



INFORMATION FOR INTERNATIONAL STUDENT A.Y. 2018/2019

*Bachelor's Degree Course / Master's Degree Course /
single cycle Master's Degree Course*

Information on main administration matters: enrollment, re-enrollment, tuition fees and financial support.

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1. ENROLLMENT (FIRST YEAR)

The University of Macerata is not in any way associated with any agents/representatives, so not responsible for their actions. We strongly advise applicants not to cooperate with any such agents/representatives nor to apply through any agents/representatives. For information, application and any support throughout the enrollment process, applicants can contact directly the University of Macerata International Welcome desk (the service is free of charge). Furthermore, assistance in applying for VISA and pre-enrollment is provided directly by Italian Embassies.

To be admitted to a Bachelor's Degree Course ('*Laurea*') or Master's Degree Course ('*Laurea Magistrale*'), you must satisfy entrance requirements.

All details on student career administration may be found in the specific Regulation.

You can not enroll in two or more courses at the same time.

For further information:

- **Relevant laws:** <http://www.studiare-in-italia.it/studentistranieri>
- **International welcome desk**
Infopoint
Via Don Minzoni, 22/A– Macerata
Tuesday from h. 9.30 am to 1.30 pm
Thursday from h. 9.30 am to 1.30 pm and from 3.00 pm to 5.00 pm
ss.foreignstudent@unimc.it
Telephone number +39 07332586005
- **Student Administration Offices**
From Mondays to Fridays from 9.30 am to 12.00 am
Thursdays from 2.30 pm to 4.00 pm
 - Department of Economics and Law
Via Don Minzoni, 2 - 62100 Macerata (MC)
ded.segreteria.studenti@unimc.it
 - Department of Law
Via Don Minzoni, 2 - 62100 Macerata (MC)
giurisprudenza.segreteria.studenti@unimc.it
 - Department of Education, Cultural Heritage and Tourism
Piazzale "L. Bertelli" Contrada Vallebona - 62100 Macerata (MC)
sfbct.segreteriastudenti@unimc.it
 - Department of Political Sciences, Communication and International relations
Via Don Minzoni, 2 - 62100 Macerata (MC)
segreteria.studenti.spocri@unimc.it
 - Department of Humanities
Corso Cavour, 2 - 62100 Macerata
studiumanistici.segreteriastudenti@unimc.it

Pre-enrollment Application for Admission to a Master's Degree Course ('*Laurea Magistrale*') in English

You may apply for evaluation of your student career to the University of Macerata to ascertain whether it satisfies entrance requirements to enroll in a Master's Degree Course (*'Laurea magistrale'*), even before submitting your pre-enrollment application to the Italian Diplomatic/Consular Mission:

- Visit the webpage dedicated to International degree programmes (<https://www.unimc.it/en/international/en/courses/international-degree-programmes>).
- Click on the name of the course you are interested in.
- Submit your pre-enrollment application.

How to pre-enroll or enroll in first year

If you are a NON-EU citizen resident abroad (requesting VISA)

1. Check list of courses on offer and relevant number of available places (<http://www.studiare-in-italia.it/studentistranieri/>).
2. Return your pre-enrollment application to the Italian Diplomatic/Consular Mission in your country (<http://www.studiare-in-italia.it/studentistranieri/>)
3. Take the Italian language test on the 31st of August 2018 (Academic Year 2018/2019). Visit the following webpage and check if you are exempted from taking the Italian test (<http://www.studiare-in-italia.it/studentistranieri/>). Passing the test is not mandatory if you have applied to enroll in a course delivered in English.
4. Once you have passed the test, apply for online registration and enrollment in the course of your choice.
5. Submit your application form to the Student Administration Office of the Department.

If you are an Italian, a EU or a NON-EU citizen with permanent address in Italy (without need of a VISA) - holding a foreign qualification

1. Apply for online registration and enrollment in the course of your choice.
2. Submit your application form to the Student Administration Office of the Department.

Information for all international students

1) To do the online registration and enrollment

- Visit the website studenti.unimc.it
- If it is your first contact with the University sign up in the Registration Area [*'Registrazione'*] to receive your username and password
- With username and password log in the Log-in Area [*'Area Riservata'*]
- Click on Registration and Pre-enrollment [*'Immatricolazione e Pre-iscrizione'*] and follow the instructions

- If you wish to use the **e-learning services** click on Additional e-learning services [*'Servizi Aggiuntivi di e-learning'*]
For further informations: 3.1. Additional fees for e-learning services
- You can ask **special needs services**. To avail yourself of special needs services click on Key in New Disability Statement [*'Inserisci nuova dichiarazione di invalidità'*] and then on Special Learning Disorders [*'Disturbi specifici dell'apprendimento (DSA)'*]. To avail yourself of the above mentioned service you must submit the appropriate application form, enclosing a certificate confirming impairment/disability or special learning disorder.
For further informations: servizio.disabilita@unimc.it
- Choose the **type of enrollment** (full-time or part-time)
For further information: 1.1. Type of enrollment.
- You can ask for **financial support**
For further information: 4. FINANCIAL SUPPORT.
- Finally, print the application form and pay first installment of tuition fees
For further information: 3. TUITION FEES.

2) To complete the enrollment

In order to complete enrollment, return the application form to the Student Administration Office of the Department, enclosing:

- Your online application form duly signed where required
- A copy, front and back, of a valid Identity Document belonging to you
- Two passport-size photographs of yourself
- A copy of a valid residence permit belonging to you or of receipt of application for such permit with the obligation, in the latter case, to submit a copy of the residence permit when the relevant authorities shall issue such permit (if you are a NON-EU citizen)
- A copy of your Tax Code Number (applicable to students with permanent address in Italy only)
- A copy of receipt confirming you have paid first installment of tuition fees
- Any other document required

→ To enroll in a Bachelor's Degree Course ('Laurea') or single cycle Master's Degree Course ('Laurea magistrale a ciclo unico')

- The original copy of your final secondary education qualification, obtained after at least 12 scholastic study years or certified copy or a fully legal substitute certificate, authenticated and submitted with an official translation in Italian
- A declaration briefly explaining qualification status, known as *'Dichiarazione di valore in loco'*, or a declaration released by an ENIC-NARIC centre or a declaration of official foreign institution
- A certificate declaring you have passed any relevant university entrance exam, where provided for in your country, authenticated and submitted with an official translation in Italian

Should the secondary education qualification have been released after a period inferior to 12 scholastic study years, provide:

- A certificate confirming you have partially-completed your university student career (in the case of a request to shorten length of course, this certificate should specify the exams you have passed) or your post-secondary qualification concerning a subject that is cognate with the course you have chosen, gained in a non-university higher education institute or a foundation course certificate

→ To Enroll in a Master's Degree Course ('Laurea Magistrale')

- Your qualification awarded by a university or your post-secondary qualification awarded by a non-academic higher education institution enabling you to proceed to the subsequent level of education in the country where it is issued (or certified copy), authenticated and submitted with an official translation in Italian
- A declaration briefly explaining qualification status, known as '*Dichiarazione di valore in loco*', or a declaration released by an ENIC-NARIC centre or a declaration of official foreign institution
- A certificate listing exams you have passed (transcript), issued by the relevant university, authenticated and submitted with an official translation in Italian

Statement of comparability of qualification issued abroad

You may apply for a statement of comparability if you hold a qualification issued abroad, by returning the documents listed below to the Student Administration Office of the Department, within the enrollment deadline:

- An application for a statement of comparability of the foreign qualification addressed to the Chancellor, specifying type of qualification you wish to obtain at the University of Macerata
- A copy of valid residence permit or of receipt of application for such permit (only if you are a non-EU citizen habitually living in Italy)
- The original copy (or certified copy) of your qualification, authenticated and submitted with an official translation in Italian
- A declaration briefly explaining qualification status, known as '*Dichiarazione di valore in loco*', or a declaration released by an ENIC-NARIC centre or a declaration of official foreign institution
- A certificate listing exams you have passed (transcript), issued by the relevant university, authenticated and submitted with an official translation in Italian

The Student Administration Office of the Department shall inform you of result of your application.

If a statement of comparability is issued confirming that your qualification is equivalent to a one in this country you must pay fees and tax due to enroll full-time, in addition to € 71,38 in connection to the issuing of your degree in parchment and to delivery costs to your address.

Diploma Supplement

If you submit a Diploma Supplement to enroll in a Master's Degree Course ('*Laurea Magistrale*') or to validate your previous student career, you don't have to submit a certificate listing exams you have passed.

Translation

The documents listed above must be submitted with an official translation in Italian. The official Italian translation must be attached to any document submitted in a foreign language. Such translation may be produced in your country or in Italy by local courthouses or by official or courthouse translators. Translations must then be certified by the relevant Italian Diplomatic/Consular Mission, unless there are special agreements to the contrary. If your certificates are in English and the course of your choice is delivered in English, you do not have to provide certificates translated into Italian.

Authentication

Qualifications must be authenticated by the relevant authorities of the country where they were issued, where provided for in that country. In countries that signed the Hague Convention on 5th October 1961 an '*Apostille*' stamped by the relevant local authorities may replace authentication. Authentication is not mandatory when qualification has been issued in a signatory country of the Brussels Convention of 25th May 1987, ratified in Italy by means of Law No. 106 of 24th April 1990 (Belgium, Denmark, France, Ireland), or in Germany, due to the Italian-German Convention providing for exemptions from instrument-authentication, signed in Rome on 7th June 1969 and ratified by means of Law No. 176 of 12th April 1973.

Relevant course syllabuses

If it is deemed relevant for the purpose of evaluating your education qualification, the University of Macerata may request you to submit syllabuses of exams you have passed in each subject.

When to pre-enroll or enroll in the first year

You may pre-enroll or enroll, you may submit a conditional application for enrollment or you may apply for validation of your previous career

- **from 1st August to 31st October**

After 31st October and within 15th January you may apply for deferred enrollment only in Bachelor's Degree Courses ('*Laurea*') and Master's Degree Courses ('*Laurea Magistrale*') direct access enrollment, paying the following supplementary fees:

- from 1st to 30th of November → € 15
- from 1st of December to 15th of January → € 30

1.1. Type of enrollment

1. Full-time

- You may take exams in the programme of study without limitations
- You may claim financial support and Regional Board for Higher Education ('ERDIS') grants
For further informations: 4. FINANCIAL SUPPORT

2. Part-time

- You may obtain a maximum of 36 Credits (ECTS) within the last session of exams for the relevant academic year (including curricular activities in connection to seminars, workshops, traineeships, placements, qualifying exams and other unconventional educational activities, final exam)
- You pay reduced fees, regardless of merit or income, but cannot claim financial support

If you enrol part-time, the length of your study course shall increase by one year for each year of part time enrolment.

If you opt for part-time enrollment and wish to obtain a larger number of Credits (ECTS) than originally planned, you must pay **the supplementary fee of € 250 € for every 6 Credits**. You cannot pay a smaller amount for fewer Credits; the amount due is always rounded up by a multiple of 6 (e.g. 6 Credits: € 250; 7 Credits: € 500).

3. Graduating student

- You may re-enroll, paying **the reduced fee of € 600 by 30th April**,
 - if you have already gained all Credits in your programme of study, excluding final examination;

or

- you have enrolled in the single-cycle degree course in **Primary Education Teaching** and you only have to carry out training and final exam

After 30th April, you can enroll but within the deadline for submitting application for final exam in last final exam session of the relevant academic year, paying the supplementary fee of € 100.

For further informations: 3. TUITION FEES and 4. FINANCIAL SUPPORT

Changing type of enrollment

You may change type of enrollment as long as you have paid all the fees due up to date of application.

When to change type of enrollment

- **by 30th April**(after this date you cannot change type of enrollment)

How to change type of enrollment

- Return the application form to the Student Administration Office of the Department
- Pay due fees:
 - Visit the website studenti.unimc.it
 - With username and password log in the Log-in Area [*'Area Riservata'*]
 - Click on Payment [*'Pagamenti'*] and follow the instructions

Payment in excess of the due fees will not be adjusted or refunded.

2. RE-ENROLLMENT (AFTER THE FIRST YEAR)

You must apply for re-enrollment every year until you are awarded with the final qualification.

To apply for re-enrollment you must have paid in full fees related to previous academic years at the University of Macerata along with any supplementary fee due.

You do not need to re-enrol if you expect to graduate within the special exam session linked to the previous academic year (check final exam timetable).

When to re-enroll after the first year

- **from 1st August to 31st October**

After 31st of October you may still apply for re-enrollment by 31st of July, paying the supplementary fee below:

- From 1st to 30th November → € 15
- From 1st December to 15th January → € 30

- From 16th January to 30th April → € 50
- From 1st May to 31st July → € 100

The deadlines refer to date of payment.

How to re-enroll after the first year

Even if you apply for e-learning services

- Visit the website studenti.unimc.it
- With username and password log in the Log-in Area ['Area Riservata']
- Click on 'Enrollment' [*Iscrizioni*] and follow the instructions
- To re-enroll as a graduating student, click on exemption Graduating Student Enrollment [*Iscrizione laureando*] and follow the instructions
- Finally, pay the first installment of fees

You are exempt from submitting receipt of payment to the Student Administration Office of the Department.

You may re-enroll online just once. If you need to change type of enrollment you must follow the instructions in 1.1. Type of enrollment.

3. TUITION FEES

In order to enroll or re-enroll you must pay in full fees.

MAXIMUM AMOUNT OF FEES

Full-time enrollment

YEAR OF ENROLLMENT	1 st installment deadline 31 st October	2 nd installment deadline 31 st January	3 rd installment deadline 31 st March	4 th installment deadline 31 st May	TOTAL
Within specified time limit for completion and 1 st yr. beyond specified time limit for completion	€156	€ 460	€ 460	€ 460	€ 1.536
2 nd yr. beyond specified time limit for completion	€ 156	€ 510	€ 510	€ 510	€ 1.686
3 rd yr. beyond specified time limit for completion	€ 156	€ 560	€ 560	€ 560	€ 1.836
4 th yr. and above beyond specified time limit for completion	€ 156	€ 610	€ 610	€ 610	€ 1.986

Part-time enrollment

YEAR OF ENROLLMENT	1 st installment deadline 31 st October	2 nd installment deadline 31 st January	3 rd installment deadline 31 st March	4 th installment deadline 31 st May	TOTAL
Within specified time limit for completion and 1 st yr. beyond specified time limit for completion	€ 156	€ 228	€ 228	€ 228	€ 840
2 nd yr. beyond specified time limit for completion	€ 156	€ 248	€ 248	€ 248	€ 900
3 rd yr. beyond specified time limit for completion	€ 156	€ 258	€ 258	€ 258	€ 930
4 th yr. and above beyond specified time limit for completion	€ 156	€ 271	€ 271	€ 272	€ 970

Enrollment to take the final exam only (graduating student)

YEAR OF ENROLLMENT	one single installment deadline 30 th April	TOTAL
Any year	€ 156 + € 444	€ 600

Additional fees for e-learning services

If you wish to study in e-learning mode too, provided your course offers the option, you must pay the additional fees reported below.

	Full-time student	Part-time student
To be paid with 2 nd installment by 31 st January	€ 360,00	€ 240,00
To be paid with 3 rd installment by following 31 st March	€ 360,00	€ 240,00
Total additional fee	€ 720,00	€ 480,00

You are advised to pay due fees at least 20 days before the start date of the course.

Additional fees may be neither reduced or reimbursed.

For further information:

- elearning.unimc.it

You may access the distance learning area of courses available in e-learning mode from:

- didattica.unimc.it

When to pay

You may pay tuition fees in four installments:

- 1st installment by 31st October
- 2nd installment by 31st January
- 3rd installment by 31st March
- 4th installment by 31st May

If you pay after the specified deadlines, the supplementary fees below apply:

- Within a month after deadline → € 15
- Within two months after deadline → € 30
- Starting from third month after deadline → € 50

The deadlines refer to date of payment.

If you prefer electronic payment, such as home banking, check your bank's value date to avoid paying a supplementary fee for delayed payment: date of bank payment order is not proof of payment.

How to pay

Payment of fees and additional fees must be made solely by means of **debit slip by notice** and may be made either via internet banking or at any bank branch.

Keep your receipts of payment throughout your student career for tax purposes and for any inspection.

To check your payments status:

- Visit the website studenti.unimc.it
- With username and password log in the Log-in Area [*'Area Riservata'*]
- Click on Payment [*'Pagamenti'*]

If your debit slips by notice for payment are not available in the Log-in Area [*'Area Riservata'*] contact the Student Administration Office of the Department.

If you do not pay first installment of fees you cannot take examinations, engage in educational activities nor make changes to your student career.

If you do not pay second, third and fourth installment of fees, including any additional fee, you may take exams, but results are not ratified and you cannot take final exam or re-enroll until you do not settle payment.

3.1. REIMBURSEMENT AND ADJUSTMENT

You may apply for a reimbursement of fees, except for the fee of 75 €, only in the cases specified in the provisions, which are listed below:

- a) If after having paid the first installment of due fees for enrollment on an Bachelor's or Master's Degree Course, you do not complete enrollment providing documents to the Student Administration Office of the Department, as long as application is made **within 15 days** from payment or receipt of notice on part of the Student Office that you can not enroll on the course;
- b) If after having enrolled on an Bachelor's or Master's Degree Course you discontinue your student career **within 15 days** from completing enrollment, as long as application is made within such deadline;

- c) If after having enrolled on a closed-access course or a course with national entry test, you discontinue your student career within 15 days from completing enrollment, as long as application is made within such deadline and the place offered is taken by another student;
- d) If after having re-enrolled in the new academic year, you apply for transfer within 30th September, as long as you apply **within 15 days** from date of application;
- e) If after having re-enrolled in the new academic year, you graduate within the last exam session of the previous academic year, as long as you apply **within 15 days** from date of graduation.

Reimbursement or adjustment of due fees with regards to past academic years is not allowed.

You must not have already gained any advantage as a consequence of the payment you have made (e.g.: reimbursement by other operators, etc.)

You may apply to use the refund as deposit for further payments. In that case adjustment shall entail no administrative charge.

How to apply

Return the application form to the Student Administration Office of the Department, enclosing:

- A copy, front and back, of a valid Identification Document belonging to you
- A copy of receipt(s) of payment(s) for which you wish to have a refund

Reimbursement shall be by direct deposit to a bank account of which you are the holder or joint-holder, hence, you must provide details (IBAN) of your account when you apply for online registration, enrollment or re-enrollment by accessing the Log-in Area [*Area Riservata*] of the website studenti.unimc.it.

4. FINANCIAL SUPPORT

The University of Macerata offers financial support in the form of

1. Fees reduction
2. Total exemptions
3. Partial exemptions

Failure to comply with procedure and deadlines, entails payment of maximum amount of due fees.

If requirements enabling exemptions or reduction are no longer satisfied or vary, you must inform the Student Administration Office of the Department at once.

Fee reduction, total or partial fee exemption may not be combined. You are entitled to the most advantageous financial support.

You are not entitled to any exemption or reduction:

1. If you apply to enroll in a Bachelor's Degree Course (*'Laurea'*) or in a Master's Degree Course (*'Laurea Magistrale'*) leading to a qualification that is either of the same level or lower level than the one you already have (i.e. exemptions are granted in connection with your first degree), except for Exemption for Student Over 40 Applying to Start a Student Career. That does not apply if you have obtained a degree of the same or lower level abroad in relation to which you have not applied for a statement of comparability. In that case you may still be entitled to fee exemption or reduction.
2. If the statement of comparability issued in relation to your foreign qualification asserts it is of higher level to the one you wish to enroll in.

3. If you enroll in individual course modules and in courses not leading to a Bachelor's Degree Course ('*Laurea*') or single cycle Master's Degree Course ('*Laurea Magistrale a ciclo unico*') or a Master's Degree Course ('*Laurea Magistrale*').
4. If you have made untrue statements in the two academic years prior to enrollment.
5. If you apply to enroll in a single cycle Master's Degree Course ('*Laurea Magistrale a ciclo unico*') holding a Bachelor's Degree (in that case you are not entitled to any exemption for the next three years).

When to claim financial support

Within enrollment (first year) or re-enrollment (after the first year) deadline.

How to claim financial support

- Visit the website studenti.unimc.it
- With username and password log in the Log-in Area ['*Area Riservata*']
- Enroll or re-enroll by selecting the type of exemption you wish to apply for by clicking on Apply or Change Application for Exemption ['*Inserisci o Modifica la Domanda di Esonero*'] in the section Application for Exemption ['*Domanda di Esonero*'] or click on Applying for Fees Reduction ['*Domanda Riduzione Tasse*'] and follow the instructions
- Save the e-mail message confirming completion of fees reduction procedure (if you do not receive an e-mail confirming end of procedure, then your application has been refused and you may ask the Student Administration Office of the Department to check)
- Return any further document required to the Student Administration Office of the Department

4.1. FEES REDUCTION

FOR STUDENT RESIDENT ABROAD

Regardless of your nationality, if you belong to a family with permanent address abroad, where it earns income and owns assets, and you meet enrolment requirements and requirements based on merit, in compliance with procedure and deadlines you may apply for a reduction of the yearly enrolment fee.

The enrolment fee varies as specified below:

1. If you come from **an extremely poor and developing country**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea, Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe (Ministerial Decree 3/5/2018)

Requirements and amounts

REQUIREMENTS IN CASE OF FULL-TIME ENROLLMENT (number of academic years of enrolment *)	REQUIREMENTS BASED ON MERIT	AMOUNT
1 st year (L, LM, LMCU)	Not provided	€ 156
2 nd year (L, LM, LMCU)	At least 10 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
3 rd year(L, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
4 th year(LMCU)		
5 th year (LMCU)		
1 st year beyond specified time limit for completion (L, LM, LMCU)		
2 nd year and above beyond specified time limit for completion (L, LM, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	€ 356

2. If you come from a **NON-OECD member country**

OECD = Organization for Economic Cooperation and Development ('*Organizzazione per la Cooperazione e lo Sviluppo Economico - OCSE*')

Requirements and amounts

Table 1

REQUIREMENTS IN CASE OF FULL-TIME ENROLLMENT (number of academic years of enrolment *)	REQUIREMENTS BASED ON MERIT	AMOUNT
1 st year (L, LM, LMCU)	Not provided	€ 350,94
2 nd year (L, LM, LMCU)	At least 10 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
3 rd year(L, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
4 th year(LMCU)		
5 th year (LMCU)		
1 st year beyond specified time limit for completion (L, LM, LMCU)		
2 nd year and above beyond specified time limit for completion (L, LM, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	€ 409,42

Table 2 - Students with special requirements based on merit

YEAR OF STUDY	REQUIREMENTS BASED ON MERIT	AMOUNT
2 nd year (L, LM, LMCU)	- At least 40 Credits ** (ECTS) in the period 11 August 2017 - 10 August 2018 - averaged mark of 27 or above on a 30-point scale	€ 275,96
3 rd year(L, LMCU)	- At least 50 Credits ** (ECTS) in the period 11 August 2017 - 10 August 2018	
4 th year(LMCU)		

5 th year (LMCU)	- averaged mark of 27 or above on a 30-point scale	
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3. If you come from an OECD member country

Australia, Austria, Belgio, Canada, Cile, Danimarca, Estonia, Finlandia, Francia, Germania, Giappone, Gran Bretagna, Grecia, Irlanda, Islanda, Israele, Italia, Lettonia, Lussemburgo, Messico, Norvegia, Nuova Zelanda, Paesi Bassi, Polonia, Portogallo, Repubblica Ceca, Repubblica di Corea, Repubblica Slovacca, Slovenia, Spagna, Stati Uniti, Svezia, Svizzera, Turchia, Ungheria
http://www.esteri.it/mae/it/politica_estera/organizzazioni_internazionali/ocse.html

Requirements and amounts

Table 1

REQUIREMENTS IN CASE OF FULL-TIME ENROLLMENT (number of academic years of enrolment *)	REQUIREMENTS BASED ON MERIT	AMOUNT
1 st year (L, LM, LMCU)	Not provided	€ 740,94
2 nd year (L, LM, LMCU)	At least 10 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
3 rd year (L, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	
4 th year (LMCU)		
5 th year (LMCU)		
1 st year beyond specified time limit for completion (L, LM, LMCU)		
2 nd year and above beyond specified time limit for completion (L, LM, LMCU)	At least 25 Credits (ECTS) in the period 11 August 2017 - 10 August 2018	€ 916,42

Table 2 - Students with special requirements based on merit

YEAR OF STUDY	REQUIREMENTS BASED ON MERIT	AMOUNT
2 nd year (L, LM, LMCU)	- At least 40 **Credits (ECTS) in the period 11 August 2017 - 10 August 2018 - averaged mark of 27 or above on a 30-point scale	€ 515,96
3 rd year (L, LMCU)	- At least 50 **Credits (ECTS) in the period 10 August 2016 - 10 August 2017	
4 th year (LMCU)		
5 th year (LMCU)	- averaged mark of 27 or above on a 30-point scale	

L = 'Laurea' - Bachelor's Degree Course

LM = 'Laurea magistrale' - Master's Degree Course

LMCU = 'Laurea magistrale a ciclo unico' - single cycle Master's Degree Course

Number of academic years of enrollment*: They are calculated regardless of type of full-time enrolment and of any university or course transfer. Any number of years in which student career has been suspended or interrupted are not taken into account.

**** CREDITS (ECTS)**

2nd year Bachelor's Degree Course ('Laurea') *Theories, Cultures and Techniques for the Social Services* ['Teorie, culture e tecniche per il servizio sociale' – L-39] = At least 35 Credits (ECTS) in the period 11 August 2017 - 10 August 2018

3rd year Bachelor's Degree Course ('Laurea') *Theories, Cultures and Techniques for the Social Services* ['Teorie, culture e tecniche per il servizio sociale' – L-39] = At least 46 Credits (ECTS) in the period 11 August 2017 - 10 August 2018

2nd year Master's Degree Course ('Laurea Magistrale') *Public Service Policies and Planning* ['Politiche e programmazione dei servizi alla persona' – LM-87] = At least 36 Credits (ECTS) in the period 11 August 2017 - 10 August 2018

4.2. TOTAL EXEMPTIONS

1. Exemption for Student Awarded or Qualified for a Grant by the Regional Board for Higher Education (ERDIS)
2. Exemption for International Student Awarded a Yearly Grant by the Italian Government
3. Exemption for Student at the 'Giacomo Leopardi' School of Advanced Studies

Other total exemptions:

4. Exemption for Student with Impairment Equal or Above 66% or with Certified Disability Pursuant to Law No. 104/1992
5. Exemption for Student with Parent Receiving a Disability Pension
6. Exemption for Student Interrupting Career Due to Severe Long-term Illness, to Year-Long Military Service or Voluntary Service, to Maternity
7. Exemption for Student with Permanent Address in Town Hit by Earthquake of August and October 2016

1. Exemption for Student Awarded or Qualified for a Grant by the Regional Board for Higher Education (ERDIS)

If you are studying full-time, you have been granted an ERDIS grant or you are in the final ranked list of award-winners, you are totally exempted from paying enrollment fees and regional tax for access to higher education.

However, you must pay the online stamp duty, additional fees for e-learning services, any supplementary fee and all other fees due.

For further informations:

<http://erdis.it/>

In any case you may claim **fees reduction** or **partial exemption** in compliance with specified deadline and procedure.

If your name is not included in the final ranked list published by ERDIS, you must pay fees, as well as other due fees (except for the online stamp duty you may have paid) by the enrollment or re-enrollment deadline.

If grant is withdrawn by ERDIS, you must pay all fees due for that academic year.

2. Exemption for International Student Awarded a Yearly Grant by the Italian Government

If you are an international student and you have been awarded a grant by the Italian Government within the framework of cooperation for development projects and cultural and scientific intergovernmental agreements, and relevant implementation programmes, you are totally exempted from paying enrollment fees.

After first academic year, exemption is subject re-awarding of grant by the Italian Ministry of Foreign Affairs.

However, you must pay the online stamp duty, regional tax for access to higher education, additional fees for e-learning services, any supplementary fee and all other fees due.

Further Documents Required

1. Documents confirming awarding of grant each academic year you enroll.

3. Exemption for Student at the 'Giacomo Leopardi' School of Advanced Studies

If you are a student at the 'Giacomo Leopardi' School of Advanced Studies you are totally exempted from paying fees to enroll, unless provided for in the public selection notice.

However, you must pay the online stamp duty, any supplementary fee and all other fees due.

For further information:

scuolastudisuperiori.unimc.it

4.3. PARTIAL EXEMPTIONS

Partial exemption type	Tuition fees due
1. Exemption for Student with special requirements based on merit (enrollment first year)	€ 402 only with reference to enrolment in the first year
2. Exemption for Student with special requirements based on merit (enrollment after the first year)	€ 951

Other partial exemptions:

2. Exemption for Student of the single cycle Master's Degree Course in Law ('*Laurea Magistrale a ciclo unico in Giurisprudenza - LMG / 01*')
3. Exemption for Student who enrolls in the fifth year of a single cycle Master's Degree Course
4. Exemption for Student Over 40 Applying to Start a Student Career
5. Exemption for Student with Impairment Ranging Between 55% and 66%
6. Exemption for Employed Student or Children of Parents Out of Work, in Mobility, Ordinary and Extraordinary Redundancy or by Derogation
7. 5% Exemption for Student with Siblings Studying at a University in the Marches Region

8. Exemption for Members or Former Members of the Military Police ('*Carabinieri*') at the Marches Legion Headquarters, Members of the Customs Service, Members of the Harbour Office – Coastguard, , Members of the Police, Members of the Military Airforce, and their Children, Spouse or Partner.

You may also apply for partial exemption:

- if you are an award winner or in the finale ranked-list of award winners following a public selection notice for the award of grants by *ERDIS* (the Regional Board for Higher Education) and meet requirements based on merit and income established by the University of Macerata;
- if you are a student who has enrolled in the single-cycle Master's degree course in Primary Teacher Training (and in a Master's degree course for initial teacher training) and have passed the entry test, thus being entitled to admission as next-in-rank beyond application deadline. In that case you must contact the Student Administration Office for further information.'

1. Exemption for Student with special requirements based on merit (enrollment in the first year)

Requirements

→ If you enroll in a Bachelor's ('*Laurea*') or a single cycle Master's Degree Course ('*Laurea Magistrale a ciclo unico*')

- You must enroll for the first time at the University of Macerata
- You must have scored a mark of 90 or above on a 100-point scale in the final exam of secondary school
- You must enroll full-time student

The following formulae applies to convert final score:

$$\frac{V - V_{min}}{V_{max} - V_{min}} * (I_{max} - I_{min})$$

V = Mark to be converted

V_{min} = Minimum mark required to obtain a Pass at the institution of provenance

V_{max} = Maximum mark to obtain a Distinction at the institution of provenance

I_{min} = Minimum mark to obtain a Pass at an Italian school (score range 60/100)

I_{max} = Maximum mark to obtain a Distinction at an Italian school (score range 100/100)

Qualifications that do not bear a final scoring shall be assigned a score after individual evaluation.

→ If you enroll in a Master's Degree Course ('*Laurea Magistrale*'):

- You must enroll for the first time at the University of Macerata
- If you are a student on a first-level degree course and plan to graduate within the specified time for completion, without having to enrol beyond such time limit, you have never transferred to/from another university or course, nor applied for validation of or exemption from exams
- You must enroll full-time student

2. Exemption for Student with special requirements based on merit(enrollment after the first year)

→ If you re-enroll (after the first year) in a Bachelor's or in a single cycle Master's or in a Master's Degree Course:

- You must be a full-time student enrolling within the specified time limit for completion of course
- You must have been awarded at least 40 Credits (ECTS) for the second year of the course and 50 Credits (ECTS) for years after the second in the period 11 August 2017 - 10 August 2018. For the second year of the Bachelor's Degree Course ('*Laurea*') *Theories, Cultures and Techniques for the Social Services* ('*Teorie, culture e tecniche per il servizio sociale*' - L-39) at least 35 Credits (ECTS). For the third year at least 46 Credits (ECTS). For the second year of the Master's Degree Course ('*Laurea Magistrale*') *Public Service Policies and Planning* ('*Politiche e programmazione dei servizi alla persona*' - LM-87) at least 36 Credits (ECTS)
- You have been awarded an averaged mark of 27 or above on a 30-point scale

INSPECTION AND SANCTIONS

The relevant administration offices thoroughly check student declarations to ascertain whether they contain untrue and incorrect information. The University of Macerata carries out inspections, in collaboration with the Police, in order to check student statements for the purposes of establishing fees due upon enrollment.

The list of names of students submitted for inspection is drawn up at random and takes into account students who have been classified as fitting the minimum taxable band or in any case below the maximum taxable band.

If you have provided information that is untrue or incorrect you shall be liable to pay fees according to the appropriate taxable band you fit in, plus a penalty worth three times enrollment fees due.

At all events, you may be fined and be criminally prosecuted in agreement with the Italian Law.

5. FEEDBACK ON TEACHING

Please answer the questionnaires on teaching. Your feedback may be extremely useful to help us improve higher education and training courses on offer at the University of Macerata.

How to apply

- Visit the website studenti.unimc.it
- With username and password log in the Log-In Area ['*Area Riservata*']
- Click on Questionnaires Evaluation Didactic Activities ['*Questionari Valutazione Attività Didattiche*'] and follow the instructions

Answering the questionnaires on teaching is mandatory to register to the exams.

6. UNIVERSITY STUDENT CAREER

6.1. OFFICIAL E-MAIL ADDRESS

After registering you will receive an **official e-mail address**. The Student Administration Office of the Department and other teaching structures use official e-mail addresses, with binding effects, to communicate with you about your student career.

To start operating your official mail box and later use it visit the website login.unimc.it, click on Student [*Studente*] and then on E-mail [*Posta elettronica*].

Official e-mail addresses are made up of student usernames allocated upon registration, followed by @studenti.unimc.it (e.g. m.rossi@studenti.unimc.it).

You may access your official e-mail with the same password needed to access online administrative services, using your e-mail address as username: e-mail@studenti.unimc.it.

You must check your official e-mail regularly. The University of Macerata is under no obligation to reply to e-mail requests sent from any e-mail address other than the one officially allocated to registered students.

6.2. PROGRAMME OF STUDY

After completing application for enrollment you must draw up your programme of study (the list of education and training activities you wish to engage in during your student career, and which exams you must pass to do so).

You must draw up the programme every academic year you enroll in even if there are no changes (unless you are enrolling beyond the specified time limit for completion).

How to draw up the programme of study

- Visit the website studenti.unimc.it
- With username and password log in the Log-In Area [*Area Riservata*]
- Click on Programme of Study [*Piano carriera*] and follow the instructions

Upon completion you may print a copy of your programme of study.

6.3. STUDENT RECORD BOOK

The University of Macerata issues the student record book where passed teaching activities are recorded.

Exhibiting the record book to security and reception operators when accessing university structures and facilities is mandatory.

You may collect the Student Record Book from the Student Administration Office of the Department or you may entrust someone to do so. In such case, the entrusted person shall have to submit your written authority and a copy of a valid Identity Document (front and back) belonging to you.

If you forge, counterfeit or alter any information contained in your Student Record Book, you may be liable to disciplinary measures, without prejudice to criminal action that may be brought against you.

If the Student Record Book is damaged, stolen or lost, you may apply for a duplicate, paying amount of € 35.

Application for a duplicate copy of the student record book

1. Request your Student Administration Office of the Department to debit the amount of 35 €. Debit slip notice may be found by clicking on Payment [*Pagamenti*] on the website studenti.unimc.it
 2. Return the application form to the Student Administration Office of the Department enclosing:
 - Self-declaring statement with details of how the book was stolen, lost, destroyed or damaged
 - A copy, front and back, of a valid Identity Document belonging to you
 - Two passport-size photographs
 - Receipt of payment for the **amount of € 35**
 - Student Record Book damaged
-

6.4. EXAMINATIONS

To obtain a degree you must pass all exams and obtain successful assessment in workshops, qualification tests, seminars, work placements and training, as well as gain the number of Credits (ECTS) required as specified in your programme of study.

Exam registration is mandatory.

How to register for an exam

- Visit the website studenti.unimc.it
- With username and password log in the Log-in Area [*Area Riservata*]
- Click on Exam Registration [*Prenotazione Esami*] and follow the instructions

After completion you may print a note of reminder.

Once you have taken the exam you may view the confirmed mark you received by entering your password and username to access the Log-In Area [*Area Riservata*] and clicking on Results Notice Board [*Bacheca Esiti*].

6.5. CHANGE OF CONTACT DETAILS

You must notify any change in contact details provided upon registration at once.

How to notify change of contact details

- Visit the website studenti.unimc.it
 - With username and password log in the Log-in Area [*Area Riservata*]
 - Click on Personal Details [*Anagrafica*] and follow the instructions
-

6.6. COURSE TRANSFER

You may apply for change of a course with another same-level on offer and for total or partial validation of Credits (ECTS) you may have achieved.

Before applying for course transfer you must apply for re-enrollment.

Transfer to a course with entrance test may be allowed prior to having passed the relevant test. After having made sure you have been successful, you must enroll in the new course within the deadline specified in the public selection notice and at the same time return a course transfer application to the Student Administration Office of the Department as specified by the office.

When to apply

- from 1st August to 30th November

How to apply

Return to the Student Administration Office of the Department offering the course on which you are registered:

- your application form
- your Student Record Book

As from the date of application for transfer you may not perform as a student at either university until you have registered in the new course.

6.7. UNIVERSITY TRANSFER

FROM ANOTHER UNIVERSITY (FOR ENTRY)

When to apply

- from 1st August to 30th November (date as shown on written approval to leave issued by university where you are registered).

How to apply

1. Return application to leave to university where you are registered following the instructions with regards to procedure and deadlines
2. Enroll in the course of your choice clicking on Transfer for entry [*Trasferimento in Ingresso*]
For further information: 1. ENROLLMENT (FIRST YEAR)

You will receive an e-mail from the Student Administration Office of the Department informing you about application outcome and specifying documents required for enrollment.

3. You must pay fees due, less regional tax on access to higher education you may have paid if you are transferring from a university within the Marches region. However, you may apply for financial support. For further information: 4. FINANCIAL SUPPORT

If you do not complete enrollment with the University of Macerata **within the following 30th April** by paying all due fees, the written approval to leave shall be returned to the university from where you are transferring.

Transfer to a course with entrance test is regulated by the relevant public selection notice and Rules and Regulations. If you wish to enroll in a year other than the first year of a course with entrance test you need to provide approval by the Department and enclose the document with your application for enrollment.

TO ANOTHER UNIVERSITY (TO LEAVE)

If you wish to transfer to another university you must make sure you have paid all fees for all years of enrollment and you may not return to the university of Macerata to study in the same academic year.

Application to transfer to other university entails payment of leave tax of € 350.

When to apply

Before applying for transfer elsewhere, you are advised to find out about deadlines and procedure for transfer approval at other university, as well as details on how to proceed with your student career, especially if you wish to apply between 1st May and 30th June.

- **from 1st May to 30th September**, without re-enrolling for the new academic year
- **from 1st October to 30th November** you must pay re-enrollment and pay the first installment (except for regional tax for access to higher education) along with the supplementary fee due.

How to apply

1. Contact the Student Administration Office of the relevant department to apply for payment of the leave tax of € 350. The Student Administration Office of the Department shall debit you with fees by producing a debit slip notice which you may download accessing the Log-In Area [*Area Riservata*] on the website studenti.unimc.it and clicking on Payment [*Pagamenti*].
2. Return your application to the Student Administration Office of the Department, enclosing:
 - Self-declaring statement that you have no outstanding debts with the Regional Board for Higher Education (ERDIS)
 - Your Student Record Book
 - Receipt of payment of € 350 fee to leave.

6.8. SUSPENSION, INTERRUPTION AND RESUMPTION OF STUDENT CAREER

SUSPENDING STUDENT CAREER

If you have enrolled but wish to attend a course at the University of Macerata or other university or a higher education course at a foreign institution or at a military academy in Italy or at a university in agreement with such institutions, you may temporarily suspend your student career and, in that case, you are exempted from paying enrollment fees.

If you have already submitted your application for enrollment, it will be cancelled and any monies paid shall be deducted from enrollment fees due in the academic year when you resume studies, except for any adjustment required in case of an increase in fees.

When to apply

- **Within 30th November**, except when application is affected by start date of courses you wish to attend, which must be supported by documentary evidence.

How to apply

Return your application to the Student Office of the Department specifying motive and enclose supporting documents.

INTERRUPTING STUDENT CAREER

You may temporarily interrupt your student career due to:

1. Failure to re-enroll for two subsequent academic years
2. Serious and long-term illness
3. Military service or voluntary service
4. Maternity

In cases 2, 3 and 4 your student career may be interrupted for up to an academic year.

When you interrupt your student career you may not perform as a student, avail yourself of any educational service provided during period of suspension or interruption of career, and exams you may have taken are automatically cancelled.

If you have already re-enrolled, your student career may not be interrupted in that academic year.

RESUMING STUDENT CAREER

You may resume interrupted or suspended student career only if course is still on offer, unless you have passed all exams provided for in your programme of study and are just to take the final exam leading to a degree.

Application to resume student career that you may have interrupted or suspended for at least two academic years (Case 1) requires you to pay a **fixed tax of € 200** for each year you have failed to enrol.

How to apply**To resume your suspended student career**

You must return your application to the Student Administration Office of the Department, enclosing supporting documents of activities carried out as specified above.

To resume your interrupted student career:

1. You must return application for rejoining your student career to the Student Office of the Department
2. By the deadline for re-enrollment you must pay due fees for the academic year in which you wish to resume student career, as well as the supplementary fee.
3. If you have interrupted your student career for at least two academic years, you must also pay the rejoining fee of € 200 for each year you have failed to enroll (case 1). If you have interrupted your student career due to serious and long-term illness, to military service or voluntary service, to maternity (cases 2, 3, 4), you are totally exempted from paying enrollment due fees in the period you have interrupted your student career, including any charge related to the service, as well as from rejoining fee.

Further Document Required

1. A suitable document indisputably confirming the cause of your medical condition and your inability to continue student career in the specified period or certifying maternity in the specified period or a self-declaring statement you have been engaged in military service or voluntary service in the specified period.

If you have failed to enroll for one academic year:

1. You must pay maximum amount of fees due, also for the academic year you have failed to enroll, to be calculated on the basis of type of enrollment and of academic year of enrollment, less the supplementary fee.
 2. You must pay fees due for the academic year in which you wish to resume student career, as well as the supplementary fee
-

6.9. DISCONTINUANCE, EXCLUSION AND RESUMPTION OF STUDENT CAREER

DISCONTINUING STUDENT CAREER

By discontinuing your student career you break off all relations with the University of Macerata completely. You stop being a student and end your career.

When to apply

You may discontinue your student career at any time.

How to apply

Return your statement to the Student Administration Office of the Department and enclose a copy, front and back, of a valid Identity Document belonging to you.

If you submit a declaration to discontinue your student career, please answer the questionnaire on your reasons. Your feedback may be extremely useful to help us improve higher education and training courses on offer at the University of Macerata.

As a discontinued student you are not entitled to reimbursement of fees paid, unless provisions specified in 3.1. REIMBURSEMENT AND ADJUSTMENT.

EXCLUSION

The University of Macerata has not excluded students from any of its courses since academic year 2013/2014.

If you have not performed as a student in your career for more than eight years, course regulations may limit validation of exams you have passed or of previous attendance requirements.

RESUMING STUDENT CAREER

If you have discontinued your student career at the University of Macerata or at another university or if you have been excluded from courses at the University of Macerata or at another university before

academic year 2013/2014, you may register anew on a course on offer, by following the required procedure.

You may apply for validation of previous student career. The relevant teaching bodies validate previous student career taking into account whether content of previous education record you are submitting for validation has not become outdated. The Department shall notify via e-mail the outcome of your application for validation.

How to apply

1. Apply online for student enrollment in the course of your choice clicking on Discontinued Student [*‘Studente Rinunciataro’*] or Excluded Student [*‘Studente Decaduto’*]
2. Pay the first installment of enrollment fees for the academic year when you wish to resume
3. If you wish to apply for validation of your previous student career, pay **special fee of € 100**
4. If you have discontinued your student career at the University of Macerata and if you wish to apply for validation of your previous student career, pay fees due up to the academic year when you were last registered as a student, except for the supplementary fee.
5. Return the following documents to the Student Administration Office of the Department:
 - Application form compiled online, enclosing required documents
 - A copy of receipt of payment of due fees.

The Student Administration Office of the Department shall debit you with fees by producing a deposit slip notice which you may download accessing the Log-In Area [*‘Area Riservata’*] on the website studenti.unimc.it and clicking on Payment [*‘Pagamenti’*].

Payment can be made either via internet banking or at any bank branch.

6.10. FINAL EXAMINATION

Each Department posts final exam deadlines, instructions and documents required for registration on its website.

To qualify for the award of a degree:

1. You must have settled payment of **fees due**
2. You must have achieved the required **Credits** (ECTS) or have passed all exams and obtained successful assessment in workshops, qualification tests, seminars, work placements and training, **at least 15 days prior to the date of final examination**
3. Meet **teaching and administrative requirements** within schedule and in line with instructions specified by the Student Administration Office of the Department
4. Pay **€ 71,38** for the issuing of the original degree, using debit slip notice you may find clicking on Payment [*‘Pagamenti’*] in the Log-In Area [*‘Area Riservata’*] on the website studenti.unimc.it
5. Answer the **questionnaire** for graduating student by visiting the webpage <http://adoss.unimc.it/it/stage-e-placement/placement/laureandi>.

If you have applied but wish to **defer the final exam** you must notify the Student Administration Office of your Department at once and check instructions to apply in the following final exam session.

FINAL EXAM ASSESSMENT AND DEGREE GRADING

The awarded degree is graded on the basis of three components that are jointly assessed:

1. Average **marks received in exams** (except for qualification tests and other activities that enable students to gain Credits, yet are not rated on an 30-point scale);
2. Assessment is made by the Final Examination Board on the grounds of criteria established by the relevant teaching bodies, taking into account **duration and quality of student academic performance**, including honours the student may have been awarded and extra-curricular activities he/she has engaged in (e.g. whether the student has passed additional modules not included in the programme of study, taken part in excellence courses, Erasmus projects, etc.);
3. Assessment of **independent work** the student may have submitted in writing and/or *viva voce* for the final exam.

Note

If all exams in programme of study have same weighing (1) the averaged mark is the arithmetical mean; if exams in programme of study have different weighing (Credit framework) the average mark is the weighted average (WA).

The **arithmetical mean** is calculated adding all marks rated on a 30-point scale and dividing the result by the number of exams.

The **weighted average** is calculated by using awarded Credits as weighing for each activity that has been assessed with marks rated on a 30-point scale, on the basis of the following formula:

$$M_p = \frac{\sum (\text{voto} \times \text{credito})}{\sum \text{crediti}}$$

DUPLICATE COPY OF THE ORIGINAL DEGREE

If the original degree is stolen, lost, destroyed or damaged, you may obtain a duplicate applying to the Student Administration Office of the Department, by returning the relevant form bearing a € 16,00 revenue stamp and enclosing:

- A copy of the statement made before the relevant authorities, if the degree has been stolen, lost or destroyed
- A self-declaring statement and the original degree, if it has been damaged.

In order to apply for a **duplicate in parchment**, you must pay € **71,38** by debit slip notice provided by your Student Administration Office of the Department, clicking on Payment [*Pagamenti*] in the Log-In Area [*Area Riservata*] on the website studenti.unimc.it. In that case receipt of payment is to be included too.

6.11. CERTIFICATES AND DIPLOMA SUPPLEMENT

You are entitled to updated certificates on your student status, exams taken and student career, as long as you have paid all enrollment fees due, and satisfied administrative requirements.

SELF-CERTIFICATES

When dealing with the Civil Service or with private operators providing public service **self-certificates** only may be used, in compliance with existing regulation, and being aware that providing false and misleading information is a criminal offence.

Self-certificate templates may be found in the 'Log-In-Area' on the studenti.unimc.it webpage.

CERTIFICATES

In Italy certificates may be used only among private parties, therefore, all certificates issued by the Student Administration Office include wording stating such limitation whereby they cannot be submitted to the Civil Service nor to private operators providing public service.

How to apply for certificates

Return to the Student Administration Office of the Department application form bearing a € 16,00 revenue stamp, enclosing a further € 16 revenue stamp.

You may apply by post enclosing a copy, front and back, of a valid Identity Document belonging to you, along with adequate postage.

You may **entrust somebody else** who shall submit the documents below to the Student Administration Office of the Department:

- The applicant's written authority
- A copy, front and back, of a valid Identity Document belonging to the applicant
- Own valid Identity Document

You may apply for your degree to be issued in English (including list of passed exams and title of dissertation). You may collect your degree certificate in English 20 days after submitting application.

DIPLOMA SUPPLEMENT

The Diploma Supplement is available in the Log-In Area [*Area Riservata*] of the website studenti.unimc.it clicking on Certificates [*Certificati*].