



# UNICAMILLUS

## **STUDENT'S REGULATION DEGREE COURSES WITH NATIONAL PROGRAM ACCESS DEPARTMENTAL FACULTY OF MEDICINE**

Ratified by the Organizing Technical Committee of February 17th, 2022

**STUDENT'S REGULATION**  
**DEGREE COURSES**  
**WITH NATIONAL PROGRAM ACCESS**  
**DEPARTMENTAL FACULTY OF MEDICINE**

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## HEADING I – GENERAL PROVISIONS

### Article 1 - Field of application

1. The Regulation applies to students of the UniCamillus University, according to every other source of law that regulates the Degree Courses of the Departmental Faculty of Medicine (Single-Cycle Degree Course in Medicine and Surgery, Single-Cycle Degree Course in Dentistry and Dental Prosthetics, Bachelor Degree Courses in Health Professions).

## HEADING II – ENROLMENT AND DEGREE COURSES INSCRIPTION

### Art. 2 - Enrolment in the Degree Courses

1. The enrolment in a Degree Course of UniCamillus is regulated by an admission test, according to the deadline and requirements as provided for in the Call for Applications.
2. Requirements for the enrolment in the Degree Courses are provided for in the current legislation, the Didactic Regulation of the University and Didactic Regulations of the Degree Courses.
3. The enrolment procedure is regulated by specific Calls for Applications for the admission to the degree courses.
4. The candidate [admitted after publication of the Ranking List](#) who intends to proceed with enrollment at UniCamillus agrees to consult all University Regulations, which are therefore deemed to be completely well acquainted.
5. The enrolment procedure is complete only once the registration on the student's portal on the website [www.unicamillus.org](http://www.unicamillus.org) is finalized and all the documentation requested in the relevant Call for Admission has been submitted. Students who have not completed the enrolment procedure are not considered enrolled and consequently can not carry out any career activities.
6. Candidates who have not shown an adequate knowledge of Chemistry, Biology and Physics in the Admission Test, even if they have passed it and are put into a position of acceptance, will be assigned Additional Learning Requirements (OFA) in these disciplines, to be fulfilled through the modalities provided by the University, aimed at satisfying the educational obligation detected before taking the examination of reference provided by the Study Plan. Therefore, students are admitted with Additional Learning Requirements (OFA) regarding the specific course/s of the OFA, and the OFA is passed once the professor of the course verifies it. If the OFA is not passed, students must repeat the test until they pass it. If the test is negative, students are not allowed to sit the exams of the degree course related to the OFA's subject.
7. Once enrolled, students undertake to notify a Certified E-Mail address – CEM – and to check attentively and frequently the above-mentioned Certified E-Mail address. Furthermore, they undertake to communicate peremptorily every subsequent variation of the same address.

The above-mentioned CEM address will be conventionally used as a form of communication/notification from the University for every official notice which requires an electronic receipt. For this purpose, students expressly authorize the University to carry out the aforementioned communication via email. If a Certified E-Mail address is not communicated, students acknowledge and agree that any communication sent from the University to the email address assigned by UniCamillus, with domain “students.unicamillus.org”, will be considered valid without being able to claim any sort of justification for the lack of notification.

8. Enrolments are considered completed for students who have paid each instalment of the annual tuition fee within the deadline provided for in the Tuition and Fees Regulation of the University. Students who have not regularized their enrolment along with the payment of the annual contribution cannot carry out any didactic activity. In particular, students cannot:

- attend classes, including seminar and laboratory activities;
- participate in the internship;
- sit the exams;
- sit the Graduation exam;
- request any certificate;
- withdraw from study or obtain a transfer to another University or degree course until they have regularized their administrative position.

### **Art. 3 - Medical Certificates**

1. In order to be enrolled, every student is required to submit within the deadline provided for in the Call for application the following medical certificates:

- Tuberculin test performed according to the Mantoux technique or with the Quantiferon test, according to the provisions of the Agreement 7th February 2013 of the State-Regions Conference on “Prevention of Tuberculosis in healthcare workers and equivalent professionals”, and by the D.P.R. no.465 of 7.11.2001, Regulation establishing the conditions under which vaccination against tuberculosis is mandatory, in accordance with article 93, paragraph 2 of the Law 23rd December 2000, no.388; said test must be performed at a S.S.N. (National Health Service) structure;
- Certificate of Vaccination against viral Hepatitis B, according to Law no. 165 of 27.5.1991.

2. Certificate of internship suitability: every enrolled student will make a medical visit at the University in order to verify the suitability for carrying out the internship’s activity. The missing medical visit or a judgement of non-suitability will determine the impossibility to participate in the internship. The certificate of internship suitability is valid for a period determined by the doctor in accordance to the medical visit results. Students must make other subsequent medical visits in order to achieve the release of the subsequent renewal certificates.

3. The University' offices of reference will summon students and provide instructions regarding the medical documents required to be submitted on the day of the medical visit. However, the responsible doctor, who is in charge of the procedure, may reserve the right to request further assessments in order to successfully issue the above-mentioned certificates.

4. As regards all matters not expressly referred to in this article, please refer to the specific Regulations concerning medical certifications and the modalities for pursuing internship activities published on the University website.

#### **Art. 4 - Enrolment renewal to years following the first**

1. Students must seamlessly renew the enrolment to every academic year following the first in order to achieve the degree title of the Degree Course.

2. The enrolment to years following the first must be completed by following the specific procedure on the student's portal (Gomp) and by paying the first instalment of the annual tuition fee contribution (as provided for in Tuition and Fees Regulation for the A.Y. of enrolment), notwithstanding the regularity of the administrative position related to the previous academic years. Enrollment will not be considered valid if the student, although having carried out the renewal procedure, does not complete the procedure with the payment of the first installment of the contribution provided for in the relevant Tuition and Fees Regulation.

3. Students who do not want to proceed with the enrolment renewal to the following Academic Year must submit a «Study Waiver Request» no later than the deadline for the renewal of enrollment. For further information about the study waiver request see the Article 16 (Study Waiver) of the present Regulation.

#### **Art. 5 - Attendance and exams**

1. Forms and procedures for the evaluation of the study and the attribution of credits to students are defined by the Didactic Regulation of the Degree Course of reference.

2. Where there is an obligation to attend classes in the didactic Regulations of the Degree Course, students are aware that they must attend in presence the didactic activities provided in the study plan. The attendance is verified by the Directors of the Degree Course by adopting a process of verification established by the University. As provided for in the Didactic Regulations of the Degree Course, in order to be admitted to the relevant examinations students must achieve the percentage of hours of didactic activities' attendance required for each integrated course. In case of non-achieving of this minimum percentage of attendance, the student is not admitted to the exam. The percentage of absence tolerated is finalized to cover, in addition to any time off on grounds of force majeure due to illness or any other cause, every individual needs of students, including religious festivities that may fall within the didactic calendar: it is expected that the University is open to students of any faith and believes that the opportunity to profess it freely

should be granted to students, within the limits of compatibility with the inevitable need of achieving the percentage required.

3. Students who achieved the minimum percentage of attendance can sit the exams. On the institutional website of the University ([www.unicamillus.org](http://www.unicamillus.org)), by accessing the Student's Area and the Degree Course of enrolment, students must read the exams' date indicated in the Exams' calendar. In order to book an exam, students must proceed with the booking procedure through the Student's Portal (<https://unicamillus-studenti.gomp.it/>) and once the procedure is completed s/he must keep the receipt of the reservation. The portal will automatically send an email of confirmation of the booking of exams. A notice regarding the exams' booking procedure is available in the Student's Area of the Degree Course and on the institutional website of the University ("guide for exams' booking"). Students who will not follow the correct procedure of booking will not figure in the exam record and subsequently will not sit the test.

It is a student's burden to constantly monitor the area dedicated to exams' dates in the appropriate section above mentioned.

4. The Didactics Office can proceed to add manually a student's name in the exam record only and exclusively in the following case:

- Malfunctioning of the Gomp platform: should the student face some difficulty in the booking of the exam for technical reasons, s/he is obliged to inform the Didactics Office no later than the booking deadline, by reporting the problem even by sending screenshots which prove the anomaly;
- The student is booked, but s/he does not figure in the exam record: the Didactics Office can proceed to add manually the student only after every verification has been carried out, subject to receiving the booking receipt submitted by the student. Without the receipt, students can not advance any claims regarding the manually addition of his/her name in the record.

5. Students who have not paid the due tuition fee can not book nor sit the exams until s/he regularizes their administrative position. Any exam passed while being in an irregular position will be considered invalid

## **Art. 6 - Services**

1. Electronic Badge: every student enrolled will be provided with an electronic badge with photo identification, student ID number and personal details. The badge is non-transferable and the student is responsible for its safekeeping and correct maintenance as of any personal document. The badge is the electronic instrument with which the student's recognition and detection of attendance at the University and at classes is performed (the detection is required for degree courses where attendance is mandatory). Therefore, it is obligatory that students possess the badge at all times for all needs related to university life. In the lack of the badge, the student will not be detected as attending classes. Thus, for the purposes of obligatory attendance, s/he will be absent. The badge also allows the student to take advantage of benefits in terms of promotions or price reductions (see point 7 of the following article). The badge release following enrolment is

free of charge, while any request for a duplicate will be subject to the payment of a fee established by the University.

The cost of the duplicate shall not be corresponded in case of:

- malfunctioning of the badge for a technical problem;
- wrong information reported on the badge;
- robbery, which must be proved by a police report for robbery or missing of personal effects (badge included) issued by the competent authorities.

The request for the duplicate must be submitted according to the procedures provided by the University.

2. Electronic Mail: every student enrolled is provided with an institutional E-Mail address with domain @students.unicamillus.org. Access to the email is usually allowed exclusively to the beneficiary through credentials (Username and Password) uniquely associated to the email address itself and managed exclusively by the beneficiary under his/her responsibility.

From the moment of the issuing, students are required to use exclusively the institutional email address for every communication with the University. The University's offices can reserve the right not to take into consideration any request sent from a different email address (any personal account or not directly related to an enrolled student).

The management of the institutional email address of UniCamillus is regulated by specific Regulation. Students are required to read the Regulation by accessing the website [www.unicamillus.org](http://www.unicamillus.org) "About Us > Regulations".

3. Gomp Student's portal: (<https://unicamillus-studenti.gomp.it>) It is the official University's Portal for the management of the Student's career. The registration must be completed during the enrolment directly from the student who will be responsible for keeping his/her credentials. The student will be required to put all the information requested (personal details, qualification, contact details) and s/he will update the data in case of any modification. The Registrar's Office will use the details put on the portal for every communication with the student, therefore a particular attention in the filling in of the correct data is requested, as for the details directly related to the student. It is recalled that the University, in case of students of age, directly interfaces with students themselves and not through a third party (parents, relatives, et al.).

In addition, on the Student's Portal students can manage their career, e.g. book exams, pay the annual tuition fees, file any request related to the student's career, inscription renewal, et al.

4. WebApp: every student enrolled in UniCamillus will be provided with credentials to access to the University's WebApp.

The UniCamillus WebApp is the platform that allows students to take advantage of the various services offered by the University and to interface with different offices. In order to acknowledge all the services provided by the WebApp, students are required to read the specific "Guide for the WebApp use" in the Student's area.

5. WiFi: Every student can access the University WiFi through specific credentials: the WiFi is available for free in every University space.

6. SMS: The University reserves the right to send notifications to students through SMS (Short Message Service) in case of extreme need and/or urgency. Therefore, students are required to update their personal profile on the Student's portal (<https://unicamillus-studenti.gomp.it>) by



adding their mobile phone number, which must be valid for the receipt of these notifications. The number added must necessarily be served by a telephonic company valid on the Italian national territory.

7. Benefits: Students enrolled in UniCamillus can take advantage of benefits in terms of promotions and reductions on the basis of the multiple conventions stipulated with many partner companies. Students can read about it by visiting the webpage “Student’s Area > Benefits for students” on the website [www.unicamillus.org](http://www.unicamillus.org).

8. Library: Students can access the Library of the University and consult books exclusively within the dedicated areas provided by the University. In order to access this service, students must follow what is provided for in the “Library Regulation” available on the institutional website.

### **Art.7 - Personal Data Processing**

1. By following the decree law of June 30th 2003, no.196, personal data given by students will be collected and processed, even electronically, from UniCamillus exclusively for the institutional purposes and could be communicated outside the University only in the case provided by the current legislation.

## **HEADING III – INTERNATIONAL STUDENTS**

### **Art. 8 - Foreign nationals living abroad, Italian citizens with foreign qualifications, citizens of the European Union wherever they live and from Non-European Union countries regularly staying in Italy with foreign qualifications**

1. Foreign nationals living abroad (VISA applicants) who want to enrol in the Degree Courses of UniCamillus, for the procedure to be followed must refer to the provisions issued by the MUR and they can enrol within the limits of the specific seats established annually by the University. Every further information is available on the website <https://www.studiare-in-italia.it/studentistranieri>.

2. Students who want to enrol in a Degree Course must pass the admission test, within the deadline and according to the modality indicated in the related Call for Admissions.

3. The suitability of foreign qualifications for the admission to the first year of the Bachelor Degree Courses and the Single-Cycle Degree Courses is determined by the application of international agreements, the current legislation and specified in the relevant Call for Admissions.

4. Citizens from Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino and the Holy See shall be treated as citizens of the European Union and will have to refer to the relevant Call for Admissions. In accordance with article 26 of the Law of July 30th 2002, no. 189 and subsequent amendments and additions, similar treatment applies to the categories that access to courses on equal terms of Italian students.

5. For students who achieved a foreign Diploma, or who are still enrolled in the final year of a foreign scholastic system necessary to achieve the High School Diploma, their qualification is considered to be valid if achieved after 12 years of school attendance, provided that there is a Declaration of Value issued by the Italian diplomatic representations. In the case of a local education system based on 10 or 11 years of school attendance, the qualification is valid if

integrated with one or two years of University attendance after successfully passing all the exams required for the years attended.

### **Art. 9 - Documentation of foreign study title**

1. In order to be admitted to the Bachelor or single-cycle Degree Course chosen, foreign and Italian students with a qualification achieved abroad must submit within the deadline provided for in the Call for Admission a legalized Italian translation of the qualification and the Declaration of Value issued by the Italian Embassy or General Consulate territorial jurisdiction in the Country issuing the qualification. Otherwise, they may submit high school qualifications with certified translations in Italian, or English, along with the Certificates of Verification and Comparability issued by CIMEA. The documentation must be issued in original copy and submitted to the Registrar's Office. Candidates who do not have or not submit within the deadline a proper qualification, by following the current legislation lose the right to enrol or the student's status, when already enrolled, and can not be refunded of the tuition paid.

### **Art.10 - Benefits for international students**

In the belief that deserving and talented students must be supported in their academic and professional aspirations, UniCamillus provides scholarships/loans of honor on the basis of an evaluation of economic conditions, merit and continuity in the studying.

1. Scholarship: UniCamillus grants some scholarships covering the entire or part of the annual academic tuition fees for Non-European Union students. The scholarship lasts for one year and can be renewed for a number of years equal to the Degree Course duration and only after verification of determined conditions provided for in the relevant Regulation. The scholarship can be granted for a subsequent 6 months period, after which the student will have to pay the contributions required until the graduation, as provided for in the Tuition and Fees Regulation of the University.

2. Loan of Honor: UniCamillus grants some scholarships as "Loan of honor" covering the entire tuition for Non-European Union students. It lasts one year and can be renewed every year for a number of years equal to the Degree Course duration and only after verification of determined conditions provided for in the relevant Regulation. The "Loan of honor" can be granted for a subsequent 6 months period, after which the student will have to pay the contributions required until the graduation, as provided for in the Tuition and Fees Regulation of the University. The Loan of Honor can be entirely granted to a student if, after the graduation, s/he comes back to the country of origin or similar, individuated with UniCamillus, to carry on his/her professional activity. The professional activity must be carried on for at least 3 years and should aim to support people and medical structures of the developing countries. If the graduated student decides to carry on his/her professional activity in a different country non according to the guidelines established by the University, s/he will have to pay back the whole sum of money erogated as Loan of honor during the entire Degree Course.

The total amount must be refunded within the deadline and terms established by the University.

For everything not indicated in this article regarding the granting and terms of application of benefits above mentioned, please refer to the specific Regulations.

## HEADING IV – STUDENT’S CAREER EVENTS

### Art. 11 - Change of course for students enrolled in UniCamillus

1. UniCamillus, on the basis of any seats made available as a result of withdrawals or out-going transfer, and in compliance with the MUR allocated quota, may consider, prior the opinion of the University bodies, that a student who has achieved the first year of the course may apply for internal transfer to another Degree Course.
2. A change of course request may be submitted only by a student who has paid all the instalments at the end of the first year, and who has completed the enrollment in the second year by paying the first instalment within the deadline, as provided for in the relevant Tuition and Fees Regulation.
3. Change of course may be allowed only between equal degree classes, thus from the Single-Cycle Degree Course in Medicine and Surgery to Dentistry and Dental Prosthetics and vice versa, or between Bachelor's Degree Courses in the Health Professions.
4. Procedure, requirements, evaluation criteria and deadlines for submission of the change of course application will be regulated by a specific Notice addressed to all students, that UniCamillus will publish before the beginning of classes.
5. The change of course request must be submitted by filling the dedicated form in the Student’s Area (Gomp).
6. The competent Didactic Committee, after receiving the request, shall decide whether to accept the request, the prosecution of studies, a credit recognition request and the admission to the academic year, by following what is provided for in the Didactic Regulation of the University and the Didactic Regulation of the Degree Course.
7. Shall the competent Didactic Committee decide positively, the Registrar’s Office will proceed with change of course on the Student’s Portal.
8. No prior applications and/or those received without or out of the deadline of the referenced Notice will be accepted.

### Art. 12 - Admission to years following the first of the same Degree Course

1. On the basis of available seats following study waivers and/or outgoing transfers, with the advice of the competent Didactic Committee, UniCamillus can determine that students already enrolled may submit a request to transfer to years following the first, still remaining in the same Degree Course.
2. Procedure, requirements, evaluation criteria and deadline for presenting the request are regulated in the specific Notice that UniCamillus renders public to all concerned students.
3. The request for transfer to years following the first must be submitted to the Registrar’s Office by filling the specific form «Request for transfer to years following the first», available in the website’s Student Area.
4. An application for transfer to years following the first may be presented only by the student who has paid all the instalments as provided for in the Tuition and Fees Regulation of reference.
5. Based on the applications received and in accordance with the criteria specified in the Notice, the Didactic Committee will draft a ranking list for students eligible for transfer, and those who won the seats available will be transferred to a year following the first. The Registrar’s Office will update the Student’s Portal accordingly.

### **Art. 13 - Transfer from another University (incoming)**

1. Students from a different Italian or non-Italian university may request for a transfer to years following the first of a Degree Course in compliance with the requirements established in the Call for Transfer, that regulates the procedures for submitting the request, the evaluation criteria and the credits recognition.
2. As foreseen by the MUR, the University is not obliged to take into consideration applications submitted in periods in which there are no specific notices or calls, with modalities different from those established in said notices or calls, or after the prescribed deadline.

### **Art. 14 - Request for Recognition of Credits achieved in other Degree Courses**

1. The recognition of CFUs achieved by the student in previous Degree Courses is evaluated by a dedicated Didactic Committee appointed by the Rector.
2. CFUs may be recognized on the basis of a judgment of congruence with the learning goals set forth in the didactics of the Degree Program.
3. Once the Committee has evaluated the application, the student can either accept or refuse the exam recognition. In case of rejection, the student will have to take the exam of the integrated course only if s/he has reached the minimum attendance hours as per the Didactic Regulation of the Degree Course. If the student accepts the credits recognition, the outcomes may be as follows:
  - full recognition of an integrated course: the student does not have to sit the exam, and the result will be registered in their career complete of mark and CFUs;partial recognition of an integrated course: the student will have to sit the exam and integrate the remaining credits. In Degree Courses with compulsory attendance, if the student accepts a partially recognized exam, and if the recognition concerns a number of CFUs comparable to the expected minimum attendance hours, the student will be exempted from the compulsory attendance and will be able to sit the exam in the first available session (ordinary or extraordinary), with the exception of freshmen who can take the exam in the first ordinary exam session available. In other cases of partial recognition, the student must observe the compulsory attendance as per Didactic Regulation.
4. The procedure for requesting a credit recognition must be carried out within 30 days from the date of enrolment and/or enrolment renewal through the Student's Portal (Gomp). The student must follow instructions provided in the specific guide (Guide for presenting a credit recognition request).
5. Credit recognition requests submitted after the established deadline will be evaluated at the beginning of the following Academic Year.
6. As regards matters not specifically stated in this article, please refer to the Didactic Regulations of the specific Degree Courses.

### **Art. 15 - Transfer to another University (out-going)**

1. The student can transfer to another University by submitting a request to the Registrar's Office, following the specific procedure on the Gomp student's portal. The Registrar's Office will release the «nihil obstat» following an assessment of the student's situation, who must have paid the academic tuition fees as provided for by the specific Tuition and Fees Regulation.
2. Tuition fees paid until the application will not be refunded for any purpose.

3. The request for transfer is complete only after UniCamillus releases of the «nihil obstat». From this date forward the student cannot take any exam in UniCamillus, or fulfill any curricular career activity.

4. In the «nihil obstat» (or discharge papers for outgoing transfer) there will be a complete report of the exams that the student has sat and passed until the day of submission of the out-going transfer request, along with the details of the regular administrative status. As for taken exams and the possibility that the student may present a credit recognition request to the other University, it is hereby confirmed that UniCamillus considers as achieved only exams related to the whole Integrated Course (see the Study Plan of the specific Degree Course) and for which there has been a final mark and its electronic registration. If the student has not passed all the modules related to the same Integrated Course, but only part of them, no certificate will be released for those modules.

## **Art. 16 - Study waiver**

1. If a student submits a study waiver, s/he interrupts his/her relation with the University and loses his/her student status. The study waiver request can be submitted by students who have paid the tuition fees in accordance with the specific Tuition and Fees Regulation.

2. The request must be submitted to the Registrar's office through the procedure provided on the Student's Portal (Gomp). The Registrar's Office will release the «nihil obstat» following an assessment of the student's situation, who must have paid the academic tuition fees as provided for by the specific Tuition and Fees Regulation.

3. Students who do not proceed with the renewal of enrolment for the next Academic Year within the deadline established by the University will be considered forfeited ex officio.

## **Art. 17 – Suspension of studies**

1. Students may request the suspension of their academic career exclusively for the following reasons:

- a) pursuit of an educational career at foreign universities, Italian military academies, PhD courses, specialization schools, post-graduate degrees;
- b) community service;
- c) serious health reasons, maternity leave.

The request must always be submitted with appropriate documents in order to verify the reason for the request. In particular, with regard to the reasons specified in point c), the medical documentation must be issued by the local health authority or a healthcare facility.

2. The suspension request must be submitted by requesting the specific form ("Request for suspension of studies") to the Registrar's Office and returning it to the relevant certified email address. At the time of the request, students must have paid the due fees and contributions as at the date of submission. In the event of payment irregularities, the request will remain suspended until the students have regularized their administrative position.

3. It is at the discretion of the University to **authorize** the requested suspension on the basis of the assessment conducted by a special committee, which will conduct all the evaluations of the submitted documents and the assessment of the stated motivation.

4. The request for suspension is irrevocable and may be submitted only once during the course of a university career, for the duration of a single academic year, with the exception of the cases

mentioned in point a), for which the suspension may be extended to the normal duration of the pursuit of studies.

5. The request for suspension must be submitted by the enrolment deadline of the year for which suspension is requested, accompanied by supporting documentation for the reasons on which it is made.

6. The request for suspension may also be submitted during the year in exceptional cases. However, it remains at the discretion of the University to evaluate the suspension request received outside the deadlines indicated in point 4 of this Article.

7. Once authorisation of the suspension has been approved by the University, students must pay the required fee to complete the suspension.

8. During the career suspension period, students are not entitled to perform any curricular career activity: they may not attend classes, sit examinations, apply for a change of course, study waiver or out-going transfer. They may only request the issue of curricular career certificates attesting the details of the suspension period.

9. For the academic year in which the student's career is suspended, s/he is not obliged to pay fees and contributions, with the exception of the regional tax, which must be paid, in any case, in the prescribed manner.

10. Once the suspension period has expired, the career will be reactivated and the student will be able to resume studies by regularising his or her contribution position as provided for in the specific "Tuition and Fees" Regulation, unless otherwise indicated by the student.

## **Art. 18 - Loss of student's status**

1. The student can lose his/her status as such in the following cases:

- the student who does not pass any exam for 8 consecutive years, or who has paid all the instalments as an out-of-course student but does not pass any exam for 4 consecutive years in the case of Single-Cycle Master's Degree Courses;

the student who does not pass any exam for 8 consecutive years, or who has paid all the instalments as an out-of-course student but does not pass any exam for 4 consecutive years in the case of three-year Degree Courses.

2. The student status cannot be lost by the student who achieved all the exams but the final graduation exam to conclude his/her academic studies. The student must anyway renew his/her enrolment each year in order to graduate.

## **Art. 19 - Out-of-course**

1. The student is enrolled as «out-of-course» if s/he has followed the Degree Course for all its duration without achieving the academic title or completing all the exams needed to be admitted to the final exam.

2. The «out-of-course» student who reached the minimum attendance hours as per the Didactic Regulation of his/her Degree Course (in the case of courses with compulsory attendance) of all the courses as per study plan, s/he is exempted from attendance and can take exams according to the specific didactic regulations.

3. The «out-of-course» student must pay the annual tuition fee as provided for in the specific Tuition and Fees Regulation.



4. The «out-of-course» student loses his/her student status if 4 consecutive years have passed since the last exam successfully sat.

## Art. 20 - Graduand students

1. The student may take the final graduation exam only if s/he is enrolled in the academic year in which s/he wants to graduate, if s/he has paid all the academic tuition fees, and only when s/he has achieved all the CFUs in accordance with the study plan of the specific Degree Course (with the exception of CFUs of the final exam).
2. Graduand students who cannot achieve the title within the last available session of the previous academic year will have to renew his/her enrolment and pay the whole annual tuition for the new academic year, as provided for in the specific Tuition and Fees Regulation.
3. For everything not indicated in this Regulation, please refer to the specific Graduation Regulations.

## Art. 21 - Certificates

### **Premise**

Following Article 15 of Law No. 183 of November 12th, 2011, *"certificates released by the public administration regarding states, personal qualities and facts are valid and usable only in relations between private entities. In dealings with the public administration bodies and managers of public services, certificates and affidavits are always replaced by the declarations referred to in Articles 46 and 47 of Presidential Decree No. 445 of December 28th, 2000."*

Therefore, according to the regulations introduced by the aforementioned law, public administrations and managers of public services can no longer request, nor accept from individuals, certificates produced by other public offices. Since, in such cases, the parties involved are obliged to self-declare the required information.

For this purpose, and under penalty of nullity, the law stipulates that certifications released by public administrations, intended to be produced to private parties, shall be stamped ex officio with the following statement: *"This certificate may not be produced to public administration bodies or private managers of public services."*

Therefore, in accordance with the aforementioned regulations, the Registrar's Office is required to release **stamped certificates that are valid and usable only in dealings between private entities**, on which the aforementioned statement is precisely specified.

Non-acceptance of self-declarations by public administration bodies or private managers of public services constitutes a violation of official duties. It is the responsibility of the administrations to check what is declared in the self-declarations and they will proceed through ex officio verifications.

### Self-declarations

1. Pursuant to the premise, the University has provided for its learners and graduates to issue self-certifications to document their career events, such as:
  - enrolment/graduation;
  - enrolment/graduation with exams from study plan;
  - enrolment/graduation with tuition fees paid;
  - study waiver.

The student can download the required self-declaration at any time by logging into the Student Portal (Gomp).

The self-declaration does not require payment of a duty stamp.

### Certificates

2. It is possible to obtain the release of certificates attesting to one's university career as long as one has paid the due instalments, late payment penalties and the regional tax for the right to study. Those who miss contributions deadlines may not apply for certificates until the amount due has been paid.
3. All certificates must be submitted with a duty stamp in order to have legal value, except for those exempted as provided for in the regulations.
4. It is possible for students, without going to the Registrar's Office, to submit an application for the issuance of a certificate through the Student Portal (Gomp) by filing the appropriate application and paying the appropriate duty stamp to complete the request.

Applications taken in charge by the Registrar's Office may be authorized after verifying the administrative regularity of the applying student. Should it be validated by the Registrar's Office, the student will be able to proceed with printing directly from the Portal.

The issued certificate will have a digital stamp that is valid for all legal purposes, which allows the requesting entity to verify the authenticity of the certificate at any time. The student must attach a duty stamp on the certificate printed by the system in order for it to be legally authentic.

### Diploma Supplement

5. A certificate (Supplement) providing the main information about the degree course attended by the student is automatically issued by the University at no cost for the graduate as a supplement to the Diploma of each degree. This certificate is in both Italian and English and is in conformity with the model developed internationally and adopted into Italian law.
6. The Diploma Supplement can be issued only to graduates, and can be downloaded by accessing the Student Portal (Gomp).



## HEADING V – STUDENTS’ RIGHTS AND RESPONSIBILITIES

### Art. 22 - Principles and protection

1. Within the academic community, students are bearers of rights without differences based on sex, nationality, family and social conditions, geographical origins, religious and political beliefs, sexual orientation, and with equal dignity as for other academic features.
2. Students have the right to a qualified didactic aimed at the achievement of educational, cultural and professional goals of the degree course.
3. Students are entitled to spaces within the University dedicated to social, study and collective confrontation activities.
4. Physically impaired students have the right to actively and fully participate in every phase of their academic life. The University is responsible for the removal of any obstacle to integration in the academic community.

### Art. 23 - Didactics

1. Students have the right to an organized didactics carried out by the regular professor of the course aimed at the achievement of education goals and expected results.
2. Students have the right to be received by lecturers in the University's facilities according to schedules and arrangements that will be communicated by the same.
3. Students have the right to follow classes and laboratory exercises without them overlapping with internship activities.
4. Students are entitled to adequate didactic structures that enable a full fruition of courses, of the library and of laboratories. In particular the University must provide classrooms with sufficient seats, libraries and study rooms suitably equipped, functional and accessible laboratories. The University guarantees an adequate Wi-Fi connection that enables students to access the Internet. The University also guarantees the removal of any architectural barrier that may impede course and exam attendance, access to the library and to University's spaces.
5. Students have a right to obtain documents certifying their academic career, and they have access to this service through electronic means. The Registrar's Office has established an email address dedicated to correspondence with students ( [office@unicamillus.org](mailto:office@unicamillus.org) ).
6. Students have a right to anonymously evaluate the didactic offer through the dedicated electronic questionnaires administered on the University's IT system GOMP (Student's Portal). The filing must be made for each professor in charge of an integrated course and/or module that is in the student's study plan of the Academic Year subject of survey.

### Art. 24 - Students' representatives

1. Students have a right to be represented in every University forum.
2. Representatives appointed by students are entitled to participate in activities of Councils and Committees in which they have been chosen or appointed. In case of concurrence with classes or laboratory activities or internship that require compulsory attendance, the absence is justified and it does not affect the student's absences, provided that the representative participates in said fora.

3. Students' representatives have free access to documents related to their functions, notwithstanding the current law.
4. Students' representatives have a right to be preemptively informed on contents, hours and place of the forum in which they have been appointed.

### **Art. 25 - Administrative procedures**

1. All didactic and administrative information regarding students are available on the University's website, that is an official means of communication for notices published during the academic year and/or published on the University's WebApp. Students are therefore expected to keep themselves informed by regularly consulting both platforms.
2. Students are obliged to know this Regulation and all other Regulations published on the University's website.
3. Documents and records concerning the whole academic career of students are stored in electronic and physical archives. Electronic archives, where applied, replaces the physical archive for all intents and purposes.
4. In accordance with principles regulating relations between Public Administrations regarding the performance of institutional tasks, the University curates and develops the exchange of information regarding its students' careers, in compliance with the current regulations on personal data protection.

## **HEADING VI – FINAL PROVISIONS**

### **Art. 26 - Final provisions and entry into force**

1. For legal and interpretative purposes of this Regulation, the text ratified by the Organizing Technical Committee is binding. The above-mentioned text shall be deposited at the Didactic Office in Italian language. For everything not indicated in this Regulation, please refer to the current law and the specific University regulations that can be easily consulted on the institutional website [www.unicamillus.org](http://www.unicamillus.org).
2. This Regulation will automatically transpose eventual law innovations that would modify the current predictions.