



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

# UNIVERSITY OF GASTRONOMIC SCIENCES

## **Regulations for part-time student enrollment**

*(Faculty Council of 15/02/2023 and Executive Committee of 16/02/2023)*



## Summary

Article 1– GENERAL PRINCIPLES.....	3
Article 2 –REQUIREMENTS TO ACCESS PART-TIME STUDENT STATUS.....	3
Article 3 – SUBMISSION OF THE APPLICATION FOR PART-TIME ENROLLMENT.....	4
Article 4 – SWITCHING FROM FULL-TIME TO PART-TIME STUDY.....	5
Article 5 – CHARACTERISTICS AND DURATION OF THE CURRICULUM.....	5
Article 6 – FEE STRUCTURE.....	5
Article 7 – FINAL PROVISIONS OF THE REGULATION AND ENTRY INTO FORCE .....	5



## Article 1 – GENERAL PRINCIPLES

1.1 –The University of Gastronomic Sciences guarantees the possibility of being recognized as ”part-time” students to those who are enrolled in undergraduate and graduate programmes and who are unable to systematically attend academic activities and take the related exams within established time limits of the normal duration of the program.

1.2 – Students who meet the requirements indicated in these regulations (art. 2) can, in this way, take advantage of a study program adapted to their personal situation. In particular, the status of part-time student requires that they do not attend any academic activities and that, on the other hand, they benefit from a longer training course than the normal duration of the program they have enrolled in.

1.3 –The student who, at any time of his career, opts for the part-time option, shall belong to the same cohort of enrollment, and will be considered ongoing student for 4 years if enrolled in the undergraduate degree program and for 3 years if enrolled in the graduate degree program.

## Article 2 –REQUIREMENTS TO ACCESS PART-TIME STUDENT STATUS

2.1 –Students who cannot fulfill their study commitment according to the timeframe and methods established for full-time students, can however enroll in either the three-year undergraduate program or two-year graduate degree program at UNISG as a part-time student, provided they declare it at the time of admission or enrollment in each year after the first year.

2.2 –In order to access this status, the student must prove that he/she is:

- Student worker: student engaged not occasionally, but for a period of no less than six months over the course of the year, in any duly documented employment activity, either autonomous or professional and public or private, which employs the student for at least 24 hours a week. Non-citizens of the European Union (non-EU) residing abroad or with a residence permit for study reasons who are interested in this option must contact the Registrar’s Office for information on the renewal of their residence permit.
- A student enrolled at the same time in another higher education course, pursuant to law No.33 of 12 April 2022, and of the Ministerial Decree No. 930 of 29 July 2022 (Provisions to allow simultaneous enrollment in two university courses) <sup>1</sup>.
- Student engaged in the care of his family members: student engaged permanently in the care and assistance of relatives who are not self-sufficient for reasons related to age or physical or mental health. For the purposes of this provision, the term relatives mean ascendants (up to the 2nd degree), children and siblings up to the age of 13 and the student's spouse. The condition

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<sup>1</sup> Pursuant to the provisions of article 3 of the Ministerial Decree 930, the student who is already enrolled in another course that requires mandatory attendance must necessarily enroll in UNISG as a part-time student. On the other hand, if the student is already enrolled in a course at UNISG and decides to enroll in another course that requires mandatory attendance at another University, he/she shall request to switch to part-time at UNISG.



of non-self-sufficiency of the relative must be proven with a certificate of disability issued by the competent institutes.

- Student suffering from illnesses that physically prevent or discourage systematic attendance in academic activities and the consequent incurrence of assessment tests required for full-time students for each Academic Year. The student must present suitable certification which is issued no more than three years ago by the National Health Service institutions or by specialists and institutions accredited by the same.
- Pregnant student: pregnant student from the sixth month of pregnancy or with a diagnosis of high-risk pregnancy, certified by a specialist doctor.
- Student with children: student with children under the age of 18.

2.3 –Unless otherwise stated, the student will be able to demonstrate the existence of such necessities by means of a self-certification declaration (Article 46 of the Presidential Decree 28 December 2000, No. 445). A committee which is composed of three members appointed annually by the Rector shall be responsible for evaluating such requests from the students for undergraduate and graduate degree program.

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

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

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

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

3.4 Students whose cohort has completed in-class academic activities and recipients of UNISG tuition waivers or any tuition reductions in favor of specific categories of students are not eligible to apply for part-time status.



## **Article 4 –SWITCHING FROM FULL-TIME ENROLLMENT TO PART-TIME ENROLLMENT**

4.1 – The switching from full-time enrollment to part-time enrollment (and vice versa) is allowed only once during the university career, except for particular cases, where the committee referred to in article 2 shall evaluate justified and documented requests to take decisions

## **Article 5 –CHARACTERISTICS AND DURATION OF THE CURRICULUM**

5.1 – At the beginning of each Academic Year, the study programs define the part-time curriculum through the preparation of specific study plans.

5.2 – The study programs support the part-time students by providing them specific training, tutoring and support activities, accompanied with other trainings such as the use of information technology and the participation in different forms of teaching from the ordinary ones. Part-time students may be required to undergo specific methods for verifying the knowledge acquired.

5.3 –The specific characteristics of the curriculum in relation to each student will be established on a case-by-case basis by the Committee pursuant to article 2. The academic workload required from the student who chooses the part-time enrollment is equal to 45 credits (except for duly justified exceptions).

5.4 –The normal duration of part-time enrollment will be 4 years for the undergraduate degree program and 3 years for the graduate degree program.

## **Article 6 – FEE STRUCTURE**

6.1 – The amount of the annual tuition fee for part-time enrollment and the related payment methods and terms are defined by the Tuition fee Payment Instructions, approved annually by the Executive Committee.

6.2 – Pursuant to article 4, switching back to full-time enrollment require that the student adhere to full-time enrollment fee structure from the moment in which the corresponding request from the student has been accepted without any retroactive effect.

## **Art. 7 –FINAL PROVISIONS OF THE REGULATION AND ENTRY INTO FORCE**

7.1 – These Regulations shall come into effect from the first day of enrollments for the 2023/24 academic year.