



UNIVERSITÀ DI PAVIA
Foundation Year Program

Foundation Year Policy
Academic Year 2021/2022



UNIVERSITÀ DI PAVIA

Foundation Year Program

ACADEMIC REGULATION FOR INTERNATIONAL STUDENTS

FOUNDATION YEAR 2021/2022

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 the world of the Italian language and culture, all the while consolidating your preparation in the academic field of your choice before enrolling in the University.

For the academic year 2021/2022, we offer three available options:

- **Foundation Year – Residential option:** you will attend all courses, both Italian and Area Studies courses **in-person** in Pavia from October 2021 until June 2022
- **Foundation Year – Blended option:** you will attend the intensive Italian course **online** from October 2021 until February 2022; then you will attend **in-person in Pavia** the Italian language course and the area study preparatory courses from February until June 2022.
- **Foundation Year – Online option:** you will attend all courses, both Italian and Area Studies classes **entirely online** from October 2021 until June 2022

Please note: *The in-person options will take place only if the sanitary conditions will be favorable and allow for in-person lessons. On the contrary, the program will be held entirely online, without any possibility of reimbursement or reductions of the tuition fees.*

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

The program includes:

- An intensive Italian language course from October 2021 until November 2021
- A long-term Italian language course from November 2021 until June 2022
- Four courses held in Italian in one of the following study areas: (1) Humanities, (2) Science and Medicine, (3) Economics, Law, Politics, from February until June 2022. Your Area Study Schedule will be announced in the next months.

The classes schedule will be:

- Italian Course: from Monday to Friday from 8.30 to 13.30



UNIVERSITÀ DI PAVIA

Foundation Year Program

- Area Study Courses: from Monday to Friday from 14.30 to 19.00 (Second semester only)

In order to obtain the Foundation Year statement, you must pass **each final exam**, obtaining a score of at least 18/30. If you do not pass even one of the final exams, you will fail to obtain the final Foundation Year statement.

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

- The final exam of the Italian language course
- 4 final exams of the Area studies' subjects

The final exams will be held in June 2022.

This policy must be carefully read and signed. If the student does not deliver the signed copy to the Foundation Year Team, he/she will not be admitted to the final exams.

2. ATTENDANCE POLICY

Class attendance is mandatory for all the Foundation Year students.

Students who reach **less than 85%** of attendance will **NOT be admitted to the final exams.**

PLEASE NOTE: In order to be admitted to the final exams, the student must reach 85% of attendance for each course of the Program, not cumulative. **Therefore, students must obtain 85% of attendance in Italian language course and 85% in each of the 4 courses of their Area studies.**

Attendance rate calculation is carried out using software that detects students' attendance in the classroom.

If a student shows up to the classroom with extreme delay (more than **15 minutes**), he/she is admitted to the classroom, but will be considered as absent.

Students that take long breaks without the consent of the teacher are always considered absent.

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

2.1. Residential Option

You will attend all the classes, both Italian and Area Studies courses **in-person** in Pavia from October 2021 until June 2022.

We remind you that the in-person options will take place only if the sanitary conditions will be favorable and allow for in-person lessons. On the contrary, the program will be held entirely online, without any possibility of reimbursement or reductions of the tuition fees.

The modality of in-person classes will be determined by the respect of the anti-covid regulations and the guarantee and the full safeguard of our students.



UNIVERSITÀ DI PAVIA

Foundation Year Program

The system and the class distribution will be determined by the Director and students' preferences unfortunately cannot be considered.

2.2. Blended Option

You will attend the Italian course **online** from October 2021 until February 2022; then you will attend the Italian language course and the area study preparatory courses **in presence in Pavia**, from February 2022 until June 2022.

If the time zone is favourable, you must attend the classes online and live, absolutely with the video on. If you will not attend the class with the video on you will be marked as absent. The Director will decide whether your time difference is favourable enough to attend live classes.

If the Director ponders that your time zone is not favourable and that does not allow to follow the lessons live, you will be allowed to follow the recorded classes, that will be sent out to you by every teacher.

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

You will also be asked to do a **weekly test** (questions or a questionnaire), in order to verify your attendance of the class. The fulfilment of the weekly test is mandatory.

Test items refer exclusively to what has been covered in class.

Students who fail to deliver **at least the 85% of weekly tests** within the deadline established by the teachers will not be admitted to the final exams. Late deliveries will be marked as ungraded.

All weekly tests will be evaluated. You will receive feedback for each test.

2.3. Online Option

You will attend all courses, both Italian and Area Studies classes **entirely online** from October 2021 until June 2022.

If the time zone is favourable, you must attend the classes online and live, absolutely with the video on. If you will not attend the class with the video on you will be marked as absent. The Director will decide whether your time difference is favourable enough to attend live classes.

If the Director ponders that your time zone is not favourable and that does not allow to follow the lessons live, you will be allowed to follow the recorded classes, that will be sent out to you by every teacher.

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



UNIVERSITÀ DI PAVIA

Foundation Year Program

You will also be asked to do a **weekly test** (questions or a questionnaire), in order to verify your attendance of the class. The fulfilment of the weekly test is mandatory.

Test items refer exclusively to what has been covered in class.

Students who fail to deliver **at least the 85% of weekly tests** within the deadline established by the teachers will not be admitted to the final exams. Late deliveries will be marked as ungraded.

All weekly tests will be evaluated. You will receive feedback for each test.

3. ABSENCES

There are no justifications for absence due to illness. Any absence for illness will be included in the 15% of absences allowed for the Italian language courses and study area courses.

Cases of extreme and proven illness will be taken into consideration by the Director of the Foundation Year, who has the right to request documents proving the seriousness of the case and then judge whether to justify the absence.

3.1. Exceptions

Absences due to procedures related to the release of Visa, Declaration of Value, Apostille, or Permit of Stay may be justified, with a proof of the appointment that must be sent to foundationyear@unipv.it

PLEASE NOTE: All requests for justification not mentioned above will be ignored and an absence will be counted. Any other type of justification not mentioned above is not allowed and the related requests will always be ignored.

3.2. Absence on an exam day:

3.2.1. Midterm (for the Italian language course)

Any kind of absences during Midterm exams will not be allowed. The absence will automatically be evaluated as zero point.

3.2.2. *In itinere* tests

If the absence is due to the reasons listed in art.3.1, and therefore requested and justified by the Foundation Year Team, students will be allowed to take the test on the next available date. If the absence is not planned, students will lose the right to take the test and will be automatically evaluated as zero point.



UNIVERSITÀ DI PAVIA

Foundation Year Program

4. IN ITINERE TEST AND MIDTERM.

Apart from the final exams, you will also take tests throughout the duration of the Program, called *in itinere tests*, and just for the Italian course, two intermediate exams called the Midterm. All these grades count towards the final grade.

An unjustified absence in one of these exams results in zero points.

5. FINAL MARKS AND STATEMENT

Students who reach 85% of attendance for every course will be admitted to the final exams. Then, students that pass all the final exams, with a score of at least 18/30, will obtain the Foundation Year statement, indicating the objectives achieved by the student.

Students who obtain less than 18/30 in even one final exam will fail to obtain the Foundation Year statement, needed to enter a University degree, in case he/she possesses 11 year of schooling.

Students who do not reached 85% of attendance will receive an official document, in which all the detailed percentages of attendance are listed, together with the statement of **unsuccessful completion of the program**.

Students will always be updated of their possible risky situation, with early warning notice which will also show the projection of the percentages for each 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 of the statement by students.

6. GRADE BREAKDOWN

6.1. Italian Language Course

The following criteria will be considered in the final evaluation:

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



UNIVERSITÀ DI PAVIA

Foundation Year Program

40%	Final exam
-----	------------

6.2. Area Study Courses

The following criteria will be considered in the final evaluation:

Students attending live online classes	
20%	Active Participation
40%	<i>In itinere</i> exams (average score)
40%	Final exam

Students following recorded classes	
20%	Weekly assignments
40%	<i>In itinere</i> exams (average score)
40%	Final exam

7. SELF-LEARNING ACTIVITIES

The Foundation Year Program organizes cycles of self-learning activities on the KIRO online platform of the University of Pavia, together with other activities that will be explained by the teachers. Access and use of KIRO platform will be explained by the staff in due time.

8. TEACHING MATERIALS

The teaching material for Italian language and culture classes, as well as for area studies classes, is an integral part of the course. The Foundation Year staff will communicate through the teaching tutor the ways in which the teaching material will be given to the students.



UNIVERSITÀ DI PAVIA

Foundation Year Program

Students who do not take care of their teaching material, lose it or use it for different purposes, will not be able to ask for an extra copy and will be penalized if they come to class without the study material.

9. BEHAVIOR AND DISCIPLINARY SANCTIONS

Certain behaviours are strictly forbidden inside Foundation Year classrooms. It is up to the Foundation Year Director to **expel a student from the Program** if he/she is reported with one of the following behaviours:

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

Furthermore, other minor behaviours are prohibited in class. It is up to the Foundation Year Director to evaluate the situation and **to decide the degree of punishment** when a student has one of the following behaviours:

- Eating in classrooms (only water or tea in bottles is allowed);
- Being later for over 15 minutes (the student is not admitted in class);
- The use of smartphones, tablets, laptops or other similar tools during the course, unless expressly required or authorized by the teacher;
- Smoking in classrooms;
- Damaging or dirtying the equipment in classrooms or in the building;
- Spoiling classrooms or the building;
- Damaging or dirtying the toilets of any Foundation Year facilities.

In any case, it is specified that the degree of punishment is always decided by the Director of the Foundation Year which could be a verbal warning, a message or an official email.

An expelled student has no right to regain fully or partially the tuition fee paid.

10. PRIVACY



UNIVERSITÀ DI PAVIA

Foundation Year Program

The undersigned student authorizes the University of Pavia and the Foundation Year to use his/her 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 make individual and group films to document educational activities and collect material for promotional purposes.

Furthermore, the student authorizes the Foundation Year to make use of the student himself/herself as a questionable subject in order to carry out scientific research activities at the premises of the University of Pavia or other locations identified as appropriate by staff.

The undersigned _____ declares to have read and understood the contents of the Foundation Year Regulation

Date:

Signature: