



Art. 1 – Introduction

1. The Foundation Year Course is established in accordance with art. 6, para. 1 of the Italian Ministerial Decree no.270/2004, which allows Institutes of Higher Education to organise preparatory courses for potential students who are currently not in possession of the admission requirements for Higher Education courses in Italy.

2. The Foundation Year Course pertains to the categorisation described in art. 10 of the *Regolamento Master Universitari e Formazione finalizzata e permanente* of the University of Parma.

3. The Foundation Year Course is offered by the Department of Humanities, Social Sciences and Cultural Industries.

4. The Foundation Year Course is presided over by an Executive Committee composed of three members. A minimum of two members of the Committee are academic staff specialised in the teaching of Italian as a foreign language; one post may be assigned to a Language Assistant.

5. The following set of regulations outlines the organisation and functioning of the Foundation Year Course, with particular reference to:

- a) The educational aims of the Course (see Appendix 1)
- b) The Academic Curriculum (see Appendix 2)
- c) Admission requirements and initial evaluation
- d) The course schedule and regulations for the presentation of individual study programmes
- e) Assessment methods
- f) The characteristics of the final exam
- g) Student orientation and tutoring

6. The Executive Committee is chaired by the Course Director. The Executive Committee elects the Course Director from among the permanent faculty members on the Executive Committee itself.

7. The Executive Committee may nominate delegates responsible for overseeing administrative tasks (such as approving individual study programmes, internships, course transfers, etc.), assisting the Director in the management of the teaching modules, and any other tasks deemed necessary for the functioning of the Foundation Year Course.

Art. 2 – Admission requirements and initial evaluation

1. To enrol on the Foundation Year Course, potential students must be in possession of a secondary school diploma which is valid for university enrolment in the country of issue.

2. A B1 level in either English or Italian is also required to enrol on the course. To attend teaching modules pertaining to degree courses other than Foundation Year at the University of Parma, potential students' prior experiences may be subject to evaluation. This evaluation is based on previously acquired qualifications and their associated curricula.

3. The evaluation of qualifications which allow for enrolment on the Foundation Year Course is governed by current Italian ministerial legislation.



Art. 3 – Organisation and functioning of the Academic Curriculum and individual study plans

1. Students on the Foundation Year Course are required to take modules in both Italian and English.
2. The Foundation Year Course offers blended learning modules in accordance with the Italian Ministerial Decree n. 47 of 30th January 2013 and any successive modifications thereof.
The course offers a combination of the following activities:
 - In-person lessons held in lecture halls at the University of Parma.
 - Distance learning lessons held online using technology and materials created specifically for this use (audio and video files, electronic texts, etc.).
 - Self-learning activities involving digital resources, online sources, handbooks, and open-access teaching materials.
 - Cooperative learning activities in an online learning community involving video conferencing, webinars, chat rooms, forums, etc.
 - In-person and online tutoring.
3. The Foundation Year Course has one general Academic Curriculum, alongside which more specific curricula can be offered in collaboration with other educational institutions.
4. The Foundation Year Course requires students to obtain a minimum of 60 credits in one academic year, including the final exam, except for specific individual cases in which the Executive Committee has conceded a temporary suspension of studies.
5. The Executive Committee is responsible for designing the Academic Curriculum. The Committee chooses the individual teaching modules and distributes them along the academic year, which may last up to 13 months.
6. The lessons, additional teaching activities, seminars, and workshops are held by staff appointed by the Executive Committee in accordance with the regulations outlined in art. 10 of the *Regolamento Master Universitari e Formazione finalizzata e permanente* of the University of Parma.
7. The regulations for teaching staff relating to lessons, tutoring, and office hours are defined by the Executive Committee in accordance with the requirements of the Course.
8. The academic year is divided into two semesters.
9. The Academic Curriculum includes both compulsory modules for all students and modules which are assigned on the basis of the individual student's future university studies.
10. The Academic Curriculum is adopted annually after deliberation by the Executive Committee and published in the Course Prospectus for the following academic year.

Art. 4 – Assessment methods

1. Credit-assigning final assessments are taken individually and for each individual course. These assessments assign students a final grade.
2. These final assessments may be either written or oral. In the case of written assessments, students have the right to see their graded exam paper.



3. Students may attempt each final assessment twice, in the case of an insufficient grade in the first exam session. In the case of student absence during the first or second exam session, further sessions will not be organised, barring individual decisions taken by teaching staff.
4. The teaching staff assigned to each module are responsible for final assessment. Teaching staff may avail themselves of the assistance of other staff members during final assessment if necessary.
5. Final grades are calculated using a 30-point grade scale. The minimum passing grade is 18/30. Teaching staff may award honours in the case of exceptional results.
6. In exceptional circumstances, teaching staff may modify previously announced exam dates. Any modifications must be promptly communicated to students. Exam dates and starting times may be modified on the day of the exam itself, in case of exceptional organisational difficulties which may arise.
7. Final assessments take place in person, except for cases of students in virtual mobility or students with health conditions or impairments. Any online assessments must respond to specific organisational or educational needs and respect the same quality standards provided by in-person assessments.

Art. 5 – Characteristics of the final exam

1. The final exam (see Appendix 2) consists of the creation of an original written text under the supervision of one or more members of teaching staff, which aims to demonstrate the student's acquisition of a solid base of knowledge and skills in at least one of the disciplinary areas studied on the Foundation Year Course.
2. The topic of the text will be pertinent to the one of the disciplinary areas studied on the Foundation Year Course and is agreed upon with the supervising member of staff.
3. This text is written exclusively in Italian.

Art. 6 – Student orientation and tutoring

1. The Foundation Year Course provides students with orientation regarding their future choice of university studies, in collaboration with the respective University Departments, Guidance Services, and student/staff Tutors.
2. The Foundation Year Course provides access to the university's post-graduate and internship Guidance Services.

Art. 7 – Degree course admissions

1. The Foundation Year Course offers students assistance regarding admission to Italian university degree courses in English or Italian. In specific cases, the Foundation Year Course may organise activities such as seminars or access to self-learning tools for the preparation of admission tests.
2. Students on the Foundation Year Course must follow current Italian legislation regarding entry visas and residency permits. Enrolment on the Foundation Year Course does not substitute these documents.



3. At the end of the Foundation Year Course, students who have successfully passed their final assessments and obtained at least 60 credits will receive an official certification. This certification is equivalent to the completion of one additional secondary school year for students in possession of a diploma obtained after less than 12 years of schooling.

4. At the end of the Foundation Year Course, students may obtain an Italian B2 language certification, which is required for university enrolment in Italy for non-EU students. Other Italian language certifications which may be required by individual degree courses can also be obtained. Furthermore, students may also obtain an English B2 language certification for the same purposes.

Art. 8 – Transfers to other courses/universities, credit transfers, interruption/suspension of studies

1. Credits acquired by students before enrolling on the Foundation Year Course cannot be transferred or used to obtain exemptions from exams on the Foundation Year Course, except for specific cases of credits acquired in educational institutions partnered with the Foundation Year Course.

2. Students who transfer to another Italian university before completing the Foundation Year Course will receive a certificate attesting their partial participation, which can be used for the purposes outlined in Italian law.

3. In the case of temporary interruption of studies before the completion of the Foundation Year Course or permanent suspension of studies decided by the Executive Committee on the basis of serious non-compliance or violation of university rules of conduct, students will receive a certificate attesting their partial participation, which can be used for the purposes outlined in Italian law.

Art. 9 – Changes to the Regulations

The Executive Committee of the Foundation Year Course may decide, after deliberation, to modify the current Course Regulations before the start of each academic year. Any changes are published on the Course website: www.foundationyear.unipr.it.

APPENDIX 1

Educational aims and outline of the Foundation Year Course

The education aims of the Foundation Year Course are as follows:

- To develop the communicative and linguistic competences in Italian that are necessary for enrolment on a university degree course in Italy.
- To develop the communicative and linguistic competences in English that are necessary for enrolment on a university degree course in Italy with English as a vehicular language (international degree).
- To assist students in overcoming any possible educational or cultural gaps which could affect their integration in an academic context in Italy.
- To provide an additional year of further education to students with less than 12 years of school attendance.
- To develop transferable skills which foster an effective integration in the academic community in Italy.

APPENDIX 2



ACADEMIC CURRICULUM

The Academic Curriculum of the Foundation Year Course is approved annually after deliberation by the Executive Committee in preparation for publication of the Course Prospectus for the following academic year.

For the academic year 2024-25, the Foundation Year Course is structured as follows:

General Curriculum: 310 contact hours, 150 hours of blended learning, 1040 hours of individual study and tutoring, for a total of 1500 hours equal to 60 credits.

Enrolment is possible as a “Early Bird” or “Regular” student. Potential students who have a B1 level or above in English, but who do not have an A1 level in Italian can only enrol as “Early Bird” students. Potential students who have an A1 level or above in Italian can choose either of the two options for enrolment.

The Course begins on the 9th of September 2024 for the “Early Birds” group and ends on the 31st of July 2025 for the General Curriculum. The course timetable is as follows:

First Semester		
Dates	Topic	Credits
9 th – 27 th September	<u>“Early Birds” group</u> Intensive Italian language course I	8
30 th September – 18 th October	<u>“Early Birds” and “Regular” groups</u> Intensive Italian language course II	8
21 st October – 13 th December	<u>“Early Birds” and “Regular” groups</u> Extended Italian language course I	8
7 th January – 7 th February	<u>“Early Birds” and “Regular” groups</u> Italian for study purposes (blended) Or <u>“Early Birds” and “Regular” groups</u> In-depth Italian language course	2
7 th January – 7 th February	<u>“Early Birds” and “Regular” groups</u> Introduction to the Italian socio-cultural context (in English and Italian)	2



January – May	<p><u>“Regular” group</u></p> <p>Contemporary History (blended course, available in English and Italian)</p> <p>Geography (blended course, available in English and Italian)</p>	<p>3</p> <p>3</p>
7 th January – 7 th February	<p><u>“Early Birds” group</u></p> <p>Intensive Italian language course III</p>	8
	<p><u>“Regular” group</u></p> <p>Intensive Italian language course III</p>	4
Second Semester		
10 th February – 7 th March	<p><u>“Early Birds” and “Regular” groups</u></p> <p>Advanced Italian language course</p> <p>Or</p> <p>English Language B2 Course</p>	4
24 th March – 23 rd May	<p><u>“Early Birds” e “Regular” group</u></p> <p>Extended Italian language course II</p>	4
April - May	<p><u>“Early Birds” and “Regular” group</u></p> <p>Italian for study purposes (intermediate and advanced)</p>	4
14 th April – 23 rd May	<p><u>“Early Birds” and “Regular” groups</u></p> <p>Preparatory course for one of the international B2 Italian Language courses or for the <i>Italstudio</i> test, University of Parma (B1 or B2)</p>	4



	or Preparatory course for one of the international B2 English language courses.	
January – May. according to the calendars of the various departments	<p><u>“Early Birds” and “Regular” groups *</u></p> <p>Intercultural Communication (in Italian and English) 3</p> <p>Soft Skills 3</p> <p><i>and/or</i></p> <p>Courses in Italian or English in one of the following areas, depending on the students’ future academic choices and enrolment options:</p> <ol style="list-style-type: none"> Humanities Law and Economics Sciences (Chemistry, Biology, Pharmacy, etc.) Technology (Engineering, Architecture, etc.) <p>up to 12</p>	
End of June/July 2023	Final Exam	2

The study plans are customized for each student and aimed at achieving the 60 credits required for the attainment of the final qualification.

** From this group of exams, depending on the number of credits each student needs to achieve to reach the total of 60 credits, 6 or 12 credits must be obtained through combinations that will be agreed upon with the instructors.*