

POLICY

A.Y. 2023-2024



UNIVERSITÀ DI PAVIA

Foundation Year Program

ACADEMIC REGULATION FOR INTERNATIONAL STUDENTS

FOUNDATION YEAR 2023-2024

1. INTRODUCTION

Dear Student,

Welcome to the Foundation Year Program of the University of Pavia!

The aim of this course is to introduce you to Italian language and culture, while consolidating your preparation in an academic field of your choice before enrolling at a university.

For the 2023-2024 academic year, the program will be held in Pavia from October 2023 until June 2024.

Students who are waiting for their visa, will have the opportunity to attend the courses online until they get the visa. Please be aware that in case of visa refusal, the enrollment will be withdrawn.

The program includes:

- Italian Language and Culture Course: **October 2023-June 2024**
- Courses held in Italian in one of the following three Study Areas, (1) Humanities, (2) Science & Medicine, (3) Social Sciences, each comprising four subjects (February-June 2024).

Academic calendar and class schedules will be communicated with reasonable notice prior to the beginning of classes.

In order to obtain the Foundation Year Certificate, you must pass **each final exam**, scoring at least 18 points out of 30. If you do not pass even one of the final exams, you will fail to obtain the final Foundation Year Program Certificate.

The final exams you will have to take and pass are:

- The final exam of the Italian language course
- 4 final exams pertaining to the selected study area subjects

The final exams will take place in June 2024.

This policy must be carefully read and signed. If students do not submit the signed copy to the Foundation Year Team before the beginning of the program, they will not be admitted to the final exams.



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1.1 FEES

The tuition fee for the Foundation Year Program amounts to 5.000 euros and it includes:

- University fees
- Liability insurance
- Tutoring
- Access to the University services (access to libraries, student discounts)
- Registration for the CILS certification exam for the June 2024 session (B1 or B2 level)

The tuition fee does not include:

- Room and board
- Rides to and from the airport
- Meals and beverages
- Visa expenses
- Medical and travel insurance
- 16 € tax stamp for the release of the final certificate.

Tuition costs are to be paid in 3 installments:

- First installment: € 1.500 to be paid within ten days of receiving the email containing the instructions for enrollment
- Second installment: € 1.750 to be paid by July 31, 2023
- Third installment: € 1.750 to be paid by August 31, 2023

1.2 CANCELLATION AND REFUND

- Until September 15, 2023: a refund of 75% of the amount paid will be issued
- After September 15, 2023: no refund will be issued

Only and exceptionally in the event of a visa refusal, it will be possible to obtain a refund of 75% of the amount paid even after 15 September.

PLEASE NOTE:

The inability to attend classes online due to a critical difference between time zones will not be considered a valid reason for issuing a refund or any kind of fee reduction.

All lessons will be recorded and made available to students through the Kiro teaching platform

Should the worsening of the Covid-19 pandemic lead to restrictions on in-person activities, the courses will be held online, without any possibility of reimbursement or reduction of tuition fees.



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2. ATTENDANCE

You will attend all classes, both Italian and study area courses **in-person** in Pavia from October 2023 until June 2024.

Class attendance is mandatory for all the Foundation Year students.

Students with an attendance rate of **less than 85%** will **not** be admitted to the final exams.

Class arrangements will be made by the Program Director. Unfortunately, students' personal preferences cannot be taken into consideration.

PLEASE NOTE:

*In order to be admitted to the final exams, students must reach an 85% attendance rate on each course of the Program, not cumulatively. **Therefore, students must have an 85% attendance rate in BOTH the Italian language course and in each one of their 4 selected study courses.***

Attendance rate is calculated using software that detects students' attendance in the classroom.

If a student shows up to class **more than 15 minutes late**, they may still be admitted, but will be considered absent.

In addition, students that take long breaks without the teacher's consent will always be marked as absent.

Complaints and pleas about the attendance rate calculation are not accepted.

In case students fail to meet the attendance requirements or voluntarily decide to abandon the program, *no reimbursement or reduction of tuition fees will be allowed.*

2.1 Waiting for the visa

The University of Pavia offers only to students that are waiting for the visa the opportunity to attend the classes **online until they get the visa.**

If the time zone is favourable, you must attend the classes online and synchronously. Your camera must be on for the whole duration of class. If your video is turned off, you will be marked as absent. The Program Director will decide whether the time difference between Italy and your time zone is compatible with synchronous attendance.

If the Program Director deems your time zone incompatible with synchronous attendance, you will be allowed to watch class recordings, which will be provided to you by your teachers. You will also be asked to take a mandatory **weekly test** (in the form of a series of questions or a questionnaire), aimed at verifying your actual class attendance. Test items will exclusively refer to what has been covered in class. All weekly tests will be evaluated, and you will receive feedback for each single test.

Students who turn in **less than 85% of their weekly tests** within the deadline established by their teachers will not be admitted to the final exams. **Late deliveries will not be accepted or graded.**

The impossibility of attending classes synchronously due to a critical time difference, will not allow any kind of reimbursement or reductions of the tuition fees.

In case of visa rejection, the student will stop attending classes online and the enrollment will be withdrawn.



3. ABSENCES

There are no excused absences due to illness. Any absence due to illness will be factored in the absences allowed for the Italian language course and the selected study area courses, which should not exceed 15%.

Cases of extreme and proven illness will be taken into consideration on a case-by-case basis by the Program Director, who reserves the right to request documents proving the severity of the illness, and who will accordingly judge whether to excuse the absence or not.

3.1. Exceptions

Absences due to procedures related to the release of Visa, Declaration of Validity, Apostille, or Permit of Stay will be excused only upon submission of the appointment confirmation, that must be sent to foundationyear@unipv.it

PLEASE NOTE: All requests for excused absences not that were not mentioned above will be ignored and absences will not be excused. Any other type of excused absence other than those mentioned above will not be allowed, and the relative request will be ignored.

4. *IN ITINERE* TESTS AND MIDTERM.

Apart from the final exams, you will have tests throughout the entire duration of the Program. These are generally called *in itinere tests*. Along with *in itinere tests*, the Italian course also features two Midterm exams. Your *in itinere* and midterm test grades will count towards your final grade, as shown in art. 6.1 and 6.2.

An unexcused absence in any of these exams will automatically result in a zero (on the missed exam).

4.1. Absence on an exam day

4.1.1 Midterm (for the Italian language course)

Absences of any type during Midterm exams will not be allowed. The absence will automatically result in a zero on the Midterm exam.

4.1.2 *In itinere tests*

If the absence is due to one of the reasons listed in art. 3.1, and excused by the Foundation Year Team, students will be allowed to retake the test on the next available date. If the absence is not planned, students will lose the right to retake the test, which will be automatically scored as zero.



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5. FINAL GRADES AND CERTIFICATE

Students with at least an 85% attendance rate for every course will be admitted to the final exams. Students who will receive a final score of at least 18/30 on each of the courses, will obtain the Foundation Year Certificate, reporting the student's achievements.

For the release of the official Foundation Year Certificate, students will have to pay a 16€ fee.

Students who score less than 18/30 on even one of the courses will fail to obtain the Foundation Year Certificate.

Students who do not meet the 85% attendance rate requirement will receive an official document reporting their attendance rate on each course, along with the statement of **unsuccessful completion of the program**.

Students will always be updated on their progress and attendance rate, and they will be promptly warned when their attendance rate goes below 85%. They will also be made aware of how many classes they can and cannot miss to ensure they will meet the 85% attendance rate requirement by the end of the course.

Duplicates of the statement cannot be issued under any circumstances. The University of Pavia and the Foundation Year Team are **not responsible** for the use students may make of official certificates and statements.

6. GRADE BREAKDOWN

6.1. Italian Language and Culture Course

The following criteria will be considered for the student final evaluation:

20%	Homework (average score)
20%	<i>In itinere</i> tests (average score)
20%	Midterm exam
40%	Final exam

6.2 Study Area Courses

The following criteria will be considered for the student final evaluation:

20%	Active Participation
40%	<i>In itinere</i> exams (average score)
40%	Final exam



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7. SELF-STUDY ACTIVITIES

The Foundation Year Program organizes cycles of self-study activities on the University's online platform "KIRO", along with other activities that will be advertised and explained by the teachers. Access and use of the KIRO platform will be explained by the staff in due time.

8. COURSE MATERIALS

The course materials for both the Italian language and culture course and the selected study area courses are an integral part of the study program. The Foundation Year Staff, with the help of the teaching tutors, will inform students on how course materials will be made available to them.

Students who misplace, misuse, damage, or lose their course materials cannot request and obtain extra copies. Students who come to class without the course materials will be flagged and subject to penalties.

9. BEHAVIOUR AND DISCIPLINARY SANCTIONS

Certain behaviours are strictly forbidden inside Foundation Year classrooms. The Program Director reserves the right to **expel students from the Program** if they are reported for one or more of the following infractions:

- Violent behaviour characterized by verbal offenses and physical or verbal threats to classmates in the classroom, in the University premises, or in the host structures that collaborate with the Foundation Year Program.
- Violent behaviour characterized by verbal offenses and physical or verbal threats to the Program coordinator, the teachers, the administrative staff, and the tutors;
- Any behaviour that violates the Civil and Penal code of the Italian Republic.

Other types of misconduct are prohibited in class. It is up to the Foundation Year Director to **assess the gravity of the situation and of the punishment** when a student is found to:

- Eat in the classroom (only bottled water or tea is allowed);
- Be late more than 15 minutes late to class (the student may not be admitted in class);
- Use smartphones, tablets, laptops or other similar devices during class, unless expressly required or authorized by the teacher;
- Smoke in the classroom;
- Break or damage equipment in the classroom or in the building;
- Vandalize the classroom or the building;
- Damage or dirty the toilets of any Foundation Year facilities.

In any case, the Program Director will have the final say on the degree and type of punishment, which would be communicated via a verbal warning, a message, or an official email.

An expelled student loses the right to a full or partial tuition fee refund.



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10. PRIVACY

The undersigned student authorizes the University of Pavia and the Foundation Year Program to use their personal data for educational purposes only, in compliance with Legislative Decree 101/2018 and the European General Data Protection Regulation 679/2016 – GDPR. The undersigned student also authorizes the Foundation Year Staff to take individual and group photographs and to make individual and group videos to document educational activities and collect material for promotional purposes.

Furthermore, the undersigned student authorizes the Foundation Year to recruit the student as a participant in experimental studies and other activities aimed at research advancement carried out in the premises of the University of Pavia or other locations identified as appropriate by staff.

The undersigned student _____ hereby confirms to have read and understood the contents of the Foundation Year Regulation

Date:

Signature: