



## REGULATIONS FOR MASTER PROGRAMMES, ADVANCED COURSES AND LIFELONG LEARNING UNIVERSITY OF MILAN

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## SCOPE AND DEFINITIONS

1. These Regulations, in compliance with the Statute of the University of Milan, articles 43 and 44, govern the procedures for setting up and starting:

- a. **Master programmes**, pursuant to the Decree of the Ministry of Education, University and Research no. 270 of 22 October 2004, article 3, paragraph 9;
- b. **Advanced courses**, pursuant to Law no. 341 of 19 November 1990, art. 6;
- c. **Refresher courses and lifelong learning**, pursuant to Law no. 341 of 19 November, art. 6;
- d. Intensive courses with an international bent, aka **Summer and Winter Schools**.

2. The University of Milan promotes cultural, scientific and professional refresher courses and continuing education, in order to facilitate access to the world of culture, work and professions, including at the international level.

**“master programmes”**: scientific lifelong learning programmes awarding a Level-I or -II Master certificate, as set forth by national regulation;

**“advanced courses”**: higher-level training which does not qualify as Master programmes;

**“refresher and lifelong learning courses”**: lifelong learning initiatives, professional refresher courses, and cultural activities for adults;

**“summer and winter schools”**: intensive courses for university students and holders of Bachelor's and Master's degrees. Usually in residence, the courses have an international focus, and award university credits.

## CHAPTER I: LEVEL-I AND -II MASTER PROGRAMMES

### **Art. 1 - General principles and purposes**

1. Pursuant to current legislation, and in compliance with the following provisions, the University promotes scientific advanced courses and higher-level training to develop practical and professional skills and to facilitate access to the world of work.

2. For students to successfully complete a professional Master programme, they must have earned at least 60 credits in addition to those required for a Bachelor's or Master's degree. As a rule, the minimum duration of a professional Master programme is one year.

3. Upon completion of a Master programme, students will be issued a Level-I or -II University Master Certificate pursuant to applicable national legislation.

4. Master programmes are offered as part of the University's training or continuing education programmes. Applicants must hold a Bachelor's or Master's degree.



Holders of degrees obtained under the regulations in force prior to Ministerial Decree no. 509/1999 qualify for admission to both Level-I and -II programmes.

5. Master programmes are part of the ordinary activities of the Departments, which are responsible for supervising and coordinating training activities. The terms "*University Master*" and "*Master of the University of Milan*" apply exclusively to programmes organized in accordance with the following provisions.

6. Given the characteristics of this particular type of training, each programme should be designed and run in close cooperation with the corporate and professional sectors, which may provide internship opportunities to graduates. For this purpose, joint initiatives should be launched by the University, individual Departments, and interested sectors.

## **Art. 2 – Characteristics of the Programmes**

1. University Masters include lectures and other forms of advanced training, guided study and interactive teaching and learning, for at least 500 hours overall, usually over a period of at least six months, as well as an internship. The structure and duration of both training and internship activities must ensure effective learning. Overall, the aforementioned activities and individual study shall award at least 60 credits, on top of those earned by completing a Bachelor's or Master's degree programme.

2. The lead instructors for each module or activity of a Master will record educational activities in a special log prepared by the Administration. The activity log, to be made available at the programme's location, will be countersigned by the coordinator, who will send it to the Department head and to the competent office upon completion of the programme (including the final exam), together with his/her final report on the programme.

3. Upon completion of the programme, students must pass a final skills assessment, which will also take into account the internship.

4. The final assessment is public. The examining board is made up of five instructors appointed by the Department offering the Master, of which at least one is not a member of the organizing committee referred to in the art. 6, paragraph 1, below.

5. Without prejudice to academic independence and legal recognition, a master programme may be run over two years. Students completing the two-year programme may be awarded a qualification that is similar to international two-year degrees.

## **Art. 3 - Setting Up a Master programme**

1. The proposals for setting up new Master programmes or re-running existing Master programmes are submitted by one or more Departments and approved by the Board of Directors, with the advice and consent of the Academic Senate.

2. Each proposal shall illustrate the learning objectives of the Master and its pre-professional focus in relation to career opportunities and the programme's level, specifying its purposes as part of the University's advanced continuing-education initiatives.



### 3. Proposals must be finalized and approved by the proposing bodies:

- by 31 March of the academic year prior to the launch year, for programmes slated to start in the first semester;
- by 31 July of the academic year prior to the launch year, for programmes slated to start in the second semester;

### 4. Each proposal for setting up a new Master shall also state the following, using the forms prepared by the competent offices of the University:

a) a detailed plan of courses, advanced training activities and internships, with the respective academic credits, including for the purposes of transfer credits for pursuing other study paths;

b) the reasons for setting up the Master programme in the local socio-economic system, its strengths and core differences from other existing Master programmes of the University;

c) the course delivery modes and the frequency of assessments;

d) the nature and topics of the final exam;

e) a detailed overview of internship opportunities, including internship features and host institutions. The proposal shall attach any internship agreements or letters of intent signed by host institutions, or similar documents. In the case of Masters that had already been run in the past, the proposal must list the internships carried out in the previous edition(s);

f) the course venue(s) and educational facilities (classrooms, computer rooms, laboratories, libraries, ect.);

g) the course session, without prejudice to the starting dates (usually no more than two per academic year) as set by the Academic Senate;

h) the minimum and maximum number of students to be admitted, taking into account the availability of teaching staff, structural resources and equipment, as well as the internships that can be set up in relation to the learning objectives of the programme. If the number of enrolled students falls short of the number of spaces available, the University's governing bodies shall decide whether to set up the programme based on the economics of the initiative;

i) the procedures for admission to the Master;

l) the qualifications required for admission;

m) with reference to the academic plan referred to in subpart a) above, a forecast of teaching staff requirements, including internal staff, staff from another University (subject to the latter's authorization) and, especially for certain activities, external experts who are fully qualified to teach in the programme, as confirmed by their CVs;

n) an indication of courses and other training activities as listed in the academic plan referred to in subpart a), for which teaching contracts should be signed pursuant to the law and academic regulations for Bachelor's and Master's degree programmes, as well as any specific resolutions of the Academic Senate;



- o) the estimated costs and any external or internal funding. The financial viability of the programme shall be assessed by the University's governing bodies based on its academic value and purposes;
- p) any external entities willing to collaborate in various capacities in the programme:
- q) any merit-based incentives;
  - r) a tuition estimate, to be submitted to the Board of Directors for approval;
  - s) for medical programmes, the authorization of the general management of public or private hospitals or healthcare companies that will host training activities for the students to carry out all training activities, whether clinical, diagnostic and instrumental, including on patients;
  - t) any other information required by the Academic Senate.

5. The overview of internship opportunities referred to in subpart e) is a key section of each Master's proposal, also for the purposes of its approval by the University's governing bodies. Internship opportunities must be ascertained and assured by the sponsoring Department head(s) by the end of the first half of the programme.

6. Any changes to the academic plan and in teaching staff that may be required during the year shall be approved by the Department head(s) concerned, after consultation with the respective Boards.

7. Any programmes that were approved but not launched due to an insufficient number of applications may not be proposed again in the same academic year.

#### **Art. 4 - Admission Requirements**

1. Candidates are required to hold a Bachelor's degree for admission to a Level-I Master programme, and a Master's degree for admission to a Level-II Master programme.
2. Holders of degrees obtained under the regulations in force prior to Ministerial Decree (DM) 509/1999 qualify for admission to both level-I and -II Master programmes. Holders of qualifications obtained abroad and recognized as suitable may also access professional Master programmes.

#### **Art. 5 - Awarding of Qualification**

1. Course attendance is mandatory and verified according to course-specific procedures.
2. Only those who have attended at least two thirds of the planned training activities may take the final exam.
3. The award of academic credits for training activities is subject to interim skills assessments, to be kept on records.



4. Students are not awarded marks for interim or final exams, but a pass or fail; in the case of a fail outcome, the exam must be repeated.

## **Art. 6 - Teaching and Coordination of Master Programmes**

1. Each Master programme shall be coordinated by a Coordinator and an Organizing Committee of at least six members, of which at least three tenured instructors of the University, who carry out a significant part of training activities. It may include instructors from other universities, including foreign ones, and highly-qualified external experts, as well as professionals and businessmen from industries most interested in the training objectives of the programme.

2. The Coordinator needs not teach in the programme; an instructor of the University may act as Coordinator for one Master only per year.

3. The scientific profile of the Coordinator must be clearly consistent with the contents of the programme.

4. The sponsoring Department(s) shall appoint the Coordinator and the members of the Organizing Committee, as well as any other required positions from among external instructors. Any changes in the composition of the Organizing Committee and the Coordinator's appointment must be approved by the Department(s). Masters programmes must offer a strong and diverse set of skills. As a rule, no less than ten instructors working at the University and external experts should participate in each programme.

5. Teaching hours, for both internal and external instructors, are governed by the regulations on the academic duties of professors and researchers. The hours taught in a Master programme may count towards the overall teaching hours requirement. Qualified external experts may be recruited with a view to offering cross-professional skills and strong links with the world of work.

6. The workload of each instructor may not exceed 40 hours for internal instructors, and 60 hours for external instructors.

7. In the case of e-learning, the University centre for e-learning should be involved. Instructors who intend to use external platforms will be required to provide the following information: platform of interest, type of activities, learning approach, tutors system, academic planning in terms of e-learning modules duration.

## **Art. 7 - Funding and Administration**

1. The administration and management of Master programmes, including the acquisition and operation of tools and equipment, are set forth by the competent governing and administrative bodies of the University within the framework of the general rules and procedures in force. Specific provisions may be set forth by the Academic Senate and the Board of Directors, within their competence, in relation to regionally- and EU-funded programmes, if required by the relevant regulations, which fall outside the remit of the University.



2. The Board of Directors sets out the criteria for allocating tuition fees to the University budget, to cover overhead costs.

3. In order to prevent Master programmes from weighing on the University budget, their financial viability should be assessed in terms of costs and revenues (e.g. tuition fees, external funding) for each programme. Master programmes should only be run at break-even.

4. If the number of selected candidates exceeds the number of spaces available, based on teaching, structural and instrumental resources, as well as on the number of internships that may be set up in relation to the programme's learning objectives, the number of spaces available may be increased by up to 20%, in order not to compromise on service quality.

## ***Art. 8 - Assessment of Results***

1. Upon completion of the programme, the Coordinator writes a report on the activities carried out. The report must be submitted to the Department head (or heads, for interdepartmental programmes) for assessment. The report shall be attached to any proposals to re-run the same programme the following year. If the programme has not been completed yet, the report shall cover the part carried out so far.

2. The activities of each Master programme will be assessed as set forth by the Independent Evaluation Unit, to which the course evaluation questionnaires, as completed by students, and the Coordinator's report must be sent.

3. Students are required to complete the satisfaction survey for the purposes of obtaining the Master certificate.

## ***Art. 9 - Collaborations with Companies, External Entities and Other Universities***

1. Master programmes may also be organized in cooperation with external organizations and companies, including international, by signing ad-hoc agreements in compliance with the provisions referred to in the previous articles, as far as applicable.

2. Pursuant to art. 3, paragraph 10, of Ministerial Decree 270/2004, the University of Milan can issue Master certificates jointly with other Italian universities, including institutes of Higher Education in Art, Music and Dance (AFAM), or foreign universities.

## **CHAPTER II: ADVANCED COURSES**

### ***Art. 10 - Characteristics of the Courses***

1. The University promotes, also in cooperation with other public and private entities and institutions, advanced and lifelong learning courses. While not falling into the category of professional master programmes referred to in CHAPTER I above, these courses provide high-level skills.



## **Art. 11 - Setting Up Advanced Courses**

1. Proposals for advanced courses, including the financial plan and set-up procedures, are submitted by one or more Departments to the Board of Directors for approval, with the advice and consent of the Academic Senate.

2. Proposals must be finalized and approved by the proposing bodies usually at least four months before the start date of training activities.

3. If, in the academic years following the launch year, there are no material changes to the course, the proposal needs not be resubmitted to the competent bodies. The proposing Department is only required to submit the renewal proposal to the competent offices for compliance review, usually at least two months before the start date of training activities. An executive notice will certify that there are no material changes to the previous year's edition.

4. Each course must include at least 30 hours' teaching activities.

5. Any courses that were approved but not launched due to an insufficient number of applications may not be proposed again in the same academic year.

## **Art. 12 - Admission Requirements**

1. The requirement for admission to advanced courses is holding a degree awarded under Ministerial Decree no. 270/04, or equivalent qualification.

2. Students may be simultaneously enrolled in an advanced course and in a Bachelor's or Master's degree programme, as well as a postgraduate, Master, PhD, advanced or lifelong learning programme, or an individual course.

## **Art. 13 - Final Exam and End-of-Course Certificate**

1. Course attendance is mandatory and verified according to course-specific procedures.

2. Only those who have attended at least two thirds of training activities may take the final exam.

3. Students who successfully complete course activities will obtain a certificate with the number of academic credits earned.

## **Art. 14 - Teaching and Coordination of Advanced Courses**

1. Each advanced course is coordinated by a Coordinator, who is usually appointed from among the professors and researchers of the University.

2. The scientific profile of the Coordinator must be clearly consistent with the contents of the advanced course. Each professor or researcher of the University may coordinate no more than two courses per academic year.





3. Teaching hours, for both internal and external instructors, are governed by the regulations on the academic duties of professors and researchers. The hours taught in an advanced course may count towards the overall teaching hours requirement. Qualified external experts may be recruited with a view to offering cross-professional skills and strong links with the world of work. Research fellows too may carry out teaching activities for no more than 30 hours per academic year.

4. As a rule, advanced courses shall be taught for at least 30% and no more than 80%, by instructors working at the University. Moreover, no less than three instructors working at the University must teach in each course.

5. In the case of e-learning, the University centre for e-learning should be involved. Instructors who intend to use external platforms will be required to provide the following information: platform of interest, type of activities, learning approach, tutors system, academic planning in terms of e-learning modules duration.

6. If the number of selected candidates exceeds the number of spaces available, based on teaching, structural and instrumental resources, as well as on the number of internships that may be set up in relation to the programme's learning objectives, the number of spaces available may be increased by up to 20%, in order not to compromise on service quality.

## **Art. 15 - Funding and Administration**

1. The courses are usually funded by tuition fees as well as through external funding, in compliance with the provisions of the University Regulations for administration, finance and accounting, including financial aid for deserving participants.

2. In order to prevent advanced courses from weighing on the University budget, their financial viability should be assessed in terms of costs and revenues (e.g. tuition fees, external funding) for each course.

3. Proposals for advanced courses must state the minimum and maximum number of spaces available, based on teaching resources, structural and instrumental resources, as well as on the number of internships available in relation to the learning objectives of the course.

4. Advanced courses should only be run at break-even, with no less than 5 enrolled students.

5. The Board of Directors sets out the criteria for allocating tuition fees to the University budget, to cover overhead costs.

## **Art. 16 - Assessment of Results**

1. Upon completion of the course, the Coordinator writes a report on the activities carried out. The report must be sent to the proposing Department head and to the competent offices. The report shall be attached to any proposals to re-run the same course the following year.



## **Art. 17 - Collaborations with Companies, External Entities and Other Universities**

1. Advanced courses may also be organized in cooperation with external organizations and companies, including international, by signing ad-hoc agreements in compliance with the provisions referred to in the previous articles, as far as applicable.

## **CHAPTER III: REFRESHER COURSES, LIFELONG LEARNING, SUMMER AND WINTER SCHOOLS**

### **Art. 18 - Characteristics of Refresher Courses and Lifelong Learning**

1. Pursuant to art. 6 of Law no. 341 of 19 November 1990, the University develops lifelong learning initiatives, particularly professional refresher courses, continuing education and cultural activities for adults, including in cooperation with other public or private entities.

2. Proposals for refresher courses and lifelong learning initiatives, including the financial plan, are submitted by University Departments, Centres or Schools, usually at least four months before the start date of the training activities, and approved by the Board of Directors, with the advice and consent of the Academic Senate.

3. These courses may be funded through vocational training funding, including cross-professional funds for the continuous training of workers and the unemployed, also as part of employment policies and programmes, or on the request of public entities, businesses or other stakeholders.

4. Each proposal must be accompanied by one or more letters from entities, institutions, companies, trade associations, as well as any and all the University stakeholders, specifying their training needs.

5. If, in the academic years following the launch year, there are no material changes to the course, the proposal needs not be resubmitted to the competent bodies. The proposing unit is only required to submit the renewal proposal to the competent offices for compliance review, usually at least two months before the start date of training activities. An executive notice will certify that there are no material changes to the previous year's edition.

### **Art. 19 - Admission Requirements**

1. The courses referred to in article 18 are mostly designed for working professionals in response to specific training needs identified by companies and organizations.

### **Art. 20 - End-of-Course Certificate**

1. Course attendance is mandatory. Students who complete the course will obtain a certificate of participation.



## **Art. 21 - Funding and Administration**

1. The courses should only be run at break-even, based on the number of enrolled students.
2. The Board of Directors sets out the criteria for allocating tuition fees to the University budget, to cover overhead costs.

## **Art. 22 - Summer and Winter Schools**

1. Summer and Winter Schools are intensive courses for university students and holders of Bachelor's and Master's degrees. Usually in residence, the courses have an international focus, and award university credits.
2. Attendance of Summer and Winter Schools is mandatory. Students who complete the programme will obtain a certificate of participation.
3. The proposals for Summer and Winter Schools, including the financial plan, are submitted by one or more Departments, usually at least four months before the start date of training activities, and approved by the Board of Directors, with the advice and consent of the Academic Senate.
4. If, in the academic years following the launch year, there are no material changes to the programme, the proposal needs not be resubmitted to the competent bodies. The proposing Department is only required to submit the renewal proposal to the competent offices for compliance review, at least two months before the start date of training activities. An executive notice will certify that there are no material changes to the previous year's edition.
5. The courses should only be run at break-even, based on the number of enrolled students.
6. The Board of Directors sets out the criteria for allocating tuition fees to the University budget, to cover overhead costs.

## **Art. 23 – Transitional and Final Provisions**

1. These Regulations have been approved and amended by the Academic Senate, with the favourable opinion of the Board of Directors. They were promulgated pursuant to a Rector's decree, and took effect on the day following that of their publication on the University's website.
2. For anything not specifically contemplated herein, provisions of applicable law or regulation shall provide gap-filling terms.