



UNIVERSITÀ DEGLI STUDI DI PALERMO

AREA FORMAZIONE, CULTURA E SERVIZI AGLI STUDENTI
SETTORE ORDINAMENTI DIDATTICI E PROGRAMMAZIONE
U.O.B.05bis PROGRAMMI E ORDINAMENTI DIDATTICI INTERNAZIONALI

REGULATION OF THE INTERNATIONAL PROGRAMS OF THE UNIVERSITY OF PALERMO: DOUBLE DEGREE, JOINT DEGREE AND INTEGRATED PROGRAM.

Introduction

The Ministerial Decree 270/2004, art. 3 "Qualifications and courses of study", paragraph 10, states: *"On the basis of appropriate agreements, the Italian universities may award the degrees mentioned in this article together with other Italian or foreign universities."*

Therefore the Italian law lets to the University responsibility the definition of agreements for the regulation of these actions.

The Academic Regulation, art. 3 "Qualifications and courses of study", paragraph 5, states: *"On the basis of special agreements, the University may award the degrees mentioned in this article in collaboration with other Italian and foreign universities ..."*.

Art. 1 – Definitions and objectives

1. The actions to be pursued to achieve international integration of programs can be structured in different levels.
2. The international courses established as Interuniversity partnership, with joint degree, require the adoption of a very complicated internationalization model, which creates a unique course designed in common by two or more universities, jointly established and activated and fully managed in common on the basis of a specific act of negotiation. Students must be enrolled simultaneously in all the universities of the partnership and, in case of limited access, selected on the basis of a single joint procedure. The mobility plan must also provide that students attend alternated periods of study in two or more universities.
3. The "joint degree" or the "double degree" are two possible outcomes of an "integrated" course of study. The "integrated" study program provides a curriculum designed in common between the two universities and ruled by a specific agreement. Students, who freely join the program, will attend periods of study of defined duration and content, alternating in the two academic institutions. At the end of the course and after any final joint tests, they achieve a unique title jointly signed by the academic authorities of the two institutions ("joint" degree) or the national final qualifications of the two institutions ("double" degree).
4. The integrated Program, established by the University of Palermo and one or more foreign universities, based on general principles of reciprocity and recognition, allows students to attend a part of their career at home University and a part at the involved partner University.
5. The purpose of this Regulation is to establish a procedural process for the institution of the programs referred to in paragraphs 3 and 4 in their main steps (how to define the educational project, the signing of the Convention, the text of the students selection call, monitoring students mobility and the enrolment procedures). These programs are fully part of the strategies of internationalization of the University, as they allow to increase the number of foreign students enrolled at the University, on one side, and to diversify and enrich the education of students of the University, on the other side.



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Art. 2 – Project of the Integrated Program

1. The Course of Study interested in creating an integrated program, including double or joint degree, having previously started the necessary dialogue with partner institutions, with one or more contact professors, builds the project on the basis of the educational programs of the involved universities.
2. The feasible schemes to integrate existing courses of study with courses offered by foreign universities may be as different as various are the qualifications adopted by the countries of the partner universities, their rules of educational framework, the didactic organization performed by foreign universities.
3. The integration between courses of study must be designed in the context of the enrichment of students education, keeping in mind that the complete overlap of the national curriculum with the foreign curriculum of study is hard to perform. To pursue the integration it is necessary to identify reasonable solutions which constitute a quality approach that justifies the two titles.
4. The integration must be the result of a careful process requiring:
 - a) the mutual understanding of the university systems, which allows to compare the levels of study of the courses to be integrated;
 - b) shared identification of the most appropriate methods of integration. Integration can also relate to only one of any curricula of the course of study and may eventually lead to the construction of a new specific route within the course, within law requirements;
 - c) a careful joint examination of the two programs, comparing their objectives and curriculum and defining the integrated program, based fundamentally on the mutual recognition of training activities of each institution;
 - d) the design of structured student mobility, replacing segments of equivalent activities or balancing the differences between educational objectives.

Art. 3 - Proposal, approval and creation of international cooperation agreement

1. The international cooperation agreement includes:
 - a) the indication of the universities involved in the exchange;
 - b) the general intent of the involved institutions;
 - c) the involved course/s of study;
 - d) the appropriate language to participate in the program (minimum B2 level);
 - e) the activities to share, minimum 30 credits for the Laurea Magistrale (2nd cycle) and 60 credits for the “Laurea” (1st cycle) and Laurea ciclo unico (integrated cycle), as guidelines ref. n. 31086 05/05/2010;
 - f) the exchange modality and, if necessary, the period of mobility;
 - g) the number of students planned per year;
 - h) if present, the facilities for exchange students at the partner University;
 - i) the fees for exchange students;
 - j) the required insurance;
 - k) dispute resolution;
 - l) validity, duration and renewal procedures of the agreement;



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- m) a conversion table that shows the equivalences between the activities of the involved courses of study;
- n) a conversion table of the grading system for activities and final examination.
2. The proposal of the agreement must follow the "University Regulation for the conditions, criteria and procedures for the stipulation and monitoring of conventions, contracts, agreements and protocols" (Decree n. 1330, 07/04/2014).
3. The request for activation of international programs must be made by one or more teachers of the course in question, on the appropriate application form and approved by the Course's Council and the Department's Council.
4. The request, accompanied by the documentation required by the Regulation referred to in paragraph 2, must be presented to UOB05bis "International Programs" (hereafter "competent office") that verifies that the agreement complies with this regulation and is consistent with the strategies of the University. The competent office is responsible to follow the procedures for approval of the texts, as an intermediary between the proposer structure and the Academic Authorities of the University. Before the submission of the draft agreement to the academic authorities, it is necessary that the proposer structure or competent office receive a message of approval of the text by the partner university.
6. After the approval the agreement is signed by the Rector in four copies, two in Italian and two in the foreign language. If the English language is used as shared language, the copies will be only two.
7. The agreement, then, is sent for signing by the partner Rector to the foreign university or universities and is active when all required signatures have been affixed and universities are in possession of copies of the signed original.
8. Afterwards the agreement is sent to the Course of study, to the Department and to the offices involved in the program.
9. The agreements may only be stipulated with higher education institutions recognized or accredited in the country of origin.
10. The project responsible shall annually review the correspondence between the curriculum of the agreement and the actual program. If changes occurred in the involved courses of Study, an amendment to the Agreement must be produced and approved by the Course's Council, the Department's Council and the Academic Authorities.

Art. 4 – Public Call

1. The integrated programs are for a limited number of students, enrolled in the participant program, who are selected sufficiently in advance of the beginning of the program, by a specific public call.
2. The parties must define the number of students participating in the program, possibly providing a balance in participation, during the agreement validity, and the selection criteria.
3. Host language or English language proficiency is fundamental, if the foreign institution requires it. In both cases, the selection should include a test of language skills.
4. The Course's Council, by the Department of reference, prepares the public call for the students to participate in the program (before the end of September for the mobility in the first semester and before the end of January for the mobility in the second semester).
5. The public call must include:



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- a) the program and the participant courses of study;
 - b) the evaluation criteria of the examination board;
 - c) the credits and/or further requirements at the time of application submission or before departure;
 - d) the application deadline;
 - e) the administrative rules of the program (any economic contributions, health insurance, travel documents, etc.).
6. Students must attach a CV in Europass format, in Italian and in the foreign language of the chosen destination (or alternatively in English), any self-certification of passed exams and not yet registered, the motivation for participation in the program, in Italian and in the foreign language of the chosen destination (or alternatively in English) and any certifications and diplomas attesting proficiency in the requested foreign language (at least B2).
7. The publication must be made on the usual communication channels of the course of study (website, notice-board, students mailing list) and a copy of the call must be sent to the competent office.
8. The Board, appointed by the Course's Council, evaluates the candidates applications on the basis of transparent criteria as: earned credits, exam average, motivation, language knowledge.
7. Once the quota provided by the agreement is identified, mobility can start.

Art. 5 - Students mobility - double or joint degree

1. The universities participating in programs which provide for the double or joint degree must engage each other to transmit all data of the students career in relation to the studies performed at their own course. Each university that confers the title should manage the entire curriculum performed by the student.
2. Students must be enrolled at both institutions and usually they perform the obligation of payment of tuition and fees at one of the two locations, mostly at home university. This information must be defined in the agreement.
3. The professor of reference of the course, after completing the selection procedures, transmits to the competent office the names of the admitted students, indicating the period of mobility.

Art. 6 – Incoming students

1. The competent office transmits the lists of the incoming students to the students office for the verification of the Title (according to Ministry regulations in force) and the Counselling Office (COT) - foreign students office, which verifies necessary documents for the stay of foreign students in Italy (passport, visa, residence permit), provides for the registration to the students website and the submission of the online enrolment application. The office also offers information, hospitality and assistance services of various kinds.
2. The course's Council decides the validations of the exams passed by the incoming students and transmits the deliberation to the Students Office in order to allow the reunification of their career, after verification of congruence with the curriculum of reference.
3. Only when all required documentation is received, the Students Office makes final and valid registration of incoming students that can attend and take exams under the online procedure.



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Art. 7 – Outgoing students

1. The competent office transmits the list of outgoing students to the student office.
2. Selected students may ask to the competent office useful information and advice for the fulfilment of administrative requirements by partner university.
3. The competent office activates a communication channel with the partner university, through the offices and the professor of reference, to verify the required documentation.
4. When the outgoing students come back, they must submit the "transcript of records" with the attended activities during the period spent at the partner University.
5. The Course's Council verifies that the document is congruent with the correspondence table attached to the Agreement between the universities and produces a validation document that is transmitted to the students office for career updating.

Art. 8 - Implementation procedures and discussion of the final dissertation

1. The parties must agree in advance how to conduct the thesis, the place where this should be elaborated and discussed and the language in which it is to be drawn up and submitted.
2. Co-supervision provides the thesis is prepared under the guidance of two mentors: one for the home university and one for the host universities.
3. The thesis can be prepared at one or the other or both universities, written in one of the two languages and accompanied by a summary prepared in the other language, or in English (the parties may also agree that the student chooses the institution and the language of preparation and presentation of the thesis).
4. The presentation and discussion can take place in front of a board of professors of both parties.
5. If the credits of the final test have been considered in the minimum quantity of the exchange activities (minimum 30 credits "Laurea Magistrale" 2nd cycle and minimum 60 credits for the "Laurea" 1st cycle and "Laurea ciclo unico" integrated cycle), the final exam will be held at the partner university.

Art. 9 – Students mobility - Integrated Programs

1. Incoming students participating in the integrated programs referred to in Art. 1 paragraph 4, needing a residence permit, on their arrival they must go to the Orientation and Reception Office - Foreign Students of the University Counselling Office (COT).
2. Incoming students must register at the UNIPA website students and, then, proceed to the compilation of the application form in the section "Incoming students". This procedure allows the regularly registered students to sign up for exams and access the online exams registration.
3. When outgoing students come back, they must submit a transcript of records certifying the activities performed with the earned credits and all the relevant information for the recognition of the mobility period.
4. For matters not provided by this article, the reference is the "Regulation on the attendance procedures for foreign students in incoming mobility".



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Art 10 – Facilities

1. Students participating in the integrated programs are offered some facilities:
 - a) Italian language courses in collaboration with the School of Italian Language for Foreigners (ITASTRA);
 - b) accommodation and canteen in collaboration with the Regional Institution for the University Study Right (ERSU) and the CASAUNIPA Agency - Accommodation Service;
 - c) counselling and support to visa and residence permit and information on the administrative procedures concerning tax code, bank accounts, in collaboration with the Orientation and Reception Office - Foreign Students of the University Counselling Office (COT);
 - d) medical counselling at the University Medical Clinic, in collaboration with the University Hospital "Paolo Giaccone";
 - e) University Sport Centre (CUS).
2. The facilities have to be activated in collaboration with the International Relations Office.

Art 11 – Financial Resources

1. The Department of reference will try to find any useful financial resources to support international programs through the presentation of projects in the field of European Community programs (Erasmus +, etc.) or national (MIUR, etc) or University (CoRI, etc.).
2. If the students selected for participation in an international program, awarded a grant by the University, decide to renounce, they must return the contribution just in case they have earned less than 15 credits while abroad.

Art 12 - Activity monitoring

1. The contact person/responsible for the agreement and the international program must, by the 30 September each year, transmit to the competent office and the Observatory, referred to in Art 47 of the University Statute, an annual report on the implementation of the program, including any critical issue, the congruence of the activities with the objectives, plans and agreed procedures and also any intention to continue the relationship.
2. At the expiry of the Agreement the referent must transmit to the competent office and the Observatory, referred to in Art 47 of the University Statute, a final report containing the results and the reasons for its conclusion.

Art 13 - Validity and promotion

1. The present Regulation applies from the day after its emanation by Rector's Decree.
2. Promotion is given on the University Official Notice and the webpage "International Students", as well as on that of the "International Programs" office, "UNIPA" website of the University of Palermo.