



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

## UNIVERSITY OF GASTRONOMIC SCIENCES

## STUDENT AND PROGRAM ENROLLMENT REGULATIONS

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

- 1.1 – Enrollment in degree programs occurs based on the candidate’s academic titles as established by law. Concurrent enrollment across different degree programs (including other universities) that confer an academic title is not allowed, with the exception of specific agreements made with other Italian or international universities. In the event a student is concurrently enrolled in more than one degree program, the enrollment(s) subsequent to the first will be considered null and void.
- 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 follow the proper protocol as outlined by 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. The admission procedures and requirements are defined annually and published on the University’s website. Candidates in possession of non-Italian academic titles must enroll according to procedures determined by the regulations established by the relevant ministerial authorities, which establish the matriculation and enrollment criteria for all academic years subsequent to the first in accordance with international agreements and stipulated regulations. All non-European secondary school diplomas must be accompanied by consular legalization and the Declaration of Value, issued by the local Italian consular authorities; moreover, all documents must be corroborated 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 gap with regards to their language level, are required to fill it within the timeline set by the University, by attending the language courses established for that purpose, along with the test verifying 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 under auditor status is dependent on the presentation and acceptance of the appropriate admission request. Upon successful conclusion of the academic activity, the student will receive a certificate of attendance.

## **ART. 2 – ENROLLMENT OF STUDENTS IN POSSESSION OF NON-ITALIAN ACADEMIC TITLES**

- 2.1 – The ministerial guidelines that establish the criteria and the procedures for enrollment should be consulted concerning students in possession of non-Italian academic titles, program abbreviations, recognition of titles, with respect to international agreements and accords between indicated countries.
- 2.2 – Students in possession of non-Italian academic titles who request enrollment in a program for which there are limited spots available, must present the appropriate admission request according to the pre-enrollment procedures as established annually, 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 authorities, which declare:
- 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 obtained by the candidate in the final exam session of his secondary school career together with an indication of the grading rubric used to determine it

2.4 – The pre-enrollment request for a Graduate/Master degree program must be accompanied by a three-year undergraduate degree obtained from a university, translated, authenticated and accompanied by a consular legalization, which corroborates the number of years necessary for obtaining the degree presented with the grade obtained by the candidate and the grading rubric used to determine it.

2.5 – Students in possession of a non-Italian academic title, who request the partial or total recognition of the credits earned, must present the following documentation to the Faculty Council, translated into Italian and accompanied by consular legalization:

- a) the original academic title with indication of the courses taken and the exams passed;
- b) contents related to the courses taken

### **ART. 3 – ENROLLMENT AND RECOGNITION OF CREDITS IN THE PRESENCE OF OTHER ACADEMIC TITLES OR QUALIFICATIONS AND CERTIFICATES OF PROFESSIONAL QUALIFICATIONS**

3.1 – The total or partial recognition of credits acquired by the student in possession of an academic title will be determined by the University's Academic Commission, subject to the evaluation of the studies completed, and letting it be known to the Faculty Council. To this end, student beyond complying with what is outlined in Article 1, must present documentation relative to their prior university career.

3.2 – During the enrollment phase, the Academic Commission may recognize up to a maximum of 12 university credits based on the qualifications acquired by each student, providing formal acknowledgement in the Faculty Council of the University.

3.3 – In accordance with the number of credits recognized, the student is required to transfer the fees as determined each year by the Administrative 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 university of origin, as well as the number of university credits acquired including exams passed. The Faculty Council will deliberate on the validity of the academic career undertaken and on its continuance. Upon receiving a positive judgment from the Faculty Council, the student may proceed with their enrollment.

4.2 – In the event of a transfer in Year I of the program, candidates are required to take the admission test for the undergraduate program, as stated in the University regulations.



4.3 – Students who are regularly enrolled at the University may transfer to other Italian universities, by presenting their request to the Academic and Registrar Office, which will in turn transmit the career suspension and any additional documentation requested to the university where the student intends to continue his/her studies.

4.4 – If a student returns to the University without having continued his/her education, the student will be reinstated in the program that was previously discontinued. Students intending to return to the University during the same academic year of their transfer are requested to present their request to the Rector, who will decide whether to receive or reject the request.

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

5.1 – Students may voluntarily interrupt their studies, presenting the appropriate form to the Academic and 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 of their academic career, do not lose the credits they have acquired, unless a justifiable decision of the Faculty Council determine otherwise, at the moment they resume their studies.

An inability to pay university fees may also lead to an interruption of a student's university career.

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

In order to reactivate an interrupted career, in addition to the university fees expected for the academic year currently underway, students are required to transfer a fee of acknowledgement for the years in which they were not enrolled, the amount for which is determined on a case-by-case basis by the Executive Committee, subject to approval by the Faculty Council.

### 5.2 – SUSPENSION

Students may benefit from the temporary suspension of their academic career in the following cases, by presenting the appropriate form to the Academic and Registrar Office:

- Pregnancy/birth/child adoption (duly documented) involving female students
- Birth/adoption of each child (duly documented) for male students who acknowledge paternity
- Serious and prolonged illnesses (duly documented)

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

Students, through the presentation of the appropriate form to the Academic and Registrar Office, may request authorization from the Faculty 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 opinion of the Faculty Council.

### 5.3 – ABANDONMENT

Students may also abandon their studies. Course abandonment is irrevocable and results in the termination of the student's academic career. In order to abandon their studies, students must present the appropriate form to the Academic and Registrar Office.



#### 5.4 – FORFEITURE\*

The student forfeits from 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 term is not interrupted either in case of interruption or in case of suspension of studies. This term does not apply to students who have passed all the exams and owe only the degree exam.

\*This paragraph shall enter into force on 18/05/2022

### **ART. 6 – UNIVERSITY FEES AND EXEMPTIONS**

6.1 – Each year, prior to the start of the academic year, the Executive Committee determines, upon Faculty Council approval, 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 following the payment of the total amount corresponding to the 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 university are required to pay the UNISG 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 (sit exams, participate in study trips and in any other academic activities worth 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. Student beneficiaries of partial fee exemptions, that have not transferred the outstanding balance of the university fees not covered by the fee exemption will have their right to the selfsame exemption revoked and will be required to pay the full amount of the university fees.

6.7 – Any exceptions to the due dates set for the payment of the University fee installments must be requested in writing to the Administrative Director, using the form available on the University portal, 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 in any case no later than the start date for enrollment in the first exam session. The extension requests presented according to the above procedures will be evaluated by the Administrative Director with his/her irrevocable decision.

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 can be educational trips, tastings and conferences or seminars.

6.9 – The students are not entitled to any form of compensation if they are unable to make use of the



services offered by the university canteen due to reasons not attributable to the University, resulting in a total or partial non-usage of the meal credits assigned at the time of enrollment.

## **ART. 7 – TOTAL OR PARTIAL EXEMPTIONS FROM THE PAYMENT OF UNIVERSITY FEES**

7.1 – The Administrative Council, prior to the opening of the academic year, will approve the carrying out of the right to study, subject to the opinion of the Faculty Council.

7.2 – Students with disabilities of 66% or higher or who have obtained official recognition of a permanent psychophysical handicap, as per article 3 paragraph 3 of law no. 104/92, have a right to a total exemption from the payment of university fees for the entire duration of the student's course of study.

7.3 – Students exempt from the payment of university fees are:

- a) Student beneficiaries and those eligible for scholarships conferred 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, subject to presentation of document attesting to their status
- c) Non-Italian student beneficiaries of scholarships provided by the Italian government
- d) Students compelled to interrupt their studies due to prolonged, medically certified, illness.

Those students indicated in point (d) who are beneficiaries of fee exemptions may not engage in any academic activities during the years in which they have interrupted their studies.

## **ART. 8 – STUDY PLAN**

8.1 – The Study Plan, approved annually by the Faculty Council, defines the academic activities of the study program. Each academic activity is assigned university (ECTS) credits.

The curriculum for the undergraduate program is organized into 180 university credits.

The curriculum for the Two-Year Graduate program is organized into 120 university credits.

The curriculum for a Master program may either be organized into 60 or 90 university credits.

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

9.1 – Students failing to comply with regulations or laws or norms concerning safety in the workplace, pursuant to Leg. Decree 81/2008 and subsequent amendments, both on university premises as well as during study trips, may be subject to disciplinary action; the student must therefore comply with the provisions established in art. 20 of Leg. Decree 81/2008 and subsequent amendments, "Duties and Obligations of the Worker".

Sanctions will be applied for acts 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 other academic activities;



- d) exclusion from one or more exams or other forms of testing for the entire session, or for part of it, and from academic activities;
- e) temporary suspension from UNISG academic activities and from services provided to the students;
- f) expulsion of the student.

Applied sanctions will be recorded in the student's university career.

Applied sanctions will not undermine the right/obligation of the University to involve legal authorities.

9.3 – The disciplinary authority over the students belongs to the Rector, who has the right to appoint a Disciplinary Commission, composed of at least two professors of the University, the Administrative Director of the University or his/her delegate and at least one student representative.

The examination of the case will take place following written and/or oral communication directed at the selfsame Commission. The Disciplinary Commission notifies students of the accusations made against them. The students may mount a defense according to the terms and conditions established by the selfsame Commission.

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

10.1 – Students enrolled at the University are full-time students, for whom the attendance of lessons, academic activities and all other activities considered compulsory by the Rector, is required.

10.2 – Students at both the undergraduate and Graduate level are allowed to have absences as long as they do not exceed 30% of the total hours of lessons of each academic activity and of other credit-based activities, as determined by the study plan. For Master level programs students are allowed absences for academic activities as determined by the study plan as long as they do not exceed 30% of total program hours. The percentages of absences tolerated are applied to auditors, for the purposes of issuing them a certificate of attendance.

10.3 - In the event a student exceeds the percentage of absences allowed as per point 10.2, the respective instructor for which this threshold has been exceeded 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 Commission. Any requests to have absences excused, for serious reasons only, must be addressed to the Program Coordinator.

10.4 – For Master programs, students who having accumulated a number of unexcused absences for lessons equal to or in excess of art. 10.2, will have their situation communicated by the Academic Office to the Master Program Director in order to employ appropriate measures.

10.5 – The schedule for lessons will be published each year on the academic calendar. Students must enter the classroom in which lessons are held, respecting the start time indicated. Respect for the start and end of lessons will be verified using software that collects attendance data, according to the conditions and procedures communicated to the selfsame students. Improper use of the software to indicate your presence, if, in fact, you are not in class, may result in disciplinary action.





## **ART. 11 – USE OF PERSONAL DATA**

11.1 – In compliance with Legislative Decree no. 196/03 “Code on the Subject of 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 discretion.

11.2 – The collection, handling and processing of personal data has the exclusive purpose of providing the fulfillment of obligations connected with the fulfillment and goals of the Association of Friends of the University of Gastronomic Sciences and the University of Gastronomic Sciences, 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, plurality of agreements or the sum total 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, the use of personal data is carried out in order to achieve the objectives of the University and related initiatives, also through email.

In relation to these stated objectives, the collection 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 the agreements, the collection of some personal data is obligatory, as it must be done in order to fulfill financial and legal regulations; refusing to disclose the data may result in the inability to establish an agreement with the University. The related consultation does not require the interested party’s consent.

11.3 – Personal data will be handled 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 accurate, and if necessary updated, pertinent, complete and not excessive in accordance with the handling objectives, in compliance with the minimum security norms.

11.4 – Personal data and the handling thereof will be used in third-party communications in carrying out business activities (for example: management, IT management, insurance policies, mail management) or to fulfil legal obligations. Data may be communicated to the members of the Association of Friends of the University of Gastronomic Sciences; personal data may also become known by those individuals tasked with handling data for the aforementioned members.

Interested parties may contact the Privacy Service at the office of the data handling coordinator in order to verify the personal data and have it completed, updated, or corrected and/or for exercising the other rights provided by Art. 7 of the Code. In particular, students may at any time object, through the Privacy Service, to the handling of their email information.

11.5 – The title holder of the treatment for personal data is the University - Piazza Vittorio Emanuele, 9 – 12042 Pollenzo - Bra, Cuneo, Italy). Data handling coordinator: the appointed acting Director.



## **ART. 12 – USE OF THE INFORMATION SYSTEM**

12.1 – The use of university IT and telematic resources must always be guided by principles of correctness and by a manner appropriate for supporting every agreement or behavior put in place by students in the context of their relationship with the University.

12.2 – Access to the system occurs through the authentication of user credentials (user name and password), thus users must:

- keep careful custody of their credentials and avoid communicating them to others;
- change their password periodically.

12.3 – The Internet is primarily considered as a source of information for purpose of research, study and documentation. Users are not authorized to utilize the web in violation of the law, in particular in order to download images, films and music files in violation of copyright laws, in addition to any offensive or discriminatory content. Special filters block access to web sites not considered suitable and the downloading of multimedia files not related to university activities; web navigation history is kept for 6 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 boxes 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 therefore in no way responsible for any loss of data resulting from their inappropriate use on the part of the student.

12.5 – The distribution lists (also called “aliases”) are used as the primary and most efficient instrument of communication for purposes typically and exclusively relevant to university activities (programs, events, etc.); their use for sending personal messages is in fact prohibited. Students will be notified of the presence of the alias, upon receiving credentials 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 will be linked to the university email addresses of administrative personnel and professors employed by the University.

12.6 – Personal university email accounts assigned to students will be cancelled by the University at the conclusion of their academic career, whether by abandonment or graduation, 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 handling of personal data which is not attributable to the University, even if utilizing spaces (i.e. bulletin boards), instruments (i.e. email, distribution lists) and university electronic devices, such handling 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 2019/2020 academic year. In the event of discrepancies between this, and the Italian version of the regulations, the Italian version should be regarded as the definitive one.