



# A.Y. 2021-2022 STUDENT GUIDE - STUDENTS

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## RENEWAL OF STUDENT ENROLMENT AND FEE

- **Enrolment renewal**
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- **Change of status**
- **Instalment payments**
- **ISEEU Certificate Deadline**
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### Enrolment renewal

The renewal of the enrolment is made by paying the regional financial help tax and the stamp duty paid virtually in the period from **2 August to 4 October 2021**.

Enrolment **after this deadline** will result in the subsequent charging of the **foreseen additional fee** for late payment.

### PART-TIME STUDENT

If you enrolled in the a.y. 2020-2021 with the **part-time** scheme you will need to renew your enrolment for a.y. 2021-2022 while maintaining the same scheme, in order to complete the annual programme.

If you enrolled in the a.y. 2020-2021 with **full-time** enrolment in the first year of single-cycle bachelor's, master's degree and master's degree programmes, you may instead opt to enrol in the second year on a part-time basis, provided that you meet the requirements for this type of enrolment and have fulfilled any OFAs required, by submitting a specific request to the Student Secretariat between **2 August and 4 October 2021**.

The status change form will be available at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA) beginning August 2.

If you were enrolled for the 2020-2021 academic year on a **part-time** basis, in the third repeating year (Bachelor), the fifth repeating year (single-cycle Master's degree) or the second repeating year (Master's degree), you will be required to renew your enrolment from the 2020-2021 academic year 2021-2022 as an **supplementary year** student, on a **full-time** basis, having completed the course for the normal duration corresponding to the part-time scheme.

### ELIGIBLE STUDENT OR BENEFICIARY OF A SCHOLARSHIP PURSUANT TO ITALIAN LEGISLATIVE DECREE 68/2012

If you **enrolled in the a.y. 2021-2022** and you are eligible or a beneficiary of a scholarship, you will be automatically exempt from paying the annual all-inclusive fee. Following the publication of the final integrated ranking list (May 2022), the exemption will be revoked for students who lose their eligibility.

For newly enrolled students who are eligible or beneficiaries in the ranking, the payment of the all-inclusive fee will be suspended until the merit requirement set forth in the relative announcement is met.



For further information: <https://en.unibg.it/node/7676>

### GRADUATION BY THE EXTRAORDINARY SESSION

If you intend to obtain your degree by the extraordinary graduation session of March/April 2022, you are not required to pay the regional fee or the all-inclusive fee for enrolment in the academic year 2021-2022: any fees paid are kept valid and automatically refunded to cover enrolment in the first year of the Master's degree programme, or refunded automatically with the exception of the stamp duty of € 16.00, if you do not intend to continue your university studies in the 2021-2022 academic year.

If you have not graduated by the March/April 2022 session, you will enrol late in the a.y. 2021-2022, you will have to pay the regional tax and the virtual stamp duty, the instalments of the all-inclusive fees and any increases for the amounts paid beyond the set deadlines.

For further information, please consult the website <https://en.unibg.it/node/7676>

### Admission to the second year of the programme

To be admitted in 2021-2022 to the second year of a Bachelor's or single-cycle Master's degree (five years) programme in Law, you must have passed all OFAs by the end of the first academic year (**30 September 2021**). The renewal of the enrolment takes place with the payment of the regional tax for equal access to study and of the stamp duty paid virtually for the second year of the programme.

If you enrolled in 2020-2021, in a bachelor's degree programme or a single-cycle master's degree course on a part-time basis, in 2021-2022 you will be enrolled in the first repeating year; you have until **30 September 2022** to fulfil any educational requirements.

If you enrolled full-time in 2020-2021, in a Master's degree course, you will be enrolled in the second year by paying the regional financial help tax and the stamp duty paid virtually, regardless of the number of exams taken; if in 2020-2021 you enrolled part-time, you will be enrolled for 2021-2022 in the first repeating year.

### Change of status

If you have enrolled on a part-time basis, you can request to return to full-time enrolment once you have completed a full year (e.g. first year + first repeating year) if you wish to complete your course of study and obtain your degree earlier than if you were enrolled on a part-time basis.

A **return to full-time** status is also envisaged in all other situations, such as, for example, withdrawal from studies and transfer, which entail an earlier termination of your career than provided for in the part-time commitment scheme you have joined.

Important: the change of status (from full-time to part-time and from part-time to full-time) is allowed **only once during your** ongoing **enrolment** in each degree programme.

Any change of regime, which you may request **by the deadline for renewing your enrolment for the following academic year**, will be granted subject to verification of the requirements and compatibility with the chosen path.

The status change form is available at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)



## Instalment payments

The deadlines for payments are as follows:

- regional tax for equal access to study and stamp duty paid virtually for a total amount of € 156.00 to be paid upon enrolment or renewal of enrolment for years subsequent to the first:
  - for students enrolled in the first year, by the administrative deadline for each degree programme;
  - for students enrolled in years subsequent to the first, by 4 October 2021
- first instalment of the all-inclusive fee, as an advance payment, for a maximum amount of € 400.00, **by 15 February 2022** (students exempt from paying the all-inclusive fee are not charged any amount);
- second instalment of the all-inclusive contribution, equal to the difference between the total fee due and the advance payment, **by 17 May 2022**. In case of difference equal to € 0.00 the second instalment will not be charged.

NB: up to the value of € 430.00 the first and second instalments of the all-inclusive fee will be combined. If the total amount of the all-inclusive fee is less than € 10.00, the first instalment of the all-inclusive fee will not be issued.

In the event of non-payment of the instalments of the all-inclusive fee within 30 days of the expiry date, the career will be blocked.

For more information, please visit: <https://en.unibg.it/node/7676>

## ISEEU Certificate Deadline

The fee bracket is determined on the basis of the ISEE certificate applicable for the Right to University Study. Inside the STUDENT FEE REGULATION a.y. 2021-2022, which can be found at <https://en.unibg.it/node/7676>, you can compare your ISEE value with the fee bracket table.

The ISEE certificate must be produced **no later than 31 December 2021**. All the certificates drawn up by the deadline are automatically acquired by the University in the INPS database.

Before the deadline, we advise you to check your fee bracket by accessing the Secretariat/University ISEE section of your [Internet Desk](#).

Any certificate produced after this deadline, and in any case by 30 September 2022, must be sent by you, with the subsequent charge of the penalty provided for of € 150.00. **After this deadline you will be assigned the maximum contribution bracket.**

If you **already have an ISEE certificate** for university services, produced during 2021 for the purpose of the late allocation of the fee bracket during the previous academic year, **you will not have to request a new certificate for the academic year 2021-2022**, given the validity of the one you already have.

For further information: <https://en.unibg.it/node/7676>

## Additional amounts for late payments

If the all-inclusive fee is paid after the due date, the following additional amounts shall apply:

- € 20.00 for payments made within 30 days of the due date;



- € 40.00 for payments made between the 31st and 60th day after the due date;
- € 60.00 for payments made between the 61st and 90th day after the due date;
- € 80.00 for payments made after the 90th day following the due date.

The same fees mentioned above are also charged in the event of payment of the regional tax for renewal of enrolment for a course year subsequent to the first after the **deadline of 4 October 2021**.

In the case of applications submitted after the deadline (enrolment, shortening, transfer of course/department, transfer in/out, second degree and re-enrolment following withdrawal or forfeiture) an additional fee of € 95.00 will be charged for applications submitted after the deadline.

In the event of **non-payment** of the all-inclusive fee instalments **within 30 days of the expiry date, the career will be blocked**.

Exemption from payment of the all-inclusive fee

You can find all the information about the possibility to benefit from an exemption from the payment of the annual all-inclusive fee at: <https://en.unibg.it/node/7676>

Administrative deadlines

Find all the administrative deadlines scheduled for the 2021-2022 academic year at:

<https://en.unibg.it/node/7037>

For deadlines related to fees and taxes, see the page:

<https://en.unibg.it/node/7676>

PROGRAMME TRANSFERS AND OUTGOING TRANSFERS

**- Change of programme (Bachelor/Master)**

**- Outgoing transfer**

Change of programme (Bachelor/Master)

### **SINGLE-CYCLE BACHELOR'S AND MASTER'S DEGREE PROGRAMMES**

If you have already been enrolled at the University for the 2020-2021 academic year and you intend to **transfer to a limited access degree programme**, you must pre-enrol for selection (second session if you do not intend to take examinations in September 2021 or third session if you intend to take examinations also in the autumn session, on a date prior

to the date scheduled for acceptance of the seat) and take the TOLC.

**You will also be required to renew your enrolment for the 2021-2022 academic year no later than 4/10/2021** by paying the fee of €156.00 (regional tax and stamp duty paid virtually) exclusively by PagoPA, failing that the additional fee for renewing enrolment after the deadline will be applied.

In case of admission and successful placement in the ranking, you can apply for the transfer of programme **within the deadline indicated in the notice of reference** in the manner



described below.

To apply you must:

1. submit the application online via the [Internet Desk](#)

The online procedure guide can be found at <https://en.unibg.it/node/7035> (Online Procedure Guides).

2. pay online the fee of € 50.00 (+ € 16.00 for the duty stamp paid virtually) via the PagoPA platform (select the "Payments" button, click on the Invoice number and then "Pay with PagoPA"). For more information: <https://en.unibg.it/node/7676> payment method section.

**The application for a transfer is deemed to have been completed once the required fee has been paid.**

You will be invited to self-certify examinations that have not yet been updated on your webpage.

Following the decision of the degree programme Board, the Secretariat will send you an email informing you of the recognition of exams taken during your previous career and of the enrolment procedure.

If you intend to enrol in the five-year, single-cycle Master's degree programme in **Primary Education Sciences**, you must first apply for pre-enrolment by the deadline and take the selective test on 17 September 2021. The application to change of programme may be submitted only after the selective test, in case of passing and successful placement in the ranking, **within the deadline provided by the notice.**

If you are **transferring** to a bachelor's degree or a single-cycle, **open-access** master's degree course, if you have already been enrolled in a course at the University for the 2020-2021 academic year, you can submit the online application for transfer of course from **2 August to 4 October 2021, renewing your enrolment** for the 2021-2022 academic year by paying the regional financial help tax and the stamp duty paid virtually **by 4 October 2021**, failing that the additional fee for renewing enrolment after the deadline will be applied. Your initial knowledge will be verified through the relevant **TOLC**, if you have not already taken it in previous academic years or if you wish to repeat it to improve your score, with the sole aim of ascertaining that you have adequate initial preparation. Taking the TOLC to transfer to an open access degree programme is not compulsory, but it allows you to **complete the OFAs** foreseen by your degree course: <https://www.unibg.it/node/10733> (ITA)

**NB: If you enrolled in the first year for the 2021-2022 academic year, you will not be able to apply to transfer to another course of study until the 2022-2023 academic year.**

### **ADMISSION TO YEARS SUBSEQUENT TO THE FIRST**

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

#### **BACHELOR'S DEGREES**

- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 to 89 CFUs recognized: admission to the second year of the programme
- from 90 CFUs recognized: admission to the third year programme

#### **SINGLE-CYCLE MASTER'S DEGREE IN PRIMARY EDUCATION SCIENCES**

- up to 50 CFUs recognized: admission to the first year of the programme
- from 51 to 100 CFUs recognized: admission to the second year of the programme



- from 101 CFUs recognized: admission to the third year programme

For the single-cycle master's degree in Primary Education Sciences, it is not possible to enrol in years longer than the third, regardless of the number of credits that may be recognized.

**SINGLE-CYCLE MASTER'S DEGREE IN LAW (CLASS LMG/01)**

- up to 35 CFUs recognized: admission to the first year of the programme

- from 36 to 80 CFUs recognized: admission to the second year of the programme

- from 81 to 134 CFUs recognized: admission to the third year of the programme

- from 135 to 226 CFUs recognized: admission to the fourth year programme

- from 227 CFUs recognized: admission to the fifth year of the programme.

## MASTER'S DEGREE COURSES

If you wish to **transfer from one Master's degree course to another with limited access**, you will first have to **pre-enrol** in one of the three time windows provided: by **31/05/2021** (first selection), by **19/07/2021** (second selection) or by **27/08/2021** (third selection).

If you are **admitted** to the course you have chosen and you are **placed in the ranking**, you will have to fill in the application form **exclusively** online **by the deadline indicated in section 12 letter c) of the admission notice to accept the seat**: [www.unibg.it/node/11212](http://www.unibg.it/node/11212) (ITA)

It will be possible to take examinations at the degree programme of origin until the moment of the submission of the application to change the programme.

To apply you must:

1. submit the application online via the [Internet Desk](#).

The online procedure guide can be found at <https://en.unibg.it/node/7035> (Online Procedure Guides).

You will be invited to self-certify examinations that have not yet been updated on your webpage.

2. Pay online through the PagoPA platform (select the "Payments" button, click the Invoice number and then "Pay with PagoPA"). For more information: <https://en.unibg.it/node/7676> payment method section.

NB: **By 4 October 2021** you will still be required to renew your enrolment for the 2021-2022 academic year by paying the regional tax for equal access to study and the stamp duty paid virtually, otherwise the additional fee for renewing your enrolment after the deadline will be applied.

The application for the transfer of a Master's degree programme **does not** have to be delivered to the Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 66.00 will be sent to the competent degree programme Board.

## **Students enrolled in the first year for the 2021-2022 academic year will not be able to apply to transfer to another degree programme until the following academic year.**

After the deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams you have taken during your previous career and the subsequent fulfilments.

If you wish to **transfer from one Master's degree programme to another with open access**, you will first have to pre-enrol from **12 April to 10 September 2021**. If you are admitted to the chosen Master's degree programme, you can submit your application online, following the procedure described above, by the following deadlines: by **31/08/2021** (if you have pre-enrolled by 31/05/2021), by **30/09/2021** (if you have pre-enrolled by 6/08/2021),



by **29/10/2021** (if you have pre-enrolled by 10/09/2021).

NB: **By 4 October 2021** you will still be required to renew your enrolment for the 2021-2022 academic year by paying the regional financial help tax and the stamp duty paid virtually, otherwise the additional fee for renewing your enrolment after the deadline will be applied.

### **ADMISSION TO YEARS SUBSEQUENT TO THE FIRST**

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

#### **MASTER'S DEGREE COURSES**

- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 CFUs recognized: admission to the second year programme

For the identification of the year of admission, reference will be made to the credits in excess of those required for admission to the master's degree programme.

### Outgoing transfer

If you wish to transfer to another university, you must fill in the application addressed to the Rector **exclusively** online during the period from **2 August to 4 October 2021** (exceptionally, upon reasoned request to the Rector, by 30 November 2021, with the additional fee charged for late applications), without prejudice to the deadlines and enrolment methods established by the various universities.

### **HOW TO SUBMIT THE APPLICATION**

The application must be submitted **exclusively** online via the [Internet Desk](#)

The online procedure guide can be found at <https://en.unibg.it/node/7035> (Online Procedure Guides).

Then you have to pay online the fee of € 95.00 (+ € 16.00 for the duty stamp paid virtually) through the PagoPA platform (select the "Payments" button, click on the Invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment methods section.

**The transfer request is considered completed after payment of the required fee.**

If you have a paper enrolment booklet (enrolment up to 2009/2010) and/or a magnetic card (US card), please forward them to the Student Secretariat. There is **no** return of the **Enjoy UniBg** university card, which remains valid in the banking circuit.

When completing your online application, you must self-certify the examinations you have taken that have not yet been updated on your personal page, specifying their name and code, the date they were taken and the grade/judgement, and regularise your administrative status.

If you transfer to another university, you will have to ask the university of destination for a refund of any regional tax paid at the University of Bergamo.

If you complete your transfer application **after 4 October 2021**, upon reasoned request to the Rector, you will have to pay the transfer fee of €95.00 (+ €16.00 virtual stamp duty) and an additional fee of €95.00 for late applications.

**If you enrolled in 2021-2022**, you are not allowed to transfer to other universities or request a suspension of your studies.

A student who has transferred to another university **cannot** return to the University of Bergamo **until one calendar year has elapsed**, unless the request is justified by serious



reasons.

In any case, interested parties are advised to check the transfer provisions in force at the different universities.

## SUSPENSION, FORFEITURE AND WITHDRAWAL FROM STUDIES

- **Suspension of studies**
- **Forfeiture of university studies**
- **Withdraw from studies**

### Suspension of studies

If you are enrolled in a Bachelor's degree, a single-cycle Master's degree or a Postgraduate/Master's degree and intend to continue your studies at a foreign university or military academy or at a Master's degree course, School of Specialisation, TFA or PhD school, you must submit from **2 August to 4 October 2021, without renewing your enrolment**, an application for **suspension of studies**, the duration of which must be at least one academic year (except in exceptional cases, supported by appropriate documentation, justified by the start dates of the programme you intend to attend), addressed to the Rector, on revenue stamped paper for €16.00 (form available on the University website at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)).

Afterwards, **if you are not subject to disqualification**, you can apply to the Rector to be readmitted to the programme of studies previously followed, if activated, under the same conditions as those accrued at the time of suspension and ask for recognition of the studies carried out at the new course (shortening of career).

At the end of the study period abroad you will have to resume enrolment at the University of Bergamo from the year following your last enrolment.

The period of study abroad will not count towards your academic record.

**If the programme you previously attended is not activated, you will be automatically admitted to the corresponding newly activated degree programme.**

You will be required to pay a fixed recognition fee of € 200.00 for each year of suspension, reduced to € 50.00 from the fifth year.

### VISITING STUDENT

If you intend to continue your studies at a foreign university you are required to:

- apply to the foreign university to be accepted as a visiting student;
- obtain the syllabus of the exams you intend to take abroad to be approved by the teachers of the University of Bergamo who will then have to recognise the exams;
- submit a request to the competent educational structure for authorization to take exams abroad;
- apply for suspension from studies at the University of Bergamo.

At the end of the study period abroad you will have to resume enrolment at the University of Bergamo from the year following your last enrolment.

The period of study abroad will not count towards your academic record.

You will be required to pay a fixed recognition fee of € 200.00 for each year of interruption, reduced to € 50.00 from the fifth year onwards.

## INTERRUPTION OF STUDIES

If you decide - for personal reasons - to temporarily interrupt your studies, the suspension will take place **automatically** following the non-renewal of your enrolment for the following academic year.

Should you wish to resume your studies, you will be required, **if not forfeited**, to pay a fixed recognition fee of € 200.00 for each year of interruption, reduced to € 50.00 from the fifth year (form available on the University website at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)).

**If you are admitted to a year of a degree programme that is no longer active, you will be automatically admitted to the corresponding newly activated degree programme.**

### INTERRUPTION OF STUDIES DUE TO MATERNITY/SERIOUS AND PROLONGED DISABILITY

Students who decide to temporarily interrupt their studies, for the year of birth of each child, must submit a special application for interruption of studies during the period indicated.

Should these students wish to resume their studies, they will **not** be required to pay the fixed recognition fee indicated above, unless they have been forfeited.

In the case of students forced to interrupt their studies due to serious and prolonged disability duly certified, the suspension will take place following the presentation of the application for interruption of studies (suspension of studies form available on the University website at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)).

When such students wish to resume their studies, if not forfeited, they will **not** be required to pay the fixed recognition fee mentioned above.

The application for suspension due to "maternity" or "serious and prolonged disability" can be filled in **directly from the Student Desk** by clicking on the section "**Career - application for career suspension**". You can declare any exams that have not yet been registered and attach documents; at the end of the procedure, you will receive an e-mail stating that the process has been completed.

NB: If you apply for interruption of studies for one of the above reasons, **you will not be able to take exams for the academic year 2021-2022** nor request revocation of these benefits during the academic year.

### Forfeiture of university studies

- If you are a supplementary year student enrolled in a course activated in accordance with Italian Ministerial Decree 509/99 or before Ministerial Decree 509/99, if you do not take any of the exams foreseen by the regulations for eight consecutive academic years, you will lose your status as a university student (**even if you fail, as long as the results are recorded**).

- If you are a supplementary year student enrolled full-time in a course activated pursuant to the Italian Ministerial Decree 270/2004, in order not to incur in forfeiture you must pass the missing tests to complete your university career within a period equal to twice the normal duration of the course (for example, 3+6 years of enrolment outside the course in the case of a three-year degree programme, 2+4 years of enrolment outside the course for master's degrees, 5+10 years of enrolment outside the course for single-cycle master's degrees).

- If you are a supplementary year student enrolled part-time, in order not to be disqualified you must pass the tests required to complete your university career within a period equal to the length of your course (after 6, 4 and 10 years of supplementary year enrolment for three-year, five-year and single-cycle degrees respectively).

For the purposes of disqualification, the deadline for taking the exams is **30 April** of the year



following that of enrolment. The years of enrolment as a repeater, the years of interruption or suspension of studies **do not** interrupt the calculation of the years for the purposes of disqualification. Similarly, payment of the enrolment fee **does not** remove the time limit for disqualification.

If you have been dismissed from a course of study at the University and you choose to enrol, **within the academic year following the year of dismissal**, in the **same degree programme**, if there is a local programmed number of students, you will be **exempt from the admission test**.

NB: If you have passed all the exams for credits and only have to take the degree or diploma exam or the final exam, **you will not be disqualified**.

**The lapse of time for forfeiture is interrupted in case of transfer to another degree programme.**

**NB:** For students with a civil disability equal to or greater than 66%, students in possession of the benefits of Law 104/1992 and students with a diagnosis of a specific learning disorder (DSA), specific time limits may be set by the competent bodies.

You can find the **Regulations on disqualification** from university studies at [www.unibg.it/node/66](http://www.unibg.it/node/66) (ITA) (Regulations on disqualification from university studies).

## Withdraw from studies

If you intend to withdraw from your studies (and thus lose your university student status), access the [Internet Desk](#) to carry out the online Withdrawal from Studies procedure (click on "Career" and then "Request to withdraw from studies" and follow the instructions in the following pages).

At the end of the application for withdrawal from online studies, the system generates the fee of € 16.00 to be paid, within the next 5 days, by accessing the "Secretariat - Payments" section of the [Internet Desk](#).

Once the necessary checks have been made, the Student Secretariat will close your position and you will receive an email stating that your career has been closed.

For further information, please consult the Online Procedure Guide "Online withdrawal application" available at <https://en.unibg.it/node/7035>

Following the online recording procedure, since you are no longer required to register your exams on your university booklet, you will be required to self-certify the exams you have taken that have not yet been updated on your personal page, specifying the name, exam code, date they were taken and number of university credits (the self-certification form can be found at: [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)).

You will have to attach this self-certification, during the online procedure, even if you have never held a university booklet.

## FEE FOR WITHDRAWING STUDENTS

If you have enrolled in the first year of a bachelor's, master's or single-cycled master's degree programme and you do not intend to continue your studies, you can only submit a request to withdraw from your studies, without being entitled to any refund of the regional tax and stamp duty paid, for a total of € 156.00 to complete your enrolment.

If you are enrolled in a year subsequent to the first year and, not having renewed your enrolment for the 2021-2022 academic year, you intend to submit a request to withdraw



from your studies, you will not be required to pay the regional tax and stamp duty for the academic year 2021-2022, but you will need to be in good standing with all payments up to the a.y. 2020-2021 inclusive.

If you will have paid the regional tax and stamp duty for the a.y. 2021-2022 prior to submitting the application for withdraw from studies, you will not be entitled to a refund of the amount paid.

#### **First instalment of the all-inclusive fee**

If you submit your withdrawal **by 15 February 2022** at the latest, you will not be required to pay the first instalment of the all-inclusive fee, provided that you have not passed any exams during the 2021-2022 academic year; if though you have not passed any exams during the 2021-2022 academic year 2021-2022, you will have paid this instalment before submitting your withdrawal, you will not be entitled to a refund of the amount paid.

#### **Second instalment of the all-inclusive fee**

If you withdraw from your studies **after 15 February 2022 and no later than 17 May 2022**, you will be exempt from paying the second instalment of the all-inclusive fee, provided that you have not passed any exams during the academic year 2021-2022;

if you withdraw from your studies **after 15 February 2022 and no later than 17 May 2022**, you will have to pay 50% of the second instalment of the all-inclusive fee if you pass exams during the academic year 2021-2022;

if you submit your request to opt out **after 17 May 2022**, you will be required to pay the second instalment in full, depending on the fee bracket that will be allocated to you.

## STUDY PLANS AND EXAMS FOR COURSE CREDIT

- **Plan completion and deadlines**
- **Inclusion of supernumerary courses**
- **Exams for course credit: useful information**
- **Appointment for appeals**

### Plan completion and deadlines

At the beginning of each academic year you must submit, or possibly modify, your study plan, according to the limits imposed by the plan itself, within the deadlines set by the Academic Calendar.

In case of modification of a course related to previous years, we remind you that the modified exam can be taken only after you have attended the course, i.e. after the **end of the lessons scheduled for that course**, according to the Academic Calendar of the current academic year.

The 2021-2022 study plan will need to be completed during the following periods:

- **14 October - 8 November 2021** if you are enrolled in a Bachelor's degree programme or in the second year of a Master's degree programme;

- **28 October - 19 November 2021** if you are enrolled (with or without reservation) in the first year of a master's degree programme.

For instructions on how to fill in the form, please consult the notices published by the respective Departments.



## Inclusion of supernumerary courses

In order to request the insertion of supernumerary courses, you have to send to the Student Secretariat a request on plain paper addressed to the Board of the degree programme with the indication of the courses (specifying name, code, number of credits) and the relative reason.

The form can be found on the following webpage:

[www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA)

The Student Secretariat will email you the Board's resolution regarding your request.

The credits acquired, if authorized, remain recorded in your career and may give rise to subsequent recognition under current regulations.

These credits will be taken into account when calculating the average for admission to the degree examination, up to a maximum of 20 credits for bachelor's degree programmes, up to a maximum of 20 credits for master's degree programmes, up to a maximum of 40 credits for single-cycle master's degree programmes, provided that the supernumerary exams are related to subjects belonging to scientific-disciplinary sectors provided for by the Rules of the course.

## Exams for course credit: useful information

The verification of the students' preparation consists of oral and/or written exams or tests, which take place in the periods foreseen by the Academic Calendars on dates (exam dates) published on the notice boards of the relevant Departments.

Failure to pass an exam does not generally prevent you from registering for the next appeal. Passing the exam leads to the acquisition of the relevant credits.

The grade is expressed in thirtieths (with honours, if applicable), except for tests for which a suitability judgment is required.

### **We remind you in particular that:**

- you cannot take exams for course credit of courses that have not been included in the approved study plan for the current or previous years. If the course belongs to the year in which you are enrolled, you must wait until the end of the lessons relating to that course before you can take the relevant exam for course credit;
- **even in the case of admission to years subsequent to the first** following a transfer, change of programme, shortening, achievement of a second degree or re-enrolment following withdrawal/forfeiture, you must wait until the end of the relative lessons **before being able to take the exams you owe, belonging to previous years;**
- if your course is taught in the second semester, you will not be able to take the examination in the winter session, but will have to wait until the end of the semester to register for the first call after the end of the course;
- **you cannot retake an exam that has been successfully passed (= recorded);**
- **if you are enrolled with reservations in a Master's degree** programme, you will not be able to take the exams related to that course until you have **obtained your Bachelor's degree;** you will in any case have to wait for the end of classes before being able to take the exams of the Master's degree programme;
- you may not take exams for course credit in violation of the rules governing the preparatory nature and other provisions, if any. Please note that enrolment via the Internet desk does not normally verify compliance with these provisions.

**Any infringement of the above provisions will result in the test being irrevocably**



**cancelled.**

**We remind you that in case of non-payment of the instalments of the all-inclusive fee within 30 days from the expiry date there is an administrative block of the career.**

NB: Students are required to be familiar with the reference model of their study plan, published on the notice board of the individual educational facilities, and with the laws of the Didactic Rules of their degree programme, and are solely responsible for the cancellation of exams taken in violation of these laws.

Appointment for appeals

In order to register for the exam, you must use the student internet desk, also at the stations installed in the various university buildings: [Internet Desk](#)

**Appointment is compulsory and must be made no later than the fifth day before the date set for the exam (for all Departments and the School of Engineering).**

PLEASE NOTE:

- during exam sessions, check the timetables published on the web page of your degree programme to see which exams are scheduled and the relative classrooms assigned for the tests;

- if you decide not to attend an exam for which you are already registered, you are kindly requested to cancel your registration within the same deadline set for the appointment.

**WHEN ARE EXAM BOOKINGS OPENED AND HOW DO THEY TAKE PLACE?**

Bookings open approximately one month before the beginning of the various exam sessions (winter, extraordinary, summer and autumn).

Bookings must be made through the student [Internet Desk](#)

You have to book yourself for the relevant exams by selecting the codes of the courses included in your study plan. We recommend that you pay particular attention to this, especially if several modules are optional.

**NB: STUDENTS WHO ARE NOT PROPERLY BOOKED CANNOT BE ADMITTED TO EXAMS.**

**To contact the appeals office staff:**

[appelliorari.umanistiche@unibg.it](mailto:appelliorari.umanistiche@unibg.it) (if you are a Humanities and Social Sciences/Literature, Philosophy, Communication student)

[appelliorari.lingue@unibg.it](mailto:appelliorari.lingue@unibg.it) (if you are a Foreign Languages, Literatures and Cultures student)

[appelliorari.caniana@unibg.it](mailto:appelliorari.caniana@unibg.it) (if you are a Business Sciences, Economics, Law student)

[appelliorari.dalmine@unibg.it](mailto:appelliorari.dalmine@unibg.it) (if you are a School of Engineering student).

**ON LINE RECORDING OF EXAMS FOR COURSE CREDIT**

The results of examinations for course credit are recorded using the online recording procedure. Here are the two scenarios configured by the system after the teacher has posted the results in the system:

**WRITTEN TESTS (silence-consent):** by accessing the reserved area "Results Notice Board" of the [Internet Desk](#), you will be able to see the result of the test and you will be able to refuse the assigned mark within and not after the date communicated by the teacher; in the absence of an explicit refusal, the result of the test will be considered accepted;



ORAL TESTS or exams that end with an oral test: you will only be able to see the result of the exam without being able to make any choice.

## ISSUE OF CERTIFICATES

**In order to obtain a stamped certificate**, intended **for private individuals (or for foreign use)**, you will have to fill in the special certificate request available in the "*Printable forms*" section of the Student Secretariat at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA) and send it by ticket from your institutional address ([Student Help Desk](#)) requesting to be able to virtually pay the stamp duty. The amount (€16.00 for the request and €16.00 for each certificate issued) will then be uploaded to your personal page of the Internet Desk and can be found under Secretariat>Payments.

The requested certificates will be sent to you by ticket or, upon payment of a fee of €10.00, will be sent to the address you indicate. Alternatively, you can book an appointment at the Student Secretariat desks for collection, presenting the necessary revenue stamps and a valid identity document: [https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&\\_lang=en](https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&_lang=en)

For uses for which the law **does not prescribe a stamp** (Italian Presidential Decree 26/10/1972 No. 642 Attached Table B, see "*Documents exempt from stamp duty*"), it will be sufficient to send by ticket the request for a certificate on plain paper specifying the article of the table according to which the exemption is provided.

## SELF-CERTIFICATIONS

From your personal page on the [Internet Desk](#) you can print the self-certification regarding:

- enrolment with list of exams taken
- degree with list of exams taken
- tuition paid in the calendar year.

## GRADUATION AND FINAL EXAMS

- **To obtain the degree**
- **Steps to graduate**
- **Submission of the application for the final test**
- **Collection of original middle school diploma**
- **How to collect the graduation parchment**
- **Postponement of the discussion of the final test**

To obtain a degree

### **GRADUATE THESIS** – OLD SYSTEM (before Italian Ministerial Decree 509/99)

If you have chosen to complete your studies according to the system prior to Ministerial Decree 509/99, you are required to take the exam in the same way as for the old system.

The graduation examination consists of an oral discussion of a written dissertation prepared by the student under the guidance of an official Professor. The grade is expressed in hundredths, with possible honours.

In order to be admitted to the degree examination, you must have taken the courses and



passed the examinations for credits of all the subjects included in the degree programme.

### **FINAL TESTS – NEW SYSTEM** (pursuant to Italian Ministerial Decree 509/99 and Ministerial Decree 270/2004)

The degree is awarded by passing the final examination. In order to be admitted to the final exam, you must have obtained the credits related to the planned activities which, added to those to be acquired in the final exam, allow you to obtain at least **180 credits**.

The final exam consists in the presentation and discussion of an individual paper (paper or multimedia) developed in relation to a specific theme addressed during the course of studies, which may consist in a bibliographical-documentary, theoretical or critical study, in a practical realization or in a critical in-depth study of the themes addressed during the internship, where applicable.

The discussion of the final exam, **except in cases of exemption provided by the individual Regulations of the Departments for courses under Ministerial Decree. 270/04**, takes place in public session in front of a Committee of professors who express the overall evaluation in hundredths, with possible honours.

The final overall assessment of the Test takes into account:

- transformation in hundredths of the grades earned in the exams through a weighted average compared to the relative credits obtained;
- the quality of the final test taken;
- additional elements useful for the assessment.

### FINAL EXAM THE POSTGRADUATE DEGREE

The postgraduate degree is awarded with the discussion of the thesis. In order to be admitted to the final examination, you must have obtained the credits related to the activities foreseen which, added to those to be acquired in the final examination, allow you to obtain **at least 300 credits**, including the credits earned in the three-year degree.

The final exam consists of a thesis written in an original way by the student under the guidance of a supervisor. The thesis is discussed with the contribution of a supervisor and a co-supervisor in front of a Committee of professors who express the overall evaluation in hundredths, with possible honours.

The transformation into hundredths of the marks obtained in the various academic activities, which give rise to a grade in thirtieths, involves a weighted average with respect to the relative credits earned.

### FINAL MASTER'S DEGREE TEST

The master's degree is awarded with the discussion of the thesis. In order to be admitted to the final exam, you must have obtained the credits related to the planned activities which, added to those to be acquired in the final exam, allow you to obtain **at least 120 credits**.

The way the final exam is carried out, normally linked to the presentation of a written paper, is regulated by the didactic regulations of the individual degree programme to which we invite you to refer.

You can find information about graduation and final exams, including typographical rules, in the Study>Degree section of your degree program.

Please check the Didactic Regulation of your degree programme on the University website.

### Steps to graduate

The application for the approval of the provisional title of the thesis/final test or the application for the assignment of the topic, **where applicable**, must be submitted within the



deadlines set by the competent academic structures (consult the Academic Calendar of your Department for the application procedures and deadlines).

**If you are a student enrolled in a degree programme in the Department of Humanities and Social Sciences and you do not already have an agreement with a supervisor**, you must apply for the topic assignment in the manner specified at <https://dsus.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea> (ITA)

**If you are a student enrolled in a course of study related to the Department of Foreign Languages, Literatures and Cultures**, take note of the notices published at <https://dllcs.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea> (ITA)

**If you are a student enrolled in a degree programme related to the Department of Humanities, Philosophy and Communication**, please check the notices published at <https://dlfc.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea> (ITA)

**If you are a student enrolled in a degree programme related to the Department of Economics**, please see the notices published at <https://dse.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea> (ITA)

**If you are a student enrolled in a degree programme related to the Department of Business Administration**, please see the notices published at <https://dipsa.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea> (ITA)

**If you are a student enrolled in a degree programme related to the Department of Engineering and Applied Sciences**, take note of the notices published at <https://disa.unibg.it/it/studiare/calendari/prove-finali-e-tesi-laurea> (ITA)

**If you are a student enrolled in a degree programme related to the Department of Management, Information and Production Engineering**, take note of the notices published at <https://digip.unibg.it/it/corsi/calendari/prove-finali-e-tesi-laurea> (ITA)

Submission of the application for the final test

In order to fill in the final exam application online you must access the [Internet Desk](#) on your personal page (section "Degree") and follow the procedure indicated in the Guide to filling in the application: <https://en.unibg.it/node/7035> (Online Procedures Guide).

In order to complete the procedure with the insertion of the graduation/final test application, you must wait until the supervisor has approved your thesis online. When the supervisor has proceeded with approval, you will receive an email alert in your **institutional mailbox**. From that point you can proceed with entering the final application (second step).

**NB: Approval by the supervisor replaces the signature on the paper application, which, therefore, as of the fall 2017 session, no longer needs to be printed or forwarded to the Student Secretariat.**

The application must be completed within the deadlines indicated in the respective Academic Calendar (pay attention to the **dates referring to the compilation phases**); the fee for the awarding of the diploma, equal to € 32.00 (including the virtual stamp on the application and the virtual stamp that will be affixed on the original diploma) will be available in the Payments section of the [Internet Desk](#) after the application has been completed and **must be paid using the PagoPA method within the deadline for submitting the application indicated in the Academic Calendar.**

The final test/dissertation must be uploaded in **PDF format** to your personal page after the online application has been approved by the Student Secretariat, **by the date indicated in the Academic Calendar.**

If, for any reason, **you wish to withdraw from the discussion of your thesis**, please



remember to **inform** the Student Secretariat in **writing** via ticket.

**NB: If you intend to obtain your degree by the extraordinary graduation session of March/April 2022**, you are **not** required to pay the regional fee or the all-inclusive fee for enrolment in the academic year. 2021-2022: any fees paid will be kept valid and automatically cancelled to cover enrolment in the first year of the Master's degree programme, or refunded with the exception of the stamp duty of € 16.00.

If you have not graduated by the March/April 2022 session, you will enrol late in the a.y. 2021-2022, you will have to pay the regional tax and virtual vignette, all-inclusive fee instalments, and surcharges for amounts paid after the due dates.

For further information, please consult the website <https://en.unibg.it/node/7676>

### How to collect the degree parchment

The Student Secretariat will notify you by e-mail as soon as your parchment is available.

In order to go to the service desks for the withdrawal you have to book an appointment by selecting the relevant Secretariat and the menu "parchment withdrawal": [https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&\\_lang=en](https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&_lang=en)

The form to receive the degree parchment at your home address, upon payment of € 10.00, is available at [www.unibg.it/segremoduli](http://www.unibg.it/segremoduli) (ITA) (Request for home delivery of degree parchment). You will have to pay by PagoPA the fee of € 10.00 to be requested by ticket) [Student Help Desk](#) and then send the signed form by the same method to your institutional mail address.

### Postponement of the discussion of the final test

If the discussion of the final exam is postponed, you must **first** inform the Student Secretariat via ticket, **even** if you have only filled in the first step of the application.

For information about the validity of the provisional qualification/final test subject, where applicable, consult the pages of your degree programme (section Studying>Degree).

You will have to fill in the final application form for the final exam/degree thesis by the deadline set by the academic calendar of the Department you belong to and pay the amount of stamp duty paid virtually equal to € 16.00 (to be requested at the Student Secretariat by opening a ticket: [Student Help Desk](#))

The fee of € 32.00 will not have to be paid again.

**NB: If you graduate after the extraordinary graduation session of March/April 2022**, you will be required to pay the regional tax and stamp duty fees, as well as the all-inclusive fee, due for the entire academic year 2021-2022.