



# UNICAMILLUS

## **HANDBOOK OF STUDENT REGULATIONS (TAUGHT PROGRAMMES), DEPARTMENTAL FACULTY OF MEDICINE**

Issued by Rector's Decree no. 666 of 28 November 2024 (Ref. 62)

**Approved by the Organising Technical Committee on 17-02-2022**

**Rev\_1 Approved by Rector's Decree no. 365 of 13-12-2022**

**Rev\_2 Approved by the Organising Technical Committee on 10-01-2023**

**Rev\_3 Approved by the Organising Technical Committee on 30-03- 2023**

**Rev\_4 Approved by the Board of Directors on 06-11-2023**

**Rev-5 Approved by the Board of Directors on 26-11-2024**

**- HANDBOOK OF STUDENT REGULATIONS  
(TAUGHT PROGRAMMES),**

**DEPARTMENTAL FACULTY OF MEDICINE**

<b>HEADING I – GENERAL PROVISIONS</b> .....	<b>4</b>
Art. 1 - Field of application.....	4
<b>HEADING II – ENROLMENT AND REGISTRATION</b> .....	<b>4</b>
Art. 2 - Enrolment of undergraduate and postgraduate students .....	4
Art. 3 - Medical Certificates .....	5
Art. 4 - Enrolment renewal to years following the first.....	6
Art. 5 - Access to university premises, attendance of teaching activities and internships .....	7
Art. 6 – Exams .....	8
Art. 7 - Services .....	9
Art. 8 - Personal Data Processing.....	11
<b>HEADING III – INTERNATIONAL STUDENTS</b> .....	<b>11</b>
Art. 9 - Foreign nationals living abroad, Italian citizens with foreign qualifications, citizens of the European Union wherever they live and citizens from non-European countries legally residing in Italy and holding foreign qualifications.....	11
Art. 10 - Documentation of foreign study titles.....	11
Art. 11 - Benefits for international students.....	12
<b>HEADING IV – STUDENT CAREER EVENTS</b> .....	<b>13</b>
Art. 12 - Change of degree programme for students enrolled at UniCamillus.....	13
Art. 13 - Admission to years following the first of the same degree programme.....	13
Art. 14 - Transfer from another university (incoming) .....	14
Art. 15 - Request for recognition of prior learning and attendance in other degree programmes .....	14
Art. 16 - Transfer to another University (out-going).....	16
Art. 17 - Waivers .....	16
Art. 18 – Deferring (suspending) your course.....	17
Art. 19 - Loss of student status .....	18
Art. 20 – Students who fail to complete their course within the prescribed time.....	18
Art. 21 - Graduands.....	18
Art. 22 - Certificates .....	19
<b>HEADING V – STUDENTS’ RIGHTS AND RESPONSIBILITIES</b> .....	<b>20</b>
Art. 23 - Principles and protection .....	20
Art. 24 - Teaching.....	21

Art. 25 - Student representatives .....	21
Art. 26 - Administrative procedures .....	21
<b>HEADING VI – FINAL PROVISIONS .....</b>	<b>22</b>
Art. 27 - Final provisions and entry into force .....	22

## - HEADING I – GENERAL PROVISIONS

### **Art. 1 - Field of application**

1. These Regulations apply to students of UniCamillus University, in accordance with every other source of law regulating Italy's limited-enrolment degree programmes of the Departmental Faculty of Medicine (MSc Medicine and Surgery, MSc Dentistry and Dental Prosthetics, BSc programmes in Health Sciences) and, to some extent, the MSc programme in Human Nutrition Sciences.

## HEADING II – ENROLMENT AND REGISTRATION

### **Art. 2 - Enrolment of undergraduate and postgraduate students**

1. Enrolment in a degree programme at UniCamillus is regulated by an admission test, in accordance with the deadlines and requirements set out in the Call for Applications.

2. Requirements for enrolment in a degree programme are set out in the current legislation, in the University's Teaching Regulations and in the Teaching Regulations of each degree programme.

3. The enrolment procedure is regulated by specific Calls for Applications for the admission to the degree programmes.

4. Candidates admitted after publication of the Ranking List who intend to proceed with enrolment at UniCamillus agree to have consulted and be fully aware of all the University Regulations.

5. The enrolment procedure is complete only after registration on the Gomp student portal and after all documentation requested in the relevant Call for Admissions has been submitted. Students who do not complete the enrolment procedure are not considered enrolled and cannot take part in any classroom or extra-curricular activities.

6. Candidates who passed the admission test but did not show an adequate knowledge of Chemistry, Biology and Physics, are accepted but have to fulfil Additional Learning Requirements ('OFA') in these subjects. These have to be satisfied according to the modalities set out by the University and aim at meeting the student's educational obligations before exams are sat, according to the Study Plan. Students are admitted with Additional Learning Requirements in one or more courses. Requirements are met after verification with a tutor. If the requirements are not fulfilled, students must repeat the test until they pass it. If they fail, students are not allowed to sit the examinations related to the modules of the OFA 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 the domain “students.unicamillus.org”, will be considered valid without being able to claim any sort of justification for 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 Regulations of the University. Students who have not regularized their enrolment along with payment of the annual contribution cannot take part in any classroom activity. In particular, students cannot:

- attend classes, including seminars and workshops;
- participate in the internship;
- sit 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. Students who enrol at UniCamillus following the admission notice for the 1st year or transfer notice, are required to submit the following health certifications within 30 days from the date of enrolment:

- Tuberculin test performed according to the Mantoux technique or with the Quantiferon test, according to the provisions of the Agreement of 7th February 2013 of the State-Regions Conference on “Tuberculosis Prevention in healthcare workers and equivalent professionals”, and by the D.P.R. no. 465 of 7<sup>th</sup> November 2001, which establishes the conditions under which vaccination against tuberculosis is mandatory, in accordance with article 93, paragraph 2 of the Law of 23rd December 2000, no. 388; said test must be performed at a National Health Service facility;
- Certificate of Vaccination against viral Hepatitis B, according to Law no. 165 of 27<sup>th</sup> May 1991.

Students who fail to submit such documentation within the indicated timeframe or its subsequent renewals as required by the "Regulations for Medical Documentation" will incur a block on their academic and internship activities. Additionally, they will not be allowed to access university premises. The block and the ban on accessing lectures will continue until the students have rectified such non-compliances.

2. Certificate of internship suitability: every enrolled student will have to undergo a medical examination at the University in order to verify the suitability for carrying out the internship. The

missed medical 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 with the results of the examination. Students have to undergo other medical examinations in order to achieve the release of the subsequent renewal certificates.

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

4. Students can start the internship only after attending and completing a Training on safety in the workplace course set up by UniCamillus for medical school students. Not attending the course and subsequently not getting the required certification will not allow students to take part in the internship.

5. 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's 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 related to the degree programme they enrolled in.

2. Enrolment to years following the first must be completed within the deadlines set by the University 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 Regulations for the academic year of enrolment), notwithstanding the regularity of the administrative position related to the previous academic years. Enrolment 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 instalment of the contribution provided for in the relevant Tuition and Fees Regulations.

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 enrolment. For further information about the study waiver request see Article 16 (Waivers) of the present Regulations.

#### **Art. 5 - Access to university premises, attendance of teaching activities and internships**

1. Students in good standing with their administrative position (payments of tuition fees made and with medical and health documentation) can access the University premises only if equipped with an identification badge. Students are required to observe behaviours and be respectful of the

personal integrity and dignity of others, as well as the decorum of all premises inside and outside the University, including those provided for internship activities. They are also required to know and respect university regulations and to adopt a dress code appropriate to the academic environment.

2. While in the University, students are required to pay the utmost attention to their personal belongings and must not leave them unattended. UniCamillus is not responsible in any way for items lost or stolen.

3. If the Teaching Regulations of the degree courses provide for compulsory attendance, students are required to actively take part in the activities promoted by the University, carrying out all the internship activities related to the degree programme, according to the procedures provided for by the regulatory provisions in force created as result of emergency situations (e.g. Covid-19) and the internship activities included in their programme at the premises indicated by the University.

4. Students are required to read the teaching timetable of lectures published on the institutional website and on the University's WebApp and to keep constantly updated about any changes that may occur and that will always be notified by the Teaching Services Office.

5. If the degree course for which students are enrolled is divided into two or more groups to provide for effective and profitable teaching, the Teaching Services Office, before the beginning of the lessons, will inform the students of the group to which they have been assigned. After the beginning of the lessons, if for organisational and logistical reasons a change in the method of subdivision of groups is necessary, the Registrars' Office will inform the students, who will therefore be required to accept the new assignment.

6. Participation in the educational and internship activities provided by the reference study plan is verified by the Programme Directors, adopting the verification methods established by the University. As provided by the Academic Teaching Regulations, to be admitted to the related exam, the student must have attended the expected percentage of the hours of contact time in class for each integrated course. In case of failure to reach this minimum percentage of attendance, the student is not admitted to the exam. The margin of absence is aimed at covering, in addition to absences due to extenuating circumstances such as illness or any other circumstance, all individual needs of the students, including religious holidays that may fall within the lecture schedule, considering that the University is open to people of all beliefs and believes that they should be allowed to freely profess their religion within, of course, the limits of compatibility with the unavoidable need to meet the required attendance percentage.

7. Students that got admitted to the first year after scrolling of the admission rankings, and enrolled after the start of classes, will have all the class hours of the first semester from the beginning of class until the end of the enrolment process (until 31<sup>st</sup> of December) validated.

8. Non-EU students enrolled within the deadline outlined in the official call for admissions and starting the programme after the official beginning of the semester because of a delay in the issuing of their visa, will have their attendance validated until the 30<sup>th</sup> of November of the enrolment year.

9. Students who are not up to date with the payment of contributions (as provided by the Tuition Fees and Contributions Regulations) and/or with their medical health position (as provided by the Regulation for Medical Documentation), will incur in the suspension of the educational and internship activities. The irregularity of their medical health position also includes the impossibility

of accessing university premises. The suspension will remain until the student has rectified such non-compliances.

## Art. 6 – Exams

1. The forms and procedures for assessing proficiency and giving credits to students are defined in the specific Teaching Regulations of the degree programme.
2. Students who are up to date with the percentage of attendance hours required and with their administrative position (payment of university fees, delivery of mandatory enrolment and medical documentation) may access university exams. By accessing the appropriate section dedicated to enrolled students on the institutional website of the University ([www.unicamillus.org](http://www.unicamillus.org)), the student must review the exams scheduled on the exam timetable. To apply for an exam, the student must proceed with the booking through the Student Portal (Gomp) and, once the procedure is completed, keep the receipt of the booking made. The system automatically sends an email confirming the booking. An explanatory note regarding the procedure for booking exams is available in the Student Area of the degree course on the institutional website of the University ("exam booking guide"). Students who do not properly complete the booking procedure will not be present in the exam record and, consequently, will not be able to take the exam.

It is the student's responsibility to constantly monitor the section dedicated to exam sessions in the abovementioned section.

3. The Teaching Services Office may manually include a student in an exam only in the following cases:
  - Malfunctioning of the Gomp platform: if students have difficulty booking an exam due to technical problems on the system, they must promptly inform the Teaching Services Office or the Registrars' Office via email, within and no later than the booking deadline for the exam, reporting the issue encountered through the submission of screenshots that can certify the anomaly encountered; reports received after the booking deadline for the exam will not be taken into account;
  - The student has booked but does not appear in the exam record: the Teaching Services Office will manually include the student only after carrying out all the necessary checks and upon presentation of the booking receipt produced by the student. In the absence of a receipt, the student cannot make any requests for manual inclusion in the exam.
4. Students who are not up to date with their administrative position (delivery of mandatory documentation and/or unpaid fees) cannot in any case book and take university exams. The block will be maintained until the student has rectified the non-compliance found. The University will consider any exams taken in the presence of an irregular administrative position null and void.



## Art. 7 - 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 during lectures is performed (the detection is required for degree programmes where attendance is mandatory). It is obligatory for students to have their badge with them at all times for all needs related to university life. Without a badge, the student will not be detected as attending classes. For the purposes of obligatory attendance, students will be considered 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 issue of a badge 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 due to technical problems;
- wrong information reported on the badge;
- robbery or theft, which must be proved by a police report for robbery or loss of personal belongings (badge included) issued by the competent authorities.

Request for a duplicate must be submitted according to the procedures set out by the University.

2. **Electronic Mail:** every student enrolled is provided with an institutional E-Mail address with the 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 is regulated by specific Regulations. Students are required to read the Regulations by accessing the website [www.unicamillus.org](http://www.unicamillus.org) "About Us > Regulations".

3. **Gomp Student portal:** (<https://unicamillus-studenti.gomp.it>) It is the official University's Portal for the management of the student's career. Registration must be completed during the enrolment directly by the student, who is responsible for keeping his/her credentials. Students will be required to give all the information requested (personal details, qualifications, contact details) while updating 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 particular attention in the filling in of the correct data is requested, as for the details directly related to the student. The University directly communicates with students of age and not through a third party (parents, relatives, etc.).

In addition, on the Student Portal students can manage their careers, e.g. book exams, pay the annual tuition fees, file any request related to their career, renew enrolment, etc.

4. WebApp: every student enrolled at UniCamillus is provided with credentials to access 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 view all the services provided by the WebApp, students are requested to read the "Guide to WebApp use" in the Student's area.

5. WiFi: Every student can access the University's WiFi network through specific credentials. WiFi is available for free in every area of the University.

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. Students are therefore requested to update their personal profile on the Student portal (<https://unicamillus-studenti.gomp.it>) by adding their mobile phone number, which must be valid so that notifications can be received. The number added must necessarily be served by a telephone company valid on the Italian national territory.

7. Benefits: Students enrolled at 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 them 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 University library and consult books exclusively within the dedicated areas provided by the University. In order to access this service, students must follow the "Library Regulations" available on the institutional website.

## **Art. 8 - Personal Data Processing**

1. According to decree law no. 196 of June 30th 2003, personal data given by students are collected and processed (also electronically) by UniCamillus only for institutional purposes and can be communicated outside the University only in the cases provided by the current legislation.

## **- HEADING III – INTERNATIONAL STUDENTS**

### **Art. 9 - Foreign nationals living abroad, Italian citizens with foreign qualifications, citizens of the European Union wherever they live and citizens from non-European countries legally residing in Italy and holding foreign qualifications**

1. Foreign nationals living abroad (VISA applicants) who want to enrol in the UniCamillus degree programmes, 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. Further information is available on <https://www.studiare-in-italia.it/studentistranieri>.

2. Students who want to enrol in a degree programme must pass an admission test, within the deadline and as indicated in the related Call for Admissions.

3. The suitability of foreign qualifications for the admission to the first year of the BSc and MSc programmes is determined by the application of international agreements and the current legislation, and is set out in the relevant Call for Admissions.

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

5. For students holding a foreign diploma or who are still enrolled in the final year of a foreign school system necessary to get a high school diploma, qualifications are considered valid if obtained 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, qualifications are valid if integrated with one or two years of University attendance after successfully passing all the exams required for the years attended.

#### **Art. 10 - Documentation of foreign study titles**

1. To be admitted to the chosen BSc or MSc programme, Italian and foreign citizens holding a degree obtained abroad must provide, within the deadlines indicated in the call for applications, the official translation into Italian of their academic qualifications, complete with legalization and a Declaration of Value issued by the Italian Embassy or General Italian Consulate competent for the territory in which the qualification was obtained. Alternatively, they may present their high school diploma with a sworn translation into Italian or English, accompanied by a Verification and Comparability Certificate issued by CIMEA. UniCamillus has entered into an agreement with CIMEA (Centro di Informazione sulla Mobilità e le Equivalenze Accademiche), the official Italian centre of the ENIC/NARIC network, to activate a dedicated service for students with foreign qualifications recognized in Italy. The documentation issued by CIMEA must be delivered to the Registrars' Office.
2. Candidates who do not have or do not submit within the deadline a proper qualification, in accordance with the current legislation, lose the right to enrol or lose their student status, when already enrolled, and cannot be refunded of the tuition paid.
3. The final deadline within which the student must submit a Declaration of Value, or the certificates issued by CIMEA is set for December 31<sup>st</sup> of the academic year of enrolment at UniCamillus. Until the students provide this documentation, they cannot take exams.

#### **Art. 11 - 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 study.

1. **Scholarship:** UniCamillus grants some scholarships covering the entire or part of the annual academic tuition fees for non-European students. The scholarship lasts for one year and can be

renewed for a number of years equal to the duration of the programme chosen and only after verification of determined conditions provided for in the relevant Regulations. The scholarship can be granted for a further 6-month period, after which the student will have to pay the contributions required until graduation, as provided for in the University's Tuition and Fees Regulations.

2. Loan of Honor: UniCamillus grants some scholarships as "Loan of honor" covering the entire tuition for non-European students. It lasts one year and can be renewed every year for a number of years equal to the duration of the programme chosen and only after verification of determined conditions provided for in the relevant Regulations. The "Loan of honor" can be granted for further 6-month period, after which the student will have to pay the contributions required until graduation, as provided for in the University's Tuition and Fees Regulations. The Loan of Honor can be entirely granted to a student if, after graduation, s/he goes back to the country of origin or similar, in accordance with UniCamillus, to carry out his/her professional activity. The professional activity must be carried out for at least 3 years and should aim to support people and medical facilities in developing countries. If the student decides to carry out his/her professional activity in a different country not according to the guidelines established by the University, s/he will have to pay back the whole sum of money paid to them as Loan of honor during the entire degree programme. The total amount must be refunded within the deadline and terms established by the University.

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

## HEADING IV – STUDENT CAREER EVENTS

### Art. 12 - Change of degree programme for students enrolled at UniCamillus

1. UniCamillus, on the basis of seats made available as a result of drop-outs 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 passed the first year of a course may apply for internal transfer to another degree programme.
2. A change of programme 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 enrolment in the second year by paying the first instalment within the deadline, as provided for in the relevant Tuition and Fees Regulations.
3. A change of programme may be allowed only between equal degree classes, i.e from MSc Medicine and Surgery to MSc Dentistry and Dental Prosthetics and vice versa, or between the BSc programmes in Health Sciences.
4. The procedure, requirements and evaluation criteria and deadlines for submission of a change of programme application are regulated by a specific Notice addressed to all students, which UniCamillus will publish before the beginning of classes.
5. A change of programme request must be submitted by filling in the dedicated form in the Student's Area (Gomp).
6. A board of experts will decide whether to accept the request, a continuation of studies, a credit recognition request and admission to the academic year, by following what is provided for in the

University's Teaching Regulations and in the Teaching Regulations of the relevant degree programme.

7. Should the board of experts decide favorably, the Registrars' Office will proceed with the change of programme on the Student Portal.

8. No prior applications and/or applications received without or beyond the deadline of the referenced Notice will be accepted.

### **Art. 13 - Admission to years following the first of the same degree programme**

1. On the basis of available seats following waivers and/or outgoing transfers, under the advice of a board of experts, UniCamillus can determine whether students already enrolled may submit a request to transfer to years following the first, still remaining in the same degree programme.

2. The procedure, requirements and evaluation criteria and deadlines for submitting a request are regulated in a specific Notice made public by UniCamillus to all students.

3. A request for transfer to years following the first must be submitted to the Registrars' Office by filling in the specific form «Request for transfer to years following the first», available on 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 Regulations of reference.

5. Based on the applications received and in accordance with the criteria specified in the Notice, the board of experts 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 Registrars' Office will update the Student Portal accordingly.

6. Students who, on the basis of the requisites needed as indicated in the relevant call for admissions, are eligible to transfer to years following the first, will have all the class hours from the first semester validated (until 31st December of the indicated academic year) in the period going from the beginning of the semester until the end of the transfer.

7. Students who have not reached the sufficient number of credits in certain subjects from their previous study plans, will have to attend classes related to the aforementioned subjects until they reach the minimum percentage of hours requested by UniCamillus. Students need to plan their class schedule, keeping in mind that some of these classes might overlap with other mandatory activities. No make-up classes or credits are provided in case of a timetable clash.

8. Class hours will be validated only in compliance with Art.15, paragraphs 1, 3 and 4.

### **Art. 14 - Transfer from another university (incoming)**

1. Students from a different Italian or non-Italian university may request a transfer to years following the first for a degree programme in compliance with the requirements established in the Call for Transfer, which regulates the procedures for submitting requests, the evaluation criteria and credit recognition.

2. As indicated 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.

3. All transfer students will have to attend the classes outlined in their syllabus of the year they have enrolled in, in compliance with the minimum amount of class hours they need to attend.

4. Transfer students who did not obtain the required number of credits for specific subjects of the academic years before their registration, will not have class hours of the aforementioned subjects validated. Students will, therefore, be requested to attend said classes. Students need to plan their class schedule, keeping in mind that some of these classes might overlap with other mandatory activities. No make-up classes or credits are provided in case of a timetable clash.
8. Class hours will be validated only in compliance with Art.15, paragraphs 1, 3 and 4.

### **Art. 15 - Request for recognition of prior learning and attendance in other degree programmes**

1. Recognition of prior learning and attendance in past degree programmes is evaluated by a specific Committee appointed by the Rector.

2. In case of credit recognition, only the courses taken and certified by the university of origin will be considered, and they will be evaluated based on a judgment of congruence with the educational objectives set forth in the courses of study of the degree programme.

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 Teaching Regulations of the degree programme. If the student accepts the credit 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 is recorded in their career complete with mark and ECTS credits;

- 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 credits comparable to the expected minimum attendance hours, the student will be exempt from compulsory attendance and will be able to sit the exam in the first available session (ordinary or extraordinary), with the exception of students enrolled in the first year 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 Teaching Regulations.

3. In the case of recognition of attendance hours carried out in previous degree programmes, the student may refuse or accept the recognition made by the Evaluation Committee. In case of rejection, the student has to attend the hours required by the relevant course by fulfilling the relevant obligations of the compulsory attendance as per the Teaching Regulations of the degree programme of enrolment.

In case of acceptance of the attendance hours recognition, the outcomes may be as follows:

- the attendance hours recognised cover the expected minimum percentage of the compulsory attendance: the student is exempt from the attendance of classes and therefore s/he can sit the exam in the first available session (ordinary or extraordinary), with the exception of students enrolled in the first year who must wait until the first ordinary exam session available;

- the attendance hours recognised do not cover the expected minimum percentage of the compulsory attendance: the student must integrate the hours recognised by attending classes until s/he achieves the expected minimum percentage of compulsory attendance hours provided for in the Teaching Regulations.

4. The request for recognition of credits must be submitted within 30 days from the date of enrolment and/or renewal of enrolment through the GOMP student portal. The request must be accompanied by a certificate attesting to the exams taken, the course syllabus, and the study plan, duly stamped and signed by the relevant offices of the originating University. In the case of Italian universities, a self-certification (to be drafted on the downloadable format available on the portal) can be attached, where all the required information must be provided. The self-certification has a provisional value and does not replace the certificate, which must still be submitted to allow the correct evaluation by the academic Commission. In case of failure to submit the certificate, the University will carry out the necessary checks to verify the truthfulness of the data declared in the self-certification. Until the exam certificate is obtained or while waiting for the results of the checks on the truthfulness of the data, the recognition procedure remains suspended. In the case of foreign universities, students are not allowed to produce a self-certification, but it will be necessary to attach the certificate of exams taken, stamped, and signed by the relevant offices of the originating University. This documentation must also be accompanied by a sworn translation provided by the competent authorities as required by the current legislation. Furthermore, the University may also request the references of the University Office that issued said documentation to directly request a copy or proof of its compliance with the official documentation of the University itself. The student is required to follow the instructions provided in the Credit Recognition Guide.
5. The procedure for requesting an attendance recognition must be carried out within 30 days from the date of enrolment and/or enrolment renewal in the manner prescribed by the Teaching Services Office of the degree programme. If the attendance recognition request is not submitted within the abovementioned deadline, the student can submit an extraordinary request of attendance recognition to the Teaching Services Office from December 20th to December 31st.
6. Credit recognition requests and attendance recognition requests submitted after the deadline laid down in points 4) and 5) of this Article will not be evaluated. Therefore, the student shall proceed with a new submission of the requests in the following academic year, by meeting the deadlines described above.
7. As regards matters not specifically stated in this article, please refer to the Teaching Regulations of each specific degree programme.

## **Art. 16 - Transfer to another University (out-going)**

1. The student can transfer to another university by submitting a request to the Registrars' Office, following a specific procedure on the Gomp student portal. The Registrars' Office will issue a «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 Regulations.
2. Tuition fees paid until the application will not be refunded for any purpose.
3. The request for transfer is complete only after UniCamillus issues a «nihil obstat». From this date forward the student cannot take any exam at UniCamillus or take part in any classroom 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 another university, it is confirmed that UniCamillus considers as achieved only exams related to the whole Integrated Course (see the Study Plan of each degree programme) 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 is issued for those modules.

### **Art. 17 - Waivers**

1. If a student submits a study waiver, s/he interrupts his/her relationship with the University and loses his/her student status. A study waiver request can be submitted by students who have paid the tuition fees in accordance with the specific Tuition and Fees Regulations.
2. The request must be submitted to the Registrars' office through the procedure provided on the GOMP Student Portal. The Registrars' Office will issue a «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 Regulations.
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. 18 – Deferring (suspending) your course**

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, except in those cases where simultaneous enrolment in two higher education courses is permitted under Law no. 33 of 12 April 2022 and subsequent amendments, and Ministerial Decree no. 930 of 29 July 2022 and subsequent amendments;
  - b) community service;
  - c) serious health reasons, maternity leave.

Request for suspension for the aforementioned cases is irrevocable and can be made only once during the academic career, for the duration of a single academic year, except for the cases mentioned in point a), for which the suspension can be extended for the normal duration of the pursuit of studies.

#### d) Pregnancy and maternity:

In the case of female students, the reasons for requesting a suspension of the academic career also include (d) pregnancy and maternity. In this case, suspension may be requested either for the academic year in which the pregnancy occurs or for the one academic year following it. In the latter case, request may also be made by the student's father/parent under the following conditions, which must be documented: death or serious illness of the mother or sole custody.

In the case of point d), the request for suspension is irrevocable and may be repeated for further pregnancies during the student's academic career.



In addition, in the event that the student has benefited the reason for suspension mentioned in point d), the request for suspension may also be repeated during the academic career to use the reasons mentioned in points a), b), c).

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), all 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 Registrars' 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 take part in any classroom 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, students are not obliged to pay fees and contributions, with the exception of the regional tax, which must be paid in the prescribed manner.

10. Once the suspension period has expired, the career is 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 Regulations, unless otherwise indicated by the student.

## **Art. 19 - Loss of student 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 MSc 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 the BSc 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 renew his/her enrolment each year in order to graduate.

### **Art. 20 – Students who fail to complete their course within the prescribed time**

1. The student is enrolled as 'out-of-course' if s/he has followed the degree programme 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 Teaching Regulations of his/her degree programme (in the case of courses with compulsory attendance) of all the courses as per study plan, s/he is exempt from attendance and can take exams according to the specific teaching regulations.

3. 'Out-of-course' students must pay the annual tuition fee as provided for in the specific Tuition and Fees Regulations.

4. 'Out-of-course' students lose their student status if 4 consecutive years have passed since the last exam successfully sat.

### **Art. 21 - Graduands**

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 ECTS credits in accordance with the study plan of the specific degree programme (with the exception of credits for the final exam).

2. Graduands who cannot achieve the title within the last available session of the previous academic year will have to renew their enrolment and pay the whole annual tuition for the new academic year, as provided for in the specific Tuition and Fees Regulations.

3. For information not indicated in these Regulations, please refer to the specific Graduation Regulations.

### **Art. 22 - 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.*"

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 as, 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 Registrars' 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 GOMP student portal.

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 contribution 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 exempt as provided for in the regulations.

4. It is possible for students, without going to the Registrars' Office, to submit an application for the issuance of a certificate through the GOMP student portal by filling in the appropriate application and paying for the appropriate duty stamp to complete the request.

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

The certificate issued 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 programme 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 by the Italian law.

6. The Diploma Supplement can be issued only to graduates, and can be downloaded by accessing the GOMP student portal.

## **HEADING V – STUDENTS’ RIGHTS AND RESPONSIBILITIES**

### **Art. 23 - 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 high-quality teaching aimed at the achievement of the educational, cultural and professional goals of each degree programme.
3. Students are entitled to spaces within the University dedicated to social, recreational and study 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. 24 - Teaching**

1. Students have the right to attend classes aimed at the achievement of education goals and expected results.
2. Students have the right to turn to their lecturers within the University's facilities if in need, according to the schedules and arrangements made by each tutor.
3. Students have the right to attend classes and workshops without them overlapping with internship activities.

4. Students are entitled to adequate teaching facilities that enable a full fruition of the 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 Internet connection. 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 to have access to this service through electronic means. The Registrars' Office has an email address dedicated to correspondence with students ([office@unicamillus.org](mailto:office@unicamillus.org)).
6. Students have a right to anonymously evaluate the educational offer through the dedicated electronic questionnaires administered on the University's IT GOMP system. Questionnaires must be filled in for each tutor in charge of an integrated course and/or module that is in the student's study plan of the academic year under scrutiny.

## **Art. 25 - Student representatives**

1. Students have the right to be represented in all University bodies where they can participate in decisions affecting their academic life.
2. Elected representatives have the right to participate actively in the work of the councils or commissions of which they are members. In the event of overlapping with classes or compulsory activities, their absence is justified and will not be counted, provided that they attend the aforementioned meetings.
3. Representatives must be informed in advance of the content, time and place of meetings to ensure adequate preparation and effective participation.
4. When communicating with the University in relation to their functions, representatives must sign their names and surnames and carry out their activities only within the body and programme for which they have been elected. They must also ensure that the requests they make reflect the will of all the students they represent, as they have been delegated to do so.
5. Student representatives are obliged to exercise their functions exclusively within the institutional bodies for which they have been elected, limiting their activities to official meetings. Any petition submitted to a forum other than the one for which the student has been elected will not be considered.
6. Student representatives shall have the following functions:
  - 6.1 The student representatives in the Council of the Departmental Faculty have the task of bringing to the attention of the Council the demands and needs of the students, promoting initiatives to improve the quality of teaching and services of all the degree programmes, with particular attention to the overall quality of the academic experience.
  - 6.2 The student representatives in the Guarantee Committee promote equal opportunities, inclusion and well-being in the University environment and report any issues of discrimination in accordance with the principles of fairness.
  - 6.3 The student representatives in the Students-Professors Joint Committee work with lecturers to monitor the quality of teaching and identify opportunities for improvement, with the aim of making the learning experience more effective and responsive to students' needs.
  - 6.4 The student representatives in the Quality Assurance Group actively contribute to the processes of monitoring and improvement of the quality of programmes, monitoring the

effectiveness of improvement actions taken in response to previous problems or reports, and promoting actions that can improve the teaching and organisational structure of the programme.

6.5 The student representatives in the Programme Board, as well as all the representatives of the individual academic cohorts of the course programme, take an active part in the management and organisation of the programme and contribute to discussions on matters of interest to students, such as syllabi and training activities. They are responsible for bringing to the attention of the Board any problems reported by students, for proposing possible solutions to improve the academic environment, for promoting communication between the student body and the Programme Board, and for disseminating information about the programme itself.

## **Art. 26 - Administrative procedures**

1. All teaching and administrative information addressed to students is available on the University's website, which constitutes the official communication tool for the notices given during the academic year and/or published through the University's WebApp. Therefore, students are required to keep themselves informed by consulting them regularly.

2. Students have to be fully aware of these Regulations 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, replace the physical archives for all intents and purposes.

4. According to the general principles and regulations governing the relationships between Public Administrations for the fulfilment of institutional and administrative tasks, the University takes care of and develops the exchange of information regarding the careers of its students, in compliance with current regulations on the protection of personal data.

5. The University contribution is governed by the Taxes and Contributions Regulations published annually on the institutional website. Throughout the chosen degree programme, students undertake to read and comply with the provisions contained in the Taxes and Contributions Regulations for the academic year in which they first enrolled at UniCamillus.

All payments relating to contribution amounts, stamps, penalties, and fees must be made through the GOMP student portal in the dedicated section, using only the payment methods allowed by the platform, namely CBILL bulletin or online payment via Pago PA. Other forms of payment, such as cash, checks, bank transfers, etc. will not be accepted, except for different indications provided by the administrative offices.

## **HEADING VI – FINAL PROVISIONS**

### **Art. 27 - Final provisions and entry into force**

1. For legal and interpretation purposes, the Regulations issued by Rector's decree no. 666 of 28/11/2024, filed and available at the Office for Applications, Decrees and Regulations and written in Italian, a certified copy of which may be requested, are authentic.

For information not contained in these Regulations, please refer to the current law and the specific University regulations that can be found on the institutional website [www.unicamillus.org](http://www.unicamillus.org).

2. These Regulations will automatically transpose any law innovations that may modify the current ones.