UNIVERSITY OF GASTRONOMIC SCIENCES

REGULATIONS FOR EXAM GRADES

UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS

Art. 1 – What can be registered for

Only exam sessions that have been officially published on the Exam Session search of the UNISG portal can be considered.

Students can only be evaluated for the educational activities in their most recent approved study plan.

Art. 2 – Who can register

The following students are entitled to register to take exams:

- students regularly enrolled in the University degree programs
- students on schedule with their tuition payments
- students who have correctly updated their Study Plan within the given deadline;
- students who have not incurred disciplinary sanctions as described in art. 9.2, paragraphs c), d), e) and f) of the Student Program Enrollment Regulations;
- students enrolled in the degree courses in Gastronomic Sciences who, at the end of the first year of the course, have successfully passed the English or Italian language exam (for foreigners), as required by the study plan.

☞ If a student fails to meet one of the above requirements, they will not be admitted to the exam or other academic coursework evaluation.

Art. 3 – How to register

To register for an exam session, follow these steps (NB: It is only possible to register for exam sessions for optional courses and language courses if the student's study plan has been correctly updated in time):

- Log in to the university portal at https://unisg.esse3.cineca.it/Home.do;jsessionid=327AC97A3675562C68CF091F3C164EF2.esse3-unisg-prod-01?cod_lingua=eng
- Click on "Exams", then "Exam sessions"
- Select the course title by clicking on .
- Click on "Book exam session"
- Click on "proceed"
- Click on "Confirm Exam Session Booking".

To cancel a registration for an exam or other academic coursework evaluation:

- Access the "Booking notice board"
- Click on "cancel"
- Click on "confirm".

☞ Students are required to register for exams or other academic coursework evaluations by the **deadlines indicated on the university portal**. Students are likewise required to retain a copy (paper or digital) of the screenshot image demonstrating their registration to the exam, which should be exhibited to the Academic and Registrar Office upon request.

Art. 4 – How/where exams are held

- Exams are held at UNISG classrooms or at the classrooms of each university with which UNISG has entered into a collaboration agreement; these are facilities designated for teaching and, in any case, are open and freely accessible to the public. Subject to space availability, exams should preferably be administered in the classrooms assigned by the Registrar Office.
- Exams are scheduled in specific exam sessions each year in the academic calendar by the Academic Council
- In order to take an examination, students must present their university card or other valid identity document, or otherwise risk exclusion from the examination.
- Students have the right to withdraw from an oral examination before the grade has been communicated by the teacher; once the grade has been announced, it will be registered.
- The student is entitled to withdraw during a written examination prior to handing in the written exam; once the exam has been delivered, it will be evaluated and the grade registered. Teachers can define a specific procedure for withdrawing from the exam by giving explicit oral or written communication before the exam begins.
- For students with an SLD, UNISG has put specific compensation mechanisms in place, which can be accessed by following the instructions found in the online student portal.
- Part-time students can take advantage of specific methods and contents as clearly indicated in the teaching cards prepared by the professor.

Art. 5 – Exam committees

In order to ensure the exams are held correctly, committees for exams and other coursework evaluations are nominated by the Rector or their delegate. The exam committee is composed of at least two faculty members, one of whom is the professor teaching the course, who acts as President of the exam committee, while the second is another faculty member, researcher or adjunct in the subject or in related subjects, or, if necessary, a faculty member reputed by the department in question to possess the necessary competencies. The President of the Exam committee ensures that the exams are administered correctly. Only in the presence of objective logistical or structural situations (e.g. if the second member of the commission does not belong to the scientific-disciplinary sector in which the teaching subject of the exam is activated), the exam can take place in the presence of the only holder of the teaching, President of the Exam committee.

If the degree program includes an international mobility program, the exam must be administered at one of the university campuses participating in the program, with the student and one member of the examination committee present. The remote participation of one of the committee members does not invalidate the exam.

Art. 6 – Recording of exam results

All results will be recorded by the coordinator of the course/module using the online procedure.

In the case of courses with multiple modules, the marks awarded for each module will be combined to give the final grade.



Students are required to check their exam booklet regularly and report any missing grades to the teacher (Didactic Office in copy) by the next session.

Art. 7 –Viewing graded written exams
After the marks have been recorded, students can ask to view a written exam.

Art. 8 – Recording of failed or withdrawn exams
The lecturer must record the result even if the exam has been failed or the student has withdrawn.

Art. 9 – Filing of written tests
The written tests are archived in the Registrar Office.

Art.10 – Resolution of critical issues
Decisions regarding any problems relating to the exams taken by a student will be made by the course coordinator, or, in the case of any disputes, by the Student Ombudsman.

Art. 11 – Validity of the present provisions
These regulations for the registration of exams or other academic coursework evaluations shall become valid following the Faculty Council of April 19, 2023.

EXPLAINATION OF EVALUATION CRITERIA USED IN ASSESSMENT TESTS
(NB: while these criteria serve as both a general framework and guide, they have no official value with respect to the freedom and evaluation autonomy of the examination commission.)

30 with honors: special mention.	Perfect examination from every point of view: optimal knowledge and understanding of the contents along with personal elaboration and original links; perfect form and exposition (written and/or oral).
27-30 very good to excellent	Exam that denotes an excellent mastery of the subject with no significant errors; very good to optimal knowledge and understanding. No issues with exposition or use of language.
25-26 good	Exam that denotes a good knowledge of the subject, as well as a good level of understanding despite some inaccuracies and/or minor errors. Exposition is good but not perfect.
22-24 more than sufficient to fair	Exam with gaps in both knowledge and understanding of the topics. Presence of errors and inaccuracies, including significant ones. Weak exposition, with poor use of language.
18-21 from sufficient to slightly more than sufficient	Exam that barely reaches, or nearly reaches, the minimum standards required to pass. Approximate knowledge of the subject and incomplete exposition, with many significant errors.