



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Foundation Programme Academic Policies

Attendance

Attendance to the Foundation Programme courses is mandatory and a record of attendance will be taken by your professors during each class.

In all cases of absence, you must notify your professor at least one hour before the beginning of class, stating the reason for your absence. All email addresses of your professors can be found in Blackboard.

In order to complete the Foundation Programme, **students must attend at least 75% of the total hours for each module**. Based on this requirement, **the maximum number of absences permitted corresponds to 25% of the scheduled hours** (6 hours=one day of class). The following table shows the minimum hours required and the maximum absences allowed:

Courses	Total Hours	Minimum Required (75%)	Maximum Absence (25%)
Italian lessons (Italian Foundation One)	160	120	40
Subject Courses (English Foundation One First Semester) *	140	105	35
English Language and Academic Skills (English Foundation One Second Semester)	500	375	125

Failure to comply with these attendance requirements will result in failure in getting the Foundation Programme Certification, unless exceptions are granted by the Cattolica International Office in documented cases of extended illness or other serious family-related emergencies. Please note that delays in starting the program due to VISA issues will not be counted as absence.

All documentation must be produced either English or in Italian. Absences due to permit of stay and fiscal code appointments are excused on production of proof (example: screenshot of the appointment time/appointment letter).



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Tests

Students are required to take all the tests scheduled. Exam dates are communicated on Blackboard.

In cases of unforeseeable circumstances such as illness or injury on the day of the test, the student must submit a locally issued medical certificate and communicate their absence to professors and the Cattolica International Office via email **prior** to the exam.

Cheating and plagiarism are against University regulations and will lead to disciplinary sanctions. The use of AI software such as Chat GPT is not permissible for written graded assessments or in tests (unless stated otherwise).

* Students in Group 2 attending International Curriculum Courses must follow the specific International Curriculum Policies available [here](#).