

SUBSTITUTE DECLARATION OF SELF CERTIFICATION

Made pursuant to art. 46 of the Presidential Decree 28.12.2000 No.445

Request for part-time enrollment

or

Confirmation of requirements for part-time enrollment

INSTRUCTIONS FOR FILLING THE FORM

Fill out this form in all its parts, print it, sign it with a handwritten signature, scan it and save it on your device.

Send it via email, from your institutional email address to the Registrar Offices of the Courses concerned (segreteria@unisg.it), indicating in the subject "Request for part-time enrollment", and attaching the filled and signed form.

PROCESSING OF PERSONAL DATA

European legislation, Reg. (EU) 2016/679, and Italian legislation, Legislative Decree 30 June 2003, No. 196 and subsequent amendments and additions, as well as the provisions of the Italian Data Protection Authority apply to the processing of personal data provided in this form.

The personal data provided are processed exclusively for the purposes of managing this form and are collected at the University of Gastronomic Sciences (UNISG) – Students Registrar Office, through IT procedures and paper filing of the related documents.

The data subjects may exercise the rights referred to the aforementioned legislation, including the right of access to data concerning him, as well as some complementary rights including the right to rectify, update, integrate or delete erroneous, incomplete data collected in terms of its non-compliance with the law.

False or incomplete declarations are subject to criminal prosecution pursuant to Art. 76 of the Presidential Decree 445/2000.



To the Rector of the University of Gastronomic Sciences

The undersigned _____
Family Name *First Name*

Born on _____ in _____

Italian Fiscal Code _____

Student Identification Number _____

Requests part-time enrollment/confirms the existence of the requirements for part-time enrollment and declares to be:

☐ **Working student:** student engaged not occasionally, and for a period of time of no less than six months over the course of the year, in any duly documented subordinate, self-employed or professional, public, or private activity which employs the student for an average of at least 24 weekly hours. Non-citizens of the European Union (extra-UE) residing abroad or with a residence permit for study reasons who are interested in this option must contact the Students Registrar Office for information on the renewal of their residence permit.

Indicate which of the following cases applies to you as a working student:

· Self-employed

provide Partita IVA if registered in Italy or VAT number if registered abroad

.....

· Employee/sub-contractor

provide:

Company name.....

Employer.....

Company contacts (email/telephone).....

- ☐ **Student enrolled at the same time in another higher education course**, pursuant to the law of 12 April 2022, n. 33 and of the Ministerial Decree n. 930 of 29-07-2022 (Provisions to allow simultaneous enrollment in two university courses).
- ☐ **Student engaged in the care of his family members**: student not occasionally engaged in the care and assistance of relatives who are not self-sufficient for reasons of age or physical or mental health. For the purposes of this provision, relatives are considered to be: ascendants (up to the 2nd degree), children and siblings up to the age of 13, the student's spouse. The condition of non-self-sufficiency of the relative must be proven with a certificate of disability issued by the relevant bodies.
- ☐ **Student suffering from illnesses** that physically prevent or discourage systematic attendance of teaching activities and the consequent taking of the ordinary assessment tests foreseen for full-time students for each Academic Year. The student must submit suitable certification issued no more than three years ago by National Health Service facilities or by specialists and bodies accredited by the same.
- ☐ **Pregnant student**: pregnant student from the sixth month of pregnancy or with a diagnosis of high-risk pregnancy, certified by the specialist doctor.
- ☐ **Student with children**: refers to the student with children under the age of 18.

I declare that I have carefully read the ***UNISG Regulations for Part-time student enrollment***, in particular:

Article 3 – SUBMISSION OF THE APPLICATION FOR PART-TIME ENROLLMENT

3.1 – Interested students can apply for part-time enrollment by sending the relevant form (SSTU07, downloadable from the Student Portal) to the Registrar's Office during admission to the first year of the course or before renewing enrollment for subsequent years (by September 1st of each year), accompanied by the necessary documentation (article 2).

3.2 – The acquisition of part-time student status starts from the moment of acceptance of the abovementioned application and is valid for the entire academic year. The part-time status cannot be changed during the year. Part-time student status is automatically renewed for subsequent academic years unless a formal request for status change (downloadable from the Student Portal) is sent to the Registrar's Office before the commencement following academic year.

3.3 – Students enrolled on a part-time basis for subsequent academic years are required to sign a self-declaration (SSTU07, which can be downloaded from the Student Portal) in which they certify that they meet the requirements stipulated in article 2, which is the basis for access to part-time student status.

3.4 – Students whose cohort has completed in-class academic activities and the beneficiaries of tuition waivers cannot apply for the part-time enrollment.

Signature

Pollenzo, (date) _____
