SCUOLA SUPERIORE MERIDIONALE

Guidelines for the SSM Degree Course during the Transitional Period

Art. 1 Objectives and Content
1. This document provides guidelines for the didactic rules and the operational criteria for SSM degree courses, as well as organizational aspects during the transitional period, until their prospective accreditation, while safeguarding the academic freedom of professors and respecting the general principles established in the didactic rules of the university and of the accreditation of the institutions and degree courses. Hereafter, the present document will be referred to as Guidelines for the School.

2. The SSM affirms the following general and constitutional principles of the activities and identity of its Degree courses: academic discipline and freedom, as well as the will to remove every obstacle that may cause direct and/or indirect discrimination based on gender, sexual orientation, ethnic or social origin, national minority, religion or personal, political or any other type of opinion, or disability.

Art. 2 Definitions
1. The terms used in this document are defined as follows:

   • School: The SSM and its relative institutional administrative bodies;

   • Educational Activities: every activity organized or prepared by the School for the cultural education of the students (teaching, supplementary didactic activities, seminars, workshops, etc.);

   • Didactic organization: all of the educational activities provided in a degree course;

   • Students: individuals who have enrolled in a degree course of the School for the scheduled time.
2. Where not otherwise specified in the current set of rules, "professors and researchers" means:

- professors and researchers, including those with fixed-term contracts, currently in service (even temporarily) at the School;
- adjunct or visiting professors;
- professors and researchers from other universities or experts belonging to national or international research or cultural institutions who perform didactic and research activities at the School by affiliation.

**Art. 3 Organization of courses**
The School's academic structures will organize, yearly, the didactic activities and preparation of the students; specify the School's didactic obligations and the requirements for access to the succeeding academic year. Specifically, they will define:

- the compulsory attendance of courses and the successful completion of relative exams (internally and externally);
- the mandatory attendance of additional didactic and educational activities (internally and externally);
- potential specific requirements for the acquisition of foreign languages, following the University Language Center;
- the procedure for preparing and presenting individual study plan;
- the procedure for calculating grade point averages;
- the procedure for attributing ECTS to each educational activity carried out at the School;
- the annual examinations and the requirements for passage to the succeeding year;
- potential further indications and specific obligations for each degree course.

**Art. 4 Degree course**

1. The School organizes the degree course for a period corresponding to the university system's first- and second-level degrees.

2. The five-year degree course consists of 72 ECTS according to the indications contained in the General Guidelines for Degree Courses associated with the SSM.
3. For didactic reasons, the fulfillment of the obligations for passing to succeeding years and using collegiate structures, the beginning of the academic year has been established as October 1 every year, ending on September 30 of the following year.

4. According to Italian law, the final University Degree from the Scuola Superiore Meridionale is considered equivalent to a second-level Master's Degree (Art. 19, comma 3 of Law 76/2020).

Art. 5 Didactic requirements for students of the SSM Degree Course

1. Students will be admitted to the degree course's succeeding years according to the set procedures and conditions established in the present guidelines.

2. Every student enrolled in the Degree Course will follow the School's courses along with those provided by the Degree Courses offered in the three-year or five-year degree course at the University of Naples, Federico II, according to their study plan as stated in these guidelines.

3. The student must maintain a grade point average (GPA) of at least twenty-seven out of thirty (27/30) and receive a mark no lower than 24/30 on any single exam. The procedure for calculating the GPA is defined in the General Guidelines for the SSM degree course.

4. Failure to meet the didactic requirements and/or failure to maintain the minimum GPA and examination scores will invalidate the student's status and of any rights and powers connected to that status.

5. For admission to succeeding years after the first year, each student in the degree course must have passed all of the University exams and internal SSM exams present in their study plan. They must have passed the annual exams and met any further obligations defined in the General Guidelines before September 30, except in the case of justified exceptions approved by the School. The student must present the request for such an exception before September 15, and it will be evaluated by a special commission created by the School.

6. Students of the degree course cannot accept any responsibilities that are incompatible with their duties as SSM students.

Art. 6 Study Plan and Degree Thesis

1. Study plans are designed to outline the educational pathways undertaken by students in compliance with the academic guidelines of the School.

2. The study plan for each course year must be presented to the director of the School's subject area to which the student belongs and can be modified before the deadline established by the School.
3. The School will nominate, annually and for each subject area, a representative who will conduct a preliminary review of the study plans and will define the list of students in each subject area. The study plan will be discussed and approved by the School.

4. Study plans will include:

   • the list of courses and other internal educational activities, as well as university courses that the student intends to study during the current year;
   • any courses offered taken in advance or in addition to those contained in the study plan;
   • any activities to be carried out at other Italian or foreign universities and a list of courses that the student intends to follow at the host universities in substitution of, or in addition to, internal courses;
   • any foreign language training the student intends to undertake.

5. Students must also indicate:

   • in the case of a study plan for the third year of a three-year degree course, the title and supervisor of the degree thesis (if required) at the University of Naples Federico II (this does not apply to single-cycle, 5-year degree courses);
   • the title and supervisor for the seminar and/or short thesis, if required, for the specific area in the case of a study plan for a fourth year, by the General Guidelines for SSM Degree courses;
   • the title and supervisor of the Degree thesis in the case of a study plan for the fifth year of a five-year degree course at the University of Naples Federico II;
   • the title and supervisor of the thesis or final seminar, in the case of a study plan for the fifth year of a Degree course in the specific subject area, by the General Guidelines for SSM Degree courses.

Art. 7 Assessment and annual seminars

1. Every year, the School will establish the procedures and the calendar for the annual assessment, which may consist of an oral interview before a commission headed by a professor from the School and composed of at least three members in the first two years of the course and the years following the third (with the exception of point 3, below). It is also possible to conduct a seminar and/or short thesis on a topic agreed upon with a supervisor who has been approved by the School (if foreseen in the specific subject area by the General Guidelines for the SSM Degree course). The annual assessment will be done before September 30 of each year.
2. The above-mentioned seminars or short theses will be held in the presence of a commission headed by a professor of the School and composed of at least three members (which can also be external to the School). Supervisors are invited to be part of the commission.

3. Students in their final year of a single-cycle or five-year degree course will not be subject to annual assessment.

4. In the fifth year, there will be a final public discussion of a topic proposed by the candidate and approved by the School.

**Art. 8 Assessment of each single didactic activity**

1. Assessment of the results obtained by the student in every single didactic activity can be done through a final exam for academic credit or verified participation in a seminar.

2. The overall evaluation will be expressed on a 30-point scale (with the maximum possible assessment of *cum laude*).

3. The official report of any exam will be prepared by the president of the examination commission, following the procedure and form indicated by the School.

**Art. 9 Suspension of didactic activities**

For serious and documented reasons, the School can authorize the student of a Degree course to suspend didactic and community activity, no more than once for the maximum period of a year, except in the case of maternity/paternity and other possible causes of obligatory leave of absence. When a suspension is granted, the procedure for the student's return will also be determined.

**Art. 10 External Didactic Activities**

1. Students may be authorized to participate in the study, research, internship, and/or work experience activities outside of the School.

2. Students may be allowed to receive economic contributions and/or, within the limits and the procedures established by the School, to be approved annually by School authorities.

3. External individual activities will be defined as follows:
   - External study and research activities in Italy or abroad for no less than a month, to be activated within the specific programs following related calls for application (including, but not limited to: Erasmus study programs, activated mobility through conventions between the School and third parties, etc.);
   - External internship activities in Italy or abroad for no fewer than two months, to be activated after related calls for application, within the specific national or international mobility
programs (including, but not limited to: Erasmus placement programs, other specific programs defined through conventions between the School and third parties, etc.);

- External study, research or internship activities in Italy or abroad for no less than a month, activated through an individual proposal by the student in which the activity specified has not been previously defined by the School;

- External study and research activities in Italy or abroad for no less than a month (including, but not limited to: participation in external educational activities or seminars, travel away from the School in order to present scientific work, or associated with consultations documents found at external archives or libraries, missions, etc.).

Art. 11 Mobility programs for studying, research and/or internships

1. The School promotes national and international student mobility through participation in European Union mobility programs and programs resulting from special conventions.

2. The number of places available in mobility programs for external study or research will be published annually and awarded on the basis of criteria and requirements defined by the calls for application.

3. When applying for an external study program, the interested student must indicate, within the terms of the program, the educational activities which will be carried out at the host institution, and which will substitute for some of the activities established in the original study plan or will be added to them. For that purpose, the student must propose a modification of the study plan if the mobility will take place in the current year.

4. In case of assignment to an external study or research period, the School will approve the plan in detail and undersign any potential documents correlated to the host institution.

5. The conversion of marks acquired abroad will be determined according to the procedure defined by the School.

6. Within the framework of completion of the educational process and in order to facilitate the professional choices of the students through direct knowledge of the world of work, the School will promote internships at external agencies, business or institutions in compliance with current legislation, also regarding the student mobility programs of the European Union. These activities will be recognized as an integral part of the students' careers.

7. Internships will be regulated by a specific agreement with the host agency and by the educational project. These documents will regulate the obligations of the sponsoring institution, the host institution and the intern, and will identify a tutor from the host agency as well as an academic tutor, chosen by the School.

Art. 12 Access to structures and facilities of the School

1. Students have the right to freely use the structures and facilities of the School as specified in the
relative call for admission.

2. The School may subject students to health checks in order to ascertain immunity to communicable diseases or other conditions that do not permit interacting in a community. Consequent to these checks, the student may be temporarily excluded from interacting with the community.

3. Students may use resources for copying and printing within the limits and procedures determined by the School.

4. Students of the School will be assigned an email address until the end of their association with the School. In order to identify the sender and receiver with certainty, this address must be used for all communication with the offices of the School.

5. Students who complete their degree will be assigned a special email address.

Art. 13 Disciplinary responsibilities

1. With their own conduct, students will uphold and enhance the image of the School, by respecting the principles of equality, solidarity and decency, and by fighting every form of discrimination both internally and externally to the community of the School.

2. Every student must contribute to the orderly functioning of the School and of its residences with respect to the laws, rules and norms in effect at the time.

Art. 14 Sanctions

1. Violations committed by students will be punished in a way that is proportional to the seriousness of the behavior, with the following sanctions, listed in order of their gravity:
   - Verbal warning.
   - Written warning.
   - Suspension from the School for one month.
   - Suspension from the School for more than one month.
   - Definitive expulsion from the School.

2. The sanctions of suspension and definitive expulsion will determine the suspension of the status of the student and all other associated rights and powers, for the period established in the sanction.

3. In the case of material or financial damage to the School, the responsible student will be required to reimburse the School, as established in the Civil Code, based on the amount determined by the School. To this end, the School can withhold any possible emoluments from the student until
the full amount is repaid. 

4. Definitive expulsions from the School will be communicated to the Rector of the University of Naples Federico II.

**Art. 15 Organizing committee**

The proposals and opinions formulated by the organizing committees shall be submitted to the relevant bodies of the University of Naples, Federico II according to the current rules and guidelines regarding didactic practices and services for students, along with the approval of educational activities, program organization and academic regulations.