



Università di Scienze  
Gastronomiche di Pollenzo  
University of Gastronomic Sciences of Pollenzo

## **UNIVERSITY OF GASTRONOMIC SCIENCES**

### **STUDENT AND PROGRAM ENROLLMENT REGULATIONS**



Università di Scienze  
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## **ART. 1 – MATRICULATION AND ENROLLMENT IN DEGREE PROGRAMS**

- 1.1 – Candidates can enroll in degree programs based on their academic qualifications as established by law. In accordance with the Italian law of April 12, 2022 no. 33 and ministerial decrees no. 930 of July 29, 2022 (“Arrangements for simultaneous enrolment in two university programs”) and no. 933 of August 2, 2022 (“Arrangements for simultaneous enrolment in two AFAM programs or one AFAM program and one university program”) it is possible to be simultaneously enrolled in two higher education programs (**Attachment A**).
- 1.2 – In order to pre-enroll in degree programs offered by the University of Gastronomic Sciences (hereafter referred to as “the University”), candidates must present an application in accordance with the admission procedures, defined annually and published on the University’s website.
- 1.3 – Admission to degree programs is dependent on the successful completion of an admission test. Admission test procedures, admission criteria and the requirements for candidates wishing to enroll in the program are established every year and published on the University’s website. Candidates in possession of non-Italian academic qualifications must enroll according to procedures determined by the relevant ministerial regulations, which establish the matriculation and enrollment criteria and methods for all academic years subsequent to the first in accordance with international agreements and conventions. All non-European academic qualifications must be accompanied by consular legalization and the Declaration of Value, issued by the local Italian consular authorities; additionally, all documents must be accompanied by an official translation in Italian.
- 1.4 – Students who, following the completion of the admission test, are admitted to the first year of the undergraduate program with an educational shortfall in regards to their language level are required to make this up within the timeline set by the University by attending the language courses established for that purpose and taking any necessary tests to verify the language skills required.
- 1.5 – Those students who, despite lacking the minimum requirements necessary, are admitted to attend one or more courses at the University will be considered auditors. Admission as an auditor is dependent on the presentation and acceptance of the appropriate application. Upon successful conclusion of the academic activity, the student will receive a certificate of attendance.

## **ART. 2 – ENROLLMENT OF STUDENTS HOLDING NON-ITALIAN ACADEMIC QUALIFICATIONS**

- 2.1 – In regards to the enrollment of students holding academic qualifications acquired outside of Italy, reference should be made to the ministerial circulars that establish the enrollment criteria and methods, course abbreviation and recognition of qualifications, in respect of international agreements and accords stipulated between countries.
- 2.2 – Students in possession of non-Italian academic qualifications who apply for enrollment in a program with limited places, must present the appropriate admission application according to the pre-enrollment procedures, as established every year and published on the University’s website.



2.3 – The request for admission to the undergraduate program must be accompanied by the following documentation:

- a) A secondary school (high school) diploma, translated into Italian and accompanied by consular legalization.
- b) Declaration from the relevant Italian consular authority, stating:
  - that the academic title in the candidate's possession was issued by an accredited institution.
  - that the diploma grants access to university-level programs.
  - the grade awarded to the candidate in their final secondary school examinations together with an indication of the grading system.

2.4 – The pre-enrollment application for a postgraduate degree/Master program must be accompanied by an undergraduate degree obtained from a university, translated, authenticated and accompanied by a consular legalization, showing the number of years needed to obtain the degree, the grade awarded to the candidate and an indication of the grading system.

2.5 – Students in possession of an academic qualification from outside of Italy who are requesting the partial or total recognition of the credits earned must present the following documentation to the Academic Commission, translated into Italian and accompanied by consular legalization:

- a) The original academic qualification with indication of the courses taken, the exams passed and the contents of individual courses.
- b) The form requesting the recognition/validation of exams (SST01) which can be downloaded [here](#).

The documentation must be sent to the University's admissions office ([segreteria@unisg.it](mailto:segreteria@unisg.it)) no later than December 31.

### **ART. 3 – ENROLLMENT AND RECOGNITION OF CREDITS FROM OTHER ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

3.1 – The total or partial recognition of credits acquired by the student from a pre-existing academic qualification will be determined by the University's Academic Committee, subject to evaluation of the studies completed, with the Academic Council kept informed. To this end, beyond complying with what is outlined in Article 1, the student must also present the following documentation (translated into Italian and accompanied by consular legalization in the case of non-Italian qualifications):

- a) The original academic qualification with an indication of the courses taken, the exams passed and the contents of individual courses.
- b) The form requesting the recognition/validation of exams (SST01) which can be downloaded [here](#).

All documentation must be sent to the University Registrar ([segreteria@unisg.it](mailto:segreteria@unisg.it)) no later than December 31.

3.2 – During the enrollment phase, the Academic Committee can recognize up to a maximum of 12 university credits based on the qualifications acquired by each student, with the Academic Council kept informed.

## **ART. 4 – TRANSFERS FROM OR TO OTHER UNIVERSITIES**

- 4.1 – To obtain a transfer from other Italian universities to this University, the student must present the appropriate career suspension form issued by the original university, as well as the number of university credits acquired and exams passed. The Academic Council will decide on the validity of the previous studies and their continuance. Upon receiving a positive evaluation from the Academic Council, the student may proceed with their enrollment.
- 4.2 – In the event of a transfer in the first year of the program, candidates are required to take the admission test for the undergraduate program.
- 4.3 – Students who are regularly enrolled at the University may transfer to other Italian universities by submitting the correct request form (SSTU09, downloadable [here](#)) to the Registrar, who will prepare the discharge form and any other documentation requested by the university where the student intends to continue their studies.
- 4.4 – If a student returns to the University without having continued their education, the student will be reinstated in the program they had previously abandoned. Students who wish to return to the University during the same academic year of their transfer must present their request to the Academic Committee, who will decide whether or not to accept the request, by sending a communication via the Registrar ([segreteria@unisg.it](mailto:segreteria@unisg.it)).

## **ART. 5 – INTERRUPTION, SUSPENSION, ABANDONMENT AND FORFEITURE**

### **5.1 –INTERRUPTION**

Students may voluntarily interrupt their studies by presenting the correct form (SSTU02, downloadable [here](#)) to the Registrar Office. Students who interrupt their studies, provided that they are up-to-date with the payment of university fees at the moment of the interruption, will not lose the credits they have acquired, unless a justifiable decision of the Academic Council determines otherwise, at the moment they resume their studies.

The non-payment of university fees may also lead to the interruption of a student's university career.

In the event that a student's university career is interrupted, it may be reactivated upon re-evaluation by the Academic Council.

In order to reactivate an interrupted career, students must bring their administrative position up to date by paying the fee for the current year.

### **5.2 – SUSPENSION**

Students can take advantage of a temporary suspension of their academic career, by presenting the correct form (SSTU03, downloaded [here](#)) to the Registrar Office, in the following cases, which all must be duly accompanied by documentation.

- Pregnancy/birth/adoption of a child for female students.
- Birth/adoption of a child for male students who acknowledge paternity.
- Serious and prolonged illnesses

A student's academic career may be reactivated at the end of the period of suspension, subject to the decision of the Academic Council.

By submitting the correct form to the Registrar, students may request authorization from the Academic Council to temporarily suspend their academic career in order to study abroad. A student's career may be reactivated at the end of the period of suspension, subject to the decision of the Academic Council.

### 5.3 – ABANDONMENT

Students may also abandon their studies. Program abandonment is irrevocable and results in the termination of the student's academic career, except for what has already been completed. In order to abandon their studies, students must present the correct form (STTU04, downloadable [here](#)) to the Registrar.

### 5.4 – FORFEITURE\*

The student forfeits their studies once eight consecutive academic years have elapsed from the academic year in which the enrollment for an exam took place, provided that the related result has been recorded (even without a mark, as insufficient, withdrawn or absent). This period remains the same even in the case of interruption or suspension of studies. This term does not apply to students who have passed all the exams except for the degree exam.

\*This paragraph is valid as of May 18, 2022.

## ART. 6 – FEES AND EXEMPTIONS

6.1 – Each year, prior to the start of the academic year, after consulting the Academic Council, the Executive Committee determines the amount for the University fees for enrollment to the programs. The detailed regulations governing the payment procedures are defined in the Payment Regulations in effect for the corresponding academic year, published on the University's website.

6.2 – Students are only considered regularly enrolled in the University following payment of the total amount of University fees owed.

6.3 – For enrolled students the annual University fee is subdivided into installments. In the event students are assigned total or partial fee exemptions by the University, the amounts indicated will be deducted from the university fees.

6.4 – Students transferring from other universities are required to pay the University fees even if other fees were paid at the university they attended prior to their transfer.

6.5 – Students not up to date with the payment of University fees, and therefore not regularly enrolled, cannot carry out any career activities (take exams or participate in study trips or any other academic activities that earn university credit), nor may they transfer to other structures or obtain certifications beyond those relative to the academic years in which students were up to date with payments.

6.6 – Students in receipt of partial fee exemptions who have not transferred the outstanding balance of the University fees not covered by the fee exemption will have their right to such an exemption revoked and will be required to pay the full University fees.



- 6.7 – Any exceptions to the due dates set for the payment of the fee installments must be requested in writing from the Administrative Director ([amministrazione@unisg.it](mailto:amministrazione@unisg.it)), using the form available on the University portal (AMM, downloadable [here](#)), no later than the due date of the fee installment; in any case, extension requests are allowed for a maximum term of 90 days from the expiry date of the fee and no later than the start date for enrollment in the first exam session. Extension requests presented according to the above procedures will be evaluated by the Administrative Director, whose decision will be final.
- 6.8 – The University is not obligated to pay any compensation in the event students fail to use or take part in academic or complementary activities planned in the academic calendar due to reasons not attributable to the University. Examples of such activities include educational trips, tastings and conferences or seminars.
- 6.9 – The University is not obligated to pay any compensation in the event students fail to use the service offered by the university canteen, for any reason not attributable to the University.

#### **ART. 7 – TOTAL OR PARTIAL FEE EXEMPTIONS**

- 7.1 – Prior to the opening of the academic year, the Board of Directors, after consulting with the Academic Council, will determine the methods for complying with the law regarding the right to education.
- 7.2 – Students with disabilities of 66% or higher or who have obtained official recognition of a permanent mental or physical handicap, as per Article 3, paragraph 3 of law no. 104/92, have the right to a total exemption from the payment of University fees for the entire duration of the program.
- 7.3 – The following are also exempt from the payment of university fees:
- Beneficiaries and those eligible for scholarships granted by Italian regional boards for the right to education, including those benefiting from an additional semester, in accordance with law no. 537 of December 24, 1993 and the DPCM of April 9, 2001.
  - Students recognized as refugees according to the Geneva Convention of July 28, 1951, ratified by law no. 722 of July 24, 1954, subject to presentation of a document attesting to their status.
  - Non-Italian beneficiaries of scholarships provided by the Italian government.
  - Students compelled to interrupt their studies due to prolonged and medically certified infirmity.
- Those students indicated in point (d) who are beneficiaries of fee exemptions may not engage in any academic activities within the years in which they have interrupted their studies.

#### **ART. 8 – STUDY PLAN**

- 8.1 – The Study Plan, approved annually by the Academic Council, defines the academic activities of the program. Each academic activity is assigned university credits.
- The curriculum for the three-year undergraduate program is organized into 180 university credits.
- The curriculum for the two-year postgraduate program is organized into 120 university credits.
- The curriculum for a Master program may be organized into 60 or 90 university credits.

#### **ART. 9 – DISCIPLINARY PROCEDURES**





9.1 – Students failing to comply with rules, regulations or laws concerning safety in the workplace, in accordance with Italian Legislative Decree 81/2008 and subsequent amendments, both on University premises as well as during study trips, may be subject to disciplinary action; students must therefore comply with the provisions established in Art. 20 of Legislative Decree 81/2008 and subsequent amendments, “Duties and Obligations of Workers.”

Sanctions can be applied for offenses occurring on University premises, during study trips, in University student housing or anywhere else where students are acting on behalf of or as part of the University.

9.2 – The following disciplinary actions may be taken against students:

- a) Verbal warning
- b) Written warning
- c) Temporary suspension from one or more courses or academic activities
- d) Exclusion from one or more exams or other forms of testing for the entire session or part of a session and from academic activities
- e) Temporary suspension from University academic activities and from services provided to students
- f) Expulsion

Applied sanctions will be noted in the student’s university record.

Applying sanctions does not affect the University’s right/obligation to involve the legal authorities.

9.3 – Disciplinary authority over the students is held by the Rector, who can appoint a Disciplinary Committee, composed of at least two lecturers from the University, the Administrative Director of the University or their delegate and at least one student representative.

The investigation of the case will take place following written and/or verbal communication addressed to the Committee. The Disciplinary Committee will notify students in writing of the charges against them. The student can present their defense according to the terms and conditions established by the Committee.

## **ART. 10 – ATTENDANCE OF ACADEMIC ACTIVITIES**

10.1 – Students enrolled at the University are full-time students and therefore required to attend lessons, accredited activities and all other activities considered compulsory by the Rector.

10.2 – For each individual course within the graduate and postgraduate degree programs, each student is allowed to be absent from lessons in the classroom for a number of hours not greater than 30% of the total hours of lessons and other accredited activities, as set out in the Study Plan. For Master-level programs students are allowed absences for academic activities in the classroom as set out in the Study Plan as long as they do not exceed 30% of the total program hours. These absence percentages also apply to auditors who wish to receive a certificate of attendance.

10.3 - In the event of a student exceeding the percentage of absences allowed as per point 10.2, the lecturer for the relevant course may assign the student additional coursework. Students whose absences exceed 50% for more than one academic activity in the same semester may be subject to sanctions by the Disciplinary Committee. Any requests for the justification for absences, in particularly serious situations only, must be addressed to the Program Coordinator.





- 10.4 – For Master-level programs, students who have accumulated a number of unexcused absences for lessons close to or in excess of the percentage stated in Art. 10.2 will be reported by the Academic Office to the Master Program Coordinator so that appropriate measures can be applied.
- 10.5 – The schedule for lessons will be published each year on the academic calendar. Students must enter the classroom in which the lesson is held with respect for the scheduled start time. Students' adherence to the scheduled start and finish times for lessons is verified by attendance management software in accordance with terms and methods communicated to the students.

#### **ART. 11 – USE OF PERSONAL DATA**

- 11.1 – In compliance with Legislative Decree no. 196/03 “Code on the Protection of Personal Data” (hereinafter referred to as “the Code”), any data gathered by the University of Gastronomic Sciences will be processed and handled directly by the University, in full compliance with the current law and with all due confidentiality.
- 11.2 – The collection and processing of personal data has the exclusive purpose of complying with the requirements linked to carrying out the activities and aims of the "Associazione Amici dell'Università di Scienze Gastronomiche" (Association of Friends of the University of Gastronomic Sciences) and the University, including:
- preliminary requirements for drawing up an agreement or a contract.
  - fulfilment of contractual obligations on behalf of the interested party, allowing for the execution of an agreement, multiple agreements or the whole set of operations necessary for the fulfillment of the aforementioned obligations.
  - carrying out of all proceedings required by public or private bodies in connection with or instrumental to a contract.
  - fulfilment of legal obligations.

Moreover, personal data is used in order to achieve the objectives of the University and related initiatives, including through email.

In relation to these stated objectives, the processing of personal data may also be conducted manually, digitally or telematically, with purposes strictly correlated to the same objectives and, in any case, in such a way as to guarantee the security and privacy of the related data with respect to the indicated law.

For the stipulation and execution of relationships, the collection of certain personal data is obligatory in order to comply with financial and legal regulations; refusing to disclose such data may result in the inability to establish a relationship with the University. The related processing does not require the interested party's consent.

- 11.3 – Personal data will be processed in accordance with the procedures indicated in the present article, which requires, among other things, that the data be processed in a legal and correct manner, collected and recorded for specific purposes which are explicit, legitimate and exact, and if necessary updated, pertinent, complete and not excessive in accordance with the processing objectives, in compliance with the minimum security standards.

- 11.4 Personal data and their processing will be subject to communication to third parties in order to carry out



economic activities (such as managerial activities, IT system management, insurance activities, shipping management and sending correspondence) or for compliance with legal obligations. The data may be communicated to the members of the "Associazione Amici dell'Università di Scienze Gastronomiche" (Association of Friends of the University of Gastronomic Sciences). The individuals appointed to process the data of these members may become aware of the aforementioned data. Personal data may also become known by those individuals tasked with processing data for the aforementioned members.

The data subject may contact the Privacy Service through the data controller to verify their data and have them integrated, updated or corrected, and/or to exercise other rights provided for by Article 7 of the Code. In particular, the data subject may object, at any time, the processing of their email address, always through the Privacy Service.

11.5 – The data controller is the University (Piazza Vittorio Emanuele, 9 – 12042 Pollenzo – Bra CN – Italy), in the person of the appointed acting Director.

## **ART. 12 – USE OF THE IT SYSTEM**

12.1 – The use of university computer and telematic resources must always be guided by principles of correctness and actions intended to support every act or behavior carried out by the student in the context of their relationships with the University.

12.2 – Access to the system takes place through the authentication of user log-in details (user name and password), therefore users must:

- carefully protect their log-in details and not communicate them to anyone else.
- change their password regularly.

12.3 – The internet is primarily considered as a source of information for the purposes of research, study and documentation. Users are not authorized to access the internet in violation of the law, in particular in order to download images, films and music files in violation of copyright laws, nor any offensive or discriminatory content. Special filters block access to web sites not considered appropriate and the downloading of multimedia files not related to university activities; web navigation history is stored for six months, as required by the laws in force and for security reasons.

12.4 – Email is an instrument for work and study: The sending or saving of messages of an offensive and/or discriminatory nature based on gender, language, religion, ethnic origin, opinion and membership in trade unions and/or political parties is prohibited. All email mailboxes are automatically saved, including both incoming and outgoing messages. The data stored in student email inboxes are the sole property of the student and the University is in no way responsible for any loss of data resulting from inappropriate use on the part of the student.

12.5 – Distribution lists (also called “aliases”) are used as the primary and most efficient communication tool for purposes relevant to university activities (courses, events, etc.); their use for sending confidential personal messages is prohibited. Students will be notified of the presence of the alias upon receiving the log-in details for accessing their personal university email accounts. Students may not request to have their personal university email accounts cancelled and/or their affiliation with the alias terminated as long as their academic career remains active. Aliases may also include the email addresses of University

administrative staff and lecturers.

12.6 – Personal University email accounts assigned to students will be cancelled by the University at the conclusion of their academic career, whether due to graduation, abandonment, forfeiture, etc. The University is not required to provide further communications to this effect.

12.7 – In general, if any user, for strictly personal reasons, engages in the processing of personal data which is not attributable to the University, even if utilizing the University's spaces (e.g. bulletin boards), tools (e.g. email, distribution lists) and electronic devices, such processing is subject to precise rules, in terms of responsibility and data security, whose observance is the personal responsibility of the individual who carries them out.

### **ART. 13 – FINAL RULE**

13.1 – The present regulations will enter into force at the beginning of the 2023/2024 academic year. The Italian version of these regulations is the original and in the event of discrepancies between the English and the Italian, the Italian version should be regarded as definitive.

## **ATTCHMENT A - SIMULTANEOUS ENROLLMENT IN TWO HIGHER EDUCATION PROGRAMS**

Simultaneous enrollment is possible within one university or at different universities or art or music higher education institutions, including in other countries, provided that one of the following choices is made:

Two undergraduate, postgraduate or single-cycle degree programs belonging to different degree classes and with at least a two-thirds difference between the educational activities, with reference to the scientific-disciplinary sectors of basic, characterizing and related activities for undergraduate/postgraduate degree programs. This also applies to scientific-disciplinary sectors for other programs.

One undergraduate program and one postgraduate program.

One undergraduate or postgraduate program and one doctoral research program.

One undergraduate or postgraduate program and one Master.

One undergraduate or postgraduate program and one non-medical specialization program.

Two Master programs, provided they are not the same Master program even at two different universities.

One Master program and one specialization program.

One doctoral research program and one specialization program.

The obligation to possess the academic **qualifications** required by national regulations and the University's rules for enrollment at the different program levels remains.

Students who have not completed their exams within the specified time period for the program cannot enroll in a second program.

In the case of programs with limited enrollment numbers, the student must be granted a place on both programs.

It is not possible to enroll in two programs that both require **mandatory attendance**, unless the attendance obligation applies only to laboratory and internship activities.

Simultaneous enrollment in two programs with **access restricted at the national level** will be regulated by a specific ministerial decree, as specified in the law of April 12, 2022, no. 33.

Simultaneous dual enrollment is not allowed for:

Two doctoral research programs.

One doctoral research program and one Master program.

Two specialization programs.

### **Regulations regarding the right to education**

A student who enrolls simultaneously in two programs must designate one of the two as the reference for accessing the benefits provided for by current legislation regarding the right to education, for the entire period of simultaneous enrollment in the two courses of study.

A student already enrolled on a program cannot in subsequent years designate the second enrollment as the reference for the purposes of accessing benefits for the right to education.

Students receiving a scholarship are totally or partially exempted from paying the comprehensive annual contribution for both enrollments, subject to the specified eligibility criteria.

## ATTACHMENT A

### Simultaneous enrollment

Since the 2022/2023 academic year, it has been possible to simultaneously enroll in two higher education programs, either within the same university or at different universities, schools or specialized higher education institutions, including outside of Italy, in accordance with the restrictions set out here.

### Which programs can be enrolled in simultaneously:

- Two different undergraduate and/or postgraduate degree programs, as long as the undergraduate or postgraduate degree programs belong to different degree classes, do not have mandatory attendance and have at least two-thirds of the educational activities different, following evaluation of the study plan.
- One undergraduate or postgraduate degree program and one Master or doctoral research program or a non-medical specialization program, as long as the undergraduate or postgraduate degree programs do not have mandatory attendance.
- Two Master programs, as long as one does not have mandatory attendance.
- One Master program and one specialization program, as long as the Master program does not have mandatory attendance.
- One doctoral research program and one specialization program (the simultaneous enrollment in a doctoral research program and a specialization school in the medical field, as provided for by D.M. 226/2021, is governed by the aforementioned Regulations for Doctoral Research Programs).

### How to enroll in two courses

Students must send the completed dual enrollment request form (SSTU06, downloadable [here](#)) to [segreteria@unisg.it](mailto:segreteria@unisg.it) so as to allow the Committee to assess if the student meets the requirements and the compatibility between the chosen courses.

Following this verification, the student will be provided with all the information regarding subsequent procedures to follow.

### Limitations

If a student intends to enroll in two undergraduate, postgraduate or single-cycle degree programs, including at different universities, schools or specialized higher education institutions, these programs **must not belong to the same degree class and at least two-thirds of the education activities must be different.**

If a student wants to enroll simultaneously in two different programs, they must first **check that they have all the qualifications and other prerequisites** required by national, academic, university and individual program regulations.

If one of the two programs has mandatory attendance, it is only possible to enroll in a second program which **does not have attendance obligations** for activities other than workshops and internships.

If the two programs have **limited places** the student wishing to enroll in both of them must be granted a place on both programs.

University Masters and non-medical specialization schools have mandatory attendance.



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Doctorate programs are full time and exclusive while specialization schools in medical fields require a commitment of at least 38 hours a week. Attending a Master, doctorate or specialization school program is therefore compatible with another program without mandatory attendance.

### **Contributions and right to education**

The right-to-education benefits are applicable to only one enrollment.

Student who enroll simultaneously in two programs must identify one of the following enrollments as the reference for accessing right-to-education benefits.

Students who are already enrolled cannot choose the second enrollment to access right-to-education benefits.