

DACD Implementation Directives in relation to the Master of Arts degree in Conservation-Restoration, and to the Admission and Matriculation Regulations: SUPSI Master's (graduate) Degree Programmes.

Art.1

Field of application

1.1. These Directives apply to the Master of Arts in Conservation-Restoration degree course with specialisation in wall paintings, stucco-work and stone.

, conducted by the SUPSI Department of Environment Constructions and Design.

1.2. These Implementation Directives supplement the Regulations for the Master of Arts in Conservation-Restoration, and the Admission and matriculation regulations: SUPSI Master's degree programmes.

1.3. Any admission applications, or matriculation documentation, received after the specified deadlines are appraised by the Degree Programme.

Art. 2

Equivalence of qualifications obtained abroad

2.1. The Head of the degree course will evaluate the equivalence of qualifications obtained abroad, checking that the competences specified correspond to the level of the Study Programme of the Bachelor in Conservation SUPSI and, if necessary, determining the credits to be acquired before the applicant can do the aptitude test for admission to the Master's programme.

2.2. Applicants who have passed the aptitude test, but who do not possess a Bachelor's degree that is fully equivalent to the Bachelor in Conservation SUPSI, may be admitted to the Master's programme, despite the missing credits yet to be acquired.

Missing credits must be acquired before the end of the first year of the course.

Should the missing credits amount to more than 12, students are asked to attend an additional year.

Art. 3

Attendance

3.1. Students must attend all the didactic activities specified in the modules.

3.2. Teachers are responsible for recording student absences.

3.3. Should a student record more than 20% of absences, even for one single course, the Head of the module may decide to award a Fail (F) assessment, considering these absences as unjustified withdrawal from the module. The Head of the degree course must be notified of this decision before the end of the module, and the attendance register must be attached. This assessment means that the module must be repeated in full (attendance and exams).

Art. 4

Part-time Curriculum

4.1. Students following the part-time curriculum attend half the modules specified by the Study Programme each academic year.

4.2. The Study Programme specifies the sequence of modules to attend in the various semesters of the part-time curriculum. Any modifications must be agreed on with the Head of the degree course, and stipulated in writing.

4.3. During the course of their studies, students may change only once from a full-time to a part-time curriculum, or vice versa.

4.4. Requests to change from a full-time to a part-time curriculum, or vice versa, must be submitted in writing to the Head of the Degree course, who will decide whether to approve the request or not.

Art. 5

Prerequisites

5.1. The Study Programme may stipulate that access to some modules depends on having attended or certified other modules.

5.2 In order to attend the 3rd and 4th semester modules, students must have acquired (before the beginning of the 3rd semester) at least 50 out of the 60 credits related to the 1st and 2nd semesters.

5.3 Students failing to meet the prerequisites for taking modules are not permitted to attend these modules as auditors.

Art. 6

Exam sessions

6.1. The DACD Direction conducts the following exam sessions:

- autumn semester exam session;
- spring semester exam session;
- summer session (before the start of the following autumn semester).

6.2. In each session, students may take the exams held for all the modules that they have already attended, and that are specified in the Study Programme.

Art. 7

Enrolment for modules and examinations

7.1. Students must enrol for modules and exams before the deadlines stipulated by the DACD Direction.

7.2. Modules attended for the first time must be certified in the exam session scheduled at the end of the semester.

7.3 Failure to enrol for a module exam is equivalent to withdrawal from this module.

7.4 If accepted by the DACD Direction, and if notified in writing with due indication of the reasons, absence from an exam -will result in one of two courses of action, depending on the circumstances. For all modules attended for the first time, students must take the exam in the following session, while students who are required to retake an exam may choose the sessions in which they prefer to do so.

Art. 8

Assessment methods

8.1. The assessment methods adopted for each module are stipulated in the module description, which is found in the Study Programme.

8.2 The Head of the module is responsible for course organisation and assessment.

8.3. Assessments may also take into consideration the work completed by students during the semesters (seminars, research work, written texts, active participation during lessons, oral exams, etc.).

8.4 Different assessment methods may be implemented for students who are required to repeat exams.

Art . 9

Fail assessments

In general

9.1 FX and F assessments mean that the credit is not acquired, but they differ in terms of the type of work that students must complete in order to pass the exam.

9.2 Students given a Fail assessment may decide to repeat the whole module (attendance and exam). This decision usually involves repetition of the academic year.

FX Fail

9.3 When assigning an FX assessment the Head of the module must specify in writing the work that the student must complete in order to acquire the credit(s).

9.4 If the student completes this extra work satisfactorily, a Pass assessment (4) is usually given. In some specific cases (e.g. the extra work completed is significantly better than expected), a maximum assessment of 4.5 may be assigned.

9.5 Should the extra work not be completed satisfactorily, the FX usually remains valid. In some specific cases (e.g. unjustified failure to hand in work, plagiarism, ...), an F may be assigned.

9.6 Should a student who has been given an FX decide to repeat the module (attendance and exams), the new assessment may reach any possible level.

F Fail

9.7 Since repetition of an exam or module entails repeating the whole programme of the module, the new assessment may reach any possible level.

9.8 The Study Programme will stipulate if an F assessment entails repetition of the entire module (attendance and exams).

Art. 10

Retaking exams

10.1. Students given an insufficient assessment for an exam may retake this exam a maximum of two more times, registering for subsequent sessions following the procedures and conditions stipulated by the Study Programme. After three unsuccessful attempts, students are expelled from the degree course.

Art. 11

Fraud and plagiarism

11.1. Each act of fraud or plagiarism, and each attempted act of fraud or plagiarism, is equivalent to a Fail assessment for the exam to which these acts pertain. Students will therefore be given an F for the related module.

11.2 Depending on the level of gravity, cases of improper conduct may lead to removal from modules or exams, annulment of credits, suspension, expulsion from SUPSI or annulment of qualifications.

Art. 12

Leave of absence

12.1 For attested reasons, the Department may grant leave of absence to students making this request, for a maximum duration of 4 semesters.

12.2 Requests in writing, briefly describing the reasons, must be submitted to the Direction of the degree programme, specifying the semesters for which leave of absence is requested (maximum of 2 consecutive semesters).

12.3 Students who fail to return to their studies after a leave of absence period are required to pay the related semester fee, unless this intention has been notified in writing, and the reasons described, before the following deadlines:

- 15 July (for the autumn semester);
- 15 December (for the spring semester).

Art. 13

Withdrawal of enrolment / abandonment of studies

13.1 Matriculated students who wish to withdraw their enrolment or abandon their studies must respect the following deadlines:

- 30 September (for the autumn semester);
- 15 February (for the spring semester).

Art. 14 Mobility students

14.1 Applications from students in mobility will be assessed by the Degree Course.

Art. 15

Disputes

15.1. As regards decisions taken by teachers, complaints can be made to the Department.

15.2. As regards Department decisions of a disciplinary nature, or that result in the non-acquisition of a credit which cannot be recovered in the short term, or that lead to irremediable prejudice, appeals can be presented to the Director of SUPSI.

15.3. Complaints and appeals must be presented within 15 days from the date on which the decision was notified.

15.4. Appeals must be presented in writing, and the reasons briefly described.

Art. 16

Enforcement

16.1 These Directives enter definitively into force at the start of academic year 2021-2022, replacing all previous Directives.

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