

International Telematic University UNINETTUNO

Instructions for the admission of foreign students to the Degree Courses

Art.1 – Admission

The instructions given below outline the admission procedures to the Degree Courses at the International Telematic University UNINETTUNO in compliance with the Italian regulations of MIUR – Ministry of Education, University and Research of the Italian Republic as it regards the admission of foreign students to the Degree Courses and in line with the provisions on the processes of harmonization of the study paths and professional profiles within the EQF, European Qualification Framework.

The educational offer of the Degree Courses is published in the web page of the University portal on: <http://www.uninettunouniversity.net/en/faculties.aspx> and includes:

- Course educational objectives;
- Expected learning results, expressed through Dublin's Descriptors;
- Knowledge required on entry;
- Characteristics of the final exam;
- Envisaged employment and professional prospects;
- Study program;
- Teaching body, including video professors, area professors and tutors;
- Number of credits for each module;
- Available study materials
- Course programme and guide to the exams.

Art.2 – Admission Requirements

Each course of the International Telematic University UNINETTUNO is supervised by the Faculty Council whose task is to check each single application.

According to the laws in force, foreign EU as well as Non-EU citizens, residing in Italy or abroad possessing one of the study titles below, can apply for the Degree Courses:

TITLES AWARDED UPON COMPLETION OF SCHOOL PERIOD OF 12 YEARS AT LEAST

These titles are valid for admission to the three-year Degree Courses and to the single-cycle second-level (master-level) Degree Courses at Italian universities provided that they allow admission to a course that is similar to that one that is required in Italy at the universities of the country whose regulations they refer to.

In counting the twelve years you have to take into account, where applicable, a pre-school year provided that:

- Attendance to this year is compulsory and integral part of the curriculum;
- The program includes teaching of reading and writing of the mother tongue and the first elements of arithmetic calculus;
- This year is not before the sixth year of age.

TITLES AWARDED UPON COMPLETION OF SCHOOL PERIOD LASTING LESS THAN 12 YEARS

The students will have to submit, apart from their school-leaving diploma in original, an academic certification stating that they have passed all the envisaged exams:

- For the first year of university study, if the local school system lasts eleven years;
- For the first two academic years, if the local school system lasts ten years.

In Italy this academic certification, that is complementary to secondary school titles awarded with less than twelve years of schooling, allows only the matriculation to the first academic year and not enrolment with course shortening.

The final post-secondary study final title awarded in a non-university higher school institute can be accepted as an integrative title for a school period lasting less than 12 years.

TITLES AWARDED BY UNIVERSITY INSTITUTIONS OF ECCLESIASTICAL STUDIES BASED IN ITALY APPROVED BY THE HOLY SEE

These titles will have to be authenticated by the ecclesiastical authorities concerned and duly legalized by the Prefecture of Rome (Ufficio Bollo - Stamp Office). Applicants holding such authenticated and legalized titles submit to the University or Representation concerned only a photocopy of the title itself and give the original after the admission tests, upon actual enrolment.

USA HIGH SCHOOL TITLE

As it regards matriculation to the first academic year, this title has to be followed and integrated: by two complete years of a further "College" course and by the achieved qualification to pass to the second year and the successful completion of the four "US Advanced Placements" (APs), in several subjects linked to the requested university study course. If one of the "Aps" is in Italian it has to be considered valid for all academic courses.

BRITISH TITLES

These titles allow for matriculation if they state that at least six passed exams in different subjects and among them three advanced-level ones (A level) linked to the requested degree course or the university diploma ("course requirements"). If an advanced-level exam passed is in "Italian", it is valid also for all academic courses.

GREEK – "APOLITYRION" TITLES

These titles allow for matriculation only if awarded starting from the sufficient minimal average grade of 10 out of 20. In addition, all applicants possessing a study title equivalent to the Italian first-cycle three-year degree title, further to the positive assessment by the Study Course Commission concerned, that may also establish a situation of training debits, are entitled to access the second-cycle degree courses.

Art.3 – Documents required from those possessing a foreign title

EU or Non- EU citizens, residing in Italy or abroad, possessing an **Italian study title** or study title **awarded abroad** that will be deemed equivalent to the Italian academic titles required to be admitted to the Degree Course in terms of duration and content by the concerned academic board, are entitled to apply for admission to the Degree Course.

With the purpose of supporting the process of integration and internationalisation of the European universities, the International Telematic University UNINETTUNO relies on the study titles equivalence criteria established by the EQF, European Qualification Framework.

Applicants possessing foreign study titles interested in a three-year Degree Course, in Second-Cycle or Single-Cycle Degree Course, will have to submit:

1. High School Diploma in original or other certificate valid to all effects, awarded after at least 12 year of schooling, including official translation in the Italian language and relative legalization document;
2. Declaration of value of the title, issued by Italian Representation of the Country to which the school awarding the title belongs;
3. For those possessing study titles awarded at the end of school period lasting less than twelve years, please refer to what is written in art. 2.

Instead, applicants possessing foreign titles interested in Second-Cycle Degree Course (two-year course) will have to submit:

1. Academic title awarded at a University or a post-secondary title awarded in non-University Higher Institute allowing, in the local country, continuing further university studies (only in the case in which the secondary study titles was awarded upon completion of at least 12-year schooling period). Official translation in the Italian language and consular legalization of the title.
2. Declaration of value of the title issued by the Italian Diplomatic Representation competent for the territory;
3. University certificate – duly checked by the Diplomatic Representation – stating the exams passed as well as each discipline, detailed programs and hours of theoretical-practical training activity envisaged for the title awarded. The post-secondary studies (exams and credits) already completed can be stated by the “diploma supplement”, in countries where applicable.

These documents will have to be sent to: International Telematic University UNINETTUNO – Students Secretariat - Corso Vittorio Emanuele II, 39 – 00186 Rome (Italy).

In any way, enrolment is subject to the assessment of the applicability of the title by the Council of the Degree Course for the exclusive purpose of the enrolment to it.

Art.4 – Matriculation

Further to the assessment of the validity of the admission requirements by the Council of the Degree Course, the matriculation on the register of the University Students of the MIUR – Italian Ministry of Education, University and Research, will be deemed completed upon payment of the enrolment fees.

Art.5 – University fees

The fees fixed for each Degree Course can be paid either in one or more installments. Further details, including deadlines and modes, are available in the following web page on: <http://www.uninettunouniversity.net/en/regolepagtasse.aspx>.

Art.6 – Treatment of personal data

With reference to the provisions of the Legislative Decree of the 30th June 2003, nr. 196 “Codice in materia di protezione dei dati personali (Rules regarding the protection of personal data)” concerning the protection of people and other subjects as it regards the treatment of personal data, the personal data supplied by the participants in the admission procedure will be collected at the International Telematic University UNINETTUNO for the purposes of managing the procedure itself and will be treated also through automatic procedures. Their treatment, for those admitted to the course, will continue also after their effective enrolment for the purposes related to the management of their university career.

The transmission of these data is compulsory in order to assess admission requirements, under penalty of exclusion from the admission procedure.

The supplied information will be transmitted exclusively to public administrations that are directly concerned with the university position of the applicants and with the carrying out of the admission procedure.

Applicants have the rights mentioned in the Legislative Decree above including, among others, the right to access to the data concerning themselves as well as other complementary rights including the right to correct, update, complete or remove any incorrect, incomplete data or data collected in ways not complying with laws in force as well as the right to object to their treatment for justified reasons.

For any matter that is not specified in the present provision we refer to the laws in force.

Art.8 – Additional information

Ministerial provisions concerning the matriculation of foreign and EU students at Italian universities are available in the website: <http://www.studiare-in-italia.it/studentistranieri/>.

Any additional information can be requested to the Students Secretariat at: info@uninettunouniversity.net or on the green line 800 333 647.

For information on courses and for asking for the contact details of the Secretariats of the Degree Courses, please see the web page on: <http://www.uninettunouniversity.net/en/faculties.aspx>.