



## Bachelors and Masters Degree Programmes Regulations for Students, 2019-2020 academic year

### Not for legal purpose

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This decree will be filed with the official records in the special register.

THE RECTOR



## University Manifesto – Student Regulations for bachelor’s and master’s degree programmes for the 2019-2020 academic year

### Article 1 – Scope and definitions

1. **Scope.** These Regulations govern the administrative procedures for Italian, EU and non-EU students enrolling in bachelor’s, master’s degree programmes and single cycle master’s degree programmes for the 2019-2020 academic year.

Enrolling students are deemed as being acquainted with, and accepting, all rules, procedures and deadlines indicated in these Regulations.

These Regulations will be made public through the [www.uniroma1.it](http://www.uniroma1.it) university website and sent by email to students who have activated the institutional email account as per art. 53.

The administrative procedures for students enrolled in PhDs, postgraduate schools and masters are available in their respective regulations.

2. **Definitions.** A definition of the main structures governing the educational activity and of the terms used is provided as follows, in order to make them understood better.

- a) **Faculties.** They are units for the coordination, rationalisation and monitoring of the educational activities, as well as for the monitoring of the Departments’ research activities, according to the directions of the Evaluation Committee. They are in charge of fostering cultural development, scientific integration and educational organisation, as well as of managing the services which are mutual for all the Departments of reference.
- b) **Departments.** They are primary and essential units for research and educational activities, whose aims and/or methods are uniform; they refer to Faculties and also manage and organise degree programmes.
- c) **Degree programmes.** They include bachelor’s degree programmes, master’s degree programmes and single cycle degree programmes.
- d) **Interfaculty degree programmes.** They are degree programmes jointly managed by one or more faculties, both from an educational and an organisational viewpoint.
- e) **Leading Faculty.** In the interfaculty degree programmes, the Leading Faculty is in charge of the administrative organisation of the degree programme.
- f) **Class.** With the introduction of the academic system pursuant to Ministerial Decree no. 509/99 (the current Ministerial Decree no. 270/04), students achieve the bachelor’s or master’s degree in the reference class of the degree programme in which they are enrolled.



Classes are defined by means of a name (which does not necessarily coincide with the name of the degree programme) and an alphanumeric code. All the programmes belonging to a class must abide by the minimum characteristics about the learning outcomes and the educational activities required to achieve the degree.

- g) **Cross-curricular degree programmes.** They are programmes relating to two degree classes; students choose which class they intend to enrol in and may change their mind later on, provided that the latter choice becomes final upon enrolment in the last year. At all events, the degree is achieved in one class only (Ministerial Decree of March 16, 2007, art. 1, paragraph 3).
- h) **EU academic system degree programmes.** The degrees achieved in the EU academic system degree programmes (i.e., LM-41 – Medicine and Surgery, LM-4 single cycle Architecture and so on) are recognised in all the EU countries, without the need for specific agreements.
- i) **Double degree.** It is issued in the degree programmes providing for the achievement of a degree both in Italy and in the country of the university with which a specific agreement has been entered into.  
For all the other non-EU academic system degree programmes or for those which do not provide for any specific agreements with other countries, the recognition of degree may be requested in accordance with the regulations in force in each country.
- l) **Joint degree.** It is issued, with a single diploma, in the degree programmes created with the participation of several universities, further to specific agreements, and is valid in all the countries of the involved universities.

## Section I - ENROLMENTS

### Article 2 - Degree programmes for the 2019-2020 academic year and relating types of admission

1. The bachelor's and master's degree programmes of the 2019-2020 academic year are listed in the 2019-2020 Course Catalogue attached to these Regulations.
2. The degree programmes are divided in the following types:
  - a) bachelor's degree programmes;
  - b) single cycle master's degree programmes;
  - c) master's degree programmes.
3. The degree programmes of the 2019-2020 academic year provide for several types of admission:
  - a) bachelor's degree programmes and single cycle master's degree programmes with national or local restricted access (art. 4);



- b) bachelor's degree programmes and single cycle master's degree programmes with admission test for skills assessment (art. 5);
- c) master's degree programmes with assessment of requisites and personal skills (art. 8);
- d) master's degree programmes with restricted access (art. 7).

### **Article 3 – Admission requirements for bachelor's and single cycle master's degree programmes**

1. **Five-year upper secondary school diploma.** To be admitted to a bachelor's degree programme or to a single cycle master's degree programme, students must have obtained a five-year upper secondary school diploma or any other suitable title of study got abroad and recognised as being equivalent. Students holding a foreign title of study have to apply by making a pre-selection from the Course Catalogue (as far as degree programmes provide for it), within the deadline indicated per each degree programme.

2. **Four-year upper secondary school diploma.** Admission is allowed also to students holding a four-year upper secondary school diploma issued by schools where a supplementary year was not provided. In this case, students must fulfil the Additional Learning Requirements assigned by the Faculty.

The four-year Italian upper secondary school diplomas achieved abroad are valid to enrol in a university and do not provide for the fulfilment of any Additional Learning Requirements (except those assigned according to the test results) (Interministerial Decrees of the Ministry of Foreign Affairs and of the Ministry of Education, University and Research of August 4, 2010 and September 6, 2012).

### **Article 4 – Enrolment in bachelor's degree programmes and single cycle master's degree programmes with restricted access**

1. **Admission test.** To enrol in a bachelor's degree programme or a single cycle master's degree programme with restricted access, students must undergo an admission test and rank in the list within the number of available places. Dates and performance procedures of the admission test are 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 available at <https://corsidilaurea.uniroma1.it>. It is possible to sit more than one admission test, by paying with the paying-in slip relating to each test.

2. **Enrolment procedures.** Once they have passed the admission test, candidates must pay tuition fees according to the procedures indicated in the calls for applications referred to in paragraph 1.

Failure to pay the above fees within the deadline provided for by each call for applications will constitute a waiver of enrolment. The places that became available due to candidates' waiver of enrolment will be made available for other candidates who sat the admission tests in accordance with the rules set forth in each call for applications.

3. **Additional Learning Requirements (OFA).** Candidates' placement in the list under the threshold set forth in each call for applications may entail the assignation of some Additional Learning Requirements, that have to be mandatorily fulfilled according to the procedures



established by each faculty in the call for applications of each degree programme, and at all events within the first academic year. Should such Additional Learning Requirements not be fulfilled by the end of the first academic year, students will not be able to take the exams of the years following the first. All information about Additional Learning Requirements 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 undergo an admission test (at Sapienza or at other universities) to enrol in a bachelor's degree programme or a single cycle master's degree programme may also enrol in other open access degree programmes specified in each call for applications, without sitting a new test.

5. **Programme shortening and part-time learning.** With regard to the applications for programme shortening and part-time learning, reference should be made to artt. 49 and 50 of these Regulations.

## **Article 5 – Enrolment in bachelor's degree programmes and single cycle master's degree programmes with admission test for skills assessment**

1. **Admission test for skills assessment.** To enrol in a degree programme providing for an admission test for skills assessment, students must undergo said test according to the procedures indicated in the call for applications of each degree programme. The call for applications is issued at least 60 days before the date of the admission test and is available at <https://corsidilaurea.uniroma1.it>. It is possible to sit more than one admission test, by paying with the paying-in slip relating to each 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 by making a one-off payment) **from September 2, 2019 until November 4, 2019**.

3. **Additional Learning Requirements (OFA).** Candidates' placement in the list under the threshold set forth in each call for applications, though not affecting their possibility to enrol, may entail the assignment of some Additional Learning Requirements. They have to be mandatorily fulfilled according to the procedures established by each faculty in the call for applications of each degree programme, and at all events within the first academic year. Should such Additional Learning Requirements not be fulfilled by the end of the first academic year, students will not be able to take the exams of the years following the first. All information about Additional Learning Requirements is available at <https://www.uniroma1.it/it/pagina/obblighi-formativi-aggiuntivi-ofa>.

4. **Late enrolments.** Enrolments, if any, made beyond the deadline of November 4, 2019 shall be submitted by means of an application on stamped paper to the Student Office within December 20, 2019 and by paying a € 65.00 additional fee. Students who make a late enrolment without having taken the test for skills assessment must verify at the faculty's Student Office whether any additional tests are scheduled and pay a € 35.00 fee. If the faculty does not organise such additional tests, the candidates interested in late enrolment will have to pay in any case a € 35.00 fee and will be assigned an Additional Learning Requirement. The above shall not apply to degree programmes providing for TOLC tests.



5. **Validity of the admission test for skills assessment for other degree programmes.** Students who undergo an admission test for skills assessment (at Sapienza or at other universities) to enrol in a bachelor's degree programme or a single cycle master's degree programme may also enrol in other open access degree programmes, specified in each call for applications, without sitting a new test.

6. **Programme shortening and part-time learning.** With regard to the applications for programme shortening and part-time learning, reference should be made to artt. 49 and 50 of these Regulations.

## **Article 6 – Admission requirements for master's degree programmes**

1. Admission to master's degree programmes is subject to the possession of a bachelor's degree, a three-year academic diploma, any title of study recognised as suitable by virtue of special laws or any other title of study got abroad and recognised as being equivalent.

## **Article 7 – Enrolment in master's degree programmes with restricted access**

1. **Curricular requisites and admission test.** Students wishing to enrol in a master's degree programme with restricted access must hold specific curricular requisites, to be acquired before enrolment.

To achieve the curricular requisites provided for admission, already graduated students may enrol in single courses according to the procedures described in art. 41 of these Regulations, whereas students who have not graduated yet may take exams pursuant to former art. 6 of Royal Decree no. 1269/38 according to the procedures described in art. 42 of these Regulations.

Besides the possession of curricular requisites, students must undergo an admission test or an assessment of their qualifications, according to the procedures indicated in the call for applications of each degree programme, that will be published at least 60 days before the date of the admission test at <https://corsidilaurea.uniroma1.it>.

2. **Enrolment procedures.** To enrol in master's degree programmes with restricted access, students who passed the admission test or the assessment of their qualifications and rank among the successful candidates of the list must pay the first instalment of tuition fees (or make a one-off payment of all the three of them). Failure to pay tuition fees within the deadline provided for by each call for applications will constitute a waiver of enrolment. The places that became available due to candidates' waiver of enrolment will be made available to other candidates who sat the admission tests, in accordance with the rules set forth in each call for applications.

3. **Graduands.** Should the call for applications for the admission test to the degree programme provide for it, also Sapienza students who have not graduated yet may participate in the test, without prejudice to the obligation to graduate by January 20, 2020. Graduands coming from other Italian universities must abide by the rules indicated in the relating call for applications.



4. **Programme shortening and part-time learning.** With regard to the applications for programme shortening and part-time learning, reference should be made to artt. 49 and 50 of these Regulations.

## **Article 8 – Enrolment in master’s degree programmes with assessment of curricular requisites and personal skills**

1. **Curricular requisites and personal skills.** Enrolment in master’s degree programmes without restricted access is subject to the possession of the curricular requisites provided for by the Educational regulations of each degree programme and to the assessment of personal skills.

The curricular requisites, that students have to hold before enrolment, and the assessment procedures of personal skills established by each faculty are available on the webpage of each degree programme in the Course Catalogue at <https://corsidilaurea.uniroma1.it/>.

Graduates who are not in possession of the ECTS required to meet the admission requirements may enrol in single courses according to the procedures described in art. 41 of these Regulations, whereas students who have not graduated yet may take exams pursuant to former art. 6 of Royal Decree no. 1269/38 according to the procedures described in art. 42 of these Regulations.

2. **Deadline for the assessment of requisites.** Starting from July 16, 2019, all students (graduated both from Sapienza and from other universities) must go to <https://corsidilaurea.uniroma1.it> and follow the procedures to print the “application for the assessment of requisites” of the programme of choice.

The system will generate a paying-in slip of the amount of € 10, which serves at the same time as application, self-certification of personal data and privacy disclaimer and that shall be paid within one of the following deadlines, at students’ choice:

- September 16, 2019
- October 14, 2019
- November 14, 2019
- December 16, 2019
- January 14, 2020 (only for Sapienza graduands and graduates)

3. **Graduates coming from other universities.** Such students shall:

- register on Infostud;
- check whether the title of study has been properly entered into in the “Personal data” section;
- check whether the status of graduand/graduate has been correctly updated;
- make the payment of € 10 by means of the paying-slip;
- submit a self-certification with the list of the exams taken, the scientific disciplinary sectors corresponding to the courses and the relating programmes.

Submission may be made by hand at the front desk of the Student Office or by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document. The Student Office will request confirmation of the information supplied by students from the students’ university of origin. The delivery procedures may change according to the faculty of origin and are indicated at [www.uniroma1.it](http://www.uniroma1.it) on the degree programme webpages. Failure to



submit one's academic career or any unsuccessful result in the assessment of curricular requisites will prevent students from enrolling in that specific degree programme.

4. **Graduands.** Should the Educational regulations provide for it, also students who have not graduated yet from Sapienza or other Italian universities may apply to have their requisites assessed, without prejudice to the obligation to graduate by January 20, 2020 (for Sapienza students) and by December 20, 2019 (for students coming from other Italian universities).

5. **Results of assessments.** All students who apply to have their curricular requisites assessed and make the payment of € 10 by means of the paying-in slip within the prescribed deadlines will be communicated the result of their application assessment to the email address they indicated on Infostud.

6. **Enrolment procedures and deadlines.** Enrolment deadlines vary according to the date of graduation and communication of the results of the curricular requisites assessment. The following deadlines must be complied with even if the paying-slip automatically carries the deadline of January 31, 2020.

a) **Students who graduated within October 31, 2019** must enrol and pay the first instalment of tuition fees (or make a one-off payment of all the three of them), the regional tax and the stamp duty within November 4, 2019 if they have successfully undergone the curricular requisites assessment. Should they do not pay the instalments in a one-off solution, the second instalment must be paid within December 20, 2019 and the third instalment within March 30, 2020.

b) **Students who graduated between November 1, 2019 and January 19, 2020** must enrol and pay the first instalment of tuition fees (or make a one-off payment of all the three of them), the regional tax and the stamp duty within January 30, 2020, the second instalment within January 31, 2020 and the third instalment within March 30, 2020. Please note that, in case of separate payments, the following instalment must be paid at least 24 hours after the payment of the previous instalment, but in any case all instalments must be paid within the prescribed deadlines not to incur additional fees.

7. **2019 ISEE.** The ISEE (Equivalent Economic Status Indicator) valid for tuition fee exemption is the 2019 ISEE acquired in real time by Sapienza University subject to the students' consent on Infostud.

8. **Programme shortening and part-time learning.** With regard to the applications for programme shortening and part-time learning, reference should be made to artt. 49 and 50 of these Regulations.

## **Article 9 – Prohibition against simultaneous enrolment**

1. **Prohibition against simultaneous enrolment.** Simultaneous enrolment in different Italian or foreign universities, university or equivalent institutions or different degree programmes of the same university is forbidden (art. 142 of Royal Decree of August 31, 1933, no. 1592; Resolution of the Academic Senate of January 16, 2003).



2. **Training courses and academic advanced training courses.** Students enrolled in bachelor's and master's degree programmes may simultaneously enrol in training courses and academic advanced training courses.
3. **Higher Education Institutions in Music and Dance.** Students enrolled in bachelor's, master's degree programmes or single cycle master's degree programmes, pursuant to Ministerial Decree of September 28, 2011, may simultaneously enrol in a Higher Education Institution in Music and Dance. Students choosing simultaneous enrolment may also opt for part-time learning according to the procedures described in art. 50.
4. **Research fellowships.** Research fellowships are not compatible with the participation in bachelor's degree programmes, master's degree programmes or single cycle master's degree programmes, in Italy or abroad (art. 22 of law of December 30, 2010, no. 240 – Research fellowships, MIUR Circular, III Department, Prot. no. 583 of April 8, 2011).

## Article 10 – Changes of degree programmes

1. **Students enrolled in the 2019-2020 academic year** in a degree programme who intend to change to a different degree programme in the same academic year and who have not taken any exams, are not bound to pay any tuition fees. In such event, the change may be made on Infostud. All directions are available at <https://www.uniroma1.it/it/pagina/infostud>.
2. **Students enrolled in years following the first** in a Sapienza degree programme who intend to change to a different degree programme in the same academic year must submit an application to the Student Office of the degree programme they belong to, according to the following deadlines and to the admission procedures of the degree programme they intend to change to, indicated in the relating call for applications:
  - a) if the degree programme that students intend to change to is a bachelor's degree programme or single cycle master's degree programme (Law), providing for in its call for applications a test for personal skills assessment (without restricted access), such students must follow the procedures indicated in the call for applications, take part in the test and, after publication of the test results, submit an application to change degree programme within the deadlines prescribed for enrolment in the new degree programme, indicated in the call for applications;
  - b) if the degree programme that students intend to change to provides in its call for applications an exemption from the personal skills assessment test for students coming from specific degree programmes and holding special requisites, the application to change a degree programme must be submitted to the Student Office of the degree programme they belong to within December 20, 2019. Students are required at all events to pay the first instalment of tuition fees within November 4, 2019;
  - c) if the degree programme that students intend to change to is a bachelor's degree programme or a single cycle master's degree programme providing in its call for applications an admission test with restricted access, students must follow the procedures indicated in the call for applications in specific point about changes of degree programmes;



- d) if the degree programme that students intend to change to is a master's degree programme with restricted access, students already enrolled in a master's degree programme must hold the curricular requisites provided for the degree programme they intend to change to, be successful in the provided for admission test and rank in the list within the number of available places and submit an application to change degree programme to the Student Office within the deadline prescribed for enrolment in the new degree programme, indicated in the call for applications;
- e) if the degree programme that students intend to change to is a master's degree programme with test for assessment of curricular requisites and personal skills, students must submit the application to change degree programme to the Student Office of the degree programme they belong to within December 20, 2019 and pay € 10 by means of a paying-in slip, in order to be admitted to the test for the assessment of curricular requisites according to the procedures indicated in art. 8 of these Regulations. Students are required at all events to pay the first instalment of tuition fees within November 4, 2019.

**3. Possibility of programme shortening** and enrolment in years following the first after changes of a degree programme.

If students applying for a change of degree programme took exams and acquired ECTS in the degree programme they belong to, the Programme Area Council of the degree programme they intend to change to:

- a) resolves upon the total or partial recognition of the students' academic records;
- b) validates the entirety or part of the exams passed and, according to the ECTS recognised, may shorten the duration of the same degree programme by indicating the academic year which students are enrolled in;
- c) formulates the study plan for the achievement of the degree.

- As to master's degree programmes with test for assessment of curricular requisites and personal skills, the Programme Area Council verifies whether students possess such curricular requisites and personal skills. Failure to possess such requisites and/or personal skills, the application to change a degree programme will not be accepted.
- As to bachelor's degree programmes with local restricted access, single cycle master's degree programmes and master's degree programmes with restricted access, the Programme Area Council also takes into account the number of available places in the academic year in which students should enrol, according to their academic records; should there not be any available places, the application to change a degree programme will not be accepted.

**As to master's degree programmes, the following ECTS cannot be recognised:**

- the ECTS acquired to achieve the enrolment in the master's degree programme;
- the ECTS acquired to obtain the curricular requisites necessary to enrol in the master's degree programme.

**4. Non-EU students permanently residing abroad** may require the change to a different degree programme only after the year following their enrolment.



5. **Submission of the application to change a degree programme.** To obtain the change of degree programme, students must have duly paid tuition fees, regional tax and additional fees, if any, relating to the previous academic years.

The application on stamped paper may be submitted:

- to the front desk of the Student Office of the degree programme that students belong to during opening hours;
- by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document.

The form is available at [www.uniroma1.it](http://www.uniroma1.it) in the “Student forms” section.

6. **Payments.** The Student Office of the degree programme that students belong to will issue a paying-in slip of € 65 for students to pay the change fees (such fee is also due for changes among degree programmes or premises relating to the same faculty). Payment must be made within the deadline indicated on the same paying-in slip.

If students have already paid the first instalment relating to the degree programme they belong to, the Student Office will only issue the paying-in slip of € 65; if they have not paid yet the first instalment, students must submit a copy of the payment receipt of € 65 to the Student Office of the degree programme they intend to change to, according to the procedures indicated in paragraph 2. The Student Office will issue the paying-in slip to pay the first instalment for the new degree programme, that must be paid within the deadline indicated on the same paying-in slip. The paying-in slips issued by the Student Office may be also printed from Infostud thanks to the “Print again” function.

7. **Changes in the amount of tuition fees.** Due to the change in the enrolment year, after the resolution concerning the educational units, Infostud is likely to generate a balance on the amount of tuition fees.

8. **Exams.** As from the date of application to change degree programme, students are no longer allowed to take exams of their degree programme of origin. Once the transfer has been completed, students may take exams of the new degree programme from the first exam session of the 2019-2020 academic year, provided for first-year students (end of the first quarter/semester).

9. **Withdrawal.** The applications to change a degree programme may be withdrawn within 7 days after submission. The change fees will not be refunded in case of withdrawal.

10. **Incompatibility with part-time learning.** Students are not allowed to submit an application for part-time learning (art. 50) and to change a degree programme in the same academic year.

11. **Prohibition against changes to a higher cycle degree programme.** Students are not allowed to change from a bachelor’s degree programme to a master’s degree programme.



## **Article 11 – Procedures to enrol in years following the first**

1. To enrol in degree programmes in years following the first, students must pay the first instalment of tuition fees, whose amounts are indicated in Section II, within November 4, 2019. It is also possible to pay the three instalments altogether, within the same deadline. In addition to tuition fees, students must also pay arrears, if any, as well as the regional tax for the right to education and the stamp duty. Payment methods are described in art. 14, whereas the deadlines for the second and third instalment are set forth in art. 12. The second instalment must be paid within December 20, 2019 and the third instalment within March 30, 2020.

## **Article 12 – Deadlines for payment of the first, second and third instalment of tuition fees and additional fees**

1. **Payment of tuition fees by instalments.** Sapienza allows students to pay tuition fees by 3 (three) instalments corresponding to 30% (1<sup>st</sup> instalment), 35% (2<sup>nd</sup> instalment) and 35% (3<sup>rd</sup> instalment) of the total amount, respectively.

2. **Deadlines.** For degree programmes with restricted access, the deadline to pay the first instalment is indicated in the calls for applications governing the admission to degree programmes; for degree programmes with test for the assessment of personal skills and for students enrolling in years following the first, the deadline is November 4, 2019.

The second instalment is due within December 20, 2019.

The third instalment is due within March 30, 2020.

The deadline for students enrolling in master's degree programmes are indicated in art. 8, paragraph 6.

3. **Additional fees for late payments.** Late payments entail an additional fee of € 65, that will double in case of delay higher than 60 consecutive days.

### **a. An additional fee of € 65 will be applied to:**

- students who pay the first instalment of tuition fees after November 5, 2019 (if they are enrolled in years following the first);
- students who pay the second instalment of tuition fees after December 21, 2019;
- students who pay the third instalment of tuition fees after March 31, 2020;

### **b. An additional fee of € 130 will be applied to:**

- students who pay the first instalment of tuition fees after January 4, 2020;
- students who pay the second instalment of tuition fees after February 19, 2020;
- students who pay the third instalment of tuition fees after May 30, 2020.

4. **Payments made after June 26, 2020.** Students who fail to pay the missing instalments within June 26, 2020 will have to wait for the new academic year to regularise their position.



## Article 13 - Graduands

- 1. Graduands.** Graduands are students who, by the submission date of the degree application, have acquired 96% (rounded down) of the ECTS provided for by their degree programme, except those provided for the final exam (unless otherwise provided for by each faculty).
- 2. Tuition fees for students who graduate within January 24, 2020.** Graduands of all degree programmes are allowed not to pay tuition fees for the 2019-2020 academic year if they graduate within January 24, 2020. Should they not graduate within the above date, or not be successful in the final exam, they will have to pay the first and the second instalment of tuition fees for the 2019-2020 academic year (without any additional fee for late payment) within January 30, 2020 and the third instalment within March 30, 2020.  
The degree sessions starting from February 3, 2020 will be relating to the 2019-2020 academic year. The above calendar does not apply to the degree programmes of the Health Care Professions, for which the regulations in force provide for two degree sessions in each academic year (the first one in October – November and the second one in March – April). Consequently, the 2020 March – April session refers to the 2018-2019 academic year.
- 3. Tuition fees for students who graduate within March 30, 2020.** Graduands who paid the first and the second instalment of tuition fees for the 2019-2020 academic year and who graduate within March 30, 2020 do not pay the third instalment of tuition fees, that will be cancelled by the Student Office of their degree programme. Such provision will not apply for part-time students (resolution of the Board of Directors of December 9, 2009).
- 4. Submission of the degree application.** The deadlines and procedures relating to the degree application and the final exam are published on the webpage of each degree programme, in the “Graduation” section, at <https://corsidilaurea.uniroma1.it/>.  
The degree application may be withdrawn and submitted in a following degree session (repeat) with the same procedures provided for the first submission.  
Upon submission of degree application, it is mandatory to fill-in the Alma Laurea questionnaire according to the procedures available at [www.uniroma1.it/alma laurea](http://www.uniroma1.it/alma laurea).
- 5. Final piece of writing – degree thesis.** The submission procedure of the degree application provides for that the thesis or the final piece of writing are enclosed exclusively online.
- 6. Assessment of the students’ academic career for graduation purposes.** Before admitting students to the final exam, the Student Office must verify the regularity of payments and of the entire academic career, so as to ascertain whether they are compliant with the Regulations/Manifesto of their degree programme and/or their academic career, if available and authorised by the educational bodies. Such evaluation will also take into account the number of ECTS provided for and the preliminary exams, if any. Students who have not duly complied with such fulfilments cannot be admitted to the final exam.
- 7. Early graduation.** Students may graduate one session in advance, provided that they have been expressly authorised by the Director of the degree programme to take in advance



single exams and by the Faculty Board to take the final exam (resolution of the Academic Senate of November 22, 2005).

The most deserving students who have obtained from the faculty the authorisation to take exams in advance and who have passed them with an average grade equal to 29/30 may take the final exam one year earlier (resolution of the Academic Senate of December 15, 2009).

Students who apply for early graduation must pay at all events the tuition fees for the final year.

8. **Degree certificate.** The degree certificate must be collected at the Student Office. Graduates will be communicated by email (at the institutional email address, as per art. 53) when the degree certificate is available for collection. In case of loss, it is possible to request a duplicate by submitting an application on stamped paper to the Student Office of one's degree programme (either to the front desk or by means of registered letter with return receipt), together with a valid ID document and the loss report or a self-certification. The Student Office will issue an authorisation to pay a € 75 fee, to be submitted to the Bursar's Office of the university.

## Article 14 – Payment methods of tuition fees

1. **Paying-slips must be printed from Infostud.** The paying-in slip for tuition fees must be printed from Infostud; it serves at the same time a self-certification of personal data, of the students' 2019 ISEE for the right to academic education and of any conditions for exemptions or reductions provided for, as well as a privacy disclaimer. It is also possible to print the paying-in slip to pay the first, second and third instalment of tuition fees in a one-off solution.

2. **ISEE.** To pay tuition fees according to the ISEE, students must have requested and obtained the calculation of the 2019 ISEE for the right to academic education from a CAF (Tax advice centre) or from INPS (National Social Security Institute). Before printing the paying-slip for enrolment, students must authorise Sapienza to acquire the 2019 ISEE data from the INPS database by means of Infostud. With regard to 2019 ISEE for the right to academic education, see also artt. 19 and 20. With regard to students who return their income abroad, reference should be made to art. 16, paragraph 5, of these Regulations.

3. **Exemptions and reductions.** Before printing the paying-slip, students must declare the conditions, if any, to obtain the tuition fee exemptions referred to in artt. 21, 22, 23, 25, 27 and 28 of these Regulations by means of Infostud.

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

- over the counter, at any Italian branch, in cash or by means of a bank cheque (of any bank) payable to the student;
- by direct debit from a bank account (only for Unicredit customers);
- online, by means of a Visa or Mastercard credit card. In the event of online credit card payment, the successful outcome of the payment is communicated with a confirmation email sent by Unicredit bank to the email address entered during the payment



procedure. Therefore, students who make an online payment must make sure that they have received such communication. 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 Unicredit branches and comprehensive information on payment methods are available at <http://www.uniroma1.it/it/pagina/come-pagare>.

Payments made with methods other than those described above will not be accepted, as they could create problems at various levels for payment validation and for all the procedures connected to payment itself.

### **Article 15 – Rights and obligations arising from payment of tuition fees**

1. Payment of the first instalment of tuition fees, of outstanding tuition fees, if any, of stamp duty and the regional tax for the right to education enables students to attend lectures, classroom exercises, labs, to register for exams and get certificates.

Such rights may be exercised until the deadline provided for the payment of the second and third instalment of tuition fees and will be suspended until all payments due are made.

2. Students who do not pay tuition fees within the prescribed deadlines will not be allowed to register for, nor sit, exams for the 2019-2020 academic year until they regularise their payments. Exams, if any, taken without having duly paid tuition fees will be cancelled.

### **Article 16 – Students having a foreign degree**

#### **1. Non-EU citizens permanently residing abroad and having a foreign degree.**

The above citizens have a reserved “quota”.

**Entrance, residence and enrolment procedures.** Non-EU citizens permanently residing abroad and having a foreign degree who intend to enrol in bachelor’s degree programmes, master’s degree programmes or single cycle master’s degree programmes and who have submitted a pre-enrolment application to the Italian Embassies or Consulates in their countries of residence by means of the A Form within July 24, 2019, must follow the same entrance, residence and enrolment procedures in Italian advanced training courses as the international students for the 2019-2020 academic year indicated by the MIUR interministerial circular at [http://www.studiare-in-italia.it/studentistranieri/moduli/2019/Circolare\\_2019\\_2020.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2019/Circolare_2019_2020.pdf)  
<http://www.studiare-in-italia.it/studentistranieri/>.

**Italian language tests.** If the selected degree programme is taught in Italian, students must undergo the mandatory Italian language test that will be held on September 2, 2019 at the venues indicated on the Hello Help Desk – Foreign Students webpage at Sapienza website (except the cases of exemption indicated in the circular referred to in the above paragraph).

Non-EU citizens permanently residing abroad and having an Italian degree are exempted from the Italian language test.



**2. Italian citizens, EU citizens residing anywhere, non-EU citizens legally residing in Italy and having a foreign degree.**

Italian citizens, EU citizens residing anywhere, non-EU citizens legally residing in Italy as per law no. 189 of July 30, 2002, holding a foreign degree, are admitted to bachelor's or master's degree programmes without any quota restrictions.

**3. Admission procedures to degree programmes.** To enrol, it is necessary to take the admission test specific of the selected degree programme by sticking to the deadlines and procedures indicated in each call for applications available at <https://www.uniroma1.it/it/pagina-strutturale/corsi-e-iscrizioni> under "Enrolment". Students need to register on Infostud at <https://www.studenti.uniroma1.it/phoenixreg/#/> and to obtain their student ID number both to take part in the admission test and to enrol.

**4. Documents for enrolment.** Students must go to Hello Help Desk – Foreign Students (University Campus – General Affairs Building – Stairs C – II floor) with their student ID number and the following documents:

**to enrol in bachelor's degree programmes or in single cycle master's degree programmes:**

- a. original and copy of a valid ID document (all);
- b. original and copy of the student visa issued by the Italian Embassies or Consulates of their country of residence, together with the original and copy of the receipt of the application for residence permit and the original of the A Form (for non-EU candidates who submitted the enrolment application through the Italian Embassies or Consulates);
- c. original and copy of the residence permit (only for non-EU students legally residing in Italy);
- d. certified copy of the upper secondary school diploma, translated into Italian, legalised and accompanied by a declaration of value issued by the Italian Embassies or Consulates of the country of the university that issued the Regulations and the title of study. Such title of study must have been achieved after a course of studies not shorter than 12 years.

**to enrol in master's degree programmes**

- a. original and copy of a valid ID document (all);
- b. original and copy of the student visa issued by the Italian Embassies or Consulates of their country of residence, together with the original and copy of the receipt of the application for residence permit and the original of the A Form (for non-EU candidates who submitted the enrolment application through the Italian Embassies or Consulates);
- c. original and copy of the residence permit (only for non-EU students legally residing in Italy);
- d. certified copy of the upper secondary school diploma, translated into Italian, legalised and accompanied by a declaration of value issued by the Italian Embassies or Consulates of the country of the university that issued the Regulations and the title of study. Such title of study must have been achieved after a course of studies not shorter than 12 years;



- e. certified copy of the academic title of study translated into Italian, legalised and accompanied by a declaration of value;
  - f. certificate of the exams taken issued by the University, attesting the exams passed, translated and legalised by the Italian Embassies or Consulates (for English language courses only, it is possible to submit the above certificates in English; in alternative, exams and ECTS may be attested by the Diploma Supplement, if provided).
5. **Tuition fees.** The EU or non-EU international students residing abroad must pay a fixed amount, indicated as follows:

Fixed amounts for international students	Total	I instalment	II instalment	III instalment
From developing countries*	€ 500	€ 150	€ 175	€ 175
From all the other countries	€ 1,000	€ 300	€ 350	€ 350

\*List of developing countries as per Decree of MIUR of September 16, 2015, no. 689: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, 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, São Tomé & Príncipe, Senegal, Sierra Leone, Syria, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

To the above amount, the regional tax and the stamp duty must be added, to be paid both upon payment of the first instalment.

The international students, either EU or non-EU, fall within the following typologies:

- foreign university student non residing in Italy;
- Italian university student non residing in Italy;
- dependant foreign university student residing in Italy.

In compliance with Decree of the Prime Minister no. 159 of 2013, art. 8, international students may, in alternative, request from a CAF the **calculation of ISEE equivalent**, by submitting the documentation certified by the competent authorities of the country where the income have to be returned, translated into Italian by the competent Italian Embassies or Consulates. The ISEE declaration must attest the number of family members, income and estate owned in the reference year. The value, as determined and certified by CAF, may be submitted to the competent Student Office, that will calculate tuition fees.

Foreign students who return their income in Italy may have their 2019 ISEE for the right to academic education calculated and take the document issued by CAF to the Student Office, that enters such value in Infostud.

6. **Means of subsistence.** International students are reminded that, to obtain the student visa and subsequently the residence permit, they have to demonstrate to have sufficient means of subsistence for their stay (INPS Circular no. 8 of January 17, 2017).



7. **Single courses.** With regard to enrolment in single courses, art. 41 of these Regulations will apply.

8. **Withdrawal from studies.** Withdrawal from studies (as per art. 48) made by non-EU citizens provided with a student visa will imply the forfeiture of the residence permit and therefore will prevent students from enrolling in other Italian universities in the same academic year. To enrol in subsequent years, students must address the competent Italian Embassy or Consulate in their country from April to June and follow the procedures provided for.

9. **Part-time learning.** International students applying for part-time learning (art. 50) will go on paying tuition fees as per paragraph 5 of this article without any reductions. In case of international students who have been returning their income in Italy for at least two years and holding an ISEE declaration may benefit from the tax system provided for part-time students.

## **Article 17 – Evaluation of foreign degrees and exams taken at foreign universities**

1. The evaluation and recognition of academic study cycles performed abroad and of international degrees is carried out by the Faculty's academic bodies and are exclusively aimed at continuation of university studies.

Citizens having a foreign degree who intend to enrol in a master's degree programme must have completed a school/academic course of studies of at least 15 years (12+3 or 11+4 or 10+5).

The automatic equivalence of a foreign degree with an Italian degree applies exclusively if provided for by international agreements or if the degree programme belongs to an EU academic system. Candidates who wish to enrol in a degree programme, even in a shortened programme, must abide by the directions of the calls for applications that govern enrolment in the degree programmes of choice and must submit the documents listed in paragraph 3 below.

2. The application for the assessment of a degree or of exams may be exclusively made upon enrolment and at all events not later than January 31, 2020, at Hello Help Desk – Foreign Students.

3. List of documents to be submitted to the Foreign students Office (University Campus – General Affairs Building – Stairs C – II floor):

- a. application to the Rector on stamped paper, carrying the student ID number obtained upon registration on Infostud at [www.uniroma1.it/infostud](http://www.uniroma1.it/infostud);
- b. a certified copy of the upper secondary school diploma translated, legalised and accompanied by a declaration of value issued by the Italian Embassies or Consulates of the country in which the degree has been achieved;
- c. a certified copy and a copy on unstamped paper of the degree, prepared as above, or in alternative the Diploma Supplement;
- d. a certified copy and a copy on unstamped paper of the certificate of exams, translated and legalised by the Italian Embassies or Consulates of the country in which the studies have been performed;



- e. a copy of the study programme attended, together with the detail of the exams taken, in original language and stamped by the issuing university, translated by the concerned students;
- f. a copy of the entry visa only (only for non-EU citizens permanently residing abroad);
- g. only for non-EU citizens legally residing: a copy of the valid residence permit;
- h. a copy of an ID document (passport – identity card).

4. **Practice of a profession.** Candidates who achieved a foreign degree and intend to use it to practise a profession in Italy, must address the competent Ministries to have it recognised.

## Section II – TUITION FEES

### Article 18 – Standard amounts of tuition fees

1. **Groups of tuition fees.** Sapienza bachelor's degree programmes, master's degree programmes and single cycle master's degree programmes are divided in 2 (two) different groups of tuition fees according to which the one-off payment is calculated.

2. **Standard amounts.** Sapienza students enrolled in bachelor's degree programmes, master's degree programmes and single cycle master's degree programmes pay the standard amount of the one-off tuition fees as indicated in the following table, according to the group of tuition fees.

	Total	I instalment	II instalment	III instalment
<b>First group of degree programmes</b> Faculty of: Economics, Law, Arts and philosophy, Political sciences, Sociology, Communication; L-19, L-39, LM-85 class degree programmes.	€ 2,821	€ 846	€ 987	€ 988
<b>Second group of degree programmes</b> Faculty of: Architecture, Pharmacy and medicine, Civil and industrial engineering, Information engineering, Computer science and statistics, Medicine and psychology, Medicine and dentistry, Mathematical, physical and natural sciences.	€ 2,924	€ 877	€ 1,023	€ 1,024

Interfaculty degree programmes are intended to be part of the leading Faculty (that is in charge of the administrative organisation).

3. **Regional tax for the right to education.** Students must pay, in addition to tuition fees established by the University, the regional tax levied by Regione Lazio, together with the first instalment of tuition fees. The amount of the regional tax for the 2019-2020 academic year is € 140. The reimbursement of the regional tax must be exclusively requested from the *Azienda per il diritto agli studi universitari (Lazio Disco)*. To the above amount, the stamp duty of € 16 must be added, to be paid as well upon payment of the first instalment.



## **Article 19 – Reduced amounts according to the 2019 ISEE for the right to academic education**

1. **Reduced amounts according to the ISEE.** Sapienza allows reductions of the standard amounts as per art. 18 according to the students' 2019 ISEE for the right to academic education, in observance of equity, proportionality and graduality criteria. Sapienza defined exact correspondences between ISEE values and amounts due by students, with special regard to ISEE values lower than € 40,000, for which reductions up to 20% are allowed, also for the 2019-2020 academic year.

The reduced amounts are automatically indicated on the paying-in slips printed from Infostud.

2. **What is the ISEE and how to obtain it.** The 2019 ISEE for the right to academic education (Decree of the Prime Minister no. 159/2013) is a synthetic index of the economic situation of the students' household, that they must have mandatorily calculated at a CAF or on the INPS website. Such calculation is free of charge and after about 10 days the students' ISEE is entered in the INPS database. The ISEE required for the 2019-2020 academic year is the 2019 ISEE.

3. **Deadline for the ISEE calculation.** To obtain in time the 2019 ISEE for the right to academic education, it is necessary that it is calculated and recorded in the INPS database within the deadline for the payment of the first instalment (November 4, 2019 or any date laid down in the call for applications of the degree programme). As the procedure to have the ISEE calculated and then recorded in the INPS database is quite long, it is advisable that students go to CAF at least 30 days prior to the deadline for payment of the first instalment.

4. **Authorisation of the ISEE acquisition by the INPS database.** Once the 2019 ISEE value has been obtained, students must authorise Sapienza to acquire the value from the INPS database through Infostud, by selecting "Upload ISEE".

5. **"ISEE not available".** Exceptionally, if the ISEE has not been recorded yet within the deadline for the payment of the first instalment, students must select "Acquire the ISEE"; Infostud will display "ISEE not available" and will request from students to declare whether the estimated ISEE is lower or higher than € 14,000. If the declared estimated ISEE is lower than € 14,000 (art. 20), a paying-in slip equal to € 0.00 is generated for tuition fees, in addition to the payment of the regional tax and stamp duty.

On the contrary, if the declared estimated ISEE is higher than € 14,000, a lump-sum paying-slip of € 300 is generated.

Thanks to this option, Infostud creates a balance for the first instalment and a maximum amount for the second and third instalment (total amount of € 2,821.00 for the first group of degree programmes and of € 2,924.00 for the second group of degree programmes). The value of the 2019 ISEE for the right to academic education must be mandatorily acquired by December 20, 2019. If, after such deadline, the ISEE turns out to be still unavailable or if students have not authorised yet the university, they will have to pay standard tuition fees to the maximum amount. On no account will requests to enter or change the ISEE value be accepted after such date.



6. **“I do not declare an ISEE”**. Students who are not interested in using their ISEE to redetermine the amount of their tuition fees may choose “I do not declare” on Infostud and will pay standard tuition fees to the maximum amount (€ 2,821 for the first group of degree programmes and € 2,924 for the second group of degree programmes).

7. **International students**. International EU and non-EU students must follow the procedures indicated in art. 16, paragraph 5, to determine tuition fees.

8. **Italian students who return their income abroad**. Italian students whose ISEE cannot be calculated as they return their income abroad will pay the fixed amount as per art. 16, paragraph 5, according to the country in which their income is generated.

### **Article 20 – Reduced amounts according to the 2019 ISEE and to merit (law no. 232/2016 and resolution of the Board of Directors of June 8, 2017)**

Tuition fees for students are reduced according to specific combinations of their 2019 ISEE value (art. 19), of the academic year in which they are enrolled and of the ECTS acquired between August 10, 2018 and August 10, 2019, on the basis of the following table. Such amounts are not valid for students opting for part-time learning (art. 50).

*Table 1 – Reduced amounts pursuant to law no. 232/2016 and to the resolution of the Board of Directors of June 8, 2017.*

<b>ISEE between:</b>	<b>Enrolled in the 1<sup>st</sup> year</b>	<b>Enrolled in the 2<sup>nd</sup> year with at least 10 ECTS</b>	<b>Enrolled within the 1<sup>st</sup> irregular year with at least 25 ECTS</b>	<b>Enrolled from the 2<sup>nd</sup> irregular year with at least 25 ECTS</b>
€ 0 and € 14,000	€ zero	€ zero	€ zero	€ 200
€ 14,001 and € 14,904.76	(ISEE – 14,000) *0.074375	(ISEE – 14,000) *0.074375	(ISEE – 14,000) *0.074375	€ 200
€ 14,904.77 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 following ECTS do not entitle students to the reductions as per the above article:

- the ECTS acquired by taking extracurricular exams pursuant to art. 6 (art. 42);
- the ECTS acquired by taking exams relating to single courses (art. 41);
- the ECTS acquired after validation of exams for programme shortening (art. 49).

In case of changes from Sapienza degree programmes (art. 10), the valid and recognisable ECTS are those acquired for exams taken in the reference period before the change of degree programme rather than those validated for the new degree programme.

The ECTS acquired within the framework of Erasmus programmes are also 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, that is due in case students are not entitled to more favourable reductions as per article 20. Students who pay the fixed amount one-off tuition fee must pay at all events the stamp duty and the regional tax, if any. The exemptions from the regional tax are determined by *Regione Lazio* and by *Sapienza Lazio Disco* according to their own criteria.

1. **The following categories pay a fixed amount equal to € 30:**
  - a. successful and eligible candidates of the list for the scholarships awarded by *Regione Lazio* through *Lazio Disco* (art. 22);
  - b. recipients of Italian or foreign government scholarships of at least nine-month duration allocated for enrolment in degree programmes (with the exception of single courses or semesters). The € 30 paying-in slip, to which that of the regional tax must be added, must be withdrawn at the Student Office upon submission of the documents evidencing the award of scholarship. Students with a foreign degree must go to Hello Help Desk – Foreign Students.  
Students taking part in an Erasmus Mundus programme that lasts 10 months or more are not entitled to exemption.  
Students enrolled in e-learning degree programmes in agreement with *Consorzio Nettuno* and in tele-teaching degree programmes in agreement with Unitelma online University are not entitled to exemption (art. 26).
  - c. most deserving students (art. 25)
  - d. students sentenced to measures involving restrictions on liberty or deprivation of liberty who cannot issue an ISEE declaration;
3. students enrolled in the School for Advanced Studies;
  - f. students to whom the Rector granted a “one-off” exemption. The “one-off” exemption is an exceptional relief, granted to students who are in specific and proven disadvantaged conditions and having an ISEE value below € 13,000, enrolled in a degree programme and who took at least one exam in the academic year prior to the application for exemption. Such exemption may be granted only once. The Rector may also grant a partial “one-off” exemption on the due tuition fees;
  - g. recipients of the Honours Programme bonus (art. 23);
  - h. students falling within one of the categories indicated in art. 30 of Legislative Decree no. 118 of 1971;
  - i. students to whom special sports merits have been recognised (art. 25);
  - j. the first two winners of the Chemistry Olympiads who enrol in the Chemistry and Industrial Chemistry degree programmes.



## **Article 22 – Successful and eligible candidates for scholarships awarded by *Lazio Disco* aimed at attendance to academic degree programmes**

1. **Exemption for successful and eligible students.** Successful and eligible students for the *Lazio Disco* scholarship, if no more favourable reductions referred to in art. 20 apply, are only required to pay a € 30 fee, to which the regional tax and € 16 for stamp duty must be added.

The exemption for *Lazio Disco* scholarship must be entered on Infostud before printing the paying-in slip for the payment of the first instalment.

Payment must be made within the deadline of the first instalment of tuition fees, prescribed for each degree programme.

2. **If students are neither successful nor eligible for the scholarship**, they will have to regularise their position by paying tuition fees within 30 days after *Lazio Disco* publishes the list. The paying-in slip must be printed from Infostud. If payment is made after the above 30 days, students will also have to pay an additional fee of € 65 for late payment; in the event of payments later than 60 days, the additional fee will amount to € 130.

3. **Checks.** After publication of *Lazio Disco* final lists, a cross-check is carried out with the data entered on Infostud; then the paying-in slips are automatically generated, carrying the amount of fees to be paid according to the students' 2019 ISEE and to the additional fees, if any, for late payments.

4. **Exclusions.** The exemptions referred to in this article do not apply to the recipients of *Lazio Disco* scholarship enrolled in the e-learning degree programmes in agreement with *Consorzio Nettuno* and in tele-teaching degree programmes in agreement with Unitelma online University (art. 26);

5. **2019 ISEE.** Students referred to in this article must in any case have their 2019 ISEE calculated and authorise Sapienza to acquire the relating data.

## **Article 23 – Students with disabilities**

1. **Exemption for students with disabilities.** Students enrolled in the first or in subsequent years with a recognised disability pursuant to art. 3, paragraphs 1 and 3, of law of February 5, 1992, no. 104 or having a disability equal or higher than 66% must only pay €16 for stamp duty, if no more favourable reductions referred to in art. 20 apply.

2. **Exemption from regional tax.** Students referred to in this article are exempted from payment of the regional tax.

3. **How to print the paying-in slip with the relief.** To print the paying-slip of € 16 (stamp duty), students must select the "Disabled student" exemption on Infostud by way of a self-certification and specify the type of invalidity or disability.



4. **Documents required for relief confirmation.** Students referred to in paragraph 1 of this article must send by email a copy of the certificate attesting their disability only, or the percentage of their disability for the cases provided for by the law, or a copy of the certificate of disability pursuant to art. 3, paragraphs 1 and 3, of law of February 5, 1992, no. 104 to the Office of relations with disabled and students with specific learning difficulties ([sportellodisabili@uniroma1.it](mailto:sportellodisabili@uniroma1.it)) (for information, students may contact the toll-free number 800-410960). To benefit from exemptions, students must mandatorily submit the certificate of disability in its full version. The certificate may be replaced by court orders become final (see INPS communication no. 13007 of May 11, 2011).

5. **Non-retroactivity of reliefs.** The relief referred to in this article is applicable to students enrolled in years following the first upon submission of the application and is valid only from the academic year of submission on, considering the date of submission for the acknowledgement of disability.

6. **Exemption from admission test.** Students with disabilities who wish to enrol in degree programmes providing for a skills assessment are exempted from the admission test. The Office of relations with disabled and students with specific learning difficulties is available to provide information on enrolment procedures.

7. **Transmission of data to INPS.** In compliance with the provisions in force of art. 38 of the Decree-law of May 31, 2010 no. 78, the data of subjects who benefitted from the reliefs as per this article will be transmitted to INPS.

8. **Additional fees.** Students referred to in paragraph 1 must pay additional fees, if any, (in their standard amount) for late or missing payments.

9. **2019 ISEE.** Students referred to in paragraph 1 of this article are not obliged to have their 2019 ISEE value acquired on Infostud.

10. **Information.** The Office of relations with disabled and students with specific learning difficulties is available to provide information on enrolment procedures at [sportellodisabili@uniroma1.it](mailto:sportellodisabili@uniroma1.it) – toll-free number 800410960 – opening hours: Monday to Thursday: 09:30 a.m. - 12:30 p.m. - 2:30 p.m. - 4:30 p.m.; Friday: 09:30 a.m. - 12:30 p.m.

## **Article 24 - Students with specific learning difficulties (SpLDs)**

1. **SpLDs statement on Infostud.** Students with specific learning difficulties (SpLDs) abide by the enrolment rules provided for all students, do not benefit from specific reliefs on tuition fees and must declare their status on Infostud.

2. **Acknowledgement of specific learning difficulties.** Students must submit a certificate with the SpLD diagnosis corresponding to the criteria of the Consensus Conference (2011) to the Office of relations with disabled and students with specific learning difficulties, carrying the diagnosis codes, the exact wording of the SpLD and the information required to appreciate the individual features of each student, with the indication of their strengths and weaknesses.

The certificates deemed as valid will be issued by any structures of the National Health Service or by any specialists and structures accredited by Regions. Pursuant to law no. 170



of 2010 and to the provisions of the subsequent Government-Regions Agreement of July 24, 2012, the diagnosis must be updated after 3 years if the certificate has been issued when the student was under age; update is not mandatory if the diagnosis has been made after the student came to age.

**3. University SpLD Counselling Service.** The monitoring of the academic careers of students with SpLDs is carried out by the University SpLD Counselling Service in cooperation with the teachers of the respective faculties in charge of that.

For information, call the toll-free number 800-410960 or write an email to [counselingdsa@uniroma1.it](mailto:counselingdsa@uniroma1.it).

Further information is available on Sapienza website at <https://www.uniroma1.it/it/pagina/disabilita-e-dsa>.

## **Article 25 – Most deserving students and students with sports merits**

1. **€ 30 fee for students who achieved an upper secondary diploma with a 100/100 or 100 with honours grade (most deserving students).** Students who completed their upper secondary school in the 2018-2019 school year with a 100/100 or 100 with honours grade and who enrol in a bachelor's or single cycle master's degree programme in the 2019-2020 academic year only pay a one-off fixed amount of € 30, if no more favourable reductions referred to in art. 20 apply.

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

2. **Requisites (for most deserving students) to be entitled to pay a € 30 fee also in years following the first** (within the regular course of studies):

- to be recognised as "most deserving student" in the year before the one in which they have applied for such benefit;
- to have achieved within August 10 at least 40 ECTS relating to the academic year prior to that in which they apply for such benefit, besides all the other ECTS provided for the previous academic years. All ECTS must have been achieved with an average grade of 28/30 and with grades not lower than 27. The grade average must be an arithmetic average;
- in case of enrolment in the first year of the master's degree programme, in addition to the above requisites, to have obtained the degree in the 2018-2019 academic year with a final grade of 110/110 or 110 with honours.

3. **Recognisable and non-recognisable ECTS.** The following ECTS will be valid:

- the ECTS provided for by the Manifesto of the relevant degree programme whose value is expressed with a description ("eligible/not eligible" rather than in numerical grades (thirtieths));
- the ECTS acquired after validation of exams passed abroad within the framework of mobility programmes;
- the qualifying exams and the exams must be recorded by means of Infostud. The qualifying exams and/or exemptions which in some degree programmes are carried out to assess the student's knowledge during the course by way of mid-term tests and are not recorded on Infostud, cannot be taken into account.

The following ECTS will not be valid:



- the ECTS acquired by taking extracurricular exams pursuant to art. 6 of Royal Decree no. 1269/38 (art. 42);
- the ECTS acquired by taking exams relating to single courses (art. 41);
- the ECTS recognised for programme shortenings (art. 49).

4. **Graduates from other Italian universities.** Students who have graduated from other Italian universities and who enrol in the first year of a master's degree programme may benefit from the "deserving student" exemption, provided that the requirements set forth in paragraphs 1, 2 and 3 of this article are met in the university of origin. The application for exemption must be submitted, within the payment deadline of the first instalment, that must be paid in full, to the Student Office concerned, by submitting a self-certification of the studies carried out and by indicating in particular the possession of the needed requisites. Such students are not allowed to enter by themselves the status of "deserving student" on Infostud. After requisite assessment, the balance of the following instalments will be made.

5. **Grounds for exclusion.** Students who change academic system (art. 38), degree programme (art. 10), who enrol in part-time learning (art. 50), who fail exams, albeit only once or who have achieved a foreign degree cannot benefit from this exemption.

6. **Student-athletes with sports merits.** Student-athletes are students regularly enrolled in the university who have both the following requisites:

- 1) achievement of national and international special competitive sports merits in the solar year of application for enrolment or in the previous one;
- 2) achievement of at least 18 ECTS per each academic year of enrolment; in case of just enrolled students, 6 ECTS out of the above 18 must be achieved within the first session of exams.

The special competitive sports merits are those achieved by:

- a) Olympic, paralympic, absolute and category athletes (Italian, European or world) in winter and summer Olympic and/or paralympic disciplines;
- b) athletes called by the Federation they belong to in order to represent Italy in winter and summer Olympic and/or paralympic disciplines;
- c) athletes of the companies of professional team sports as per Law no. 91/1981 (law on sports professionalism) who take part in federal championships and whose teams ranked within the first 3 positions in the solar year of application for enrolment or in the previous one.

The above students are granted by the university the exemption from payment of tuition fees, except the one-off fee of € 30 as per art. 21 of these Regulations.

Students obtaining the status of athletes must ensure the participation in 2 presentation and orientation initiatives organised by the university according to the procedures indicated, under penalty of forfeiting their benefit the following year.

The application to have the status of student-athlete acknowledged must be submitted every year by using the form available at [www.uniroma1.it](http://www.uniroma1.it), in the "Student forms" section and sending it by email to the competent Student Office within November 4, 2019 (for the 2019-2020 academic year).

The application must carry in attachment the documentation evidencing the sports merits as indicated above, issued by the National Federation of reference or by the sports association which the athletes as per letter c) belong to. Applicants must pay, within the above deadline



and according to the prescribed procedures, the overall amount of € 186 (inclusive of the € 30 one-off fee, the regional tax and the stamp duty virtually paid). The application will be assessed by the competent commission that will accept or reject it within one month after submission. In case of rejection, students must request the 2019 ISEE calculation and pay the balance generated by Infostud together with the second instalment.

### **Article 26 – Fixed amount one-off tuition fees for tele-teaching degree programmes and for the special master in Aerospace Engineering**

1. **Fixed amount tuition fees.** Students enrolled in degree programmes as per the following table pay the tuition fees indicated therein, to which the regional tax of € 140 and the stamp duty of € 16 must be added.

Students enrolled in degree programmes as per this article cannot apply either for the reimbursement of tuition fees in case they are eligible for the *Lazio Disco* scholarship or for a reduction according to their 2019 ISEE for the right to academic education; their consent to the acquisition of their ISEE on Infostud will be given for statistical purposes only.



Degree programmes	Total	I instalment	II instalment
L-31 – Computer science – interuniversity with Unitelma Sapienza University of Studies of Rome. The programme is mostly delivered in e-learning	€ 1,600	€ 800	€ 800
L-31 – Computer science – delivered in tele-teaching in collaboration with Unitelma (only for students enrolled in years following the first)	€ 1,600	€ 800	€ 800
L-24 – Psychological sciences and techniques – interuniversity with Unitelma Sapienza University of Studies of Rome (online university) - The programme is mostly delivered in e-learning	€ 1,600	€ 800	€ 800
Courses in agreement with <i>Consorzio Nettuno</i>	€ 1,200	€ 600	€ 600
Special master in Aerospace Engineering of the School of Aerospace Engineering	€ 1,268	€ 613	€ 655

2. **When to pay.** Tuition fees may be paid in a one-off amount within November 4, 2019 or else in two instalments. The first instalment is due by November 4, 2019, the second one by March 30, 2020.

Late payments entail an additional fee of € 65, that will double in case of a delay higher than 60 consecutive days.

## Article 27 – Bonuses and benefits

The benefits indicated in this article apply to the amounts due according to one's 2019 ISEE and cannot be added to the reductions provided for by art. 20.

Students entitled to such benefits as per this article must pay the regional tax of € 140 and the stamp duty of € 16.

1. **“95-99 school-leaving examination” bonus.** Students enrolling in 2019-2020 academic year who achieved the school-leaving diploma in the 2018-2019 school year with a grade ranging from 95 and 99/100 will benefit from a reduction in tuition fees equal to € 300. Students enrolling in 2019-2020 academic year who achieved the school-leaving diploma in the 2018-2019 school year with a grade equal to 100/100 or 100 *cum laude* will benefit from payment of the € 30 fixed amount fee and will maintain such exemption if they abide by the merit requirements provided for (art. 25).

2. **Exam bonus (see art. 27 bis)**

3. **“Honours Programme” bonus.** The Honours Programme aims to appreciate the training of students enrolled in a degree programme who are interested in an in-depth study and cultural integration activities. It consists in additional training activities and upon its conclusion a final certificate is issued. The faculties that create Honours Programmes issue special calls every year.



Upon conclusion of the Honours Programme created by the students' faculty, those of them who successfully passed the selection to access it are entitled to a reimbursement equal to the amount of the tuition fees paid in the last year of enrolment, from which the one-off fee of € 30 will be deducted.

4. **“Degree programmes of community interest” bonus.** Students enrolled in the first, second and third year of the 2018-2019 academic year in degree programmes belonging to the academic system pursuant to Ministerial Decree no. 270/04 of the following classes will benefit from a partial reimbursement of tuition fees, of variable amount, that is established every year according to the Ministry's financing obtained by the university.

Students who benefit from such reimbursement must have a 2019 ISEE lower than or equal to € 40,000 and:

- an upper secondary school-leaving grade equal to or higher than 85/100 if they are enrolled in the first year;
- have acquired at least 30 ECTS in the 2018-2019 academic year within January 31, 2020 if they are enrolled in the second and third year.

Such students pay the one-off fee according to their 2018 ISEE for the right to education and subsequently obtain a partial reimbursement.

Students are not entitled to any partial reimbursement if they are in arrears with the payment of tuition fees.

In case of change of degree programmes or transfers from other universities that do not provide for such benefit, the reduction will start from the year of enrolment (other than the first year), without prejudice to the observance of the above mentioned merit and income requirements.

The degree classes entitling to reductions are the following:

- L-7 Civil and Environmental Engineering
- L-8 Information engineering (except the degree programmes in Engineering Management and Computer science and automation engineering)
- L-9 Industrial engineering (except the degree programmes in Aerospace Engineering, Mechanical Engineering, Energy Engineering and Chemical Engineering)
- L-27 Chemical Sciences and Technologies
- L-30 Physical Sciences and Technologies
- L-34 Geological Sciences
- L-35 Mathematical Sciences
- L-41 Statistics

5. **Family bonus** (see art. 28)

6. **Part-time bonus** (see art. 50).

### **Article 27 bis – Exam bonus**

1. **Requisites.** The exam bonus is acknowledged to regular students who have acquired, between August 10, 2018 and August 10, 2019 of the 2018-2019 academic year, the following requisites:



- at least 10 ECTS (if in the 2019-2020 academic year they enrol in the second year of a bachelor's degree programme or a single cycle master's degree programme) or at least 25 ECTS (if in the 2019-2020 academic year they enrol in the third year of a bachelor's degree programme or in the third, fourth, fifth and sixth year of a single cycle master's degree programme or in the first or second year of a master's degree programme);
- an exam average grade of 24/30, calculated on all the exams sat and for all the past academic career.

Students benefitting from the bonus are automatically identified by Infostud, that awards such benefit, according to the criteria provided for, to the 15% of students who have attained the best results by number of ECTS and grades obtained. In case such students are not entitled to most favourable reductions as per art. 20, they will be awarded a bonus on tuition fees due for the 2019-2020 academic year. The amount of such bonus ranges from minimum € 85 to maximum € 300 and is awarded according to the students' merits. The minimum value of the one-off fee provided for the 2019-2020 academic year for students benefitting from the exam bonus is € 30.

2. **Bonus awarding.** Infostud will take account of all the ECTS acquired by each student according to the exam grades obtained in the previous academic years, from enrolment until August 10, 2019.

Infostud will calculate 3 assessment criteria for each student:

- a. the sum of the ECTS acquired with each exam multiplied by the grade obtained and divided by 100:  
 $SUM (ECTS * grade) / 100$ ;
- b. the weighted average of grades;
- c. the date of birth.

The list for bonus awarding will be in decreasing order according to the a. criterion (starting from the highest grade), then to the b. criterion (starting from the highest grade average) and finally to the c. criterion (starting from the most recent date of birth).

Students enrolled in the first year of a master's degree programme are entitled to benefit from the exam bonus and will get a 5% grade increase if they obtained their degree by August 10, 2019.

3. **Grounds for exclusion and non-recognisable ECTS.** Students enrolled in bachelor's degree programmes and in the first year of master's degree programmes who achieved their degree from other universities are not entitled to the exam bonus, nor are students who have made changes of degree programmes, who transferred from other universities and applied for programme shortening in their academic career.

The following ECTS will not be valid for the awarding of the exam bonus:

- the ECTS acquired by taking extracurricular exams pursuant to art. 6 (art.42);
- the ECTS acquired by taking exams relating to single courses (art. 41);
- the ECTS acquired after validation of exams for programme shortening (art. 49).

The ECTS acquired after validation of exams passed abroad within the framework of mobility programmes are valid.



## Article 28 – Family bonus

1. **The family bonus is a reduction in tuition fees** for students having one or more family members (brothers, sisters, parents or sons) already enrolled in Sapienza University in case they are not entitled to most favourable reductions as per art. 20.

Students with a 2019 ISEE for the right to academic education lower than or equal to € 40,000 benefit each from a 15% reduction in tuition fees.

Students with a 2019 ISEE for the right to academic education higher than € 40,000 benefit each from a 8% reduction in tuition fees.

2. **Needed requisites.** To benefit from the family bonus, students must:

- be enrolled in the 2019-2020 academic year in a degree programme as regular students (i.e., for a number of years not exceeding the standard term of the programme); in case of change of degree programmes/transfer from other universities, all the previous years of enrolment will be calculated.

- see that one of their family members (brothers, sisters, parents or sons) enrolled in Sapienza University is up to date with the payment of tuition fees for the 2019-2020 academic year (i.e., has paid the first instalment within the deadline);

belong to the same household of the family member already enrolled who is indicated in the Unique substitute statement (DSU, *Dichiarazione Unica Sostitutiva*) that has been submitted to have the 2019 ISEE for the right to academic education calculated;

- have acquired at least 10 ECTS by August 10, 2019 if, in the 2019-2020 academic year, they are enrolled in the second year of bachelor's degree programmes or of single cycle master's degree programmes; have acquired at least 25 ECTS between August 10, 2018 and August 10, 2019 if, in the 2019-2020 academic year, they are enrolled in a year following the first in any degree programme. No merit requirements are provided for students enrolled in degree programmes and in the first year of master's degree programmes, nor for transfers from other Italian or foreign universities as regards the enrolment year in which the transfer occurred.

The qualifying exams awarding ECTS may be calculated as exams/ECTS if they have been recorded.

In case of different merit conditions among siblings, only the sibling who meets the merit requirement will benefit from the above reduction.

3. **Grounds for exclusion.** Part-time students are not entitled to family bonus (art. 50).

4. **How to obtain the bonus.** Infostud calculates the bonus after all siblings have paid the first instalment. The reduction applies to the second instalment provided that the declared ISEE is the same for all siblings.

Thanks to the IT network with INPS, it will be possible to automatically verify whether students belong to the same household thanks to the students' ISEE Unique substitute statements.



## Article 29 – Increased one-off fee

1. A one-off fee increased by 50% will be paid by:
  - a. students still enrolled in degree programmes belonging to the **old academic system** (before Ministerial Decree no. 509/99) and who are not forfeited yet (please refer to art. 34);
  - b. students **enrolling from the third irregular year on** of bachelor's degree programmes, master's degree programmes and single cycle master's degree programmes who do not choose part-time learning and who do not meet the requirements as per art. 20 of these Regulations (ISEE up to € 30,000 and 25 ECTS achieved between August 11 of the previous year and August 10 of the current year);
  - c. students enrolled in part-time learning (art. 50) and who exceeded the term agreed upon to achieve the degree.

Increases will not apply to students enrolled in tele-teaching programmes providing for a fixed amount one-off fee (art. 26 of these Regulations).

## Article 30 - Reimbursements

1. **Application for reimbursement.** Students may apply for the reimbursement of any not due tuition fees or additional fees (for the current academic year only) paid within the deadline, by submitting to the Student Office of their degree programme an application carrying a stamp duty on the form available at [www.uniroma1.it](http://www.uniroma1.it) in the Forms section. The application shall include:
  - the reason for the application for reimbursement;
  - a statement, made under the students' own responsibility, that the amount for which the refund is requested was not included in deductions for personal income tax (IRPEF) purposes and that for this amount no reimbursements, benefits or contributions have been requested from or granted by any Administrations, Public or private institutions to that student or to his/her family members or cohabitants even without any kinship.
2. **Submission procedures.** The application carrying a stamp duty may be submitted as follows:
  - to the front desk of the Student Office during opening hours;
  - by means of registered letter with return receipt addressed to Università di Roma "La Sapienza" – Area Servizi agli Studenti – Settore Segreteria studenti of (please indicate the competent faculty or of the Student Office if it is interuniversity) – Piazzale Aldo Moro, 5 – 00185 Rome, by attaching a copy of a valid identity ID document.
3. **Credit for subsequent payments.** Instead of a reimbursement, students may request that such amount is turned into a credit for subsequent payments.
4. **Non-reimbursable amounts.** Amounts paid by mistake for any reason whatsoever, should they refer to academic years other than the current one, will not be reimbursed. If a reimbursement is to be made due to a mistake of the University, students benefitting from that are liable for any accomplishments that may be necessary to regularise their tax



position of their household's in case some personal tax income deductions were granted based on the sums paid.

On no account will the amounts paid to take degree programme admission tests be reimbursed.

Reimbursements of tuition fees do not include the reimbursement of the regional tax or the stamp duty, if any.

5. **Deadlines.** After January 31, 2021 students will forfeit their right to apply for the reimbursement of any amounts paid in the 2019-2020 academic year.

6. **€ 30 deduction.** Reimbursements considered as individual services requested by students pursuant to Law no. 232/2016, and that therefore are non-official, will be subject to a € 30 deduction by way of administrative costs.

### **Article 31 - Instalments**

1. **Six-instalment payments.** In the event of proven and documented disadvantaged financial conditions (documented by the 2019 ISEE declaration for the right to academic education) and of outstanding fees (tuition fees due for academic years preceding the 2019-2020 academic year) that exceed € 1,500, the University may consider allowing the payment of outstanding fees in up to six instalments.

2. **Twelve-instalment payments.** In the event of considerably huge 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 Office within the deadlines indicated for each procedure (i.e., resumption of career, recognition of ECTS in case of students exceeding the standard term to achieve the degree and so on). The application must carry a stamp duty and must be made on the form available at [www.uniroma1.it](http://www.uniroma1.it) in the Forms section.

4. **Restrictions.** The amounts due for the 2019-2020 academic year cannot be paid in instalments. Students who, though having been entitled to pay tuition fees in instalments, do not make such payments within the prescribed deadlines, will forfeit such benefit. Any exams taken during payments in instalments will be recorded conditionally and validated only after completion of all payments.



## **Section III – STUDENT “STATUS” AND TERMS TO ACHIEVE THE DEGREE**

### **Article 32 – Types of student "status"**

1. **Regular students.** Students are “regular” for the whole standard term of the degree programme provided for by the relating Educational regulations (i.e., 3 years for bachelor’s degree programmes, 2 years for master’s degree programmes).
2. **Irregular students.** Students are “irregular” when they have exceeded the standard term of the degree programme without achieving the degree or passing all the exams required to be admitted to the final exam.

### **Article 33 – Term to achieve the degree (students enrolled according to the academic systems pursuant to Ministerial Decrees no. 509/99 and 270/04)**

1. **Time expected to achieve the degree.** Full-time students enrolled according to Ministerial Decrees no. 270/04 or 509/99 must pass all the exams within a term equal to three times the standard duration of the degree programme, unless otherwise provided for by the Faculty’s Educational regulations.

Example: a student enrolled in a bachelor’s degree programme must pass all exams within 9 years; a student enrolled in a master’s degree programme must pass all exams within 6 years.

Such terms do not take into account any possible years of interruption of the academic career, permitted pursuant to art. 45 that follows.

2. The terms specified for the achievement of the degree will be discontinued:
  - a) in case of change of degree programmes;
  - b) if students have to sit the final exam only. In this case, they cannot at all events apply for part-time learning, as per art. 50.

3. **Assessment of curriculum.** Once the term to achieve the degree has elapsed, the acquired ECTS might no longer be suitable for the qualification required by the degree programme. Students must therefore submit an application on stamped paper to request the assessment of their curriculum within the enrolment deadlines in the following years:

- to the front desk of the Student Office during opening hours;
- by means of registered letter with return receipt addressed to Università di Roma “La Sapienza” – Area Servizi agli Studenti – Settore Segreteria studenti of (please indicate the competent faculty or of the Student Office if it is interuniversity) – Piazzale Aldo Moro, 5 – 00185 Rome, by attaching a copy of a valid identity ID document.

After proper verification, the Programme Area Council establishes new learning requirements, if any, to achieve the degree.



**4. Change to part-time learning before the term to achieve the degree.** Students enrolled in bachelor's degree programmes in the 2011-2012 academic year and in master's degree programmes in the 2014-2015 academic year who have not achieved yet the degree or who withdrew from studies, will conclude the term provided for the achievement of the degree at the end of the 2020-2021 academic year. Such students – already from the third irregular year – pay tuition fees increased by 50%. To avoid paying the 50% increase, such students may apply to change to part-time learning in the 2019-2020 academic year by complying with the procedures and deadlines provided for by art. 50. Once the term to achieve the degree has elapsed, students cannot apply for part-time learning any longer.

**5. Change of academic system.** Students enrolled according to the old academic system pursuant to former Ministerial Decree no. 509/99 may apply to change into the academic system pursuant to former Ministerial Decree no. 270/04 according to the procedures set forth in art. 38, provided that – for restricted access degree programmes – they have acquired at least 40 ECTS to enrol in the second year of bachelor's degree programmes and at least 200 ECTS (180+20) to enrol in the second year of master's degree programmes, subject to achievement of the bachelor's degree.

The change to degree programmes pursuant to Ministerial Decree no. 270/04 and the relating ECTS recognition are made according to special conversion tables prepared by the Faculty.

**6. Students coming from other universities.** Irregular students coming from other universities who exceeded the standard term established by the university of origin to achieve the degree may exclusively enrol in Sapienza University degree programmes belonging to the academic system pursuant to former Ministerial Decree no. 270/04, provided that the Faculty deems their curriculum as compatible.

They must:

- a) register on Infostud and obtain the student ID number;
- b) abide by the access procedures provided for the degree programme of choice;
- c) submit an application on stamped paper:
  - to the front desk of the Student Office during opening hours;
  - by means of registered letter with return receipt addressed to the University of Rome "La Sapienza" – Area Servizi agli Studenti – Settore Segreteria studenti of (please indicate the competent faculty or of the Student Office if it is interuniversity) – Piazzale Aldo Moro, 5 – 00185 Rome, by attaching a copy of a valid ID document, a self-certification of the exams passed, of the relating scientific disciplinary sectors and of the ECTS acquired;
- d) pay by means of the paying-in slip issued by the Student Office within the enrolment deadlines provided for each degree programme:
  - a fixed-amount fee of € 2,255;
  - the first instalment of the tuition fees for the 2019-2020 academic year;
  - the regional tax for the right to education for the 2019-2020 academic year;

Students having a disability equal or higher than 66% or a recognised disability pursuant to art. 3, paragraph 1, of law of February 5, 1992, no. 104 pay a fixed amount fee of € 30 each year and the stamp duty.



### **Article 34 - Forfeiture (for students enrolled according to the "old academic system" only, before Ministerial Decree no. 509/99)**

1. **When forfeiture occurs.** Irregular students enrolled in degree programmes according to the old academic system forfeit their student status if they do not sit any exams for eight consecutive academic years, pursuant to art. 149 of Royal Decree no. 1592 of August 31, 1933 (regardless of their payment of tuition fees).

Forfeiture is automatic and the University is not bound to communicate to students their forfeited or about to forfeit status.

2. **Students do not incur any forfeiture of their status:**

- a) if they have passed all exams with the only exception of the final exam, that they may undergo any time, regardless of the time elapsed after the last exam (subject to enrolment renewal);
- b) if a fail was recorded within January 31 of the eighth year following the recording date of the last exam sat;
- c) if students apply for a change of academic system, provided for by art. 38 that follows;
- d) if students apply for a change of degree programme.

3. **Return of diploma.** Forfeited students may request from the Student Office that their high school diploma is returned to them, if it was delivered upon enrolment (original diplomas were delivered to the Student Office until 1998).

### **Article 35 – Resumption of studies after forfeiture (for students enrolled according to the "old academic system" only, before Ministerial Decree no. 509/99)**

1. **Application for exam recognition.** Forfeited students belonging to the old academic system, even coming from other universities, may enrol in a degree programme belonging to the academic system pursuant to Ministerial Decree no. 270/04 and submit an application to have their exams recognised.

They must:

- a) log in to Infostud and obtain the student ID number, if they are not provided yet;
- b) abide by the access procedures provided for the degree programme of choice;
- c) submit to the Student Office of the degree programme of choice, within the deadline provided for enrolment, an application for exam recognition on stamped paper (to the front desk during opening hours or by means of registered letter with return receipt addressed to the University of Rome "La Sapienza" – Settore Segreteria student of (please indicate the competent faculty or of the Student Office if it is interuniversity) – Piazzale Aldo Moro, 5 – 00185 Rome, by attaching a copy of a valid ID document.

**Students enrolled in Sapienza University** who incurred in forfeiture, except if they apply for reinstatement in degree programmes of faculties other than that of origin, do not make a new enrolment but submit an application for reinstatement on stamped paper to the Student Office of origin.



**Students coming from other universities** must attach to the application a self-certification of the exams passed, of the relating scientific disciplinary sectors and of the ECTS acquired.

**2. Tuition fees to be paid by students.** Students shall pay, within the enrolment deadlines provided for each degree programme:

- a) a fixed fee of € 290 per each resumed academic year up to maximum € 2,300;
- b) the first instalment of the tuition fees for the 2019-2020 academic year;
- c) the regional tax for the right to education for the 2019-2020 academic year;
- d) the stamp duty.

Payment will be made by means of the paying-in slip issued by the Student Office. Students having a disability equal or higher than 66% or a recognised disability pursuant to art. 3, paragraph 1, of law of February 5, 1992, no. 104 pay € 30 per each resumed academic year.

### **Article 36 – Rules for not forfeited students enrolled according to the old academic system**

**1. Tuition fees increased by 50%.** Students still enrolled in a degree programme according to the old academic system (before Ministerial Decree no. 509/99) who have not forfeited their student status in compliance with art. 36 of these Regulations pay tuition fees with a 50% increase.

**2. Change of academic system.** Students may apply to change academic system according to the procedures set forth in art. 38, provided that – for restricted access degree programmes – they have acquired at least 40 ECTS to enrol in the second year of bachelor's degree programmes and at least 200 ECTS (180+20) to enrol in the second year of master's degree programmes, subject to achievement of the bachelor's degree.

The transfer to degree programmes pursuant to Ministerial Decree no. 270/04 and the relating ECTS recognition is made according to special conversion tables prepared by the Faculty.

### **Article 37 – Rules for irregular students of the 2019-2020 academic year**

**1. Tuition fees increased by 50% for irregular students enrolling from the third irregular year on.** All students who become irregular from the 2019-2020 academic year shall pay tuition fees increased by 50% from the third irregular year on.

**2. Not to incur such increase,** such students may either change to part-time learning as per art. 50 of these Regulations or apply for a change of academic system as per art. 38, if they are enrolled in degree programmes according to the academic system pursuant to Ministerial Decree no. 509/99 (Resolution of the Board of Directors of April 19, 2011).

### **Article 38 – Change of academic system**

**1. Only to degree programmes according to academic system pursuant to Ministerial Decree no. 270/04.** The change of academic system provides for different



procedures according to the different academic system of the degree programme of origin and to the requisites and access procedures provided for the new degree programme. The change of academic system may be made only to degree programmes belonging to academic systems pursuant to Ministerial Decree no. 270/04. The change to such degree programmes and the relating ECTS recognition are made according to special conversion tables prepared by the Faculty.

2. **Procedures.** Students applying for a change of academic system shall:

- enrol in the 2019-2020 academic year to the old degree programme, by paying the first instalment within November 4, 2019;
- submit an application on plain paper to change academic system (by indicating the academic system of origin and the new one and by attaching their curriculum, if provided) by November 4, 2019, after paying the first instalment of tuition fees.

The application may be submitted:

- to the front desk of the Student Office during opening hours;
- from the students' certified email address to Sapienza certified email address [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it);
- from the students' institutional email address (see art. 53) to the email address of their Student Office, by attaching a copy of their ID document.

3. **Exam conversion.** The Programme Area Councils peruse the position of each student and the latter can examine the suggested conversion. In case they agree with it, the competent Student Office changes the academic system after the Faculty's resolutions have been issued.

4. **Restrictions for enrolment in restricted access degree programmes.** Changes of academic system to enrol in restricted access degree programmes are allowed only if students have acquired at least 40 ECTS to enrol in the second year of bachelor's degree programmes and at least 200 ECTS (180+20) to enrol in the second year of master's degree programmes, subject to achievement of the bachelor's degree.

5. **Restrictions for enrolment in master's degree programmes without restricted access.** Students who intend to apply for a change of academic system to enrol in a master's degree programme without restricted access must follow the procedures referred to in art. 8 of these Regulations.

6. **Payments.** If students apply for a change of academic system for a degree programme that is the direct transformation of the degree programme the student is enrolled in, such change is free of charge. In all the other cases, implying virtually a change of degree programme, students must pay a € 65 fee for transfer costs.

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



## Section IV – EDUCATIONAL ACTIVITY AND EXAMS

### Article 39 – Academic calendar

1. **Information about the educational activities of each Faculty** is set forth in the Educational regulations of each degree programme and is made available through the faculty and the degree programme websites as well as in the specific University Programme Manifesto and Educational regulations.
2. **Educational activity.** The educational activity of each academic year usually starts on October 1 and ends on September 30.
3. **The academic calendar**, approved by each Faculty subject to compliance with the general directions indicated by the Academic Senate, establishes the beginning of lectures, which in any case cannot fall earlier than September 14, and the organisation of the academic year into teaching periods.
4. **End of the academic year.** Exams taken within January 31 of the calendar year following the end of an academic year pertain to the previous academic year and do not require any re-enrolment.

### Article 40 - Exams

1. **Definition of exam.** Exams must be provided for in the Educational regulations of the degree programme of choice and duly recorded on Infostud. Exams called “mid-term tests” (*prove in itinere*), “partial exams” (*esoneri*), “qualifying exams” (*idoneità*) are not considered as actual exams and do not entail any recording on Infostud.
2. **Which exams may be sat.** Students may only take the exams provided for in the Educational regulations of their degree programme and only upon completion of the lecture period planned in their enrolment year, according to the educational schedule of that year.
3. **Which exams cannot be sat.** Under no circumstances may students take twice an exam, not even a “students’ elective exam”, if they have already passed it within the same degree programme, even in case of any possible changes in the examination programme. Students enrolled in bachelor’s degree programmes cannot choose any subjects provided for in the Educational regulations of master’s degree programmes as “elective exams”, with the exception of the subjects included in the first three years of single cycle master’s degree programmes pursuant to Ministerial Decree no. 270/04. Student Offices will invalidate any exams taken in infringement of this provision.
4. **Mandatory attendance and mandatory preliminary exams.** Students must abide by mandatory attendance obligations (if any) and by mandatory preliminary exams obligations laid down in the Educational regulations of their degree programme, under penalty of cancellation of the exams sat in infringement of such rule.
5. **Exam sessions.** The academic calendar must include three standard exam sessions:



- a) the first standard exam session is in January/February and may start only once the educational activity of the first term (semester) is over; it must include at least two sessions in which students may take all the exams of the term just ended. January exam dates may only refer to the academic year just ended, whereas February exam dates can only refer to the ongoing academic year.
- b) the second standard exam session is in June/July and may start only once the educational activity of the second term is over; it must include at least two sessions in which students may take all the exams of the second term just ended and those relating to the previous term.
- c) the third standard exam session is in September/October and ends before the beginning of the academic activity; it includes at least one session in which students may take all the exams of the first and second term.

6. **Students enrolled in years following the first** must abide by the provisions of paragraph 2 as to the year of enrolment, while they may take any of the exams relating to previous academic years at any time.

7. **Extra exam sessions may be established besides the three standard periods** for irregular students, for students with disabilities, with specific learning difficulties or who have attended all the courses (Resolution of the Academic Senate of June 12, 2018).

8. **How to book an exam.** Exams can be booked through Infostud provided that students are up to date with tuition fee payments and that the exam is included in their degree programme. Upon booking, students may be required to fill-in a questionnaire for the assessment of the course attended. On the exam date, students must mandatorily show a valid ID document and the booking receipt printed out from Infostud, that shall be signed by the teacher upon exam recording and returned to students.

Students can verify on Infostud the exam recording and the subsequent validation made by the Student Office. It is not possible to print out the booking receipt from Infostud after booking deadline; students may though print it out from their institutional email. Teachers may admit to exams students without a booking receipt; in this case, they will not be issued any receipt, but the exam will be anyway recorded and they will be able to verify on Infostud whether it has been recorded.

9. **Types of exams.** The Educational regulations of each degree programme establish (within the limits provided for by Ministerial Decrees of degree classes) the number and type of exams suitable to assess the students' acquisition of the assigned ECTS. Such exams may be performed orally, in writing, by means of practical tests or in a combination of any of them, according to the procedures established by the competent Council. The oral exam is public. Faculties ensure the due publicity for the other modalities of exam performance.

10. **Assessment and ECTS acquisition.** The students' knowledge is assessed in exams where they are assigned a grade, given in thirtieths. An exam is deemed to have been passed if the grade is equal to or higher than 18/30; in case of full grades (30/30), the examination committee may grant honours. Grades are recorded on special minutes. The ECTS relating to a course are always acquired when the exam has been successfully passed. In some cases, expressly provided for by the Educational regulations of the degree programmes, the assessment is expressed with a description ("eligible/not eligible"). An exam is deemed to have been passed if the description "eligible" is issued, written on special



minutes. The ECTS relating to a course are always acquired when the exam has been successfully passed.

11. **Negative assessment.** A negative assessment does not imply the assignation of any grades, thus it does not affect the final average; upon the student's request, it can be recorded with the description "failed". In this case, such "failed" description is included in the student's curriculum; in all the other cases, a "waiver" description is written down in the minutes.

12. **Recording of a refused grade.** Teachers must also record on Infostud a grade equal to or higher than 18 that the student has decided to refuse. Such recorded grade however is not included in the student's academic career and is not taken into account for the calculation of the final average (Resolution of the Academic Senate of March 28, 2017).

13. **Repetition of exams.** Exams that have already been passed and recorded with a positive assessment cannot be taken again.

14. **Taking exams in advance.** Students who have already taken all the exams of their current academic year and those of the previous ones may request to take in advance two exams per year, subject to authorisation of the competent educational bodies (Area Committee, Programme Area Council or Faculty Board). These bodies must issue a special document and give directions to the Student Office to enable the exam booking procedure on Infostud. Such authorisation is granted only if the exams the students wish 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") created in bachelor's degree programmes and master's degree programmes, take the relating exams and obtain a certificate also including the ECTS acquired. Please find as follows the cases in which it is possible to enrol in single courses:

1. **For purposes of cultural development and enhancement of professional skills.** In such cases, enrolment is only allowed in single courses of bachelor's and master's degree programmes without restricted access. Enrolment is open to:

- a. people enrolled neither in Sapienza nor in other universities degree programmes (in this case only, up to maximum two single courses per each academic year may be attended);
- b. students enrolled in Sapienza *post-lauream* degree programmes (PhDs, postgraduate courses, Professional Master Courses), subject to prior authorisation of the competent educational bodies;
- c. students enrolled in other Italian universities;
- d. foreign university students enrolled in foreign universities, subject to evaluation and approval of the competent consulates.

2. **To achieve curricular requisites** (exams and ECTS) required to enrol in master's degree programmes (for the current academic year or the following one).



In such case, enrolment in courses of restricted access bachelor's and master's degree programmes is also allowed, but only after requisite assessment. Enrolment is open to:

- a. graduates from Sapienza and other Italian and foreign universities;
- b. graduands from other Italian universities, subject to prior authorisation of the competent educational bodies.

In such case, for graduates from Sapienza, the exams taken as single courses will be added to the students' academic career; for graduates from other universities, such exams will be only certified.

The certificate of the exams taken in single courses will only be issued after the enrolment procedure for the master's degree programme has been completed.

Exams taken in single courses cannot be taken into account when applying for programme shortening nor can they be included in the study plan of the degree programme in which students are enrolled.

Such exams cannot either be included in the bachelor's degree programme or counted to average grades.

**3. To achieve the requisites needed for admission to postgraduate schools or public competitions.**

In this case, enrolment is also allowed in courses of restricted access bachelor's and master's degree programmes. Enrolment is open to:

- a. graduates from Sapienza and other Italian and foreign universities;
- b. graduands from other Italian universities, subject to prior authorisation of the competent educational bodies. In such case, for graduates from Sapienza, the exams taken as single courses will be added to the students' academic career; for graduates from other universities, such exams will be only certified.

**4. To take in advance two exams of a master's degree programme** (without restricted access) in which students intend to enrol with this University in the 2020-2021 academic year.

In such case, enrolment is only allowed in courses of master's degree programmes without restricted access and subject to prior authorisation of the Programme Area Council. After enrolment, students must submit an application on stamped paper to have their exam recognised. Enrolment is allowed to Sapienza graduates only.

**5. To take exams for the acquisition of the 24 ECTS** in compliance with Ministerial Decree no. 616/17 thanks to the enrolment in specific single courses indicated by the University and included in the Course Catalogue of the 2019-2020 academic year.

**6. Costs.** All students who intend to enrol in single courses at Sapienza University and who hold an Italian or foreign degree, although they have been awarded state scholarships, must pay for each single course, by way of 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 up to maximum € 100 each for the single courses referred to in point 5.

**7. Exemptions from tuition fees.** The students indicated hereinafter are exempted from payment of tuition fees:



- foreign students enrolled in foreign universities who apply to enrol in single courses within the framework of international mobility programmes and agreements characterised by conditions of reciprocity;
- students enrolled in Sapienza interuniversity bachelor's and master's degree programmes, even in partner universities, who enrol in single courses in order to acquire the ECTS provided for the students' elective courses, with the exception of the tele-teaching's.

8. **When to submit the application.** There are no deadlines to submit the application. The application must be submitted through Infostud after having requested from the Educational Affairs Office of reference the code of single courses and/or any prior authorisations. After the application has been submitted, Infostud will create a paying-in slip with the amount to be paid. The Student Office, after carrying out the due controls, will enable students to carry out the exam booking procedure through Infostud.

9. **Deadline to take the exam.** The exam relating to the single course attended must be taken within the academic year of application. Failure to take such exam within the prescribed deadline entails the impossibility to be reimbursed.

10. **Citizens with a foreign degree** who wish to attend single courses, in addition to the above procedures, must submit a copy of their passport and residence permit to Hello Help Desk – Foreign Students.

As provided for by Presidential Decree of March 26, 1970 no. 825, on no account may the courses attended by students coming from foreign universities be taken into account for enrolment in ordinary degree programmes or diplomas.

Non-EU citizens residing abroad must submit a pre-enrolment application to the Italian Embassy or Consulate of their country within the following deadlines:

- August 30, 2019 for courses held in the first semester;
- December 31, 2019 for courses held in the second semester.

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

## **Article 42 – Extracurricular exams pursuant to art. 6 of Royal Decree no. 1269/38**

1. **Two subjects per year.** Students enrolled in bachelor's and master's degree programmes, in addition to the exams included in their degree programme may enrol, in each academic year, in up to maximum two subjects of other Sapienza University degree programmes (included in the 2019-2020 Course Catalogue) of the same cycle and academic system. Such exams cannot be taken into account to average grades, nor the ECTS acquired thanks to them may be counted for the achievement of the degree, but will only added to the students' academic career.



**2. Restrictions:**

- a) students enrolled in bachelor's degree programmes may take exams, pursuant to art. 6, of single cycle master's degree programmes which are not included in years subsequent to the student's year of enrolment;
- b) on no account students enrolled in bachelor's degree programmes are allowed to attend courses and take exams relating to subjects that belong to master's degree programmes;
- c) students enrolled in master's degree programmes are not allowed to attend courses and take exams relating to subjects that belong to bachelor's degree programmes, unless they have been previously authorised by the competent educational bodies;
- d) students enrolled in standard degree programmes are not allowed to attend and take exams relating to tele-teaching courses;
- e) the possibility to take exams pursuant to art. 6 of Royal Decree no. 1269/38 shall take place in full observance of the regulations of each degree programme; students must be therefore acquainted with the Educational regulations of their degree programme as well as with those of the degree programme whose exams they intend to sit.

**3. ECTS to be acquired before taking extracurricular exams.** The resolutions of the Academic Senate of November 30, 2010 and December 14, 2010 established that, in order to take exams pursuant to art. 6 (the table is valid for bachelor's degree programmes, master's degree programmes and single cycle master's degree programmes):

- students enrolled in the first year must have acquired at least 6 ECTS in their degree programme (for some degree programmes the number of ECTS increases to 18);
- students enrolled in the second year must have acquired at least 36 ECTS in their degree programme;
- students enrolled in the third year must have acquired at least 72 ECTS in their degree programme;
- students enrolled in the fourth year must have acquired at least 108 ECTS in their degree programme;
- students enrolled in the fifth year must have acquired at least 144 ECTS in their degree programme.

Students must have already acquired all the above ECTS upon submission of the application.

**4. Irregular students.** Irregular students may take exams pursuant to art. 6 provided that they have gained the ECTS required for the last regular year, according to the standard length of their studies as specified in paragraph 3 above (i.e., students enrolled in a bachelor's degree programme must have acquired at least 72 ECTS, students enrolled in a master's degree programme must have acquired at least 36 ECTS and so on).

**5. How and when to submit the application.**

The application on plain paper may be submitted starting from November 4, 2019 only after acquiring the ECTS indicated in paragraph 3 of this article:

- to the front desk of the Student Office during opening hours;
- from the students' certified email address to Sapienza certified email address [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it);
- from the students' institutional email address (see art. 53) to the Student Office email address, by attaching a copy of a valid ID document.



6. **Note for Medicine and Surgery degree programmes.** Students who wish to submit an application for subjects belonging to single cycle degree programmes in Medicine and Surgery, besides submitting the application to the Student Office must also contact the Educational Affairs Office of the degree programme they wish to attend and whose exams intend to take, in order to be included in the lists of students attending the course. After successfully passing the admission test and changing to Medicine and Surgery degree programme, students cannot benefit any longer from the exam sessions relating to the previous academic year to sit the missing exams pursuant to art. 6, if any.

7. **Note for the Dentistry degree programme.** Students coming from other faculties or degree programmes cannot apply to sit extracurricular exams of the single cycle master's degree programme in Dentistry.

8. **Exceptions for graduands.** Sapienza graduands who intend to enrol in a master's degree programme may apply to take exams referred to in this article, also in derogation of the number of exams provided for each year as per paragraph 1 of this article, only in order to acquire the ECTS required to access the master's degree programme.

## **Section V – CHANGES IN STUDENTS' ACADEMIC CAREER**

### **Article 43 – Transfers to other universities**

#### **1. Deadlines to submit the application for transfers:**

- from July 16, 2019 to November 4, 2019 without any obligation to enrol in the 2019-2020 academic year and only if students are up to date with any outstanding payments up to the 2018-2019 academic year;
- from November 5, 2019 to December 20, 2019 by paying the first instalment of tuition fees of the 2019-2020 academic year;
- from December 21, 2019 to March 30, 2020 by paying the first and second instalment of tuition fees of the 2019-2020 academic year;
- from April 1, 2020 by paying all the instalments of tuition fees of the 2019-2020 academic year.

2. **Submission of the application.** To be allowed to transfer to another university, students must submit the documents listed below within the deadlines indicated in paragraph 1 above:

- a) the application form, carrying a stamp duty, available at [www.uniroma1.it](http://www.uniroma1.it) in the "Student forms" section as well as the attachments indicated in the same form;
- b) payment receipt of € 65 transfer fees (to be paid by means of the paying-in slip available at the Student Office);
- c) authorisation of the university of destination (only for transfers to restricted access degree programmes).

The application carrying a stamp duty, together with the attachments, may be submitted:

- to the front desk of the Student Office during opening hours;
- by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of



interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by attaching a copy of a valid ID document.

3. **Exams.** Transfer is effective from the payment date of the transfer fees. After this date, students are no longer allowed to take exams, to go to lectures, workshops or labs, nor to benefit from the services devoted to Sapienza students.

4. **Withdrawal.** The application for transfer may be withdrawn within 7 days after submission. Withdrawal of application does not entitle to a reimbursement of the transfer fees referred to in the above paragraph 2, letter b).

#### **Article 44 – Transfers from other universities**

1. **Compliance with admission procedures.** Students coming from other Italian universities, from military academies or other higher education military institutions may apply to transfer to a Sapienza degree programme only if it belongs to the academic system pursuant to Ministerial Decree no. 270/04.

Such transfer must comply with the requirements and admission procedures of the selected degree programme.

To this purpose, the rules and deadlines provided for changes of degree programmes referred to in art. 10 of these Regulations shall apply.

2. **Submission of the application.** To transfer from another university, students must submit the application to the university of origin following the procedures required by that administration and submit the following documents to Sapienza University, within the enrolment deadlines provided for each degree programme:

- a. the application for transfer (on plain paper) drafted on the special form available at [www.uniroma1.it](http://www.uniroma1.it) in the “Student Forms” section;
- b. a copy of the application for transfer submitted to the student’s university of origin.

In their application, students must indicate the student ID number that they were issued upon registration on Infostud at <https://www.studenti.uniroma1.it/phoenixreg> and enter the ISEE option in their personal profile (art. 19).

The application on plain paper may be submitted:

- to the front desk of the Student Office during opening hours;
- from the students’ certified email address to Sapienza certified email address [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it);
- from the students’ email address, by attaching a copy of a valid ID document.

Transfer is effective from the payment date of the transfer fees.

3. **Payments.** The Student Office, after carrying out the due controls to verify the admission procedures for each degree programme, will issue the € 65 paying-in slip for the payment of transfer fees. After this payment has been made, the Student Office will issue the paying-in slip for the first instalment of tuition fees (or for the first and second instalment in case of transfers made after November 4, 2019), for the regional tax for the right to education and for stamp duty. Students coming from universities that have their registered office in the Regione Lazio, who 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 same paying-in slips.

4. **Exam recognition and possible programme shortening.** The procedures and deadlines for changes of degree programme indicated in art. 10, paragraphs 2 and 3 shall apply, as well as the notice of paragraph 6. Due to the change in the enrolment year, after the resolution concerning the educational units, Infostud is likely to generate a balance on the amount of tuition fees.

5. **Students with a foreign degree** currently enrolled in Italian universities must go to Hello Help Desk - Foreign students after carrying out the above procedures. Students are reminded that foreign degrees must be validated by the competent Italian Embassies or Consulates. Should the degree be lacking or not in compliance with the provisions of artt. 16 e 17 of these Regulations, the documentation will be returned to the Italian university of origin.

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

7. **Exams.** Students may sit exams starting from the first session available for first-year students of the 2019-2020 academic year (end of the first quarter/semester) once the transfer has been completed and the assessment of the students' academic career of the university of origin, performed by the Programme Area Council, has been recorded on Infostud.

8. **Part-time learning.** Students who wish to change to part-time learning (art. 50) may submit an application from September of the year following that of the transfer.

9. **Transfers from the same programme of other Italian or foreign universities for national or local restricted access degree programmes.** Specific transfer notices are published every year on the webpage of the relating Student Offices, if there are places available for years following the first.

## **Article 45 – One-year interruption of the academic career for health reasons**

1. **Only for health reasons.** Regular students (except part-time students referred to in art. 50) may interrupt their academic career for a whole academic year for serious and prolonged health reasons only, which must be duly certified (art. 9, paragraph 4, of Legislative Decree of March 29, 2012, no. 68).

2. **Submission of the application.** The application on stamped paper must be submitted between September 2 and November 4, 2019, by attaching the suitable documentation which evidences the right to interrupt the academic career. The application can be submitted:

- to the front desk of the Student Office during opening hours;



- by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document.

The interruption of the academic career will be decided within January 31, 2020.

The Student Office, upon the students' request, will send them a copy of the measure of academic career interruption to their institutional email address.

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

4. **Exams and activities relating to the academic career.** Students who benefit from an interruption of their academic career cannot take any exams during the academic year of reference, under penalty of exam cancellation, nor can they carry out any activity relating to their academic career. The year of interruption is neither taken into account to determine the term to achieve the degree nor it adds up to the extra years, if any, following the standard term of the degree programme.

5. **Certificates.** In the same period, students may request some certificates concerning their academic career. Such certificates will attest the period of academic career interruption and the details of the measure authorising it, although, for privacy reasons, they will not state the reason for such interruption.

6. **Resumption of the academic career.** Upon resumption of their academic career, students will have to pay – within the deadline prescribed for the first instalment - a “fixed fee” of € 290 for the year of academic career interruption. Being a “fixed fee”, such amount is not related to the amount of the first instalment of tuition fees provided for the degree programme in the year of academic career interruption. The paying-in slip must be requested from the Student Office. Students having a disability equal to or higher than 66% or a certificate of disability pursuant to art. 3, paragraph 1, of Law of February 5, 1992, no. 104 must pay a € 30 fixed fee.

#### **Article 46 - Resumption of the academic career after a “*de facto*” interruption**

1. **Payments.** If students do not pay any tuition fees for two academic years or more without applying for the academic career interruption referred to in art. 45, they must pay, from September 2, 2019 to November 4, 2019, a fixed fee of € 455 for every year of interruption instead of tuition fees and the accrued additional fees. Such provision also applies to part-time students (art. 50). The paying-in slip must be printed from Infostud.

2. **Students who have only to take the final exam** and who resume their academic career must pay a fixed fee of € 290 for each year of interruption instead of tuition fees and the accrued additional fees (the amount will be entered by the Student Office, that will also issue the paying-in slip). Such students will pay tuition fees according to their ISEE of the year in which they apply to graduate, including the arrears.



3. **Students who discontinue payments for one year only** without having applied for the academic career interruption referred to in art. 45 will pay, besides the tuition fees for the ongoing academic year, the outstanding tuition fees according to the ISEE relating to the year of interruption (if declared), including the additional fees for late payments. If the ISEE relating to the year of interruption has not been declared, such students will pay the outstanding tuition fees according to the ISEE relating to the resumption year.

4. **Students having a disability** equal to or higher than 66% having a certificate of disability pursuant to art. 3, paragraph 1, of law of February 5, 1992, no. 104, or with a severe and prolonged impairment duly certified (pursuant to art. 9 of Legislative Decree no. 68/2012) who have interrupted their academic career and have not exceeded the term for the achievement of the degree, may resume their career by paying € 30 per each year of interruption by way of reimbursement of tuition fees.

5. **Certificates.** The years in which a discontinuance in the payment of tuition fees has been ascertained are taken into account to determine the term of the degree programme and the extra years, if any, following the standard term of the degree programme. The certificates issued by the university during the “*de facto*” interruption carry the last year of actual enrolment (identified with the payment of the first instalment) and the wording “in the academic year ... the student’s administrative position and payments of the ..... academic years are regular”. They also indicate the enrolment in the ongoing academic year.

6. **Exams.** During the “*de facto*” academic career interruption, students cannot take any exams, under penalty of cancellation.

### **Article 47 – Suspension of the academic career for enrolment in another degree programme, continuation of studies abroad**

1. **Who may apply for a career suspension.** Students enrolled in the first or in the following years of a degree programme (with the exception of part-time students as referred to in art. 50) may apply to have their career “suspended” and enrol in a degree programme of a different cycle and class, provided that they meet the requirements needed for the admission to such a programme, that they are regular students and up to date with the payment of tuition fees. It is pointed out that, in compliance with Ministerial Decree of September 28, 2011, issued by MIUR, contemporary enrolment is allowed between first cycle and second cycle degree programmes and Higher Education Institutions in Music and Dance (see art. 9 of these Regulations).

Students enrolled in single cycle degree programmes cannot apply for a career suspension to enrol in bachelor’s degree programmes and vice-versa; in case, they may apply for a change of degree programme.

2. **Submission of the application.** The application, on stamped paper, must be submitted from July 16 and November 4, 2019 or at all events within the deadline for enrolment in the other degree programme.

The application may be submitted:

- to the front desk of the Student Office during opening hours;
- by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of



interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document.

3. **Exams.** Students who suspend their academic career cannot take any exams of the degree programme for which they requested a suspension, for the whole period of suspension, under penalty of cancellation. Such rule also applies to exams relating to academic years preceding the application for career suspension. Upon career resumption, on no account will the studies carried out or the exams taken both in Italy and abroad during that suspension be considered as valid.

4. **Duration of the career suspension.** The duration of the career suspension is equal to the time needed to achieve the other degree. The duration of the career suspension to continue studies abroad is limited to the standard term of the degree programme, regardless of the time spent by the student to achieve the degree.

5. **Resumption of the academic career.** No fees are due to resume the academic career. Students who resume their career must submit to the Student Office an application on plain paper together with a self-certification of the degree achieved (the original certificate is required for studies carried out abroad) or, alternatively, a copy of the withdrawal from the other degree programme. Such application must be submitted within the deadline prescribed for the payment of the first instalment of tuition fees provided for the academic year they are resuming their career in. It is pointed out that degree programmes, over the years, might have been cancelled; therefore students, at the end of their career suspension, might have to change the degree programme they requested a suspension for.

The application may be submitted:

- to the front desk of the Student Office during opening hours;
- from the students' certified email address to Sapienza certified email address [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it);
- from the students' email address, by attaching a copy of a valid ID document.

6. **Continuation of studies abroad.** Students enrolled in a degree programme may apply to continue their studies abroad following the same procedures indicated in paragraph 2 above.

## Article 48 – Withdrawal from studies

1. **Withdrawal from studies entails the cancellation of the students' entire academic career** and therefore the cancellation of all the exams taken.

2. **When and how to submit application.** Students can withdraw from studies at any time. Withdrawal must be submitted by means of a written declaration on stamped paper.

The application may be submitted:

- to the front desk of the Student Office during opening hours;
- by means of registered letter with return receipt addressed to the University of Rome "La Sapienza" Area Servizi agli Studenti – Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document.



**3. Tuition fees and outstanding tuition fees.** Withdrawal does not entitle students to any reimbursement of the tuition fees already paid, though they are not required to pay outstanding tuition fees, if any.

**4. Exam recognition after a new enrolment.** After having withdrawn from studies, it is possible to enrol again in the same or in another degree programme, provided that they belong to an academic system pursuant to Ministerial Decree no. 270/04.

In exceptional cases (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 events, students will have to submit an application on stamped paper according to the procedures provided for in paragraph 2.

ECTS recognition after withdrawal is only possible if students, when applying for exam recognition, have not achieved another degree in another Sapienza or other universities degree programme.

**5. Payments for ECTS recognition.** ECTS recognition entails the payment of a fixed fee of € 290 for each academic year between withdrawal from studies and the application for recognition, up to maximum € 4,500. The paying-in slip must be requested from the Student Office, that will calculate the amount due. If students had outstanding tuition fees when they withdrew from studies, the fixed fee will also apply to academic years with outstanding payments. If the new enrolment takes place during the year immediately subsequent to withdrawal and if students do not have any outstanding payments in the academic year of withdrawal, the sum to be paid is the amount of the tuition fees relating to the academic year of new enrolment and no fixed fee applies. If, on the contrary, students did not pay the tuition fees in the academic year of withdrawal, the sum to be paid is the amount of the tuition fees relating to the academic year of new enrolment (+ regional tax + stamp duty) and also the fixed fee.

Students having a disability equal to or higher than 66% or a certificate of disability pursuant to art. 3, paragraph 1, of law of February 5, 1992, no. 104 will pay a fixed fee of € 30 (+ regional tax + stamp duty).

**6. Withdrawing students coming from other universities.** Applications for ECTS recognition subsequent to withdrawal from studies must be submitted at the same time of the enrolment application in the new degree programme and cannot be submitted in subsequent years. Students must specify on the application for ECTS recognition the student ID number obtained upon registration on Infostud at <https://www.studenti.uniroma1.it/phoenixreg/index.html> and must pay the amounts indicated in paragraph 5 above. The Student Office will retrieve the students' academic career from the university of origin.

**7. Non-EU students having a residence permit.** Withdrawal from studies requested by non-EU citizens with a residence permit for study purposes entails the loss of their residence permit and therefore will prevent them from enrolling in other Italian universities in the same academic year. To enrol in subsequent academic years, students must go to the competent Italian Embassy or Consulate in their country from April to June and follow the procedures provided for.



## Article 49 – Degree programme shortening

1. Students may obtain a degree programme shortening when changing to a new Sapienza degree programme (art. 10), transferring from other universities (art. 44), applying for exam recognition after withdrawal from studies (art. 48) or for exam recognition after forfeiture of student status (art. 34), as a consequence of a change of academic system (art. 38), in case of a new enrolment when students already hold an Italian or foreign degree (art. 17) and, as provided for by the University Educational regulations, if they hold a Professional Master Course or a Postgraduate Course certificate. In the two latter cases, maximum 12 ECTS will be recognised. Students holding an Italian degree shall submit the application to the relating Student Office within the deadline prescribed for enrolment.

## Article 50 – Change to part-time learning

1. **What is part-time learning.** Part-time learning is the opportunity given to all students who cannot spend their time as full-time students, to arrange a study plan with a number of ECTS ranging from 18 and 45 instead of the 60 ECTS per year usually provided for full-time students, in order to avoid becoming irregular, upon enrolment or in the following years.

2. **Exclusions.** Part-time learning does not apply to:

- students enrolled in old academic system degree programmes prior to Ministerial Decree no. 509/99;
- students enrolled in e-learning degree programmes in agreement with *Consorzio Nettuno* and *Unitelma* (art. 26);
- students who exceeded the standard term for the achievement of degree (art. 33), although they have to sit only the final exam. Any submitted applications will be automatically cancelled.

3. **Submission of the application.** The application for part-time learning must be submitted on Infostud starting from 24 hours after payment of the first instalment for the 2019-2020 academic year and within December 20, 2019, by following the procedures available at <https://www.uniroma1.it/it/pagina/infostud-procedura-part-time>. 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 learning application at their email address (if confirmed) and they may cancel their application within 7 days after submission. The faculty accepts applications within January 31 and Infostud communicates the outcome of the procedure to each student by email. The application for part-time learning may be filed only once and, after it has been accepted, students are not allowed to withdraw and go back to full-time learning.

4. **Tuition fee reductions.** Students whose application for part-time learning has been accepted are entitled to tuition fee reduction, to the extent indicated as follows. The tuition fees reduction applies from the year of enrolment in part-time learning to the instalments following the first one, and on no account is retroactive.

a. **Bachelor's degree programmes.** Students who enrol in a bachelor's degree programme, without prejudice to the regional tax, pay tuition fees as follows:



- 1<sup>st</sup> and 2<sup>nd</sup> year of part-time learning: 90% of the tuition fees due;
  - 3<sup>rd</sup> year of part-time learning: 80% of the tuition fees due;
  - subsequent years of part-time learning: 60% of the tuition fees due.
- b. **Master's degree programmes.** Students who enrol in a master's degree programme, without prejudice to the regional tax, pay tuition fees as follows:
- 1<sup>st</sup> year of part-time learning: 90% of the tuition fees due;
  - 2<sup>nd</sup> year of part-time learning: 80% of the tuition fees due;
  - subsequent years of part-time learning: 60% of the tuition fees due.
- c. **Single cycle master's degree programmes.** Students who enrol in a single cycle master's degree programme, without prejudice to the regional tax, pay tuition fees as follows:
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of part-time learning: 90% of the tuition fees due;
  - 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year of part-time learning: 80% of the tuition fees due;
  - subsequent years of part-time learning: 60% of the tuition fees due.
5. **Reductions for irregular students.** A 50% increase in tuition fees applies to students who in the 2019-2020 academic year enrol as irregular students from the 3<sup>rd</sup> year beyond the standard term of the degree programme on (i.e., third "irregular" year, fourth "irregular" year and so on). Such students can avoid the tuition fees increase if they submit the application for part-time learning according to the procedures indicated in this article (Board of Directors of April 19, 2011). Students who have paid the first instalment of tuition fees in an increased amount, after changing to part-time learning will be granted a balance when paying the third instalment.
6. **Validity of tuition fee reductions.** Tuition fee reductions for students benefitting from part-time learning are valid throughout the agreed term only; students who become irregular will have to pay tuition fees in the standard amount according to their ISEE for the right to academic education with a 50% increase, starting from the first "irregular" year (Board of Directors of June 14, 2011).
7. **Term to achieve the degree.** Students enrolled in part-time learning must take all the exams within twice as many years as those agreed upon for their study plan. To make an example: if the agreed time is 4 years, exams must be successfully taken within 8 years. After such term, the ECTS acquired can be no longer deemed as suitable to achieve the degree and the Programme Area Council, after carrying out the required verifications, establishes any additional learning requirements to be fulfilled in order to achieve the degree.
8. **Graduation before the end of the agreed term.** Students may also obtain their degree before the end of the agreed term, but in order to sit the final exam they shall have paid the tuition fees relating to the entire agreed term.  
In such cases, the lump-sum amount of tuition fees will be determined according to:
- the students' 2019 ISEE for the right to academic education;
  - the amount of tuition fees provided for the academic year in which the student graduates;
  - the reduction provided for the remainder of term.



9. **Changes of degree programmes.** In the event of a change of degree programme (art. 10) or of academic system (art. 38), students already enrolled in part-time learning can submit again the application from November of the year following that of change of degree programme or of academic system. As regards the financial aspects, students will be enrolled in the first year of part-time learning in the year in which they apply for change to part-time learning; the academic year and the study plan will be instead determined by the competent Faculty bodies, according to the students' academic career.

10. **Incompatibility.** Students who choose part-time learning cannot apply for the interruption of academic career (art. 45) or for suspension of academic career (art. 47), nor can they apply for the family bonus referred to in art. 28 of these Regulations or, in the same year of their change to part-time learning, apply for a degree programme shortening (art. 49).

11. **Term of degree programme for redemption of years of studies for pension purposes.** The students' choice to enrol in part-time learning does not modify the "standard term of degree programme" for redemption of year of studies for pensions purposes. Certificates will therefore specify "standard term of degree programme" for legal purposes, and "agreed term of degree programme", that refers to the educational organisation of the same degree programme.

## **Section VI - CERTIFICATIONS, COMMUNICATIONS AND REQUESTS**

### **Article 51 – Self-certifications and certificates**

1. **Self-certifications.** Students can issue self-certifications both about their academic degree and the list of exams taken, except when submission of certificates is expressly required, in particular for educational activities carried out abroad. (Presidential Decree no. 445/2000 and further amendments).

2. **Verification of self-certifications.** In the event that students submit self-certifications, the procedure relating to the self-certification will be suspended until the truthfulness of such statements has been verified. Such confirmation must come from the Institution that holds the self-certified data (i.e., INPS, Municipalities, other universities and so on).

3. **Certificates downloadable from Infostud.** It is possible to print from Infostud, without going to the Student Office, certificates attesting enrolment, the exams taken, graduation, the standard term of the degree programme for redemption of years of study for pension purposes. Degree certificates with the list of the exams taken are available on Infostud only for students who achieved their degree from the 2004-2005 academic year on. Degree certificates without the list of exams taken, on the contrary, are available for all students who graduated after 1990.

4. **Digital stamp.** Infostud affixes a digital stamp on certificates that gives them the same legal value as that of certificates issued by the Student Office and that enables the requesting body to verify its truthfulness. Students must place a stamp duty on the certificate printed from Infostud.



5. **Certificates requested from the Student Office.** Certificates that cannot be downloaded from Infostud can be requested from the Student Office also verbally, by taking a valid ID document and a stamp duty. Certificates issued at the front desk can be exclusively delivered to the person concerned or to an authorised representative, provided with a proxy of the concerned student, with his/her own ID document and a copy of the latter's.

6. **Certificates valid abroad.** To obtain a certificate translated and/or valid abroad, students may request from the Student Office a certificate on stamped paper to be valid abroad (undersigned by an authorised Sapienza official whose signature has been filed with the Prefecture); may request on their own initiative the legalisation of their certificate from the Prefecture to use it abroad; may have diplomas and certificates translated by a sworn translator registered with the Register of Translators in the Italian Courts or with the lists of sworn translators of the Consulates or Embassies of the countries of destination. In some cases, the Diploma Supplement referred to in paragraph 7 of this article could be requested.

7. **Diploma supplement.** For degree programmes belonging to the academic system pursuant to Ministerial Decrees no. 509/99 and 270/04, Sapienza University issues, as an additional certificate to each degree, a document including extra information about the students' academic career, in compliance with the EU standards. The Diploma Supplement is issued in Italian and in English only for graduates of bachelor's and master's degree programmes and may be requested free of charge from the Student Office. The Diploma Supplement requested for use abroad will include the university's stamp and the signature of the official in charge.

8. **Ban on certificate issue.** Students may be issued certificates including information on their academic career if their payments for tuition fees, additional fees for late payments and regional tax are up to date.

Students who fail to pay tuition fees within the prescribed deadlines will not be allowed to request certificates until they regularise their payments, nor may they submit the relating self-certifications to any third parties.

9. **Payments.** Students who carried out a "*de facto*" suspension from studies at Sapienza University, a withdrawal from studies or who exceeded the standard term to achieve the degree and who request a certificate of studies on stamped paper from the Student Office, must also pay a € 5.16 administrative fee for each certificate requested. Administrative fees have to be bought at the Bursar's Office.

10. **Verification of the degree and academic career by any third-party bodies.** If students appoint any third parties (foreign universities, agencies for degree recognition abroad and so on) to acquire data relating to their academic career and/or to the achievement of their degree from this University, they must undersign a written authorisation for the third party, by attaching a copy of a valid ID document, as well as a disclaimer for this university by using the form available at [www.uniroma1.it/modulisticastudenti](http://www.uniroma1.it/modulisticastudenti).



## Article 52 – Mandatory postgraduate internship

1. **Degree programmes providing for a mandatory internship.** The postgraduate internship is mandatorily provided for by the academic system of degree programmes in Psychology, as a requisite to take the State examination and to exercise the profession.

2. **How to apply.** In order to take the State examinations, Psychology graduates must attend the annual postgraduate internship, organised in two consecutive semesters that start on March 15 or on September 15.

Graduates must apply for the internship by accessing “*Gestionale Tirocini*”, the new platform that has enabled students to carry out online all administrative procedures for professional internships, within the deadline of March 14 or September 14. Access is made using the same Infostud credentials.

In “*Gestionale tirocini*” candidates may find the list of the bodies with which there is an agreement, with the indication of the number of available places.

The instructions to make the online application for the internship, through “*Gestionale tirocini*”, are available on the webpage of the Faculty of Psychology.

Together with the submission of application, it is necessary to pay € 75 by means of the special paying-in slip that must be printed from Infostud.

3. **Certification.** The Student Office records the internship in the students’ academic career and issues the relating certificate.

4. **Pharmaceutical chemistry and technology (old academic system).** The procedures for the mandatory postgraduate internship for students enrolled in Pharmaceutical chemistry and technology degree programmes belonging to the old academic system before Ministerial Decree no. 509/99 may be requested from the Student Office of the faculty of Medicine and Pharmacy.

## Article 53 – Use of the institutional email

1. **Sapienza University has activated a free email service for its students.** The email account becomes available for each student 24 hours after the payment of the first instalment of tuition fees and remains always operating, even after graduation.

The university will exclusively use the institutional email address for all the official communications to students, including those issued after successful exam booking and exam recording in the students’ academic career.

Students are bound to activate their institutional email account by following the procedures indicated at [www.uniroma1.it/emailstudenti](http://www.uniroma1.it/emailstudenti) and to use it for any communications with the university.

## Article 54 – Student opinion

1. **Survey on student opinion.** During their academic career, students have to fill-in mandatory questionnaires provided for by the competent authorities (MIUR – Ministry of



Education, University and Research, ANVUR – National Agency for the evaluation of Universities and so on).

### **Article 55 – Requests in derogation**

1. Any requests made in derogation of the provisions of these Regulations can be submitted to the Student Office by means of a written request on stamped paper. The request form is available at [www.uniroma1.it](http://www.uniroma1.it) in the “Students forms” section.

The request can be submitted:

- to the front desk of the Student Office during opening hours;
- by means of registered letter with return receipt addressed to Settore Segreteria studenti of \_\_\_\_\_ (indicate the relating faculty or the Student Office in case of interfaculty degree programmes) – Piazzale Aldo Moro, 5 – 00185 Rome, by enclosing a copy of a valid ID document.

In case any requests in derogation were submitted, the Student Office shall:

- receive the requests;
- communicate to students the result of such requests to the institutional email address referred to in art. 53 of these Regulations.