



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Wirtschaftswissenschaften

Facoltà di
Economia

School of
Economics and Management

Examination regulations

Art. 1 Sphere of application

The present regulations hold good for the examinations of all the degree courses of the School of Economics at the Free University of Bozen/Bolzano.

Art. 2 Examination formalities and sessions

All the examinations are written and, in order to be considered valid, must be taken in the official language used for teaching the course. Should a student be unable to certify mastery of the official language used in teaching, he/she will not be allowed to sit the examination.

There are three examination sessions in every academic year. The dates of the examinations or of possible changes will be announced to the students at least three weeks or anyway in sufficient time before the beginning of the examination session both on the Faculty notice board and in the Public Folders.

The examination syllabus, which is set up by the lecturer responsible for the subject and deposited at the Faculty Secretariat, is valid for one academic year. It is not possible to take examinations in subjects that are set as compulsory subjects for the following academic years.

Each year the School Council approves a list of the courses that will be organized for the individual degree courses. Should a student wish to sit examinations for optional courses not included in this list, he/she must first obtain the authorization of the Didactic Commission.

Should a student fail an examination or withdraw during the course of the examination, he/she will be allowed to resit the examination only one more time during the course of the same academic year.

Art.3 Examination Commission

The Examination Commission is nominated by the Dean of the Faculty and is composed of at least two members. The chairman of the Examination Commission is always the lecturer responsible for the course. The second member is chosen from among the teachers and researchers of the subject in question or of a related subject or subject area. In exceptional cases the second member may be a specialist in the area of the subject being examined, nominated by the Dean on the proposal of the lecturer responsible for the course. At the same time as the nomination of the Examination Commission a substitute member is nominated, too.

Art. 4 Assessment

The Examination Commission has at its disposal a maximum of 30/30 to award in its assessment of the examination papers. In particular cases the highest mark "cum laude" may be awarded. To pass the examination, the student must achieve at least the minimum marks of 18/30.

It lies within the discretion of the lecturer to take into consideration work done throughout the course of the academic year (cooperation, reports, written papers, mid-course tests, etc.) when making an assessment. At least 60% of the final assessment must be based on the written examination. The lecturer is obligated to inform the students about the examination and the relative formalities at the beginning of the course at the latest. The examination marks cannot be rejected by the candidate.

Art. 5 Cheating

The Examination Commission is in charge of the supervision during the exam. Whoever will be caught while cheating or deceiving will have to hand in the paper which won't be corrected or marked. The student won't be allowed to try the same exam for the following two examination sessions. The same fine/penalty will be applied to whomever will be caught trying any form of unauthorised copying or any other kind of cheating during exercitations, homeworks or any other elaborates valid for the calculation of the examination marks, as well as for anybody trying or anyway involved in anything illegal.

Art. 6 Enrolment for the examination, recording and registration of the examination mark

Enrolment for the examination is effected through the homepage of the Free University of Bozen/Bolzano at least three working days before the date of the examination. The Student Secretariat informs the students in good time about the enrolment procedures.

Students who enrol for an examination but do not wish to sit for it must cancel their enrolment over the Internet at least three working days before the date of the examination. Otherwise they will be allowed to sit that same examination once more only during the course of that same academic year. Cases established to be due to force majeure (e.g. serious illness, death of a member of the family, etc.) are exceptions to this rule. In such cases the Dean of the Faculty decides. For each candidate for the examination the Student Secretariat issues an examination record. The issuing of this document certifies that the student is authorized to take the examination. Before the examination these records are handed to the Examination Commission by the Student Secretariat. At the end of the test the student hands in his/her work to the Examination Commission adding his/her signature, signifying acceptance of the mark that will be awarded. After the examination has taken place the Examination Commission fills in the examination record which will be signed by all the members.

Art. 7 Communication of the results

Within two weeks of the examination the chairman of the Examination Commission communicates the results of the examination to the Faculty Secretariat and hands in to the Student Secretariat the completed examination records.

The final results are put up on the Faculty noticeboard and published in the Public Folders of the Free University of Bozen/Bolzano.

The candidate has the right, upon request, to see the examination paper. Within thirty days following the publication of the results, the candidate may present a written objection to the Examination Commission.

Appeals of a legal nature aiming at annulling the examination must be presented with a written request

to the Rector of the University within the time limits established by law.

Art. 8
Enrolment in the courses of the following years

The following number of credit points (CP) are required to enrol in the courses of the individual years of study: - 2nd year of the old university system : 30 CP

- 3rd year of the old university system: 90 CP
- 4th year of the old university system: 150 CP
- 2nd year of the new university system: 35 CP
- 3rd year of the new university system: 85 CP

Students whose credits gained at the end of the academic year fall short of the minimum required must enrol again in the same year's course.

In well-justified exceptional cases the School Council may authorize enrolment in the following year's course.

Art. 9
Storage of the examination papers

The written papers are official documents and must be stored in the University archives. After the corrections have been completed the papers must be handed in to the Faculty Secretariat which will keep them for 10 years.

Art. 10
Transitional provision

From the academic year 2001/2002 on, the mid-course/term tests taken during the previous academic years will no longer be taken into consideration when making the final assessment of that subject. In exceptional and justified cases the chairman of the Examination Commission may decide otherwise.