



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

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Art. 1

(Scope and definitions)

1. These regulations, the "University Academic Regulations", govern the general aspects of the organisation of teaching activities and the functioning of the training activities of the Sant'Anna School of Advanced Studies, as provided for in art. 11 of Law No. 341 dated 19th November 1990, and in articles 3 and 14 of the School Statute.
2. For the purposes of these Regulations:
 - a) the Ministry refers to the Ministry of Education, University and Research;
 - b) the School refers to the Sant'Anna School of Advanced Studies;
 - c) ministerial decrees, refer to the decrees issued, pursuant to and in accordance with the procedures set out in art. 17, paragraph 95 of Law No. 127 dated 15th May 1997, and subsequent amendments;
 - d) study courses refer to the Master's Degree courses, as identified in art. 1 of Ministerial Decree (D.M.) No. 270/04;
 - e) faculty of study courses refers to all the study courses, however described, having the same qualifying training objectives, grouped together in accordance with article 4 of Ministerial Decree No. 270/04;
 - f) disciplinary sectors refer to the groups of disciplines referred to in Ministerial Decree dated 4th October 2000, published in Official Gazette No. 249 dated 24th October 2000, and subsequent amendments;
 - g) scientific areas refer to the areas identified in art. 27 of the School Statute;
 - h) students refer to the students of undergraduate degree courses and the students of PhD programmes;
 - i) students also refer to the students of the master's degree courses, the master's courses and the advanced education training and continuing education and training courses;
 - j) disciplinary area refers to a set of culturally and professionally related disciplinary sectors, as defined by the Ministerial Decrees;
 - k) Italian University credit refers to a measurement of the volume of learning work, including individual study that is required of a student with an adequate initial level of knowledge to acquire knowledge, skills and expertise in the training activities provided for in the educational systems of the study courses;
 - l) training goals refer to the set of knowledge, skills and expertise which characterise the cultural and professional profile that the study course aims to achieve;
 - m) educational system of a study course refers to the set of rules which govern the study course in question.

Art. 2

(Scientific areas)

1. The scientific areas in the School include Economics and Management, Law and Political Sciences; Industrial and Information Engineering, Agricultural Sciences and Biotechnology and Medical Sciences.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

Art. 3

(Educational offer)

1. The School promotes and organises training activities which ensure the high quality of the studies, in compliance with art. 3 of the Statute, and according to the forms described in the following paragraphs.
2. The School may establish and offer:
 - a) supplementary teaching activities for Honours students enrolled in degree courses, also in the case of unified study courses at the University of Pisa (first level undergraduate degree courses);
 - b) supplementary teaching activities for Honours students enrolled in master's degree courses at the University of Pisa, or at other Universities which have a standing agreement with the School, to allow specialisation in particular sectors of advanced and cutting-edge studies (second level undergraduate degree courses).
3. The School may also establish and offer:
 - a) Advanced scientific qualification master's degree courses, also pursuant to an agreement with other Italian or foreign universities;
 - b) 3-year PhD programmes (Philosophiae Doctor), equivalent to a PhD, in accordance with art. 2 of Law No. 41 dated 14th February 1987;
 - c) PhD Programmes, also in collaboration with other Italian or foreign Universities;
 - d) First and second level University Master's courses, also in collaboration with other Italian and foreign Universities;
 - e) other advanced education training courses, continuing education and training courses and "Graduate Programme" type training programmes, in which an overall master's degree or master's courses, and PhD programme is defined, also in collaboration with Italian and foreign Universities and/or other public or private organisations.
4. The School may offer research training courses within the framework of master's degree courses, pursuant to an agreement.
5. The School establishes the residential character required for specific training activities, according to the purposes established by the Statute.

Art. 4

(Admission to the School's training activities)

1. Admission to the training activities organised by the School is based on procedures which aim to ascertain the high level of knowledge and the candidates' potential for cultural, scientific and professional development.
2. The certificate required, the access procedures, as well as the knowledge, skills and expertise required for admission to the individual training activities are governed by the respective academic regulations, which also identify the procedures for verifying the initial level of knowledge required.

Art. 5

(Training Activities Regulations)

1. The School's training activities are governed by the School's Training Activities Regulations. in compliance with and pursuant to the regulations in force and the provisions contained in these Regulations, as detailed below:
 - a) Book I: First and second level supplementary courses, referred to in art. 3, paragraph 2, sub-sections a1) and a2) of these Regulations;
 - b) Book II: Master's Degree courses, referred to in art. 3, paragraph 3, sub-section a) of these Regulations;
 - c) Book III: PhD programmes, referred to in art. 3, paragraph 3, sub-sections b) and c) of these Regulations;
 - d) Book IV: First and second level University Master's courses and Advanced education training, continuing education and training and research training courses, referred to in art. 3, paragraph 3, sub-sections d) and e) and paragraph 4 of these Regulations;
 - e) Book V: Scholarships and forms of student collaboration.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

Art. 6

(Academic regulations for Master's Degree courses)

1. The Academic Senate, after consulting the competent Faculty Council, has duly approved the Academic Regulations for each Master's Degree course established and offered by the School, pursuant to an agreement with other Universities, in compliance with and pursuant to the regulations in force and the provisions contained in these Regulations.
2. The Academic Regulations applicable to the course are issued respecting the freedom of teaching, as well as the rights and duties of the teaching staff and students, specifying the respective organisational aspects. In particular, each Regulation:
 - a) establishes the specific training objectives, the teaching activities, the criteria to allocate credits and the organisation methods of each individual training activity;
 - b) indicates the procedures to assess the initial knowledge required by students to access the training activities, as well as the procedures to verify the knowledge and potential required to access the training activities in question;
 - c) identifies the specific teaching obligations required of students in order to ensure the high quality of the training programme offered and organises procedures and types of verification of the students' advancement;
 - d) envisages the forms for the periodic verification of credits, in order to ensure the contemporary aspect of the educational and professional content offered by the training activities in question;
 - e) envisages the forms for the periodic verification of the teaching provided and the students' level of satisfaction.
3. The School governs the characteristics of the Master's Degrees in the specific Book of the Training Activities Regulations with reference to the selection of the candidates, the commitment of the teaching staff, and the forms of monitoring. The School also establishes the procedure to enter into agreements and the mandatory contents of the agreements, as well as the agreements aimed at establishing excellence programmes.

Art. 7

(Award of joint certificates)

1. The School may award joint certificates with other Italian or foreign Universities, in accordance with the regulations in force and with the Statute.
2. The School agrees the organisational methods and administrative procedures concerning the mutual recognition of the teaching, training activities and the related credits, based on special agreements, in compliance with the regulations in force, for the purpose of awarding a single certificate having the same value for the School and the other institutions.
3. The certificate is awarded jointly by the School and by the institutions, pursuant to agreements and is awarded in the name of the law by the respective senior academic boards.

Art. 8

(Explanatory report of the certificates)

1. The School issues an explanatory report for each certificate awarded, as required by the regulations in force; the report is based on the models agreed by the European countries, and describes the main information relating to the specific curriculum followed by the student in order to obtain the certificate.
2. The model of the explanatory report is approved by the Academic Senate.

Art. 9

(Italian University training credits – acquisition and recognition of credits)

1. The School adopts the system of Italian University training credits, pursuant to art. 5 of Ministerial Decree No. 270 of 2004. The University training credit corresponds to 25 hours of overall commitment per student; a different number of hours is possible, increasing or decreasing, within the limit of 20%, if the Ministerial Decrees permit this.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

2. The credits corresponding to each teaching activity are gained by the student when the exam is passed or based on another form of testing method, as established by the Regulations of each individual training activity.
3. The recognition of the credits gained by Honours students at other Italian or foreign Universities is automatic, provided such recognition is envisaged in special agreements entered into between the two institutions involved, and duly approved by the Academic Senate. The competent academic bodies will express an opinion in the other cases not governed by specific agreements.

Art. 10 (Guidance)

1. The School organises the following guidance activities, also in collaboration with other institutions:
 - a) pre-university, in order to ensure an informed choice of the University programme corresponding to the aptitudes of each student in close coordination with the higher secondary education institutions;
 - b) intra-university, in order to facilitate the integration and reception stage of students and good progress in their studies;
 - c) post-university in order to ensure and promote mature and informed choices in the continuation of training, as well as integration in the labour market, to enable choices which are consistent with the training course followed and to suggest qualified employment opportunities.
2. The School may avail itself of the collaboration of the Alumni Association for the guidance activities.

Art. 11 (Tutoring)

1. The School organises a systematic set of tutoring activities, in accordance with the regulations in force; the tutoring activities are aimed at:
 - a) contributing to the guidance of students during their studies;
 - b) improving the quality of the study and learning conditions;
 - c) promoting the full achievement of learning objectives;
 - d) removing the obstacles to successful studying activities and an active participation in the training process.
2. The tutoring activities are conducted by the School's professors and researchers who are responsible for guiding the students' training process.
3. The regulations may envisage that the professors and researchers are supported in performing their duties by the teaching and administrative staff, as well as by students and former students with specific skills and expertise.

Art. 12 (Forms of publicity)

1. The School ensures appropriate forms of publicity regarding the procedures and decisions taken with reference to its educational offer. The School promotes their dissemination with the tools provided by modern technologies, by using the University's information network and ensuring the constant revision of the communication tools.

Art. 13 (Certificates and related award)

1. The School may award the following certificates for the training activities referred to in article 3 above, in accordance with art. 3 of the Statute:
 - a) First level honours diploma;
 - b) Second level honours diploma;
 - c) Joint Master's Degree with other Universities;
 - d) 3-year PhD programme, equivalent to a PhD in accordance with Law No. 41 dated 14th February 1987;
 - e) PhD;
 - f) First and second level University Master's Diploma;



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

- g) Certificates for the other training courses offered.
2. The certificates are awarded after a final examination, intended to verify the achievement of the training objectives to which the training activity itself is aimed, pursuant to art. 43 of the Statute.
 3. The student must have fulfilled all the teaching obligations envisaged by the regulations of the training activity followed in order to be admitted to the final examination.

Art. 14

(First and second level supplementary courses)

1. The School offers forms of supplementary teaching for first and second level Honours students within the scientific areas referred to in art. 2.
2. First level Honours students are simultaneously enrolled in the degree courses, including the honours unified courses of the University of Pisa, as identified annually by the Academic Senate among those related to the School's scientific areas. Students may also attend degree courses, including honours unified courses in Universities other than the University of Pisa, subject to the authorisation of the Academic Senate.
3. Second level Honours students are simultaneously enrolled in the Master's Degree courses of Italian or foreign Universities, as identified annually by the Academic Senate.
4. Book I of the School's Training Activities Regulations, "First and second level supplementary courses", defines the general structure of the supplementary teaching activities and the respective academic obligations.
5. The School awards:
 - a) a first level Honours Diploma to first level Honours students who have fulfilled their academic obligations and have passed the respective examination within the second session of the calendar year following the conclusion of the first level undergraduate degree course;
 - b) a second level Honours Diploma to second level Honours students who have fulfilled their academic obligations and have passed the respective examination within the second session of the calendar year following the conclusion of the second level undergraduate degree course.Passing the proficiency test for admission to the second level honours courses also represents a suitable qualification to obtain the first level Honours Diploma, without prejudice to fulfilling the academic obligations. If the student opts for the proficiency test then the mark will be established by a committee appointed by the Rector based on a recommendation by the Faculty Dean who will assess the overall training programme and the result achieved by the student during the proficiency test.

Art. 15

(Master's Degree courses, pursuant to an agreement with Italian or foreign Universities)

1. The School may establish and offer Master's Degree courses in collaboration with other Italian or foreign Universities, within the framework of specific agreements, in line with the provisions of article 3, paragraph 1, sub-section d) of the Statute.
2. The Master's Degree courses meet the School's criteria and standards of excellence and have specific interdisciplinary characteristics and high technical, scientific and professional qualifications.
3. The normal duration of the Master's Degree courses is two years, and correspond to a total of at least 120 credits.
4. The School issues specific academic regulations for each Master's Degree course, in accordance with the regulations in force; the academic regulations are duly prepared, pursuant to art. 12 of Ministerial Decree No. 270/2004.

Art. 16

(Establishment, offer and discontinuance of Master's Degree courses)

1. The Master's Degree courses are offered and modified in compliance with the criteria and procedures laid down by Ministerial Decree No. 270 of 2004 and by the related ministerial provisions. The proposal to establish a Master's Degree course is submitted to the Academic Senate by an Institute Director, or in the case of Master's Degree courses pertaining to several Institutes, the proposal is submitted by the Directors of the Institutes concerned, following the opinion expressed by the competent Faculty Council, or by both



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

Faculty Councils in the case of inter-faculty courses, on the basis of a detailed project, drawn up in compliance with the national and statutory rules and regulations, and which must be submitted together with a proposal to enter into an agreement with another University.

2. The project relating to the establishment of a Master's Degree course must indicate:

- a) the name of the course and the faculty to which it refers;
- b) the specific training objectives;
- c) the professional profile the course aims to train;
- d) the prospects of professional career opportunities;
- e) the criteria and procedures to access the course, as well as the timing and methods of planning, coordination and verification of the result of the training activities;
- f) any courses which have similar training objectives in the University system;
- g) the procedures to conduct the examinations and other advancement assessments and the procedures to obtain and award the joint certificate;
- h) the size of the potential student demand generated by the School's graduates and by the national University system;
- i) the necessary teaching skills and expertise, distinguishing between those available at the School and those available at the University, pursuant to an agreement, specifying the procedures to assign the annual teaching duties to the teaching staff;
- j) the staff, technical, building facilities and financial resources required, making a distinction between those available at the School and those available at the University, pursuant to an agreement;
- k) an analysis of the direct and indirect costs and the expected income.

3. The applicants must attach the following documents to the project:

- a) the proposal for the course's educational system prepared in accordance with Ministerial Decree No. 270 of 2004 and the subsequent decisions on the subject;
- b) draft academic regulations of the course to be offered;
- c) a draft agreement relating to the agreements entered into with other Italian or foreign Universities participating in the course's offer.

4. The School offers appropriate forms of consultation with the organisations representing the world of production, services and professions and with the Alumni Association in order to define the specific training objectives, the expected professional profiles and the work objectives envisaged.

5. The proposal of a Master's Degree course, including the course's educational system, regarding the project referred to in paragraph 2 and the opinion of the Faculty Council responsible for the subject (or the Faculty Councils in a joint meeting, where necessary) is approved by the Academic Senate, and by the Board of Governors, within its area of responsibility, after having obtained the opinion of the internal Evaluation Committee and the favourable opinion of the Regional University Coordination Committee.

6. The establishment, offer and discontinuance of Master's Degree courses will be transmitted to the competent bodies, pursuant to art. 11, paragraph 1 of Law No. 341 dated 19th November 1990, and subsequent ministerial provisions on the subject, after inclusion in the database of the Ministry's educational offer, in accordance with the provisions in force.

7. However, in the case of discontinuance the School ensures the possibility for students already enrolled to complete their studies and gain the respective certificate, within a maximum of two academic years from the discontinuance decision, as well as the possibility for students to opt for enrolment in other courses offered.

Art. 17

(PhD Programmes)

1. The School may offer 3-year PhD Programmes within its research departments, in accordance with the provisions of article 3, paragraph 1, sub-section c) of the Statute.

2. The PhD Programmes are governed by a specific regulation issued in accordance with Book III of the School's Training Activities Regulations, "PhD programmes", and in accordance with the establishing legislation and the School's Statute.

3. The Programmes have a duration of not less than three years.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

4. The procedures for organising, conducting and checking the teaching activities of the PhD Programmes are governed in the relevant regulations.
5. The PhD Programmes are organised in a structured training programme and include conducting a specific research project in relation to the different needs of the School's scientific area of interest.
6. Part of the activities envisaged in the training programme may also be carried out at other Italian and foreign Universities, as well as in Italian or foreign research centres.
7. At the end of the Programmes, the School awards the Degree of Philosophiae Doctor (PhD) to students who have fulfilled the foreseen academic obligations and have passed the final examination; the Degree of Philosophiae Doctor (PhD) is equivalent to a PhD in accordance with Law No. 41 dated 14th February 1987.

Art. 18

(PhD Programmes)

1. The School may establish PhD Programmes, also in collaboration with other Italian or foreign Universities, in compliance with the provisions of art. 3, paragraph 1, sub-section e) of the Statute.
2. The School enters into special agreements with other Universities, if necessary, in order to establish the above-mentioned courses; the special agreements are aimed at offering each individual course. The methods and procedures to implement the course must be defined and the teaching staff resources logistics and finances, as well as the criteria to award the joint certificate must be identified in these agreements. The course's academic regulations must be attached to the agreement.
3. The PhD Programmes are governed by the relevant national laws and regulations and by the appropriate Course academic regulations. The duration of PhD Programmes in collaboration with other Universities cannot be less than three years.
4. At the end of the courses the School awards the PhD Degree to the students who have fulfilled the foreseen academic obligations prescribed by the relative Regulations and have passed the final examination, if necessary, the PhD Degree will be signed jointly by the Universities, pursuant to the agreement.

Art. 19

(Master Courses)

1. The School may establish first and second level Master Courses, in accordance with the legislation in force, in implementation of article 3, paragraph 1, sub-section f) and article 41 of the Statute.
2. The Master Courses are aimed at providing adequate training responses in departments of particular interest for the skilled labour market, in line with the policies of excellence pursued by the School.
3. The student must gain at least 60 credits, in addition to the credits already earned for a Degree or Master's Degree in order to be awarded the Master.
4. Master Courses may also be offered in collaboration with Italian or foreign Universities and with other external public and private bodies.
5. The organisation and functioning of the Master Courses, as well as the requirements for admission and the conditions to be awarded the certificate are governed by Book IV, Title I of the School's Training Activities Regulations: Master Courses, which also establishes the procedures for the proposal, the basic organisation, the admission requirements and the conditions for the recognition of the certificate, as well as the procedures for the recognition of the Italian University credits gained.

Art. 20

(Advanced education training courses, continuing education and training courses and Graduate Programme. Research training programmes).

1. The School may establish advanced education training courses, continuing education and training courses and Graduate Programme type training programmes, of variable duration, also in collaboration with Italian and foreign Universities and/or with other public and private bodies, in accordance with article 3, paragraph 1, sub-section g), and article 42 of the Statute.
2. The School may establish research training programmes as part of Master's Degree Courses, pursuant to an agreement, in accordance with art. 3, paragraph 4 of these Regulations.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

3. The School may award diplomas and certificates to participants, which are prepared in compliance with the regulations in force and with the agreements or proposal protocols established with external bodies. The organisation of these training activities is governed by the Academic Senate.

Art. 21

(Knowledge of foreign languages)

1. The academic regulations of the individual training activities must envisage the knowledge and the related forms of verification of at least one European Union language in addition to Italian, among the students' academic obligations.
2. The School particularly promotes the study of the English language. The individual academic regulations may require certifications gained at specific levels for admission, or in order to be awarded the final certificate.
3. The School organises the respective teaching activities with programmes aimed at obtaining the certifications indicated in the previous paragraph.

Art. 22

(Recognition of the activity carried out at other Universities)

1. The rules and regulations which govern the School's individual training activities envisage procedures for the recognition of the training activities carried out at other Italian and foreign Universities.
2. The School adheres to mobility programmes recognised by European Union Universities via specific agreements and other international exchange programmes, in compliance with the rules in force, and in accordance with the principles of reciprocity.

Art. 23

(Participation in individual teaching activities by external students)

1. Students from other national and foreign High Schools and students from national and foreign Universities, with which agreements based on reciprocity have been entered into, may participate in individual teaching activities, may sit the relevant examinations and be awarded a certificate including the indication of the credits gained as part of the teaching programme of each academic year, in accordance with the procedures specifically defined by the competent academic bodies.

Art. 24

(Teaching and research bodies and facilities)

1. The academic bodies and the facilities the School uses for the teaching activities are represented by the Academic Senate, the Faculties and the Institutes.
2. The Academic Senate:
 - a) performs summary and supervision functions of the School's training activities, issuing guidelines and ensuring coordination, in relation to a constant updating and periodic review of the overall framework of the educational and training offer. The Academic Senate also verifies annually the efficiency and effectiveness of the teaching activities conducted on the basis of quantitative and qualitative data and indicators;
 - b) may request the competent departments to analyse the individual training activities proposed, the actual achievement of the respective qualifying objectives, as well as the topicality of the credits awarded, in order to adopt any initiatives necessary to adapt the School's educational offer.
 - c) supervises the planning and organisation of the teaching and tutoring activities of the Master's Degree Courses and delegates their performance to the Institutes;
 - d) supervises the planning of the first and second level Master Courses and delegates their performance to the Institutes.
3. The Faculties:
 - a) annually approve the educational offer for Honours students of the first and second level undergraduate degree courses, coordinating the proposals of the Institutes of departments related to the Faculty;
 - b) propose to the Academic Senate the calls for applications to allocate the Honours student positions referred to in art. 44 of the Statute;



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

c) supervise the planning, organisation and performance of the supplementary teaching and tutoring activities for first and second level Honours students;

4. The Institutes:

define annually the final plan of the educational offer for students of the PhD programmes and advanced education training courses, on the basis of the recommendations made by the Academic Senate and the economic compatibilities established by the Board of Governors, within the scope of their specific areas of specialisation.

5. The Academic Senate and the Faculties may implement joint teaching committees between the teaching staff and students, which are also open to the participation of members of the Alumni Association, as well as to particularly qualifying external contributions.

6. The Academic Senate and the Faculties, via the competent departments, implement checks and assessments on the organisation, the effectiveness and quality of the teaching activities, on the consistency between the credits assigned to the teaching activities and the specific planned training objectives, on the functioning of the tutoring service, as well as on the organisation and quality of the services and residential facilities.

Art. 25

(Planning undergraduate degree courses - supplementary teaching activity)

1. The undergraduate degree courses start each academic year on 1st October and end on 30th September, unless specific exceptions apply and are approved by the Academic Senate.

2. The Academic Senate approves annually the academic calendar within September indicating the periods of suspension of the teaching activities and the closure of the School's residential facilities.

3. The Faculty Councils annually define the reference framework of the programme of supplementary teaching activities for the following academic year, within the deadlines provided for by the Academic Regulations of first and second level undergraduate degree courses, and however, no later than 31st July, and within the context of the recommendations made by the Academic Senate and the economic compatibilities established by the Board of Governors.

4. The Faculty Councils approve the final programme of the supplementary teaching activities within 30th September, once it has been verified that the programme meets the needs of the students.

5. The following details must be indicated for each foreseen teaching activity:

- a) the training objectives;
- b) the subject contents;
- c) any credits envisaged;
- d) the programme of activities and the period when they are conducted;
- e) the implementation procedures;
- f) the advancement verification procedures.

Art. 26

(Planning the other training activities)

1. Planning the teaching activities of the PhD Programmes is governed by Book III of the School's Training Activities Regulations, and by the agreements, where applicable.

Art. 27

(The teaching staff's educational tasks and duties)

1. Each member of the teaching staff performs his/her teaching duties in relation to the relevant rules and regulations of legal status in the context of the training activities conducted within the School, as well as in the teaching activities governed by specific agreements entered into with other Universities.

2. The School envisages the possibility of assigning teaching courses to temporary lecturers, based on the regulations in force and the School's internal rules.

3. Each member of the teaching staff must ensure the maximum availability for tutoring and teaching duties, also in consideration of the School's residential and collegiate characteristics.

4. The Deans and the Institute Directors are required to report any teaching staff shortcomings to the Rector.



ACADEMIC REGULATIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

Art. 28

(Services Charter)

1. The School adopts a Services Charter drawn up on the basis of the general reference schemes applicable to the education sector issued by the Prime Minister's Office with its own decrees.
2. In essence, the purpose of the Services Charter aims to govern the relationship between the School, as a provider of qualified educational and training services, and the student, as the user of such services, indicating the rights, duties, commitments and responsibilities, which both parties assume within this relationship.
3. The Services Charter is approved by the Academic Senate, after consulting the academic bodies concerned, and is issued by a Rector's decree.

Art. 29

(Transitional provision)

1. First level undergraduate students who have already passed the proficiency test for admission to the second level undergraduate degree courses, at the time these Regulations enter into force, may request the application of art. 14 of these Regulations and Art. 26 of the Training Activities Regulations for the purposes of being awarded the first level honours diploma.

Art. 30

(Approval and amendments to the University Academic Regulations)

1. These Regulations are approved by the Academic Senate, in accordance with the procedures set out in art. 15 of the Statute and are sent to the Ministry for approval, pursuant to art. 11, paragraph 1 of Law No. 341 dated 19th November 1990.
2. The Regulations may be amended using the same procedure referred to in the previous paragraph.