



# MSC FINANCE AND BANKING REGULATIONS



UNIVERSITY OF ROME TOR VERGATA

# *MSc Finance and Banking Regulations*

## Summary

Art.1 – General Rules.....	3
Art.2 – Degree Program Structure.....	4
Art.3 – Single Annual Form for the Degree Program (SUA-CdS) .....	5
Art.4 – Management of the Degree Program .....	5
Art.5 – Steering Committee.....	6
Art.6 – Admission to the Degree Program .....	6
Art.7 – Organization and Planning of Didactic Activities.....	7
Art.8 – Transparency and Quality Assurance .....	8
Art.9 – Organization of Learning Activities.....	9
Art.10 – Exams.....	10
Art.11 – Final Exam.....	11
Art.12 – Transitions, Transfers, Abbreviations and Credit Recognition .....	12
Art.13 – Part-time Students .....	13
Art.14 – Student Mobility and Opportunities Abroad.....	13
Art.15 – Opportunities for Students.....	13
Art.16 – Academic Guidance .....	14
Art.17 – Curricular Internships and Placement .....	14
Art.18 – Student Obligations.....	14



## Art.1 – General Rules

The Master of Science in Finance and Banking, with a degree classification of LM-16, was established in the 2008/2009 academic year at the Department of Economics and Finance at the University of Rome Tor Vergata. The name of the Degree Program in English is MSc Finance and Banking.

The Degree Program is entirely taught in English by way of the conventional teaching method (classroom lectures held at the University).

The normal duration of the Degree Program is two years.

To achieve the Master's Degree, the student must earn 120 credits.

Upon completion of the studies, the Master's Degree is awarded in Finance and Banking (degree classification LM-16). Those who complete the Degree are entitled to the academic qualification of Master's Degree.

The present Regulations are subject to revision at least every three years and have been drawn up in compliance with current legislation and with the University Regulations to which reference should be made for any issues not expressly mentioned herein.

## Art.2 –Degree Program Structure

Pursuant to article 11, paragraph 3, of the ministerial decree 22 October 2004, N. 270, the study program has its own structure, in conformity with the national didactic systems and with the University regulations. The structure of the Degree Program, deliberated at the same time as the proposal for the establishment of the Program, is approved by the Ministry pursuant to Article 11 of Law N. 341 and is issued by decree of the Rector. Its entry into force is established by Decree of the Rector.

The Degree Program structure, in compliance with the provisions of the degree classification to which it belongs and the current legislation, is defined after consultation with the representative organizations of the world of production, services and professions, with particular reference to the assessment of needed training and available career opportunities. It determines:

- a) the name, identified coherently both with the degree classification and with the specific characteristics of the proposed path of study;
- b) the degree classification or classifications to which the Degree Program belongs and an indication of the department of reference;
- c) the specific educational objectives and expected learning outcomes, according to the qualification descriptors system adopted at a European level (knowledge and understanding, ability to apply knowledge, independent judgement, communication activities, learning skills);
- d) the professional profile of master's degree graduates, with indications concerning employment opportunities;
- e) the general framework of the training activities to be included in the curricula and the indication of the methods of implementation;
- f) the credits assigned to each training activity and to each area, referring to one or more disciplinary sectors concerning the foreseen activities in letters a) and b) of Article 10, paragraph 2 of the Ministerial Decree of 22 October 2004, N. 270;
- g) the knowledge required for access and the methods of verification, differentiated by type of study program pursuant to the provisions of Article 6, paragraphs 1 and 2 of the Ministerial Decree of 22 October 2004, N. 270 and of the University Regulations. Details regarding the criteria for access and the methods of evaluation are outlined in the present Regulations;

h) the characteristics of the final exam for the achievement of the Master's Degree. In order to obtain the Master's Degree, the student must prepare an original thesis under the guidance of a supervisor and present it (to an evaluation committee).

The Degree Program structure may provide for several curricula, however neither the Program nor the degree awarded may refer to any specific curricula. The structure of a Master's Degree Program may also include the creation of curricula in order to encourage the enrollment of students with different academic backgrounds, while ensuring the achievement of the educational objectives. The relevant department council is responsible for the correct correspondence between study plans and the structure of the Degree Program.

### Art.3 – Single Annual Form for the Degree Program (SUA-CdS)

The structure of reference of the Degree Program and the associated structures annually provide for a reflection on the expected learning objectives; the verification of the demand for training and consultations with subjects, profession and organizations of the production of good and services, contribute to this reflection. This activity can be carried out in collaboration with Degree Programs of a similar area. The Degree Program also re-examines the structure of the Program and its effects, making any necessary changes, to define the curriculum in compliance with the learning objectives. The Coordinator, assisted by the Quality Management Group and the Didactic Manager, prepares the documentation for the accreditation of the Degree Program, to be approved in didactic structure of reference and is responsible for compiling the Single Annual Form for the Degree Program (SUA-CdS) as the main tool of the Self-Assessment, Periodic Assessment and Accreditation system introduced by Law N. 240/2010 and by the Legislative Decree 19/2012. The Coordinator is also responsible for the correspondence between that which was approved in the didactic structure of reference and the content of the Single Annual Form (SUA-CdS). The areas of the Quality Section are publically accessible and can be consulted online at: <http://www.universitaly.it/>.

### Art.4 – Management of the Degree Program

MSc Finance and Banking refers to the Department of Economics and Finance as the educational structure of reference, which assumes the responsibility and the costs of managing the Degree Program. The Degree Program establishes an Academic Council which is responsible for the coordination and ordinary management of teaching on the basis of the guidelines defined by the associated departments, in accordance with the provisions of the Regulations for Education and Research Structures.

The Academic Council elects, by an absolute majority of its members, the Program Coordinator from among the full-time professors. The Coordinator is responsible for convening and presiding over the

Council, ensuring the execution of the related resolutions. The Coordinator remains in office for three academic years and cannot be consecutively re-elected more than once.

The MSc Finance and Banking Academic Council consists of five members among the professors and researchers who carry out teaching activities for the Degree Program. The members of the Academic Council are appointed by resolution of the Council of the Department Economics and Finance. The members of the Degree Program Academic Council remain in office for three years and cannot be consecutively re-elected more than once.

A student who is elected among the regularly enrolled students of MSc Finance and Banking, participates in the meetings of the Degree Program Academic Council.

## Art.5 – Steering Committee

In the planning phase (and also in relation to subsequent study cycles) the Degree Program ensures an in-depth analysis of the needs and development potential (humanistic, scientific, technological, health or socio-economic) areas of reference. To this end, the Degree Program systematically consults the primary interested parties (students, professors, scientific and professional organizations, representatives of the world of culture and production, including the international level), both directly and through the use of field studies.

The Degree Program organizes an annual consultation with interested representatives of management and labor and the meeting is normally attended by the Program Coordinator. The consultation meetings involve representatives of the world of work, culture and research within professional and academic areas that are coherent with the current cultural profile objectives of the Degree Program and which reflects upon, deepens and provides information regarding the actual employment potential of graduates.

## Art.6 – Admission to the Degree Program

To be admitted to MSc Finance and Banking, it is necessary to have a three-year university degree or diploma, or another academic qualification obtained abroad which is recognized as suitable.

There are additional specific entrance criteria which include the possession of curricular requirements and personal preparation.

The curricular requirements for admission include a Bachelor's Degree or a three-year university degree obtained from an Italian university with one of the following degree classifications (or in the corresponding degree classifications of the previous academic systems): L-7 Civil and Environmental Engineering, L-8 Information Technology Engineering, L-9 Industrial Engineering, L-16 Administration, L-18 Business Administration, L-30 Physics, L-31 Computer Science, L-33 Economics, L-35 Mathematics, L-

36 Political Science and International Relations, L-41 Statistics, or another academic qualification earned abroad and recognized as suitable, in fields such as economics, finance, business economics, mathematics, physics, statistics.

Students with the curricular requisites may be admitted to the academic program after a positive evaluation following the verification of the candidates' personal preparation, carried out through an entrance interview aimed at ascertaining the candidates' knowledge of the general principles of economics and finance as well as a good mathematical-statistical preparation. Furthermore, candidates are evaluated based on the final grade of their bachelor's degree and other experiences, including professional ones, considered relevant to the successful completion of the academic program.

Knowledge of the English language is also required, written and spoken, corresponding to level B2 or higher of the European Framework of Languages. The academic program council provides for the direct assessment by means of interview to determine English language proficiency in cases where the candidate is unable to produce adequate language certification.

An additional obligatory requirement is the possession of an adequate knowledge of the English language, which must correspond to Level B2 of the European language framework. The Degree Program Academic Council provides for the direct assessment of English language competency by means of an interview in the event that the candidate is unable to produce an adequate linguistic certification. The Bachelor's Degree final mark and other experiences, including professional ones, that are considered relevant will be taken into consideration as an indicator of a potentially optimal performance in the Degree Program.

## Art.7 – Organization and Planning of Didactic Activities

For the courses taught at the School of Economics, 1 CFU is equivalent to 25 hours of work, broken down as follows: a) lectures; b) seminars, workshops, exercises and similar didactic activities; c) personal study. Usually 1 CFU corresponds to 6 hours of classroom lectures. The remaining hours are allocated to points b) and c) previously indicated. Each course can be carried out over the course of one or two modules.

The Degree Program annually defines its curriculum as a set of all the educational activities provided for the cohort of students who enroll in the academic year of reference. For each course, the normal academic year of delivery is indicated along with whether it is taught in separate modules, its scientific area, the foreseen credits, the hourly commitment and the academic field of reference.

The Degree Program curriculum is defined annually with respect to the deadlines indicated by the University and usually within the month of March and is approved by the relevant department. The annual curriculum is planned accordingly and inserted in the internal didactic management system of the University and published on the website of the Degree Program <https://economia.uniroma2.it/master-science/financeandbanking/coursestructure/>.



The Degree Program Academic Council annually formulates a study manifesto proposal for the Department Council, taking into account in particular the indications provided by the Joint Commission, the Quality Review Group and the Steering Committee, defining in detail the contents of the educational activities for the following academic year and indicating, where necessary, the modalities of coordination of specific activities. The Department implements all necessary measures, including those relating to possible assignments and the selection of adjunct professors. The request for assignments and contracts must be justified by specific didactic needs, indicated in detail by the Degree Program Academic Council for each individual course and activity.

The study manifesto includes information on the detailed programs of the activated courses, any necessary prerequisite or preparatory courses and the professors' office hours; each professor ensures the preparation of a descriptive syllabus for each course, in which all information is recorded concerning the required prerequisite knowledge, training objectives, teaching materials and texts of reference, the types of teaching adopted (including distance learning) and the criteria and methods of verification. Included in the annual study manifesto are the support initiatives for students with special needs (e.g., off-campus students, foreigners, workers, the disabled, students with children young children) and for students with disabilities regarding accessibility to facilities and teaching materials.

Courses are taught in modules of 6 credits each, delivered in three lectures per week, for a maximum of two hours each. A distribution of twice-weekly lectures for three hours each is admissible in special cases, upon request of the interested party to the Department Director and following approval from the Department Council.

Each lecturer personally conducts the lectures of the courses he or she teaches. Lecturers may invite experts of recognized scientific expertise for co-lectures with the lecturer on specific topics that are part of the course's syllabus. For lectures in substitution of the lecturer the permission of the Coordinator is required. Any absences due to unforeseen events must be justified by serious and exceptional reasons and must be promptly notified to the teaching secretary of the course and to the students concerned.

The Academic Program Council shall ensure that the courses provided are appropriately distributed between the two semesters of the academic year and throughout the day and week; it also undertakes, as far as possible and consistent with the logistical needs of the Faculty to which it belongs, to avoid overlapping courses scheduled in the same semester for each year course. The educational activities refer, as per the program structure, to the following types: characterizing, related, electives, additional educational activities, final examination. Course attendance, although not mandatory, is strongly recommended.

## Art.8 – Transparency and Quality Assurance

The Degree Program adopts the procedures to satisfy the transparency requirements and the conditions necessary for correct communication, addressed to students and all interested parties. In particular, the Degree Program makes the information required by law available before the start of educational activities each year, in any case, by October 31. Furthermore, the information on the Program website is constantly and promptly updated. The Degree Program adheres to the University Quality Assurance Policies. The Degree Program refers to the Joint Committee of the Department of reference. The Degree Program Academic Council identifies the professor responsible for quality assurance, who may also be the Program Coordinator.

## Art.9 – Organization of Learning Activities

The Degree Program study plan is divided into four semesters of courses and includes a final dissertation. The lectures, taught entirely in English on campus are divided into the following categories: lectures by the assigned professor (modality A), as well as exercises and seminars (modality B), that are accompanied by the personal study of the student (modality C).

The educational activities of MSc Finance and Banking are divided into 72 credits of compulsory, complementary and integrative activities, 18 credits of elective courses, 6 credits for an extra activity aimed at developing IT skills, and 24 credits for a final dissertation. <https://economia.uniroma2.it/master-science/financeandbanking/coursestructure/>.

The Degree Program proposes a series of elective courses which are coherent with the learning objectives of the Degree Program. The student may choose an elective other than those proposed, selected from courses activated by the University within the framework of other master's degree programs, taught in English and consistent with the learning objectives of MSc Finance and Banking. In this case the request, sent by email to the address indicated on the Degree Program website, must be expressly authorized. It is the student's responsibility to ascertain any conditions (prerequisites, knowledge of languages, etc.) for taking the relevant exam.

Credits acquired for courses additional to those required to complete the course of study remain registered in the student's career and may subsequently be recognized under current regulations. Grades earned in additional courses are not included in the computation of the grade point average of the student's exams, but are included in the diploma supplement. Students for whom supplementation is necessary for disciplines that current regulations indicate as indispensable for the purpose of teaching in secondary school may indicate in the study plan a number of credits in excess of 120.

Students must take the exams scheduled for their cohort of reference and comply with any prerequisites set for the various courses (details of which can be found on the course syllabus); in particular, students may take elective courses starting from the second semester of the first year of

study and, for first-year students, it is possible to take second-year exams in advance, however only after taking all the exams scheduled in the first year.

## Art.10 - Exams

The methods of assessment differ for each course; they are predetermined and made public by the professors on the web page dedicated to the Degree Program.

Exams may be written, practical or oral, or include a combination of these modalities. During the course of the lectures, there may be intermittent oral or written exercises. Written exams may consist of the preparation of a paper and/or answering multiple-choice questions and/or carrying out exercises. Students are allowed to view the written exams for a period of 30 days starting from the date of publication of the exam results.

The oral exams are open to the public. The examination will cover the course syllabus and related material indicated by the lecturer at the beginning of the lectures and duly publicized via the course syllabus on the Degree Program website. The exam may have a positive or negative outcome. The final evaluation is individual and is expressed on a scale of 30. If a score of 30/30 is reached, the Examination Committee, with a unanimous decision, may award honors. The student may withdraw without completing the exam, according to the procedures defined by the Examination Committee. In this case, a withdrawal will be registered without consequences for the student's academic record. It is at the discretion of the lecturer to specify whether a student may repeat the exam in the same exam session. It is the responsibility of the Degree Program Academic Council to verify that all lecturers do so.

Exams are scheduled by the Degree Program Academic Council, in agreement with the faculty, and are announced before the beginning of the academic year, and in any case at least two months before the beginning of the examination sessions. When organizing the exam session calendar, the Coordinator indicates to the lecturers the time intervals of two/three days within which to schedule each exam, in order to avoid overlapping with the dates of the exams of other courses taught in the same semester, taking into account any prerequisites and in any case ensuring that the exams are normally spaced at least 15 days apart.

Exams are distributed at least twice during each exam session: winter, summer and fall, consistent with defined time intervals within which to conduct examinations. The dates of the exams cannot be anticipated with respect to the scheduled calendar; they may possibly be postponed, providing, when possible, adequate notice. The need to conduct midterm examinations should be communicated to the Coordinator of the Course Council well in advance and before the beginning of the academic year. The Coordinator may authorize midterms in the appropriate periods provided annually in the educational program after having verified that the exams in question do not compromise the general requirements of an orderly organization of the teaching activities.

For students who are in a position to graduate in the winter session, exams taken by February of the calendar year following the conclusion of the academic year are relevant to the previous academic year and do not require re-enrollment. The administrative procedures governing this aspect are made known from year to year on the institutional websites of the University, Faculty and Degree Program.

The organization of extraordinary exam sessions for students who are behind in their studies is not foreseen.

The Examination Committees responsible for the exams are established by the Department Council of reference for the Degree Program, as proposed by the Degree Program Coordinator and are made up of at least two members: the President, who is the lecturer in charge of the course, and another member, where possible, chosen from among the teaching staff or experts who carry out teaching activity in the same or similar field of study. The appointment of the expert, as determined by specific regulations, takes place by resolution of the Department Council in regard to the proposal from the Degree Program Academic Council and has a five-year duration unless the lecturer in charge of the courses requests early revocation.

Examinations are usually held on the premises of the Faculty of Economics. Students subject to detention measures in a prison located in the territory of the Lazio Region, regularly enrolled in the Finance and Banking course of study and who intend to take an exam, shall forward, through the person of reference at the Institute in which they are confined, an application to the Director of the department of reference; the Director will appoint the Examination Board and, after consultation with the President, will schedule the day and time when the said Board may go to the Institute to administer the exam, giving notice thereof to the Director of the Prison.

## Art.11 – Final Exam

For the purposes of assigning the dissertation, the student must follow the rules approved by the Degree Program that are available at the following link: <https://economia.uniroma2.it/master-science/financeandbanking/dissertation/> .

The work consists of the preparation, under the guidance of a supervisor, of a dissertation on a specific topic that can involve more than one disciplinary area treated in depth to elaborate on the theoretical or empirical aspects.

In the dissertation, written and defended in English and which meets the criteria of scientific writing, the graduating student must demonstrate advanced skills in coherent organization and critical treatment of the notions acquired during his/her course of study as well as the sources and bibliographic material on which the student based his/her work.

The calendar usually includes three graduation sessions: in autumn, in summer and in winter. The graduation application is presented in compliance with the deadlines and procedures established by the Student Secretariat of the School of Economics to which we refer to for technical and procedural specifications.

The Graduation Evaluation Committee members are appointed by the Dean, upon recommendation from the Program Coordinator.

The Graduation Evaluation Committee expresses an evaluation of the written dissertation and its oral defense, taking into account the overall academic performance of the student, the average of the marks as well as any honors recognition obtained in the exams. The following points may be added to the weighted grade point average, which is converted to a scale of 110:

- up to 5 points for the quality of the written work and its presentation;
- up to 8 points in case of recommendation by the dissertation supervisor for work of particular merit.

Letters of recommendation by the supervisor and co-supervisor should be addressed to the Chair of the Graduation Committee, mentioning the specific reasons for their positive evaluation.

The Commission may, by unanimous and motivated resolution, award honors to the candidate who obtains the maximum score of 110/110.

The dissertation is awarded 24 university credits.

## Art.12 – Transitions, Transfers, Program Abbreviations and Credit Recognition

The general University procedures and criteria for transfers from other Degree Programs within the University, transfers from other universities, degree abbreviations and the recognition of University credit are defined by the Board of Directors, after consultation with the Academic Senate, and reported annually in the Student Guide, published on the University's institutional website.

Transfers from other universities and transitions (from other Degree Programs at the University of Rome Tor Vergata) will take place after examining the student's curriculum and the admission request, which must be completed within the established deadlines. The Department Council, based on the proposal submitted by the Degree Program Academic Council, will deliberate in regards to the possible recognition of exams already taken in English. The year of enrollment will be determined based on the credits earned; if the number of credits recognized is equal to or greater than 60, the student will be enrolled in the second year of the Degree Program. To formulate the proposal, the Degree Program Academic Council may ask the applicant for additional documentation, including the actual syllabus of the courses attended.

Requirements and deadlines for requesting transfers and transitions are annually recorded in the

Student Guide; for the purpose of enrollment in the Course, the procedures provided and defined in the matriculation notice.

## Art.13 – Part-time Students

The CdLM in Finance and Banking does not provide for the possibility of part-time enrollment.

## Art.14 – Student Mobility and Opportunities Abroad

For the organization of periods of international mobility, the Degree Program benefits from the assistance of the Erasmus Office of the School of Economics. All information regarding calls for application, grants and the various opportunities provided for students are available on the School of Economics website and are continuously updated.

At the end of the term abroad, the student must deliver a certificate of completion to the Erasmus Office indicating the period of study spent abroad in accordance with the previously approved Learning Agreement, including all exams taken and marks earned with reference to each course for which the student seeks credit recognition. The Department Council, after having verified the correspondence of the work carried out by the student with that indicated in the Learning Agreement, ratifies the recognition of the earned credits. If the University credits acquired refer to courses other than those authorized, the relevant Department Council establishes their possible recognition. All University credits earned by the student during the study period abroad – within the framework of agreements between European universities and consistent with the approved and/or deliberated Learning Agreement as congruent with the Degree Program – must be accepted by the student's home university without requesting additional work by the student and without further exams.

The Degree Program promotes the signing of Dual Degree agreements in compliance with current legislation.

## Art.15 – Opportunities for Students

The University promotes numerous opportunities to enrolled students including scholarships, awards based on merit, research grants, calls for work-study and part-time collaboration activities, educational trips, contributions for cultural initiatives, agreements and concessions. Said initiatives are always adequately publicized on the University website <http://web.uniroma2.it> and on the Degree Program website: <https://economia.uniroma2.it/master-science/financeandbanking> .

## Art.16 – Academic Guidance

The Coordinator takes all the necessary initiative to ensure coherence between the academic guidance activity carried out within the Degree Program and the guidance indications dictated by the specific University Regulations.

The guidance activity is normally carried out for each student by the professors, as part of the Degree Program activities, under the responsibility of the Coordinator.

The professors, to ensure the effectiveness and continuity of the guidance actions, guarantee an adequate number of office hours dedicated to this activity. The professors communicate the procedures for requesting an appointment on the Degree Program website, along with their schedule during which they are able to receive students, and any necessary scheduling changes; the professors undertake to respond promptly to students' emails.

The MSc Finance and Banking Program Office is available to receive students: <https://economia.uniroma2.it/master-science/financeandbanking/contacts/> .

The Degree Program actively participates in the organization and implementation of the orientation activities organized by the School in Economics and in collaboration with the University.

## Art.17 – Curricular Internships and Placement

All information relating to the initiatives adopted by the Degree Program for the management of curricular internships and placement activities, aimed at facilitating the meeting between its students and graduates and the world of work, are available on the School of Economics website and on the Degree Program website and are continuously updated. <https://economia.uniroma2.it/master-science/financeandbanking/employment-statistics/> .

## Art.18 – Student Obligations

Students are required to comply with the laws, statutes and regulations and provisions issued by the competent authorities for the correct performance of the teaching and administrative activities.

Students are required to behave in such a way as not to harm the dignity and decorum of the University, in compliance with the Code of Ethics, including during internships carried out at other national and international institutions.

Any sanctions are imposed by decree of the Rector, in accordance with the provisions in force and the University Statutes.