  - Classes: 7 ½ hours of lectures and practicals;
  - Computer lab: from 7 ½ hours to 10 hours;
  - Language lab and conversation: from 7 ½ hours to 10 hours;
  - Other: up to 25 hours.
2. The class hours required for the English language qualification will be defined by the University Language Centre.

## **Article 14**

### **Exams and ongoing assessment**

1. Assessment in compulsory and supplementary compulsory subjects, as well as language proficiency, without prejudice to the provisions of paragraphs 2 and 3, is through written and/or oral exams, with marks expressed as scores out of thirty plus any honours. For courses divided into modules, the final assessment is based on the weighted average of marks for each module.
2. Computer skills are assessed through laboratory practicals in computer rooms, in accordance with procedures defined by the Academic Board, on recommendation by the person responsible for the training activity.
3. Course exams are scheduled during three regular sessions:
  - First session: 2 dates, normally during the revision period between the two semesters. This session is reserved for first semester courses only.
  - Second session: 2 dates, normally in June. This session is reserved for second semester courses only.
  - Third session (make-up): 2 dates, normally one in July and another in September. This session is for both first and second semester courses.

There is also one special session (normally in March) for working students, students not on schedule with exams (*fuori corso*) and other students who in the previous academic year were enrolled in the last year of the degree course.

An examination board will evaluate the student's performance in each single course on a semester-by-semester, thereby providing an overall assessment. For each semester, the examination board will be made up of the lecturers who teach courses in that semester. For each course, taking into account assignments and the final examination, the student shall be awarded a mark expressed in thirtieths, possibly with honours. If the overall assessment for the semester's courses is not positive, the student must resit the final exam of any course not passed, in the appropriate remedial session and in accordance with the indications given by the assessment board.

4. The exams calendar is published at least one month in advance. Variations (postponements only) may be made for justified reasons, subject to approval by the head of the lecturer's department.
5. Performance in the core compulsory, compulsory, supplementary compulsory and elective courses, as well as in language courses, is assessed by means of at least two assignments and a final exam. The assignments, contributing at least 50% to the final assessment, shall require students to face exams that may differ from traditional written and/or oral exams on the entire programme (writing short essays, written discussion of case studies and/or simulations, carrying out individual and/or group projects, conducting specific empirical work). The methods for carrying out the assignments and their contribution to student final assessment for each course are defined by the lecturer and communicated before the start of the course, with appropriate publicity in the course syllabus. The final exam, which counts for at least 30% of the total assessment, will require students to take a written and/or oral test on the programme covered during the course.

## **Article 15**

### **Course attendance**

1. Attendance on the first cycle degree course in EM is not mandatory, unless expressly required for specific training activities, as advised by the lecturer and approved by the Academic Board
2. Working students must comply with the University Regulations.

## **Article 16**

### **Final exam**

1. The final exam awards 3 CFUs.
2. The final exam shall verify that graduands have acquired the ability to apply their knowledge, independent

thinking and communication skills, in accordance with procedures set out under Section A5.b of the SUA-CdS.

#### **Article 17** **Calendar of classes**

1. The calendar of teaching activities is reported under Sections B2.a of the SUA-CdS.

#### **Article 18** **Opportunities during the degree course**

1. The international mobility opportunities offered to students and the requirements for participation are indicated on the University and International Relations website (<https://www.unisi.it/internazionale>) and on the School of Economics and Management website (<https://www.sem.unisi.it/it/didattica/erasmus-e-studio-allestero-0>). Every year the University publishes calls for applications for participation in international mobility programmes and for the awarding of grants to students, within the limits of the financial resources deriving from European funding or made available by the University of Siena.
2. The study plan of the first cycle degree course includes traineeships, which can be carried out both at the University and at various organisations and companies that have agreements with the same. In addition, the University offers students the opportunity to carry out their thesis work in collaboration with companies and other external institutes carrying out activities in line with the educational objectives of the three curricula, thanks to a large number of agreements in place to offer students a wide range of opportunities in line with their interests; the offers and services reserved for students through the Placement Office and Career Service are advertised on the specific university portal (<https://www.unisi.it/didattica/placement-office-career-service>).
3. The Academic Board has also provided for a group of selected lecturers to act as tutors for students, providing guidance on study plans, work placement and the activity envisaged for the final examination.
4. The University of Siena strives to create an academic environment of wellbeing and inclusion that accompanies students throughout their university career and has therefore set up a free personalised listening and counselling service, through which students can ask counsellors and psychologists for support (<https://www.unisi.it/didattica/ascolto-e-consulenza>).
5. For students with disabilities, SLD or special needs who require specialised tutoring, a welcome and accompaniment service is available (<https://www.unisi.it/ateneo/lavorare-unisi/accoglienza-disabili-e-servizi-dsa>) which guarantees students the fullest possible integration into the university study and life environment.
6. All services (including those stated above) available to students in the Economics and Management degree course are illustrated and more fully described on the web page <https://.....unisi.it/it/servizi>.

#### **Article 19** **Approval and changes to the Course Regulations**

1. Changes to the regulations of the first cycle degree course in EM are decided by the Academic Board of the DEPS and DISAG departments and by the Council of the SEM, and are then ratified by the Academic Senate, subject to approval by the Council, as set out in the University Regulations.
2. Changes to the SUA-CdS are made in accordance with the terms and procedures set out at the national level.

#### **Article 20** **Final provisions**

1. For any aspects not provided for under these Regulations, reference should be made to the Statute, to the University Regulations, and to any specific laws on the matter.