



UNIVERSITY OF PAVIA
DEPARTMENT OF ECONOMICS AND
MANAGEMENT

COURSE REGULATIONS
(art. 12 - D.M. 22 October 2004 n. 270)

2015/2016 Entering Class

SECOND CYCLE DEGREE IN
INTERNATIONAL BUSINESS AND
ECONOMICS

Classe LM-77

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PART ONE – GENERAL PROVISIONS

Art. 1 – Name, class, department and duration

1. The Second Cycle Degree in International Business and Economics from the Department of Economics and Management at the University of Pavia belongs to the Class LM 77 of the Second Cycle Degrees in Economics, as described by the DM (Ministerial Decree) of March 16, 2007.
2. The duration of the degree programme is two years.

Art. 2 – Regulatory texts

1. In respect of teaching freedom and the rights-duties of faculty and students, the didactic organization and the course activities for the Second Cycle Degree in International Business and Economics are disciplined by the present document, the Statute of the University of Pavia, the general regulations of the university, the didactic regulations of the university and the student regulations.
The texts can be viewed from the following link:
<http://www.unipv.eu/site/home/ateneo/statuto-e-regolamenti.html>
2. For anything not expressly provided for in the present Regulations, the current provisions of the law apply.

Art. 3 – Body responsible for didactic and organizational coordination

1. The Second Cycle Degree is offered by the Department of Economics and Management
2. The Department Board designates from among its faculty a member charged with the programme's didactic and organizational coordination.
3. The member in question is assisted by a quality assurance (QA) oversight group, which is also appointed by the Department Board.

Art. 4 – Administrative services

1. A department office provides administrative support for students regarding course activities in the Second Cycle Degree.
2. Questions and documents concerning the student's academic record (enrolment, transfers, fees, student mobility, etc.) are the purview of the student administration office.
3. A Centre of Orientation (C.OR) also exists to help students in choosing their course of study while at university and with job placement when they graduate. The services provided by the C.OR can be viewed at the following webpage: <http://cor.unipv.it/>.

PART TWO – ORGANIZATION OF DIDACTIC ACTIVITIES

Art. 5 – Annual degree programme report

1. The Ministry of Universities annually publishes within a fixed deadline an annual report (Scheda Unica Annuale (SUA)) on the Second Cycle Degree programme containing all information relating to the curriculum for the entering class, consultable at <https://sonl.unipv.it/ava/index.php/2015SUA02408.pdf>.

Art. 6 – Admission requirements

1. Admission to the Second Cycle Degree programme is open and requires an entrance examination.
2. To be admitted to the Second Cycle Degree programme the candidate must possess:
 - a degree (including one granted under the regulations pre-dating DM 509/99), a first cycle university degree, or a degree from a foreign university recognized as equivalent to an Italian degree pursuant to art. 11 of the Student Regulations;
 - the minimum curricular requirements (see clause 3);
 - appropriate personal preparation as evidenced by a passing mark on the entrance examination (see clause 8).

A student may not enroll in the Second Cycle Degree programme without the required academic qualifications.
3. To be admitted to the Second Cycle Degree programme the candidate must have the following minimum curricular requirements:
 - at least 24 university credits (CFU) in one or more of the following academic disciplines (SSD) in economics and business: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13 ;
 - at least 12 CFUs in one or more of the following SSDs in the statistics-mathematics-econometrics field: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09;
 - at least 5 CFUs in English.
4. The minimum curricular requirements (see clause 3) are automatically satisfied for candidates with a first cycle degree from the University of Pavia:
 - from the class of degrees in Economics and Management (Class 17) and the class of degrees in Economics (Class 28) regarding the degree programmes set forth in the didactic regulations of D.M 509/99;
 - from the Economics and Management class (Class L-18) and the Economics class (Class L-33) for the degree programmes set forth in the didactic regulations of D.M. **270/04**.
5. The minimum curricular requirement for English can be met with a language certificate at or above the B2 level of the Common European Framework (First Certificate in English) regarding oral, listening and reading comprehension skills. The TOEFL iBT international certificate equal to or above the B2 level (87-109) is considered equivalent to the B2 level of the Common European Framework.
6. Candidates who have earned a degree from a foreign university, and thus whose academic background is not perfectly coherent with the minimum curricular requirements as described in clause 3, but who have an excellent academic and personal preparation, will be subject to a different admissions procedure and/or specific entrance examination.
7. Candidates without the minimum curricular requirements (see clause 3) can, on the recommendation of the Department Board and after consultation with the course co-ordinator, attend individual courses offered by the candidate's previous university or by the University of Pavia , thereby satisfying the academic requirements for enrolment in the Second Cycle Degree. However, admission to the programme is conditional on the candidate passing the entrance examination (see clause 8).
8. The entrance examination, which aims to determine whether the candidate possesses the proper personal preparation, consists in a written exam covering the following subject areas:
 - International economics
 - Mathematics for finance
 - Statistics

- Business Administration
- Finance
- Accounting
- Economics and Management
- English

The entrance examination for candidates with a degree from a foreign university (see clause 6) involves an oral exam covering the same subject areas as the written entrance examination.

9. Only those students who satisfy the curricular requirements listed in clause 3 and whose final degree mark is equal to or greater than 100/110 are exempted from the entrance examination and directly admitted into the Second-Cycle Degree programme, in that they are deemed to have the required personal preparation.
10. It is possible to enroll in the Second Cycle Degree after the course has started, as long as there is ample time to attend the courses and undertake other educational activities while also satisfying any prerequisite courses involved and in respect of the general structure of the programme. In any event, enrolment will not be allowed after March 1st of each year. In this regard the provisions of the Student Regulations shall apply. More specifically, students may conditionally enroll who are enrolled in one of the degree programmes listed in clause 4 and have already earned at least 150 CFUs by the deadline for presentation of the admissions application.

Students are exempted from taking the entrance examination if the average of their marks for exams taken is equal to or greater than 27/30 (arithmetic average for graduating students under DM 509/99 and weighted average for graduating students under DM 270/04).

Art. 7 – Didactic organization

1. The courses offered by the Second Cycle Degree provide the student with university course credits (CFU) in accordance with existing laws and regulations.
2. The average yearly number of CFUs for a full-time university student is 60.
3. Each CFU corresponds to 25 hours of average coursework per student, of which 50% is reserved for personal study or other individual educational activities (except when educational activities are called for which are highly experimental or practical in nature). For each CFU the division between hours dedicated to *frontal teaching* and those reserved for individual study is as follows:
 - in the case of courses of at least 6 CFUs, around 7 h and 30 m are made up of frontal lessons or equivalent teaching activities and around 17 h and 30 m to individual study;
 - in the case of language courses, 10 hours of frontal lessons and 15 hours of individual study;
 - in the case of lab work, seminars and practicals, around 14 h and 30 m of frontal lessons and around 10 h and 30 m of individual study.
4. CFUs for each educational activity are earned after a student passes an exam or based on some other form of assessment of his or her preparation or acquired competencies.
5. The Second Cycle Degree is a two-year programme, with each year consisting of two semesters.

There are three exam sessions during each academic year, one at the end of each semester and an extraordinary session. There is a minimum number of two exams per session, and for each academic year the overall minimum number of exams is 6. There may also be added: a) an extraordinary exam, in November-December, for students near graduation with no more than two exams still to complete; b) extraordinary exams for student-athletes, in accordance with the subsequent art. 15, clause 2), in the case of sports activities scheduled at the same time as exams.

6. There are at least four thesis discussion sessions each academic year. The Department Board has the discretion to schedule extraordinary thesis discussion sessions during its deliberations regarding the plan of study (see clause 8 below).
7. The calendars for lessons, exam sessions and thesis discussion sessions are determined by the Department Board, taking into account the ministerial deadlines for the presentation of the SUA form, and in any event are published no later than July 31st of each year.

Art. 8 – Study plans

1. The student must present his or her plan of study in the proper form as indicated by the competent offices and within the deadline established by the university.
2. The plan of study represents all the university activities, and any outside activities, the student must satisfy to earn degree credits.
3. The study plan includes prerequisite and elective educational activities as well as those freely chosen by the student.
4. There are two different types of study plan: “standard” and “individual”.
5. The standard study plan is approved annually by the Department Board and is deemed officially approved at the moment it is presented by the student.
6. For the entering class the standard study plan is presented in *Appendix n. 1*, which is an integral part of the present regulations.
7. A student wishing to follow a different study plan from that in *Appendix n. 1* can present an individual study plan on condition the courses therein listed correspond to the degree programme, with the number of credits earned not lower than what is required for the degree.
8. The individual study plan must be approved by the Department Board, which, after receiving the opinion of the course coordinator, will take into account the student’s academic and professional needs and suggest any changes necessary to make the study plan more consistent with the academic objectives of the degree programme.
9. Both the standard and individual study plans cannot be changed after December 31st of the academic year in which they are presented.

Art. 9 - Joint-degree programmes

1. The Second Cycle Degree at present offers joint degree programmes with the following universities:
 - Universidad de Sevilla
 - Universidad de Alcalá (Madrid)
 - Hohenheim Universität (Stuttgart)
 - Eberhard Karl Universität Tübingen
 - University of Vaasa (Finland)
 - Universität Freiburg (Switzerland)
 - France Business School of Clermont-Ferrand
 - IAE Lyon School of Management
 - EM Strasbourg Business School
 - HEC.Ulg Liege, Ecole de gestion de l'Université de Liège
 - University of Szeged (Hungary)
2. Any new arrangements undertaken after the approval of the present regulations will be valid for the entering class of reference.
3. The selection of students for the joint degree programme, the enrolment procedures and criteria, fees, the content of the study plan, the system for converting marks, along with any other aspect linked to joint degrees are regulated by specific bilateral Conventions, even in

derogation of the present Regulations. Specific information is available in the admissions notice.

Art. 10 – Attendance and curricular prerequisites

1. None of the courses in the Second Cycle Degree programme are prerequisites for the other courses.
2. Attendance is not mandatory for the Second Cycle Degree courses. The Department Board can decide on attendance requirements, which are published in the annual course curriculum.
3. Even when clause 2, second sentence above, does not apply, the academic plan set out in the degree programme assumes the student will participate in all the courses and other educational activities of the degree programme, including seminars, simulations of work activity and case studies. Students are strongly advised to attend lessons even when this is not specifically required.

Art. 11 – Student elective activities

1. Students can include in their study plan, among the elective credits (c.d. TAF D), both first cycle and second cycle courses. The Department Board retains the option of evaluating the coherence of these courses with the educational objectives of the Second Cycle Degree, taking account also of the appropriateness of the student's reasons for his or her choices.
2. It is permitted to add to the study plan, in addition to the educational activities required to obtain the degree, educational activities each year that exceed the required number of credits up to a maximum of 24 CFUs.
Such credits can be earned from both first cycle and second cycle courses.
The educational activities in excess are not mandatory for the purpose of obtaining the Second Cycle Degree.
3. The excess-credit educational activities or the optional courses cannot, however, include courses taken during previous university experience, unless courses in excess of the 180 CFUs for the first cycle degree have been specifically approved. The competent offices will verify the correct application of this rule during a review of the student's record before his or her admission to the final examination. If the rule is violated, the student will not be allowed to sit the final examination and will be required to modify the study plan.
4. Among the optional or excess-credit courses in their study plan, students may not include courses from the closed-enrolment medicine or health areas.

Art. 12 – Internships and placements

1. Students can include as optional courses in their study plan, up to a maximum of 6 CFUs, internships that are part of the Erasmus Traineeship programme both in Italy and abroad, as part of an academic plan in line with the learning and outcome objectives of the second-cycle degree.
2. The Department Board determines how such activities will be recognized and evaluated in terms of the student's academic record, based on the opinion of the organizational internship tutor and the course coordinator. Student internship activities (see previous clause) are assessed a pass or fail mark in terms of the student's record and do not enter into the calculation of the final average mark.

Art. 13 – Examinations and end-of-course assessments

1. The Second Cycle Degree cannot include a total of more than 12 final exams or student evaluations.
2. The number of final exams and evaluations takes into account the fundamental educational activities, other related or supplemental activities, and optional courses. The latter activities are counted as a unit (even if the assigned credits entail several final exams or marks). All other educational activities in the plan of study (art. 10, clause 5, sub-clause c), d), e) of D.M. 270/2004) are not counted toward the maximum number of final exams or evaluations. However, there can be no more than 5 exams or evaluations for such activities, including the final mark.
3. The Second Cycle Degree may include, if decided on by the Department Board after consulting the course co-ordinator, integrated exams covering several coordinated courses or modules. In the event of integrated exams:
 - all courses and modules must be indicated in the student's study plan;
 - the faculty offering the integrated courses and modules will jointly evaluate the student;
 - the student's evaluation cannot be divided up into separate evaluations for the individual courses or modules;
4. Alternatively, the evaluations may entail:
 - oral exams;
 - written exams;
 - both written and oral exams.

The yearly curricular programme will indicate the type of evaluation.

The final marks are expressed on a scale of 1 to 30 and are normally registered digitally. The credits are earned if the mark is equal to or greater than 18/30. In the event of a mark of 30/30, the examination commission can decide unanimously to add *cum laude*. No specific mark is given for a failed exam. Elementary and/or advanced knowledge of foreign languages are evaluated with a judgment (excellent, good, etc.), which, however, is not taken into consideration in calculating the overall average mark.

5. A student who fails an exam may resit the exam during the next session. The student is also allowed to withdraw from the exam after it has started. The student also has the right to withdraw from an exam once it is in progress. If a student's exam is taken away and annulled for disciplinary reasons, and where the faculty has the right to undertake possible disciplinary proceedings under article 42, clause 3 of the Student Regulations, the student will not be allowed to sit the exam at the subsequent scheduled date.
6. The "*advanced second foreign language*" course can be chosen whether or not the student has taken the "*introductory second foreign language*" course during the first cycle degree. The "*advanced foreign language course*" can be substituted by an "*introductory second foreign language*" course if the student has not already taken an introductory course during the first cycle degree. An individual study plan, with the proper self-certified first cycle transcript attached, must be presented for this substitution.
7. Any student who, during a final exam or evaluation, engages in cheating or other forms of academic dishonesty will be asked to leave by the Examination commission president, who may report such behavior to the Department Chair. The latter, in turn, and after a non-binding consultation with the Department's Disciplinary Committee, and taking into due consideration the gravity of the behavior, may notify the Chancellor of the incident in accordance with Art. 42 of the Student Regulations.

Art. 14 – Final examination and awarding of degree

1. The student is awarded the degree upon passing the final examination, which is aimed at verifying that the educational objectives of the Second Cycle Degree programme have been met.
 2. The final exam, which can be taken after the student has earned at least 96 CFUs, and which earns the student an additional 24 CFUs, consists in the writing and discussion of an original written thesis supervised by one or more faculty members. The content of the thesis must be coherent with the course of study and demonstrate that the learning objectives and expected results of the programme have been satisfied. The written dissertation and defense evaluate the following:
 - whether the candidate has sufficient knowledge of the topic, as determined in part by the breadth of the bibliography and citations;
 - the student's capacity for analysis and synthesis, in part through the use of theoretical, quantitative and operational tools provided by the degree programme;
 - the student's capacity to formulate his or her own opinions supported by valid reasoning and proper methods involving one or several disciplines.
 3. The written thesis should be on a scientifically relevant topic whose aim is to demonstrate the student's capacity to apply to the thesis topic the tools, methods and techniques acquired during the candidate's course of study. The final thesis can also deal with the development of a specific project at a multinational company or international institution agreed to in advance with the supervisor designated by the Department and one from the organization in question.
 4. English will be the language used in the written dissertation and defense. The written dissertation and final examination can be in a language other than English in the event the student has studied abroad or developed a specific project with a foreign public or private organization, or when other factors make it necessary and opportune with regard to the educational objectives and curriculum of the Second Cycle Degree programme, on the condition that:
 - the foreign language is one of the main languages in the European Union, and thus French, German or Spanish;
 - approval has been given by the thesis supervisor to use the language in question;
 - the student presents to the competent offices an extract of the thesis in English containing the title of the thesis in both the foreign language used and English;
- In addition, the student must present to the competent offices a similar thesis extract in Italian.
5. The final mark for the Second Cycle Degree (on a scale of 1 to 100, with a minimum of 66 and a maximum of 110, with the possibility for *cum laude*) is granted by the Degree Commission in public session, taking into consideration:
 - an evaluation of the thesis content by the supervisor, co-supervisor and, if so nominated, a second co-supervisor;
 - the oral exam;
 - the weighted average of marks for the course of study. The university credits (see art. 15, clause 2) are applied only to the credits necessary for the second-cycle degree, and are excluded from the calculation of the overall average mark;
 - the entire educational record of the student during the degree programme.
 6. The Degree Commission is appointed by the Department Chair and is made up of seven members, at least four of whom are full-time faculty teaching in the Department or on loan from other departments or universities. The Department Chair can also appoint to the Committee outside experts in the field, after first certifying their scientific and/or professional qualifications with regard to the exam area.
 7. The Regulations require that the President of the Commission be the full professor with the most seniority, except in cases where the latter declines the position. The President must guarantee the total regularity of the final exam and ensure the final assessment adheres to the

general criteria established in the present regulations. The President shall appoint a secretary to take minutes from among the full-time professors on the Committee.

8. The rules listed below apply to the evaluation of the student thesis, each of which is classified according to one of the categories below. To be assigned to a particular category the thesis must possess all the characteristics specifically indicated for that category.

1) Thesis receiving from 0 to 2 marks

The student merely presents an exposition of research on the topic. The thesis has limits or lacunae regarding the literature consulted, the models used or the empirical data presented.

2) Thesis receiving from 3 to 4 marks

The student presents the topic based on limited knowledge of the existing research and the organization is minimally sufficient. The student deals only with the specific topic and uses proper language.

3) Thesis receiving 5 marks

The student makes a clear and ordered presentation of the thesis topic, demonstrating an understanding of the essential bibliography. He or she correctly presents models or empirical research and is able to give a coherent structure to the thesis.

4) Thesis receiving 6 or 7 marks

In addition to having read and properly presented the contents of the essential bibliography or adequately presented models or empirical research, the student has also gone into depth regarding topics connected to the thesis and succeeded in showing the validity of the connections he or she proposes, making comparisons and introducing problematic aspects.

5) Thesis receiving more than 7 marks

The student demonstrates independent judgment and personal and original critiques. In particular he or she has detailed specific aspects of the topic by taking up important concepts in terms of models and the gathering and application of empirical research. The student shows a vast knowledge of the bibliography, relevant models or empirical research on the topic, and in discussing the thesis demonstrates interest, competency and thoroughness.

In this case the supervisor must notify the Department Chair at least 15 days before the thesis session and request the appointment of a second co-supervisor. This request must be accompanied by a report by the supervisor which clearly states:

(a) the conceptual merits of the thesis;

(b) the vastness of the knowledge of the literature, the models and the empirical research techniques;

(c) the thoroughness of treatment;

(d) evidence of critical analysis and originality regarding the literature on the topic.

The Department Chair shall select the second co-supervisor from a different disciplinary area than that of the supervisor.

6) Granting of cum laude

The granting of cum laude:

- if proposed for candidates with an average mark not below 106/110, this recognition is conditional on the criteria mentioned in point 5 above; however, the presence of a second co-supervisor is not required;

- if proposed for candidates with an average mark below 103/110, this recognition is conditional on the criteria in point 5 above and requires a second co-supervisor.

Only in exceptional cases can candidates with an average mark below 103/110 be granted cum laude, and in this case the decision must be justified on the grounds of proven exceptional originality. Cum laude cannot be granted to students with an average mark below 100. The average marks referred to in point 6 take into account the final exams and cum laude recognition earned from all previous exams. For reasons of calculation of the overall average

mark, each cum laude shall be equal to 0.3 multiplied by 110, which is added to the weighted average of the exam marks expressed out of 110.

PART THREE – PROVISIONS REGARDING STUDENTS’ COURSE OF STUDY

Art. 15 – Criteria for recognition of duly-certified extra-university knowledge and skills

1. University credits can be earned based on extra-university knowledge and skills that are duly self-certified or documented, in particular:
 - a. Up to a maximum of 6 credits for individually certified knowledge in accordance with existing regulations; credits are not recognized for professional skills, even those individually certified under the existing regulations;
 - b. Up to 12 credits for knowledge and skills gained at the post-secondary-school level, in whose planning a university has participated.
2. Subsequent to a student’s request, and based on the criteria and procedures established by the Academic Senate, the following activities may also be recognized as university credits in the area of elective activities in the study plan (TAF D):
 - a) sports activities at the Olympic, world or European levels, up to a maximum of 6 credits;
 - b) sports at the Italian national and intermediate levels, up to a maximum of 3 credits;
 - c) competitions at the medal stage at the university level and for CUS Pavia categories, even involving regional and national competitions, up to a maximum of 3 credits.
3. In accordance with art. 14 of Law 30 of December 2010, n. 240, the overall maximum number of credits recognized for the categories listed in clauses 1) and 2) is 12.

The above recognition, determined by the Department Board together with the joint commission, and in collaboration with the degree program supervisor, is determined exclusively on the basis of the student’s individual knowledge and skills; any form of collective recognition is excluded.

Art. 16 – Criteria for recognition of credits earned

1. Transfer from other degree programmes at the University of Pavia or from other universities is allowed subject to verification that the student possesses the minimum curricular requirements and the suitable personal preparation, based on the rules and criteria set forth in Art. 6. In the absence of the minimum curricular requirements the student will not be permitted to enroll in the Second Cycle Degree Programme. A student who does not possess adequate personal preparation must, in accordance with Art. 6, clause 9, sit the entrance examination (see clause 8). Foreign students will be subject to an oral exam.
2. The Department Board, on the advice of the Transfer Committee or the programme supervisor, shall accept the degree programme or university transfer and decide on the number of previously earned university credits that shall be granted the student, based on whether or not the courses in question are consistent with the degree programme’s educational objectives. In any event, for CFUs earned in degree programmes of the same class, the number of credits granted for the same scientific-disciplinary sector cannot be below 50% of the credits already earned.
3. The Department Board shall also evaluate students who have earned a degree from the University of Pavia or from other Italian or foreign universities and are requesting at the moment of enrolment into the Second Cycle degree programme a shortening in the study programme based on previous academic work. Such a request will be decided based on the evaluation and validation of credits held to be consonant with the Second Cycle Degree programme.
4. Only credits earned within six years to date of the request shall be considered.

Art. 17 – Criteria for recognition of educational activities undertaken at foreign universities

1. The Department Board promotes the study abroad of students as part of the student mobility and cooperation programmes between the Department and similar departments or faculties, both European and extra-European. The activities undertaken abroad shall have the same academic recognition as those offered by the Department on condition they involve the same student commitment and are consonant with the Department's study plan.
2. The Learning Agreement is a document which defines the study plan to be followed abroad, which should not necessarily contain the same courses but be fully coherent with the degree programme's educational objectives
3. At the end of the study period abroad the Department Board shall, on the request of the student and based on the Learning Agreement and the results achieved (duly documented by the foreign university through the Transcript of Records), recognize the educational activities undertaken abroad by the student and any accompanying marks.
4. The Department Board shall, together with the Joint Commission and competent department delegates, undertake the organization and recognition of the study period abroad (as part of the programme of mobility and cooperation among universities).
5. Further information on international mobility can be found in Art. 19 of the Student Regulations and in Art. 50 of the University course regulations

Art. 18 – Admission to subsequent years

1. There are no hindrances or requirements for students enrolled in the first year of the degree programme regarding enrolment in subsequent years.
2. Students from other universities or courses of study in the Economics and Management Department or other University departments are admitted to the second year upon satisfying the minimum curricular and personal preparation requirements for admission to the degree programme (see Art. 6 of the present Regulations) and having previously completed at least 30 CFUs (as recognized by the course co-ordinator).
3. If the minimum curricular requirements are met but the final mark is below what is required by Art 6, clause 10 of the present Regulations, admission to the second year shall be conditional on the student first passing the entrance examination.

Art. 19 – Certifications

1. The Department Board will accept international language certifications (such as PET, FCE, TOEFL, DELF, DALF, DFP, DELE, Goethe-Zertifikat, ecc.) as representing a passing mark for advanced language examinations.