



Università degli Studi "Gabriele d'Annunzio"
Chieti – Pescara

Study Guidelines

Academic Year 2025-2026

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Sect. 1 - GENERAL INFORMATION

1.1 - Introduction

The Study Guidelines of the Academic Year 2025/2026 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 **2025/2026 Academic Year** begins on **1st October 2025** and it ends on **30th September 2026**.

The **academic calendar** begins on **1st October 2025** and it ends on **30th September 2026**.

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 the enrollment fees, you have the status of **students with active and regular studies**;
- b) by not paying the 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 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 you are not able to attend classes continuously, during the ordinary timeframe, you can opt for the part time and the degree is usually 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**, 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 finalised by 31st January 2026**, 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](#).

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 termination 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 and changed in *nome.cognome@alumni.unich.it*.

In case of a transfer to a different University, or loss of student status, or drop and in case of any career termination, the mail box remains active for six months, at the end of which, it will be disabled.

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

If communication/notification is not possible or it is 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 - Student advocate

The Advocate supervises that the Università degli Studi G. d'Annunzio Chieti-Pescara activities concerning classes, research and services, which affect this University students' rights, are carried out in compliance with the values and rules in the University Ethic Code, as well as with the principles and rights in the University Statute.

You can find more information, including the Advocate contacts, on the University page:

<https://www.unich.it/ateneo/organizzazione/organismi-di-consulenza/garante-degli-studenti>.

2.1- Courses and post-lauream education

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

- first cycle – Bachelor Degree (3 years);
- second cycle – single cycle Master's Degree (2 or 5/6 years);
- second cycle – Master's Degree (2 years);

which can be:

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

2025-2026 courses are available at: <https://www.unich.it/didattica/offerta-formativa>.

To enrol in first cycle and open access single cycle Master's Degree courses, a test of your basic knowledge is required.

To enrol in first cycle and limited access single cycle Master's Degree courses, an entrance test, which is available each academic year, may be required.

To enrol in second cycle Master's Degree courses you need to have specific entrance requirements, that are set in the course regulations, and a proper personal education.

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

The University *post-lauream* education is provided by:

- Specialization schools
- PhD
- I and II cycle Master courses
- Postgraduate Courses, Permanent and Regular Training, Teacher Training Courses, Special Needs Courses, Public Exam Courses (
- Schools as *International Summer and Winter Schools* (information is available on the corresponding Department website).

For more information, please visit: <https://www.unich.it/didattica/post-lauream/>

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 places but you have to pass a test about your basic and specific knowledge on the course. This test is about your general and specific knowledge concerning the Course you chose.

In case the test is not passed, you are assigned Obblighi Formativi Aggiuntivi (OFA) to be recovered in the first year of the course.

All requirements for admission, test and OFA recovery 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. 2025/2026*.

Enrolment in all Courses is available **only online** at <https://udaonline.unich.it> and it is finalised only by **paying the enrolment fee**. For open access courses, you have to enroll:

- **from 1st July to 5th November 2025**, without late fees;
- **from 6th November 2025 and strictly by 31st January 2026**, with late fees as in [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*.
No enrolment to first cycle courses is allowed after 31st January 2026.

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 one of the following:

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

To enrol in local limited access Master's degree courses, admission is set by each course regulations and calls. In all limited access cases, the enrolment is subject to the places available and to your position in the ranking.

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 2025 to 30th April 2026.

- Students, who **already have an access degree or who will graduate by 31st January 2026**, have to apply for the pre-evaluation **by 31st January 2026**. After this deadline, when enrolling, they will be charged with a late fee of € 250,00.
- Students, who **will graduate after 31st January 2026**, have to apply for the pre-evaluation **by 30th April 2026** without late fees.

Please note that Extra-UE students who have Visa D have to finalise their enrolment in the Master's Degree Courses strictly by 31st January 2026, otherwise the Visa will be cancelled.

Pre-evaluation procedure:

1. go to <https://udaonline.unich.it>.
 - New users: please select "REGISTRATION" from the menu on top right and enter your personal details. Enter the password you chose to obtain your access username through confirmation of the "registration", then enter "Personal Page" with your username and password.
 - Users with a username and a password: you DO NOT need to register but in "Personal Page" (MENU on top right) you have to "LOGIN",
2. After login, select "SEGRETERIA" - "PRE-EVALUATION" and attach the documents required (students who awarded a degree in UdA, this is already acquired).
3. At the end, logout.

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

The course Commission will evaluate the applications and the results may be:

- a) **passed** for enrollment in the Master's Degree Course:
 - **if you have a degree on the date of the pre-evaluation application, you can enroll** only after receiving an eligibility e-mail (from no-reply@unich.it). Enrollment is available **by 5th November 2025 or by 10 days from the e-mail notification**. 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 earned all the credits (CFU) on your curriculum, except for the graduation exam, at the date of the pre-evaluation application, 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 these dates 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 in 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 apply for a new pre-evaluation by the date in these *Guidelines*.

Please note that pre-evaluation applications and the results are valid only for A.Y. 2025/2026.

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-enrolment: 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 Master's Degree Course activities (i.g. classes, labs etc.) but you cannot sit at exams nor have certifications before you award your degree. For limited access courses, you have to pre-enrol as in and by the date on the call.

Pre-enrolment ends in the following cases:

- a) **by awarding your degree by the 4th session of the Academic Year 2024/2025. 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 2024/2025:** in this case, students who already paid the first enrolment will have their enrolment renowned.

3.4 - Enrolment with transfer of credits

The transfer of credits can be requested after study drop or loss of student status, after awarding an equivalent cycle university degree, or after passing single course or Pef 24 exams and you will possibly obtain a shortening of your program with enrolment in an academic year after the first one.

A credit transfer is possible also for students who enrol by transfer from a different university, by transfer from a different course of this University or by simultaneous enrolment.

It is possible to request a transfer of:

- a) *certified professional skills;*
- b) *training activities carried out in public institutions and training activities where this University cooperated with;*
- c) *olympic or paralympic medal awarded by the student.*

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

The requests are evaluated by the Course Board that decides the subjects and CFU acknowledged and the academic year which to be enrolled at.

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 as a quote for a possible next credit transfer request.

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 transfer of credits according to [par. 3.4](#) above, the pre-evaluation fee will be deducted from the transfer fee.

3.5 Online first year enrolment procedure

For the enrolment procedure, you have to upload:

- ✓ 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 in both faces;
- ✓ a mugshot in jpg or jpeg format with at least 200 dpi resolution and 480x480 pixel size – max 2MB
- ✓ a valid visa in both faces 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 "REGISTRATION", 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 "Personal Page, at "LOGIN" you have to enter your user id and your password.

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

3. Choose a type of enrollment:

A. **STANDARD ENROLMENT**: students who enroll for the first time;

B. **ENROLMENT BY INCOMING TRANSFER**: students who enrol after transferring from a different University;

C. **ENROLMENT AFTER STUDY DROP/LOSS OF STUDENT STATUS**: students who enrol after study drop/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 a transfer of the credits you earned in your previous degree at Segreteria Studenti of the course (see *par. 3.4* for transfer requests).

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

4. Select the Course you chose:

➤ Bachelor degree course (three years)

➤ Single cycle master's degree course

➤ Master's degree course (two years)

5. End your online enrolment procedure by following the steps.

6. Complete your enrolment by paying the first instalment (€ 156,00 including the regional tax and the digital stamp duty).

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 valid visa (or its request receipt, while waiting for the issue).

4.2 - Enrolment renewal deadline

4.2.1 - General deadline

You can renew your enrolment:

- **from 2nd July 2025 to 5th November 2025** without late fees;
- **from 6th November 2025 and by 31st January 2026** with late fees according to [Attachment 1 – Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*.

After 31st January 2026 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 available in [Modulistica Generale di Ateneo](#) to the e-mail address segreteriaettore@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 2026. A VALID ISEE-U 2026 certification has to be attached to the request, or you are going to pay the maximum fees.

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

4.2.2 - Outgoing transfer

If you applied for a transfer to a different university by 5th November 2025, you do not have to renew your enrollment (see [par. 5.2](#) below).

4.2.3 - Graduating students

If you intend to graduate by A.Y. 2024/2025 and **you apply online for your graduation** and pay the fee, you do not have to renew your enrollment for A.Y. 2025/2026.

If you intend to enrol in Master's Degree Course, after the Bachelor Degree, you have to follow the requirements and specific knowledge pre-evaluation procedure by the set deadline (see [par. 3.3](#) of these *Guidelines*).

Please note that regarding the corresponding University fees, you can visit the *University Fee Regulations* attached to these *Guidelines*.

In case you **do not graduate** by the A. Y. 2024/2025, 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 2025/2026 enrolment** – by request to the Segreteria Studenti – **by 10 days since the end of your former graduation day**. Over this deadline, you have to pay the late fees according to the [Summary of fulfilments, deadlines and fees](#) attached to these *Guidelines*. If you are interested in a fee reduction, **you have to own a valid ISEE-U certification**, or 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 left” students

If you are a student who completed all the exams on your curriculum and in the A.Y. 2025/2026 you have only your graduation exam left to take your degree.

In this case, you can enroll any day of the academic year 2025/2026, but before the deadline for the graduation application, by paying only the 1st and 2nd instalments without late fees. In case you do not graduate by the 4th graduation session of the A.Y. 2025/2026, you have to pay also the 3rd installment without any late fee.

After 31st January 2026 you cannot use the online procedure and you have to ask for information on enrolment to your Segreteria Studenti.

If you are interested in a **tax reduction**, you have to own a **VALID ISEE-U certification**, or 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 websites**.

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 di Studio ad accesso programmato A.A. 2025/2026*.

Transfers and course changes must be strictly according to the Courses terms.

5.2 - Outgoing transfer

Before applying for an outgoing transfer, you have to contact the university you chose to have information about enrolment in the Course and any transfer limits.

You can transfer only if your enrollments and payments are in order up to the A.Y. 2024/2025 and before.

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

The University where you want to transfer is in charge of acknowledging the credits you earned, so any information is to be asked there.

5.2.1 - Terms to apply for outgoing transfer

- ✓ **From 1st July 2025 to 5th November 2025, you do not have to enroll at the A.Y. 2025/2026** and you have to pay an outgoing transfer fee (€ 150,00) and stamp duty (€ 16,00);
- ✓ **from 6th November 2025 to 31st January 2026 you must enroll at the A.Y. 2025/2026** by paying the 1st instalment (with any late fee), the outgoing transfer fee (€ 150,00) and the stamp duty (€ 16,00).

In case you passed exams in the advanced session of the A.Y. 2025/2026, 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 2026 it is no more possible to apply for a transfer to a different university for the academic year 2025/2026.

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". 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 and stamp duty).

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

The Segreteria Studenti will accept your incoming transfer only after the Course board approval and you will be notified about the year which you are enrolled at and the exams acknowledged. You can start sitting at exams in the advanced following session of the A.Y. 2025/2026.

The incoming transfer applications for the A.Y. 2025/2026 have to be submitted by:

- **31st January 2026 for the first cycle Courses and Single Cycle Courses;**
- **30th April 2026 for the Master's Degree Courses.**

5.4 - Change of Course

To change your course, **you have to renew your enrollment at the A.Y. 2025/2026 in your outgoing Course according to "SECT. 4 – ENROLMENT RENEWAL"** and then **you can apply online for the change of course** at <https://udaonline.unich.it> to access your personal page, then "CARRIERA" → "PASSAGGIO DI CORSO".

The change of course fee is € 50,00 and € 16,00 for the stamp duty.

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.

You can attend classes or sit at exams in your outgoing course until you do not submit your application.

The Segreteria Studenti will accept your change of course only after the Course board approval and you will be notified about the year which you are enrolled at and the exams acknowledged. You can start sitting at exams in the first following session of the A.Y. 2025/2026.

The change of course applications for the A.Y. 2025/2026 have to be submitted by:

- **31st January 2026 for the first cycle Courses and Single Cycle Courses;**
- **30th April 2026 for the Master's Degree Courses.**

5.5 - Change of curriculum

To change your curriculum within your Course **you have to renew your enrollment in the A.Y. 2025/2026** 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 € 16,00 for the stamp duty.

You can attend classes or sit at exams in your outgoing course until you do not submit your application.

The Segreteria Studenti will accept your change of curriculum only after the Course board approval and you will be notified about the year which you are enrolled at and the exams acknowledged. You can start sitting at exams in the first following session of the A.Y. 2025/2026.

Please note that after 31st January 2026, change of curriculum applications are no more allowed for the A.Y. 2025/2026.

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 valid, as long as your fees are all regularly paid.

During interruption, you owe no fees but you cannot carry out activities (pass exams, change your curriculum, apply for a credit transfer, 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:

- Civil service;
- 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;

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.

6.1.1 - 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 of € 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.**

6.1.2 - 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) and you can carry out activities in the remaining part of the A.Y.

6.2 -Block of 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 transfer, pass exams abroad through the Erasmus programme, graduate etc).

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

Only for non-EU students who live abroad (outside EU): the block of 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**, besides any instalment you owed before interruption;
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 as in *par. 4.2.1***.

6.3 - Studies drop

A studies drop is an **irreversible action** that ends your studies permanently.

When you apply for a studies drop, you have to check at your Segreteria Studenti your fee situation, so you can **pay any due fees (and late fees) regarding the timeframe before your last enrolment A.Y.**

The fees you paid will not be reimbursed.

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

You can apply for a studies drop **any day of the Academic Year** and you have to:

1. pay the **studies drop fee of € 50,00 and the stamp duty of € 16,00, besides any past due fees;**
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 studies drop 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 for studies drop

If you owe fees when you apply for studies drop:

- 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 advanced session; you owe the 2nd and 3rd out of 5 (and any late fee);
- you owe all the installments (and any late fee) if you passed exams in any session following the advanced one.

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

6.4 - Loss of student status

"Fuori corso" students who did not sit or pass exams for ten years (eight years for qualifying Courses), lose their student status.

For the loss of student status, the years are considered as "fuori corso".

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

If you lost your student status, you have the right to request certificates about your university career and the loss of the status.

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. 2025/2026 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 paying only the first instalment.

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 selection exam.

Enrollment in single courses is available from **1st October 2025 to 30th September 2026**.

7.2.1 - Enrollment procedure

Documents

You have to submit online:

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

Enrollment

1. **Go to** <https://udaonline.unich.it>;
 - **new users**, please select "REGISTRATION" from the MENU on top right and follow the steps;
 - **users who already have a username and a password** DO NOT need to register but from the MENU on top right, in "Personal Page" you have to "LOGIN".
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 2025/2026 enrollment fee and the fee for each credit of the subjects you chose on your page;
4. Pay the fees.

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 - Recognition of single courses

The single courses passed can be evaluated by the Course board:

- for recognition 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.

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. 2025/2026 – posted on [universitaly.it/studenti-stranieri](https://www.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, even 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 COURSES"** 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 your pre-enrollment. The University will pre-evaluate the applications and 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 level of Italian language is set for each Course, except for the exemption cases provided by the law.

Once also the Italian language test result is acquired, the University will validate your pre-enrollment on the website UNIVERSITALY.

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

For the academic year 2025/2026, the visa applications must be submitted at the Embassies **strictly by 30th November 2025**.

Students who obtain a VISA D have to finalize their enrolment at the First Cycle/Second Cycle Course strictly by 31st January 2026, or the Visa will be annulled.

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 legalized certificate;
 - ✓ a certificate with the pre-test passed, 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 they have been awarded. Legalisation can be replaced by the seal "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 May 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 degrees. In case of enrollment, the original foreign degree or a true copy of the original one has to be delivered to the Segreteria Studenti.

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.

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 01/07/2025 to 05/11/2025	X
		Dal 06/11/2025 al 31/12/2025	€ 50,00
		From 01/01/2026 to 31/01/2026	€ 100,00
Enrollment renewal*	€ 156,00	From 02/07/2025 to 5/11/2025	X
		From 06/11/2025 to 31/12/2025	€ 50,00
		From 01/01/2026 to 31/01/2026	€ 100,00
Late enrollment renewal (with Rector's N.O.)	€ 156,00	From 01/02/2026 to 30/04/2026	€ 250,00
DSU submission**	X	By 31/01/2026	X
	X	From 01/02/2026 to 30/04/2026	€ 250,00
Payment of 2nd installment	Variable	By 28/02/2026	X
		From 01/03/2026	€ 25,00
Payment of 3rd installment	Variable	Entro il 30/04/2026	X
		From 01/05/2026	€ 25,00
Payment of 2nd installment (out of 5)***	Variable	By 28/02/2026	X
		From 01/03/2026	€ 25,00
Payment of 3rd installment (out of 5)***	Variable	By 31/03/2026	X
		From 01/04/2026	€ 25,00
Payment of 4th installment (out of 5)***	Variable	By 30/04/2026	X
		From 01/05/2026	€ 25,00
Payment of 5th installment (out of 5)***	Variable	By 31/05/2026	X
		From 01/06/2026	€ 25,00

* The **graduating students in the A.Y. 2024/2025** – in case of no graduation – can renew their enrollment in the A.Y. 2025/2026 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. 2025/2026, 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. 2024/2025** – 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 5 installments.

TAB. B – MASTER'S DEGREE Courses			
Fulfillment	Fee	Deadline	Late fee
Pre-evaluation application (for students who graduate by Jan. 31, 2026)	X	From 01/07/2025 to 30/04/2026	X
Pre-evaluation application (for students who graduated or graduate by Jan. 31, 2026)	X	By Jan 31 st , 2026	X
		From 01/02/2026 to 30/04/2026	€ 250,00
Open access course enrollment (after pre-evaluation passed)	€ 156,00	By 10 days from pre-evaluation	X
		From 01/07/2025 to 05/11/2025	X
		Over 10 days from pre-evaluation, from 06/11/2025 to 31/12/2025	€ 50,00
		Over 10 days from pre-evaluation, from 01/01/2026 to 31/01/2026	€ 100,00
		Over 10 days from pre-evaluation, from 01/02/2026 to 30/04/2026	€ 250,00
Enrollment renewal*	€ 156,00	From 02/07/2025 to 05/11/2025	X
		From 06/11/2025 to 31/12/2025	€ 50,00
		From 01/01/2026 to 31/01/2026	€ 100,00
Late enrollment renewal (with Rector's N.O.)	€ 156,00	From 01/02/2026 to 30/04/2026	€ 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 31/01/2026	X
		At first year enrollment	X
		After first year enrollment, from 01/02/2026 to 30/04/2026	€ 250,00
Payment of 2nd installment	Variable	By 28/02/2026	X
		From 01/03/2026	€ 25,00
Payment 3rd installment	Variable	By 30/04/2026	X
		From 01/05/2026	€ 25,00
Payment of 2nd installment (out of 5)***	Variable	By 28/02/2026	X
		From 01/03/2026	€ 25,00
Payment of 3rd installment (out of 5)***	Variable	By 31/03/2026	X
		From 01/04/2026	€ 25,00
Payment of 4th installment (out of 5)***	Variable	By 30/04/2026	X
		From 01/05/2026	€ 25,00
Payment of 5th installment (out of 5)***	Variable	By 31/05/2026	X
		From 01/06/2026	€ 25,00

* The **graduating students in the A.Y. 2024/2025** – in case of no graduation – can renew their enrollment in the A.Y. 2025/2026 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. 2025/2026, 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. 2024/2025** – 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. 2025/2026, can submit their **ISEE-U certification when they renew their enrollment, without late fees**.

*** For students who apply for 5 installments.