



**eCAMPUS**  
UNIVERSITY

## **STUDENT REGULATIONS**

### **Art. 1 (Field of application)**

1. The rules provided for in the present regulation shall apply to:
  - a. The students enrolled into a Bachelor's Degree/Master's Degree;
  - b. The students enrolled into a Specialist Degree and into a Research Doctorate; compatible with the regulations provided for said courses;
  - c. The students enrolled into other academic courses provided for in art. 4, 5, 6, 7, 8 and 47 of the Academic Didactic Regulation; compatible with the dispositions specified therein.

### **Art. 2 (Qualification of Student)**

1. The qualification of student shall be attained through the matriculation to the Degree Courses, Master's Degree Courses, Academic Masters , Specialist Degree and Research Doctorate.
2. Shall be regarded as students the subjects enrolled into other academic courses provided for in art. 4, 5, 6, 7, 8 and 47 of the Academic Didactic Regulation.
3. Under no circumstances shall the student enrol into two different courses at the same time.

### **Art. 3 (Matriculation)**

1. In order to enrol into a Bachelor's Degree Course is required a five-year secondary school diploma.
2. For the students in possession of a four-year secondary school diploma, the University shall define an educational debt equivalent to the knowledge provided for in the supplementary year previously available for the four-year secondary school graduates.
3. The students in possession of a secondary school diploma attained abroad, may enrol into a Degree Course if they have attained at least 12 years of schooling. The diploma shall be issued by the competent secondary school and shall be certified, translated into Italian and complete with declaration of value, issued by the Italian diplomatic representation, or certification ENIC/NARIC.
4. The foreign students submitting a technical/professional diploma attained in a foreign country, which in said country are required to take supplementary examinations or to attend to supplementary courses in order to enrol into a Degree Course, may enrol into the eCampus Degree Course subject to the completion of supplementary examinations/courses; said students are not allowed to enrol into an eCampus Degree Course if the technical/professional diploma does not allow them to enrol into a Degree Course in their country of origin.
5. The students may submit their enrolment application at any time of the year; the enrolment application entails the enrolment into a Degree Course provided by eCampus University and shall be carried out through the submission of an enrolment application form along with the payment receipt of the enrolment fee.



6. The matriculation is considered complete upon activation of the didactic platform (GPSP) and shall apply to the ongoing academic year at the moment of the activation of the didactic platform.

7. The possibility to take profit examinations and, more generally, to carry out any didactic activity is subject to the activation of the didactic platform.

8. In no case may a student enrol into two or more courses at the same time, be them Bachelor's Degrees, Specialist Degrees, Master's Degrees or Research Doctorates.

#### **Art. 4 (Tuition fees and Secretariat Fees)**

1. The tuition fees and the secretariat fees shall be established by the Board of Directors, upon deliberation of the Academic Senate; the student is required to pay entirely:

- a) The Annual Fee;
- b) If required, the amount related to the Supplementary Didactic Services;
- c) The Annual Regional Fee within six months from the activation of the didactic platform (GPSP);
- d) The Secretariat Fees.

1 bis. The students whom have paid the fees provided for in lett. a), b) and c), par. 1 may access to the didactic platform (GPSP) and carry out their didactic activities for 12 months following the activation of the didactic platform (GPSP).

1 ter. The disabled students, with a degree of disability equal or greater than 66%, shall be exonerated from the payment of the fee provided for in letter a) par. 1.

2. The Regional Fees, the Tuition Fees and the Secretariat Fees for the years following the matriculation year are bound by the date of activation of the didactic platform GPSP. Therefore the students shall pay the Regional Fee, the Academic Fee and the Secretariat Fees related to the following years within the following solar year (365 days) from the day of the activation of the didactic platform. However, the student shall have the possibility to pay the Regional Fee within the 6 following months from the deadlines provided for in the previous period. The secretariat fees related to the implementation of the activities which, pursuant to the current legislation, implicate their payment, are regulated by Rector's Decree.

3. Shall be considered not up to date with their tuition fees:

- a) The students whom did not pay one or more Annual Fees;
- b) The students whom did not pay within the terms provided for in the present Regulation, the Annual Regional Fee for one or more years;
- c) The students whom did not pay the Secretariat Fees within the terms provided for in the Academic Regulation.

4. After 30 days from the activation of the didactic platform the students are allowed to take their first examination.

5. In no case shall the students enrolled to any course provided for by the University be entitled to the reimbursement of the tuition fees and secretariat fees.

6. For the Bachelor's Degree Course, Master's Degrees, Specialist Degrees, as well as for the Academic Masters with a duration of more than one year, the matriculation shall have effect for the entire duration of the course, and commits the student to the payment of the Regional Fee, the Academic Fee and the Secretariat Fee.

7. In case the Student, at the conclusion of the period provided for in the previous paragraph has not passed all his exams (studente fuori corso), or has not attained the title or has not submitted a request for the withdrawal from the studies/academic transfer, the matriculation, as well as the Regional Fee, the Tuition Fee and the Secretariat fees shall be



tacitly extended every 12 months until the attainment of the title, or until the submission of the withdrawal from the studies/academic transfer.

8. For the students who are not regarded as “studente fuori corso” the amount of the Regional Fee, the Tuition Fee and the Secretariat Fee provided shall not vary for the entire duration of the course, without prejudice to the application of an increase equivalent to the annual ISTAT index.

9. The Students who submitted the withdrawal from the studies/academic transfer form are not exonerated from the payment of the Regional Fees, Tuition Fees and Secretariat Fees, or of the eventual residual fees for the current year at the moment of the submission of the form, nor from any of the eventual fees provided for in art. 15.

#### **Art. 5 (Criteria for the assignment of a student to a specific year of the Degree Course)**

1. The students who applied for the recognition of credits acquired in a previous academic career shall enrol:
  - a. Into the II year if they have been recognized 30 CFU or more,
  - b. Into the III year if they have been recognized 70 CFU or more,
  - c. Into the IV year if they have been recognized 120 CFU or more,
  - d. Into the V year if they have been recognized 170 CFU or more.
2. The students who have been admitted to the first year of a course shall be entitled to the implementation of all the credits related to the year of registration.
3. The students who have been admitted to the second year shall be entitled to the implementation of all the CFU related to the second year of the course, in addition to the remaining CFU related to the first year.
4. The students who have been admitted to the third year shall be entitled to the implementation of all the CFU related to the third year of the course, in addition to the remaining CFU related to the previous years.
5. The students who have been admitted to the fourth year shall be entitled to the implementation of all the CFU related to the fourth year of the course, in addition to the remaining CFU related to the previous years.
6. The students who have been admitted to the fifth year shall be entitled to the implementation of all the CFU related to the fourth year of the course, in addition to the remaining CFU related to the previous years.
7. In case a student has passed all the exams related to the year they have been assigned to and wishes to anticipate the credits related to the following year, they may submit a request to the Rector and, in case of authorization, they shall anticipate the payment of the of the Tuition Fee related to the credits of the courses anticipated the following year. At the moment of the inscription to the following year shall be the responsibility of the administration to provide for an adjustment of the already paid amount and the annual fee.
8. The matriculated student shall be provided with a student ID (D.R.U.), valid as an identification document at the headquarters and in the branches of the University and at the organizations for the right to academic education.

#### **Art. 6 (Enrolment – full time and part-time)**

1. eCampus University, for motivated reasons, may apply for the enrolment into a degree course with the qualification of part-time student.
2. In such case, the student shall pay half of the amount provided for the taxes related to their degree course; they shall however be entitled to the attainment of 30 cfu out of 60 cfu. (N.B. In case of a Bachelor’s Degree, the students shall complete the learning pathway



maximum in 6 years. In case the student shall decide to switch to the qualification of full-time student, they shall necessarily complete their double part-time year.)

3. The students, complying with the related obligations, may preserve the qualification of part-time student for the whole duration of the course.
4. The part-time students may not anticipate the credits related to the following year.

#### **Art. 7 (Individual courses)**

1. The students may enrol to a maximum of three individual courses.
2. For the fees related to the individual course shall be calculated the number of credits related to the chosen courses according to the following procedure: subtract the amount of the Regional Fee from the Annual Fee, and divide the result by 60; the resulting amount is the cost of each credit; in order to obtain the cost of the course multiply by the number of said credits.
3. The students may take the examinations related to the individual courses after 30 days from the date of activation of the lectures.
4. The students shall take the examinations within a year of the payment of the related tuition fee.
5. The student who intends to enrol into a degree course of the University after having completed the individual courses are required to pay the amount related to the entire year, to which shall be subtracted the amount already paid for the individual courses.
6. What is provided for in the present article is not applicable if the registration to the individual courses is regulated by agreements with other institutions providing for a different modality of access to the singular courses and different modalities of calculation of the related amount.

#### **Art. 8 (Reconstruction of the career and recognition of credits)**

1. The application for the recognition of credits acquired in the previous academic career/for the recognition of certified professional abilities or knowledge (maximum 12 cfu), shall be submitted before the enrolment.
2. Once the student has enrolled into a course of study, the recognition of credits shall be implemented only in exceptional cases and only for the recognition of credits attained in the previous academic career. In no case shall be recognized after the enrolment of the student certified professional abilities or knowledge.
3. It should be noted that no credit shall be recognized for a collective activity: the recognition of previous experiences shall always refer to an individual student.

#### **Art. 9 (Study Plan)**

1. The study plan shall determine, for each year of the degree course the temporal order of the student's career, indicating the sequence of the courses and the related examinations. All the examinations related to a specific year of the course shall be completed in order to access to the following year.
2. The Faculty Regulation may establish special modalities for the revision of the study plans outside the deadlines, in case of graduating students. Said students may have the need to replace, within the limits established in the regulation, the exams previously indicated in their study plan.
3. The students enrolled into a Degree Course and a Master's Degree Course may add up to 3 exams to their learning pathway, provided that they belong to a Degree Course of the same level; for said purpose the student shall submit the related form. The additional examinations shall not be necessarily completed for the attainment of the title, and the



grades attained shall not contribute to the grade assigned to the final dissertation.

#### **Art. 10 (Examinations)**

1. The students may not take the same exam more than once an exam that they have already taken and passed, not even as an optional examination or in the case of a variation to the programme. The Technical-Supervisory-Committee may grant an exemption to the aforementioned rule only in exceptional cases.
2. The student may not make a reservation for an exam in two different branches of the course at the same session, otherwise the exam shall be declared invalid.
3. In order to take an exam online the students shall: correctly view and conclude all the online formative activities of the related course; pay the Secretariat Fees and Tuition fees within the deadlines provided for in the Regulation for the implementation of the examinations.
4. The procedure for the implementation of the examinations and the modalities for the evaluation of the advancement of the student's career shall be generally defined in the Regulation for the implementation of the examinations, as well as for the aspects not disciplined by the Regulation for the implementation of the examinations, by the didactic regulation of the course of study in compliance with what is provided for in the present article.
5. In case of examinations provided for in a different Faculty, the student shall carry out the test in the Faculty of reference of said examination.
6. The student may take maximum two exams for each examining session.
7. During the first year of the course of study, the student shall take at least one exam in the Novedrate campus.
8. Shall be applicable all the laws provided for in the Regulations for the implementation of the Examinations.

#### **Art. 11 (Final Dissertation)**

1. In order to be admitted to the final dissertation the Student shall pass all the examinations or, in any case, shall attain all the formative credits provided for in the didactic regulations for the activities different to the final dissertation and be up to date with the payment of the Tuition fees, the regional fees and the secretariat fees.
2. For the attainment of the master's degree the student shall write a final dissertation, which shall be original, and shall be elaborated under the supervision of a professor of the Degree Course. The final dissertation shall be discussed publically during an examination session chaired by a specific examination board in the Novedrate campus.
3. For the attainment of the Bachelor's degree the student shall write a final dissertation, which shall be original, and shall be elaborated under the supervision of a professor of the Degree Course.
4. The students up to date with their administrative position and with the related secretariat fees may discuss their final dissertation within 90 days following the expiry of their last year, if the following conditions are met:
  - The student shall have completed all the exams provided for in their study plan;
  - The student shall have completed the internship period, if provided for in the +formative pathway;
  - The student shall have submitted the titles of the final dissertation;
5. In addition, shall be applicable all the rules provided for in art. 30 of the Regulation on the Final Dissertation.



### **Art. 12 (Transfer to another Degree Course)**

#### 1. Outgoing students:

- a) The outgoing transfers are subject to the presentation of a transfer application exclusively for the period between 1 August and 31 August of each academic year;
- b) The students submitting a transfer application, shall be up to date with their administrative position, even with reference to the previous years, and shall not be exonerated from the payment of the Annual Fee and the Regional Fee related to the ongoing Academic Year, pain the inadmissibility of said application.

#### 2. Incoming students:

- a) The incoming students may register at any time of the month; in any case they shall take into consideration the terms provided for by the University of provenance for the acceptance of transfer application;
- b) The requests for the matriculation into limited seating degree courses may be accepted within the limits of the already active Academic Years;
- c) The incoming students transferring into e-Campus may not apply for a further transfer before the end of the academic year;
- d) The incoming students coming from a different University MAY NOT return to their University of provenance until 365 days from their matriculation into e-Campus.

#### 3. Course transfer:

- a) The procedures for the course transfer may be activated only in proximity of their renewal period;
- b) The student who has already applied for a course transfer within the e-Campus University, may not apply for a further course transfer until 365 from their first transfer;
- c) The student who is applying for a course transfer shall maintain the tuition fee and the secretariat fees provided for their year of matriculation, up to a limit of the legal duration of the degree course and until they are considered "fuori corso";
- d) Also in case of course transfer within e-Campus University, the students may take their first exam after 30 days from their matriculation, unless the Student has already acquired frequency in their previous degree, or in case of transition between old system and new system.

### **Art. 13 (Withdrawal from the studies)**

1. The retiring student shall not be entitled to the reimbursement of the Tuition Fees, the Secretariat Fees and the Regional Fees.
2. The retiring student may apply for a new matriculation only in the Academic Year following the withdrawal from the studies.
3. The request for the withdrawal from the studies may be presented within the same time and conditions indicated in the first paragraph of art. 12.

### **Art. 14 (Interruption of the studies)**

1. Only in the presence of the circumstances provided for in the present article and save different provisions for specific cases, the student may submit an application to the Rector in order to request for the suspension of their registration for a period of 12 solar months.
2. Shall be considered an adequate justification for the student's suspension application the following motives:
  - a) Certified health issues consisting in the impossibility to handle the task of study for periods of more than 60 days;



- b) Enrolment into master's degrees of first or second level;
  - c) Enrolment into a Research Doctorate.
3. Upon the time of the acceptance of the requests provided for in the first paragraph and for the following 12 months, the suspended student may not carry out any career act, nor take any exams or the final dissertation; exclusively with reference to letter c) of paragraph 2, upon the end of the period of suspension the student, if the requirements are met, may renew their request for suspension for 12 further months and so on until a maximum of 36 total months.
4. The conclusion of the period of suspension shall happen automatically; the University shall not provide for any kind of communication on the matter.
5. During the period of suspension, the student may maintain the same administrative position at the moment of the acceptance of the instance of suspension and they are not required to pay the Annual Fee, the Regional Fee related to the Academic Year of the suspension.
6. The suspended student, may withdraw from the studies with the same modalities provided for in article 15; from administrative point of view and with particular reference to the Annual Fees and the Regional Fees, the student renouncing to the suspension before the end of the 12 month period shall be considered as if the suspension never took place.

#### **Art. 15 (Effects of administrative irregularity)**

1. The students not up to date with their administrative position:
  - a) shall not carry out their examinations;
  - b) shall not carry out the final dissertation;
  - c) shall not submit the application for the Withdrawal from the Studies;
  - d) shall not submit the application for the transfer to another University or another Degree Course;
  - e) shall not request for any document and/or certificate.
2. By way of derogation from what is provided in the previous paragraph of the present article:
  - a) If the administrative irregularity consists of the non-payment of the Secretariat Fee related to the reservation for an examination that the student has already taken, what is provided for in the previous paragraph, letter e) shall not be applicable;
  - b) If the administrative irregularity consists exclusively of the non-payment of the Secretariat Fees related to the final dissertation, what is provided for in the previous paragraph, letter a) and e) shall not be applicable.
  - c) If the administrative irregularity exclusively consists in the non-payment of the Secretariat Fees related to the issuance of documents, certifications, or of the Secretariat Fees related to activities non-related to the academic activities carried out by the students, what is provided for in the previous paragraph, letter a) and e) shall not be applicable;
  - d) If the administrative irregularity exclusively consists of the non-payment of the Annual Fee, what is provided for in letter b) of the previous paragraph shall not be applicable under the following circumstances:
    - i. The student has passed all the exams provided in the study plan and has completed the internship, if provided for in the learning pathway of the course of study,
    - ii. The student has submitted the title of the final dissertation before the occurrence of the administrative irregularity,



- iii. The student intends to discuss the final dissertation within 90 days from the occurrence of the administrative irregularity.

#### **Art. 16 (Internship)**

1. Il tirocinio non può essere sostituito con ulteriori conoscenze linguistiche, abilità informatiche e relazionali, o insegnamenti a scelta dello studente, salvo non sia previsto dai Regolamenti dei Corsi di Studio.
2. L'attivazione e le attività di tirocinio sono regolate da un apposito "Regolamento di Tirocinio e Stage".

#### **Art. 17 (Disciplinary measures)**

1. The students of eCampus University shall be required to follow the rules of behaviour provided for in the academic regulations, for all the subjects whom shall work/study within the University. The students shall also refrain from damaging all assets owned by the University or by third parties, and from any behaviour damaging the image and the respectability of the University, even outside of the facilities of university.
2. The violation of what is provided for in the academic regulations shall entail the application of disciplinary measures against the transgressors, without prejudice to the application of civil/criminal law currently in force.
3. The disciplinary jurisdiction of the students shall be the Rector's responsibility. The sanctions which may be applied for the purpose of safeguarding the institution shall be the following:
  - a. admonition;
  - b. interdiction of one of more formative activities;
  - c. temporary suspension for the University with contextual loss of the exam session;
  - d. expulsion from the University with following cancellation of the entire academic career.The violation of the aforementioned rules shall be formally contested by the student, who shall be informed of the initiation of the disciplinary measure at least ten days before the application of the sanction, in order to be able to defend themselves. The sanctions shall be applied by Rector's Decree and shall be communicated to the person involved by the body of competence. The disciplinary measures shall be registered in the student's academic career, as well as in the discharge papers in caso of transfer into another University.

#### **Art. 18 (Approval and entry into application)**

The present regulation, deliberated by the competent academic bodies, is issued by Rector's Decree and will be published in the official website of e-Campus University.

In force since 1 August 2018