

POLICY
A.Y. 2024-2025



UNIVERSITÀ DI PAVIA

Foundation Year Program

ACADEMIC POLICY FOR FOUNDATION YEAR STUDENTS 2024-25

INTRODUCTION

This academic policy lays the foundation for a holistic and supportive educational experience, designed to empower students as they embark on their higher education journey. It outlines the rules, guidelines, and standards that shape the learning environment, ensuring fairness, transparency, and the highest educational quality. By adhering to this policy, we aim to provide a clear and equitable path for students in their pursuit of knowledge, personal growth, and academic achievement.

Students must carefully read, sign and submit the policy within 10 days after receiving the admission letter.

1. FEES

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

- University fees
- Liability insurance
- Teaching materials
- Tutoring
- Access to the University services (access to libraries, student discounts)
- Registration for the CILS certification exam for the June 2025 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 10 days after receiving the admission letter
- Second installment: € 1.750 to be paid by July 31, 2024
- Third installment: € 1.750 to be paid by August 31, 2024

1.1 CANCELLATION AND REFUND

- Until September 15, 2024: a refund of 75% of the amount paid will be issued
- After September 15, 2024: no refund will be issued



UNIVERSITÀ DI PAVIA

Foundation Year Program

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 the 15th of September. The requests for refund due to visa refusal will be accepted by the 31st of January 2025. Subsequent requests will not be refunded. In case of visa rejection, students won't attend classes online and the enrollment will be withdrawn.

2. ATTENDANCE

Class attendance is mandatory for all the Foundation Year students. Attendance in person for all classes, including both Italian language and study area courses, is mandatory in Pavia from October 2024 to June 2025

In order to be admitted to the final exams, students must reach an 85% attendance rate on each course of the Program, not cumulatively. 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.

Class arrangements will be determined by the Program Director. Personal preferences of students will not be considered.

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 PROBLEMS WITH VISA

The University of Pavia provides synchronous online class access to students awaiting their visas, allowing them to attend classes remotely until their visas are issued.

If the time zone is favorable, students 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.

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.

The deadline for obtaining a visa appointment is the same for all international students and it is set by the University of Pavia.

2.2 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 study area courses, which should not exceed 15%.



UNIVERSITÀ DI PAVIA

Foundation Year Program

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.

Absences resulting from Visa or Permit of Stay procedures will be considered excused and only when accompanied by confirmation of the appointment. The appointment confirmation should be forwarded to foundationyear@unipv.it for verification.

Only excused absences will not count toward the 15% absence limit.

3. ASSESSMENT AND EVALUATION

Apart from the final exams, students will have exams throughout the entire duration of the Program. These are generally called *in itinere* exams. Along with *in itinere* exams, the courses also feature a Midterm exam for the Italian language course and a Midterm exam for each of the four Study Area courses.

The final exams will be set in June. In order to be admitted to the final exams students must reach at least an 85% attendance rate for every course. The *in itinere* and midterm exams' grades along with the final exams' grades will count towards your final course grade, according to the following grade breakdown:

Italian Language Course

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

Study Area Courses

20%	Active Participation
40%	Midterm exam
40%	Final exam

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

In case of *in itinere* exams, if the absence is due to one of the reasons listed in art.2.2, 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.

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



UNIVERSITÀ DI PAVIA

Foundation Year Program

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.

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.

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

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.

4. 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.

5. BEHAVIOUR AND DISCIPLINARY SANCTIONS

The following 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;
- 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.



UNIVERSITÀ DI PAVIA

Foundation Year Program

In any circumstance, the Program Director has the ultimate authority to determine the extent and nature of any consequences, which will be conveyed through verbal warnings, messages, or official emails.

A student who has been expelled loses the right to a full or partial refund of tuition fees.

6. 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 Policy.

Foundation Year Program Director

A handwritten signature in black ink, appearing to read 'Flavia Biondi', written over a horizontal line.

Date:

Full signature: