



## **CPD FIRST AND SECOND LEVEL COURSES REGULATIONS**

<b>Approved by</b>	<b>the Technical Organisation Committee of 22-06-2021</b>
<b>Rev_1 resolution of</b>	<b>the Technical Organisation Committee of 30-03-2023</b>

## **Art.1 Objectives, definitions and regulations**

1. UniCamillus, acting as a Continuous Professional Development (CPD) provider for graduate students, is authorised to organise higher training courses aimed at providing participants with appropriate expertise to enter the job market.
2. The following regulations state that UniCamillus is authorised to organise CPD courses in compliance with Art.3, paragraphs 9 and 7, paragraph 4 of Ministerial Decree no. 270 of 22 October 2004, and in compliance with Art.6 of law no. 341 of the 19 November 1990, and Art.1, paragraph 15 of law no.4 of 14 January 1999.
3. The CPD courses described in the following regulations are organised by UniCamillus following approval by the Technical Organisation Committee. UniCamillus is authorised to organise CPD courses in cooperation with external, public, private, Italian or foreign organisations, in accordance with national and international university cooperation agreements.

## **Art.2 – Type of courses, entrance requirements and credits**

1. UniCamillus is authorised to organise CPD first-level and second-level courses.
2. The programme entrance requirements are defined in detail in the official admission calls, assuming applicants already own a BSc (or any other equivalent qualification issued in Italy or abroad) to access a CPD first-level course and an MSc (or any other equivalent qualification issued in Italy or abroad) to access a CPD second-level course.
3. In order to apply for a CPD course, students must pay a registration fee: payment deadlines and methods are described in the official admission call of each course. In case of non-payment by the deadline, students will be excluded from the courses and will not be able to take any in-course or final exam.
4. Students are allowed to enrol at the same time in two different BSc, MSc or CPD courses in different universities, schools or other HE institutions, including ones abroad. Students cannot enrol at the same time on two courses of the same degree or twice on the same CPD course, even though the courses are in two different universities (Legislation no.33 of 12 April 2022 and MUR regulation no.16767 of 6 July 2022).
5. The total amount of ECTS credits offered by each CPD course is at least 60.

### **Art.3 – Duration and attendance mode**

1. CPD courses organised by UniCamillus generally last one year for a total amount of 1,500 hours.
2. CPD courses can be carried out in Italian or in English and with the following attendance modes:
  - in-person classes
  - classes held remotely (home-based)
  - half remotely and half in-person (hybrid).
3. The programme of each CPD course is outlined in the study plan, which also contains information about the modules, the number of credits and the possibility of internships with university partners.
4. Online video classes are made available on our platform, together with further teaching material useful for self-study. All classes are available on the online platform for the whole duration of the course.
5. In case of non-payment and subsequent exclusion of the student from the course, in compliance with art.2, paragraph 3 of these Regulations, the online platform will not be accessible until payment is arranged for by the student.

### **Art. 4 Enrolment**

1. The methods of enrolment on our CPD first- and second-level courses are outlined in the official application calls.
2. The enrolment procedure is considered completed once the student has successfully signed up for the GOMP platform, and once all the enrolment fees outlined in the official admission call have been paid. If the aforementioned procedures are not followed, students will not be able to take part in the course.
3. During the enrolment procedure students need to provide their contact details (email address and telephone number) so that UniCamillus can get back to them with any official communication. Any change of email address or telephone number must be sent to [postlaurea.unicamillus@pec.it](mailto:postlaurea.unicamillus@pec.it). UniCamillus is not responsible for any failure to receive communications in case of wrong contact details or in case no change of contact details has been provided.

4. Students must pay all the registration fees present in the official admission call by the end of the deadlines. In case of non-payment the student will not be able to:

- attend classes
- do the internship
- take the final exam
- ask for certificates

### **Art.5 Foreign Degree Documentation**

1. In order to enrol on our CPD courses, students holding Italian or foreign citizenship, with a degree issued abroad, must have an official legalised translation into Italian of their degree, comprehensive of DOV (Declaration of Value), issued by the Italian Embassy or Consulate in the area where the degree was issued, or a Certificate of Comparability by CIMEA comprehensive of a Verification Certificate by CIMEA (by accessing the CIMEA online platform) or a Diploma Supplement (for European degrees) issued by the student's university and legally translated by the Italian Embassy located in the country where they studied.

UniCamillus has come to an agreement with CIMEA (Information Centre on Academic Mobility and Equivalence), the official Italian centre of the ENIC/NARIC network, in order to allow students with a foreign degree to participate. All the documents issued by CIMEA need to be sent to the Registrars' Office.

2. Every candidate not in possession of a valid degree by the end of the deadline will be automatically excluded from the enrolment procedure and will not be entitled to any refund.

### **Art.6 In-course and final exams**

1. Students will be obtaining credits at the end of the final exam, which will assess the competencies and skills acquired throughout the year, by presenting a short dissertation before a Commission. Students who pass the final exam will obtain a CPD first- or second-level course certificate in compliance with art.3, paragraph 9, by Ministerial Decree 270 of 2004.

2. Students must attend in-person classes, or in case of online CPD courses or home-based attendance, they must watch all the classes uploaded on to the online platform provided and study the materials available. Also, if required by their study plan, they must complete an internship programme and pass the final exam through presentation of a dissertation.

3. Students will be able to qualify for an award only on completion of their CPD course (as outlined in the official admission call, whose starting date shall be considered the enrolment date) and only once they have paid all the academic fees.

### **Art.7 Withdrawal and dropping out**

1. In case the enrolment procedure is completed remotely or outside the university, students will have the right of withdrawal only for 14 days after the registration day (the date considered will be the date of payment). The request must be submitted directly to UniCamillus through a certified email address to [postlaurea.unicamillus@pec.it](mailto:postlaurea.unicamillus@pec.it). UniCamillus will make sure to refund the amount of money paid by the student in the following 14 days, keeping 5% of the total for secretarial services, with the same payment method used by the student, unless another payment method is specified.

2. Payments made will not be refunded unless in exceptional circumstances, as stated in the official admission call.

3. By exercising the right of withdrawal or dropping out, the student will not be able to participate in any class or activity whatsoever and will not be able to use any of the tools provided by UniCamillus.

4. Students wishing to drop out must send a request through the online student platform (Gomp) by inserting their own credentials in the section “Careers > Requests > Request to withdraw from studies”. In case of withdrawal, all the fees paid until the request of withdrawal will not be refunded. Students who drop out after the start of classes are required to pay all the fees set.

### **Art.8 – Processing of personal data**

1. In compliance with legislative decree no.196 of 30 June 2003, all personal data from students will be collected and processed by UniCamillus for institutional purposes only and may be communicated outside the University only when required by the laws in force.

## **Art.9 Warnings**

For legal and interpretation purposes of these regulations, only the approved text will be considered, whose original copy in Italian is in the Teaching Services office, where a certified copy is available.

For all matters not covered by these Regulations, please refer to the University Statute and the remaining UniCamillus regulations.