GUIDELINES
FOUNDATION YEAR

SECTION 1
GENERAL INFORMATION

The Foundation Year programme (FY) is a pre-university curriculum aimed at students with a foreign high school diploma of less than twelve years of schooling, which is the minimum requirement to enroll in an Italian university. Specifically, the course is intended for students with a foreign high school degree achieved after 10 or 11 years of schooling or a US High School Diploma (HSD) without the further requirements for enrollment in Bachelor’s or Master’s Degree programmes, as specified in the ministerial guidelines.¹

The educational aim of the FY is, on one hand, to provide the additional year of schooling (or the further requirements in case of HSD), and on the other to allow students to achieve a knowledge of Italian of a minimum level B1 (CEFR), and to fill in any gaps on the fundamental subjects required to enter Italian universities.

The present guidelines regulate the FY curriculums established by “Università Campus Bio-Medico di Roma” with a call for bids, which defines the terms and admission requirements and the number of available posts annually.

The exam committee for the admission of FY students is elected by the “Senato Accademico”, after the recommendation of the “Giunta di Facoltà”, and is composed of at least two teachers belonging to the proposing Faculty. The person in charge of the proceedings is appointed by the General Manager and CEO of the University.

SECTION 2
PREREQUISITES FOR ENROLLMENT

All non-EU students residing abroad are eligible to enroll in the FY curriculum of “Università Campus Bio-Medico di Roma” if they have:

- A foreign high school diploma which does not reach the minimum schooling requirements for enrollment into Italian universities according to current government regulations, for example students with a high school diploma achieved after 11 years of schooling;
- A foreign high school diploma, but need to fill in any language or educational gaps;
- A British or American high school qualification which does not include some Advanced Placement (AP) required for enrollment into Italian universities according to current legislation (http://studiare-in-italia.it/studentistranieri/).

To access the FY programme offered by Università Campus Bio-Medico di Roma, students also need to have an adequate knowledge of English (minimum level B2 CEFR), which will be assessed during the admission interview or by providing an international language certification.

¹ http://studiare-in-italia.it/studentistranieri/
SECTION 3
ORGANIZATION OF THE EDUCATIONAL CURRICULUM

The FY programme has a duration of 11 months, from September to July. All educational activities are offered in English, except for Italian classes.

The FY programme is composed of 600 hours of teaching, which include 300 hours of Italian and 300 of the fundamental topics, with the aim of allowing FY students to be in line with the minimum preparation required to access Italian universities.

The programmes and timetables are published on the page **Foundation year (unicampus.it)**. The FY curriculum is defined by the “Consiglio di Facoltà” which decides the educational offer, academic organization, and the choice of at least one teacher of the FY committee.

Additional activities
To allow students to become part of the university life, the University offers the following benefits:
- Counseling;
- Tutoring (Italian and English);
- Peer to peer meetings;
- Practical support for accommodation and visa;
- Intensive Italian course (3 weeks).

SECTION 4
ORGANIZATION OF CLASSES

The FY Academic Committee is in charge of the organization and coordination of classes and is composed of at least 3 members: the FY Coordinator, office manager of the University Language Center, and at least 1 teacher for each Faculty. The FY committee is nominated by the Senato Accademico.

The teachers and tutors of the FY programme are decided by the Board, by the end of July every year, after acceptance of the Senato Accademico, and proposal of the Consiglio di Facoltà.

The administrative support of the FY is granted by the Language Center (Centro Linguistico di Ateneo).

Attendance is intended in presence within the university premises; the student can only attend online in case of documented legitimate impediment, when authorized, and for limited periods of time. The University is committed to supporting any authorized online attendance, and attendance will be detected both for classes held in presence and those online. The Call guidelines document reports on the minimum attendance rate required.

There will be a final assessment for each topic, with a second catch-up date, to be taken by the end of July. The final test for Italian also has a catch-up-session in September. The final test can be a written and/or an oral interview and the final grade is out of 30. The minimum passing grade to obtain the FY certification is 18/30 in all topics. The exam committee is elected according to the regulations of the University. Each teacher can also give mid-term tests.
The final FY qualification is given by the FY academic committee, who assesses the student’s overall performance during the curriculum and the achievement of a minimum B1 level of Italian.

The academic activities of FY are not equivalent to university credits, so they cannot be converted into exams within the following university course.

**SECTION 5**

**ENROLLMENT INTO A BACHELOR'S DEGREE OR A MASTER'S DEGREE PROGRAMME**

- **At Università Campus Bio-Medico di Roma.**
  The final FY qualification allows the student to apply for any Bachelor’s or Master’s Degree at UCBM. However, students will have to take the admission test, when required. If no final qualification is obtained or the student does not have an acceptable high school diploma, enrollment will not be possible under any circumstance. The final FY qualification allows students to skip the Italian test required for non-EU students residing abroad (level B1 for courses in English and B2 for courses in Italian).

- **At a different Italian university:**
  The enrollment in a different university will follow said university’s regulations, thus students who pass the FY final tests will have to gather all necessary information about enrollment conditions in time.

Under 18 non-EU students applying for a Visa need to have a legal guardian in Italy until they turn 18. The Italian diplomatic representative will decide the requisites and the acquisition modality of the guardian, when assessing the issue of a student Visa, which is mandatory to acquire the residency permit, National Health System assistance, a contract of rent, and a bank account.

**SECTION 6**

**FEES AND BENEFITS FOR STUDENTS**

Fees are described within the Call for bids document every year. Only in case of denial of a Visa by the Diplomatic Representative, for reasons not attributable to the candidate’s negligence, when appropriately documented, can the fee be reimbursed, following the University’s General Manager’s authorization.

**SECTION 7**

**COMING INTO EFFECT**

The present Guidelines come into effect from the academic year 2022/2023.