



**UNIVERSITY OF GASTRONOMIC SCIENCES**

**STUDENT REGULATIONS AND COURSE ENROLMENT**

## **Foreword**

These provisions are issued in compliance with the regulation scheme outlined in the reformed legislation regarding university studies. “UNISG” and “the University” hereinafter refer to the University of Gastronomic Sciences.

## **ART. 1 – MATRICULATION AND ENROLMENT IN THE COURSES**

1.1 – Enrolment in the degree courses is based upon the candidate’s educational qualifications, as defined by law. Combined enrolment in different courses (including at other universities) which grant an academic qualification is not allowed, except when specifically agreed upon with other Italian or non-Italian universities. In the case of combined enrolment in more than one course, the enrolment(s) following the first one will not be considered valid.

1.2 – Application to the courses offered by UNISG requires the following of certain procedures. These are defined each year and made available for consultation on the UNISG website and in specific publications.

1.3 – Admission to the three-year degree course is based on entrance test results, the procedure and criteria of which are specified in the application, selection and admission regulations for students to the three-year degree course as proposed by the Academic Committee and enforced by the Administrative Board. To enrol in the degree course, the Registrar’s Office requires that an attested affidavit (paragraphs 19 and 47 of the Decree by the President of the Republic no. 455 of December 28, 2000). All secondary school diplomas obtained outside of Italy must be authorized by the local Italian consular authorities and be accompanied by a declaration of equivalence issued by the Italian consular authorities. Any academic qualifications issued in a language other than Italian must be accompanied by an official translation in Italian. Students whose secondary school diplomas have been obtained abroad must apply according to the procedures stated each year in the ministerial circular letter fixing the criteria for matriculation and the enrolment procedures for the successive academic years, in compliance with the international agreements and conventions between the countries involved.

1.4 – Students applying for enrolment in the two-year graduate program will have their résumés assessed and be interviewed, as stated on the UNISG website. To enrol, undergraduate students must present the Registrar’s Office with a certified copy of the Dichiarazione sostitutiva dell’atto di notorietà (substitute declaration of notoriety), in compliance with articles 19 and 47 of Italian law no. 455 of December 28, 2000.

Any academic qualifications obtained outside of Italy must be accompanied by a consular certification and by a declaration of equivalence issued by the Italian consulate. All documents not issued in Italian must be accompanied by an official Italian translation.

1.5 – For foreign, non-native English speakers and foreign, non-native Italian speakers: Those students who are enrolled in the first year of the degree program, and are found to have insufficient language skills (in either English or Italian) following the admission test, are required to attend a specially designed language course (either English or Italian, respectively) and pass the relative tests by April 30.

1.6 – The University will provide each enrolled student with: a university identity card (with photograph).

1.7 The provisions contained in this item also apply to those students intending to enrol in a postgraduate Master.

**ART. 2 – ENROLMENT OF NON-ITALIAN STUDENTS OR STUDENTS WITH ACADEMIC QUALIFICATIONS FROM COUNTRIES OTHER THAN ITALY**

2.1 – Information about applications from students with academic qualifications from outside Italy can be obtained by consulting the ministerial circular letters in which the criteria and application procedures are provided, as well as information on reduced course attendance, in full compliance with international agreements and conventions between the other countries involved.

2.2 – Non-Italian citizens and students with academic qualifications from outside Italy who wish to apply to the UNISG are required to present a specific form according to the application procedures specified each year and available on the UNISG website and in specific publications.

2.3 – The application for enrolment in the degree course must include the following:

- a) the original secondary school diploma, with an attached translation in Italian and consular authentication
- b) a statement issued by the Italian consular authorities stating:
  - that the candidate's diploma was issued by a certified institution
  - that the diploma allows the candidate access to university courses
  - the grade obtained by the candidate in the secondary school final examination and an explanation of the grading system
- c) if a student is unable to produce the documents required to apply before the stated deadline, he or she will be requested to send a late application, indicating the reasons for the delay. The Dean will then authorize the application once all the required documents have been produced.

2.4 – Non-Italian citizens and students with academic qualifications from outside Italy who require a total or partial recognition of acquired credits and subsequent exemption from selected classes at the UNISG are requested to present the following documents (translated in Italian and authorized by the Italian consular authorities) to the Academic Committee:

- a) the original diploma with information on the syllabi followed and exams passed
- b) a brief description of the courses taken.

2.5 – When applying for admission to a Master or other postgraduate course, the following documents must be submitted:

- a) original university diploma, with translation in Italian and authorized by the Italian consular authorities, specifying the number of years needed to obtain the qualification, the grades obtained by the candidate and an explanation of the grading system
- b) original post-secondary school diploma obtained at a non-university higher education institution, in compliance with the limitations contained in the ministerial circular pertaining to university enrolment by students with non-Italian academic qualifications. An Italian translation must accompany the diploma, which must be authorized by the Italian consular authorities, stating the number of years necessary to obtain the qualification, the grades obtained by the candidate and an explanation of the grading system
- c) original certificate issued by an official academic authority, specifying exams passed, as well as a detailed account of the syllabi and the number of hours of educational activities the candidate has taken part in.

2.6 – Foreign students applying to enrol in a course with a fixed number of students must follow the application procedures defined each year, which are made available on the UNISG website and in specific publications. Also, they will have to pass the admission tests, in accordance with the procedures decided each year by the Italian Ministry of Education.

**ART. 3 – CURRICULUM, FULL-TIME STUDENTS AND AUDITORS**

3.1 – The curriculum, including all academic and extra-curricular activities, is provided each year in the Guide to Studies, available in print from the Academic Coordinator's office, as well as on the UNISG website. Educational activities are valued in academic credits (CFUs). The curriculum for the degree course in Gastronomic Sciences includes 180 University Formative Credits

The curriculum for the three-year undergraduate program in Gastronomic Sciences comprises 180 credits.

The curriculum for the two-year graduate program in Gastronomy and Food Communications comprises an additional 120 credits, beyond the 180 above.

3.2 – All students enrolled in the UNISG and following a curriculum with the aim of obtaining an academic degree in accordance with national regulations are considered to be full-time. Enrolment of full-time students will be granted according to the provisions stated in item 1.

3.3 – The curriculum of the degree course in Gastronomic Sciences is binding, and the average total commitment for a student in each academic year is approximately 60 UFCs.

3.4 – Students who are allowed to attend one or more lecture courses held at the UNISG without being regularly enrolled are known as auditors. Admission to a course as an auditor is based on presentation of the relevant application form. Auditors are not allowed to take exams. At the end of a course, auditors having attended at least 75% of the total hours of educational activities will be issued a certificate of attendance.

**ART. 4 – ENROLMENT AND ACKNOWLEDGEMENT OF CREDITS FOR STUDENTS WITH OTHER ACADEMIC QUALIFICATIONS OR CERTIFIED PROFESSIONAL SKILLS**

4.1 – Students who have already obtained an academic qualification and who are applying to the UNISG will have to produce all documents pertaining to their preceding academic career, as well as complying with item 1 above.

4.2 – The total or partial acknowledgement of credits acquired by the student who has obtained a previous academic qualification and who requests an ensuing exemption from certain courses will be decided by the Academic Committee, prior to assessing the completed course of studies and deciding which sections will be recognized.

4.3 – Based upon item 5, paragraph 7 of Ministerial Decree no. 270, universities can also assign UFCs for certified professional skills, according to the decision reached by the Dean with the advice of the Academic Committee.

4.4 – Students wishing to apply for the total or partial recognition of previously acquired credits must submit a request to the Dean, who, after consulting the Academic Committee, will decide how many credits can be granted based on the student's prior education. Students are required to pay the university fees based on the number of recognized credits as provided by the fee regulations, and as established each year by the Administrative Board and for which payment in instalments may be applied.

**ART. 5 – TRANSFERS FROM OR TO OTHER UNIVERSITIES**

5.1 – To transfer from any other Italian university to the UNISG, students must produce the certificate of discharge issued by the university they are arriving from, and a certificate of the UFCs obtained for exams passed. The Academic Committee will evaluate the preceding education and decide a suitable

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future path for the student. Upon obtaining a positive judgment from the Academic Committee, the student can then enrol in the UNISG.

5.2 – In case of first-year transfer applications, students will be required to take an admission test for the degree course in Gastronomic Sciences, as stated in the University regulations.

5.3 – Students who are enrolled in the UNISG can transfer to other Italian universities by applying within the prescribed time at the UNISG Registrar's Office, which will in turn transfer the certificate of discharge and any additional documents to the university where the student intends to continue his/her education.

5.4 – If a student returns to the UNISG following a transfer without having continued his/her education, the student will be reinstated in the course s/he had previously abandoned. Students intending to return to the UNISG during the same academic year of their transfer are requested to apply to the Dean, who will decide at his discretion.

### **ART. 6 – INTERRUPTION OF UNIVERSITY STUDIES**

6.1 – Three years after the interruption of their studies, students enrolled in a course at the UNISG lose their student status.

6.2 – The interruption of studies is determined by the failure to acquire UFCs, attend lectures and/or enrol. An assessment by the Academic Committee will determine if studies can be resumed.

6.3 – Studies which have been interrupted following a failure to enrol can be reinstated with the student paying, in addition to the university fees for the relevant academic year, an acknowledgement tax covering the years in which he or she has not been enrolled, the amount of which is calculated on a case-by-case basis by the Administrative Board after consulting the Academic Committee.

### **ART. 7 – UNIVERSITY FEES AND EXEMPTIONS**

7.1 – Prior to the start of each academic year, the Administrative Board defines the total amount to be paid for enrolment in the University of Gastronomic Sciences and its courses, subject to the Academic Committee approval. Students will be considered as regularly enrolled at the University of Gastronomic Sciences only after the total amount of the instalments has been settled in full.

7.2 – Enrolled students have to pay an annual university fee in instalments. Students who have been granted exemptions by UNISG will have the relative amounts subtracted from their annual fees.

7.3 – Should a student decide, after completing his or her enrolment in year I of the three-year degree course or in year I of the five-year degree course, to give up his/her studies for any reason whatsoever, s/he will be granted a partial reimbursement of the fees already paid, – with the exception of the fees for housing, for the three-year course only, and food services, which are not refundable – calculated from the amount in excess of the accommodation fee. Such an option will be considered only if s/he decides to give up his/her studies within the first 30 or 90 days of starting the academic year, according to the following:

<b>Number of days prior to which a student is entitled to give up his or her studies</b>	<b>Percentage of the first university fee instalment which will be refunded</b>	<b>Percentage of the second university fee instalment which will be refunded, <u>if already paid</u></b>
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<b>30 from beginning of academic year</b>	30%	80%
<b>90 from beginning of academic year</b>	0%	80%

Students who are admitted to registration and who intend to register are required to make an advance deposit, in accordance with the terms and modalities stipulated annually by the board of Directors.

7.4 – In the case in which a student who has confirmed his/her enrolment in year II or III of the three-year degree course or in year II of the five-year degree course should decide, for whatever motive, to withdraw, s/he is entitled to a refund of portion of the tuition fee paid – unlike the food service fee, which is not refundable – only if s/he exercises this right within the first 30 days or 90 days from the start of the academic year, according to the modalities indicated in the table below:

<b>Number of days prior to which a student is entitled to give up his or her studies</b>	<b>Percentage of the first university fee instalment which will be refunded</b>	<b>Percentage of the second university fee instalment which will be refunded, <u>if already paid</u></b>
<b>30 from beginning of academic year</b>	30%	80%
<b>90 from beginning of academic year</b>	0%	80%

Students enrolled in years II and III of the three-year degree course or in year II of the five-year degree course who notify the school of their withdrawal prior to the start of the courses of the academic year for which they have already paid one or both of the tuition instalments are entitled to the refund of a sum equal to the amount paid minus the advance deposit specified in the previous point 7.3.

7.5 – Students transferring from another university are required to pay the UNISG fees even if other fees were paid at the university they attended prior to their transfer.

7.6 – Students who fall behind in their payments will not be allowed to proceed with their studies (i.e. to take exams or participate in stages). They cannot transfer to another university, and they can obtain documents and certificates relating only to the academic years in which their payments of university fees were up-to-date.

7.7 – Students entitled to a partial reimbursement who fail to pay the university fees not covered by the exemption will have their right to exemption revoked and will consequently have to pay the university tuition fees in full for the following academic year.

7.8 – Any delay in the deadlines for paying the university fee instalments must be requested in writing to the university director. The relevant form can be downloaded from the Intranet website <http://unisg.esse3.cineca.it/Start.do>, no later than the deadline of the fee instalment. Under no circumstance will requests for delayed payments exceeding 90 days from the fee payment deadline will be accepted. Delayed applications submitted according to the above procedure will be considered by the university director, whose decision is final.

The Board of Directors is entitled to set a fee each year for students who require delayed payment of their tuition.



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7.9 – University fees, deadlines and payment terms are published annually on the Intranet website <http://unisg.esse3.cineca.it/Start.do>.

### **ART. 8 – TOTAL AND PARTIAL EXEMPTIONS**

8.1 – Prior to the start of each academic year, following advice from the Academic Committee, the Administrative Board sets the requisites for the application of Access to Learning legislation and university fee exemptions.

8.2 – Students with disabilities of 66% or higher or with a certified permanent psychophysical handicap, as per article 3 paragraph 3 of law no. 104/92, are granted a total exemption of university enrolment fees.

8.3 – Also exempt from the payment of university fees are:

- a) Students who have been granted a scholarship by the Italian Regional Boards for Access to Learning, including those benefiting from an additional semester as per law no. 537 of December 24, 1993 and the Prime Minister's Decree 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, conditioned by the production of a document confirming their status
- c) Non-Italian students who have been granted a scholarship by the Italian government
- d) Students forced to interrupt their studies due to a medically certified prolonged illness. These beneficiaries are not entitled to take part in any educational activities during the academic years in which they have interrupted their studies.

### **ART. 9 – ACADEMIC QUALIFICATIONS**

9.1 – All academic qualifications conferred by the UNISG are awarded by the Dean, in compliance with current Italian regulations. The degree certificates are jointly signed by the Dean and the Director, and include the date the qualification was obtained. Except when honours are granted, academic qualifications do not include the grades obtained in the relevant exam(s), nor other information on the student's university career.

9.2 – If a diploma is lost or destroyed, the degree holder must submit a request for a duplicate to the Dean in writing, on stamped paper. The request must include any documents relating to the loss or destruction of the diploma, or an attested affidavit declaring its loss or destruction. The duplicate diploma issued by the UNISG will be accompanied by a statement signed by the UNISG Director certifying that the document is a duplicate of the original diploma, which was lost or destroyed.

### **ART. 10 – DISCIPLINARY PROCEDURES**

10.1 – Students failing to comply with regulations or laws or norms concerning safety in the workplace, pursuant to Leg. Decree 81/2008 and subsequent amendments, either within the university premises or during the study trips/field seminars, are liable to disciplinary action; the student must therefore conform to the provisions of art. 20 of Leg. Decree 81/2008 and subsequent amendments, "duties and obligations of the worker."

Penalties apply for acts occurring on University premises, during the internships, inside Student Lodging or anywhere else where students are acting on behalf of or as part of the University.

The following disciplinary actions can be taken against students:

- a) verbal warning
- b) written warning
- c) temporary suspension from one or more lectures or other academic activities

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- d) exclusion from one or more exams or other accredited tests for one whole session or part of it, and from academic activities
- e) temporary suspension from UNISG academic activities and from the services provided for the students
- f) expulsion of the student

Applied sanctions will not interfere with the right or duty of UNISG to initiate judicial proceedings in the case of civil or criminal offences. Disciplinary authority over students is held by the Dean, who chairs a Disciplinary Committee personally or through a delegate. The Committee also includes the Director or a delegate, the President of the Board of Directors or a delegate council member and a student delegate elected in accordance with the rules stated in the General Regulations of the University. The Disciplinary Committee will start considering the situation following the production of written reports or verbal communications submitted to the Committee.

Warnings a) and b) above will come from the Dean.

Regarding items c), d), e) and f) above, the Disciplinary Committee will notify the student in writing, either by registered, hand-delivered or e-mailed letter.

Within the deadline stated in the notification the student can present his/her defence.

Sanctions are communicated in writing by the Dean. Within ten days of the notification, the student can appeal to the Dean, who retains the final decision.

Any disciplinary actions will be recorded in the student's permanent record.

10.2 – All students enrolled in the University of Gastronomic Sciences are considered to be full time and are required to attend all scheduled lectures, as well as all academic and compulsory educational activities as defined by the Dean.

Students may be absent from each compulsory lecture course for no more than 30% of the total hours of each compulsory lecture course and related educational activities in the curriculum.

Absence due to a student's participation in extra-curricular academic activities will be submitted for approval by the Academic Board, whose decision on whether to authorize them, and consequently on the student's absence, will be final.

With an unjustified absence from compulsory lectures equal to or approaching 30%, should a student not attend lectures for serious reasons for an additional period of time, he or she may apply to the Dean's Office and the Director's Office for a justification for the period exceeding the 30% total. The final decision on whether to excuse the student will be the Academic Board's responsibility. If the student is excused, the Academic Board may require the student to take additional classes in the subjects s/he missed in order to make up the educational loss.

Should a student be absent from compulsory lectures without justification for between 30% and 50% of the total lecture hours for a single educational activity, s/he will be assigned additional studies for the relevant examination, as defined and communicated by the lecturer at the beginning of each semester.

If the unjustified absence exceeds 50% of the total hours in a lecture course and other educational activities subject to grading, and regards no more than one lecture course per semester, the student will be assigned additional studies for the relevant examination. A reprimand may also be issued.

If the unjustified absence exceeds 50% of the total hours in a lecture course and other educational activity subject to grading, and regards more than one lecture course per semester, the student will be assigned additional studies for the relevant examination, and may be sanctioned as per the disciplinary actions listed in clause 10.1, sections c, d, e, and f.

10.3 – The lecture timetable is fixed each semester by academic calendar.

Students are requested to enter the lecture hall before the lectures are due to start. In exceptional circumstances a late arrival of up to 15 minutes after the start of the lesson will be tolerated. Students entering a lecture hall for a lecture or other compulsory educational activity more than 15 minutes after the start will be considered absent and, at the lecturer's discretion, be denied access to the lecture hall.

Students leaving the lecture hall more than five minutes before the end of a lecture or compulsory educational activity will also be considered absent.



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The Dean may decide to take disciplinary action as outlined in item 10.1 above against students who are repeatedly late.

10.4 – Students must communicate the address of their residence while they are enrolled at UNISG to the Registrar's Office within 30 days of the start of the academic year.

10.5 – A student's individual record book is an official document, and all the information contained in it must correspond to the information held by the University. Any student found to be forging or falsifying the data contained in the record book will be liable to disciplinary action and the University management will report any such occurrences to the judicial authorities.

The student record book must be presented by the student to the professor when taking an exam or when receiving a grade for a scholastic activity. If the student is not in possession of the record book, the professor may refuse to admit the student to the exam or decline to register the grade in question.

### **ART. 11 – INFORMATION TOOLS**

11.1 – Students are required to be familiar with all the information and regulations published on the UNISG website and in any publication issued and updated each year ( Student Guide, Guide to Studies, Student Handbook, etc.).

11.2 – The notice boards located in University buildings where lecture courses are held and any e-mails sent to the students are considered official communication tools and used throughout the academic year. Students are urged to regularly check both and respond accordingly.

### **ART. 12 – USE OF PERSONAL DATA**

12.1 – In compliance with Legislative Decree no. 196 of June 30, 2003 "Personal Data Protection Code" (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 discretion.

12.2 – The collection, handling and processing of personal data is carried out exclusively to enable the specific activities of the Association of Friends of the University of Gastronomic Sciences and the University of Gastronomic Sciences. These include:

1. preliminary information needed to draw up a contract or certificate
2. fulfilment of contractual obligations on behalf of the student, with production of certificate(s) or proceedings required to fulfil such obligations
3. carrying out of all proceedings required by public or private bodies in connection with or instrumental to a contract
4. fulfilment of legal obligations.

Data processing, also through personal electronic mail accounts, is necessary for the achievement of the aims of the University and related initiatives. To further these aims, the handling of personal data may be carried out manually or automatically, with methods strictly linked to the aims and in a way that guarantees the level of data security and privacy required by the Code. To carry out any proceedings, gathering of specific personal data is compulsory when it regards legal and fiscal obligations. Consent to data handling is not required from the student. Refusal to supply the required information may result in the University being unable to enter into any dealings or relationship with the student.

12.3 – Personal information will be treated in accordance with the modalities indicated in art. 11, which requires, among other things, that the data be processed in a legal and correct manner, collected and recorded for specific purposes, explicit and legitimate, accurate and, if necessary, up to date, pertinent, complete and not excessive with respect to the purposes for which they are processed, in compliance with the minimum security norms as indicated in Attachment B.

12.4 - Personal data and the handling thereof will be used in communications with third parties when necessary for the carrying out of business activities (management, IT management, insurance policies, mail management) or to fulfil legal obligations. Data can be communicated to the members of the Association of Friends of the University of Gastronomic Sciences and via them to the individuals in charge of data handling on their behalf.

Students can contact the individuals responsible for the processing of personal data via the Privacy Service to check or update their data and/or to exercise their rights in compliance with article 7 of the Code. In particular, students can at any time object to the handling of their e-mail accounts by applying to the Privacy Service.

12.5 – The University of Gastronomic Sciences (Piazza Vittorio Emanuele, 9 – 12060 Frazione Pollenzo-Bra, Cuneo, Italy) is responsible for the data handling and is also the owner of the data processor where the electronically processed data is stored. Acting Director of data treatment.

### **Art. 13 – USE OF THE INFORMATION PROCESSING SYSTEM**

13.1 – The University's use of computerized and remote information processing systems must always be guided by principles of diligence and correctness and by an orientation towards supporting every action or behaviour expressed by the student in the context of his/her relationship with the University.

13.2 – Access to the system is accomplished through authentication of user credentials (user name and password), so the user is urged to:

- keep careful custody of his/her credentials and avoid showing or telling them to others;
- change the password periodically;

13.3 – Internet is primarily viewed as a source of information to be used for research, study and documentation. Users are not authorized to utilize the web illegally, and specifically to download images, films or music files in violation of copyright laws, in addition to any offensive or discriminatory content. Special filters block access to web sites considered inappropriate and prevent downloading of multimedia files not related to university activities; web navigation records are kept for 6 months, as required by the laws in force and for security reasons.

13.4 – e-mail is a working and study tool: the sending or saving of messages of an offensive and/or discriminatory nature regarding gender, language, religion, race, ethnic origin, opinion and membership in trade unions/political parties is prohibited. All e-mail accounts are automatically saved, including both incoming and outgoing messages. The data stored in Unisg e-mail inboxes are the sole property of the student. The University is therefore in no way responsible for any loss resulting from inappropriate use.

13.5 – The distribution lists (or “alias”) are used as the primary and most efficient communications tool for purposes exclusively related to University activities (course, events, etc.); they may not be used to send or receive personal or confidential messages. Students will be informed of the creation of a group email address, or “alias”, upon receiving access and credentials for their personal e-mail account. Students' university e-mail addresses and their inclusion in a group e-mail address, or “alias”, will remain in service for as long as their academic career remains active, and may not be terminated beforehand. Group aliases may also include email addresses for UNISG teaching, technical, and administrative staff.

13.6 The e-mail account assigned to students by the University will be closed following the end of their academic career, which may terminate in one of the many ways (e.g. abandonment of studies,

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graduation, suspension, etc.) The University is under no obligation to provide students with advance notice of the closure of their University e-mail accounts.

13.7 – In general, when any user, for strictly personal purposes, processes personal data not attributable to the University, but utilizing spaces (i.e. bulletin boards), instruments (i.e. e-mail, distribution lists) and digital devices furnished by the same, said data treatment is subject to precise rules, in terms of responsibility and data security, whose observance is the exclusive responsibility of the individual subject carrying out the treatment.

### **ART. 14 – FINAL RULE**

14.1 – The present regulations will be enforced as of the 2016/2017 academic year.