



Bachelors and Masters Degree Programmes Regulations for Students, 2018-2019 academic year

Not for legal purpose

Chapter 1 – ENROLMENTS	4
Article 2 – Degree Programmes available for the 2018-2019 academic year and corresponding admission typologies	4
Article 3 – Admission requirements for first cycle degree programmes	5
Article 4 – Enrolment in restricted access bachelors degree programmes and single cycle degree programmes	5
Article 5 – Enrolment in bachelors degree programmes and unitary degree programmes with requirements and personal knowledge assessment	6
Article 6 – Admission qualification for second cycle degree programmes	6
Article 7 – Enrolment in restricted access masters degree programmes	7
Article 8 – Enrolment in masters degree programmes with requirements and personal knowledge assessment	7
Article 9 – Ban on dual enrolment	9
Article 10 – Degree programme change	9
Article 11 – Enrolment procedures for years of studies following the first one	12
Article 12 – Payment deadlines for the first, second and third instalment of tuition fees and surcharges	12
Article 13 - Graduands	13
Article 14 – Tuition fee payment methods	14
Article 15 – Rights and obligations deriving from the payment of tuition fees	15
Article 16 – Students with a foreign educational qualification	15
Article 17 – Evaluation of foreign academic degrees and of exams taken at universities abroad	17
Chapter 2 – TUITION FEES	18
Article 18 – Tuition fees standard amounts	18
Article 19 – Reduced amounts based on the Isee 2018 value for the right to academic education	19
Article 20 – Reduced amount tuition fees based on the Isee 2018 and merit-based (Law 232/2016 and rule CdA 8 June 2017)	20
Article 21 – Fixed amount tuition fees	21
Article 22 – Successful and eligible candidates for the scholarships awarded by “Laziodisu” for academic Degree programmes attendance	22
Article 23 – Students with disabilities	22
Article 24 – Students with specific learning disorders - SLD	23
Article 25 – Deserving students	24
Article 26 – Fixed amount one-off tuition fees for e-learning degree programmes and for the Aerospace Engineering degree programme under a special law	25
Article 27 – Bonuses and reductions	26
Article 27bis – “Exams” Bonus	27
Article 28 – Brother/Sister Bonus	28
Article 29 – One-off increased contribution	29
Article 30 - Refunds	29
Article 31 - Instalments	30
Chapter 3 – STUDENT “STATUS” AND TERMS FOR OBTAINING THE QUALIFICATION	30
Article 32 – Types of student “status”	30

Article 33 – Terms for obtaining the educational qualification (509/99 and 270/04 Academic System students).....	31
Article 34 – Student status loss	32
Article 35 – Returning to studies after student status loss	32
Article 36 – Regulations for Old Academic System students who have not lost their student status.....	33
Article 37 – Regulations for “fuori corso” students for the 2018-2019 academic year.....	33
Article 38 – Academic System change	34
Chapter 4 – EDUCATIONAL ACTIVITY AND EXAMS	35
Article 39 – Academic calendar	35
Article 40 - Exams	35
Article 41 – Single courses	37
Article 42 – Extracurricular exams ex. art. 6 of R.D. No. 1269/38	39
Chapter 5 – CHANGES IN STUDENT’S UNIVERSITY CAREER	41
Article 43 – Transferral to other universities.....	41
Article 44 – Transferral from other universities	41
Article 45 – Interruption of studies for health reasons	43
Article 46 – Restarting the university career after a “de facto” suspension from studies	44
Article 47 – University career suspension for enrolment in other degree programmes, continuing studies abroad	44
Article 48 – Withdrawal from studies	46
Article 49 – Shortening of the Degree programme.....	47
Article 50 – Part-time student status.....	47
Chapter 6 - CERTIFICATES, COMMUNICATIONS AND REQUESTS	49
Article 51 – Self-declarations and Certificates	49
Article 52 – Obligatory postgraduate internship	51
Article 53 – Use of the institutional e-mail account	51
Article 54 – Students’ opinions	51
Article 55 – Derogation requests	52

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Bachelors and Masters Degree Programmes Regulations for Students, 2018-2019 academic year

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Article 1 – Scope of application and definitions

1. **Scope of application.** The present Regulations for Students document disciplines the administrative procedures for Italian, EU and non-EU students who enrol in bachelors degree programmes, masters degree programmes and single cycle degree programmes or unitary degree programmes in the 2018-2019 academic year.

Students who enrol shall be deemed to know and accept the norms, methods and deadlines contained in the present Regulations.

The present Regulations shall be made public through the University's website www.uniroma1.it and sent via e-mail to students who activated the institutional e-mail account referred to in Article 53.

Administrative procedures for PhD programmes, Postgraduate Specialisation Programmes and Professional Masters Courses are contained in the related regulations.

2. **Definitions.** A definition of the main bodies that regulate the educational activities and of the terms used is given below so that they may be more easily understood.

a) **Faculty.** Units for the coordination, rationalisation and monitoring of educational activities, as well as the monitoring of the Departments' research activity, in accordance with what is determined by the Didactics and Scientific Activities Evaluation Committee. Faculties are in charge of promoting cultural development, scientific integration and the organisation of educational activity, as well as managing the services that are common to the Departments relating thereto.

b) **Department.** Primary and fundamental units for research and educational activity, they are uniform in their purposes and/or methods; they are related to Faculties and they also provide for the management and organisation of Degree Programmes.

c) **Degree Programmes.** They include Bachelors Degree Programmes (3-year degrees), 2-year Masters degree programmes and single cycle or unitary degree programmes.

d) **Cross-faculty Degree Programmes.** Degree Programmes whose educational and organisational aspects are managed jointly by two or more Faculties.

e) **Lead Faculty.** Within cross-faculty Degree Programmes, the lead Faculty is in charge of organising the administrative aspects of the Degree programme.

f) **Class.** With the introduction of the DM 509/99 academic system, now DM 270/04, students gain their educational qualification (bachelors or masters degree) in the ministerial class in which they enrolled.

Classes are defined by a name (which does not necessarily correspond to the name of the Degree programme) and by an alphanumeric code. All programmes belonging to a specific class must respect the minimum characteristics with regard to the learning outcomes and the educational activities required to obtain the qualification.

- g) **Cross-class Degree programmes.** Degree programmes relating to two degree classes: students decide which class they wish to enrol in, and may change their choice later on, provided that the selected choice becomes the final choice when enrolling in the third year of studies. In any event, the qualification is obtained in one class only (DM 16 March 2007 Article 1 subparagraph 3).
- h) **EU academic system Degree programmes.** Qualifications obtained within a degree programme run under an EU academic system (e.g. LM-41 Medicine and Surgery, LM-4 cu – Architecture, etc.) are recognised in all EU countries, without the need for specific agreements.
- i) **Dual qualification.** It is released for Degree programmes where the qualification obtained is valid both in Italy and in the country of the university where the specific agreement has been drawn up.
For degree programmes that do not run under the EU academic system or that do not entail specific agreements with other countries, it is possible to request the recognition of the qualification in accordance with the law in force in each country.
- l) **Joint qualification.** It is released, with a single diploma, for Degree programmes that are activated following specific agreements, with the participation of various universities, and it is valid in all the countries of the universities involved.

Chapter 1 – ENROLMENTS

Article 2 – Degree Programmes available for the 2018-2019 academic year and corresponding admission typologies

1. Degree programmes available for the 2018-2019 academic year are indicated in the Educational Programmes Catalogue attached to the present Regulations.
2. Degree programmes activated for the 2018-2019 academic year are divided into first cycle and second cycle degree programmes and have various admission typologies:
 - a) Local or national restricted access (Article 4) bachelors degree programmes and single cycle degree programmes (First cycle);
 - b) Bachelors degree programmes and single cycle degree programmes and unitary degree programmes (First Cycle), with knowledge assessment (Article 5).
 - c) Masters degree programmes (Second Cycle) with requirements and personal knowledge assessment (Article 8);
 - d) Restricted access (Article 7) masters degree programmes (Second Cycle).

Article 3 – Admission requirements for first cycle degree programmes

1. **5-year upper secondary school diploma.** To be admitted to a bachelors, masters, single cycle or unitary degree programme candidates must hold a 5-year upper secondary school diploma or other educational qualification obtained abroad, recognised as suitable.

2. **4-year upper secondary school diploma.** Candidates with a 4-year upper secondary school diploma issued by a school where the additional year is not provided are also admitted. In such cases, the student will have to fulfil specific additional learning requirements indicated by the Faculty.

Italian 4-year upper secondary diplomas obtained abroad are valid qualifications to enrol at university and do not entail the fulfilment of additional learning requirements (with the exception of any additional learning requirement given after the admission test) (DD Mae-Miur 4 August 2010 and 6 September 2012).

Article 4 – Enrolment in restricted access bachelors degree programmes and single cycle degree programmes

1. **Admission test.** To enrol in restricted access bachelors degree programmes and restricted access single cycle degree programmes, candidates must pass the admission test and gain a position in the ranking within the number of places available in the degree programme. Admission test dates and procedures are contained in the call for applications of each degree programme. The call for applications is issued at least 60 days before the admission test on the website <https://corsidilaurea.uniroma1.it>. It is possible to sit more than one admission test, by making the payment with the corresponding payment slip for each admission test.

2. **Enrolment procedures.** Once they have passed the admission test, candidates must pay the sum for tuition fees following the procedures laid down in the call for applications referred to in subparagraph 1 to enrol.

Failure to pay the aforementioned amount within the deadline indicated in each call for applications will invalidate enrolment. The places that become available due to other candidates' invalidated enrolment will become available for the other candidates who took the admission test in accordance with the norms indicated in each call for applications.

3. **Additional Learning Requirements (OFA).** Candidates whose position in the ranking does not satisfy a certain threshold level laid down in each call for applications may be assigned "additional learning requirements", which must be fulfilled in accordance with the methods indicated by each Faculty in the call for applications and in any case before the end of the first year. If an additional learning requirement is not fulfilled by the end of the first year, exams included in years of study following the first one may not be taken. Comprehensive information about OFA is available at <https://www.uniroma1.it/it/pagina/obblighi-formativi-aggiuntivi-ofa>

4. **Validity of the admission test for other degree programmes.** Students who take an admission test (at Sapienza University of Rome or at other universities) for a bachelors degree programme or a single cycle degree programme, may be admitted without taking a new admission test, to other open access degree programmes specified in each call for applications.

Article 5 – Enrolment in bachelors degree programmes and unitary degree programmes with requirements and personal knowledge assessment

1. **Requirements and personal knowledge assessment admission test.** To enrol in degree programmes that require personal knowledge assessment it is necessary to take the aforementioned test, following the procedures indicated in the call for applications of each degree programme. The call for applications is issued at least 60 days before the admission test and is published on the website <https://corsidilaurea.uniroma1.it>. It is possible to sit more than one admission test, by making the payment with the corresponding payment slip for each admission test.

2. **Enrolment procedures.** Candidates may enrol in such degree programmes, regardless of the score achieved in the admission test, by paying the first instalment of tuition fees (or the whole contribution amount) **from 3 September 2018 and within 5 November 2018.**

3. **Additional Learning Requirements (OFA).** Candidates whose position in the ranking is below a certain threshold specified in each call for applications are always allowed to enrol, but they may be given an “additional learning requirement” that they have to fulfil in strict accordance with the procedures indicated by the Faculties in the call for applications of each degree programme and in any case before the end of the first year. If the additional learning requirement is not fulfilled by the end of the first year, exams included in years of study following the first one may not be taken. Comprehensive information about OFA is available at <https://www.uniroma1.it/it/pagina/obblighi-formativi-aggiuntivi-ofta>

4. **Late enrolments.** Enrolment processes carried out after 5 November 2018 must be requested by submitting a written request with a revenue stamp on it to the Administrative Office within 21 December 2018, late enrolment entails the payment of a €65.00 surcharge. Candidates who request late enrolment without having taken the personal knowledge assessment admission test must check with the Faculty if any supplementary test is required and if so, take the test after paying €35. If supplementary tests are not organised by the Faculty, candidates requesting late enrolment will have to pay €35 and shall be subject to the additional learning requirement.

5. **Validity of the personal knowledge assessment admission test for other degree programmes.** Students who undergo the assessment of personal requirements for a bachelors degree programme or for a single cycle degree programme (at Sapienza University or at another university) are also allowed to enrol, without taking a new admission test, in other degree programmes (non-restricted access) indicated in the calls for applications.

Article 6 – Admission qualification for second cycle degree programmes

1. Admission to 2-year masters degree programmes is subject to the possession of a bachelors degree, of a 3-year university diploma, or of a qualification treated as equivalent by special laws or of other educational qualifications obtained abroad, considered suitable.

Article 7 – Enrolment in restricted access masters degree programmes

1. **Curricular requirements and admission test.** Students who wish to enrol in a 2-year masters degree programme need to meet specific curricular requirements which must be fulfilled before enrolment.

To fulfil the necessary requirements for admission, graduate students may enrol in single courses following the procedures described in article 41 of the present Regulations, whereas students who have not yet graduated may take ex. Art. 6 of the R.D. No. 1269/38 extra exams following the procedures indicated in Article 42 of the present Regulations.

Besides meeting curricular requirements students must take an admission test or undergo a comparative assessment of qualifications, following the procedures indicated in each degree programme's call for applications, published at least 60 days before the date of the test at <https://corsidilaurea.uniroma1.it>

2. **Enrolment procedures.** To enrol in restricted access masters degree programmes, students who pass the admission test or the comparative assessment of qualifications and who are successful on the basis of the ranking must pay the first instalment of tuition fees (or all instalments). **Failure to pay tuition fees within the deadline indicated in each call for applications invalidates enrolment.** Spare places resulting from candidates giving up their place will become available for other candidates in accordance with the rules indicated in each call for applications.

3. **Graduands.** If laid down in the degree programme's call for applications, admission tests are also open to Sapienza University graduands, without prejudice to the obligation to graduate by **18 January 2019**.

Graduand students **coming from other Italian universities** must follow the rules specified in each call for applications.

Article 8 – Enrolment in masters degree programmes with requirements and personal knowledge assessment

1. **Curricular requirements and personal knowledge.** Enrolment in masters degree programmes without an admission test is subject to meeting the curricular requirements indicated in the educational Regulations of each degree programme and to the assessment of personal knowledge.

Curricular requirements, which must necessarily be met before enrolment, and methods for the personal knowledge assessment laid down by each Faculty are published on the website of each degree programme in the degree programme catalogue <https://corsidilaurea.uniroma1.it/>

Graduate students without the credits (ECTS/CFU) needed to meet the curricular requirements for admission, may enrol in single courses following the procedures indicated in Article 41 of the present Regulations, whereas students still enrolled in a degree programme may take ex. Art. 6 of R.D. No. 1269/39 extra exams following the procedures indicated in Article 42 of the present Regulations.

2. **Deadlines for the requirements assessment deadlines.** Starting from 16 July 2018, all students (whether they graduated from Sapienza University or from other universities), must go to <https://www.uniroma1.it/en/pagina/infostud-platform> and follow the procedures to print the

“requirements and personal knowledge assessment” for the degree programme in which they are interested.

The system will create a payment slip for the sum of €10 (which has simultaneous functions as application, self-declaration of personal details and privacy consent form).

The payment for the amount indicated in the payment slip must be made within one of the dates indicated below:

14 September 2018

15 October 2018

14 November 2018

14 December 2018

14 January 2019 (only for Sapienza University graduands and graduates)

3. Graduates coming from other universities. These students must:

- register on Infostud,

- check that their educational qualification has been submitted correctly in the “personal details” section

- make the payment using the €10 payment slip

- submit a self-declaration with specific indications of the exams taken, and the corresponding Academic Disciplines and curricular programmes.

Such documents may be submitted to the front desk or via registered letter with acknowledgement of receipt addressed to the “Settore Segreteria studenti di (*Enter the name of the relative Faculty or of the student affairs office for cross-faculty degree programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma”, enclosing a copy of a valid identification document. The Student Affairs Office will request confirmation of the information supplied from the student’s home university. Submission methods may vary across Faculties and are indicated on the University website www.uniroma1.it on the degree programmes pages. Failure to submit the previous study plan or a negative outcome of the curricular requirements assessment entails exclusion from enrolment in that specific Degree Programme.

4. Graduands. If laid down in the Degree programme Regulations, Sapienza University or students at other universities students who have not yet graduated may apply for the curricular requirements assessment, without prejudice to the obligation to graduate within **18 January 2019** (for Sapienza University students) and within **21 December 2018** (for students from other Italian universities).

5. Outcome of the assessments. Students who apply for the assessment of requirements, and who make the payment with the €10 payment slip within the indicated deadlines, will receive the outcome of their application at the e-mail address they indicated on Infostud.

6. Enrolment procedures and deadlines. Enrolment deadlines vary on the basis of the date of graduation and on notification of the requirements assessment.

- a) **Students who graduated by 31 October 2018** must enrol and pay the first instalment (or all three instalments) of tuition fees, the regional tax and stamp duty within 5 November 2018. Students who do not pay all three instalments together must pay the second instalment within 21 December 2018 and the third instalment within 29 March 2019.
- b) **Students who graduated between 1 November 2018 and 18 January 2019** must enrol by paying the first and second instalment of tuition fees (or all three instalments of tuition fees), the regional tax and the stamp duty by 30 January 2019 and the third instalment of tuition fees within 29 March 2019. It is hereby specified that if students choose to pay the three instalments separately, the second instalment must be paid

at least 24 hours after the payment of the first instalment, but both must be paid within 30 January 2019 to avoid the addition of late payment surcharge.

7. **Isee 2018.** The Isee (Equivalent Financial Position Indicator) valid for tuition fee exemptions is the Isee 2018 acquired in real time by Sapienza University subject to the student's consent on Infostud.

Article 9 – Ban on dual enrolment

1. **Ban on dual enrolment.** Simultaneous enrolment at two separate Italian or foreign universities, or University Institutes and establishments treated as such, as well as enrolment in two different degree programmes at the same university, are banned (Article 142 of RD of 31 August 1933, No.1592; Resolution SA 16.01.2003).

2. **Advanced Study Courses.** Simultaneous enrolment in all types of degree programmes (bachelors and masters degree programmes) and in all Advanced Study Courses is allowed.

3. **Music and dance higher education institutes.** Simultaneous enrolment in a **higher education music and dance institute** and in a bachelors degree programme or in a masters degree programme (2-year or single cycle programme) is allowed (DM 28 September 2011). Students who choose simultaneous enrolment may opt for part-time student status following the procedures indicated in Article 50.

4. **Research bursaries.** A research bursary is incompatible with enrolment in bachelors degree programmes, masters degree programmes, in Italy or abroad (Article. 22, Law 30 December 2010, n. 240 – Research bursaries Circolare Miur Ufficio III Prot. No. 583 of 08/04/2011).

Article 10 – Degree programme change

1. Sapienza University students who wish to change to a different degree programme in the 2018-2019 academic year must submit a degree programme change application to the Student Affairs Office of the degree programme they belong to, respecting the deadlines indicated below and respecting the admission procedures for the degree programme they wish to change to as indicated in the corresponding call for applications:

- a) If the destination degree programme is a **bachelors degree programme or a unitary degree programme** (Law) whose call for application foresees a **personal knowledge assessment admission test** (with no planned admission number), it is necessary to follow the procedures indicated in the call for applications, take the admission test, and, after the results of the admission test are published, submit a degree programme change application within the degree programme's enrolment deadlines indicated in the call for applications.
- b) If the call for applications of the destination degree programme provides for an exemption from the **personal knowledge assessment for students who come from specific degree programmes and who meet specific requirements**, the

degree programme change application must be submitted to the Student Affairs Office of the degree programme of origin within 21 December 2018. It is necessary however to pay the first instalment of tuition fees within 5 November 2018.

- c) If the destination degree programme is a **bachelors degree programme or a single cycle degree programme with an admission test for a restricted access programme**, the instructions contained in the call for applications must be followed, the admission test must be taken and, if the student is successful, when the results of the admission test have been published, the degree programme change application must be submitted within the enrolment deadlines of the new degree programme, indicated in the call for applications.
- d) If the destination degree programme is a **restricted access masters degree programme** the student (already enrolled in a second cycle degree programme) will have to meet the curricular requirements for the destination Degree programme, successfully pass the selection procedure and submit the degree programme change application to the Student Affairs Office within the enrolment deadlines of the new degree programme, indicated in the call for applications.
- e) If the destination degree programme is a **masters degree programme with requirements and personal knowledge assessment**, the transfer application must be submitted within 21 December 2018 to the Student Affairs Office of the degree programme of origin, after the payment for the €10 payment slip for the requirements assessment has been made in compliance with the instructions indicated in Article 8 of the present Regulations. It is necessary however to pay the first instalment of tuition fees within 5 November 2018.

2. Possible shortening of a degree programme and enrolment in years of studies following the first one after a degree programme change.

For students who have taken exams and gained credits in the degree programme they came from, the Faculty Board of the destination degree programme:

- a) Evaluates the possibility of total or partial validation of the study plan carried out before the degree programme change;
- b) may recognise some or all exams taken, and on the basis of the number of credits recognised, may decide to shorten the length of studies for the degree programme, specifying the year of studies in which the student may enrol in;
- c) indicates the study plan to be carried out to obtain the qualification.

▪ For masters degree programmes with requirements and personal knowledge assessment, the Faculty Board assesses curricular requirements and the adequacy of personal knowledge. If the curricular requirements are not met and/or personal knowledge is inadequate the transfer application process cannot be completed;

▪ For bachelors degree programmes, single cycle degree programmes and restricted access masters degree programmes, the Faculty Board also considers the number of places available for the year of studies in which the student should enrol in, on the basis of the analysis of the study plan previously carried out; if no places are available, the transfer application process cannot be completed;

For masters degree programmes the credits indicated below cannot be recognised:

- credits achieved to obtain the qualification required to enrol in the masters degree programme;
- credits achieved to fulfil the curricular requirements needed to enrol in the masters degree programme.

3. **Enrolment without previous admission test in years of studies following the first one due to a degree programme change.** For some restricted access degree programmes, the call for applications may allow enrolment in years of studies following the first one without having to take the admission test. Operating procedures are indicated in the destination degree programme's call for applications.

4. **Submission of degree programme change applications.** To be allowed to change to another degree programme students must be up to date with payments of all tuition fees, regional taxes and any surcharge for previous years of study.

The transfer application with a revenue stamp on it may be submitted:

- to the front desk of the Student Affairs Office of the degree programme the student is coming from, during opening hours;
- via registered letter with acknowledgement of receipt addressed to "Settore Segreteria studenti di (*Enter the name of the relative faculty or of the student affairs office for cross-faculty degree programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma", enclosing a copy of a valid identification document.

The form is published on the University's website www.uniroma1.it under the heading Students Forms.

5. **Payments.** The Student Affairs Office of the degree programme of origin will generate a €65 payment slip for the payment of transfer fees (such fees also apply to degree programme changes or degree programme venue changes within the same Faculty): the payment must be made within the deadline indicated on the payment slip.

If the student has already paid the first instalment of tuition fees for the degree programme of origin the Student Affairs Office will only generate the €65 payment slip; if the first instalment of tuition fees at the origin degree programme has not been paid, the student must submit the degree programme change application and a copy of the €65 proof of payment to the Student Affairs Office of the destination degree programme in accordance with the rules laid down in subparagraph 2. The Student Affairs Office will provide the payment slip for the first instalment of tuition fees for the new degree programme that must be paid within the deadline indicated on the payment slip itself. The payment slips provided by the Student Affairs Office can be printed out from Infostud with the function "print again".

6. **Tuition fee variations.** Because of the variations in the year of studies following the proceedings of the educational units, the computerized system may produce an adjustment to the tuition fee amount.

7. **Exams.** As from the date of submission of the degree programme change application students are not allowed to take exams in their Degree Programme of origin. Once the transfer process has been completed, students may take exams in the new Degree Programme from the first exam session for first year students in the 2018-2019 academic year (end of the first quarter/semester).

8. **Withdrawal.** Transfer applications may be withdrawn up to 7 days after the date of submission. No refund for transfer fees is given in case of withdrawal of applications.

9. **Incompatibility with part-time student status.** Students are not allowed to submit a part-time student status application (Article 50) and a degree programme change application during the same academic year.

10. **Ban on transfer to a higher cycle degree programme.** Transfer from a bachelors degree programme to a masters degree programme is not allowed.

Article 11 – Enrolment procedures for years of studies following the first one

1. Payment of the first instalment of tuition fees within 5 November 2018 is necessary to enrol in years of studies following the first one. The amount of tuition fees is indicated in Chapter 2. It is also possible to make a single payment for all three instalments of tuition fees, within the same time limit.

Together with the sum for tuition fees it is necessary to pay any outstanding fee, the regional tax for the right to education and the stamp duty, if required. Payment methods are described in Article 14. Deadlines for the payment of the first and second instalment of tuition fees are indicated in Article 12.

The second instalment must be paid by 21 December 2018 and the third instalment by 29 March 2019.

Article 12 – Payment deadlines for the first, second and third instalment of tuition fees and surcharges

1. **Tuition fee instalments.** Sapienza University of Rome allows the payment in a single payment or in three (3) instalments corresponding respectively to the 30% (instalment 1), 35% (instalment 2) and 35% (instalment 3) of the whole contribution.

2. **Deadlines.** The deadline for the payment of the first instalment for restricted access degree programmes is indicated in the call for applications that regulates admission to the degree programmes; the deadline for payment of the first instalment of tuition fees for degree programmes with personal knowledge assessment and for students who enrol in years of studies following the first one is **5 November 2018**.

The second instalment must be paid by **21 December 2018**.

The third instalment must be paid by **29 March 2019**.

Deadlines for students who enrol in 2-year masters degree programmes are indicated in Article 8 subparagraph 6.

3. **Surcharges on late payments.** A 65 euro surcharge applies for late payments. Such surcharge doubles in the event of payments made after more than 60 calendar days.

a. **A 65 euro surcharge applies to students who:**

- pay the first instalment of tuition fees on or after 6 November 2018 (if enrolled in years of studies following the first one);

- pay the second instalment of tuition fees on or after 22 December 2018;
- pay the third instalment of tuition fees on or after 30 March 2019;

b. A 130 euro surcharge applies to students who:

- pay the first instalment of tuition fees on or after 5 January 2019;
- pay the second instalment of tuition fees on or after 20 February 2019;
- pay the third instalment of tuition fees on or after 29 May 2019;

4. **Payments after 29 June 2019.** Students who do not pay the missing instalments within 29 June 2019 will have to wait the following academic year to regularise their situation paying a 130 euro surcharge for late payments.

Article 13 - Graduands

1. **Graduand students.** A graduand student is a student who, on the date of submission of the graduation application, has gained 96% (rounded downwards) of the credits in his/her Degree Programme, with the exception of the credits for the final dissertation (unless otherwise indicated in regulations of single faculties);

2. **Tuition fee payment for students who graduate within 25 January 2019.** Graduands of all Degree Programmes have the right not to pay tuition fees for the 2018-2019 academic year if they graduate within 25 January 2019. If within such date they do not graduate, they must pay the first and second instalment for the 2018-2019 academic year (without the late payment surcharge) **within 30 January 2019 and the third instalment within 29 March 2019.**

Graduations from 1 February 2019 on are considered to be in the 2018-2019 academic year. The aforementioned calendar does not apply to Healthcare Professions Degree Programmes for which the regulation in force indicates two graduation intervals for each academic year (the first one is October -November and the second one March - April). For this reason, the March – April 2019 session is considered to be in the 2017-2018 academic year.

3. **Tuition fee payments for graduations within 29 March 2019.** Graduand students who paid the first and second instalment of tuition fees for the 2018-2019 academic year and who graduate within 29 March 2019 are not required to pay the third instalment of tuition fees, such instalment will be cancelled on the computerized system by the Administrative Office. Such rule does not apply to students in the part-time status (CdA deliberation December 2009).

4. **Graduation application submission.** The application for graduation must be submitted following the procedures and deadlines indicated by each Faculty in the “Guidelines for graduation” available on the University website at the “Forms” section.

The graduation application can be cancelled and submitted for a subsequent graduation session (repeat) with the same procedures followed for the first submission.

Filling in the Alma Laurea questionnaire following the instructions available at www.uniroma1.it/almalaurea is mandatory during the graduation application submission.

5. **Thesis transmission.** Transmission of the final thesis, is only mandatory for masters degree programmes, and must be made following the procedures and respecting the deadlines indicated by each Faculty in the “Guidelines for graduation” available in the “Forms” section of the University website.

6. **Study plan evaluation for graduation.** Before admitting the student to the final exam, the Student Affairs Office must verify that all the student's payments are up-to-date and that the whole study plan carried out by the student is in compliance with the academic system, the Regulations (Manifesto) of the Degree programme and/or, if any, with the study plan that was authorised by the educational bodies. The evaluation of the study plan will also refer to the number of credits and to any constraint in the order of exams due to preparatory subjects. Students' career who are not in compliance with the rules will not be admitted to the final exam.

7. **Early graduation.** Students may graduate one session in advance, only if they have been authorised to take the single exams and the graduation exam in advance by both the Degree Programme President and by the Faculty Board (Deliberation S.A. 22 November 2005). Particularly deserving students, who were authorised by the Faculty to take exams in advance and who passed the aforementioned exams with an average grade equal to 29/30, may sit the degree exam one year in advance (deliberation S.A. 15 December 2009). Students who apply for early graduation must in any case pay the tuition fees required for the final year of studies.

8. **Degree certificate.** The degree certificate must be collected at the Student Affairs Office. Graduates will receive an e-mail notification (on their institutional e-mail account, Article 53) informing them when the degree certificate will be available for collection. In the event of loss, a duplicate of the degree certificate can be requested by submitting a written request with a tax stamp on it to the degree programme's Student Affairs Office (at the front desk or via registered mail enclosing a copy of a valid identification document and the certificate reporting the degree certificate as lost or a self-declaration of the loss). The Student Affairs Office will issue a €75 payment slip that must be paid at a Unicredit branch (over the counter or online).

Article 14 – Tuition fee payment methods

1. **Payment slips must be printed out from Infostud.** The payment slip for tuition fee payments must be printed out from the computerized system Infostud. The payment slip is at the same time a self-declaration of personal details, of the student's Isee 2018 value, and of any condition for exemptions or reductions as well as a privacy consent form. It is also possible to print a single payment slip to pay the first, second and third instalment of tuition fees together.

2. **Isee.** To pay the tuition fees amount based on their Isee value, students must have requested the Isee 2018 calculation for the right to academic education from Caf (Italian Tax Advice centre) or from Inps (National Social Welfare Institution). Before printing the enrolment payment slip students must authorise, through the Infostud system, the acquisition by Sapienza University of the Isee 2018 for the right to university studies from the Inps database. With regard to Isee 2018 for the right to academic education see also Articles 19 and 20.

3. **Exemptions and reductions.** Before printing the payment slip any condition for obtaining tuition fee exemptions referred to in Articles 21, 22, 23, 25, 27, 28 of the present Regulations must be declared (through Infostud).

4. **Payments over the counter or online.** The payment can be made at the University's bank (Unicredit), within the deadlines indicated for each degree programme, selecting one of the methods indicated below:

- over the counter, at any Italian branch, in cash or by bank cheque (of any bank) payable to the student;
- by direct debit from a bank account (only for Unicredit customers);
- online, with a Visa or Mastercard credit card. In the event of online credit card payment, the successful outcome of the payment is notified with a confirmation e-mail sent by the cashier Institute, Unicredit, to the e-mail address entered during the payment process. Therefore, students who make an online payment must check that they have received such notification. For online payments, it is only necessary to hold a Visa or Mastercard credit card and there is no need to be a Unicredit customer.

The list of branches and comprehensive information on payment methods are available at <http://www.uniroma1.it/> under the heading "Tuition fees".

Payments made using different methods from those described are not accepted. Payments made using other methods may generate problems at various levels for the validation of the payment and for all the procedures connected to the payment itself.

Article 15 – Rights and obligations deriving from the payment of tuition fees

1. Payment of the first instalment of tuition fees, of possible outstanding tuition fees and of the regional tax, if due, enables students to attend lectures, practical classes, workshops, and to book for exams and get certificates.

Such rights are valid up to the time limit for the payment of the second and third instalment of tuition fees and are suspended until all the payments owed are made.

2. Students who do not pay tuition fees within the deadlines indicated may not book or take exams for the 2018-2019 academic year until they regularise their position. Any exam taken without having regularly paid tuition fees will be invalidated.

Article 16 – Students with a foreign educational qualification

1. **Non-EU citizens legally residing abroad with a qualification obtained abroad or in Italy.**

A "quota" of places is reserved for these students.

a) **Entry, residence and enrolment procedures.** Non-EU citizens regularly staying abroad, who hold a foreign educational qualification, and who wish to enrol in bachelors degree programmes, single cycle/unitary degree programmes, 2-year masters degree programmes and who have submitted a pre-selection application between 12 April 2018 and 24 July 2018 (for restricted access degree programmes) or between 19 February and 24 July 2018 (for non-restricted access degree programmes), indicating a degree programme, to the Italian diplomatic mission in their Country of residence, must follow entry, residence and enrolment procedures for the 2018-2019 academic year as laid down in the interministerial Circular available at the link below:

http://www.studiare-in-italia.it/studenti stranieri/moduli/2018/Circolare_2018_2019.pdf.

b) **Italian language test.** If the selected degree programme is taught in Italian, students must take an obligatory Italian language test that will take place on **31 August 2018** at the

venues indicated on the webpage of the office for students with a foreign qualification at the University website (with the exception of the cases of exemption indicated in the circular referred to in letter a of the present article).

Non-EU citizens legally residing abroad who have an Italian educational qualification are exempted from the Italian language test.

2. Italian and EU citizens, wherever resident; non-EU citizens legally residing in Italy with an educational qualification obtained abroad

Italian and EU citizens wherever they may reside and non-EU citizens legally residing in Italy referred to in law 189 of 30/07/2002, with a qualification obtained abroad, may access bachelors or masters degree programmes without quota limits.

3. Degree programme admission methods. To enrol, it is necessary to take the specific admission test for the selected Degree programme respecting the deadlines and procedures indicated in each call for applications available at <https://corsidilaurea.uniroma1.it> under the heading "Enrolment". Both to take the admission test and to enrol students need to register on the Infostud System <https://www.studenti.uniroma1.it/phoenix/#/fp> and obtain their student registration number.

4. Documents for enrolment. Students must go to the Office for Students with a Foreign Qualification (Città Universitaria – General Services Building – Staircase C – II floor), with their registration number and the documents indicated below:

For enrolment in a bachelors or single cycle degree programme

a. An authenticated photocopy of the secondary school qualification translated into Italian, legalised and with declaration of value from the Italian diplomatic mission (Embassy or Consulate) of the country in which the qualification was awarded. The qualification must have been awarded after a minimum period of 12 years of schooling.

For enrolment in masters degree programmes

- a. an authenticated photocopy and a non-certified copy of the final university qualification translated into Italian legalised and with a declaration of value;
- b. an authenticated photocopy and a non-certified copy of the diploma of studies issued by the competent university authority attesting the exams taken, translated and legalised by the Italian diplomatic mission (for degree programmes taught in English the aforementioned certificates may be submitted in English or, alternatively, exams and credits can be attested with the Diploma Supplement, where applicable);
- c. a photocopy in the original language of the detailed programme for each subject, with the indication of the number of theoretical and practical hours of educational activities required to obtain the qualification, with the original seal of the University and the Italian translation*;
- d. a photocopy of a valid identification document (passport or ID card);
- e. a photocopy of the student visa.

5. Tuition fees. Foreign EU or non-EU students resident abroad, for whom calculation of the Isee value by virtue of the Dpcm 159 of 2013, article 8, is not possible, will pay a fixed amount for tuition fees as indicated in the table below:

Fixed amount for foreign students	Total	First instalm ent	Second instalm ent	Third instalm ent
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Students from developing countries*	€500	€150	€175	€175
Students from all other countries	€1.000	€300	€350	€350

The regional tax and stamp duty, if due, must be added to the fixed amounts, both to be paid with the first instalment.

*** List of developing countries referred to in the Miur Decree 16 September 2015 No. 689**

Afganistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kenya, Kiribati, Korea Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

6. **Financial means of subsistence.** Applicants are reminded that in order to obtain an entry visa for study purposes and, following that, a residence permit, foreign students must demonstrate their financial subsistence capacity to reside in the country (Inps Circular No. 8 of 17 January 2017).

7. **Single courses.** As regards enrolment in single courses information can be found in Article 41 of the present Regulations for Students.

8. **Withdrawal from studies.** Withdrawal from studies (referred to in Article 48), on the part of non-EU students with a residence permit, entails the loss of validity of the residence permit and therefore such students may not enrol at other Italian universities during the same academic year. To enrol in subsequent academic years, it is necessary to contact the competent Italian diplomatic mission in the student's own country in April-June and to follow the procedures required.

9. **Part-time student status.** From the 2018-2019 academic year foreign students who apply for part-time student status (Article 50), where they do not declare the ISEE value, will still pay the tuition fees referred to in subparagraph 5 of the present Article with no reduction. If the ISEE value is declared, students will be allowed to avail themselves of the contribution system for part-time students.

Article 17 – Evaluation of foreign academic degrees and of exams taken at universities abroad

1. **Evaluation and recognition** of university courses and study periods spent abroad and of foreign academic qualifications is carried out by the Faculties' academic bodies and **is aimed solely at continuing university studies.**

Citizens with a foreign qualification who wish to enrol in a 2-year masters degree programme must have completed a minimum of 15 years schooling/university (12+3 or 11+4 or 10+5).

Automatic equivalence of a foreign qualification with an Italian qualification applies only if laid down in international agreements or if the degree is an EU academic system qualification. Candidates who wish to enrol in a Degree Programme, even if they apply for a shortened degree programme, must follow the regulations laid down in the call for applications that regulate access to the selected degree programme and must submit the documents listed in subparagraph 3 below.

2. The application for the evaluation of academic qualifications or of university exams may only be submitted **at the time of enrolment** to the Office for Students with a Foreign Qualification.

3. **List of documents** to be submitted to the Office for Students with a Foreign Qualification (Città Universitaria – General Services Building – Staircase C – II floor):

- a. application with tax stamp to the Rector magnificus in which the registration number obtained when registering on Infostud (www.uniroma1.it/infostud) must be indicated;
- b. an authenticated photocopy of the translated and legalised upper secondary school diploma and with declaration of value issued by the Italian diplomatic mission in the country where the qualification was obtained;
- c. an authenticated photocopy and a non-certified photocopy of the academic qualification legalised and with declaration of value issued by the Italian diplomatic mission in the country where the qualification was obtained or, alternatively, the Diploma Supplement;
- d. an authenticated and a non-certified photocopy of the university exams list certificate translated and legalised from the Italian diplomatic mission in the country where the studies were carried out;
- e. a photocopy of the academic studies programme (detailed programme of exams) in the original language and stamped by the University that released it, translated by the party concerned;
- f. a photocopy of the entry visa (only for non-EU citizens legally residing abroad);
- g. only for non-EU citizens legally residing in Italy: a photocopy of the valid residence permit;
- h. a photocopy of a valid identification document (passport – ID card).

4. **Exercise of an occupation.** Applicants who have obtained an academic qualification abroad and wish to use it to exercise a profession in Italy should contact the relative Ministries for its recognition.

Chapter 2 – TUITION FEES

Article 18 – Tuition fees standard amounts

1. **Contribution groups.** Sapienza University bachelors degree programmes, 2-year masters degree programmes, single cycle and unitary degree programmes are divided into two (2) contribution groups on the basis of which the one-off total contribution is calculated.

2. **Standard amounts.** Sapienza University students enrolled in bachelors degree programmes, 2-year masters degree programmes, single cycle degree programmes and unitary degree programmes pay the standard amount of the one-off contribution as indicated in the table below, according to the contribution group.

	Total	Instalment 1	Instalment 2	Instalment 3
First contribution group Degree programmes Faculty of: Economics; Law, Literature and Philosophy, Political Sciences, Sociology, Communication, Cross-class degree programmes L-19; L-39; LM-85.	€2.821	€846	€987	€988
Second contribution group Degree programmes	€2.924	€877	€1.023	€1.024

Faculty of: Architecture, Pharmacy and Medicine, Civil and Industrial Engineering, Information Engineering, Informatics and Statistics, Medicine and Psychology, Medicine and Dentistry, Mathematics, Physics and Natural Sciences.

For cross-faculty degree programmes refer to the lead Faculty (administrative representative).

3. Regional tax for the right to education. As well as the contribution indicated by the University, students must pay the regional tax, a charge imposed by “Regione Lazio”, to be paid together with the first instalment of tuition fees. The regional tax for the 2018-2019 academic year is €140,00. Refunds for the regional tax must be requested exclusively from the “Azienda per il diritto agli studi universitari (Laziodisu)”. €16 for stamp duty, if due, must also be added to the first instalment of tuition fees.

Article 19 – Reduced amounts based on the Isee 2018 value for the right to academic education

1. Reduced amounts based on the Isee. Sapienza University allows reductions of the standard amounts referred to in Article 18 according to the student’s Isee 2018 for the right to academic education, with due observance of the equity, proportionality and graduation criteria. Sapienza University has defined accurate correlations between the Isee value and student tuition fees with particular attention to Isee values below 40,000 euro for which reductions up to 20% are also available for the academic year 2018-2019. Reduced amounts are automatically indicated on the payment slip printed from Infostud.

2. What is the Isee and how to obtain it. The Isee 2018 for the right to academic education (dpcm. 159/2013) is a summary index of the financial position of the student’s family nucleus that the student must obligatorily have calculated at an Italian Tax Advice centre (Caf) or on the Inps (National Social Welfare Institution) website. The calculation is free of charge and after about 10 days the student’s Isee is registered in the Inps database. **The Isee needed for the 2018-2019 academic year is the Isee 2018.**

3. Deadlines for the Isee calculation. In order to obtain the Isee 2018 for the right to academic education in time, it must be calculated and registered in the Inps database within the deadline for the first instalment (5 November 2018 or the date laid down in the call for applications of the degree programme). As it takes several days to have the Isee calculated and then registered in the Inps database, it is advisable to go to the Italian Tax Advice centre (Caf) for the request at least 30 days before the payment deadline for the first instalment.

4. Authorising the Isee acquisition from the Inps database. Once the Isee value has been obtained the student must authorise Sapienza University, through the Infostud system, to acquire the value from the Inps database, selecting the option “Upload Isee”.

5. “Isee not available” for the first instalment option. Exceptionally, if the Isee has not been registered within the payment deadline for the first instalment students may select the option “Isee not available” and make a payment for a lump sum payment slip of the amount of 300 euro and proceed with the enrolment process. With this option the Infostud system

will create a payment option for the first instalment and a maximum rate amount for the second and third instalment (total amount for first group degree programmes €2.821,00 and €2.924,00 for second group degree programmes). The Isee 2018 value for the right to academic education must obligatorily be acquired by 21 December 2018. If after such deadline the Isee is not available or if the acquisition has not been authorised, students will have to pay the maximum rate standard amounts for the contributions. On no account will requests for entering or modifying the Isee value after such date be accepted.

6. **“I don’t declare an ISEE” option.** Students who are not interested in using their Isee value to have their amount of tuition fees redetermined may tick the option “i don’t declare an ISEE” on Infostud and pay the maximum rate standard amount for tuition fees (€2.821,00 for first group degree programmes and €2.924,00 for second group degree programmes).

7. **Foreign students without an Isee value.** EU and non-EU students resident abroad pay a fixed amount following the methods referred to in Article 16 subparagraph 5, based on the country of origin.

8. **Income received abroad.** Italian students for whom the Isee calculation is not possible due to incomes received abroad pay the fixed amount referred to in Article 16 subparagraph 5 according to the country in which the income is produced.

Article 20 – Reduced amount tuition fees based on the Isee 2018 and merit-based (Law 232/2016 and rule CdA 8 June 2017).

Tuition fees are reduced according to specific combinations between the Isee 2018 value (Article 19), to the year of studies and to the number of Credits (ECTS/CFU) **achieved between 11 August 2017 and 10 August 2018**, following the table shown below.

Table 1 – Reduced amounts under the law 232/2016 and the rule CdA 8 June 2017

Isee between	1st year students	2nd year students with at least 10 Credits	Students up to the 1st year outside prescribed time with at least 25 Credits	Students from the 2nd year outside prescribed time with at least 25 Credits
€0 and €14.000	€ zero	€ zero	€ zero	€200
€14.001 and €14904,76	$(Isee - 14.000) * 0,074375$	$(Isee - 14.000) * 0,074375$	$(Isee - 14.000) * 0,074375$	€200
€14904,77 and €30.000	$(Isee - 14.000) * 0,074375$	$(Isee - 14.000) * 0,074375$	$(Isee - 14.000) * 0,074375$	$1,5 * (Isee - 13.000) * 0,07$

The Credits indicated below **are not valid** for the purposes of contribution reductions:

- Credits achieved by taking extracurricular exams ex art. 6 (Article 42);
- Credits achieved by passing exams related to single course (Article 41);
- Credits achieved with the recognition of exams for shortening the degree programme (Article

49).

In the event of a Sapienza University degree programme change (Article 10) the credits of the exams taken before the transfer are valid and can be taken into account but not the credits recognised for the destination degree programme.

Credits achieved within the Erasmus programme **are valid**.

Article 21 – Fixed amount tuition fees

This article indicates the cases in which the one-off tuition fee is a fixed amount, regardless of the Isee value, this contribution must be paid in cases which do not fall into more favourable situations for reduction as indicated in Article 20. Students who pay the fixed amount one-off tuition fee must in any case pay the stamp duty, if due, and the regional tax, if any. The cases for exemption from the regional tax are determined by the “Regione Lazio” and by “Laziodisu Sapienza” with their own criteria.

1. The categories indicated below pay a 30 euro fixed amount:

- a. **successful and eligible candidates in the ranking for the scholarships awarded by the “Regione Lazio”** through “Laziodisu” (Article 22);
- b. **students with an impairment severity rating equal to or greater than 66%** or with recognition of a disability by virtue of Article 3, subparagraph 1 and 3 of the Law 5 February 1992, No. 104 (Article 23);
- c. **recipients of Italian or foreign government scholarships** of 9 months minimum duration awarded for enrolment in Degree programmes (with the exception of single courses or semesters). The 30 euro payment slip, to which the regional tax must be added, must be collected at the Student Affairs Office while submitting at the same time the documents demonstrating the award of the scholarship. Students with a foreign educational qualification must go to the Office for Students with a Foreign Qualification. Students taking part in an Erasmus Mundus programme lasting 10 months or less are not included in the exemption.
Students enrolled in distance learning degree programmes in cooperation with the “Consorzio Nettuno” and in the online degree programmes in cooperation with the online University Unitelma are not included in the exemption (Article 26).
- d. **deserving students** (see Article 25)
- e. **students sentenced to measures involving limitation or deprivation of liberty** who cannot produce an Isee declaration;
- f. **students to whom particular sporting merits have been recognised;**
- g. **students enrolled at the School for Advanced Studies;**
- h. **students to whom a “one-off” exemption has been given by the Rector.** The “one-off” exemption is an exceptional measure, given to students in a particular and demonstrated disadvantaged condition and with an Isee value under €13,000, enrolled in a degree programme and who took at least one exam during the academic year

preceding the exemption request. The Rector may also give a partial “one-off” exemption.

- i. recipients of the **Excellence Pathway bonus** (Article 23).

Article 22 – Successful and eligible candidates for the scholarships awarded by “Laziodisu” for academic Degree programmes attendance

1. **Exemption for successful and eligible students.** Successful and eligible (“idonei”) candidates for the “Laziodisu” scholarship, if no better exemption referred to in Article 20 applies, are only required to pay a 30 euro contribution, to which the regional tax and 16 euro stamp duty, if due, must be added.

The exemption for the Laziodisu scholarship (“Borsista Laziodisu”) must be indicated on Infostud before printing the payment slip for the first instalment, even if the ranking has not yet been published.

The payment must be made **within the payment deadline for the first instalment of tuition fees.**

2. **If once the ranking has been published, students are not successful or eligible for the scholarship,** they will have to regularise their position by paying tuition fees within 30 days after “Laziodisu” publishes the ranking. The payment slip must be printed out from Infostud. If the payment is made after the aforementioned 30 days, students will also have to pay a €65 late payment surcharge; in the event of payments made more than 60 days late the surcharge is €130.

3. **Supervisions.** Following the final “Laziodisu” rankings publication a cross-check with the data given on Infostud is carried out and payment slips with the tuition fees amount according to the Isee 2018 value are automatically created, together with surcharges for late payments, if any.

4. **Exclusion cases.** The exemption referred to in the present Article does not apply to students with “Laziodisu” scholarship enrolled in distance learning Degree programmes in cooperation with the “Consorzio Nettuno” and in e-learning Degree programmes in cooperation with the online University Unitelma (Article 26);

5. **Isee 2018.** Students referred to in the present article must in any case have their Isee 2018 calculated and authorise Sapienza University to acquire it.

Article 23 – Students with disabilities

1. **Exemption for students with disabilities.** Students with disabilities (enrolled in first or following years of study) with a disability recognition in accordance with Article 3, subparagraph 1 and 3 of the Law 5 February 1992, No. 104, or with an impairment severity rating equal to or greater than 66%, if no better exemption referred to in Article 20 applies, are only required to only pay a 30 euro contribution together with the €16,00 stamp duty, if due.

2. **Exemption from the regional tax.** Students referred to in the present Article are exempted from paying the regional tax (D. lgs No.68 of 29 March 2012, Article 9 subparagraph 2).

3. **How to print the payment slip with the tax relief.** To print the 30 euro payment slip plus the stamp duty, if due, students must select on Infostud the exemption option "Disabled student" as a self-declaration and specify the type of impairment or disability.

4. **Documents needed for tax relief confirmation.** Students referred to in subparagraph 1 of the present article must send an e-mail to the Office for Students with Special Needs (sportellodisabili@uniroma1.it) with a copy of the certificate of impairment - with the indication of the impairment rate, or for the cases provided for by the law, only the type of impairment – or with a copy of the certificate of disability in accordance with Article 3, subparagraph 1 and 3, of Law 5 February 1992, No. 104 (for information, students may contact the freephone 800-410960). The complete version of the certificate of impairment must be submitted in order to benefit from the existing exemptions. The certificate may be replaced by enforceable court orders (see INPS communication No. 13007 of 11/05/2011).

5. **Non-retroactivity of the tax relief.** The tax relief referred to in the present article for students enrolled in years of studies following the first enters into force at the time of submission of the request and is valid only from the academic year of submission on, defined by the submission date.

6. **Exoneration from admission test.** Students with disabilities who wish to enrol in Degree programmes with personal knowledge assessment are exonerated from the admission test. The Office for Students with Special Needs is available to provide information on enrolment procedures.

7. **Transmission of data to Inps.** In accordance with the law in force on Article 38 of the Decree-law 31.5.2010 No. 78, the data given by the persons who benefitted from the tax reliefs referred to in the present article are transmitted to Inps.

8. **Surcharges.** Students referred to in subparagraph 1 must pay any surcharge (in its standard amount) for late or missing payments.

9. **Isee 2018.** Students referred to in subparagraph 1 of the present article are not required to authorise the Isee 2018 acquisition on Infostud.

10. **Information.** The Office for Students with Special Needs is available to provide information on enrolment procedures: sportellodisabili@uniroma1.it - freephone 800410960 – opening hours: from Monday to Thursday 09:30-12:30 and 14:30-16:30; Friday 09:30-12:30.

Article 24 – Students with specific learning disorders - SLD

1. **SLD declaration on Infostud.** Students with Specific Learning Disorders (SLD) follow the same enrolment procedures as the generality of students, **they do not benefit from tuition fees reliefs**, and they must declare their status on Infostud.

2. **Recognition of SLD.** Students must submit a certificate with the SLD diagnosis in compliance with the requirements of the Consensus Conference (2011) to the Office for Students with Special Needs, with the diagnosis codes and the explicit wording of the SLD and

with the necessary information to appreciate the individual characteristics of each student, and indication of the strengths and weaknesses.

Valid certificates are those issued by the National Health Care System (SSN) or by units or specialists accredited by the Region. As ruled in Law No. 170 of 2010 and in the subsequent Government-Regions Agreement of 24/7/2012, the diagnosis must have been updated after 3 years if it was issued when the student was under 18 years old; for diagnoses made after the student's 18th birthday, the update is not obligatory.

3. University SLD counseling service. Monitoring of the university career of students with SLD is carried out by the SLD Counseling Service of the University in cooperation with the Representative Professors of each Faculty.

For information contact the freephone 800-410960 or the address counselingdsa@uniroma1.it. Further information is available at Sapienza University website <https://www.uniroma1.it/it/pagina/disabilita-e-dsa>

Article 25 – Deserving students

1. 30 euro contribution for students with 100/100 or 100 with honours grade for their final upper secondary school exam. Students who finished upper secondary school in the 2017-2018 school year with a 100/100 or 100 with honours grade and who enrol in a Degree programme in the 2018-2019 academic year only pay a one-off €30 fixed amount contribution, **if no other greater reductions referred to in Article 20 apply.**

Such students must also pay the €16 stamp duty, if due, and the €140 regional tax.

2. Requirements to continue paying the €30 contribution during years of studies following the first one (within the standard length of studies of the degree programme):

- recognition as a “deserving student” during the year before the benefit is being requested;
- gaining within 10 August at least 40 Credits during the academic year before the one the benefit is being requested, as well as all the Credits for the previous academic year. All the credits must have been gained with a 28/30 average grade and no grade below 27. The average grade is the arithmetic average;
- in the event of first year enrolment in a masters degree programme, as well as the aforementioned requirements, students must have gained their degree in the academic year 2017-2018 with a final grade of 110/110 or 110 with honours.

3. Eligible and non-eligible credits. The credits below are eligible:

- credits in the Degree programme Regulations (“Manifesto”) that are not related to exams with a 30/30 grading but to qualifying exams that are assessed as passed/failed (“idoneo/non idoneo”).
- credits resulting from the recognition of exams taken abroad during international mobility projects.

Qualifying exams and ordinary exams must be registered through the Infostud system. Qualifying exams and/or tests that – in some Degree programmes – are carried out to assess the student's knowledge during the course and that are not registered on Infostud, even if they contribute to the final exam assessment, are not eligible for the purposes of the present article;

Credits described below are not eligible for assessment of the merit requirements:

- Credits gained with ex. Art. 6 of R.D. No. 1269/38 extracurricular exams (Article 42)
- Credits gained when attending single courses (Article 41)

- Credits gained as recognitions for degree programme shortening (Article 49)

4. **Graduates from other Italian universities.** Students who have graduated from other Italian universities and who enrol in the first year of a masters degree programme may benefit from the “deserving student” exemption if, in their University of origin, they met the requirements laid down in subparagraphs 1, 2 and 3 of this article. Application for exemption must be submitted, within the payment deadline for the first instalment, to the Student Affairs Office concerned.

5. **Grounds for exclusion.** Students who make an Academic System change (Article 38), a Degree programme change (Article 10), who enrol in the part-time student status (Article 50) or who fail, albeit once only, an exam lose the chance to benefit from the exemption for deserving students.

Article 26 – Fixed amount one-off tuition fees for e-learning degree programmes and for the Aerospace Engineering degree programme under a special law

1. **Fixed tuition fees.** Students enrolled in the Degree programmes indicated in the table below pay the tuition fees indicated in the table to which the €140 regional tax and the €16 stamp duty, if due, must be added.

Students enrolled in the Degree programmes referred to in the present article may not apply for a tuition fee refund following the awarding of a “Laziodisu” scholarship, nor for reductions based on their Isee 2018 for the right to academic education. The authorisation given by students for the acquisition of their Isee 2018 on Infostud is merely for statistical purposes.

Degree Programmes	Total	1st Instalment	2nd Instalment
L-31 - Informatics – interuniversity with Unitelma Sapienza University of Rome. The programme is mainly a distance learning course	€1,600	€800	€800
L-31 – Informatics – held online in cooperation with Unitelma University (only for students in years of studies following the first one)	€1,600	€800	€800
L-24 – Psychological Sciences and Techniques – interuniversity with the Unitelma Sapienza University of Rome, online university – the programme is mainly a distance learning course	€1,600	€800	€800
Degree programmes in cooperation with the “Consorzio Nettuno”	€1,200	€600	€600
Aerospace Engineering degree programme of the Aerospace Engineering School under a special law	€1,268	€613	€655

2. **When to pay.** Tuition fees can be paid with a single payment by 5 November 2018 or in two instalments. The payment deadline for the first instalment is 5 November 2018, and for the payment of the second instalment it is 29 March 2019.

A €65 surcharge applies for late payments, which doubles for payments made more than 60 calendar days late.

Article 27 – Bonuses and reductions

Bonuses and reductions referred to in the present article apply to the amount due according to the Isee 2018 value and **cannot be added to the reductions provided for by Article 20**.

Students benefitting from the bonuses and reductions referred to in the present article must pay the €140 regional tax and, if first year students, the €16 stamp duty.

1. **Upper secondary education bonus** (Bonus “Maturità 95-99”). Students enrolled in the 2017-2018 academic year who obtained their upper secondary school diploma in the 2017-2018 school year with a grade between 95/100 or 99/100 benefit from a reduction of €300 on tuition fees. Students enrolled in the 2018-2019 academic year who obtained their upper secondary school diploma in the 2017-2018 school year with a grade equal to 100/100 or 100 with honours only pay a €30 fixed amount tuition fee and maintain such benefit if they meet the requirements needed (see Article 25).

2. **Exams Bonus** (“Bonus Esami”) (see Article 27bis)

3. **Excellence Pathway Bonus** (Bonus “Percorso di eccellenza”). The excellence pathway is aimed at fostering the education of students enrolled in a degree programme and interested in activities to enhance in-depth learning and cultural integration. The excellence pathway consists of additional learning activities and it foresees the issue of a final certificate. Faculties that activate excellence pathways issue specific annual calls for applications.

Students who pass the selection process to access the Excellence Pathway activated by their Faculty will get a refund for the tuition fees paid during the academic year with the exception of a €30 sum that is withheld as a one-off contribution.

4. **Community interest Degree programmes Bonus** (Bonus “Corsi di interesse comunitario”). Students enrolled in the second and third year in the 2017-2018 academic year in degree programmes run under the DM 270/04 Academic System in the classes indicated below benefit from a partial refund of tuition fees, of a variable amount, decided annually according to the public funding received.

Such bonus applies to students with an Isee value below €40.000 and:

- with an upper secondary school final grade equal to or greater 85/100 if enrolled in the first year of studies;
- who achieved at least 30 Credits in the 2016-2017 academic year within 31 January 2018 if enrolled in the second or third year.

Such students pay a one-off contribution on the basis of their Isee 2017 for the right to academic education and subsequently get a partial tuition fee refund.

The partial refund does not apply in the event of late payment of tuition fees.

In the event of degree programme change or transferral from a degree programme where such a benefit does not apply, the reduction will start from the year of studies in which the student enrolls (if different from the first year), with no exceptions to the need to meet the aforementioned merit-based and Isee value requirements.

The degree classes to which such reduction applies are:

- L-7 Civil and Environmental Engineering
- L-8 Information Technology Engineering (excluding Management Engineering and Computer Science and Control Engineering degree programmes)

- L-9 Industrial Engineering (excluding Aerospace Engineering and Mechanical Engineering degree programmes)
 - L-27 Chemistry
 - L-30 Physics
 - L-34 Geology
 - L-35 Mathematics
 - L-41 Statistics
5. **Brother/sister Bonus** (Bonus “Fratelli-sorelle”) (see Article 28)
6. **“Part-time” Bonus** (Part-time student status) (see Article 50).

Article 27bis – “Exams” Bonus

1. **Requirements.** Students enrolled “in corso” (within the standard length of studies) who have gained, during the 2017-2018 academic year (between 10 August 2017 and 10 August 2018):

- at least 10 Credits (if, in the 2018-2019 academic year, they are enrolled in the 2nd year of a bachelors degree programme or in a single cycle or unitary degree programme) *or* at least 25 Credits (if, in the 2018-2019 academic year, they are enrolled in the 3rd year of a bachelors degree programme or in the 3rd, 4th, 5th, 6th year within the standard length of studies (“in corso”) of a single cycle or unitary degree programme or in the 1st or 2nd year of a masters degree programme);
- an average grade for the exams taken of 24/30, calculated taking into account all the exams taken and previous academic studies;

will be included in a ranking for their degree programme in which the best 5% of students, according to credits and grades, will be selected.

These students, if no greater reductions referred to in Article 20 apply to their condition, will be given a tuition fee bonus for the 2018-2019 academic year. The bonus amount varies between €85 and €300 and is given according to each student’s position in the ranking.

The minimum amount for the one-off contribution for the 2018-2019 academic year for students with the “Exams” bonus is €30.

2. **Ranking.** The ranking will be drawn up considering all the credits achieved by each student, through exams with grades, during the previous academic years, from enrolment and up to 10 August 2018.

The system uses 3 assessment criteria for each student:

- a. the sum of Credits for each exam is multiplied by the grade obtained and divided by 100: $SUM(credits \cdot grade) / 100$;
- b. the weighted average grade.
- c. the date of birth.

The final ranking will be drafted by putting the data in descending order for the a. criterion (starting from the highest score), then for the b. criterion (starting from the highest average grade) and for the c. criterion (starting from the most recent date of birth)

Students enrolled in a Masters Degree Programme have the right to benefit from the “exams” bonus and will get a 5% score increase if they obtained their bachelors degree by 10 August 2018.

3. **Grounds for exclusion and non-eligible Credits.** Students enrolled in bachelors degrees and students in their first year of a masters degree programme who graduated from other Universities cannot benefit from the “exams” bonus.

Students who during their academic studies carried out degree programme changes, transferrals or degree programme shortenings are not eligible for the “exams” bonus.

Credits indicated below are not eligible for the “Exams” bonus:

- Credits gained with ex art. 6 extracurricular exams (Article 42),
- Credits gained with exams taken within single courses (Article 41)
- Credit gained with recognition for degree programme shortening (Article 49).

Credits gained with the recognition of exams taken abroad within international mobility projects.

Article 28 – Brother/Sister Bonus

1. **Brother/Sister bonus.** The brother/sister bonus is a reduction in the tuition fees for students whose brother or sister is already enrolled at Sapienza University if no better reductions referred to in Article 20 apply.

Students with an Isee 2018 for the right to academic education below or equal to €40,000 benefit from a 15% reduction each in tuition fees.

Students with an Isee 2018 for the right to academic education greater than €40,000 benefit from an 8% reduction each in tuition fees.

2. **Necessary requirements.** The requirements indicated below are necessary to benefit from the brother/sister bonus:

- being enrolled for the 2018-2019 academic year in a degree programme within the standard length of the programme
- having a brother/sister enrolled at Sapienza University up to date with their contributions for the 2018-2019 academic year (that is to say, having paid the first instalment within the deadline)
- be part of the same family nucleus as the brother/sister already enrolled as indicated in the Self Certification (DSU) submitted to obtain the ISEE calculation for the right to academic education 2018;
- having achieved, by 10 August 2018, at least 10 Credits, if enrolled for 2018-2019 in the second year of studies of a bachelors degree programme and single cycle degree programme; having achieved, between 10 August 2017 and 10 August 2018 at least 25 Credits, if enrolled for 2018-2019 in a year of studies following the second one. No merit-based requirements apply to students enrolled in bachelors degree programmes and in the first year of studies of a masters degree programme, nor to students coming from other Italian or foreign universities for the year in which the transferral is carried out.

Qualifying exams with Credits count as exams/credits if registered.

In the event of different merit-based conditions between siblings, the reduction is only given to the sibling that satisfies the requirement.

3. **Grounds for exclusion.** Students indicated below cannot apply for the bonus:

- students enrolled as part-time status students (Article 50)
- students who choose the option “do not declare” for the Isee 2018 declaration

4. **How to obtain the bonus.** The Infostud system calculates the bonus after the first instalment has been paid by all siblings. The reduction applies to the second instalment if the Isee declared is the same for all siblings.

Thank to the practical cooperation systems with INPS, the condition of belonging to the same family nucleus is automatically inferred from the student’s ISEE Self Certifications (DSU).

Article 29 – One-off increased contribution

1. The student categories indicated below pay the one-off 50% increased contribution

- a. **Students still enrolled in Degree programmes running under the Old Academic System** (ante DM 509/99) and who have not yet lost their student status;
- b. **students who enrol from the third year of studies outside the official course length on**, in bachelors degree programmes, 2-year masters degree programmes, and single cycle degree programmes and unitary degree programmes, who do not choose part-time student status and who meet the requirements referred to in Article 20 of the present Regulations (I see up to €30,000 and 25 Credits achieved between 11 August of the previous academic year and 10 August of the current year);
- c. **students enrolled as part-time status students** (Article 50) and who exceed the agreed duration for gaining the final qualification.

Such increase does not apply to students enrolled in distance learning degree programmes to which a one-off fixed amount contribution applies (Article 26 of the present Regulations).

Article 30 - Refunds

1. **Refund application.** Students may apply for a refund of any tuition fee or surcharge not due (only for the current academic year) paid within the deadline, by submitting to the Student Affairs Office of their degree programme the application with a tax stamp on it. The form is available on the website www.uniroma1.it in the forms section. The application must contain:

- the reason for the refund application.
- A declaration, made on the student's responsibility, stating that the sum for which the refund is requested was not included in deductions for personal income tax ("Irpef) purposes and that for this sum, no refunds, benefits or contributions were requested from or given by Administrations, Public or private institutions to the student or to family members or to cohabitants even if there is no family relationship.

2. **Submission procedures.** The application form with a tax stamp on it may be submitted:

- to the Student Affairs Office front desk during opening hours;
- via registered letter with proof of delivery addressed to "Università di Roma "La Sapienza" Area Servizi agli Studenti – Settore Segreteria studenti di (*Enter the name of the faculty concerned or of the student affairs office for cross-faculty programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma, enclosing a copy of a valid identification document.

3. **Credit for subsequent payments.** Instead of a refund, students may ask to have the sum they claim to be transformed into a credit for subsequent payments.

4. **Amounts not subject to refund.** Sums paid by mistake for any reason if referred to years of studies other than the current one will not be refunded.

If a refund is due to a University error, the student benefiting from this refund is responsible for any action that may be necessary to regulate their or their family's tax position if personal tax income reductions were given based on the amount paid.

On no account will the amounts paid for taking a degree programme admission test be refunded.

Refunds for tuition fees do not include refunds for the regional tax or the stamp duty.

5. **Deadlines.** After 31 January 2020 students lose their right to apply for a refund for the sums paid for the 2018-2019 academic year.

6. **30 euro deduction.** Non-automatic refunds are considered to be student-requested services as indicated in Law 232/2016, and therefore are subject to a €30 deduction for administrative costs.

Article 31 - Instalments

1. **6 instalment payments.** In the event of proven and documented disadvantaged financial conditions (documented by the Isee 2018 for the right to academic education declaration) and of outstanding fees greater than €1,500 the University may consider allowing the payment of outstanding fees in up to six instalments.

2. **12 instalment payments.** In the event of considerably large amounts to be paid, the University may consider allowing the payment of outstanding fees in up to 12 instalments.

3. **How to submit the application.** The application for paying in instalments must be submitted to the Student Affairs Office within the deadlines indicated for each procedure (e.g. restarting the career, recognition of credits due to the time limit to obtain the educational qualification being over, etc.). The application must have a tax stamp on it. The application form is available at www.uniroma1.it in the forms section.

4. **Restrictions.** Amounts due for the 2018-2019 academic year cannot be paid in instalments. Students who, having obtained the concession to pay in instalments, do not pay the instalments within the deadlines shall no longer be allowed to pay in instalments. Any exam taken during the payment in instalments period are registered conditionally and recognised only after the payment of all instalments has been made.

Chapter 3 – STUDENT “STATUS” AND TERMS FOR OBTAINING THE QUALIFICATION

Article 32 – Types of student "status"

1. **Student “in corso” (enrolled within the standard length of studies for the degree programme).** Students are enrolled “in corso” for all the standard length of the degree programme indicated in the Degree programme regulations (e.g. 3 years for bachelors degree programmes, 2 years for masters degree programmes).

2. **Student “fuori corso” (enrolled in years of studies outside the standard length of studies for the degree programme).** Students are enrolled “fuori corso” if they did not obtain the academic qualification within the end of the standard length of the programme or if they did not pass all the exams required to be admitted to the final exam.

Article 33 – Terms for obtaining the educational qualification (509/99 and 270/04 Academic System students)

1. **Time allowed to obtain the qualification.** Students enrolled under the DM 270/04 or DM 509/99 Academic System, in full-time status, must pass all exams in not more than three times the degree programme’s standard length of studies, unless otherwise specified in Faculty educational regulations.

Example: students enrolled in a Bachelors degree programme must pass all exams within 9 years, students enrolled in a 2-year Masters degree programme within 6 years.

Such terms do not take into account any possible years of interruption of studies, as permitted in accordance with subsequent Article 45.

2. **The terms specified for obtaining the qualification are interrupted:**

a) in the event of degree programme change

b) if students only need to take the final degree exam. In such case, however, students may not submit an application for the part-time status referred to in Article 50.

3. **Evaluation of the learning path.** Once the period for obtaining the qualification is over, the credits gained may no longer be adequate for the preparation and knowledge required by the Degree programme. For such reason, students must request an evaluation of their learning path from the educational bodies. The educational Committee, after adequate evaluation, determines any possible new learning requirement needed to obtain the qualification.

4. **Part-time student status application before the period for obtaining the qualification is over.** For students who enrolled in bachelors degree programmes in the 2010-2011 academic year, and for students who enrolled in 2-year masters degree programmes in the 2013-2014 academic year and have not yet obtained their qualification or have not withdrawn from studies, the period for obtaining the qualification will be over at the end of the 2018-2019 academic year: such students – from the third year beyond the standard length of studies – pay tuition fees with a 50% increase. These students may submit an application to change to part-time student status for the academic year 2018-2019 according to the deadlines and procedures indicated in Article 50 which enables them to stop paying the increase in tuition fees. Once the time limit for obtaining the qualification is over, part-time student status applications may no longer be submitted.

5. **Academic System change.** Students enrolled in ex DM 509/99 Academic System degree programmes may apply to change to the ex DM 270/04 Academic System following the instructions in Article 38 provided that – for restricted access programmes – they have at least 40 credits valid for enrolment in the second year of studies for bachelors degree programmes and at least 200 credits (180+20) valid for enrolment in the second year of studies for masters degree programmes, subject to having gained the first cycle degree.

Transferral to degree programmes under the DM 270/04 Academic System and the related recognition of credits is carried out in accordance with proper recognition criteria prepared by the Faculty.

6. Students coming from other universities. Students “fuori corso” coming from other universities who are over the time limit for obtaining the qualification prescribed by the University may submit enrolment application to Sapienza University only for degree programmes under the Academic System ex DM 270/04, provided that the Faculty considers the learning path carried out adequate.

The aforementioned students must:

- a) Register on Infostud and get a student registration number;
- b) Follow the admission procedures for the selected degree programme;
- c) Submit an application on plain paper to the Student Affairs Office (to the help desk, or via the certified electronic mail system – PEC to Sapienza’s certified e-mail address protocollosapienza@cert.uniroma1.it or from the student’s personal address to the Student Affairs Office e-mail address, attaching: a copy of a valid identification document and a self-declaration of exams taken indicating the relative Academic Discipline (SSD) and number of credits.
- d) Pay with the payment slip issued by the Student Affairs Office, within each Degree programme’s enrolment deadlines:
 - a fixed fee of €2,255;
 - the first instalment of tuition fees for the 2018-2019 academic year;
 - the regional tax for the right to education for the 2018-2019 academic year;

Students with an impairment severity rating equal to or greater than 66% or with a certification of disability by virtue of Article 3, subparagraph 3, law 5 February 1992, No. 104, pay a €30 fixed fee for each year.

Article 34 – Student status loss

(only for students in “Old Academic System”, before DM 509/99)

1. When is the student status lost. Students enrolled outside the standard length of studies (“fuori corso”) under an Old Academic System degree programme lose their student status if they take no exams for eight successive academic years, in accordance with Article 149 of the R.D. No. 1592 of 31.8.33 (regardless of the payment of tuition fees).

The loss of student status takes place ex officio and the University is not required to give students notice of their student status loss.

2. If the conditions indicated below are satisfied, the student status is not lost:

- a) if all exams have been successfully taken and only the final degree exam is left, there is no time limit to be respected between the last exam and the final degree exam (subject to enrolment renewal)
- b) if a fail result has been registered for an exam

3. Return of diploma. Students who have lost their student status may ask the Student Affairs Office to give them their upper secondary school diploma back, if this was submitted on enrolment (original Diplomas have been submitted to the Student Affairs Office up to 1998).

Article 35 – Returning to studies after student status loss

(only for students under "Old Academic System", before DM 509/99)

1. **Application for exam recognition.** Old Academic System students who have lost their student status, including those coming from other Universities, may enrol in a degree programme under the DM270/04 Academic System and submit an application to have the exams they have taken recognised.

Such students must:

- a) Log in to Infostud and get a student registration number if they do not have one already
- b) Carry out the admission procedures for the selected degree programme
- c) Submit an application with a tax stamp to the degree programme's Student Affairs Office, within the enrolment deadline, for the recognition of previously taken exams (at the front desk during opening hours or via registered letter with acknowledgement of receipt addressed to "Settore Segreteria studenti di (*Enter the name of the relative Faculty or of the student affairs office for cross-faculty degree programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma)", enclosing a copy of a valid identification document.
- d) Students coming from other Universities must submit, together with the application for exams recognition, a self-declaration of the exams taken and the related Academic Disciplines (SSD) and credits achieved.

2. **Contributions paid by students.** Students must pay within enrolment deadlines for each Degree Programme:

- a) a €290 fixed fee for each academic year of the students status loss period, up to €2,300
- b) the first instalment of tuition fees for the 2018-2019 academic year;
- c) the regional tax for the right to education for the 2018-2019 academic year.

Payments must be made with the payment slip issued by the Student Affairs Office.

Students with an impairment severity rating equal to or greater than 66% or with a certification of disability by virtue of Article 3, subparagraph 3, law 5 February 1992, No. 104, pay a €30 fixed fee for each year.

Article 36 – Regulations for Old Academic System students who have not lost their student status

1. **50% increase in tuition fees.** Students still enrolled in a degree programme running under the old academic system (before 509/99) who have not lost their student status in accordance with Article 36 of the present Regulations pay a 50% increase in tuition fees.

2. **Academic System change.** It is possible to apply for a transfer to another Academic System in accordance with the procedures indicated in Article 38 provided that – for restricted access degree programmes – students have achieved at least 40 credits for enrolment in the second year of studies for bachelors degrees, and at least 200 credits (180+20) for enrolment in the second year of studies for masters degree programmes, subject to having gained a first cycle degree.

Transferral to degree programmes running under the DM 270/04 academic system and the relative credit recognition is carried out according to specific conversion tables drafted by the Faculties.

Article 37 – Regulations for “fuori corso” students for the 2018-2019 academic year

1. **50% increase in the amount for tuition fees starting from the third year beyond the standard length of studies.** All students who, in the 2018-2019 academic year, enrol beyond the standard length of studies (“fuori corso”) must pay a 50% increase in tuition fees starting from the third year of studies beyond the standard length.
2. To avoid paying the tuition fee increase, such students may change to the part-time student status referred to in Article 50 of the present Regulations or apply for an academic system change referred to in Article 38, if still enrolled in degree programmes running under the DM 509/99 academic system (CdA rule 19 April 2011).

Article 38 – Academic System change

1. **Only to degree programmes running under the DM 270/04 Academic System.** The academic system change procedures vary according to the academic system of origin and to the requirements and admission procedures for the new degree programme. The only academic system change allowed is to the DM 270/04 academic system. The switch to the DM 270/04 academic system and relative credits recognition is carried out following specific conversion tables drafted by the Faculties.

2. **Operating procedures.** Students who apply for an academic system change must:
- enrol in the old degree programme for the 2018-2019 academic year, paying the first instalment of tuition fees within 5 November 2018;
 - submit, within 5 November 2018, and after having paid the first instalment of tuition fees, an application on plain paper for the degree programme change (specifying the academic system of origin and the new academic system); the study plan must be added to the application (where required).

The application may be submitted:

- to the front desk of the degree programme’s Student Affairs Office during opening hours;
- from the student’s certified electronic mail system – PEC to Sapienza’s certified e-mail address protocollosapienza@cert.uniroma1.it;
- from the student’s institutional e-mail address (see Article 53) to the e-mail address of the degree programme’s Student Affairs Office, attaching a copy of a valid identification document.

3. **Exams Conversion.** The degree programme Board will examine students’ individual position and each student will be allowed to see the conversion proposal drafted by the Board. If the student accepts the proposal, the Student Affairs Office, once it receives the Faculty’s approval, will effect the academic system change.

4. **Restrictions for restricted access degree programmes.** Academic system change for restricted access is allowed only if the student has at least 40 credits for enrolment in the second year of studies of bachelors degree programmes and at least 200 credits (180+20) for enrolment in the second year of studies of masters degree programmes, subject to obtaining the first cycle degree.

5. **Restrictions for non-restricted access masters degree programmes**

Students enrolled in non-restricted access degree programmes who wish to apply for an academic system change must follow the norms referred to in Article 8 of the present Regulations.

6. **Payments.** If the application for the academic system change relates to a change to a degree programme that is the direct transformation of the degree programme the student is enrolled in, the academic system change is free of charge. In all other cases, where, in practice, a degree programme change is being carried out, students must pay a €65,00 contribution for transfer costs.

7. **Incompatibilities with part-time student status.** It is not possible to submit, during the same academic year, an application for part-time student status (Article 50) and an application academic system change.

Chapter 4 – EDUCATIONAL ACTIVITY AND EXAMS

Article 39 – Academic calendar

1. **Information about the educational activities** of each Faculty are laid down in each degree programme's educational Regulations and are made available through Faculty and degree programme websites and through the Regulations ("Manifesto").

2. **Educational activity.** The educational activity of each academic year normally starts on 1 October and ends on 30 September.

3. **The educational activity calendar,** approved by each Faculty subject to compliance with the general criteria indicated by the Academic Senate, determines the beginning of lectures, which, in any case, may not be set before 14 September, and the organisation of the academic year into teaching periods

4. **End of the academic year.** Exams taken within 30 January of the calendar year following the end of the academic year relate to the previous academic year and do not require re-enrolment.

Article 40 - Exams

1. **Definition of exams.** Exams must be foreseen in the Regulations ("Manifesto") of the student's degree programme and regularly registered on the Infostud computerized system. Exams that do not entail registration on Infostud such as tests called "prove in itinere" (tests carried out while the lectures for the subject are still on), "esoneri" (partial exams), and "idoneità" (qualifying exams) are not considered exams.

2. **Which exams may be taken.** Students may take exams only at the end of the lectures planned for the subjects included in that enrolment year and, normally, only the exams provided for in the degree programme Regulations ("Manifesto"), according to the annual educational plan.

3. **Which exams may not be taken.** Under no circumstances may students take twice an exam they have already passed within the same Degree programme; this ban also applies in case of "elective exams chosen by the student" and of possible variations in the study plan.

Students enrolled in bachelors degree programmes may not choose as “elective exams” subjects included in the masters degree programmes’ Regulations, with the exception of the subjects included in the first three years of single cycle degree programmes under the DM 270/04. Student Affairs Offices will invalidate any exam taken in violation of the present regulations.

4. **Mandatory course attendance and preparatory subjects constraints.** Students must respect mandatory attendance rules (if any) and any rule for preparatory subjects laid down in the educational Regulation of the Degree programme. Exams taken in violation of such rules will be invalidated.

5. **Exam sessions.** The educational activity calendar must include three ordinary exam periods:

a) **The first ordinary exam session** is held in January/February and may in any case begin once the educational activity for the first term (semester) is over; it must comprise at least two exam dates in which students may take all the exams relating to the term that has just finished. January exam dates may only refer to the academic year that has just ended, whereas February exam dates can only refer to the ongoing academic year.

b) **The second ordinary exam session** is held in June/July and may in any case begin once the educational activity for the second term is over; it comprises at least two exam dates during which students may take all the exams of the second term and the exams related to the preceding first term.

c) **The third ordinary exam session** is held in September/October and ends before the beginning of the educational activity; it comprises at least one exam date and students may take all first and second term exams.

6. **Students enrolled in years of studies following the first one** must follow the regulations laid down in subparagraph 2 for the year of enrolment, while they may take any of the exams relating to previous academic years at any time.

7. Establishment of extra exam dates outside the three standard exam sessions is permitted for students who are “fuori corso”, for students with disabilities and specific learning disorders or for students who attended lectures for all subjects (Regulations SA 12 June 2018).

8. **How to book an exam.** Exams booking takes place through the Infostud computerized system provided that students are up to date with tuition fee payments and that the exam is one included in the Degree programme. When booking the exam students may be required to fill out a questionnaire for the assessment of the relative course they attended. On the exam date, students must obligatorily present a valid identification document and the booking receipt printed out from Infostud, the receipt will be signed by the Professor during exam registration and returned to the student. Students can verify the exam registration on Infostud as well as the subsequent validation effected by the Student Affairs Office. It is not possible to print out the booking receipt from Infostud after the booking deadline, but students may print it out from their institutional mailbox. Teaching staff may admit a student without a booking receipt to the exam; in this case no receipt will be returned to the student, but the exam will be registered and the student will be able to verify registration on Infostud.

9. **Types of exams for assessment.** Each Degree programme Regulations (“Manifesto”) specifies the number and type of exams (within the limit indicated in the Ministerial Decrees of each degree class) that determine the acquisition of the credits required. Exams may be oral, written or practical, or possible combinations of such types defined by the competent Board. Oral

exams are held in public sessions. For other exam methods, Faculties guarantee appropriate forms of advertising.

10. **Grades and credits acquisition.** The student's knowledge is assessed by exams whose evaluation is expressed as a grade out of 30. An exam is deemed to be passed if the final grade is equal to or higher than 18/30. In the event of full grade (30/30), the Examination Board may grant honours (lode). Grades are registered on a dedicated record. The relative credits (ECTS/CFU) for each subject are always achieved once the exam has been passed.

11. **Negative evaluation.** A negative evaluation does not involve the allocation of a grade, so it does not influence the final average grade: at the student's request it can be registered with the definition "failed". In such case the "failed" annotation is included in the student's curriculum. If the student does not make the request a "withdrawn" annotation will be registered on the record.

12. **Registration of a refused grade.** Professors must also register on the Infostud record a grade equal to or higher than 18 that the student decides to refuse. Such registered grade however is not taken into account for the calculation of average grades and is not included in the student's curriculum (Regulations SA 28/03/2017).

13. **Repetition of exams.** An exam that has already been passed and registered with a positive evaluation cannot be taken again.

14. **Taking exams in advance.** Students who have already taken all exams included in their year of studies and for previous years of studies may request taking in advance two exams per year, subject to authorisation by competent educational bodies (Area Committee or Degree Programme Board or Faculty Board). These bodies must issue an appropriate document and give notice of such procedure to the Student Affairs Office, which will enable the exam booking procedure on Infostud. Such authorisation is given only if the exams the student wishes to take in advance fall under the same academic system.

Article 41 – Single courses

It is possible for one academic year to attend single subjects (hereinafter "single courses") activated within bachelors degree programmes and masters degree programmes, take the relative exams and get a certificate for them, which includes indications on the credits gained. The cases where it is possible to enrol in single courses are listed below:

1. **For purposes of cultural development and integration of professional skills**

In such cases, enrolment is only allowed in single courses activated within non-restricted access bachelors degree programme's and masters degree programmes. Enrolment is open to:

- a. People not enrolled in a degree programme at Sapienza nor at other Universities (in this case only, up to two single courses for each academic year may be attended).
- b. Students enrolled in Sapienza postgraduate programmes (PhDs, Specialisation Programmes, Professional Masters Courses) subject to authorisation by the competent educational bodies.
- c. Students enrolled at other Italian Universities
- d. Foreign university students enrolled at other universities abroad subject to evaluation and approval of the competent consular authorities.

2. To fulfil curricular requirements (exams and credits) required for admission to masters degree programmes (for the ongoing academic year and the following one).

In such case, enrolment is also allowed in courses activated for restricted access bachelors degree programmes and masters degree programmes. Enrolment is open to:

- a. Sapienza University or other Italian and foreign university graduates.
- b. Graduand students from other Italian universities, subject to permission granted by the competent educational bodies.

In such case exams taken within single courses will be included in the students' curriculum, if they graduated from Sapienza University of Rome.

Graduates from other universities will only have their exams certified.

The specific certificate of the exams taken within single courses will only be issued after the enrolment process for the masters degree programme has been completed.

Exams taken within single courses cannot be taken into consideration in applications for a shortened degree programme.

Exams taken cannot be included in the first cycle degree programme and do not count for calculating the average grade.

3. To fulfil the necessary requirements for admission to specialisation schools and public competitions.

In this case, enrolment is also allowed in courses activated for restricted access bachelors degree programmes and masters degree programmes. Enrolment is open to:

- a. Graduates from Sapienza University or from other Italian and foreign Universities.
- b. Graduand students from other Italian Universities, subject to permission granted by the competent educational bodies.

In such case the exams taken within single courses will be included in the students' curriculum, if they graduated from Sapienza University of Rome. For graduates from other universities the exams taken will only be certified.

4. To take two exams of a 2-year masters degree programme in advance (non-restricted access) for a degree programme in which the student wishes to enrol in the 2019-2020 academic year.

In such case, enrolment is only allowed in courses activated in non-restricted access masters degree programmes.

Only Sapienza University graduates may enrol.

5. To take exams in order to achieve the credits required for the 24 cfu in accordance with D.M. 616/17 through enrolment in appropriate single courses included in the University's programme catalogue of the 2018-2019 academic year.

6. Costs. All students who wish to enrol in single courses at Sapienza University and who hold an Italian or foreign educational qualification, even if they have been awarded state scholarships, must pay for each single course, as tuition fees:

- € 360 for the single courses referred to in points 1 and 3;
- €100 for single courses referred to in points 2 and 4;
- an amount calculated on the basis of the Isee value of up to €100 each for the single courses referred to in point 5.

7. Exemptions. The students indicated below are exempted from the payment:

- university students enrolled at universities abroad who enrol in single courses within programmes and agreements for international mobility run under relations of reciprocity;

- students enrolled in interuniversity bachelors degree programmes and masters degree programmes at Sapienza University, even if enrolled at a partner university, **who enrol in single courses to achieve the credits provided for in elective educational activities**, with the exception of online programmes;

8. **When to submit the application.** There are no time limits for submitting the application. The application must be submitted through the computerized system Infostud after having contacted the Educational Affairs Office to request the code of the single courses and/or any prior authorisation. After the application has been submitted, the system will create a payment slip with the amount to be paid. The Student Affairs Office, after carrying out proper supervision processes, will enable the exam booking procedure that takes place through the Infostud system.

9. **Time limit for taking the exam.** The exam relating to the single course attended must be taken within the academic year of application. Failure to take the exam within the time limit entails no refund for the amount paid.

10. **Citizens with a foreign educational qualification** who wish to attend single courses, as well as following the procedures described here, must submit a copy of their passport and of their residence permit to the Office for Students with a Foreign Qualification.

As laid down in D.P.R. 26 March 1970 No. 825, on no account may the courses attended by students coming from universities abroad be considered for purposes relating to enrolment in ordinary degree programmes or diplomas.

Non-EU citizens resident abroad must submit a pre-selection application to the Italian diplomatic mission in their country within the deadlines below:

- 24 August 2018 for courses held in the first semester
- 28 December 2018 for courses held in the second semester

11. **Single courses held at other universities.** Students enrolled at Sapienza University who wish to attend single courses at other universities must have a prior written authorisation from the competent educational bodies for subsequent recognition of the exams taken. Such authorisation must be submitted to the competent Student Affairs Office.

Article 42 – Extracurricular exams ex. art. 6 of R.D. No. 1269/38

1. **Two subjects per year.** Students enrolled in bachelors degree programmes, masters degree programmes, as well as taking the exams included in their degree programme, may register, in each academic year, for up to two subjects at Sapienza University included in other Degree programmes of the same cycle and academic system. Such exams are not taken into account for the calculation of the Credits required to obtain the final qualification and for the average grade, but are included in the student's university career.

Restrictions.

- a) students enrolled in bachelors degree programmes may take ex art.6 exams included in single cycle degree programmes that do not refer to years of studies subsequent to the one the student is enrolled in;
- b) on no account are Bachelors degree programme students allowed to attend courses and take exams for subjects included in 2-year Masters degree programmes;
- c) students enrolled in Masters degree programmes may not attend and take exams for subjects that belong to Bachelors degree programmes, unless they have previously been authorised by the competent educational bodies;

- d) students enrolled in regular degree programmes are not allowed to attend and take exams for distance learning courses;
- e) taking ex art. 6 of R.D. No. 1269/39 exams must also comply with the rules of each Degree programme, for this reason – before submitting their application – students must check educational regulations of their degree programme and of the degree programme the exams they wish to take belong to.

3. Credits required before taking extracurricular exams. The Academic Senate proceedings of 30 November 2010 and of 14 December 2010 have established that in order to be allowed to take ex art. 6 exams (the table is valid for bachelors degree programmes, 2-year masters degree programmes, and single cycle or unitary degree programmes):

- students enrolled in the 1st year of studies must have gained at least 6 credits in their degree programme (for some degree programmes such threshold is 18 credits)
- students enrolled in the 2nd year of studies must have achieved at least 36 credits in their degree programme;
- students enrolled in 3rd year must have gained at least 72 credits in their degree programme;
- students enrolled in the 4th year of studies must have gained at least 108 credits in their degree programme;
- students enrolled in the 5th year of studies must have gained at least 144 credits in their degree programme.

Credits must have been gained at the time of submission of the application.

4. Students “fuori corso”. Students enrolled beyond the standard length of studies may take ex art. 6 exams provided that they have gained the credits required for the last year of studies of their degree programme, according to the standard length of studies (e.g. a student enrolled in bachelors degree programmes must have gained at least 72 credits, a masters degree programme student must have gained at least 36 credits etc...).

5. When and how to submit the application.

The application on plain paper may be submitted from 6 November 2018 up to 28 February 2019:

- to the front desk of the Student Affairs Office of the student’s degree programme during opening hours;
- from the student’s certified electronic mail (PEC) to Sapienza’s certified e-mail address protocollosapienza@cert.uniroma1.it;
- from the student’s institutional e-mail address (see Article 53) to the Student Affairs Office e-mail address, attaching a copy of a valid identification document.

6. Note for Medicine and Surgery degree programmes. Students who wish to submit an ex art. 6 application for subjects included in Medicine and Surgery single cycle degree programmes, as well as submitting the application to the Student Affairs Office must also contact the Educational Affairs Office of the courses they wish to attend and relative exams, to be included in the lists of students attending the course. After they have changed to the Medicine and Surgery degree programme (after having successfully passed the admission test), students may not take any missing ex art. 6 exams during the exam sessions for the previous academic year.

7. Note for “Dental School” degree programmes. Students enrolled in other faculties or other degree programmes may not apply for extracurricular exams held by the “Dental School” single cycle degree programme.

8. **Exceptions for graduand students.** Sapienza University graduand students who wish to enrol in a masters degree programme may submit an application to take the exams referred to in the present article, even beyond the time limit indicated in the previous subparagraph 5.

Chapter 5 – CHANGES IN STUDENT’S UNIVERSITY CAREER

Article 43 – Transferral to other universities

1. **Deadlines** for submitting the transfer application:
 - from 16 July 2018 to 5 November 2018 without obligation to enrol in the 2018/2019 academic year and only if up to date with any outstanding payment up to the 2017/2018 academic year;
 - from 6 November 2018 to 21 December 2018 paying the first instalment of tuition fees for the academic year 2018/2019;
 - from 22 December 2018 to 29 March 2019 paying the second instalment of tuition fees for the 2018/2019 academic year;
 - from 30 March 2019 paying all tuition fee instalments for the 2018/2019 academic year.
2. **Submission of the application.** To be allowed to transfer to another university the student concerned must submit the documents listed below within the deadlines indicated in point 1:
 - a) the application form, with a tax stamp, published online at www.uniroma1.it in the “Students forms” section;
 - b) proof of payment for the €65 transfer fee (to be paid with the payment slip available at the Student Affairs Office).
 - c) Authorisation from the university of destination (only for transfers to restricted access degree programmes).

The application with stamp duty may be submitted:

- to the front desk of the Student Affairs Office of the student’s faculty during opening hours;
- via registered letter with acknowledgement of receipt to “Settore Segreteria studenti di (*enter the name of the relative faculty or the student affairs office for cross-faculty programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma”, attaching a copy of a valid identification document;

3. **Exams.** The transfer is effective from the date of payment of the transfer fee. After this date the student is not allowed to take exams, go to lectures or workshops, nor benefit from the services dedicated to Sapienza University students.
4. **Withdrawal.** The transfer application may be withdrawn within 7 days after submission. Withdrawal of the application does not meet the requirements for a refund of the transfer fees referred to in the previous subparagraph 2, letter b.

Article 44 – Transferral from other universities

1. **Compliance with admission procedures.** Students coming from other Italian universities, Military Academies or other Military Higher Education Institutions may only apply for transferral to a Sapienza University Degree Programme run under the academic system DM 270/04.

Transferral must comply with the selected degree programme's requirements and admission procedures.

For such purposes the rules and deadlines for Degree programme change referred to in Article 10 of the present Regulations apply.

2. Submission of the application. To be allowed to transfer, students must submit the application to the university of origin following the procedures required by its Administration and submit to Sapienza University (within the enrolment deadlines for each degree programme):

- a. the transfer application (on plain paper) drafted on the proper form available online at the University website www.uniroma1.it in the section "Students Forms";
- b. a copy of the transfer application submitted to the student's University of origin;

In the application, students must specify the student registration number they were given when registering on the computerized system Infostud <https://www.studenti.uniroma1.it/phoenixreg> and enter the ISEE option in the personal profile (Article 19)

The application on plain paper may be submitted:

- to the front desk of the Student Affairs Office of the selected degree programme, during opening hours;
- from the student's certified electronic mail (PEC) to Sapienza's certified e-mail protocollosapienza@cert.uniroma1.it;
- from the student's e-mail address attaching a copy of a valid identification document.

The transfer is effective from the date of payment of the transfer fee.

3. Payments. The Student Affairs Office will issue (after carrying out an appropriate supervision process to verify admission procedures for each degree programme) the €65 payment slip for the payment of transfer fees. After this payment has been made, the Student Affairs Office will issue the payment slip for the first instalment of tuition fees (or for the first and second instalment for transfers carried out after 5 November 2018), for the regional tax for the right to education and for stamp duty. Students coming from Universities with the registered office in the Regione Lazio that have already paid the regional tax for the new academic year at the University they are coming from, are not required to pay the regional tax again. Students must pay both amounts within the deadlines indicated on the payment slips.

4. Exam recognition and possible shortening of the degree programme. The procedures and deadlines for degree programme changes referred to in Article 10 subparagraph 2 and subparagraph 3 apply as well as the notice in subparagraph 6. Because of the change in the year of studies, following the proceedings of the educational units, the computerized system may produce an adjustment of the enrolment contributions amount.

5. Students with a foreign qualification must contact the Office For Students with a Foreign Qualification after having carried out the aforementioned procedures. Applicants are reminded that foreign qualifications must be validated by the Italian competent diplomatic bodies. If the qualification is lacking or not in compliance with what is laid down in Articles 16 and 17 of the present Regulations the document will be returned to the university the student is coming from.

6. Withdrawal. The transfer application may be withdrawn within 7 days after the date of the payment made to Sapienza University, a refund for the first instalment of tuition fees only will be made.

7. Exams. Once the transfer has been carried out students may take exams starting from the first session available for first-year students in the 2018-2019 academic year (end of the first quarter/semester).

8. **Part-time student status.** Students who wish to change to part-time student status (Article 50) may submit an application from September of the year after the one when the transfer was made.

9. **Transferral from the same degree programme of other Italian or foreign universities for single cycle degree programmes in Medicine and Surgery and Dentistry and for Health Professions degree programmes.** Specific transferral notices are published every year on the webpage of the Medicine and Health Professions Student Affairs Office, if there are places available for years of studies following the first one.

Article 45 – Interruption of studies for health reasons

1. **Only for health reasons.** Students enrolled “in corso” (with the exception of part-time status students referred to in Article 50) may interrupt their university career for a whole academic year for serious and prolonged health reasons only, which must be duly certified (Article 9 subparagraph 4 of decree 29 March 2012, No. 68).

2. **Submission of the application.** The application with a stamp duty on must be submitted between 3 September and 5 November 2018, attaching the correct document to certify the right to interrupt studies. The application can be submitted:

- to the front desk of the Student Affairs Office during opening hours;
- via registered letter with acknowledgement of receipt addressed to “Settore Segreteria studenti di (*enter the name of the relative Faculty or of the Student Affairs Office for cross-faculty programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma”, enclosing a copy of a valid identification document.

The interruption of the university career will begin by 31 January 2018.

The Student Affairs Office, at the student’s request, will send the student a copy of the career interruption provision to his/her institutional e-mail address.

3. **Restrictions.** No more than two career interruptions are allowed for each Degree programme cycle. The application for the career interruption is submitted instead of enrolment and may not be withdrawn during the academic year.

4. **Suspension from studies.** Students who wish to interrupt their career may not take exams during the academic year of application, such exams will be invalidated, furthermore, students may not carry out any activity relating to their university career. The year of interruption does not count towards the time limit within which students are required to obtain the qualification nor for determining years outside the standard length of studies.

5. **Certificates.** In the same time period, students may request certificates concerning their university career. Such certificates will attest the time interval of the career interruption and the details of the provisions that authorised it. For privacy protection purposes, the reason for the career interruption will not be stated in the certificates.

6. **Returning to studies.** When students return to studies they are required to pay – within the deadlines for the payment of the first instalment – a €290 “fixed fee” for the year of the career interruption. Being a “fixed fee” such amount is not related to the amount of the first instalment of tuition fees for the Degree programme during the career interruption year. The payment slip must be requested from the Student Affairs Office. Students with disabilities, impairment severity

ratings equal to or greater than 66% or with a certificate of disability in accordance with Article 3, subparagraph 1, of Law 5 February 1992, No. 104 are required to pay a €30 fixed fee.

Article 46 – Restarting the university career after a “de facto” suspension from studies

1. **Payments.** If students do not pay tuition fees for two academic years or more, without applying for the university career interruption referred to in Article 45, they must pay, from 3 September 2018 to 5 November 2018 a €445 fixed fee for every year of interruption instead of tuition fees and surcharges. Such provision also applies to part-time status students (Article 50). The payment slip must be printed from Infostud.
2. **Students who only need to sit the final degree exam** and who restart their university career must pay a €290 fixed fee for every year of suspension from studies (regardless of the years of suspension) instead of the tuition fees and surcharges (the amount will be entered by the Student Affairs Office). The payment slip must be requested from the Student Affairs Office. Such students will pay the tuition fees amount in relation to their Isee for the year in which they ask to graduate, including surcharges for late payments.
3. **Students who suspend payments for one year only** without having applied for the career interruption referred to in Article 45 will pay, as well as tuition fees for the ongoing academic year, the outstanding tuition fees according to the Isee for the year of interruption (where declared) including surcharges for late payments. If the Isee for the year of interruption was not declared, such students will pay outstanding tuition fees according to the Isee declared when restarting the career.
4. **Students with disabilities, with an impairment severity rating equal to or greater than 66%** with a certificate of disability in accordance with Article 3, subparagraph 1, of Law 5 February 1992, No. 104 or with a severe illness duly certified (ex Article 9 o d.lgs 68 2012) who suspended their career and did not exceed the time limit for obtaining the educational qualification, may restart their career paying €30 for every year of their career interruption.
5. **Certificates.** The years in which suspension of tuition fee payments has been registered count for determining the year of studies and possible years outside the standard length of studies as well as for the terms for obtaining the qualification. The certificates issued by the University during the years of suspension from studies “de facto” bear the indication on the last year of effective enrolment (identified with the payment of the first instalment) and the wording “in the academic year ... the student regularised his/her administrative and financial position of the academic years ...”. And indicate the enrolment for the current academic year.
6. **Exams.** During the “de facto” suspension from studies students may not take exams, any exam taken during such period will be invalidated.

Article 47 – University career suspension for enrolment in other degree programmes, continuing studies abroad

1. **Who can apply for a career freeze.** Students enrolled in a Degree Programme (with the exception of part-time status students) provided that they are up to date with tuition fees payments and they are not “fuori corso”, may ask to have their career “suspended” and enrol in a degree programme of a different cycle and class, if they meet the requirements needed for the admission to such a programme. It is hereby recalled that in accordance with DM 28 September 2011 laid down by Miur, contemporary enrolment is allowed only between first cycle and second cycle degree programmes and higher education in music and dance studies (see Article 9 of the present Regulations).

Students enrolled in single cycle degree programmes may not apply for a career suspension to enrol in bachelors degree programmes and vice versa. Such students, if they wish, may apply for a degree programme change.

2. **Submission of the application.** The application, with stamp duty, must be submitted between 16 July and 5 November 2018 or in any case within the enrolment deadline of the other degree programme.

The application can be submitted:

- to the front desk of the Student Affairs Office during opening hours;
- via registered letter with acknowledgement of receipt addressed to “Settore Segreteria studenti di (*enter the name of the relative Faculty or of the Student Affairs Office for cross-faculty programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma”, enclosing a copy of a valid identification document.

3. **Exams.** Students who suspend their university career may not take exams for the degree programme that has been suspended, any exam taken will be invalidated. Such rule also applies to exams relating to years of studies before the career suspension application. When the student restarts the suspended career, any studies carried out or exams taken during that period of time, in Italy or abroad will not be considered valid.

4. **Duration of the career freeze.** The duration of the career freeze is equal to the time needed to obtain the new educational qualification. The duration of the career freeze to continue studies abroad is limited to the standard length of studies for the degree programme, regardless of the time spent by the student to obtain the qualification.

5. **Resuming the university career.** No fees apply to resuming the career. Students who resume their career must submit to the Student Affairs Office (within the payment deadline for the first instalment of tuition fees for the academic year they are resuming their career in) an application on plain paper to resume the career, attaching a self-declaration of the educational qualification obtained (original certificate is required for studies carried out abroad) or, alternatively, a copy of the withdrawal from the other degree programme. It is hereby specified that Degree programmes, over the years, may be cancelled: for this reason, at the end of the career suspension period, the student concerned may have to change the degree programme he/she requested the suspension for.

The application can be submitted:

- to the front desk of the Student Affairs Office of the selected degree programme, during opening hours;
- from the student’s certified electronic mail system – PEC to Sapienza’s certified e-mail address protocollosapienza@cert.uniroma1.it ;
- from the student’s e-mail address attaching a copy of a valid identification document.

6. **Continuing studies abroad.** Students enrolled in a Degree programme may ask to continue their studies abroad following the same procedures indicated in previous subparagraph 2.

Article 48 – Withdrawal from studies

1. **Withdrawal from studies entails the cancellation of the student's whole university career**, therefore all the exams taken are invalidated.

2. **When and how to submit the application.** Students can withdraw from studies at any stage. The withdrawal procedure must be carried out with a written declaration, with a tax stamp on it.

The withdrawal from studies application may be submitted:

- to the front desk of the Student Affairs Office during opening hours;
- via registered letter with acknowledgement of receipt addressed to the "Università di Roma "La Sapienza" Area Servizi agli studenti - Settore Segreteria studenti di (*Enter the name of the relative Faculty or of the student affairs office for cross-faculty degree programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma", enclosing a copy of a valid identification document.

3. **Tuition fees and outstanding tuition fees.** The withdrawal procedure does not contemplate any refund for the tuition fees paid and the student is not required to pay any possible outstanding tuition fee.

4. **Exams recognition following a new enrolment** It is possible, after having withdrawn from studies, to enrol again in the same or in another Degree programme, provided that it is a DM 270/04 degree programme.

In exceptional cases (decided at the discretion of the competent educational bodies) it is possible for students to request the recognition of the exams taken before withdrawal: in such cases students will have to submit an application with stamp duty following the instructions provided for in subparagraph 2.

Recognition of credits after withdrawal is only possible if students, when applying for exams recognition, have not obtained other qualifications from other Sapienza University's degree programmes or from degree programmes at other universities.

5. **Payments for credits recognition.** Credits recognition entails the payment of a €290 fixed fee for each academic year existing between the withdrawal from studies and the application for exam recognition, up to €4,500. The payment slip for such payment must be collected at the Student Affairs Office which will calculate the amount required. If students had outstanding tuition fees when they withdrew from studies the fixed fee applies to years of studies with outstanding payments too. If the new enrolment is carried out during the year immediately after withdrawal and if the student had no outstanding payments in the academic year of withdrawal, the sum to be paid is the amount for tuition fees required in the academic year of new enrolment and no fixed fee applies. Students with disabilities, with impairment severity ratings equal to or greater than 66% or with a certificate of disability in accordance with Article 3, subparagraph 1, of Law 5 February 1992, No. 104 pay a €30 fixed fee (+the regional tax + the stamp duty if required).

6. **Students who withdrew from studies coming from other Universities.** Applications for credits recognition following withdrawal from studies must be submitted at the same time as enrolment in the new degree programme and may not be submitted in subsequent years. Students interested in this procedure must specify on the application for credits recognition the student registration number given when registering on the computerized system Infostud

<https://www.studenti.uniroma1.it/phoenixreg/index.html>. The Student Affairs Office will retrieve the student's university career from the University the student comes from.

7. **Withdrawal from studies for non-EU citizens with a residence permit.** Withdrawal from studies carried out by non-EU citizens with a residence permit for study purposes, entails the loss of the residence permit and as a consequence the possibility to enrol at other Italian universities in the same academic year. To enrol in subsequent academic years it is necessary to contact the Italian diplomatic mission in the student's home country during April-June and to follow the procedures required.

Article 49 – Shortening of the Degree programme

1. It is possible to obtain a shortening of the degree programme for students changing to a new degree programme coming from another Sapienza University degree programme (Article 10), for students transferring from other universities (Article 44), due to exams recognition following withdrawal from studies (Article 48), or to exams recognition following student status loss (Article 34), as a consequence of an academic system change (Article 38) and within a new enrolment process for students already holding an Italian or foreign educational qualification (Article 17).

Article 50 – Part-time student status

1. **What is the part-time student status.** The part-time student status option is the chance for all students who cannot spend their time as full-time students, to arrange, when enrolling or in subsequent years of studies, a study plan with a number of credits that varies between 18 and 45 credits instead of 60 credits per year foreseen for full-time status students, to avoid exceeding the degree programme's standard length of studies.

2. **Exclusion cases.** Part-time student status does not apply to students enrolled in old academic system degree programmes before the DM 509/99 and to students enrolled in distance learning degree programmes in cooperation with "Consorzio Nettuno" and Unitelma (Article 26). Students who have gone over the time limit indicated for obtaining the qualification in accordance with Article 33, even if they only need to sit the final degree exam, may not change to the part-time student status. Any application submitted will be automatically cancelled.

3. **Submission of the application.** First-year students must submit the part-time status application on Infostud within the payment deadline for the first instalment of their degree programme. Students enrolled in years of studies following the first one must submit the application between 6 November 2018 and 21 December 2018, after having paid the first instalment of tuition fees for the 2018-2019 academic year and following the procedures indicated online at Sapienza University's webpage under the heading "Students>Part-time status". After the application has been submitted on Infostud it is automatically sent to the student's Faculty. Students will receive a confirmation message for the successful submission of the part-time student status application at their e-mail address (where confirmed). Students can cancel their application up to 7 days after the submission. The faculty accepts the application within 31 January and the system notifies the outcome of the procedure to each student via e-mail. The part-time student status option can be selected once only and, after the application has been accepted, students are not allowed to go back to the full-time student status.

4. **Tuition fees reductions.** Students whose part-time student status application is accepted have the right to tuition fee reduction, of the amount indicated in the schema below. The tuition fees reduction applies to the year of enrolment as a part-time student and on no account it is retroactive.

a. **First Cycle Degree Programmes.** Students who enrol or are already enrolled in a first cycle Degree programme, without prejudice to the regional tax, pay tuition fees as indicated below:

- 1st and 2nd part-time status year: 90% of tuition fees amount;
- 3rd part-time status year: 80% of tuition fees amount;
- Subsequent part-time status years: 60% of tuition fees amount.

b. **2-year Second Cycle Degree Programmes.** Students who enrol or are already enrolled in a Second Cycle 2-year Degree programme, without prejudice to the regional tax, pay tuition fees according to the amount indicated below:

- 1st part-time status year: 90% of tuition fees amount;
- 2nd part-time status year: 80% of tuition fees amount;
- Subsequent part-time status years: 60% of tuition fees amount.

c. **Single Cycle Degree Programmes.** Students who enrol or are already enrolled in a Single Cycle Degree programme, without prejudice to the regional tax, pay tuition fees according to the amount indicated below:

- 1st, 2nd and 3rd part-time status year: 90% of tuition fees amount;
- 4th, 5th and 6th part-time status year: 80% of tuition fees amount;
- Subsequent part-time status years: 60%

5. **Reductions for students “fuori corso”.** A 50% increase in tuition fees applies to students who in the 2018-2019 academic year enrol from the 3rd year beyond the standard length of studies on (e.g. third year “fuori corso”, fourth year “fuori corso” etc.). Such students can avoid the tuition fees increase if they submit the application for part-time student status following the procedures indicated in the present article (CdA 19 April 2011). Students who paid the increased amount for the first instalment of tuition fees, will receive compensation with a differential amount in the third instalment of tuition fees.

6. **Validity of tuition fees reductions.** Tuition fees reductions for students in the part-time student status is only valid throughout the agreed period of time; students who do not complete their studies within the agreed period of time, will have to pay the standard amount of tuition fees according to their Isee for the right to academic education, with a 50% increase, starting from the first year “fuori corso” (CdA 14 giugno 2011).

7. **Time limit for obtaining the qualification.** Students enrolled under the part-time student status must pass all the exams within twice the number of years agreed for the student’s study plan. Example: if the agreed time is 4 years, exams must be successfully passed within 8 years. After such a period, the credits gained may not be adequate for the qualification required and the Educational Board, after having carried out the verification procedures needed, determines possible additional learning requirements needed to obtain the qualification.

8. **Graduating before the end of the end of the agreed time period.** Students may also obtain their qualification before the end of the agreed time period, but to sit the final degree exam they must have paid the amount for the tuition fees related to the whole time period to complete studies that has been agreed.

In such cases the criteria indicated below will be considered to determine the amount of tuition fees (necessarily a fixed amount):

- the student's Isee 2018 declaration for the right to academic education;
- the amount of tuition fees foreseen for the academic year in which the student graduates;
- the reduction for the time period agreed to complete studies.

9. **Degree programme change.** In the event of a degree programme change (Article 10) or an academic system change (Article 38), students already enrolled under the part-time student status can submit the application again from November of the year after the submission of the degree programme change application or of the academic system change application. As regards the financial aspects, students will be enrolled in first year of part-time student status in the year they submit their application; whereas the year of studies and the study plan will be determined by the competent Faculty bodies, according to the previous university career carried out by each student.

10. **Incompatibilities.** Students who choose the part-time student status may not apply for the interruption of studies (Article 45) or for university career suspension (Article 47), and may not apply for the brother/sister bonus referred to in Article 28 of the present Regulations, nor apply, in the same year as the part-time student status application, for a degree programme shortening (Article 49).

11. **Length of the degree programme for redemption of years of study for pension purposes.** The part-time student status does not modify the "standard length of studies" for redemption of year of studies to be considered in calculations for pensions. Certificates will therefore include the specification "standard length of studies" for legal purposes, and "agreed length of studies" that refers to the educational organisation of the degree programme.

Chapter 6 - CERTIFICATES, COMMUNICATIONS AND REQUESTS

Article 51 – Self-declarations and Certificates

1. **Self-declarations.** Students can self-declare their academic qualification and the list of exams taken except where submission of certificates is specifically required, particularly for educational activities carried out abroad. ((D.P.R. 445/2000 and subsequent amendments).

2. **Verification of self-declarations.** In the event that students have submitted self-declarations, the procedure related to the self-declaration shall be suspended until the truthfulness of what has been declared has been verified. Such confirmation must come from the Institution that holds the data that have been self-declared (e.g. Inps, Municipalities, other universities, etc.).

3. **Certificates that can be downloaded from Infostud.** It is possible to print out from Infostud, without going to the Student Affairs Office, certificates showing enrolment details, the list of exams taken, graduation, the standard length of studies of the degree programme for redemption of years of study to be included in calculation for pensions. Degree certificates with the list of exams are available on Infostud only for students who gained their qualification from the 2004-2005 academic year on. Degree certificates without the list of exams, are available for all students who graduated after 1990.

4. **Digital stamp.** The infostud system digitally stamps the certificates, and this digital stamp gives the certificate the same legal value as certificates collected at the Student Affairs Office and allows the body that requested it to verify its truthfulness. Students must place a revenue stamp on the certificate printed out from the system.

5. **Certificates requested at the Student Affairs Office.** Certificates that cannot be downloaded from Infostud can also be verbally requested from the Student Affairs Office only by producing a valid identification document and a revenue stamp. Certificates issued at the front desk can be exclusively given to the person concerned or to another authorised person (with a delegation written by the person concerned), with a valid personal identification document and a copy of a valid identification document of the person concerned.

6. **Certificates valid abroad.** To obtain a translated certificate or a certificate valid abroad, students must request from the Student Affairs Office a certificate with a revenue stamp valid abroad (signed by an authorised Sapienza University official whose signature is deposited at the prefecture); students must request legalisation from the Prefecture to use the certificate abroad; and must have diplomas and certificates translated by a sworn translator registered in the “Albo dei Tribunali d’Italia” or included in the Consulate’s and Embassy’s lists of sworn translators of the Country of destination. The Diploma Supplement referred to in subparagraph 7 of the present article can be requested for some purposes.

7. **Diploma Supplement.** For degree programmes running under the D.M. 509/99 and the 270/04 academic systems Sapienza University issues, as an additional certificate to each educational qualification diploma, a document that contains, in compliance with the forms adopted by European countries, extra information about the learning path carried out. The Diploma Supplement (in Italian and in English) that is issued only for bachelors degree programmes and for masters degree programmes may be requested from the Student Affairs Office. The Diploma Supplement can only be issued for students who have obtained their educational qualification. Diploma Supplement certificates that are requested for use abroad will include the University’s stamp and the signature of the official in charge.

8. **Ban on certificates issue.** Students may obtain certificates containing information on their university career if their payments for tuition fees, surcharges for late payments and regional tax are up to date.

Students who do not pay tuition fees within the deadlines may not request certificates until they regularise their payments, nor may they produce the related self-declarations.

9. **Payments.** Subjects who carried out a “de facto” suspension from studies, or a withdrawal from studies or who went over the time limit provided for obtaining the qualification, and who request a certificate of studies with revenue stamp from the Student Affairs Office, must also pay a €5.16 administrative fee for each certificate they request. Administrative fees must be paid at the “Economato”.

10. **Qualifications and career verification carried out by third parties.** If students appoint third parties (foreign Universities, Agencies for the recognition of qualifications obtained abroad, etc.) for the acquisition of data relating to their university career and/or of the qualification obtained from this University, they must sign a written authorisation for the third party, attaching a copy of a valid identification document, and sign a written exemption from liabilities for this University using the form available at www.uniroma1.it/modulisticastudenti

Article 52 – Obligatory postgraduate internship

1. **Degree programmes that require an obligatory internship.** The postgraduate internship is obligatory for Psychology Degree programmes, as a requirement to sit the state examination and to exercise the profession.

2. **How to submit the application.** Psychology graduates must, in order to be allowed to sit the state examinations, do the annual postgraduate internship organised over two consecutive semesters that start on 15 March or 15 September.

Within the time limit (14 March or 14 September) graduates must apply for the internship accessing the “Gestionale Tirocini”, the new online platform that has computerized all administrative procedures for the internship. Access is made using the same access credentials as used on INFOSTUD.

In the “Gestionale tirocini” candidates will find the list of the liaison Bodies, indicating the number of places available.

Instructions for the internship application online, via the “Gestionale tirocini”, are available on the webpage of the Faculty of Psychology.

Together with the application submission it is necessary to make the €75 payment with the appropriate payment slip that can be printed out from Infostud.

3. **Certification.** The Student Affairs Office records the internship carried out by the student and issues the relative certificate.

4. Procedures for the obligatory postgraduate internship for **Pharmaceutical Chemistry and Technology** (Old Academic System) students can be requested from the Student Affairs Office of the Faculty of Pharmacy and Medicine.

Article 53 – Use of the institutional e-mail account

1. Sapienza University has activated a free e-mail service for students. The e-mail account becomes available for each student 24 hours after the payment of the first instalment of tuition fees and remains active even after graduation.

The University will only use the institutional e-mail address for all the official communications including the notification of successful exam booking and of the registration of the exams in the student's career.

Students must activate their institutional account following the procedures indicated at www.uniroma1.it/emailstudenti and must use it to communicate with the University.

Article 54 – Students' opinions

1. **Students' opinion survey.** During their university career, students have to fill out obligatory questionnaires provided by the competent authorities (Miur – Ministry of Education, University and Research, Anvur – National Agency for the evaluation of Universities, etc.).

Article 55 – Derogation requests

1. Any requests for derogations from the rules laid down in the present Regulations can be submitted to the Student Affairs Office with a written request with stamp duty. The form for the request is available online at www.uniroma1.it under the heading “Students forms”.

The request can be submitted:

- to the front desk of student affairs office of the student’s degree programme during opening hours;
- via registered letter with acknowledgement of receipt addressed to “Settore Segreteria studenti di (*enter the name of the relative Faculty or of the Student Affairs Office for cross-faculty programmes*) – Piazzale Aldo Moro, 5 – 00185 Roma”, enclosing a copy of a valid identification document.

Where requests for derogations are submitted, the student affairs office must:

- collect the request;
- notify the outcome of the request, at the student’s institutional e-mail address referred to in Article 53 of the present Regulations.