



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

STUDENT AND PROGRAM ENROLLMENT REGULATIONS

*(Proposed by Academic Council on 17/07/2025,
approved by the Executive Committee on 18/07/2025)*

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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 admission test, are admitted to the first year of the degree program with a conditional admission, provided they complete certain academic requirements related to language knowledge. These requirements will be determined on a case-by-case basis by the Degree Program Coordinator, with the support of the English language instructors, and will aim to address the gaps identified during the test. Fulfillment of these requirements will be assessed according to specific deadlines during the first semester of the course, in order to allow the student to overcome the deficiencies by the beginning of the second semester.

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 pre-enrollment application for the Degree Program must be accompanied by the following documents:

- a. a secondary school diploma, translated into Italian and bearing consular legalization;
- b. a statement from the competent Italian consular authority certifying:
 - that the candidate’s diploma was issued by an accredited institution;
 - that the diploma is valid for access to university courses;

- the grade obtained by the candidate in the final secondary school examination, including details 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) 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) no later than December 31.

3.2 - At the time of enrollment, pursuant to Article 3 of Ministerial Decree 931/2024, the Academic Committee may recognize up to a maximum of 48 ECTS credits for Undergraduate Degree Programs and up to a maximum of 24 ECTS credits for Graduate Degree Programs, based on the competencies demonstrated by each student, with formal acknowledgment by the Academic Council.

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).

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 ten 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 University administration (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 General 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:

- a) 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.
- b) 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.
- c) Non-Italian beneficiaries of scholarships provided by the Italian government.
- d) 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.

Except as provided for the circumstances referred to in the following Articles 10 and 11, 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 in the Undergraduate and Graduate Degree Programs, each student is allowed to be absent from classroom academic activities for no more than 30% of the total hours required by the Study Program.

10.3 - If a student exceeds the absence percentage referred to in point 10.2, the instructors of the

courses for which this threshold has been exceeded may assign additional academic work. For a student whose absences from scheduled academic activities in the same semester equal or exceed 40%, the Rector, by formal decree, will impose the penalty of exclusion from the next territorial study trip. Any requests for justification, related to particularly serious situations, must be addressed to the Course Coordinator and will be evaluated by the Rector together with the Disciplinary Committee.

10.4 - For Master's programs, absences from classroom academic activities included in the study plan are permitted for no more than 20% of the total hours. The absence percentages shall also apply to auditors for the purpose of issuing the certificate of attendance.

10.5 - For Master's programs, a student who has accumulated a percentage of unexcused absences from classroom academic activities exceeding the threshold indicated in point 10.4, between 21% and 39%, will be reported by the Academic Office to the Master's Coordinator, who, in agreement with the Rector, will determine the appropriate sanction. This sanction will be taken into account during the final evaluation for the awarding of the Master's degree. A student whose absences equal or exceed 40% of a academic activity will not be awarded the Master's degree. Any requests for justification, related to particularly serious situations, must be addressed to the Master's Coordinator and will be evaluated by the Rector together with the Disciplinary Committee.

10.6 – 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 –RECORDING OF ATTENDANCE OF ACADEMIC ACTIVITIES – FRAUDULENT USE OF QUICK PRESENCES

11.1 – In accordance with the provisions of Article 10 regarding attendance requirements, students record their attendance during academic activities by uploading the PIN code provided by the lecturer at the beginning of the lesson into the Quick Presences software.

11.2 – A student who, while absent from academic activity, nevertheless registers the PIN provided by the lecturer during the lesson on the Quick Presences platform, fraudulently declares their presence.

11.3 – If a student fraudulently declares their attendance at academic activities, the Rector, after consulting the Disciplinary Committee, shall impose the following sanctions by formal decree:

- a. the first fraudulent declaration: exclusion of the student from a territorial study trip;
- b. for the second fraudulent declaration: suspension of the student from all academic activities for a period of 3 months, starting from the date of detection;
- c. for the third fraudulent declaration: expulsion of the student from the Degree Program.

ART. 12 –PROHIBITION ON THE USE OF ELECTRONIC DEVICES DURING ACADEMIC ACTIVITIES

12.1 - Students are not allowed to use personal electronic devices such as smartphones, smartwatches, tablets, laptops, and earphones during lessons, labs, exercises, seminars, or any other in-person educational activity, unless explicitly authorized by the teacher or the person in charge.

12.2 - The use of such devices is allowed only for educational purposes and with the explicit authorization of the teacher, who may specify the conditions, limits, and methods of use consistent with the learning objectives of the activity.

12.3 - Any violations of the prohibition in this article may result in disciplinary actions as outlined in Article 9 – Discipline – of this Regulation.

12.4 - The use of electronic devices is allowed for students who have received specific authorization as part of personalized plans or compensatory measures provided for certified needs (disability, specific learning disorders, special educational needs).

ART. 13 – USE OF PERSONAL DATA

13.1 - According to Regulation (EU) 2016/679 ("GDPR") and Legislative Decree 196/2003 and subsequent amendments, the personal data processed by the University of Gastronomic Sciences (hereinafter "University"), as the Data Controller, are collected from the data subject and processed in compliance with current regulations and the principles of lawfulness, fairness, transparency, and data minimization.

13.2 – The data are processed for the institutional purposes of the university and the Friends of the University association, in particular for:

- Management of academic, administrative, organizational, and support activities;
- Pre-contractual and contractual obligations;
- Management of services for students (e.g., job placement, scholarships, study trips);
- Institutional communications via email or other electronic means;
- Legal and regulatory compliance.

The processing is carried out using manual, computer, and electronic methods, with appropriate security measures. In some cases, providing the data is mandatory; refusal may prevent the establishment or continuation of the relationship.

13.3 – Data is handled lawfully, fairly, stored only as long as needed, kept secure and confidential, and used only for institutional purposes. The university uses appropriate technical and organizational security measures based on the level of risk.

13.4 – Data may be communicated to:

- Service providers and consultants;
- Public and private entities for legal or contractual requirements;
- Founding bodies, academic partners, and related associations;
- Other parties within the stated purposes.

Data will not be transferred outside the EU unless necessary and with proper safeguards, such as during educational trips. Individuals can exercise their rights (under Articles 15–22 of the GDPR) by writing to privacy@unisg.it.

13.5 – The data controller is the University – Piazza Vittorio Emanuele 9, Pollenzo, 12042 Bra (CN). Data Protection Officer (DPO): Spaziottantotto s.r.l., Ing. Massimiliano Bonsignori – dpo@unisg.it.

ART. 14 – USE OF THE IT SYSTEM

14.1 – The use of the university's IT and online resources must comply with current laws, the internal regulations approved in October 2023, and the principles of confidentiality, security, and proper handling of personal data.

14.2 – Access to information systems is allowed only through individual authentication (*username and password*). The user is required to:

- Carefully protect their login credentials;
- Avoid sharing them with others;

- Change the password regularly;
- Use multi-factor authentication when available.

14.3 – Internet must be used for institutional and research purposes, in compliance with the law. Illegal activities (e.g., illegal downloads, accessing inappropriate content) are prohibited. Browsing logs are kept for up to 6 days for security reasons.

14.4 – Email is a work tool: sending or storing illegal or discriminatory content is forbidden. All mailboxes are automatically backed up, and users are responsible for managing their messages.

14.5 – Distribution lists (aliases) are institutional tools and cannot be used for personal messages. Users cannot be removed from aliases or delete their institutional mailbox while their academic career is active.

14.6 – When an academic career ends, the account and mailbox are automatically deactivated without further notice.

14.7 – If users process personal data using university tools (e.g., email, bulletin boards), they are solely responsible for complying with privacy laws. The university is not the data controller for these activities.

ART. 15 – FINAL RULE

15.1 – The present regulations will enter into force at the beginning of the 2025/2026 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.

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 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.

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.