



Università degli Studi “Gabriele d’Annunzio”
Chieti – Pescara

Study Guidelines

Academic Year 2024-2025

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Sect. 1 - GENERAL INFORMATION

1.1 - Introduction

The Study Guidelines of the Academic Year 2024/2025 provide all the information about the courses of the Università degli Studi "G. d'Annunzio" di Chieti-Pescara (herein referred to as University or Ud'A) and the main concerning regulations to manage a student's studies.

Fees are arranged, based on your family's economic conditions, according to the ISEE Certification for the right to education (ISEE-U).

Please note that for the regulations about the ISEE-U Certification, university fee payments and exemptions, you should check the *University Fee Regulations*, which is attached to these *Guidelines*.

1.2 - Academic Year

The 2024/2025 Academic Year begins on **1st October 2024** and it ends on **30th September 2025**.

The **academic calendar** begins on **1st October 2024** and it ends on **30th September 2025**.

1.3 - Simultaneous enrollment in two courses

You can be simultaneously enrolled in two courses in different Universities, Schools or Istituti Superiori a ordinamento speciale and Istituti di Alta Formazione Musicale e Coreutica (AFAM) – herein referred to as "Institutions".

The simultaneous enrollment is allowed also at Upper Educational Institutions abroad.

For more information on the requirements and terms to enroll at Ud'A, please visit <https://www.unich.it/didattica/iscrizioni/iscrizione-contemporanea-due-corsi-di-studio>.

A student with a simultaneous enrollment is allowed to choose the part time mode as reported at [par. 1.5](#) of [this Section](#).

1.4 - Student status

The Ud'A Student status is acquired after enrollment, which is finalised by paying the first installment of the fees. Specifically:

- a) by paying enrollment fees, you have the status of **students with active and regular studies**;
- b) by not paying fees regularly, you have the status of **student with active but irregular studies; this causes the management system Esse3 to lock the registration of your exams**. Until you do not pay the overdue fees, you are not allowed to attend classes, to register for your exams, to have certifications, to have exemptions, to access scholarships and general benefits from the University, to be transferred to a different University or Course and to enroll at the following year. **Exams, which have been passed during the irregular status, are not registered until you do not pay the overdue fees**. The Management system Esse3 locks the registration of an exam also when your payments are regular at the moment of registration for the exam, but they are irregular at the moment of passing it.

The student status ends and the studies end when loss of student status, withdrawal or graduation occur.

1.5 - Part time or full time

When enrolling online, **the ordinary time for the studying activities is set as full**. This means that each year all the credits of your curriculum have to be earned.

If you believe to not be able to attend classes continuously, during the ordinary time, you can opt for the part time and the degree is awarded in twice as much the ordinary duration of the course (without exceeding the legal duration).

Once there are no obstacles set by the Course Regulations, the students can opt for the part time, when enrolling online, in any year of the course, as long as within the legal duration (**this option is not available for the students who exceed the legal duration of the course**).

This option has to be chosen by 31st January 2025 and it has to be finalised by the same date, or it will not be accepted, by delivering or submitting, via e-mail at the Segreteria Studenti, the curriculum form of the course, which is available in the [Modulistica Generale di Ateneo](#) section.

The curriculum proposed – which needs to be approved by the Board of the course – has to meet all the propaedeutical requirements of the course curriculum.

The amount of credits that a part time student has to earn **may be not over 36 and not under 24**.

A part time student is committed for two consecutive Academic Years: **passing from part time to full time is allowed only after attending two part-time years and it can be obtained only at the moment of enrollment**.

Enrollment deadlines for a part time student are **the same as for a full time student**.

The due fees are 50% of the full-time fees, please see par. 2.6 of the *University Fee Regulations*. The Regional Tax for the right to education and the stamp duty are to be paid entirely every year.

For more information on part time, please refer to [Regolamento per l'iscrizione a tempo parziale degli studenti ai corsi di studio dell'Università "G.d'Annunzio" di Chieti-Pescara](#).

1.6 - Communications and notification of administrative provisions

At the moment of enrollment, this University assigns each student an e-mail address as follows: name.surname@studenti.unich.it. This e-mail address, free and available for the whole duration of the course, **is an institutional address for the University to deliver all communications/notifications, notices and information**, including notices of starting procedures for modification and/or closing of your studying career (exam cancellation, loss of student status etc...)

When you graduate, the mail box will remain active for a year, at the end of which, without a different career in the University, it will be disabled.

In case of a transfer to a different University, or loss of student status, or withdrawal and in case of any career end, the mail box remains active for six months, at the end of which, without a different career in the University, it will be disabled.

The mailbox can be accessed on the University website at https://www.unich.it/webmail_studenti, also through the upper menu on each page of the website.

If communication/notification is not possible or particularly difficult because of the large amount of recipients, pursuant to the laws on the administrative procedure and on privacy protection, **the University will post the communication on the University Notice Board – Avviso Studenti section**. The end terms of the administrative procedures for a student's career are on the University website in the "Amministrazione trasparente" pages.

1.7 - University fee payment methods

To pay the University fees (e.g.: enrollment fee, graduation fee) you have to access the menu "MYPAGE", at <https://udaonline.unich.it> on the University website, and select SEGRETERIA > PAYMENTS.

In this section, you can find the amount to be paid and you can choose between:

- **immediate payment:** by clicking on "Pay by PagoPA" and selecting one of the authorised payment services;
- **deferred payment:** by clicking on "Print PagoPA Bill", print the payment bill to bring to one of the authorised services (e.g. post office, ecc.) or to one of the banks on the list at: <https://www.pagopa.gov.it/it/prestatori-servizi-di-pagamento/elenco-PSP-attivi/>.

The payment will appear in the management system on the next days.

Please note that you have to check the home banking time schedule of your bank: in many banks there is no home banking service after the working hours and the transactions are computed the next working day. This is particularly important if you pay on the deadline day as there is a real risk of a late fee.

Sect. 2 - COURSES

.1 - Courses and post-lauream education

Courses at Università degli Studi "G. d'Annunzio" are:

- first cycle – Bachelor Degree;
- second cycle – single cycle Master's Degree (5 or 6 years duration);
- second cycle – Master's Degree (2 years duration);

which can be:

- open access (no limited access);
- national limited access and entrance test;
- local limited access and entrance test.

Programs are available at: <https://www.unich.it/offerta2324it>

To enroll in first cycle and second cycle single cycle courses with open access there is an exam on your basic knowledge, which you need to pass before or after enrollment.

To enroll in first cycle and second cycle single cycle courses with limited access there is an entrance test, which is available each academic year.

To enroll in second cycle courses you need to have specific requirements that are set in the course regulations and a proper personal education.

Information on the tests are available on the University website at: <https://www.unich.it/percorsi/futuri-studenti>. For the specific requirements information you can read [par. 3.3](#) below.

The University post-lauream education is provided by:

- Specialization schools (www.unich.it/didattica/post-lauream/scuole-di-specializzazione)
- PhD (<https://www.scuolasuperiore.unich.it/>)
- I and II cycle Master courses (<https://www.unich.it/didattica/post-lauream/master>)
- Postgraduate Courses, Permanent and Regular Training, Teacher Training Courses, Special Needs Courses, Public Exam Courses (<https://www.unich.it/didattica/post-lauream/>)
- Schools as *International Summer and Winter Schools* (information is available on the corresponding Department website).

3.1 - Introduction

This Section contains information for students from:

- Italy with an Italian or foreign degree,
- European Union living anywhere (including Norway, Iceland, Lichtenstein, Confederazione elvetica, Republic of San Marino and the Holy See),
- Citizens that are equivalent to Italians (non EU citizens who live in Italy, refugees, stateless people and/or people under international protection),
- EU program scholarship owners,
- Students of courses that are jointly programmed by two or more Italian and foreign universities.

3.2 - Admission in courses and single cycle master's degree courses

To access the Courses and Single Cycle Master's Degree Courses you are required to have one of the following degrees:

- Five or four-year upper secondary education.
- Foreign upper secondary education that is acknowledged as eligible

For open access courses, there is no limit of positions but you have to pass a test about your basic and specific knowledge on the course. All requirements and the credit recovery (OFA), in case the test is not passed, are set in the Course Regulations.

For the national or local limited access courses, the maximum number of students accepted is set every year: all information about enrollment, access tests and fees are in the call for admission on the University website at <https://www.unich.it> *Didattica* → *Iscrizioni* → *Corsi ad accesso programmato A.A. 2024/2025*.

Enrollment in the Courses is available **only online** at <https://udaonline.unich.it> and it is finalised only by **paying the enrollment fee** (fixed fee € 156,00, including the regional tax and the stamp duty).

For open access courses, you have to enroll:

- **from 1st July to 5th November 2024**, without a late fee;
- **from 6th November 2024 and only by 31st January 2025** with a late fees as in [Attachment 1 – Summary of fulfillments, deadlines and fees](#) attached to these *Guidelines*.
No enrollment is allowed after 31st January 2025.

For the Limited Access Courses, you have to enroll **according to the rules in the corresponding calls**.

3.3 - Admission to two-year master's degree courses

3.3.1 - Requirements and access

To access the two-year Master's Degree Courses you need to have:

- A Bachelor Degree or a Single Cycle master's Degree
- A three-year university degree
- A degree that is equivalent to the above degrees that is awarded abroad and acknowledged as eligible.

For the open-access two-year Master's Degree Courses admission is subject to pre-evaluation as follows.

3.3.2 - Pre-evaluation for admission to open access Master's Degree Courses

Pre-evaluation is available for:

- students with a degree as required by the Course;
- students who are enrolled in the Bachelor Degree Course and who have earned all the credits required by their curriculum, except for the graduation exam credits.

Pre-evaluation is available online from 1st July 2024 to 11:59 PM of 30th April 2025.

Pre-evaluation procedure:

1. go to <https://udaonline.unich.it>.
2. New users please select "REGISTRAZIONE" from the menu on top right and enter your personal details or enter your SPID. Enter the password you chose to obtain your access username through confirmation of the "registration", then enter "Area Riservata" with your username and password or by "Entra con SPID", if any.
3. Users with a username and a password DO NOT need to register but in "Area Riservata" (MENU on top right) you have to "LOGIN" or "Entra con SPID", if you owe it,
4. After login, select "SEGRETERIA" - "PREVALUTAZIONE" and attach the documents required (students who awarded a degree, this is self-acquired).
5. After finishing, close the online procedure.

Please note that a pre-evaluation can be submitted to more than one Master's Degree Course.

The course Commission will evaluate the requests and the results will be:

- a. **passed** for enrollment in the Master's Degree Course:
 - **if you have a degree on the date of the pre-evaluation submission, you can enroll** only after receiving eligibility via e-mail (from no-reply@unich.it). Enrollment is available **by 5th November 2024 or by 10 days from the communication via e-mail**. Later than these dates there will be a supplementary fee as in [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*.
 - **If you have earned all the credits (CFU), except for the graduation exam, at the date of the pre-evaluation submission, you can enroll** (see. [par. 3.3.3](#)) while waiting for your degree to be awarded or **by 10 days after awarding the degree**, in both cases without a late fee. Later than this date there will be a supplementary fee as in [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*;
- b. **final result pending** when the Commission needs to test your knowledge. In case you pass the test, you can enroll to the Master's Degree Course, according to information in a);
- c. **not passed** for requirements lacking. In this case, you have to follow the Commission's information about the necessary integrations you have to add and then you have to request a new pre-evaluation by the date in these *Guidelines*.

Please note that pre-evaluation requests and results are valid only for A.Y. 2024/2025.

3.3.3 - Provisional admission to access tests and pre-enrollments in the Degree Master's Courses

Provisional admission: if you still have to award your degree at the date of your application to the access test, you will be admitted to the access test, providing that you award your degree by the date on the call.

Pre-enrollment: once you passed your pre-evaluation to access an open access Master's Degree Course – you can pre-enroll despite you did not award your degree yet, as long as you have all the CFU of your curriculum, except for your graduation exam. By pre-enrolling, you can take part in all the course activities (i.g. classes, labs etc.) but you cannot sit at exams nor have certifications before you award your degree.

Pre-enrollment ends in the following cases:

- a) **by awarding your degree by the 4th session of the Academic Year 2023/2024. If you awarded your access degree in a different University**, you have to self-certify it to the Segreteria Studenti of the course where you pre-enrolled;
- b) **no degree awarded by the 4th session of the Academic Year 2023/2024.**

3.4 - Enrollment with acknowledgement of credits

Enrolling at a University course, you may request an acknowledgement of the University Educational Credits (CFU) you previously earned.

The acknowledgement of credits can be requested after withdrawal or loss of student status, after awarding an equivalent cycle university degree, after a university transfer or change of course.

It is possible to request an acknowledgement of training activities and certified professional skills.

The credits that have already been acknowledged in the bachelor degree course cannot be acknowledged again in the master's degree course.

The request has to be submitted to the corresponding Segreteria Studenti with the form available on [Modulistica Generale di Ateneo](#). Costs are available in the *University Fee Regulations*.

3.4.1 Pre-evaluation of previous studies

You can request a pre-evaluation of your previous studies to have your credits acknowledged once you enrolled in an Ud'A course.

You can request a pre-evaluation for more than one course. Enrollment is not mandatory after the pre-evaluation of previous studies.

The request has to be submitted to the corresponding Segreteria Studenti with the form available on [Modulistica Generale di Ateneo](#). Costs are available in the *University Fee Regulations*.

If you decide to enroll, you have to send a request for the acknowledgement of credits according to [par. 3.4](#) above, the pre-evaluation fee will be deducted from the acknowledgement fee.

3.5 Online first year enrolment procedure

For the enrollment procedure, you have to provide:

- ✓ a digital copy in pdf or jpg format of your ID in both faces;
- ✓ a digital copy in pdf or jpg format of your fiscal code;
- ✓ a mugshot in jpg or jpeg format with at least 200 dpi resolution and 480x480 pixel size – max 2MB
- ✓ a valid visa in pdf format for non EU students legally living in Italy.

Online first year enrolment procedure

1. Go to <https://udaonline.unich.it>;

if you are a new user, without a username and a password, you have to select "REGISTRAZIONE" or "REGISTRAZIONE CON SPID", in case you have a SPID, from MENU on top right, then follow the steps;

if you already have a username and a password after previous registrations at Udaonline YOU DO NOT have to register but from "MENU" on top right, in "Area Riservata, autenticarsi alla voce "LOGIN" you have to enter your user id and your password or use "Entra con SPID", if you have a SPID.

2. After login, select "SEGRETERIA" - "ENROLMENT" from menu.

3. Choose a type of enrollment:

- A. **STANDARD ENROLLMENT**: students who enroll for the first time;
- B. **ENROLMENT BY INCOMING TRANSFER**: students who enrol after transferring from a different University;
- C. **ENROLMENT AFTER WITHDRAWAL/LOSS OF STUDENT STATUS**: students who enrol after withdrawal/loss of student status both in in this or a different University;
- D. **ENROLMENT BY A DEGREE**: enrolment after awarding a same or upper-cycle degree;

Please note that with enrollments at items C and D you can request an acknowledgement of the credits you earned in your previous degree at Segreteria Studenti of the course (see par. 3.4 for acknowledgement requests).

With enrolments at item B your credits are acknowledged by default according to your curriculum which has been delivered by your previous University.

1. Select the Course you chose:
 - Bachelor degree course (three years)
 - Single cycle master's degree course
 - Master's degree course (two years)
2. End your online enrollment procedure by following the steps.
3. Complete your enrollment by paying the first installment (€ 156,00 including the regional tax and the digital stamp duty) according to [par. 1.8](#) above.

Sect. 4 - ENROLMENT RENEWAL

4.1 - Enrolment renewal procedure

The enrolment renewal after the first year is not by default and you have to renew it only online by accessing MYPage at <https://udaonline.unich.it> "SEGRETERIA" → "ENROLMENT" → "RENEW/CHANGE ENROLMENT" following the steps

Please note that to renew your enrolment, your previous year payments have to be in order. When renewing their enrollment, foreign students must attach the receipt of their up-to-date visa.

Your enrolment renewal can be paid according to [par. 1.8](#) above.

4.2 - Enrolment renewal deadline

4.2.1 - General deadline

You can renew your enrolment:

- **from 1st July 2024 to 5th November 2024** without late fees;
- **from 6th November 2024 and by 31st January 2025** with late fees according to [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*.

After 31st January 2025 you cannot use the online procedure and you can renew your enrolment only by **Nulla Osta del Magnifico Rettore** to be requested by sending the form at https://www.unich.it/sites/default/files/richiesta_nulla_osta_iscrizione_fuori_termine.pdf to the e-mail address segreteria@unich.it or registered e-mail ateneo@pec.unich.it.

For the Nulla Osta request there is a fee of **€ 250,00** and **late fees on the 2nd and 3rd installments, in case they are expired.**

This request is accepted until 30th April 2025 and if you are **interested in a tax reduction, you already have to own a VALID ISEE-U 2025 certification** (to be attached to the request); **otherwise, you are going to pay the maximum fees.**

In case your late enrollment request is OVER 30th APRIL 2025 you need a valid ISEE-U 2025 certification, you will have a further fee of € 250,00, so the total amount would be of € 500,00.

Once the Segreterie Studenti receive the approval after the Nulla Osta, they will notify you, so you can proceed with payments. In case of lack of payment, your career will be blocked.

4.2.2 - Outgoing transfer

If you wish to transfer to a different university, you do not have to renew your enrollment (see. [par. 5.2](#) below).

4.2.3 - Graduating students

If you consider to graduate by the 2nd, 3rd or 4th session of A.Y. 2023/2024, **you apply online for your graduation and pay the fee**, you do not have to renew your enrollment for A.Y. 2024/2025.

In case you do **not graduate** in the sessions above, it may occur:

- a) **you did not graduate because you did not complete the exams on your curriculum:** you have to **renew your A.Y 2024/2025 enrollment** – by request to the Segreteria Studenti – **by 10 days since the end of your former graduation day.** Over this deadline, you have to pay late fees. According to [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached here. **You have to own a valid ISEE-U certification**, otherwise you are going to pay the maximum fees.
- b) **you did not graduate but you completed the exams on your curriculum** (except for your graduation exam): you are a “student with graduation exam left” (see [par. 4.2.4](#) below).

4.2.4 - “Graduation exam” students

If you are a student who completed all the exams on your program and in the A.Y. 2024/2025 you have only your graduation exam left to take your degree.

In this case, you can enroll any day of the academic year 2024/2025, but before the deadline for the graduation application, without late fees and **by paying only the 1st and 2nd instalments.** In case you do not graduate by the 4th graduation session of the A.Y. 2024/2025, you have to pay also the 3rd installment without any late fee.

You have to own a valid ISEE-U certification, otherwise you are going to pay the maximum fees.

5.1 - Introduction

For details about **transfers and course changes of each open access course**, please check the rules and information on each **Department website**.

For the **limited access Courses** you can check the information in each **call** on the University website at <https://www.unich.it> through *Didattica* → *Iscrizioni* → *Corsi ad accesso programmato A.A. 2024/2025*.

5.2 - Outgoing transfer

For an outgoing transfer you have to apply online at <https://udaonline.unich.it> to access your personal page, then select from the menu "CARRIERA" → "TRASFERIMENTO".

You must have your enrollments and payments in order up to the A.Y. 2023/2024 and before.

Starting from the outgoing transfer date, you cannot carry out activities (i.g.: passing exams, requesting acknowledgements, passing exams abroad in the Erasmus programme, etc.).

5.2.1 - Terms to apply for outgoing transfer

- ✓ **From 1st July 2024 to 5th November 2024, you do not have to enroll at the A.Y. 2024/2025** and you have to pay an outgoing transfer fee (€ 150,00) and stamp duty (€ 16,00);
- ✓ **from 6th November 2024 to 31st January 2025 you must enroll at the A.Y. 2024/2025** by paying the 1st installment, the outgoing transfer fee (€ 150,00) and the stamp duty (€ 16,00).

In case you passed exams in the 4th session of the A.Y. 2024/2025, if you are interested in an outgoing transfer, you have to pay the 2nd installment out of 3 or the 2nd and the 3rd installments out of 5.

Please note that after 31st January 2025 it is no more possible to apply for a transfer to a different university for the academic year 2024/2025.

After your online application, you have to send to your Segreteria Studenti:

- ✓ a signed copy of your transfer application;
- ✓ your exam book, if any;
- ✓ nulla osta or a document that proves an available place at the university where you go, if it is a limited access course.

5.3 Incoming transfer

To transfer to Ud'A, you have to apply for transfer at your outgoing University that will provide us with your leaving certificate with all your exams passed.

For transfers to limited access courses (nationally or locally), you have to enroll according to the rules in the course call.

For transfers to open access courses, you can enroll in Ud'A according to the rules and deadlines in "[SECTION 3 – ACCESS AND ENROLMENT IN COURSES](#)" of these *Guidelines*.

The incoming transfer fee is € 50,00 (in addition to the enrollment fee), **to pay according to [par. 1.8](#) of these *Guidelines*.**

Please note that if you do not enroll by the due deadline, the Segreteria Studenti will return your leaving certificate to your outgoing University.

After 31st January 2025, transfer applications are no more allowed for the academic year 2024/2025.

5.4 - Change of Course

To change your course, **you have to renew your enrollment at the A.Y. 2024/2025 in your outgoing Course according to "SECT. 4 – ENROLMENT RENEWAL"** and then **you can apply online for the change of course** through the link <https://udaonline.unich.it> to access your personal page, then "CARRIERA" → "PASSAGGIO DI CORSO".

The change of course fee is € 50,00 to pay according to [par. 1.8](#) of these *Guidelines*.

The procedure needs to be completed by submitting to your Segreteria Studenti:

- ✓ a signed copy of your change application;
- ✓ your exam book, if any;
- ✓ nulla osta or a document that proves an available place at the course where you go, if it is a limited access course.

After 31st January 2025 change of course applications are no more allowed for the academic year 2024/2025.

5.5 - Change of curriculum

To change your curriculum within your Course **you have to renew your enrollment in the A.Y. 2024/2025** according to **"SECT. 4 – ENROLMENT RENEWAL"** then you can request to your Segreteria Studenti how to change your curriculum.

The change of curriculum fee is € 50,00 and a stamp duty of € 16,00, to pay according to information in [par. 1.8](#) of these *Guidelines*.

After 31st January 2025, change of curriculum applications are no more allowed for the academic year 2024/2025.

6.1 - Interruption of studies

An "interruption" of studies is a temporary stop of your studies. You can request an interruption **for one or more years** (also not continuously) **as long as not more than the regular number of years of the Course** (i.g: max 3 academic years of interruption for a bachelor degree course).

All exams passed before interruption remain.

During interruption, you owe no fees but you cannot carry out activities (pass exams, change your curriculum, apply for a credit acknowledgement, pass exams abroad through the Erasmus programme, graduate etc).

The interruption years are not computed for the loss of the student status.

Only for non EU students who live abroad (outside EU): the interruption of your studies can affect your visa application in Italy and your position regarding the immigration regulations in the Schengen area, so it is necessary to contact Police to check your situation.

You can apply for interruption for the following reasons:

- child birth or adoption in the academic year;
- severe and extended illness, duly certified, lasting not less than 6 months and for the entire illness duration;
- severe illness of one of your relatives, duly certified, lasting not less than 6 months and needing caregiving;
- events which worsen your family's economic conditions (unemployment after job termination) with due certification;
- enrollment in Italian military schools until the end of the course;
- for foreign students: military service in your home country for the entire duration;
- enrollment in a different course which is allowed for a contemporary enrollment.

You must apply for interruption for the following reasons:

- enrollment in courses which are incompatible with the University;
- research fellowship for its entire duration, in case of a contemporary enrollment in the university courses, PhD with a scholarship, medical schools, in Italy and abroad.

6.1.2 - Interruption terms

You have to apply for interruption by submitting the form available in [Modulistica Generale di Ateneo](#) to your Segreteria Studenti.

For the application a **stamp duty € 16,00** is required and it has to be submitted at the **beginning of the academic year**, except for unexpected reasons which occur during the year.

The interruption of studies has to be renewed by application each academic year until you recover your studies.

In case the interruption has been submitted during the year, **the enrollment installments you already paid will not be reimbursed, nor they can be computed for the recovery A.Y.**

6.1.3 - Recovery of studies after interruption

When recovering your studies after interruption, you have to check your position at your Segreteria Studenti and submit the recovery form available in [Modulistica Generale di Ateneo](#).

You have to apply for the recovery of studies by the enrollment deadline. In case your recovery occurs in the same A.Y. of interruption, you have to pay all the due installments (without late fees).

6.2 - Block on studies

Studies are blocked when you do not renew your enrollment in the academic year.

During the block you are not allowed to carry out activities (pass exams, change your curriculum, apply for a credit acknowledgement, pass exams abroad through the Erasmus programme, graduate etc).

The years of block on your studies are computed for the loss of student status.

Only for non EU students who live abroad (outside EU): the block on your studies can affect your visa application in Italy and your position regarding the immigration regulations in the Schengen area, so it is necessary to contact Police to check your situation.

6.2.1 - Reconjunction of studies

To recover your studies after an interruption you have to contact your Segreteria Studenti to check your position for a **reconjunction of studies**.

For the reconjunction of studies, you have to:

1. pay the **reconjunction fee of € 150,00 for each academic year you interrupted your studies and a stamp duty of € 16,00;**
2. fill up the form available in [Modulistica Generale di Ateneo](#) and submit it to your Segreteria Studenti.

Following the reconjunction, you have to **renew your enrollment by the due deadline**.

6.3 - Withdrawal from studies

A withdrawal is an **irreversible action** that closes your studies permanently.

The fees you paid will not be reimbursed.

All the exams you passed before your withdrawal remain valid and registered in your curriculum as long as they are passed with fees regularly paid.

You can apply for a withdrawal **any day of the Academic Year**.

For a withdrawal, you have to:

1. pay the **withdrawal fee of € 50,00 and the stamp duty of € 16,00**
2. fill up the form available in [Modulistica Generale di Ateneo](#) and submit it to your Segreteria Studenti.

Only for non EU students who live abroad (outside EU): a withdrawal from studies causes your visa requirements for Italy to drop. When you withdraw from studies and you want to enroll again in the same or other University, you cannot use the visa you obtained for your previous studies but you have to apply again to obtain a new one.

6.3.1 - Fee settlement to withdraw from studies

If you owe fees when you apply for withdrawal:

- you are exempted from paying the fees in debt, if you did not pass exams;
- you owe the 2nd installment (and any late fee) if you passed exams in the 4^o session; you owe the 2nd and 3rd if the instalments are furtherly split;
- you owe all the installments (and any late fee) if you passed exams in any session following the 4th.

In case you do not settle all your debts, your withdrawal will cause your exams to be cancelled.

6.4 - Loss of student status

If you did not renew your enrollments continuously for eight years or you did not sit or pass exams for eight years, you lose your student status.

You did not lose your student status if you passed all the exams except for the graduation exam.

Fees paid before the loss of student status will not be reimbursed.

In case of debts before the loss of student status, you do not owe fees if you did not pass exams. Exams passed with debts will be cancelled.

Sect. 7 - SINGLE COURSES

7.1 - Introduction

For your curriculum, training and qualifications, if you have a degree, which allows you to access a bachelor degree course or a master's degree course, you can enroll in the University single courses, where you can pass exams to obtain a certification with the credits you earned.

You can also access single courses if you are enrolled in bachelor or master's degree courses, in specialisation schools, PhD, Master course and training courses.

7.2 - Enrollment in single courses

Enrollment is available in the **A.Y. 2024/2025 single courses**, except for the national Medical Area courses.

Enrollment in single courses is valid for one year, during which you have to pass all the exams, otherwise you can end your exams in the following year after enrollment in the academic year.

You can earn max 36 credits each academic year. You can earn more credits when:

- you need credits to obtain the requirements to access a Master's Degree course;
- you need to obtain the requirements to access a public competitive exam.

Enrollment in single courses is available from **1st October 2024 to 30th September 2025**.

7.2.1 - Enrollment procedure

Documents

You have to submit online:

- ✓ a copy in pdf or jpg format of your ID in all faces;
- ✓ a copy in pdf or jpg format of your fiscal code;
- ✓ a mugshot in jpg format, 200dpi resolution and 480x480 pixel size – max 2MB;
- ✓ valid visa in pdf format for non EU students legally living in Italy.

Enrollment procedure

1. **Go to** <https://udaonline.unich.it>;
 - **new users**, please select "REGISTRAZIONE" or "REGISTRAZIONE CON SPID" and follow the steps;
 - **users who just have a username and a password** DO NOT need to register but from the MENU on top right, in "Area Riservata" you have to "LOGIN" or "Entra con SPID", if you owe it.
2. Fill up and submit via e-mail the form in [Modulistica Generale di Ateneo](#) with the subjects you chose, to your Segreteria Studenti:
Please note that for an enrollment in more than one single course, you need only one application for each academic year with all the subjects you chose. Once submitted, you can change or add subjects in your application only once in an academic year.
3. The Segreteria Studenti will provide you with a student number and will upload the Academic year 2024/2025 enrollment fee and the fee for each credit of the subjects you chose on your page;
4. Pay the fees according to [par. 1.8](#) on these *Guidelines*.

Please note that if you are regularly enrolled in a Degree Course, you are exempted from the enrollment fee in the single courses. For the fee amounts, please check the *University Fee Regulations* attached to these Guidelines.

7.3 - Acknowledgement of single courses

The single courses passed can be evaluated:

- for acknowledgement in the following degree course (Bachelor and Master's Degree courses),
- for earning first-cycle credits to complete the requirements to access the Master's Degree courses.

Sect. 8 - NON EU STUDENTS AND FOREIGN DEGREES

8.1 - Introduction

You can check the government regulations on the access to UdA Courses for non-EU students living abroad, or **only for international students who need a student visa for Italy** in the specific Circolare MUR A.Y. 2024/2025 – posted on universitaly.it/studenti-stranieri.

These regulations do not apply to:

- Italian students with a foreign degree;
- students from EU, Norway, Iceland, Lichtenstein and Switzerland, Repubblica di San Marino and Holy See, also with a foreign degree;
- foreign students legally living in Italy, students with scholarships in EU programs, students enrolled in degree courses in jointed Italian or foreign universities.

You have to check the information in "[SECTION 3 – ACCESS AND ENROLMENT IN COURSESO](#)" of these *Guidelines* if you have a degree which is equivalent in Italy.

8.2 - Student visa

Non EU students who wish to enroll in an Ud'A course please access the website **UNIVERSITALY**, at <https://www.universitaly.it/> and after registration, you can submit online your pre-enrollment which has to be delivered to the Italian Embassy of the country where you live, once it has been validated by the University. The University will request you a copy of your degrees and any other document needed.

Universities have to check your language skills to access the courses. The University will provide an Italian language test where at least cycle B2 is required for Bachelor degree and single cycle Master's degree courses, except for the exemption cases provided by the law.

For the non-single cycle master's degree courses, the methods to test your cycle of Italian language is set for each Course, except for the exemption cases provided by the law.

Once also the Italian language test results are acquired, the University will validate your pre-enrollment on the website UNIVERSITALY, to let the Embassy complete the procedure.

Once your pre-enrollment application is complete, you have to apply for your student visa at the Embassy of the country where you live.

For the academic year 2024/2025, the visa applications must be submitted at the Embassies **by 29th November 2024**.

Please note that provisional acceptance by the University do not provide any right to obtain the visa, which can be granted only by Embassies.

8.3 - Foreign degrees

If you have a foreign degree and you wish to enroll at Ud'A, you have to submit:

- In case of **enrollments in Bachelor or single cycle Master's degree courses**:
 - ✓ high school degree obtained after at least 12 years of schooling, or a self-certificate;
 - ✓ a certificate with the pre-test passed which is possibly required to access University in the country where you come from
- In case of **enrollment in two-year Master's degree courses**:
 - ✓ foreign degree corresponding to the first cycle, according to the Bologna Process Qualifications Framework and to cycle 6, according to the European Qualifications Framework, which allows you to access courses in the next cycle (second cycle of Bologna Process/cycle 7 EQF)
 - ✓ University certificate with transcript and the programs of all subjects; the transcript can also be a *Diploma Supplement*, where available.
 - ✓ result of the pre-evaluation after the procedure at [par. 3.3](#) of these *Guidelines*.

The documents above also have to be:

- **Legalised** The degrees have to be legalised by the country's authorities where it has been awarded. Legalisation can be replaced by the stamp "Apostille". Alternatively, you can submit an Attestato di Verifica, which is issued by the Italian Centro ENIC-NARIC (CIMEA).
- **Legalisation is not mandatory** If the degree has been awarded in one of the countries of the European Convention of Bruxelles 25 Ma 1987.
- **Translation** The documents coming in a foreign language have to be translated in Italian. The documents can be translated in the country where you come from or in Italy at local courts
- **Dichiarazione di valore** The Dichiarazione di Valore is issued by Italian Embassies. Alternatively, you can submit an Attestato di Comparabilità, which is issued by the Italian Centro ENIC-NARIC (CIMEA).

Please note that the University may require more documents, also regarding the truthfulness of the foreign degree. In case of enrollment, the original foreign degree has to be delivered or a true copy of the original one at the Segreteria Studenti.

ATTACHMENT 1 - SUMMARY OF FULFILLMENTS, DEADLINES AND FEES

In the following tables, you can find the main fulfillments, deadline and fees as in the *Study Guidelines* and in the *University Fee Regulations*. Further deadlines may be set by each Course and posted on their websites.

Please note that late fees are due also for students with total or partial exemption (e.g. disabled students).

For enrollment in limited access Courses, you can refer to their specific calls.

TAB. A – BACHELOR and SINGLE CYCLE MASTER'S DEGREE Courses			
Fulfillment	Fee	Deadline	Late fee
Open course enrollment	€ 156,00	From 01/07/2024 to 05/11/2024	X
		Dal 06/11/2024 al 31/12/2024	€ 50,00
		From 01/01/2025 to 31/01/2025	€ 100,00
Enrollment renewal*	€ 156,00	From 01/07/2024 to 05/11/2024	X
		From 06/11/2024 to 31/12/2024	€ 50,00
		From 01/01/2025 to 31/01/2025	€ 100,00
Late enrollment renewal (with Rector's N.O.)	€ 156,00	From 01/02/2025 to 30/04/2025	€ 250,00
For enrollment renewals from 1st May to 20th June 2025. With late ISEE-U submission a further late fee of € 250,00 is due	€ 156,00	From 01/05/2025 to 20/06/2025	€ 250,00 + € 250,00
DSU submission**	X	By 31/01/2025	X
	X	From 01/02/2025 to 30/04/2025	€ 250,00
Payment of 2nd installment	Variable	By 28/02/2025	X
		From 01/03/2025	€ 25,00
Payment of 3rd installment	Variable	Entro il 30/04/2025	X
		From 01/05/2025	€ 25,00
Payment of 2nd installment (out of 5)***	Variable	By 28/02/2025	X
		From 01/03/2025	€ 25,00
Payment of 3rd installment (out of 5)***	Variable	By 31/03/2025	X
		From 01/04/2025	€ 25,00
Payment of 4th installment (out of 5)***	Variable	By 30/04/2025	X
		From 01/05/2025	€ 25,00
Payment of 5th installment (out of 5)***	Variable	By 31/05/2025	X
		From 01/06/2025	€ 25,00

* The **graduating students in the A.Y. 2023/2024** – in case of no graduation – can renew their enrollment in the A.Y. 2024/2025 without late fees **by 10 days since the end of your former graduation day**. Over 10 days, general deadlines and late fees apply (see [par. 4.2.3](#)).

The **students with only the graduation exam left**, who wish to graduate in the A.Y. 2024/2025, can renew their enrollment any day of the A.Y. without late fees **before the graduation application deadline** (see [par. 4.2.4](#)).

** The **graduating students in A.Y. 2023/2024** – in case of no graduation – can submit their **ISEE-U certification when they renew their enrollment, without late fees**.

The **students with only the graduation exam left**, who wish to graduate in the A.Y. 2024/2025, can submit their **ISEE-U certification when they renew their enrollment, without late fees**.

*** For students who apply for their installments to be furtherly split.

TAB. B – MASTER'S DEGREE Courses			
Fulfillment	Fee	Deadline	Late fee
Pre-evaluation application	X	From 01/07/2024 to 30/04/2025	X
Open access course enrollment (after pre-evaluation passed)	€ 156,00	By 10 days from pre-evaluation	X
		From 01/07/2024 to 05/11/2024	X
		Over 10 days from pre-evaluation, from 06/11/2024 to 31/12/2024	€ 50,00
		Over 10 days from pre-evaluation, from 01/01/2025 to 31/01/2025	€ 100,00
		Over 10 days from pre-evaluation, from 01/02/2025 to 30/04/2025	€ 250,00
Enrollment renewal*	€ 156,00	From 01/07/2024 to 05/11/2024	X
		From 06/11/2024 to 31/12/2024	€ 50,00
		From 01/01/2025 to 31/01/2025	€ 100,00
Late enrollment renewal (with Rector's N.O.)	€ 156,00	From 01/02/2025 to 30/04/2025	€ 250,00
For MD enrollments and/or enrollment renewal from 1st May to 20th June 2025 with late ISEE-U submission, a further late fee of € 250,00 is due	€ 156,00	From 01/05/2025 to 20/06/2025	€ 250,00 + € 250,00
DSU submission**	X	By 31/01/2025	X
		At first year enrollment	X
		After first year enrollment, from 01/02/2025 to 30/04/2025	€ 250,00
Payment of 2nd installment	Variable	By 28/02/2025	X
		From 01/03/2025	€ 25,00
Payment 3rd installment	Variable	By 30/04/2025	X
		From 01/05/2025	€ 25,00
Payment of 2nd installment (out of 5)***	Variable	By 28/02/2025	X
		From 01/03/2025	€ 25,00
Payment of 3rd installment (out of 5)***	Variable	By 31/03/2025	X
		From 01/04/2025	€ 25,00
Payment of 4th installment (out of 5)***	Variable	By 30/04/2025	X
		From 01/05/2025	€ 25,00
Payment of 5th installment (out of 5)***	Variable	By 31/05/2025	X
		From 01/06/2025	€ 25,00

* The **graduating students in the A.Y. 2023/2024** – in case of no graduation – can renew their enrollment in the A.Y. 2024/2025 without late fees **by 10 days since the end of your former graduation day**. Over 10 days, general deadlines and late fees apply (see [par. 4.2.3](#)).

The **students with only the graduation exam left**, who wish to graduate in the A.Y. 2024/2025, can renew their enrollment any day of the A.Y. without late fees **before the graduation application deadline** (see [par. 4.2.4](#)).

** The **graduating students in A.Y. 2023/2024** – in case of no graduation – can submit their **ISEE-U certification when they renew their enrollment, without late fees**.

The **students with only the graduation exam left**, who wish to graduate in the A.Y. 2024/2025, can submit their **ISEE-U certification when they renew their enrollment, without late fees**.

*** For students who apply for their installments to be furtherly split.